

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE  
1701.13, FIELD TRAINING AND EVALUATION PROGRAM**

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POLICY:

It is the policy of the Orlando Police Department to follow established guidelines for the administration of the Field Training and Evaluation Program. The curriculum will be based on the tasks of the most frequent assignments. A Field Training and Evaluation Manual has been compiled to provide more detailed information about the program.

PROCEDURES:

**1. FIELD TRAINING AND EVALUATION PROGRAM OBJECTIVES**

The Field Training and Evaluation Program will provide continual training and evaluation of a recruit officer's performance under actual field conditions. This will identify specific weaknesses or deficiencies so that remedial training programs can be instituted to improve weaknesses and correct deficiencies.

The program strives to produce a highly-trained and positively-motivated police officer capable of meeting or exceeding standards of performance required by the Orlando Police Department.

By continual training and evaluation, those individuals who are unable to attain the level of proficiency expected of an Orlando Police Officer may be identified and removed from the police service.

**2. FIELD TRAINING PERIOD**

Each recruit officer will be assigned to selected Field Training Officers after his or her completion of police academy pre-service training. Each new recruit officer will be required to participate in the Field Training and Evaluation Program for a period of four phases or approximately 14 weeks.

The Field Training Officer must perform the dual function of training and evaluation. As the recruit officer proceeds through the phases of the Field Training and Evaluation Program, evaluation of the recruit officer's performance is provided in all phases. Training is provided in Phase I through Phase III. Phase I is an introductory phase in which the trainee will be taught basic skills. Phase II is more complex as the recruit begins to master basic skills. Emphasis remains on training during Phase I and II. Phase III is the last phase of formal training. It is characterized by advanced training and perfecting skills. Training is an integral part of each phase of the program except Phase IV. Phase IV is an "evaluation only" phase in which the recruit officer demonstrates his or her ability to perform the required tasks.

The four phases are structured as follows:

**Phase I**

- a. First three work days will constitute "Orientation/Grace Days" to be documented on the first Daily Observation Report (DOR)
- b. Fifteen evaluation days - training and evaluation phase

**Phase II**

- a. First work day will constitute an "Orientation/Grace Day" to be documented on the first Daily Observation Report (DOR)
- b. Fifteen evaluation days – training and evaluation phase
- c. Remedial training instituted – additional training period if deemed necessary (minimum of 10/maximum of 20 evaluation days)

**Phase III**

- a. First work day will constitute an "Orientation/Grace Day" to be documented on the first Daily Observation Report (DOR)
- b. Fifteen evaluation days – training and evaluation phase
- c. Phase III Scenario Evaluation
- d. Remedial training instituted – additional training period if deemed necessary (minimum of 10/maximum of 20 evaluation days)

**Phase IV**

- a. Seven evaluation days – evaluation only phase
- b. Field Training Officer rides as an observer/evaluator

**2.1 FIELD TRAINING CREDIT**

The Field Training Unit recognizes that recruits with prior police experience may require less time to successfully complete the Field Training and Evaluation Program. The Field Training Unit supervisor will assess all Florida Certified recruits with prior police experience to determine if they qualify for Field Training credit. This credit will allow the recruit to advance directly from Phase II to Phase IV.

<b>3. CHAIN OF COMMAND</b>
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The Field Training and Evaluation Program shall be assigned to the Professional Standards Division, Training/Accreditation and Inspections Section.

**3.1 TRAINING/ACCREDITATION AND INSPECTIONS SECTION COMMANDER**

The Training/Accreditation and Inspections Section commander shall manage and direct the Field Training and Evaluation Program.

**3.2 FIELD TRAINING UNIT SUPERVISOR**

The sergeant assigned to the Field Training Unit shall supervise the daily operation of the Field Training and Evaluation Program.

**3.3 FIELD TRAINING COORDINATORS**

The Field Training coordinators will be under the direct supervision of the Field Training Unit sergeant.

**3.4 FIELD TRAINING OFFICERS**

A Field Training Officer (FTO) will be under the direct supervision of his or her patrol sergeant.

**3.5 RECRUIT OFFICERS**

The recruit officer will be under the direct supervision of his or her FTO.

