



Rochester Police Department Field Training and Evaluation Manual



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"The Rochester Police Department will maintain **Law and Order** through **Professional** police service and **Respect**

according to **Training Standards.**"

Mission Statement of the Rochester Police Department - 2005



I. OBJECTIVES OF THE ROCHESTER POLICE DEPARTMENT FIELD TRAINING AND EVALUATION PROGRAM

The Rochester Police Department Field Training and Evaluation Program has been designed and implemented so that the following objectives may be met:

1. To produce a highly trained and positively motivated Police Officer capable of meeting or exceeding standards of performance required by the Rochester Police Department.
2. To provide equal and standardized training to all newly hired Police Officers and to provide remedial training in those areas where deficiencies are identified.
3. To build on the foundation of knowledge given at the police academy, thereby creating an environment in which the trainee may develop new skills, as well as, increase proficiency in those acquired in the academic setting.
4. To improve the Department screening process by providing on-the-job observation of each trainee's performance.
5. To establish an appraisal system which is valid and job-related, utilizing a standardized and systematic approach to the documented measurement of Probationary Police Officer performance.
6. To establish career paths within the Department by providing qualified officers with additional training and opportunities to develop leadership skills.
7. To ultimately increase the overall efficiency and effectiveness of the Department by enhancing the climate of professionalism and competency demanded by the ethical standards of law enforcement.

II. FIELD TRAINING AND EVALUATION PROGRAM OVERVIEW

While the duration of the Field Training and Evaluation Program (FTEP) is normally 16 weeks, it may last up to 20 weeks. Although the Program may last longer than 16, under no circumstances shall the Program be reduced. Much effort has been expended in designing a program which allows a new officer to learn how to perform in an efficient and safe manner within a time frame that is acceptable to the Department.

The 16 week program has been divided into phases, hence, the name Phase Training. Each phase is a programmed length of time correlated to a particular set of tasks which must be learned by each Probationary Police Officer (PPO). The tasks are ordered so that the PPO is exposed to the most basic and necessary tasks first. These tasks form the foundation upon which the PPO will build for the remainder of the Program and into the subsequent years of service. As the PPO progresses through the Program, he or she will encounter increasingly more difficult tasks. Eventually, the PPO must be able to perform or be exposed to the majority of tasks necessary to assume the complex role of a solo Police Officer.

Phase training is fundamental to FTEP. Each phase is designed to provide the following:

1. A systematic approach to field training.
2. Consistent and standardized training.
3. The means of ensuring the PPO's capability to perform the skills necessary for competent operation of solo patrol.
4. An introduction to as many areas as possible of the city as well as an opportunity to work all four patrol shifts.
5. The opportunity to train with various Field Training Officers (FTO) and to be exposed to their various techniques while operating within standardized guidelines.

The principal vehicle for the listing of tasks is the PPO Checklist, a phase by phase assignment of responsibilities which move from the simple to the complex as the weeks pass.

A. Phase Training

The 16 week program has been divided into four phases. All four phases are four weeks in duration. The PPO will be assigned to a

different FTO for each of the first three phases and return to his or her original FTO for the final phase.

1. Primary Phase, Field Training Program.

During this time, the PPO will be taught certain basic skills. These include officer safety and other areas of potential liability to the Department and the PPO. FTO's assigned to the Primary Phase are identified as the "Primary FTO." The Primary FTO is often selected because they appear to be best equipped to deal with what is believed to be the PPO biggest or most apparent problem based on information available (if in fact there is a problem). An important element of this phase is the molding of the PPO's attitude towards acceptance of training as an opportunity to learn from experienced officers. A great deal of the PPO's success will hinge on his FTO's attitude towards the training and on the image projected by the FTO.

2. Second Phase, Rotation to a Division

Second Phase, is somewhat more complex than the primary phase and is sometimes identified as the phase in which the PPO begins to become more comfortable with his or her new role. It is now that he or she starts to master the skills learned in both Primary Phase and the Recruit Academy. The FTO must acknowledge the PPO's growing assertiveness and remain constantly aware of the workload, guarding against under or over loading. While in the Primary Phase the PPO did only about 20% of the work, in Second Phase he or she is now approaching about 40 - 60% of the workload.

3. Third Phase, Permanent Assignment on the Road

Third Phase is the last phase of formal training. It is characterized by advanced training and the polishing of those skills obtained earlier. This is also the opportunity for the FTO to review those tasks previously accomplished and to be sure that PPO is prepared for the final phase. In this phase the PPO should be doing close to 90% of the work, while the FTO does the remaining 10%.

4. Final Phase, Evaluation Phase

Final Phase is an evaluation only phase. The checklist should have been completed prior to the PPO's entry into this phase. An important aspect of this phase is the PPO's return to his

or her Primary FTO for evaluation. This is done so that the FTO who originally observed the PPO will be able to evaluate the final product and compare performance levels. This phase lasts only four (4) weeks. To ensure that the PPO acts as the lead officer during this phase, his or her FTO will wear civilian clothing and will not take any action except in instances where there is a need to “step in” or intervention is necessary. This FTO intervention is mandatory under the following circumstances:

- a) Officer Safety - If the action of the PPO constitutes a hazard or potentially dangerous situation to the officers or citizens, then the FTO must take whatever action is necessary to reduce the hazard and ensure safety practices are followed.
- b) Illegal or Unethical Activity - The FTO must ensure that the PPO's actions are legal and ethical at all times. Neither of these conditions shall be sacrificed for training purposes.
- c) Embarrassment to a Citizen, to the Department or the FTO - The FTO need not allow an incident to reach the point where a citizen or the FTO becomes embarrassed by the PPO's actions. Neither must the FTO allow the PPO to embarrass or to bring discredit to the Department at any time.

Upon successful completion of the Final Phase the PPO will be assigned to the Patrol Division as a solo officer provided he or she has satisfactorily completed the checklist requirements and is recommended for retention.

B. Limbo Weeks (Days)

The first two (2) weeks of the Primary Phase and the first day of Second Phase and Third Phase are referred to as Limbo Weeks or Limbo Days. While the PPO receives training in new skills or tasks during these weeks or days, he or she will not be rated on the Daily Observation Report (DOR).

The primary purpose of “Limbo” is to allow for a smooth transition from the Academy to the Program, as well as from one FTO to another. An important point to keep in mind during the “Limbo” period is that while there are obviously differences in style between

FTOs, the training and the adherence to the standardized guidelines remain the same.

There is no "Limbo" day at the start of the Final Phase. The PPO should be well acquainted with his or her Primary FTO and not need time for refamiliarizing.

"Limbo" is an acceptable means of getting acquainted but should not be interpreted as meaning that training does not occur. Instruction from the PPO checklist continues as always.

C. Officer Deployment

While in phase training, the PPO and his or her FTO will normally be considered a one-officer car. Even though the two are considered a one-officer car the PPO shall NOT be separated from his or her FTO. Safety and liability issues dictate this. While it is tempting, under some circumstances, to use the PPO as one would an experienced Officer, the drawbacks far outweigh the apparent benefits.

D. Shift Exposure

During the training period, the PPO will be exposed to the varied working conditions that each officer must face in his or her career. Failure to assign a PPO to all shifts may lead to problems manifesting themselves at a time when little can be done to correct them. It is absolutely necessary to learn whether or not a PPO can physically and mentally adjust to working various hours under differing activity loads. Ignoring shift exposure results in a lack of standardized training. Standardized training and exposure are basic tenets of the program.

E. Remedial Extension Policy

As mentioned earlier, the program duration is normally 16 weeks. It should be understood, however, that problems sometime occur which make it difficult to always adhere to the set time limit. Sometimes these problems have their source in the PPO's performance, other times they are administrative in nature.

The Program may be extended to allow the PPO sufficient time to master complex tasks necessary to complete the program, however,

is NOT a guarantee that every PPO has the right to an extension. The decision to extend will be that of the Program Administrator and is normally done before the PPO enters the final phase. This decision will be based on review of performance and other information available as well as the recommendations of the FTO and Program Staff. The extension is not to be viewed as “punishment” but rather as an opportunity to “catch up” and to have any problems remediated.

The extension may be handled in several ways. The PPO may continue to work with the same FTO or may be assigned to a different FTO on any available shift. A decision may even be made to utilize an outside resource. The extension will be tailored to fit the training needs of the PPO. This is a difficult time for the PPO and a time when he or she might “give up” or “decide” to fail. It is the FTO’s responsibility to see that the extension is viewed from a positive perspective and as a strategy that will lead to success. The foundation for a decision to extend is whether or not the cause is viewed as something that can be remediated or corrected. While extensions do occur, they are not granted by the Program Staff unless the probability of success is anticipated.

F. Checklists

The PPO’s Checklist is a listing of a great number of tasks from the very simple, such as calling in sick or lighting a road flare, to the rather complex, such as making a felony D.W.I. arrest that the PPO needs to be trained in during the Program.

The checklist starts off with the simple tasks first. As the PPO gains experience and confidence the tasks become more difficult. The tasks are generally demonstrated or explained by the FTO first and then the PPO will perform these same tasks. Once trained the Checklist is marked and the same is done when the PPO has performed the task at an acceptable level.

Training in the Checklist begins with the very first day of the Primary Phase and continues to the last day of the Third Phase, or until the Checklist is complete.

G. Evaluations

During the 16 to 20 week program evaluations are done at the very least on a daily basis. While it depends on the FTO's own style, it is generally agreed that verbal evaluations be done after each task and the written evaluations, the Daily Observation Report (DOR) be done at the end of each tour of duty. It is also better to do the DOR at the end of the tour while the day's events are still fresh in both the PPO's and FTO's minds. If the DOR is put off to the next duty tour some time has passed and a poor DOR may impact, in a negative way, on the upcoming day's performance.

