POLICY/PURPOSE:
The purpose of the Cedar Rapids Police Department's (CRPD)'s Field Training and Evaluation Program is an extension of the law enforcement selection process combining on-the-job training with objective performance assessment to ensure that the standards of a competent law enforcement officer are met. The goal of the field training and evaluation process is to improve the overall effectiveness and efficiency of law enforcement service delivery by:

- Improving the overall applicant screening process:
  - Field training and evaluations are a logical extension of the department’s overall applicant screening process. It is designed to facilitate on-the-job observations and performance assessment as well as assess the relative effectiveness of the candidate’s recruitment, testing, selection and academy training/certification process.

- Establishing a Probationary Police Officer Appraisal Process:
  - The program is designed to provide a valid, job-related, post-academy evaluation of the probationary law enforcement officer performance utilizing a standardized and systematic approach to job/task performance documentation. Specific documentation of performance serves as the criteria for the retention or termination of the probationary officer. [33.4.2a,b]

- Improving the Probationary Police Officer training process:
  - The program provides on-the-job, post-academy instruction via Field Training Officers (FTO) serving as mentors/role models for probationary officers to expedite the application of knowledge, skills, and abilities in concert with department and community expectations for quality law enforcement service. The uniformity of the field training process assists in bringing the probationer up to speed to certify for solo patrol operations.

- Establishing career opportunities within the department for Field Training Officers:
  - FTOs gain valuable one to one supervisory experiences as well as knowledge that increase basic leadership, training skills, and personal performance assessment as well as enhanced personnel coaching techniques. The Field Training and Evaluation process provides an alternative career path for job enrichment responsibilities.
Establishing an improved in-service retraining process:
  o Field Training and Evaluation provides a process to administer retraining and orientation to sworn personnel returning to Patrol Operations after extended absences or non-uniform patrol service assignments:
    ▪ Sworn personnel who have been absent from Patrol for a period of 365 calendar days or more will be assigned with an FTO in order to execute/complete a comprehensive patrol reorientation process.
    ▪ During the time such sworn officers are assigned with an FTO they will not be subject to the evaluation process required of a probationary officer in training. The FTO’s function is to familiarize the officer with updated policy/procedures, executive orders, reporting forms/protocols, and in conjunction with the FTO commander and/or Training section, insure that returning personnel meet all Department qualifications standards in skill areas (e.g., use of force, patrol vehicle operations, etc.).

Definitions:
Probationary Officer – A police officer in their first year of employment is considered a Probationary Officer, and as such has no grievance rights for disciplinary action. Refer to The Cedar Rapids Police Bargaining Union contract for additional information. [32.2.10]

Recruit Officer – A Probationary Officer is referred to as a Recruit Officer prior to graduation from the Police Academy.

Organization:
Training Commander:
The Patrol Division Commander shall be directly responsible for the Field Training Program. Prior to the graduation of the recruit, the Administrative Operations Commander or designee will meet with the Patrol Division Commander or designee to determine the initial assignments of the Recruit Officers to patrol.
  • The Special Operations Commander shall be responsible for the general control and evaluation of the Training Program and shall assume the staff monitoring of all Probationary Patrol Officers for the duration of their academy training.
    o The Special Operations Commander shall monitor and evaluate the overall development of Probationary Officers during the probationary period for purposes of ascertaining any deficiencies and resolving them through training and retraining.
The Special Operations Commander shall work closely with the Field Training Supervisors of Probationary Officers, during and after the completion of Field Training and Evaluation Program assignments, to determine and correct any training deficiencies.

The Special Operations Commander shall facilitate the assembly and dissemination of information relating to a Probationary Officer's progress to the Patrol Division Commander.

Upon completion of the FTO phase, the Training Section shall maintain all records, daily observation reports and bi-weekly evaluations on probationary officers until they have been retained as a non-probationary employee. The Training Section shall retain records of terminated probationary employees for two (2) years after termination.

The FTO Sergeant shall assist the Field Training Board in conducting a comprehensive evaluation of each Probationary Officer during the last month of the probationary period, and prepare a statement of the Probationary Officer's development and submit it to the Chief of Police with a recommendation to retain, recycle (extend training), or dismiss the Officer. All other Department supervisors and field training personnel will be offered the opportunity to provide input to assist in this final probationary period evaluation.

Patrol Division Commander:
The Patrol Division Commander shall be responsible for the administration of the Field Training and Evaluation Program after basic academy training through the Field Training Program, including the solo phase of training.

