



## **NORTH MIAMI POLICE DEPARTMENT**



### **STANDARD OPERATING PROCEDURES**

### **FIELD TRAINING AND EVALUATION PROGRAM 200.13**

EFFECTIVE DATE: 04-29-21

APPROVED:   
Chief of Police

SUPERSEDES: 10-30-20

CFA: 10.07, 10.12

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### **I. PURPOSE**

To provide guidelines for the training of new sworn members and supervisors, as well as the continual evaluation of a Probationary Police Officer's (PPO) performance under actual field conditions.

### **II. POLICY**

To follow established guidelines for the administration of the Field Training and Evaluation Program (FTEP). The operational guidelines and curriculum, based on the tasks of the most frequent assignments, will be accessible through the Law Enforcement Field Training Application (LEFTA).

### III. SCOPE

This policy applies to all members of the Department.

### IV. DEFINITIONS

Language Clarification:

- Should: Indicates a general or expected action, absent a rational basis for failing to conform.
- Shall or Will: Indicates a mandatory action.

### V. OBJECTIVES

To train, evaluate, identify positive attributes, and recognize sound and positive actions before deciding on rotating the PPO to solo police duties. Any negative actions or attributes, once identified, will be documented and efforts will be made to correct them prior to the PPOs release.

### VI. FTO SELECTION

A. The selection/qualifications process for the position of FTO will include:  
**CFA 10.07A**

1. The posting of all openings.
2. A review of applicant's personnel file and disciplinary actions, if any.
3. Overall evaluations for the past two years being "Expected Performance" or higher.
4. Interview of candidates by a panel comprised of a current FTO, a Field Training Supervisor (FTS), the FTEP Commander, and a representative from the current police bargaining union.
5. Final rank order list by the panel submitted to the Chief of Police, or his/her designee, for consideration.
6. Possess a minimum of three (3) years of law enforcement experience.

## VII. CHAIN OF COMMAND

- A. The Patrol Section Major will oversee the FTEP.
- B. The FTEP Commander's responsibility is to manage and direct the FTEP.
- C. FTSs will report directly to the supervisor of their Uniform Patrol Section chain of command for any immediate issues and concerns. Issues pertaining to the PPO will be directed to the FTEP Commander.
- D. FTOs will be under the direct supervision of their FTS. **CFA 10.07C**
- E. PPOs will be under the direct supervision of their FTOs.

## VIII. FIELD TRAINING PERIOD

- A. Each PPO will be assigned to an FTO after his or her completion of the police academy and Departmental orientation. The PPO will be required to participate in the FTEP for a period of four (4) phases or approximately 14 weeks as follows:
  1. **Phase I:** Introductory phase in which the trainee will be taught basic skills. This phase will have 16 training and evaluation days and Phase 1 scenario evaluation. Emphasis will be on training and familiarizing the PPO with the policies and procedures of the Department and basic skills, such as radio function and orientation. Remedial training will be instituted, if necessary.
  2. **Phase II:** This phase is more complex as the PPO begins to master basic skills. Emphasis remains on training during Phase 2. This phase will have 16 training and evaluation days and Phase 2 scenario evaluation(s). Remedial training will be instituted, if necessary.
  3. **Phase III:** The last phase of formal training, characterized by advanced training and perfecting skills. This phase will have 16 training and evaluation days. Emphasis will be on the performance of skills by the PPO. Remedial training will be instituted, if necessary.
  4. **Phase IV:** The "Shadow" phase in which the PPO demonstrates his or her ability to perform the required tasks. This phase will have

eight (8) evaluation days. The FTO will be riding separately, responding to all self-initiated/dispatched interactions as an evaluator. Whenever possible, the Shadow FTO should be the same as the Phase I FTO, in order for that officer to see the advancement made.

- B. PPOs participating in the Field Training Program will rotate shift assignments.
- C. If an FTO is unable to train with his or her PPO for reasons of sickness, reassignment, etc., the PPO shall ride with another FTO or FTS, and will receive the next Daily Observation Report in sequence from that FTO or FTS. The Daily Observation Reports completed by that FTO or FTS shall count towards the 16 evaluation days required for that phase of field training.
- D. PPOs with prior police experience may require less time to successfully complete the FTEP. The FTEP Commander will assess all Florida Certified PPOs with prior police experience. After completion of Phases I and II, those PPOs may advance to Phase IV.

## **IX. DUTIES AND RESPONSIBILITIES**

- A. FTEP Commanders will:
  - 1. Exercise staff authority for the FTEP.
  - 2. Provide quality control of the FTEP.
  - 3. Ensure proper records are maintained documenting a PPO's performance.
  - 4. Provide direction and support when requested by the FTSs.
  - 5. Perform those tasks necessary to ensure a proficient and continuing FTEP.
  - 6. Ensure completion of Phases I through IV.
  - 7. Ensure scenario-based evaluations are conducted pursuant to standards.
- B. Field Training Sergeant will:
  - 1. Ensure training and evaluation of the PPO.
  - 2. Provide direction and support for FTOs.
  - 3. Conduct a weekly review of the PPO's LEFTA reports to determine if it is up-to-date.

4. Attend FTO meetings.
5. Complete the FTS' Weekly Evaluation Report.
6. Conduct weekly meetings with the FTO and PPO to review strengths and weaknesses.
7. Respond to calls with the PPO and FTO, when possible, to evaluate the PPO's performance.