The DOR is scored on a "1 - 7" basis using strict adherence to the Standardized Guidelines. The PPO needs to attain a score a "4" to meet the acceptable performance level in a category. While scores of "1, 2 or 3" are all unacceptable a score of "3" tells the PPO that his or her performance is headed towards a "4" or the acceptable level. On the other hand a score of "2" indicates that the PPO's performance is headed downwards towards the very least acceptable level of a "1." The same indicators exist on the acceptable side of the scoring scale.

Should the PPO not have the opportunity to demonstrate a specific skill in a certain area on the day being evaluated a score of "0" is recorded on the DOR. (For more details on the DOR see VIII. FTEP Standardized Evaluation Guidelines, p. 54 and VIII Index for a copy of DOR #1265, within the Manual.)

In order to successfully complete the FTEP a PPO must achieve a score of "4" or higher in each of the 31 categories.

Once the PPO has successfully completed the Final Phase the DORs by the FTO stop, although his or her performance is continually observed and evaluated by the Platoon Sergeant. Those evaluations are recorded on the Sergeant's Monthly Evaluation Form.

H. Standardized Guidelines

Standardized guidelines have been developed in each of the 31 categories included on the DORs. The standardized guidelines can be found in section VIII, pgs. 54 - 70 of this manual. The guidelines describe performance that would fall into one of the three areas: "1"

unacceptable, "4" acceptable, and "7" superior. Using these guides the FTO can accurately evaluate the PPO's performance.

Care must be taken by the FTO to correctly judge which category and score apply for each of the tasks done by the PPO (i.e., the PPO may take far too long in finishing a report, not because he or she is a slow report writer but because he or she failed to obtain all the necessary information during the preliminary investigation). By strictly adhering to the guidelines FTOs will ensure that similar performance by the PPO will be rated the same, regardless of who the FTO is. Further it will also ensure that all PPOs are rated the same regardless of their assignment.

I. Deselection

While the primary purpose of the FTEP is the training of new Officers it can, when necessary, serve as a deselection process as well. When all forms of remedial training and any and all extensions have proved to be unsuccessful, the Program (with its objective documentation) can serve as a tool to remove the PPO from active service with the Department.

While serving as a deselection tool the Program may, because of its written evaluations, point out to the PPO his or her weaknesses and thereby assist them should they wish to attempt to correct them outside the Department and then re-apply.

III. SELECTION OF THE FIELD TRAINING OFFICER

A. Introduction

The selection of the Field Training Officer (FTO) is equal in importance to the adherence of the Standardized Evaluation Guidelines. Assigning a new officer to just any "senior" officer would be tantamount to returning to the old "popularity contest" approach to training and evaluation. FTOs must have the combined skills of experienced police officers and patient teachers. It is incumbent upon police administrators to choose their training officers carefully. Many factors are taken into consideration: experience, temperament, teaching skills and communication skills just to mention a few. The FTO must be able to assume the role of a leader and tempering his or her "supervisor's" image with fairness and empathy for the new employee. The job is a difficult one and so is the selection of qualified personnel.

The following deals with the selection process. There is no guaranteed method for assuring high quality FTOs, but what is important is that the method is fair, well thought-out and directed to the goal of selecting qualified and capable FTO.

B. Duties and Responsibilities of the FTO

The FTO has many roles that he or she must assume during this program. The two most important roles are: 1) the Police Officer and 2) that of the FTO. An FTO must maintain his or her performance level as a Police Officer and is not relieved of those duties during training. Sometimes these duties are modified because of training requirements, but the FTO must be able to quickly assume the role of a beat officer when needed.

While the FTO is functioning as a beat officer, he or she must also train the new officer. This is a trying situation and quite stressful at times. Regardless, it must be done.

When acting as a training officer, the FTO has the following duties:

1. Supervisor

The FTO often acts as supervisor. The PPO will make mistakes and these mistakes are to be addressed and corrected during the training process. There are times when the PPO will do something that is viewed as minor in nature, but due to their new position and the

need for behavior modification, the FTO must take action and counsel the PPO. The counseling may also be on the severity and timeliness of the incident, it is essential that the FTO take immediate action so that the mistake results in a learning experience.

2. Teaching

The most obvious function of an FTO is that of teacher. The teaching role may and in most cases, does occur in the field under actual conditions. There may be other times when teaching occurs over a cup of coffee or during casual conversation. Teaching may also occur in a formal classroom environment using lesson plans and audio-visual aids. The fact is, the FTO will spend much of his or her time teaching, even when it does not appear to be an obvious activity.

3. Evaluation

The FTO, in the role of a teacher, is also an evaluator. He or she must develop and use skills to determine if learning is occurring and whether or not remedial training is necessary. Evaluation skills are of prime importance to this program. If the FTO cannot evaluate, then he or she cannot train. Evaluation is accomplished by the use of DOR, PO Performance Evaluation Form RPD #1265 with the guidelines, Continuation Form RPD #1381, FTO Worksheet #1380, Report Exemplar #1382, Alternate Week Evaluation Report #1378 along with verbal feedback. The principal element of effective evaluation is objectivity. The principal goal of evaluation is documentation.

4. Researching

The FTO must be able not only to identify remedial training needs, but must be able to provide that remediation in most instances. The FTO must be able to use or identify the proper resource to bring about the desired learning. This aspect of the job is time consuming but it is a primary aspect of the training process.

5. Inspecting

The FTO is responsible for the inspection of the PPO's uniform and equipment as well as approval of all paper work. Discrepancies may also be brought to the FTO's attention by the supervisor for correction by the FTO or PPO.

6. Disseminating Information

The FTO must make sure his or her PPO is receiving all necessary information. They are also responsible for making sure their PPOs record this information and have it available upon request.

7. Being a Good Role Model

The FTO must be a positive role model. This is done by maintaining a professional demeanor and appearance, adhering to Department rules and regulations, having a positive attitude toward the Department, the Program, the job and the PPO.

8. Recommending

The FTO is responsible for the initial recommendation of extension, termination or release to solo assignment. The decision to terminate will be made at a higher level but it is up to the FTO to bring the matter into focus. If an FTO believes, for instance, that the PPO should be terminated, but fails to document, remediate, further document and finally, make that recommendation, the probability is that the PPO will not be terminated. Neither the Program Administrator nor the Section Coordinator will make the FTO's decisions for him or her. This is a responsibility the FTO is made aware of upon entering the Program and it will be his or hers to carry out.

It would be impossible to list every conceivable aspect of the FTO's role in this manual. They change hourly or sometimes by the minute. FTOs must be flexible and able to change as the challenges change; otherwise, the PPO, the Program and the Department will suffer. A weak FTO can disrupt the entire training process. A great deal of trust and responsibility go with this assignment and each member of the FTEP must be willing to accept it.

C. Posting

The first step of the FTO selection process is the posting of the announcement. The announcement will be posted for a minimum of ten (10) days.

D. Requirements

The minimum qualifications for becoming a FTO are outlined in the Rochester Police Department's General Order 205. These requirements are as follows:

1. Three (3) years of continuous service with the Rochester Police Department, unless waived by the Chief of Police;
2. Currently assigned to one of the following Patrol Divisions: East or West.
3. Approval by the Commanding Officer of the Professional Standards Section (PSS) as being an acceptable candidate by reviewing the applicants record, as well as their injury and sick time records.

The above requirements are minimum qualifications for assignments to the Program. Other criteria are also considered when choosing applicants for the program. An FTO must be a capable patrol officer by possessing the skills, knowledge and abilities essential for successful performance of the police officer assignment. It is desirable to have training officers that are well rounded in knowledge of patrol procedures rather than "specialists." FTOs must exhibit skills in a variety of areas, including courtesy and interpersonal relationships, the ability to manage and evaluate police performance under a wide variety of circumstances, and the ability to recognize and successfully manage potentially violent situations. FTOs must be team workers and possess some teaching skills or be capable of learning them. An FTO is a positive role model that possesses maturity, fairness, impartiality, dependability, and objectivity with exemplary ethical standards. There are many other criteria considered such as displaying good judgment, patience, good report writing skills, good judgment and logical, sound, decision-making ability. FTOs will have strengths and weaknesses that must be carefully scrutinized during the selection process so that the most qualified applicants are chosen.

One criterion that is often overlooked is the number and type of collateral duties for which prospective FTOs are responsible. FTOs may become burned-out because of the work load placed on them.

E. Application

1. An officer meeting the minimum qualifications may apply by submitting a Field Training Officer Application, RPD 1330, to the Program Administrator. The completed application will include

personal information as well as previous experience, assignments while with the Department, any special qualifications, training, educational background, teaching and supervisory experience.

2. Once an Officer applies, PDS will contact his/her supervisor and selected previous supervisors requesting that they complete the FTO Candidate Evaluation Form, RPD 1329, rating the prospective officer. All applications will be forwarded to the PDS FT&E Administrator.

3. The Officer will then be reviewed by a panel for approval or rejection. Upon approval, through the chain of command, the Officer will then need to pass appropriate training and be placed on a roster as a certified FTO to later be called upon. (Also see G.O. 205 for complete application and selection guidelines.)

F. Compensation

FTOs are expected to perform their duties as training officers and, at the same time, perform the role of patrol officer. This added responsibility and burden is recognized by the Department. An adequate compensation for these additional responsibilities is difficult to achieve, but the FTOs do receive some monetary compensation for their added duties. The FTO incentive pay is addressed in the contract between the City of Rochester and the Locust Club.