- The Patrol Division Commander or designee shall be responsible for planning, directing, and evaluating field training assignments and any changes in such assignments or variations in the length of the assignments.
- Any conflicts arising in the chain of command, due to the Field Training and Evaluation Program, are to be brought to the attention of the Patrol Division Commander.

Training Coordinator:
The Training Coordinator will act as a liaison between the Police Academy, academy staff, and Recruit Officers. [33.4.3d]
Probationary Officers:
Probationary Officers shall be assigned to the Patrol Division unless otherwise ordered by the Chief of Police.

- Each Probationary Officer who is assigned to the Patrol Division shall be placed in a field training and evaluation assignment under the supervision of the Patrol Commander and FTO as defined in this order.
  - Probationary Officers will train with FTOs for a minimum of 5 months. [33.4.3a]
  - The field training assignment shall be predetermined and will be varied only when a Probationary Officer needs retraining.
  - During the training and evaluation period, each Probationary Officer shall be assigned to, and spend training time with, a minimum of four (4) Field Training Officers and train on at least two (2) different shifts. [33.4.3f]
  - Probationary Officers assigned to organizational units other than the Patrol Operations Division may be assigned to other than FTO's and will be under the direct supervision of the commander of that unit. The commander of the unit will ensure evaluations are completed on time and submitted to the FTO supervisors for review.

- Each Probationary Officer assigned to a FTO will be issued a Field Training Manual. This manual will contain an overview of the training program, as well as the duties and responsibilities of the Probationary Officer. Also included will be a copy of the evaluation designators, a curriculum based on tasks of the most frequent assignments associated duties, as well as a training checklists. Care of this manual will be the sole responsibility of the Probationary Officer during the training period. [33.4.2a]

Chain of Command:
- The Probationary Officer will be responsible to their assigned Field Training Officer during the time the Probationary Officer is in the Field Training and Evaluation Program. Except, when an emergency situation arises, the Probationary Officer will be assigned to a Field Training Officer or supervisor. Non-emergency assignment of Probationary Officers to other than their Field Training Officer or supervisor should be avoided.

Extension of Probationary Officer Training:
The Probationary Officer's Field Training and Evaluation period may be extended upon the recommendation of the Field Training Supervisors, Patrol Commanders, the Patrol Division Commander, or the Administrative Operations Commander with approval of the Chief of Police.
Probationary Officer Evaluation Process: [33.4.2b]
The evaluation of post-academy Probationary Officers will consist of the following:

- Daily Observation Report
  - Completed by the FTO and reviewed by an FTO supervisor each evaluated patrol shift.

- Bi-Weekly Evaluation Report
  - Completed by the designated FTO, reviewed by an FTO supervisor, and the FTO program coordinator.

- Written Examinations
  - Probationary Officers may complete written examinations during the Field Training and Evaluation period as required by the FTO or any commander.

- Monthly Evaluation Report (Solo Phase)
  - Shall be completed by the Patrol Commander with collaborative assistance from FTO’s and other Shift Command/Supervisors.
    - The Monthly Evaluation Reports will be reviewed by a Field Training Supervisor and the FTO program coordinator.
    - The Monthly Evaluation Reports shall be placed in Administrative/Training Operations file after being reviewed and signed by the Probationary Officer.
    - Incident Observation Reports (IOR) may be filled out by any supervisor, FTO or any non-probationary Officer to correct deficiencies noted during the Probationary Officer’s training phase. The IOR will be sent to the FTO or Patrol Sergeant who will be completing the Bi-weekly Evaluation Report. The IOR will be discussed with the Probationary Officer as soon as possible after the IOR is received to note and correct deficiencies. The IOR may be used for good work noted during the rating period as well.

Probationary Officer Field Training Review Board:
The Field Training Review Board shall consist of:
- Training Section representative,
- Patrol Commander,
- Field Training Officer Supervisor(s)
Field Training and Evaluation Program

Field Training review board action
- Required to advance Probationary Officer from field training stage to solo performance.
- Required to advance Probationary Officer from probationary status to permanent status.
  - Per The Cedar Rapids Police Bargaining Union contract, a probationary period may be extended for periods of one month, but not more than two times. Refer to the contract for additional information.

Probationary Officer Employment Status Process:
- At any time during the probationary period a Probationary Officer is not performing at a satisfactory level, a recommendation for termination may be initiated.
- The Chief of Police (or designee) shall make the final decision reference dismissal.