C. Field Training Officer will:

1. Perform the function of role model, mentor, and coach for the PPO.
2. Provide ongoing instruction.
3. Complete daily evaluations of the PPO's performance and submit additional documentation as necessary or required to reflect the PPO's performance.
4. Maintain student/teacher relationship.
5. At the completion of Phase IV, make written recommendation to retain, retrain, or terminate the PPO.
6. At the completion of Phases I-III make written recommendation to rephase or move to the next phase.
7. Attend FTO meetings.
8. Be prepared to move to another shift when there are no FTOs available on that shift. This will ensure that every PPO will get to experience all shifts' duties regardless of FTO availability.

## **X. EVALUATION OF PPOS**

A. FTOs and concerned supervisors will have access to LEFTA, which outlines the operational details of the FTEP.

B. FTOs will strictly adhere to the standardized evaluation guidelines listed on the LEFTA's Daily Observation Report when evaluating PPOs. The FTO will rate the PPO's performance in each category. FTOs and concerned training supervisors' reporting responsibilities will be as follows:

**CFA 10.07D, E**

1. Daily Observation Report:

- a. Completed at the end of each shift by the FTO.
- b. Provides daily PPO performance evaluation based upon standardized guidelines.
- c. Will be reviewed with the PPO at the end of each shift.
- d. Describes the PPO's behavior and performance, and should

- not reflect the FTO's opinion of the PPO's overall ability.
- e. Will document in narratives all calls, scenarios, and training conducted noting any positive and/or negative performance of the PPO for each day.
- f. Each category will be appropriately rated based on the standardized evaluation guidelines.

2. FTS' Weekly Evaluation Report:

- a. Prepared by the FTO's Patrol Sergeant, assigned as the FTS.
- b. In Phases I, II, and III, completed after Daily Observation Reports 4, 8, 12, and 16. In Phase IV, completed after Daily Observation Reports 4 and 8.
- c. Reflects remedial training or counseling provided to the PPO.
- d. A copy of the evaluation will be forwarded to the Uniform Patrol Major reflecting any positive actions, concerns and improvements related to the PPO.

3. End of Phase/Release to Full-Duty Status Report:

- a. Will be completed at the end of the last phase of training with recommendations from the FTO and FTS to the FTEP Commander.
- b. Items contained in the evaluation and report will be discussed between the FTS and FTEP Commander with a copy being forwarded to the Uniform Patrol Major.
- c. The Uniform Patrol Major will assign the PPO to a shift based on the needs of the Department.

C. Progress evaluations will be given throughout the FTEP to ascertain the PPO's job knowledge. Evaluations will cover material listed on the Daily Evaluation Report checklist and the reference material for that period.

D. The Training and HRCDU Units will have access to all LEFTA documentation.

## **XI. FTO AND FTS TRAINING**

- A. All FTOs will complete a mandatory state-approved FTO course prior to participation in the program. In-service training will be provided as needed to keep FTOs current with their assigned responsibilities.

B. FTOs and the FTSs will receive training in the use of the standardized evaluation guidelines and forms contained in LEFTA by the FTEP Commander, or his/her designee. Officers who have not received training in the use of standardized evaluation guidelines are prohibited from acting as FTOs for evaluation and documentation purposes. **CFA 10.07B**

## **XII. NEWLY- PROMOTED SERGEANTS AND ACTING SERGEANTS**

A. Prior to assignment, newly-promoted sergeants and appointed acting sergeants, regardless of Unit assigned to, will participate in an in-service orientation training for field-level supervisors, which is outlined in the Sergeant's Orientation Training Checklist available in PowerDMS. **CFA 10.12**

B. Once promoted, the Section Major where the member will be assigned, will assign a unit Commander to see that all aspects of the Sergeant's Orientation Training Checklist are completed within 14 working days from the date of promotion. If it is not completed due to unforeseen circumstances, the issue will be communicated via City email to the concerned Section Major.

C. The Training Unit will arrange for the newly-promoted sergeant or acting sergeant to meet with the various members listed on the Sergeant's Orientation Training Checklist, which may include Majors, Commanders, Field Training Sergeants (FTS), and other specialized personnel.

D. The newly-promoted sergeant or acting sergeant will take an active role during their orientation training period by:

1. Maintaining and having the checklist readily available throughout the orientation training period.
2. Ensuring that all required signatures, for designated areas of training, are completed by lecturers and themselves.
3. Making themselves available and punctual to all scheduled orientation sessions.
4. Forwarding their completed orientation training packet to their assigned Commander.

- E. Upon completion of the orientation training period, the assigned Commander will collect and sign the completed Sergeant's Orientation Training Checklist and will forward the same to the Training Unit.
- F. Each specialized unit will maintain a Unit-Specific Orientation Checklist for sergeants and acting sergeants transferred to their sections. This orientation will be in addition to the orientation provided to all newly promoted sergeants and acting sergeants described above. Upon transfer, the following will apply:
  1. The Section Major will assign a Commander to ensure that the Unit-Specific Orientation Checklist is completed within 14 working days from the date of transfer.
    - a. If a newly-promoted sergeant or acting sergeant is immediately transferred to a specialized unit, the Section Major will ensure that both, the initial Sergeant's Orientation Checklist and Unit-Specific Orientation Checklist, are completed as soon as practicable.
  2. Upon completion, the Unit Commander will forward the Unit-Specific Orientation Checklist to the Training Unit.