G. Evaluations

In order to ensure that the FTOs are themselves doing a good job as a teacher and evaluator, at the end of the Program the PPOs are given FTO critiques that allow them a chance to rate their FTOs. Once these are completed the FTOs should be given feedback by the Program Administrator and/or their Section Coordinators based upon these critiques.

IV. DUTIES AND RESPONSIBILITIES OF THE PROGRAM ADMINISTRATOR

A. The Field Training Program is composed of a Field Training and Evaluation Program Administrator from within PDS, Section Field Training Coordinators (FTC) from within each Patrol Division, and Field Training Officers (FTO) assigned within the Patrol Division. The Program Administrator has command responsibility for the FTEP.

B. A primary responsibility of the Administrator is to set the mood and philosophy from which the program assumes its character. If the Administrator displays an image of confidence, enthusiasm and concern for the personnel involved in training, the program will take on similar characteristics.

C. The Administrator is responsible for managing daily program operations, maintaining, overseeing and updating the entire program operation. He or she revises manuals and implements change when the need arises.

D. The Administrator will recommend and implement approved policy and procedural guidelines and directives to enhance program efficiency and effectiveness.

E. The Administrator is responsible for selection and training of new FTO, schedule FTO Primary and PPO. The Administrator is also responsible for FTO seminars, refresher training to be given periodically and any in-service training given at evaluation sessions.

F. The Administrator will maintain a complete set of files so that administrative, personnel, and training information may be recorded and preserved. The Administrator shall assure that these files remain confidential.

G. The Administrator shall review all DORs, bi-weekly evaluations and any other information relative to the PPO's progress.

H. The Administrator shall schedule and moderate evaluation sessions. He or she is responsible for ensuring that information presented at these sessions is objective and applicable to the training/evaluation function and that subjective, non-pertinent information is not passed on.

I. The Administrator shall also see that all FTOs are evaluated. These evaluations may occur in the form of peer evaluations, formal supervisor evaluations or evaluations by PPOs. Regardless of the type, the FTO should be advised of the information from these evaluations on a regular basis.

J. The Administrator shall maintain close contact with the FTC. The Administrator maintains only that supervisory responsibility necessary and relevant to the FTEP and shall not conflict with the other shift commanders and their routine platoon responsibilities.

K. While it is the primary function of the FTO to train and evaluate his or her PPO, the Administrator must see that the training is relevant to the job and standardized among and between FTOs. He or she shall monitor remediation attempts and give guidance to FTOs when appropriate.

L. The Administrator is responsible for the assignment and rotation of all PPOs. The Administrator shall see that the PPO is exposed to all shifts.

M. The Administrator will also act as a liaison for the training program issues between the Department and the Monroe County Public Safety Training Facility.

V. DUTIES OF THE PATROL DIVISION SECTION FIELD TRAINING COORDINATOR (FTC)

A. The FTC is responsible for the line monitoring of the PPOs assigned to his or her Division for the duration of the Program and Probationary Rotation.

B. The FTC shall maintain a FTEP file on each PPO assigned to that Division.

C. The FTC shall review all Patrol Officer Evaluation Forms, RPD 1265, Stage I Alternate Week Evaluation Reports, RPD 1378, five DOR's and any other reports or information relative to the PPOs progress or lack thereof during the probationary period.

D. The FTC is responsible for keeping the Program Administrator apprised of the PPO's progress.

E. The FTC will see to it that the training and evaluation is standardized between FTOs.

F. The FTC will assist the Program Administrator with the assignment and rotation of PPOs.

G. The FTC will also assist the FTOs in developing remedial training strategies as needed.

H. The FTC will encourage support for the program and keeping the Division Commanding Officers regularly informed by acting in a liaison capacity among supervisors and command.

I. The FTC will complete reports as directed by the Program Administrator on matters dealing with the FTEP.

J. The FTC will assist the Program Administrator with the selection and review of FTOs.

VI. FIELD TRAINING AND EVALUATION FORMS

A. Daily Observation Report (DOR), RPD 1265

1. This form serves as the main vehicle for written feedback on the PPO's performance between the FTO and the PPO. This form must be completed for each day the PPO works during the entire 16 weeks of the Program, with the exception of the two Limbo Weeks and the two Limbo Days. On the front of the form both the PPO's and the FTO's names are listed as well as the date, phase number and DOR number. The body of this front page lists the 31 categories that are rated along with the rating number of "1" through "7." If a category is not observed on that day then a "0" is recorded to signify that no observation was made. Ratings of "1, 2, or 3" are all unacceptable, while "4, 5, and 6" are acceptable and a "7" is considered superior.

Again, while a "1, 2, or 3" is unacceptable each one of these ratings serve as a directional guide for the PPO. A "3" is just below what is acceptable and serves to tell the PPO that his or her performance is headed towards a "4" or the acceptable level. On the other hand a "2" is also unacceptable but "tells" the PPO that his or her performance is headed down the scale towards the most unacceptable level of "1". The same directional numbers exist on the acceptable side of the scale.

2. Should the PPO's performance continue to be unacceptable his or her FTO must start doing some remedial training with the PPO. The amount of time, generally reflected in minutes, is then recorded on the back of the DOR.
3. If after several different remedial efforts are tried without success and the PPO's performance continues to be unacceptable the FTO will then check the box under the heading of "NRT" - Not Responding to Training.
4. Once the DOR is completed the PPO will record on the far left side on the front of the form the rating numbers indicated by the FTO for each category. This ensures that the PPO has read the DOR and knows how he or she is progressing.
5. On the back of the DOR the FTO must complete at least two narrative areas. The first area is the category of that day's performance that the PPO was the most acceptable in. The next narrative is for the area that was the least acceptable.

NOTE: Even if the PPO received ratings of "4" or higher in all observed areas the FTO must pick out one and describe it in the least acceptable box. The same is true if the PPO received a "3" or lower in all observed categories.
6. After the two narratives on the most and least acceptable areas there is additional space for any comments that the FTO would like to make. Also, any remedial training that is documented to the front of the form must be described on the backside.

B. Continuation Form, RPD 1381

This form is used as an addendum to any of the reports or information completed relative to the PPO's progress or lack thereof.

C. FTO Worksheet, RPD 1380

This form allows for the listing of any problem areas that the PPO may be having and the remedial training strategies that the FTO is using to try and correct them.

D. Report Exemplar, RPD 1382

Should the PPO's performance be of an exceptional merit, considered beyond the expected performance level of a PPO, then a copy of the report is made and attached to 1382 which will explain the reason for it's exception.

E. Alternate Week Meeting Report, RPD 1378

This report is completed by the FTO prior to the Alternate Week Meetings and lists the strengths and weaknesses of the PPO. These meetings occur at mid point between the first three phases of the Program. Also, included on the form is whether the PPO is ahead or behind schedule, as well as whether or not the PPO's checklist is up to date. These should be filled out prior to attendance.

Probationary Police Officer Checklists

VII. FTEP CHECKLIST

This checklist booklet has been designed to identify and highlight various subjects that must be introduced, explained and performed during the Field Training and Evaluation Program.

It is the PPO's responsibility to have the checklist in their possession each time they come to work and to surrender it to the FTO, FTO Supervisor or to the FT&E administrative personnel upon request. It is the FTO's responsibility to bring this checklist to any and all meetings regarding the PPO (Trainee).

Training and Documentation responsibilities have been divided among the first three phases. Each Field Training Officer is responsible for his/her assigned workload as indicated in this checklist. FTOs should make every effort to complete those portions of the checklist that become their responsibility based on assignment. Additionally, each assigned FTO is responsible for reviewing this check-list and updating areas performed and/or trained during that phase.

FTO Coordinators are responsible for inspecting, reviewing, and signing the checklist after each phase to ensure the training requirements have been met and documented for each phase.

This checklist booklet, when completed, will become part of the PPO's permanent training record and **must be returned to the Professional Development Section at the conclusion of the program.**

Daily Observation Report Log

_____ 1st 2nd 3rd 4th
 Trainee (Print name) F.T.O. Phase

<u>DOR Number</u>	<u>DATE</u>	<u>F.T.O. Name</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____
21.	_____	_____

Section F.T.O. Coordinator

Daily Observation Report Log

	<u>1st 2nd 3rd 4th</u>
Trainee (Print name)	F.T.O. Phase

<u>DOR Number</u>	<u>DATE</u>	<u>F.T.O. Name</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____
21.	_____	_____

Section F.T.O. Coordinator

Daily Observation Report Log

	<u>1st 2nd 3rd 4th</u>
Trainee (Print name)	F.T.O. Phase

<u>DOR Number</u>	<u>DATE</u>	<u>F.T.O. Name</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____
21.	_____	_____

Section F.T.O. Coordinator

Daily Observation Report Log

	<u>1st 2nd 3rd 4th</u>
Trainee (Print name)	F.T.O. Phase

<u>DOR Number</u>	<u>DATE</u>	<u>F.T.O. Name</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____
21.	_____	_____

Section F.T.O. Coordinator

Daily Observation Report Log

	<u>1st 2nd 3rd 4th</u>
Trainee (Print name)	F.T.O. Phase

<u>DOR Number</u>	<u>DATE</u>	<u>F.T.O. Name</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____
21.	_____	_____

Section F.T.O. Coordinator

Trainee: _____

Primary F.T.O. Phase Assignment: _____

F.T.O.: _____ Date: _____

F.T.O.: _____ Date: _____

Reason for change: _____

Second F.T.O. Phase Assignment: _____

F.T.O.: _____ Date: _____

F.T.O.: _____ Date: _____

Reason for change: _____

Third F.T.O. Phase Assignment: _____

F.T.O.: _____ Date: _____

F.T.O.: _____ Date: _____

Reason for change: _____

Final F.T.O. Phase Assignment: _____

F.T.O.: _____ Date: _____

F.T.O.: _____ Date: _____

Reason for change: _____

Section Coordinator's Signature

F.T.O. Coordinator's Signature

Checklist to be completed First Night, Primary Phase

The Trainee will possess the proper uniform, equipment, and supplies and will be inspected for completeness and serviceability.

