

	<b>RUTGERS UNIVERSITY POLICE DEPARTMENT WRITTEN DIRECTIVE SYSTEM</b>		<b>3:17</b>
	<b>FIELD TRAINING &amp; EVALUATION PROGRAM</b>		
	<b>Effective Date: 07-19-2018</b>		<b>Supersedes: 3:17 (12-01-2010)</b>

### **3:17-1 PURPOSE**

The purpose of this directive is to establish and regulate an effective field training & evaluation program.

### **3:17-2 POLICY**

It is the policy of this agency to employ a Field Training & Evaluation Program to assist in developing the careers of new officers by helping them to understand their role in the community and the many other nuances of police work.

### **3:17-3 DISCUSSION**

The creation of Field Training Programs is the single greatest advancement in the history of law enforcement professionalism. Countless mistakes, civil suites, injuries and heart wrenching tragedies have been prevented because new officers were quickly given crucial skills, knowledge and abilities through Field Training. To this end, this agency must always strive to maintain the highest standards of professionalism. To this end, the attainment of highly trained police officers shall remain a fundamental goal of the department.

### **3:17-4 GENERAL**

- a. The Field Training & Evaluation Program (FTEP) serves to foster commitment to organizational goals, establish professionalism, achieve excellence and instill a sense of personal achievement.
- b. Although new police officers have successfully completed their basic training as prescribed by the Police Training Act, NJSA 52:17b-66, it is recognized that the instruction given in the police academy provides only the necessary certification needed to perform their most basic functions.
- c. Police officers perform a myriad of functions, some of which are unique to our community. It is reasonable to expect that new police officers will need time to acclimate themselves to our policing philosophy, operational and administrative polices, and to community expectations.
- d. The Field Training & Evaluation Program is a structured approach to training new police officers in their duties and responsibilities. The techniques learned in the police academy can be practically applied under this close supervision. Deficiencies can be identified and remedied through a mentor relationship with experienced personnel.
- e. This field training & evaluation process involves considerable documentation of a trainee's strengths, weaknesses, and the progress they make during the duration of the program. This formal documentation is necessary to:
  - Provide assessment of tasks and activities;
  - Identify problem areas for intensive training;
  - Note remedial training given;

- Provide a basis to evaluate performance.
- f. Field Training Officers shall be referred to as FTOs. New police officers shall be referred to as police recruits.
- g. Generally, trainees will be in the Field Training & Evaluation Program for a minimum of three (3) months; but under no circumstances less than one hundred and sixty (160) hours outside of the required classroom training.
- h. Police recruits who had been police officers who transferred from other law enforcement agencies are generally required to complete a minimum of 30 days in the Field Training & Evaluation Program. The Chief of Campus Police may permit more or less time depending on the circumstances and with input as appropriate.
- i. All police recruits must successfully complete the program prior to solo assignment and promotion to Police Officer Status.
- j. The police recruit is under the immediate and direct control of an FTO.
- k. Generally, the police recruit and the FTO are considered to be a single person unit.
- l. Police recruits shall be assigned to rotate field assignments to ensure they are exposed to each of the patrol division's shifts. Each rotation should include an assignment to a different FTO where possible.
- m. Initially, police recruits will be assigned to read and familiarize themselves with this agency's written directive manual, including special orders and training memos.
- n. While police recruits will spend the majority of the time in the field training & evaluation program in the Patrol Division, they may be expected to serve in other divisions/bureaus for a short period to be knowledgeable of the many processes in the department.
  - These assignments will be coordinated through the Training Supervisor.
  - The FTO will not ordinarily be with the trainee while they are assigned to another division.
  - Any training that is provided in these divisions must be documented.
- o. In the event of an FTO illness, road supervisors should avail themselves of the opportunity to provide one-on-one training to the trainee in supervisory expectations of job performance or at their discretion assign the police recruit to another FTO, if available.
- p. Supervisors must be aware that the FTO and trainee should be exposed to as many investigations as possible. This may involve assigning the FTO/Police recruit unit out of their assigned patrol area to conduct various investigations.
- q. The duty watch commander or designee may opt to assign the FTO/ Police recruit unit as a report car to achieve maximum exposure to various investigations. Any decision made under this section should include the insight of the FTO where feasible.