## 4. FIELD TRAINING REVIEW BOARD

The Field Training Review Board is created to accomplish the following:

- a. To provide an objective and multi-faceted review of the recruit officer's performance during the Field Training and Evaluation Program.
- b. To assess the recruit officer's potential for success in the Field Training Program.
- c. To recommend advancement, additional remedial training, or to recommend that the recruit be terminated.

### 4.1 MANDATORY ACTIVATION OF THE FIELD TRAINING REVIEW BOARD

The Field Training Review Board shall be convened (under the current board guidelines) in the following situations:

- a. The recruit does not successfully complete remedial training and the FTO does not recommend advancement.
- b. Upon recommendation of the Field Training staff, at any time throughout the field training period.

NOTE: A second Field Training Review Board may be convened if a prior Board recommended a remedial training period. The purpose of the second Board would be to determine if the recruit officer is prepared for advancement or to recommend termination.

Recruit officers awaiting a decision by the Field Training Review Board will serve in an administrative capacity until the Field Training Review Board's decision has been finalized. In the event the Field Training Board recommends termination, the recruit officer will immediately be placed on Administrative Relief of Duty.

### 4.2 MEMBERSHIP OF FIELD TRAINING REVIEW BOARD

- a. The Training/Accreditation and Inspections Section commander - Chairperson.
- b. The Field Training Unit sergeant.
- c. A patrol sergeant, appointed by Chairperson.
- d. An FTO selected by the Chairperson.
- e. An FTO selected by the recruit officer, excluding any of his or her FTOs.

In all cases where the recruit officer is a minority or protected-class officer, a minimum of two Board members will be minority or protected-class persons.

If the Field Training Review Board recommends termination, then the Training/Accreditation and Inspections Section commander will prepare the written recommendation of termination and forward it, along with supporting documentation, via the chain of command to the Chief of Police.

The Chief of Police shall render the final disposition of the recruit officer's case. The final decision will be documented in writing and should become a permanent part of the recruit's training manual.

## 5. DUTIES AND RESPONSIBILITIES

### 5.1 FIELD TRAINING UNIT STAFF

- a. Exercise staff authority for the Field Training and Evaluation Program.
- b. Provide quality control of the Field Training and Evaluation Program.
- c. Ensure proper records are maintained documenting a recruit officer's performance.
- d. Provide direction and support when requested by FTOs.
- e. Perform those tasks necessary to ensure a proficient and continuing Field Training and Evaluation Program.
- f. Ensure completion of the Phase III Scenario Evaluation.

5.2 FIELD TRAINING OFFICER

- a. Perform the function of a “role model” for the recruit officer.
- b. Provide ongoing instruction.
- c. Complete daily evaluation of the recruit officer’s performance and submit additional documentation as required.
- d. Maintain student/teacher relationship.
- e. At completion of Phase IV, make written recommendation to retain or terminate the recruit officer.
- f. Attend FTO meetings.

5.3 PATROL SERGEANT

- a. Squad supervision.
- b. Ensure training and evaluation of the recruit officer.
- c. Weekly review of the recruit officer’s training manual to determine if it is up-to-date.
- d. Attend FTO meetings.
- e. Complete Sergeant’s Weekly Evaluation Report.

**6. EVALUATION OF RECRUIT OFFICERS**

A recruit officer will be evaluated by his or her FTO each day, with the exception of the “Orientation/Grace Days” that will be noted on the first DOR of each phase.

FTOs will strictly adhere to Standardized Evaluation Guidelines when rating the recruit officer’s performance in each category of the DOR. This is to ensure that each recruit officer is rated on the facts concerning his or her performance.

6.1 DAILY OBSERVATION REPORT (DOR)

- a. Completed at the end of each shift by the FTO.
- b. Provides daily documentation of recruit officer’s performance based upon standardized guidelines.
- c. Review with recruit officer at end of shift.
- d. Describes behavior – should not indicate opinion of recruit officer’s overall ability.

6.2 PATROL SERGEANT’S WEEKLY EVALUATION REPORT

- a. Prepared by the FTO’s Patrol sergeant.
- b. In Phases I, II, and III, completed after DORs five, ten, and fifteen. In Phase IV, completed after DORs four and seven.
- c. Reflects remedial training or counseling.