	<u>DATE</u>	<u>FTO INITIAL</u>
<u>Equipment</u>		
• Service Pistol	_____	_____
• Spare Magazines	_____	_____
• Handcuffs and Key	_____	_____
• PR-24 and Holder	_____	_____
• Capstun and Holder	_____	_____
• Hobble	_____	_____
• Spit Sock	_____	_____
• Whistle	_____	_____
• Black ink pen (2)	_____	_____
• Wristwatch	_____	_____
• Flashlight	_____	_____
• Hat	_____	_____
• Rain Gear	_____	_____
• Bullet Resistant Vest	_____	_____
• Protective Gloves w/ Case	_____	_____
 <u>Reference Material</u>		
• Penal Law	_____	_____
• Vehicle and Traffic Law	_____	_____
• Radio Code Card	_____	_____
• Training Bulletins	_____	_____
 <u>Ticket Book/Clipboard Containing</u>		
• Uniform Traffic Summons	_____	_____
• Parking Tickets	_____	_____
• Appearance Tickets	_____	_____
• Municipal Code Violations	_____	_____
• Supply of Reports	_____	_____
• Supply of Pre-print Informations	_____	_____
 <u>Computer Logons</u>		
• MDT/MDC	_____	_____
• Division/Network computers	_____	_____
• Groupwise	_____	_____
• Moris	_____	_____
• TRACs	_____	_____

The following subjects will be covered during the Primary Phase of Field Training. FTO will indicate "Trained" and "Performed" by dating and initialing as appropriate.

	Trained	/	Performed
1. Duty Reporting Procedures: Roll call location, Roll call podium information	_____	/	_____
2. Phone Numbers/Procedures: Sick Call-In, Etc.	_____	/	_____
3. Section Tour: Officer's work area, Investigations area, Supervisors' offices, locker rooms, supplies, etc.	_____	/	_____
4. Time Books	_____	/	_____
5. Hospital Locations: Strong, Rochester General, Highland St. Mary's, Parkridge	_____	/	_____
6. Local Geography			
-Street Numbering System	_____	/	_____
-One-Way and Dead-End Streets	_____	/	_____
-Firehouses	_____	/	_____
-Schools	_____	/	_____
-Important Buildings (PSB, Jail)	_____	/	_____
-Adult and Youth Shelters	_____	/	_____
-Jurisdictional Boundaries	_____	/	_____
-Section Maps	_____	/	_____
7. Notices: Observe and report:			
-Street lights out or broken	_____	/	_____
-Defective traffic control devices	_____	/	_____
-Hazardous conditions (water, obstructions,etc)	_____	/	_____
8. Transports			
-Male Adult	_____	/	_____
-Female Adult	_____	/	_____
-Juvenile	_____	/	_____
- Prisoner Transport	_____	/	_____

Reference G.O. 520 & 525

The following subjects will be covered during the Primary Phase of Field Training. FTO will indicate "Trained" and "Performed" by *dating and initialing* as appropriate.

Trained / Performed

The Trainee will demonstrate the proper care and wearing of the uniform.

_____/_____

Reference General Order 350

The Trainee will identify locations where report forms and supplies are stored.

_____/_____

Demonstration of Abilities to Safely Handle the Shotgun

1. The Trainee will demonstrate and explain the proper loading and un-loading of the shotgun.

_____/_____

2. The Trainee will demonstrate and explain the proper carrying of the shotgun.

_____/_____

3. The Trainee will explain the appropriate use of the shotgun.

_____/_____

4. The Trainee will explain departmental policy for cleaning, inspection and repair of the shotgun.

_____/_____

5. The Trainee will demonstrate the release and removal of shotgun from the shotgun rack in the vehicle.

_____/_____

6. The Trainee will explain the department policy on the use of the "Less Lethal/Bean Bag" shotgun.

_____/_____

Remarks: _____

The following subjects will be covered during the Primary Phase of Field Training. FTO will indicate "Trained" and "Performed" by dating and initialing as appropriate.

Demonstration of Abilities to Perform Pre-Patrol Vehicle Inspection.

 Trained / Performed

1. The Trainee will conduct a vehicle inspection prior to each tour of duty, to include:

- A. Mechanical condition of vehicle /
- B. Search for contraband /
- C. Check for flares /
- D. First-Aid kit /
- E. Check emergency equipment (lights and siren) /
- F. Check radio for proper operation /
- G. Refueling procedures at all City fueling stations /
- H. Procedure for police vehicle car wash and locations /
- I. Check Mobile Data Terminal for proper operation /

2. The Officer Will Demonstrate The Proper Use Of the Emergency Equipment On Vehicle.

- A. Emergency lights and siren /
- B. Spotlight /
- C. Outside speaker and P.A. /

Remarks: _____

The following subjects will be covered during the Primary Phase of Field Training. FTO will indicate "Trained" and "Performed" by dating and initialing as appropriate.

<u>Proper Use Of The Police Radio</u>	<u>Trained / Performed</u>
1. The Trainee will explain and demonstrate the proper use of the police radio	
A. On/Off Switch, Volume and Squelch Control	_____ / _____
B. Channel Selection	_____ / _____
C. Scan	_____ / _____
2. The Trainee will explain and demonstrate how to transmit properly, including:	
A. How and when to properly key the Mic.	_____ / _____
B. Position of Mic. in relation to mouth	_____ / _____
C. Voice clarity and speed	_____ / _____
D. Using assigned identifier	_____ / _____
E. Brevity	_____ / _____
F. Phonetic Alphabet	_____ / _____
G. Accuracy of transmission	_____ / _____
3. The Trainee will explain and demonstrate the department's radio procedure	_____ / _____
Reference General Order 540	
4. The Trainee will explain the proper use of the police radio when off duty	_____ / _____
Reference General Order 540	
5. The Trainee will explain the inherent dangers of "Clicking" the Mic.	_____ / _____

Remarks: _____

The following subjects will be covered during the Primary Phase of Field Training. FTO will indicate "Trained" and "Performed" by dating and initialing as appropriate.

- | | | <u>Trained</u> / <u>Performed</u> |
|----|---|-----------------------------------|
| A. | Channel 1 | _____ / _____ |
| B. | Channel 2 | _____ / _____ |
| C. | Channel 3 | _____ / _____ |
| D. | Channel 4 | _____ / _____ |
| E. | Channel 5 | _____ / _____ |
| F. | Channel 14 | _____ / _____ |
| G. | County Channels | _____ / _____ |
| H. | Description sheet of channels and their use | _____ / _____ |
| 6. | The Trainee will explain and demonstrate how to run the following information on the police radio and MDT/MDC | |
| | A. Records/Warrants 10-29's | |
| | 1. City | _____ / _____ |
| | 2. County | _____ / _____ |
| | B. License checks 10-27's | _____ / _____ |
| | C. Vehicle registration 10-28 | _____ / _____ |
| | D. Explain the LEADERS And NYSPIN System | _____ / _____ |
| 7. | The Trainee will explain and demonstrate the proper use of Action Codes and Found Codes. | _____ / _____ |
| 8. | The Trainee will explain and demonstrate proper charging of portable radio. | _____ / _____ |
| 9. | The Trainee will explain and demonstrate the proper use of the portable radio and how to monitor primary channel. | _____ / _____ |

Reference General Order 540

The following subjects will be covered during the Primary Phase of Field Training. FTO will indicate "Trained" and "Performed" by dating and initialing as appropriate.

Trained / Performed

- 10. The Trainee will demonstrate the proper activation of the portable radio scan mode _____ / _____
- Demonstrate the proper use of the MDT/MDC:
 - Taking Calls _____ / _____
 - Clearing Calls _____ / _____
 - Sending/Receiving Messages _____ / _____

INSTRUCTIONS TO FTO:

Assure that the Trainee knows his/her radio call number and enough radio procedures so that he/she could request assistance, if necessary.

During Field Training, the Trainee will become familiar with the police radio. For most Trainees, the "radio ear" will not develop until approximately the 5th or 6th week. Encourage the Trainee to listen for all calls pertinent to their car beat. The Trainee should be encouraged to start running all 10-27's, 10-28's and 10-29's at this phase.

DO NOT expect the Trainee to hear all calls for their car beat and grade them according to the phase they are in. Experience has shown that when a Trainee is expected to hear all radio calls at this phase and graded accordingly, their investigations and reports start to deteriorate because they are afraid of poor marks for "Radio". They stop paying attention to conversations and interviews with citizens and YOU, the FTO, for fear of missing a radio call.

Remarks: _____

The following subjects will be covered during the Primary Phase of Field Training. FTO will indicate "Trained" and "Performed" by dating and initialing as appropriate.

Demonstration Of Departmental Policy

Trained/ Prformed

- 1. The Trainee will explain departmental policy on subject resistance. _____/_____

Reference General Order 335 and Article 35 of the Penal Law.

- 2. The Trainee will explain departmental policy on use of firearms. _____/_____

Reference General Order 340

Demonstration of Defensive Weapons

- 1. Given a variety of hypothetical situations, the Trainee will determine whether the utilization of Capstun would be appropriate and/or justified. _____/_____

Reference General Order 335 & 340

- 2. Given a variety of hypothetical situations, the Trainee will determine whether the utilization of the PR-24 would be appropriate and/or justified. _____/_____

- 3. Given a variety of scenarios, the Trainee will determine whether it is appropriate to request a TASER operator to the scene. _____/_____

Reference General Order 335 and TASER SOP Manual

Remarks: _____

The following subjects will be covered during the Primary Phase of Field Training. FTO will indicate "Trained" and "Performed" by dating and initialing as appropriate.

