



# POLICY & PROCEDURE

## ELKHART LAKE POLICE DEPARTMENT

SUBJECT: **RECRUIT/FIELD TRAINING**

SCOPE: All Sworn Personnel

DISTRIBUTION: Policy & Procedure Manual

REFERENCE:

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WILEAG 4<sup>TH</sup> EDITION

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INDEX AS: Field Training Program  
Recruit Training  
Remedial Training

PURPOSE: The purpose of this Policy & Procedure is to establish guidelines for the Elkhart Lake Police Department for sworn recruit/field training programs.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. FIELD TRAINING PROGRAM – LAW ENFORCEMENT OFFICER
- III. REMEDIAL TRAINING
- IV. RECRUIT TRAINING

### I. POLICY

- A. It is the policy of the Elkhart Lake Police Department to provide recruit training to all employees in order to promote efficiency and effectiveness; to establish and maintain standards of excellence in performance and service; and to achieve the maximum development of each employee's potential.

## II. FIELD TRAINING PROGRAM – LAW ENFORCEMENT OFFICER

### A. Objectives of the Field Training Program

1. Improving the overall applicant screening process. The Field Training Program and Evaluation are one phase of the Department's overall applicant screening process designed to facilitate on-the-job observations and performance assessment.
2. Establishing a probationary Police Officer appraisal system. The program is designed to provide valid, job-related post Basic Training Academy evaluation of probationary law enforcement officer's performance. The process uses a standardized and systematic approach to documenting probationary law enforcement officer performance.
3. Establishing a program review procedure. The program provides an appraisal system to measure the effectiveness of the Department's selection and training processes by allowing feedback to the appropriate departments regarding probationary law enforcement officer strengths and weaknesses.
4. Improving the probationary law enforcement officer training process. The program provides post Basic Academy training and on-the-job training to probationary law enforcement officers. Field Training Officers serve as role models for probationary officers in the development of the knowledge/skills/abilities needed to perform patrol duties and practical application of Police Academy materials.
5. Establishing improved in-service retraining program. The program provides a system to provide retraining and orientation to sworn officers returning to patrol from extended absences or assignments.
  - a) Sworn officers who have been absent from Patrol for 365 calendar days or more will be assigned to a FTO for a minimum 5-day period. This period may be extended up to 10 days at the discretion of the Chief of Police.
  - b) During the time such sworn officers are assigned with an FTO, they will not be subject to the formalized evaluations required of probationary officers in training. The FTO's function is to re-familiarize the officer with agency forms, updated policy/procedure/Policy & Procedures, and with the FTO Commander and/or training Section; and to insure that the returning officer is provided with opportunities as are necessary to meet or re-qualify in skill areas such as CPR, firearms, and DAAT.
6. This program may be modified for officers entering the Elkhart Lake Police Department with significant law enforcement experience and training.

### B. Organization of the Field Training Program

1. Field Training Unit Coordinator (WILEAG CORE 33-12.2.4.5)
  - a) The Field Training Coordinator shall be the Chief of Police.

- b) The Field Training Coordinator shall be responsible for the general administration and evaluation of the Field Training and Evaluation Program and the staff monitoring of all probationary officers for the duration of their probationary period.
  - (i) The Coordinator shall monitor and evaluate the overall development of recruit officers during the probationary period for purposes of ascertaining any deficiencies and resolving them through training and retraining.
  - (ii) The Coordinator 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.
  - (iii) The Coordinator shall conduct a comprehensive evaluation of each probationary officer monthly with a recommendation to retain, recycle (extend training), or dismiss the officer. All Field Training personnel will be offered the opportunity to provide input to assist in the final probationary evaluation.

2. Field Training Officer (WILEAG CORE 33-12.2.4.4)

- a) All Field Training Officers shall receive formal FTO training consistent with this program.
- b) The Field Training Officer shall be responsible for the training and evaluation of the probationary officers when assigned to them.
- c) The Field Training Officer shall be a sworn officer who has met all posted qualifications of the Department's Field Training and Evaluation Program. Minimum qualifications will be:
  - (i) 3 years of experience as a Elkhart Lake Police Officer,
  - (ii) Positive evaluations,
  - (iii) Average to above average activity for the shift he/she works,
  - (iv) Strong officer safety skills and practices,
  - (v) Good one on one communications skills,
  - (vi) Positive attitude.
- d) The Field Training Officer has two primary roles to fulfill: that of a police officer assuming full patrol responsibility; and that of a trainer, coach, and evaluator of probationary officers.
- e) Field Training Officers may assist in the Department's background investigation for Police Officer candidates.