**7. GENERAL GUIDELINES**

FTOs and the Patrol sergeants will receive training in the use of the Standardized Evaluation Guidelines and the use of the various forms by the Field Training Unit.

FTOs can access the Field Training and Evaluation Manual which outlines the operational details of the program on OPD Online.

Officers who have not received training in the use of the Standardized Evaluation Guidelines are prohibited from acting as FTOs for evaluation and documentation purposes.

## 8. ISSUANCE OF FIREARMS/WEAPONS

The Field Training Unit staff will facilitate the issuance of firearms to new recruit officers upon completion of the following training:

Academy Recruits will be issued their firearms/weapons upon graduation from the Criminal Justice Institute. Prior to being issued firearms/weapons, academy recruits will receive a one-hour block of instruction in the Department's Response to Resistance and Apprehension Techniques policy (current issue of P&P 1128). All recruits, after having completed the response to resistance instruction, will be required to sign a receipt acknowledging they have received a copy of the current issue of the Department's Response to Resistance and Apprehension Techniques policy. The signed receipt of the policies will be kept on file in the Field Training Office.

Direct Hire/Pre-certified Recruit Officers will be issued their firearms upon completion of the firearms certification course in Orientation, which will include a one-hour block of instruction in the Department's Response to Resistance and Apprehension Techniques policy (current issue of P&P 1128). The signed receipt of the policies will be kept on file in the Field Training Office.

## 9. STUDENTS WHO FAIL TO COMPLETE THE POLICE ACADEMY

All sworn members are required to successfully complete the appropriate minimum state certification program prior to assignment in any capacity in which the member is allowed to carry a firearm or is in any position to make an arrest (except as part of the Field Training Program). It shall therefore be the policy of the Orlando Police Department to make every reasonable effort to ensure that recruit officers sponsored by the Orlando Police Department and attending the Criminal Justice Institute at Valencia College (CJI) successfully complete the Basic Law Enforcement curriculum within the time as agreed upon in the Temporary Employment Contract and Agreement for Reimbursement of Training Expenses contract. Pre-certified recruit officers will have already provided proof of graduation from a State of Florida approved/certified criminal justice institute/law enforcement academy prior to being hired.

### 9.1 COMPLETION OF BASIC LAW ENFORCEMENT CURRICULUM AT CJI

The Basic Law Enforcement curriculum, as established by the CJSTC, shall consist of individual areas of instruction. In order to successfully graduate from CJI, the recruit must successfully pass each of these areas of instruction. Successful completion of an area of instruction shall be determined by a passing score on a written examination accompanied by a passing score on a practical test (courses requiring demonstrated proficiency in psychomotor skills).

### 9.2 TESTING/EXAMINATION

The established testing of the CJI shall be as follows:

**Practical Tests:** The recruit shall be required to achieve passing scores on all practical tests taken while attending the CJI. These tests are given in Firearms, Driving, Defensive Tactics, and First Responder.

Failure to achieve such a score will result in a fixed period of remedial training to be administered by the CJI followed by a retest. Should the recruit fail this retest, he or she will not be given a certificate of completion until this area of instruction is repeated in a subsequent class and the recruit successfully completes a new practical test.

**Written Examinations:** The recruit shall be required to achieve a passing score on all final written examinations taken while attending the CJI.

Failure to achieve such a score will result in a failure for that particular area of instruction. By CJI policy, the student will be allowed to continue in the Basic Law Enforcement program but will not be given a certificate of completion until this area of instruction is repeated in a subsequent class and the recruit successfully completes a new examination.