Trained / Performed

1. Departmental Forms:

-Subject Resistance Report

_____/_____

-Crime Scene Log

_____/_____

-Interview Form

_____/_____

2. Prisoner Processing:

-Booking

_____/_____

-Fingerprinting

_____/_____

-Arraignment

_____/_____

-Bail

_____/_____

3. Department Geography:

-Maps available

_____/_____

-Emergency Routes

_____/_____

-Snow Emergency Routes

_____/_____

-Hospital Routes

_____/_____

-Detours for construction in progress

_____/_____

4. Airport Emergency Plan (AIRDIP)

A. Alert 1

_____/_____

B. Alert 2

_____/_____

C. Alert 3

_____/_____

Refer to General Orders 620

5. Bank Alarm Procedures:

-Specific Procedures

_____/_____

-Avoidable Alarm Report

_____/_____

Refer to General Orders 550

The following subjects will be covered during the Primary Phase of Field Training. FTO will indicate "Trained" and "Performed" by dating and initialing as appropriate.

Demonstration of Knowledge of Forms & Reports

1. The Trainee will identify and explain the use of the following reports and forms:

	<u>Trained</u> / <u>Performed</u>
A. Crime Investigation Report	_____ / _____
B. Incident Report	_____ / _____
C. Investigative Action Report	_____ / _____
D. Addendum Report	_____ / _____
E. Prisoner Data Report	_____ / _____
F. Consent to Search	_____ / _____
G. Tow Slips	_____ / _____
H. Field Interview Form	_____ / _____
I. Property Custody Report	_____ / _____
J. Missing Person Report	_____ / _____
K. Avoidable Alarm Reports	_____ / _____
L. Domestic Incident Report	_____ / _____
M. Hit and Run Card	_____ / _____

2. The Trainee will explain how reports are routed after completion

_____ / _____

3. The Trainee will explain how to retrieve copies of completed reports and forms, **Reference General Order 409**

_____ / _____

Instructions to F.T.O.:

The F.T.O. is a TRAINER, not just an evaluator. At this phase, the F.T.O. will be showing the Trainee how they conduct investigations, interviews, street stops, vehicle stops, etc.

The Trainee was taught the basics in an academic setting. The F.T.O. needs to show them procedures in a real life setting. Once the F.T.O. has shown the Trainee how they perform a certain task, the F.T.O. can start to turn over those tasks to the Trainee. Not all Trainees are the same. Some will pick up skills at a quicker pace than others. Based on the Trainee, you may have to show them a task more than once. Give them only what they can handle at this phase.

The following subjects will be covered during the Primary Phase of Field Training. FTO will indicate "Trained" and "Performed" by dating and initialing as appropriate.

Demonstration of Proper Patrol Procedures Trained / Performed

1. The Trainee will demonstrate the role of the cover officer during a vehicle stop, including:
 - A. Broadcast the location, vehicle description, plate number and number of occupants _____ / _____
 - B. Determine if additional cars are necessary _____ / _____
 - C. Position while primary officer is contacting the occupants _____ / _____
 - D. Constant observation of the occupants and reacting accordingly _____ / _____
 - E. Maintaining radio and weapon readily available _____ / _____

2. The Trainee will make a vehicle stop with emphasis on the following:
 - A. Proper distance and off-setting of patrol car _____ / _____
 - B. Proper use of headlights and spotlights _____ / _____
 - C. Check of occupants _____ / _____
 - D. Constant monitoring of the occupants _____ / _____
 - E. Check vehicle trunk on approach _____ / _____
 - F. Walk next to the vehicle as you reach it _____ / _____
 - G. Check the backseat before approaching the driver _____ / _____
 - H. Stand to the rear of the driver's door _____ / _____
 - I. Gun hand free _____ / _____

FTO Coordinator to review and ensure Phase Training responsibilities completed.

FTO Coordinator Signature: _____ Date

reviewed: _____

The following subjects will be covered during the Second Phase of Field Training. FTO will indicate "Trained" and "Performed" by *dating and initialing* as appropriate.

Trained / Performed

Demonstration of Proper Patrol Procedures

- 1. The Trainee will explain departmental policy on Emergency Response Driving/ Pursuit Driving. _____/_____

Reference General Order 530

Note: Allow Officer to operate vehicle as much as possible:

- A. Emergency Driving _____/_____
- B. Non-Emergency Driving _____/_____
- 2. Discuss the conditions under which the FTO will re-establish control of driving. _____/_____

Demonstration of Knowledge of Forms and Reports

- 1. The Trainee will identify and explain the use of the following reports and forms:
 - A. Property Custody Report _____/_____
 - B. Officer Injured Report (Incident) _____/_____

Reference General Order 210

- C. Subject Resistance Report _____/_____

Reference General Order 335

- D. Accident Report _____/_____
- E. Hit & Run Report _____/_____

Reference General Order 501

Remarks: _____

The following subjects will be covered during the **Second Phase** of Field Training. FTO will indicate "Trained" and "Performed" by ***dating and initialing*** as appropriate. Trained / Performed

5. The Trainee will explain the proper completion of:

A. Parking Violations _____/_____

Reference General Order 509

B. Uniform Traffic Summons _____/_____

Reference General Order 505

C. Municipal Code Violations _____/_____

Reference General Order 565

6. The Trainee will explain the procedure for properly voiding:

A. UTT _____/_____

Reference General Order 505

B. Parking Ticket _____/_____

Reference General Order 509

C. Municipal Code Ticket _____/_____

Reference General Order 565

7. The Trainee will explain the proper procedures at domestic incidents and crime scenes.

-Mandatory Arrest _____/_____

-Domestic Incident Reports _____/_____

-Crime Reports and Information _____/_____

-Orders of Protection _____/_____

-Explain "Primary Physical Aggressor" _____/_____

-Proper use and availability of F.A.C.I.T. _____/_____

Reference General Order 442

The Trainee will explain the proper procedure for dealing with EDP's and making Mental Hygiene Arrests. _____/_____

The Trainee will explain when EDPRT should be notified. _____/_____

Reference General Order 560

Remarks: _____

The following subjects will be covered during the **Second Phase** of Field Training. FTO will indicate "Trained" and "Performed" by ***dating and initialing*** as appropriate.

Demonstrate Proper Patrol Procedures

Trained / Performed

- 1. The Trainee will safely and efficiently direct the flow of traffic, using universally recognized signals and gestures, including:
 - A. Proper stance _____ / _____
 - B. Point of control of traffic _____ / _____
 - C. Hand signals _____ / _____
 - 1. Stop
 - 2. Go
 - D. Assisting turning vehicles _____ / _____
 - E. Maintaining a clear intersection _____ / _____
 - F. Use of the whistle _____ / _____
 - G. Orders and directions _____ / _____
 - H. Answering questions _____ / _____
 - I. Assisting emergency vehicles _____ / _____
 - J. Wearing of reflective gear _____ / _____

- 2. The Trainee will safely light and extinguish a road flare. _____ / _____

Remarks: _____

The following subjects will be covered during the Second Phase of Field Training. FTO will indicate "Trained" and "Performed" by dating and initialing as appropriate.

Demonstration of Proper Patrol Procedures Trained / Performed

1. The Trainee will explain and demonstrate how to handle Robbery In-Progress calls.
 - A. Officer Safety _____ / _____
 - B. Response and Arrival _____ / _____
 - C. Deployment _____ / _____
 - D. Cooperation and Communication _____ / _____
 - E. Containment _____ / _____
 - F. Initial and Supplemental Radio Broadcasts _____ / _____
 - G. Preserving Crime Scenes _____ / _____
 - H. Elements of Investigation _____ / _____
 - I. Checking Surrounding Scene for Evidence and/or Witnesses _____ / _____

Reference General Order 550, 401

2. The Trainee will explain and demonstrate how to handle Burglary In-Progress calls.
 - A. Officer Safety _____ / _____
 - B. Response and Arrival _____ / _____
 - C. Deployment _____ / _____
 - D. Cooperation and Communication _____ / _____
 - E. Containment _____ / _____
 - F. Initial and Supplemental Radio Broadcasts _____ / _____
 - G. Preserving Crime Scene _____ / _____
 - H. Elements of Investigation _____ / _____
 - I. Checking Surrounding Scene for Evidence and/or Witnesses _____ / _____
 - J. Use Of K-9 Unit – When It Should Be Requested _____ / _____
 - K. Use OF Technician vs. Unit Camera _____ / _____

Reference General Order 555 & 401, Reference Training Bulletin P-4-97

The following subjects will be covered during the Second Phase of Field Training. FTO will indicate "Trained" and "Performed" by *dating and initialing* as appropriate.

- | | Trained / Performed |
|---|---------------------|
| 3. The Trainee will explain and demonstrate how to handle prowler calls. | / |
| A. Officer Safety | / |
| B. Response and Arrival | / |
| C. Contact with Reporting Person | / |
| D. Initial and Supplemental Radio Broadcasts | / |
| E. Check Area for Suspect | / |
| 4. The Trainee will explain and demonstrate how to handle calls for domestics/conflict situations. | |
| A. Officer Safety | / |
| B. Response | / |
| C. Contact | / |
| D. Resolution strategies | / |
| E. Reports | / |
| 5. The Trainee will explain and demonstrate how to conduct a self-initiated field stop and interview. | |
| A. Verbalizing reasonable suspicion/probable cause | / |
| B. Officer Safety | / |
| C. Record checks | / |
| D. Pat-frisk searches | / |
| E. Documentation | / |

Remarks: _____

The following subjects will be covered during the **Second Phase of Field Training**. FTO will indicate "Trained" and "Performed" by ***dating and initialing*** as appropriate.

