



## Field Training Program

<b>Issue Date:</b>	8/25/2020	<b>Effective Date:</b>	8/25/2020
<b>Review Date:</b>	8/25/2021	<b>Number of Pages:</b>	4
<b>Rescinds:</b>	None		
<b>IACLEA Standards:</b>	6.2.1, 6.2.2		

### I. Purpose

To establish guidelines for the department Field Training Program used at all Divisions for entry-level law enforcement officers.

### II. General Order

The Indiana University Police Department (IUPD) will assign all entry-level police officers to a structured Field Training Officer (FTO) Program. The Field Training Officer Program is designed to assist new officers in acquiring all the skills needed to operate in a safe, productive and professional manner within their area of responsibility. Successful completion of the Field Training Program is a condition of employment with the Department.<sup>1</sup>

### III. Field Training Program

A. The Field Training Officer Program is designed to provide standardized training for the transition officers from an academic setting or externally hired lateral transfers to the law enforcement duties of the Indiana University Police Department.

1. Personnel transferring from one Division to another Division within IUPD, may undergo additional Division-specific training.

B. The Field Training Program consists of six phases that the Probationary Officer (PO) must complete in no more than 1020 hours within a 26-week period. These six phases are outlined in the FTO Manual and the PO Training Manual.<sup>2</sup>

### IV. Refresher Field Training

A. The minimum training standards regarding Refresher Field Training (RFT) can be extended as needed.

B. The RFT program must be completed in no more than 180-days.

C. The RFT program will address the following sessions including but not limited to:

1. Military methods
2. Medical overview

<sup>1</sup> IACLEA 6.2.1 Entry Level Training

<sup>2</sup> IACLEA 6.2.1 Entry Level Training & 6.2.2 Field Training



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- 3. Parental Care (6 weeks)
- 4. Away from a patrol assignment for 180 days

D. Length of RTF objectives based on subject		
1. Administrative Reintegration:		2 weeks (80 hours)
	a. Equipment Issues	
	b. Firearms Qualification	
	c. In-service and new training	
	d. Re-Certifications	
2. New Training briefs or policy changes		.1 week (40 hours)
3. Daily Observation		2 weeks (80 hours)
4. Shadow (solo patrol)		.1 week (40 hours)

E. When the RTF is complete, a memo/email will be sent to the Division Chief requesting release from the Refresher FTO.

### V. Field Training Supervision<sup>3</sup>

- A. Field Training Coordinator (FTC) is responsible for coordinating the Field Training Program for all Divisions of the IUPD. The FTC has no direct responsibility for the training or evaluation of the Probationary Officer (PO).
- B. Field Training Manager (FTM) is responsible for overseeing the Field Training Program at the Division-level.
- C. Field Training Supervisor is responsible for reviewing the Daily Observation Report (DOR) for each probationary officer, as well as preparing the weekly Supervisor’s Report.
- D. Field Training Officer (FTO) are responsible for conducting the daily training and evaluation of probationary officer.
- E. Probationary Officer (PO) is the newly hired member of the Department with the intention of becoming a solo patrol officer.

<sup>3</sup> IACLEA 6.2.2 Field Training



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### VI. FTO Selection Process<sup>4</sup>

- A. Announcement of any FTO selection process will be made two weeks prior to scheduling interviews and testing. The following criteria will be used to evaluate applicants:
  1. Minimum of three years’ service as a full-time sworn employee with IUPD, preferred.
  2. Take a written exam.
  3. Participate in an oral interview.
  4. Demonstrate proficiency of basic skills.
  5. Review/edit a criminal case report and an accident report.
  6. Successful completion of a 40-hour San Jose model Field Training Officer Course; and
  7. As soon as reasonably possible after appointment as an FTO, a new member of the unit must attend an approved FTO course and instructor development.
  8. Exceptions to the above stated criteria for selection as a Field Training Officer may be made by the Superintendent of Public Safety and the Division Chief.
- B. The Field Training Coordinator will manage the selection process for FTOs, and the Division Chief will make the final selection.
- C. The Division Chief will select Field Training Managers and Field Training Supervisors from within the Field Training Unit.

### VII. Probationary Officer Evaluation<sup>5</sup>

- A. A Field Training Officer (FTO) will evaluate the Probationary Officer (PO) each shift using the Daily Observation Report (DOR). A Standard Evaluation Guideline (SEG) is used for consistency in evaluating the PO’s performance in five Performance Categories on the DOR:
  1. Critical Performance Tasks
  2. Frequent Performance Tasks

<sup>4</sup> IACLEA 6.2.2 Field Training

<sup>5</sup> IACLEA 6.2.1 Entry Level Training & 6.2.2 Field Training



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- 3. Knowledge
  - 4. Relationships/ Attitudes
  - 5. Appearance
- B. These five categories are divided into 25 sub-categories called Performance Tasks. FTOs evaluate the PO in each of these tasks using a rating scale of 1-5. The FTO Manual outlines the process of completing a DOR.

### VIII. Field Training Officer Evaluations<sup>6</sup>

- A. The Division Field Training Manager and/or Field Training Supervisor will evaluate all members of the Division’s Field Training Unit annually, to ensure that the FTOs are complying with all requirements set forth in the approved FTO manual.
- 1. A survey completed by all probationary officers at the successful completion of field training will be used as part of this evaluation process.

### IX. Field Training Data Retention

- A. All records pertaining to the Probationary Officer’s training during field training will be secured electronically on the field-training server. Any hard copy of a document signed by the PO will be secured in the PO’s employee file.

### X. References

Indiana University Police Department:

G6.2.1a *Field Training Manual*

G6.2.2a *Probationary Officer Field Training Manual*

Benjamin Hunter (8/25/2020)  
Superintendent of Public Safety

<sup>6</sup> IACLEA 6.2.2 Field Training