**9.3 RESPONSE OF THE ORLANDO POLICE DEPARTMENT TO RECRUIT FAILURE OF AREAS OF INSTRUCTION IN THE BASIC LAW ENFORCEMENT CURRICULUM**

A student failing one block of instruction will not, by CJI policy, be expelled from the police academy. However, should a student fail to successfully complete all the components of the training academy program in which the student was originally enrolled, such student will be subject to immediate termination at the time of failure. The student may appeal the termination in writing to the Professional Standards Division commander via the chain of command. Should the student's appeal be granted, the Orlando Police Department's academy coordinator will assist the recruit in scheduling a repeat of the failed block of instruction. The recruit will be responsible for the cost of any make-up block of instruction. The emphasis of such rescheduling will be to minimize the time between the regular completion of the academy class and the make-up block of instruction. The academy coordinator will be responsible for re-scheduling the make-up block; consideration shall be given to the following:

- a. Rescheduling the course at CJI (if this can be accomplished within the requisite timeframe).
- b. Scheduling the student to complete the course at another police academy. The student will pay for the make-up course tuition and supply costs associated with the course. In addition, the recruit will be allowed to attend the course in an on-duty status. In no circumstance will the recruit be compensated for hours worked in excess of 40 per week while attending additional (repeated) courses of instruction.

The student will be required to sit for the State Certification examination at the next available date at a state certified testing center.

**9.4 STATUS OF THE RECRUIT WHILE COMPLETING THE MAKE-UP BLOCK OF INSTRUCTION**

Every effort will be made to allow the student to continue with his or her initial academy class. If possible, the student will be allowed to attend post-academy orientation with this class.

If deemed necessary, the Orlando Police Department's academy coordinator will coordinate the student's participation in an additional State Certification Review course to facilitate successful completion of the State Certification examination.

Until such time as the recruit successfully completes the make-up block of instruction and receives a certificate of completion from the CJI, he or she shall remain in the status of a Temporary Civilian Employee and not be covered under a TEA (Temporary Employment Authorization). He or she shall not, under any circumstances, be considered a law enforcement officer.

**9.5 STUDENTS WHO FAIL AN AREA OF INSTRUCTION**

Students may retake a failed area of instruction in the Basic Law Enforcement curriculum only one time. The Orlando Police Department will terminate from employment students who fail the make-up block of instruction.

Students dismissed from the CJI for any reason will be immediately terminated from employment by the Orlando Police Department following the completion of the appeal process as established by the CJI.

Students sustained for violations of Orlando Police Department Rules and Regulations shall be disciplined as outlined in current Policy and Procedure. Discipline shall be served at a time to be determined by the Professional Standards Division commander.

**9.6 RECRUITS INJURED WHILE ATTENDING THE CJI**

In the case of students injured while participating in activities at the CJI, every effort will be made to ensure that the student successfully completes all areas of instruction. Should the injuries temporarily prevent the completion of all areas of instruction, the student may remain in employment, provided he or she remains in good standing at the CJI.

Students injured during CJI course-related activities or non-CJI course-related activities, who are able to complete all academic portions and may be reasonably expected to successfully complete the high-liability portions at the end of the next available academy, may be permitted to remain in the employment of the Orlando Police Department. Before participating in high-liability training, students must be medically cleared by the City's designated physician.

9.7 STATE CERTIFICATION EXAMINATION

The State Certification examination covers all areas of instruction of the Basic Law Enforcement curriculum. To receive certification in law enforcement, the student must achieve an aggregate score of at least 80 percent.

Upon starting the police academy, the Recruiting Unit staff assistant will ensure that a Temporary Employment Authorization (TEA) for each academy recruit is completed. The academy coordinator will be responsible for scheduling the student for the next available State Certification examination, for which the student must complete the testing process and receive state certification. Once the student has successfully passed the state exam, the student will be eligible to be sworn in as a law enforcement officer.

It is the policy of the Orlando Police Department to terminate students failing to pass the State Certification Exam. The student may appeal the termination in writing to the Professional Standards Division commander via the chain of command. Should the student's appeal be granted, he or she will register to re-take the exam and successfully pass the failed component of the State Certification examination. This re-test shall occur as soon as possible or the recruit shall be terminated by the Orlando Police Department.

- a. The Department will not pay the cost of the State Certification examination re-test.
- b. Students failing to pass the re-test on the State Certification examination will be terminated from employment with the Orlando Police Department.

<b>10. DATE OF HIRE</b>
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The date of hire for all new police recruits will be the day they are sworn in by the Chief of Police or his/her designee during recruit orientation.