Demonstration of Patrol Procedures

Trained / Performed

The Trainee will complete the arrest and booking of a subject for DWI, including:

- A. Detecting the Violator _____/_____
- B. Determining Intoxication _____/_____
- C. Vehicle Disposition _____/_____
- D. Procedure for a Refusal _____/_____
- E. Maintain Chain of Evidence for Test _____/_____
- F. Complete Arrest Report and Book Prisoner _____/_____
- G. Roadside screening _____/_____
- H. Misdemeanor vs. Felony: Difference in Paperwork _____/_____

Reference General Order 506

The Trainee will complete the arrest and booking of a juvenile for a misdemeanor or felony, including:

- A. Juvenile Offenses _____/_____
- B. Custodial Interviews _____/_____
- C. Parental/Guardian notifications _____/_____
- D. Appropriate diversions _____/_____
- E. Juvenile paperwork and packages _____/_____

Remarks: _____

The following subjects will be covered during the **Second Phase** of Field Training. FTO will indicate "Trained" and "Performed" by ***dating and initialing*** as appropriate.

Trained / Performed

Demonstration of Knowledge of Forms and Reports

A. Grand Jury Referral Form _____ / _____

Reference General Order 409

B. Juvenile Case Disposition _____ / _____

Reference General Order 435

C. Interview form (In-custody log) _____ / _____

Reference General Order 580

D. Suspected Sexual Assault Report Form _____ / _____

Reference General Order 419

E. DSS-2221 Form for child abuse cases _____ / _____

Reference General Order 440

F. Felony Complaints – Information Needed _____ / _____

G. Misdemeanor Information – Information Needed _____ / _____

H. Appearance Tickets _____ / _____

Reference General Order 523, 521, 435, 442

I. Warrant Served _____ / _____

Reference General Order 421

J. Securing Prisoner Property _____ / _____

Reference General Order 521

K. Supporting Depositions _____ / _____

L. Juvenile Disposition _____ / _____

M. Order of Protection Service Form _____ / _____

N. Explain Availability of Paralegal _____ / _____

Remarks: _____

FTO Coordinator to review and ensure Phase Training responsibilities completed.

FTO Coordinator Signature: _____ **Date**

reviewed: _____

The following subjects will be covered during the Third Phase of Field Training. FTO will indicate "Trained" and "Performed" by dating and initialing as appropriate.

Trained / Performed

1. The Trainee will explain recent court decisions:

A. When to un-arrest a person

_____/_____

Reference C.P.L. Section

B. When to Stop and Frisk

_____/_____

Reference C.P.L. Section

C. Arrest at house without a warrant

_____/_____

Exception: Hot Pursuit

D. Interviewing suspect who has pending cases without lawyer

Training Bulletin L-2 and L-15-97

_____/_____

2. The Trainee will explain and demonstrate proper chain of custody of evidence at crime scene

_____/_____

A. Securing Property, including drugs

_____/_____

Reference General Order 450

B. Securing Hazardous items such as needles, sharps and weapons

Reference General Order 450

_____/_____

Remarks: _____

The following subjects will be covered during the Third Phase of Field Training. FTO will indicate "Trained" and "Performed" by *dating and initialing* as appropriate.

_____ Trained / Performed _____

Demonstration of Knowledge of Department Policy and Procedures

- 1. The Trainee will explain Department Policy and Procedures for the Replacement Of Uniforms and Equipment. _____/_____

Reference General Order 355

- 2. The Trainee will explain Department Policy and Procedures for Replacement or Repair of Personal Items that are damaged while on duty.

Reference GO – Personal Property 355 _____/_____

- 3. The Trainee will explain Department Policy and Procedures on Sick Leave.

Reference General Order 210 _____/_____

- 4. The Trainee will explain Department Policy and Procedures on Lost/Stolen Welfare Check. _____/_____

Reference General Order 466

- 5. The Trainee will explain Department Policy and Procedures on Discipline.

Reference General Order 301 _____/_____

- 6. The Trainee will explain Department Policy and Procedures on Part-Time Employment. _____/_____

Reference General Order 245

- 7. The Trainee will explain Department Policy and Procedures on News Media Information. _____/_____

Reference General Order 360

- 8. The Trainee will explain Department Policy and Procedures for Animal Struck Accidents

-Cat _____/_____

-Dog _____/_____

-Deer _____/_____

Remarks: _____

The following subjects will be covered during the Third Phase of Field Training. FTO will indicate "Trained" and "Performed" by dating and initialing as appropriate.

Demonstration of Knowledge and Practical Application of New York State Penal Law

____ Trained / Performed

1. The Trainee will be able to identify and explain the unique characteristics of a situation which will lead to the proper categorization of Criminal Offenses:

A. Robbery/Grand Larceny _____/_____

B. Theft of Services, Petit Larceny _____/_____

C. Burglary/Criminal Trespass _____/_____

D. Disorderly Conduct/Harassment (Against Officer)

_____/_____

E. Possession of Marijuana/Possession Of Controlled Substance 7th

_____/_____

F. Harassment (Physical)/Assault _____/_____

G. Custodial Inference/Family Trouble _____/_____

H. Unauthorized Use/G.L. or P.L. _____/_____

I. Sexual Misconduct/Sexual Abuse/Rape _____/_____

J. Resisting Arrest/Obstruction Gov.t Admin. _____/_____

K. Disorderly Conduct/Loitering (Prostitution, Drugs)

_____/_____

L. Public Lewdness/Disorderly Conduct (Urinating, Etc.)

_____/_____

M. GL 3rd/Dept.Policy Involving Credit Cards _____/_____

N. Possession of A Weapon Involving Degrees _____/_____

O. Family Offenses/Domestic Incidents _____/_____

Remarks: _____

FTO Coordinator to review and ensure Phase Training responsibilities completed.

FTO Coordinator Signature: _____ Date

reviewed: _____

VIII. FTEP STANDARDIZED EVALUATION GUIDELINES

August 2006

The following "1", "4" and "7" scale value definitions are to be used when rating a recruit officer's behavior in each of the performance categories. It is through the use of these guidelines that program standardization and rating consistency is achieved.

APPEARANCE

1. **GENERAL APPEARANCE** - Evaluates physical appearance, dress, demeanor.
 - (1) Unacceptable - Overweight, dirty shoes and wrinkled Uniform fits poorly or is improperly worn. Hair ungroomed and / or in violation of department regulation. Dirty weapon, equipment. Equipment missing or inoperative. Offensive body odor, breath, unshaven.
 - (4) Acceptable- Uniform neat, clean. Uniform fits and is worn properly. Weapon, leather, equipment is clean and operative. Hair within regulations, shoes are shined.
 - (7) Superior- Uniform neat, clean and tailored. Leather is shined, shoes are spit-shined. Displays command bearing.

ATTITUDE

2. **ACCEPTANCE OF FEEDBACK - FTO / FTO PROGRAM** - Evaluates the way recruit accepts trainer's criticism and how the feedback is used to further the learning process and improve performance.
 - (1) Unacceptable -Rationalizes mistakes, denies that errors were made, is argumentative, refuses to, or does not attempt to, make corrections or improve. Considers criticism negatively.
 - (4) Acceptable -Accepts criticism in a positive manner and applies it to improve performance and further learning.
 - (7) Superior -Actively solicits criticism/feedback in order to

further learning and improve performance. Does not argue or blame others for errors.

3. **ATTITUDE TOWARD POLICE WORK** - Evaluates how recruit views new career in terms of personal motivation, goals and acceptance of the responsibilities of the job.
- (1) Unacceptable -Sees career only as a job, uses job to boost ego, abuses authority, demonstrates little dedication to the principles of the profession, makes little or no attempt to learn or improve knowledge. Integrity or honesty lacking or questionable.
- (4) Acceptable -Demonstrates an active interest in new career and in police responsibilities.
- (7) Superior -Utilizes off-duty time to further professional, actively soliciting assistance from others to increase knowledge and improve skills. Demonstrates concern for the fair and equitable enforcement of the law, maintaining high ideals in terms of professional responsibilities.

KNOWLEDGE

4. **KNOWLEDGE OF DEPARTMENT POLICIES AND PROCEDURES** - Evaluates recruit's knowledge of departmental procedures and ability to apply this knowledge under field conditions.
- A. Reflected by Testing
- (1) Unacceptable -When tested, verbally or written, answers with 20% or less accuracy.
- (4) Acceptable -When tested, verbally or written, answers with 70% accuracy.
- (7) Superior -When tested, verbally or written, answer with 100% accuracy.

B. Reflected in Field Performance

- (1) Unacceptable -Fails to display knowledge of commonly applied department policies/regulations/procedures or violates same.
- (4) Acceptable -Familiar with most commonly applied department policies/regulations/procedures and complies with same.
- (7) Superior -Has an excellent working knowledge of department policies/ regulations/procedures, including lesser known and seldom used ones.

5. **KNOWLEDGE OF CRIMINAL STATUTES / PENAL LAW** - Evaluates recruit's knowledge of the criminal statutes and ability to apply that knowledge in field situations.

A. Reflected by Testing

- (1) Unacceptable -When tested, verbally or written, answers with 20% or less accuracy.
- (4) Acceptable -When tested, verbally or written, answers with 70% accuracy.
- (7) Superior -When tested, verbally or written, answer with 100% accuracy.

