

WINTER HAVEN POLICE DEPARTMENT

GENERAL ORDER 33.3

FIELD TRAINING AND EVALUATION PROGRAM

ACCREDITATION STANDARDS: CALEA – 33.1.5, 33.4.3; CFA 10.07

EFFECTIVE DATE: February 2, 1996

RESCINDS: G.O. 33.3, January 5, 2018 and all applicable Amended/Temporary Orders prior to October 30, 2018

LAST REVISED DATE: October 30, 2018

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POLICY

It shall be the policy of the Winter Haven Police Department to enhance the basic law enforcement knowledge and skills of recruit officers and new detectives by advancing their knowledge regarding elements of criminal acts, investigating past occurred crimes, as well as understanding and enforcing city ordinances. Recruit officers and new detectives shall be trained in agency general orders, policies and ordinances, procedures, rules and regulations. Training shall be in accordance with the Winter Haven Police Department Field Training Manual. (CALEA 33.4.3)(CFA 10.07)

PURPOSE

The purpose of this order is to establish guidelines for a Field Training and Evaluation Program (FTEP) and the Detective Training and Evaluation Program (DTEP).

SCOPE

This order shall apply to all Department members.

DISCUSSION

Providing recruits and new detectives with field training experiences, as a supplement to classroom instruction is a relevant portion of the training experience. Field training shall be organized, equitably evaluated and closely supervised.

PROCEDURES

The FTEP shall be under the administrative control of the Uniform Services Bureau Commander. The Uniform Services Bureau Commander shall designate an Assistant Field Training Commander (AFTC) to assist in this program. The AFTC shall be responsible for the training, record maintenance and documentation. A Field Training Sergeant may be appointed at the discretion of the Uniform Services Bureau Commander to assist in the administration and supervision of the Field Training and Evaluation Program.(CFA 10.07c)

I. Program Administration

- A.** Selection criteria for Field Training Officers (FTO) shall be by procedures established in General Order 16.2. (CALEA 33.4.3b)(CFA 10.07a)
- B.** The supervision of the Field Training Officers will be conducted by the first line supervisors. Their activity will be monitored by the AFTC. (CALEA 33.4.3c)(CFA 10.07c)
- C.** The Department's Training Officer shall act as liaison with any Law Enforcement Training Academy in FTEP matters. (CALEA 33.4.3d)
- D.** The AFTC shall act as liaison with the Department Training Officer to ensure that FTO's are allowed to attend law enforcement courses and/or in-service training to maintain highly trained and proficient as FTO's. (CALEA 33.4.3e)

II. Field Training and Evaluation Program

- A.** The FTEP shall consist of the following:
 - 1.** Newly hired police recruits will receive a minimum of 40 hours classroom and orientation training, and twelve weeks field experience with a FTO, which may be extended as needed. The minimum hours required for the orientation phase will be dependent upon the recruit's experience within this agency, i.e. a new officer trainee was previously a CSO with the agency and therefore will not require much of the same basic orientation as an individual without that internal experience. (CALEA 33.4.3a)
 - 2.** A newly hired community services officer trainee shall receive a minimum of 40 hours classroom and orientation and then they will be assigned to twelve (12) weeks of field training with a FTO. The first four (4) weeks of this field training period shall be with law enforcement FTO's. The second four (4) weeks shall be with a Community Services FTO. The third four (4) weeks shall be with either law enforcement or Community Service FTO's. This is designed so the new hire may receive training on criminal acts and investigations in addition to the basic requirements of their community services position.
 - 3.** Depending on the amount and type of prior experience in law enforcement a recruit has, will determine if they are qualified for the accelerated program. This program will consists of a minimum of 40 hours of in-service orientation training and six weeks experience with an FTO, which may also be extended as needed.
 - 4.** The decision of whether or not a new recruit will participate in the standard or accelerated program will be made by the Uniform Services Bureau Commander.
 - 5.** While assigned to the Field Training and Evaluation Program, both police and community service trainees will be evaluated per the Standardized Evaluation Guidelines as outlined in Department's Field Training Manual. Within this

program, there are evaluations and checklists that are specific to either police officers or community service officers and FTO's should take care to ensure that they are completing the appropriate evaluation as it pertains to their trainee. (CALEA 33.4.3)(CFA 10.07d,e)