## C. Assignment of Probationary Officers to Field Training

### 1. Assignments

- a) Probationary officers shall be assigned to the Patrol Division
- b) Each probationary officer who is assigned to the Patrol Division shall be placed in a Field Training and Evaluation assignment:
  - (i) The Field Training assignment shall be predetermined and will be varied only when a probationary officer needs remedial training or is exceeding standards.
  - (ii) The Chief of Police may continue the Field Training assignment of a probationary officer beyond the predetermined time if the need for further training and evaluation is apparent.
- c) The Field Training and Evaluation Program shall be divided into the following phases and steps: **(WILEAG CORE 33-12.2.4.1 AND 2)**
  - (i) Phase One – minimum two days of in-house orientation and training.
  - (ii) Phase Two – Steps One – Four.
    - (a) Step One – working days duration.
      - (1) For the first five working the probationary officer works with the Field Training Officer and is not formally evaluated (Daily Observation Reports).
      - (2) Minimum of fifteen working days for structured training and evaluation.
      - (3) “Working Day” is defined as: all training/evaluation days during which the probationary officer is assigned to an FTO and completes 50% of the scheduled shift.
    - (b) Step Two – twenty working days duration.
      - (1) Training and evaluation period.
    - (c) Step Three – twenty working days duration.
      - (1) Training and evaluation period.
      - (2) The FTO will insure that any “missed” (non-certified days) are made up and that the minimum number of certified days of training and evaluation have been completed.
    - (d) Step Four – minimum five working days duration.

(1) Training Officer in plain clothes and probationary officer in uniform.

(2) The probationary officer shall “certify” for a solo patrol assignment during this step.

(iii) Phase Three – Balance of the probationary employment period.

(a) Probationer on solo patrol for the remainder of their 2080 probationary period.

(b) During the balance of the probationary patrol period, the probationary officer shall be periodically assigned to an FTO for performance review.

#### D. Extension of Training

1. The probationary officer’s Field Training and Evaluation period may be extended upon the recommendation of the Field Training Officer and with the approval of the Chief of Police.

#### E. Evaluation Process (WILEAG CORE 33-12.2.4.3)

##### 1. Daily Observation Report

a) Completed by the Field Training Officer each patrol shift starting with the 41<sup>st</sup> working hour.

##### 2. Evaluation of Field Training Officer and Program

a) Shall be conducted by the Chief of Police at periodic intervals.

##### 3. Monthly Evaluation Report

a) Shall be completed by the Field Training Coordinator with collaborative assistance from other Shift Supervisors.

(i) The monthly Evaluation Reports will be reviewed by the Field Training Coordinator and Commander and made available to the FTOs for review and discussion.

(ii) The monthly Evaluation Reports shall be placed in the “DOR” notebook after being reviewed and signed by the probationary officer.

(iii) The Field Training Coordinator shall facilitate an evaluation of probationary officer’s Steps One – Four performances and forward it to the Field Training Commander for review and submittal to the Chief of Police.

#### F. Employment Status Process.

1. Any time during the probationary period a probationary officer is not performing at a satisfactory level, a recommendation for termination may be initiated.
2. Memorandums and recommendations for termination are forwarded to the Chief of Police.
  - a) The Field Training Officer will prepare a detailed report and forward it to the Chief of Police with recommendation(s).
3. The Chief of Police will effect the administrative decision of the requested dismissal.
  - a) If the Chief of Police concurs with the recommendation, the probationary officer shall be administratively relieved of duty.
  - b) The Chief of Police shall preside over the Employment Status Hearing at which time the Field Training Officer shall present the reasons for the recommended termination; and the probationary officer shall be afforded an opportunity to respond to the Field Training Officers Report of Recommendation.
  - c) The Chief of Police shall make the final decision reference dismissal within 48 hours of the Employment Status Hearing.

### III. REMEDIAL TRAINING

- A. Remedial training is defined as personalized training used to correct a specific deficiency; also refer to Policy & Procedure 12.02: Employee Training for further information.

### IV. RECRUIT TRAINING (WILEAG CORE 32-12.2.3)

- A. All sworn officers will satisfactorily complete the Wisconsin law enforcement officer recruit-training program or the Wisconsin Department of Justice, Training and Standards Bureau Reciprocity Examination prior to assignment in any capacity in which the officer is allowed to carry a weapon or is in a position to make an arrest, except as part of a formal field training program.

Michael Meeusen  
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 06/01/2015