### **3:17-5 RESPONSIBILITIES**

- a. The Training Supervisor shall supervise the administrative aspects of the program, including; but not limited to:
  - 1. Liaison with Police Academy staff regarding recruit progress;
  - 2. Schedule Police recruit/FTO Rotations;
  - 3. Maintain and update field training manuals;
  - 4. Conduct in-service training for FTOs;
  - 5. Review the Field Training Officer's Reports;
  - 6. Maintain the security of files and the confidentiality of the police recruit's performance and progress; and
  - 7. Develop and forward recommendations for termination, extension of training, or promotion to police officer status to the Patrol Division Commander.
- b. The FTO/Police recruits are under the direct supervision of the duty road supervisor.
- c. Supervisors of all ranks shall closely supervise the entire field training process as the initial experience of trainees often shapes their future careers.

### **3:17-6 FTO SELECTION & TRAINING**

- a. The Chief of Campus Police ultimately selects FTOs with input from the supervisory ranks.
- b. FTOs must demonstrate traits that include, but are not limited to:
  - 1. A commitment to organizational goals and objectives as evidenced by their attitude and overall performance;
  - 2. Interpersonal communications skills;
  - 3. Technical proficiency to include a good working knowledge of Title 2C, Title 39, Attorney General Guidelines, and Criminal Procedure.
  - 4. A willingness to instruct others;
  - 5. A willingness to make critical observations;
  - 6. A willingness to recommend and implement improvement plans;
  - 7. A superior record of attendance; and
  - 8. A willingness to undergo training as an FTO.
- c. Although not mandatory requirements, FTOs should:
  - 1. Be certified in the operation of a breathalyzer;
  - 2. Be certified in the operation of radar;
  - 3. Be certified in Methods of Instruction;
- d. FTOs shall undergo a basic training program to:
  - 1. Indoctrinate them to the skills and subjects that had been taught in the police academy to the trainees;
  - 2. Familiarize themselves with their duties and responsibilities as set forth in this directive;
  - 3. Familiarize themselves with the Teaching and Learning Strategies as well as the established evaluation criteria.

4. Familiarize themselves with the various forms and documentation criteria used in the program
  5. Enhance their critical evaluation skills
- e. FTOs are required to undergo periodic refresher training in the above Field Training & Evaluation Program protocols as needed. Additionally continued education will be provided in the form of legal updates and outside training as available.

### 3:17-7 PROGRAM ADMINISTRATION

- a. Each division shall establish and maintain a **Police Recruit Training Manual** which includes; but not limited to:
  1. Instructions for the operation of the division's program;
  2. A task guide intended to cover a curriculum based on tasks of the most frequent assignments, tasks, policies and procedures;
  3. Guidelines for the evaluation of police recruits by field training officers;
  4. Forms and reports utilized in the Field Training Process to properly document the performance of police recruits as required above at 3:17-7(e & f); and
  5. The reporting responsibilities of field training officers.
- b. All forms and reports utilized in the FTO process shall be updated on a regular basis, when necessary.
- c. All documentation pertaining to any trainee during the FTO process shall be considered part of a police officer's permanent training file.
- d. Upon reporting to initial duty, each trainee shall be issued the **Police recruit Training Manual**.
- e. This directive requires that each division's program minimally includes a requirement that a **Daily Observation Report** be completed by the FTO and submitted on a daily basis.
- f. The road supervisor, watch commander and patrol commander shall have an opportunity to carefully review the **Daily Observation Report** prior to it being forwarded to the Field Training Manager.
- g. Police recruit Performance should be continually monitored. Corrective or remedial measures should be promptly implemented when indicated. Each supervisor should sign the report where indicated, noting any further comments or any corrective actions taken.
- h. Field Training Officers may be required to additional documentation on a regular or as-needed basis noting the progress of a trainee.
- i. FTOs are required to conduct regular meetings between themselves to discuss the progress, or lack of progress, of a police recruit. These meetings may be informal discussions during shift change. Formalized meetings will be conducted as needed to evaluate a police recruit's performance and the overall effectiveness of the program.

**3:17-8****SUPPLEMENTAL**

- a. The Field Training & Evaluation Program is subject to periodic review to assess the overall effectiveness of the program. Modifications will be made when necessary to achieve training objectives. FTOs are expected to assess the effectiveness of the program and identify areas needing improvement or modification.
- b. Article 41, section 9 of the Agreement between Rutgers and the FOP-P, provides that each "an officer assigned as a "Training Officer" for new recruits will receive a cash payment of \$300 for each training period." Upon the completion of training the Training Supervisor shall prepare a memorandum requesting this cash payment be made.
- c. Following the completion of the agency's Field Training & Evaluation Program, personnel shall be evaluated at the conclusion of each quarter by their direct supervisor. Nothing in this section is intended to prohibit more frequent evaluations of probationary and newly appointed personnel to in order to determine, at the earliest point, their suitability for the current position.

*This Page Intentionally Left Blank For Double Sided Printing*