B. Reflected in Field Performance

- (1) Unacceptable -Does not know the elements of basic sections of the laws. Does not recognize criminal offenses when encountered. Applies laws improperly.
- (4) Acceptable -Recognizes commonly encountered criminal offenses and applies appropriate sections of the laws. Knows differences between criminal and non-criminal activity.
- (7) Superior -Has outstanding knowledge of the criminal laws and applies that knowledge to normal and unusual criminal activity.

6. **KNOWLEDGE OF CITY AND COUNTY ORDINANCES** - Evaluates recruit's knowledge of local ordinances and ability to apply that knowledge to field situations.

A. Reflected by Testing

((1) Unacceptable -When tested, verbally or written, answers with 20% or less accuracy.

(4) Acceptable -When tested, verbally or written, answers with 70% accuracy.

(7) Superior -When tested, verbally or written, answer with 100% accuracy.

B. Reflected in Field Performance

(1) Unacceptable -Does not know even the most often used sections of the codes. Confuses criminal with non-criminal offenses. Does not recognize offenses when committed.

(4) Acceptable -Knows and recognizes commonly encountered criminal and non-criminal violations. Applies appropriate sections of codes.

(7) Superior -Has outstanding knowledge of city/county codes and applies that knowledge to criminal and non-criminal activity.

7. **KNOWLEDGE OF VEHICLE AND TRAFFIC LAWS**

A. Reflected by Testing

(1) Unacceptable -When tested, verbally or written, answers with 20% or less accuracy.

(4) Acceptable -When tested, verbally or written, answers with 70% accuracy.

(7) Superior -When tested, verbally or written, answer with 100% accuracy.

B. Reflected in Field Performance

- (1) Unacceptable-Does not know even the most often used sections of the laws. Does not recognize violations when committed and/or incorrectly identifies violations.
- (4) Acceptable -Knows and recognizes commonly used sections of the law. Applies appropriate sections. Can locate lesser known sections in reference material. Takes appropriate enforcement action.
- (7) Superior -Displays outstanding knowledge of traffic laws including lesser known sections. Quickly and effectively applies laws.

8. **KNOWLEDGE OF CODES OF CRIMINAL PROCEDURE** - Evaluates recruit's knowledge of criminal procedures, including laws of arrest and search/seizure. Evaluates ability to apply those procedures in field situations.

A. Reflected by Testing

- (1) Unacceptable -When tested, verbally or written, answers with 20% or less accuracy.
- (4) Acceptable -When tested, verbally or written, answers with 70% accuracy.
- (7) Superior -When tested, verbally or written, answer with 100% accuracy.

B. Reflected in Field Performance

- (1) Unacceptable -Violates procedural requirements. Attempts to conduct illegal searches, fails to search when appropriate, attempts to seize evidence illegally, attempts to arrest unlawfully.
- (4) Acceptable -Follows required procedures, understands commonly encountered situations. Conducts proper searches and seizes evidence legally. Arrests within legal guidelines.

(7) Superior -Accurately applies law relative to searching, seizing evidence and effecting arrests even in complex and uncommon situations. Is knowledgeable of the most recent court decisions.

9. **RADIO: LISTENS AND COMPREHENDS** - Evaluates the recruit's ability to pay attention to radio traffic and to understand the information transmitted.

(1) Unacceptable -Repeatedly misses own call sign and is unaware of traffic in adjoining beats. Frequently requires dispatcher to repeat radio transmissions or does not accurately comprehend transmission. Is not aware of broadcast suspect, vehicle, missing person information.

(4) Acceptable -Copies own radio transmissions and is generally aware of radio traffic directed to adjoining beats.

(7) Superior -Is aware of own radio traffic and traffic in the surrounding beats. Makes written record of assignments, descriptions, etc. Is aware of traffic in other parts of the city and uses previously transmitted information to advantage.

10. **RADIO: ARTICULATION OF TRANSMISSIONS** - Evaluates the recruit's ability to communicate with others via the police radio.

(1) Unacceptable -Does not preplan his transmissions. Over or under modulates, (conveys wrong impression through tone of voice). Cuts message off through improper use of the microphone. Speaks too fast or too slow. Ties up channel with unnecessary information.

(4) Acceptable -Uses proper procedure with clear, concise and complete transmission.

(7) Superior -Transmits clearly, calmly, concisely and completely in even the most stressful situations. Transmissions are well thought out and do not have to be repeated.

11. **RADIO: APPROPRIATE USE OF CODES/PROCEDURE** - Evaluates the recruit's ability to use the police radio in accordance with department policy and procedure.

- (1) Unacceptable -Violates policy concerning use of radio. Does not follow procedures or follows wrong procedure. Does not understand or use proper code/language. Use improper channels.
- (4) Acceptable -Follows policy and accepted procedures. Has good working knowledge of the codes/language required. Knows functions of support channels and uses them properly.
- (7) Superior -Always follows proper procedures, adheres to policy. Has superior working knowledge of all codes/language and applies knowledge when using the police radio.

12. **ORIENTATION/RESPONSE TIME TO CALLS** - Evaluate recruit's awareness of surroundings, ability to find locations, utilize street guide and arrive at destination within an acceptable period of time.

- (1) Unacceptable -Unaware of location while on patrol. Does not Understand or properly use street guide. Unable to relate location to destination. Gets lost. Expend too much time getting to destination. Unfamiliar with section and car beat structure.
- (4) Acceptable -Reasonable knowledge of his location in most situations. Is aware of location while on patrol. Properly uses the street guide. Can relate location to destination. Arrives within reasonable amount of time.
- (7) Superior -Remembers locations from previous visits and does not need the street guide to get there. Is aware of shortcuts and utilizes them to save time. High level of orientation to the beat and city.

PERFORMANCE

13. **DRIVING SKILL: NORMAL CONDITIONS** - Evaluates recruit's skills in the operation of the police vehicle under normal driving conditions.

- (1) Unacceptable -Frequently violates traffic laws. Involved in chargeable accident. Fails to maintain control of vehicle or lacks dexterity and coordination during vehicle operation.
- (4) Acceptable -Obeys traffic laws when appropriate. Maintains control of the vehicle. Performs vehicle operation while maintaining an alertness to surrounding activity. Drives defensively.
- (7) Superior -Sets good example of lawful, courteous driving. Maintains complete control of the vehicle while operating radio, checking hot sheet, etc. Is a superior defensive driver.

14. **DRIVING SKILL: MODERATE AND STRESS CONDITIONS** - Evaluate recruit's skill in vehicle operation under stress in situations calling for other than usual driving skill.

- (1) Unacceptable -Involved in chargeable accident. Uses red lights and siren unnecessarily or improperly. Drives too fast or too slow for the situation. Loses control of the vehicle. Fails to slow or stop at intersection during emergency operation of vehicle. Fails to exercise due caution.
- (4) Acceptable -Maintain control of vehicle and evaluates driving situations properly.
- (7) Superior -Displays high degree of reflex ability and driving competence. Anticipates driving situations in advance and acts accordingly. Practices defensive techniques.

15. **OFFICER SAFETY: GENERAL** - Evaluates the recruit's ability to perform police tasks without injuring self or others or exposing self or others to unnecessary danger/risk.

- (1) Unacceptable -Fails to follow accepted safety procedures or to exercise officer safety, i.e.

- A) Exposes weapon to suspect (baton, mace, handgun, etc.), poor stance.
- B) Fails to keep gun hand free during enforcement situations.
- C) Stands in front of violator's car door.
- D) Fails to control suspect's movements.
- E) Does not keep suspect/ violator in sight.
- F) Fails to use illumination when necessary or uses it improperly.
- G) Fails to advise dispatcher when leaving police vehicle.
- H) Fails to maintain good physical condition.
- I) Fails to utilize or maintain personal safety equipment, leaves it behind.
- J) Does not anticipate potentially dangerous situations.
- K) Stands too close to passing vehicular traffic.
- L) Is careless with gun and other weapons.
- M) Stands in front of doors when knocking.
- N) Makes poor choice of which weapon to use and when to use it.
- O) Fails to cover other officers.
- P) Stands between police and violator's vehicle on car stop.
- Q) Fails to search police vehicle prior to duty and after transporting suspect.
- R) Fails to search for and remove potential weapons from persons/immediate area when appropriate.

(4) Acceptable -Follows accepted safety procedures. Understands and applies them.

(7) Superior -Always works safely. Foresees dangerous situations and prepares for them. Keeps other officers informed and determines the best position for self and others who are responding. Is not over-confident. Is in above average physical condition.

16. **OFFICER SAFETY: SUSPECTS, SUSPICIOUS PERSONS AND PRISONERS** - Evaluates the recruit's ability to perform police tasks in a safe manner while dealing with suspects, suspicious persons or prisoners.

(1) Unacceptable -Violates officer safety principles outlined in 15 (above). Additionally, fails to "pat search", confronts people while seated in the patrol vehicle, fails to handcuff when appropriate. Conducts poor searches

of persons or their vehicles. Fails to maintain a position of advantage to prevent attack or escape.

- (4) Acceptable -Follows accepted safety procedures with suspects, suspicious persons and prisoners.
- (7) Superior -Foresees potential danger and eliminates or controls it. Maintains position of advantage in even the most demanding situations. Is alert to changing situations and prevents opportunities for danger from developing.

17. **CONTROL OF CONFLICT: VOICE COMMAND** - Evaluates the recruit's ability to gain and maintain control of situations through verbal command and instruction.

- (1) Unacceptable -Improper voice inflection, i.e., too soft or too loud. Confuses or angers listeners by what or how it is said. Fails to use voice when appropriate. Indecisive or speaks when inappropriate. Stammers or uses confusing terminology.
- (4) Acceptable -Speaks with authority in a calm, clear voice. Proper selection of words and knowledge of when and how to use them. Is understandable to listener.
- (7) Superior -Completely controls with voice tone, word selection, inflection, and the bearing which accompanies what is said. Restores order in even the most trying situations through use of voice.