Disposition of Field Training Evaluations:
- Upon completion of Field Training Board action, the Probationary Officer's Field Training and Evaluation Program reports will be filed as follows:
  - Department personnel file:
    - All forms related to the progress and evaluation of the Probationary Officer to include, but not limited to, Daily Observation Reports (DORs), Bi-Weekly evaluations, Incident Observation Report, and Monthly Evaluation Report.
  - All other Field Training and Evaluation Program files:
    - Shall be maintained in the departmental training files by the Training Division.
    - Field Training and Evaluation Program files are confidential and shall be reviewed only by persons with a need to know upon approval of the Chief of Police.

Field Training Officers:
The Field Training Officer:
- Reports to the Field Training Supervisors in all matters regarding the Probationary Officers assignment, evaluations or retraining. The Field Training Officer is the Probationary Officer's direct supervisor and, as such, is responsible for the Probationary Officer. All other matters of supervision are the responsibility of the normal chain of command.
- Shall be responsible for the training and evaluation of the Probationary Officers assigned to them as directed by the Field Training Supervisors.
Guidelines for the evaluation of recruits are included in the CRPD Field Training Program Manual under Evaluation Process. [33.4.3g]

- Shall be a sworn officer who has met all posted qualifications of the CRPD's Field Training and Evaluation Program guidelines and successfully completed the Field Training Officer selection process and completed the Field Training Officer School.
- Has two primary roles to fulfill:
  - That of Police Officer assuming full patrol responsibility.
  - That of a first line supervisor and a trainer and evaluator of Probationary Officers.
- Shall receive 10 hours of compensation per month in TC after completing a minimum of four (4) days training spent with a Probationary Officer within that month.
- Will follow FTO reporting responsibilities located in the CRPD Field Training Program Manual in the section labeled Responsibilities of the Field Training Officer – FTO Training Duties. [33.4.3h]
- May be released from field training and evaluation duties as follows:
  - At the request of the individual concerned;
  - By removal of assignment from patrol duties;
  - At the direction of the Patrol or Administrative Operations Division Commander;
  - At the request of Field Training Supervisors or Patrol Supervisors.

Selection Process of Field Training Officers: [33.4.3b]
- Refer to the CRPD directive on Position Vacancies and Transfers.

Field Training Officer Training: [33.4.3e]
- All Field Training Officers and the Field Training Supervisors shall receive formal training consistent with this program. The Administrative Operations Commander will be responsible for in-service training to upgrade their knowledge and skills. This will continue on an ongoing basis. This will include, but not be limited to, updates on criminal law, search and seizure and teaching techniques.

Field Training Supervisors:
The Field Training Supervisors are responsible for the coordination and assignment of Recruit Officers throughout the field training period.
- The Field Training Supervisor has the dual responsibility of shift supervisor, and the training and evaluation of Probationary Officers assigned to the shift. The Patrol Commander shall inform the
other shift supervisors/command personnel of the progress of Probationary Officers assigned to the shift.

- The Field Training Supervisors are responsible for the weekly review of the Probationary Officer’s Training Manual to determine if it is up to date and properly completed. If it is not current, the Commander should ascertain why it is not, giving special attention to the possible need for remedial training.

- Reports written by the Probationary Officer also serve to identify deficiencies, especially ones of spelling, grammar, neatness, attention to detail, and the general organization of thought. The Patrol Commander is responsible for the review of these reports along with the Field Training Supervisors.

- The Field Training Supervisors shall make certain the Bi-Weekly Evaluation Report, as well as all other documentation, is completed and filed as required.

- The Field Training Supervisors will monitor the overall training of Probationary Officers assigned to the shift to ensure that Field Training and Evaluation Program standards are being met.

**Annual Review of FTO’s and Program:**

- The annual review meeting will review the current program and make recommendations for changes, if identified, and forward the recommendations to the Cedar Rapids Police Department’s Command Staff for consideration.

- At the completion of the Field Training Phase (as designated in the Field Training Manual), the Department will conduct a survey of the Probationary Officers to determine the effectiveness of the Field Training Officers. This survey will be confidential and used to determine if the FTO is training the Probationary Officers in the manner in which are prescribed by the Police Department.

- Field Training Supervisors may conduct evaluations of the Field Training Officers at any time throughout the year to ensure the training standards are followed and to ensure the FTO is training Probationary Officers in the appropriate manner following established guidelines and curriculum. [33.4.3c]

- Supervisors will make comments on the FTO’s yearly evaluation about the activities of the FTO during the rating period.