



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

270 – FIELD TRAINING AND EVALUATION PROGRAM

GENERAL ORDER: 2021-XX
ISSUED: June 14, 2021

EFFECTIVE: June 14, 2021

REVIEWED/APPROVED BY:
Inspector Nicole Waldner
DATE: May 3, 2021

ACTION: Amends General Order 2017-40 (June 13, 2017)

WILEAG STANDARD(S): 12.2.4

ROLL CALL VERSION

**Contains only changes to current policy.
For complete version of SOP, see SharePoint.**

270.05 DEFINITIONS (WILEAG 12.2.4)

A. FIELD TRAINING PHASES

1. Phase I – ~~III~~IV: Recruit training period as prescribed by the Chief of Police.
2. Phase ~~IV~~V: Field training at a district station on a designated shift.
3. Phase VI: Field training at a district station on a designated shift.
4. Phase VII: Probationary period – 8 monthly evaluations to be completed by the probationary member’s sergeant.
(WILEAG 12.2.4.1, 12.2.4.2)

B. RECRUIT OFFICER

A police member shall be referred to as a recruit officer during phases I-~~III~~ IV of field training.

C. OFFICER IN TRAINING (OIT)

A police member shall be considered an OIT during phases ~~IV-V~~ V-VI of field training.

D. PROBATIONARY OFFICER

A police member shall be considered a probationary officer during phase VII of field training.

E. TRAINING DAY

A training day is defined as:

1. A tour of duty assigned with a FTO or a field training sergeant; or

2. However, If FTO staffing is limited, the OIT may be assigned to station duties (e.g., desk officer, console, or booking) for training purposes. Each tour of duty shall count as a training day. Such training shall be kept to a minimum, as the goal of field training is competent patrol knowledge.

Note: Although each tour of duty shall count as a training day, training days where the OIT is assigned to station duties shall be kept to a minimum, as the goal of field training is competent patrol knowledge.

270.10 ORGANIZATION (WILEAG 12.2.4)

B. FIELD TRAINING COORDINATOR

3. The coordinator shall review all probationary performance reports to determine the training progress of the OIT and probationary officers. If there are any OIT or probationary officers who do not attain a "satisfactory progress" rating, the coordinator shall immediately notify the commanding officer of the Training Division.

E. DISTRICT FIELD TRAINING SERGEANT

2. The assigned districts field training sergeant shall ensure that the training and evaluation processes are completed. Various sources of information should be utilized to achieve these goals, including but not limited to the *Daily Observation Reports*, oral communications with the FTOs and unit personnel, tests, personal observations of probationary officer performance and review of the OIT's written reports to summarize weekly progress. A *Supervisor's Observation Summary* shall be filed weekly during phase ~~IV~~ V, phase VI and any necessary extension of field training using the Continuing Education and Request Travel/Training (CERTT) system.
4. The field training sergeant shall make an effort to have the OIT ride along with him/her at least once during phase ~~IV~~ V and phase VI of field training, to better evaluate their performance. This shall count as a training day, even if the ride along is only for a partial shift.
5. The field training sergeant shall facilitate district/side evaluation sessions between phase ~~IV~~ V and the phase VI, which may be attended by the coordinator or designee. The purpose of this meeting is to openly discuss the OIT's progress and/or deficiencies.
(WILEAG 12.2.4.5)

F. FIELD TRAINING OFFICERS

2. Whenever a FTO determines that an OIT is not responding to training, they shall immediately report it to the field training sergeant and, in his/her absence, the on-duty shift commander. The FTO shall ensure that the documentation of specific incidents and any actions taken to correct performance deficiencies are recorded in the CERTT system.

3. FTOs may be released from field training and evaluation duties as follows:

- d. At the request of a commanding officer who may submit a *Department Memorandum* through their chain of command documenting why the FTO should be removed from the program.

270.15 SELECTION OF FIELD TRAINING OFFICERS (WILEAG 12.2.4)

- A. Any officer interested in becoming a FTO shall file an application a *Department Memorandum* through their chain of command stating his/her desire to be a FTO. They must have four years' experience as a Milwaukee Police Officer or four years' experience as a police officer in the state of Wisconsin and three years as a Milwaukee Police Officer.
- B. The district commander shall review the application *Department Memorandum* and include a recommendation for inclusion or exclusion in the Field Training and Evaluation Program along with supporting documentation and forward the application to the commanding officer of the Training Division.

270.20 CALLS FOR SERVICE

- A. PHASE ~~IV~~ V
- B. PHASE VI

The field training team shall go in service for duty as a "2 person squad" with the Technical Communications Division dispatcher. The OIT shall be identified on the daily line up with the connotation of 'OIT2' behind his/her name.

Note: In Phase ~~IV~~ V or VI, as district shift staffing and OIT performance permits, field training sergeants may assign a field training team as a one person or two person squad, in which case they shall notify the Technical Communications Division dispatcher.

270.25 EVALUATION PROCESS (WILEAG 12.2.4)

C. MONTHLY EVALUATION REPORT

During phase VII, the assigned field training sergeant shall complete monthly evaluation reports utilizing the *Probationary Performance Report* and forward them to the coordinator for review.

- D. The number of traffic stops, field interviews, no-action encounters, frisks and/or searches by a member of the police department shall not be used as performance indicator or in any way to evaluate their performance.

~~E~~. FIELD TRAINING AND EVALUATION PROGRAM FILES

270.30 PROBATIONARY REVIEW

A. All new law enforcement hires must complete a 16 month probationary period, which starts from the date of appointment. A review panel, consisting of members of the probationary committee appointed by the commanding officer of the Training Division, shall interview probationary officers between their 12th to 16th months of probation. All training records, including academy training, field training, and phase VI probationary reports, as well as oral critique from the probationary officer's field training sergeant shall be assessed at the time. The review panel shall make a recommendation for one of the following:

1. The probationary officer has had satisfactory performance, and is anticipated to complete probation and become a permanent police officer capable of solo patrol duties.
2. The probationary officer has correctable performance issues, and shall be assigned remedial training per the coordinator to improve the deficiencies before completing the probationary period, or the extension of probation with the anticipation of correcting deficiencies.
3. The probationary officer has documented examples in which performance deficiencies were addressed through training and instruction, but the probationary officer continually fails to respond to training and/or has been rated unsatisfactory more than once in phase VI monthly probationary reports. Under this circumstance, the review panel can recommend, via chain of command to the Chief of Police that the termination process should commence.

B. EXTENSION OF TRAINING

1. The Field Training and Evaluation period may be extended for probationary officers at the direction of the Chief of Police due to one of the following: circumstances:
 - d. Failure to work minimum number of training days during phase IV V and VI of the Field Training and Evaluation Program.
3. After appropriate documentation and review of the OIT's field training, the OIT shall be subject to:
 - a. Assignment to another FTO and/or district for a designated period of time, to be determined by the coordinator prior to passing into phase VII.
 - b. Returned to the Training Division for formal remedial training in the topic of deficiency prior to passing into phase VII.



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