18. **CONTROL OF CONFLICT: PHYSICAL SKILL** - Evaluates the recruit's ability to use proper level of force for the given situation.

- (1) Unacceptable -Uses too little or too much force for the given situation. Is physically unable to perform the task. Does not use proper restraints. Displays cowardice or reluctance to become physically involved when necessary.
- (4) Acceptable -Selects the right amount of force for the given

situation and uses it effectively. Is physically fit.

- (7) Superior -Excellent knowledge and ability in the use of restraints and issued equipment. Is in superior physical condition.

19. **INTERVIEW/INTERROGATION SKILL** - Evaluates the recruit's ability to use proper questioning techniques; to vary techniques to fit persons being interviewed/interrogated; to follow proper procedure.

- (1) Unacceptable -Fails to use questioning techniques appropriate to the incident. Does not elicit or develop available information. Does not establish appropriate rapport with subject and/or does not control interview/interrogation. Fails to give Miranda warning when appropriate. Accepts without questioning what he/she is told.

- (4) Acceptable -Generally uses proper questioning techniques. Elicits most available information. Establishes proper rapport with most information. Generally controls the interrogation and conducts a proper Miranda admonition.

- (7) Superior -Always uses proper questioning techniques. Establishes rapport with all individuals. Controls the interrogation of even the most difficult individuals.

20. **INVESTIGATIVE SKILL** - Evaluates recruit's ability to conduct a proper investigation with an emphasis on crime scene investigatory procedure.

- (1) Unacceptable -Does not conduct a basic investigation or conducts it improperly, i.e.

- A) Fails to discern readily available evidence.
- B) Does not protect the scene.
- C) Fails to collect, mark or secure evidence when appropriate or does so improperly.
- D) Fails to completely identify stolen property.
- E) Unable to correctly diagnose the nature of offence committed.
- F) Cannot reconstruct the scene with reasonable accuracy.

- G) Cannot connect related events.
- H) Accepts information at face value, is gullible, does not question.
- I) Fails to take notes or does so inaccurately, does not document investigative steps.
- J) Fails to utilize appropriate support services (Technicians, IMPACT, Records, etc.).
- K) Utilizes improper suspect identification procedures.
- L) Takes inaccurate statements.
- M) Does not conduct a neighborhood check when appropriate.
- N) Fails to quickly broadcast description when necessary.
- O) Fails to pursue, and develop or eliminate solvability factors.

(4) Acceptable -Follows recognized, appropriate investigative procedures. Understands and applies them.

(7) Superior -Always able to utilize and apply proper investigatory procedure in even the most difficult or unusual circumstances. Is always meticulous, well organized and prepared. Develops new leads. Provides highly detailed reports and documentation's. Is tenacious in pursuit of solvability factors.

21. **PROBLEM SOLVING/DECISION MAKING** - Evaluates the recruit's performance in terms of ability to perceive, form valid conclusions, arrive at sound judgments, and make proper decisions.

(1) Unacceptable -Acts without thought or good reason. Is indecisive, naïve. Is unable to reason through a problem and come to a conclusion. Can't recall previous solutions and apply them in like situations.

(4) Acceptable -Able to reason through a problem and come to an acceptable conclusion in routine situations. Makes reasonable decisions based on information available. Perceives situations as they really are. Makes decisions without assistance.

(7) Superior -Able to reason through even the most complex situations and is able to make appropriate conclusions. Has excellent perception. Anticipates problems and prepares resolutions in advance. Relates past solutions to present situations.

22. **FIELD PERFORMANCE: NON-STRESS CONDITIONS** - Evaluates the recruit's ability to perform routine, non-stress police activities.

- (1) Unacceptable -When confronted with a routine task, becomes confused and disoriented. Does not/cannot complete task. Takes wrong course of action. Avoids taking action. Acts without obtaining all available information.
- (4) Acceptable -Properly assesses routine situations, determines and takes appropriate action.
- (7) Superior -Properly assess situations including the unusual or complex. Determines and takes appropriate course of action. Leaves situations with long standing solution.

23. **FIELD PERFORMANCE: STRESS CONDITIONS** - Evaluates the recruit's ability to perform in moderate and high stress situations.

- (1) Unacceptable -Over-reacts, becomes emotional, is panic stricken, can't function, holds back, loses temper or displays cowardice.
- (4) Acceptable -Exhibits calm and controlled attitude in most situations, determines proper course of action and takes it. Does not allow the situation to further deteriorate.
- (7) Superior -Exhibits calm and controlled attitude in even the most extreme situations. Quickly restores control in the situation and takes command. Determines best course of action and takes it without assistance.

24. **SELF-INITIATED FIELD ACTIVITY** - Evaluates the recruit's interest and ability to initiate police-related activity, and to act on even low-priority situations.

- (1) Unacceptable -Does not volunteer for back-ups. Does not see or avoids activity. Does not follow-up situations. Demonstrates no interest or efforts in discovering suspicious activity. Rationalizes suspicious

circumstances. Does not document observed suspicious activity. Fails to issue citation.

- (4) Acceptable -Identifies suspicious activity and takes some form of action. Develops cases from observed activity. Displays inquisitiveness. Establishes and maintains a communication network with citizens and suspects. Passes on information received to others.
- (7) Superior -Seldom misses activity and promptly initiates investigation. Makes high quality arrests and/or proper dispositions from observed activity. Catalogs, maintains and uses information given at briefings and from wanted boards for reasonable cause to stop vehicles and persons.

25. **ROUTINE FORM: ACCURACY/COMPLETENESS** - Evaluates recruit's ability to properly utilize departmental forms necessary to job accomplishment.

- (1) Unacceptable -Is unaware that a form must be completed and/or is unable to determine proper form for the given situation. Forms are incomplete, inaccurate or improperly used.
- (4) Acceptable -Knows the commonly used forms and understands their use. Completes them with reasonable accuracy and thoroughness.
- (7) Superior -Consistency makes accurate form selection and rapidly completes detailed forms without assistance. Displays high degree of accuracy.

26. **REPORT WRITING: ORGANIZATION/DETAILS** - Evaluates the recruit's ability to prepare reports that accurately reflect the situation in a detailed, organized manner.

- (1) Unacceptable -Unable to organize information and to reduce it to writing. Leaves out pertinent details in report. Report is inaccurate. Events are out of sequence.
- (4) Acceptable -Compiles reports, organizing information received

in a logical manner. Reports contain required information and sufficient detail.

- (7) Superior -Reports are a complete and detailed accounting of events from beginning to end, written and organized so that any reader can comprehend the occurrence.

27. **REPORT WRITING: GRAMMAR/SPELLING/NEATNESS** - Evaluates the recruit's ability to use English properly; to follow the rules for spelling and to write neatly.

- (1) Unacceptable -Reports are illegible. Reports contain excessive number of misspelled words. Sentence structure or word usage is improper or incomplete.
- (4) Acceptable -Level of usage, grammar, and neatness are satisfactory in that errors in these areas are rare and do not impair understanding.
- (7) Superior -Reports are very neat and legible. Contain no spelling or grammar errors.

28. **REPORT WRITING: APPROPRIATE TIME USED** - Evaluates the recruit's efficiency relative to the amount of time taken to write a report.

- (1) Unacceptable -Requires an excessive amount of time to complete a report. Takes three or more times the amount of time a non-probationary officer would take to complete the report or form.
- (4) Acceptable -Completes reports or forms within a reasonable amount of time.
- (7) Superior -Completes reports or forms very quickly, (faster than the average non-probationary officer.)

RELATIONSHIPS

29. **WITH CITIZENS: GENERAL** - Evaluates the recruit's ability to interact with citizens (including suspects) in an appropriate, efficient manner.

- (1) Unacceptable -Abrupt, belligerent, overbearing, arrogant, uncommunicative. Overlooks or avoids "service" aspects of the job. Introverted, insensitive and uncaring. Poor "non-verbal" skills.
- (4) Accepted -Courteous, friendly, and empathetic. Communicates in a professional, unbiased manner. Is "service" oriented. Good "non-verbal" skills.
- (7) Superior -Is very much at ease with citizen contacts. Quickly establishes rapport and leaves people with feelings that the officer was interested in serving them. Is objective in all contacts. Excellent "non-verbal" skills. Alleviates public misconception, prejudice, and fears.

30. **WITH ETHNIC GROUPS OTHER THAN HIS OWN** - Evaluates the recruit's ability to interact with members of ethnic or racial groups other than his own, in an appropriate manner.

- (1) Unacceptable -Is hostile or overly sympathetic. Is prejudicial, subjective and biased. Treats members in this grouping differently than members of his own ethnic or racial group would be treated.
- (4) Acceptable -Is at ease with members of other ethnic/racial groups. Serves their needs objectively and with concern. Does not feel threatened when in their presence.
- (7) Superior -Understands the various cultural differences and uses this understanding to competently resolve situations and problems. Is totally objective and communicates in a manner that furthers mutual understanding.

31. **WITH OTHER DEPARTMENT MEMBERS** (Specify) - Evaluates the recruit's ability to effectively interact with other department members of various ranks and in various capacities.

- (1) Unacceptable -Patronizes FTO/Superiors/Peers or is

antagonistic towards them. Gossips. Is insubordinate, argumentative, sarcastic. Resists instruction. Considers self superior. Belittles others. Is not a "team" player.

- (4) Acceptable -Adheres to the chain of command and accepts role in the organization. Good peer and FTO relationships and is accepted as a group member.
- (7) Superior -Is at ease in contact with all, including superiors. Understands superior's responsibilities, respects and supports their position. Peer group leader. Actively assists others.

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