6. Remedial Training; the purpose of remedial training is for trainees who are not consistently meeting the standards set forth in the Field Training and Evaluation Program. Remedial training will consist of a minimum of eight training days. At the conclusion of remedial training a recommendation will be forwarded by the assigned field training officer via the field training chain of command to the Uniform Services Bureau Commander for their review and recommendation of whether to retain and continue training of the recruit or their termination from the department. (CALEA 33.1.5)(CFA 10.04b)
 7. An agency trainee can enter into remedial training at any period during the field training process. A detailed written recommendation will be prepared by the current assigned field training officer and forwarded to Uniform Services Bureau Commander via the field training chain of command for their review and recommendation.
- B. The Uniform Services Bureau Commander or AFTC shall ensure that recruit field assignments are rotated in order for the recruit to experience a variety of law enforcement duties. (CALEA 33.4.3f)

III. Detective Training and Evaluation Program

- A. The DTEP Coordinator / ISB Lieutenant is responsible for the day to day operation of DTEP, to include the following duties:
1. Supervise the Asst. Coordinator / ISB Sergeant
 2. Assist in the review of all Daily Evaluation Reports
 3. Assist in monitoring the progress of any new detective
 4. Ensuring that the Captain / ISB Commander is kept abreast of pertinent information regarding DTEP or any new detective.
- B. All new detectives will undergo a minimum of five weeks of field training with an FTO that is currently assigned to the Investigative Services Bureau. Each week, the new detective will be assigned to a different FTO from the previous week. Each day the FTO will complete a Daily Evaluation Report, (DER) which documents the new detective's progress, strengths, and weaknesses.
- C. Upon completion of the third week of field training, the Asst. Coordinator/ ISB Detective Sergeant will complete a Week Three Supervisor Report (WHPD-349B) detailing the progress of the new detective based on the DER's, input from FTO's, and the supervisor's own observations. The report will be forwarded via the chain of command to the bureau commander.

- D. Upon completion of the five weeks of field training, the Asst. Coordinator/ ISB Detective Sergeant will complete a memorandum either recommending the release of the new detective to solo assignment, remedial training, or reassignment. All documentation will be forwarded via the chain of command for final approval.
- E. If remedial training is recommended, the new detective will undergo a minimum of two additional weeks of field training not to exceed three weeks. Upon the completion of remedial training, the Asst. Coordinator/ ISB Detective Sergeant will complete a final memorandum recommending either releasing the new detective to solo assignment or re-assignment. All documentation will be forwarded via the chain of command for final approval.
- F. Detective Training will also be conducted in compliance the Detective Training and Evaluation Manual.

IV. Field Training Officer

- A. It is the responsibility of the FTO's to complete all required reports and evaluations (Daily Recruit Evaluations, etc.) pursuant to the FTEP manual on their recruit/trainee in a timely manner. Reports and evaluations will be reviewed by the Field Training Sergeant or Shift Lieutenant and then forwarded to the AFTC. (CALEA 33.4.3g, h)(CFA 10.07d)
 - 1. The shift supervisor shall complete a bi-weekly evaluation on each recruit/trainee assigned to their shift. (CALEA 33.4.3h)
- B. Members that have applied and been appointed FTO's will receive extra compensation in a monetary amount designated by the Chief of Police.
- C. FTO's shall wear shirtsleeve insignias as approved by the Chief of Police. This will designate them as FTO's only and will not imply any supervisory authority other than that over recruits during actual training.
- D. FTO's may have the words "Field Training Officer" printed on their nameplate underneath their name.

APPROVED



**Charles E. Bird
CHIEF OF POLICE**