



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 270 – FIELD TRAINING AND EVALUATION PROGRAM

**GENERAL ORDER:** 2025-29  
**ISSUED:** July 17, 2025

**EFFECTIVE:** July 17, 2025

**REVIEWED/APPROVED BY:**  
Assistant Chief Craig Sarnow  
**DATE:** May 29, 2025

**ACTION:** Amends General Order 2024-22 (April 10, 2024)

**WILEAG STANDARD(S):** 12.2.4

### ROLL CALL VERSION

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

### 270.10 ORGANIZATION (WILEAG 12.2.4)

#### B. FIELD TRAINING COORDINATOR

3. The coordinator shall review all ~~probationary performance reports~~ *Monthly Observation Reports* in ACADIS 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.

#### D. DISTRICT SHIFT COMMANDERS

1. Shift commanders shall review all daily and weekly evaluations filed by the field training sergeant and FTOs. They shall ensure that objective and observable performance has been properly documented on the approved ~~probationary performance reports~~ *Daily, Weekly, and Monthly Observation Reports* in ACADIS. If unacceptable performance deficiencies are noted, a training plan of action to correct performance problems shall be immediately developed and implemented by the shift commander and field training sergeant.

#### E. DISTRICT FIELD TRAINING SERGEANT

3. Whenever a field training sergeant is made aware of substandard performance by an OIT or probationary officer, they shall immediately review all of the ~~probationary performance reports~~ *Daily, Weekly, and Monthly Observation Reports* filed by the FTO to determine patterns of performance deficiencies. They shall take necessary steps to correct the performance deficiencies, make recommendations for remedial training, and document all actions taken on a *Department Memorandum* (form PM-9E). If, after taking steps to improve an OIT or probationary officer's performance, he/she continually fails to respond to training or show improvement, the field training sergeant shall submit a *Department Memorandum* (form PM-9E) to the shift commander documenting this information.

**270.20 CALLS FOR SERVICE****A. PHASE V**

The FTO/OIT team shall go in service for duty as "1 and 1" with the ~~Technical Communications Division~~ Department of Emergency Communications (DEC). The OIT shall be identified on the daily line up with the connotation of 'OIT1' behind his/her name. The field training team shall be subject to priority 3 and 4 calls for service that are typically sent to one person squads. Priority 1 and 2 calls for service needing a minimum 2 person squad response shall be dispatched to the field training team and another squad.

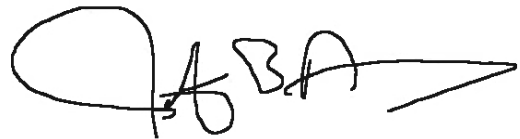
**B. PHASE VI**

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

**Note: In Phase 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~~ DEC dispatcher.**

**270.25 EVALUATION PROCESS (WILEAG 12.2.4)****C. MONTHLY OBSERVATION REPORT**

During phase VII, the assigned field training sergeant shall complete monthly observation reports utilizing the ~~Probationary Performance Report~~ Monthly Observation Report in ACADIS and forward them to the shift commander for review and approval.



JEFFREY B. NORMAN  
CHIEF OF POLICE

JBN:mfk