



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

270 – FIELD TRAINING AND EVALUATION PROGRAM

GENERAL ORDER: 2022-XX
ISSUED: November 28, 2022

EFFECTIVE: November 28, 2022

REVIEWED/APPROVED BY:
Assistant Chief Nicole Waldner
DATE: November 2, 2022

ACTION: Amends General Order 2022-05 (February 4, 2022)

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)

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 V, phase VI and any necessary extension of field training using the ~~Continuing Education and Request Travel/Training (CERTT)~~ ACADIS system.

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~~ ACADIS system.

270.25 EVALUATION PROCESS (WILEAG 12.2.4)

A. DAILY OBSERVATION REPORT

1. During weeks 2 through 13, FTOs shall observe, train, coach, and mentor the daily performance of their assigned OIT and indicate such in the ~~CERTT~~ ACADIS system using the *Standardized Evaluation Guidelines* (OIT manual) to objectively rate the OIT.
2. During week 14, FTOs shall complete the *Daily Observation Report (DOR)* as an evaluator only.

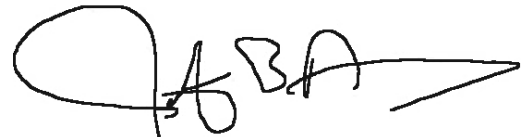
3. FTOs shall review the ~~Daily Observation Report~~ (DOR) with their OIT daily, setting plans of action for progress and giving remedial training assignments as necessary.
4. The DOR shall be electronically signed by both the FTO and OIT and submitted to the field training sergeant before securing from duty.

B. WEEKLY OBSERVATION SUMMARY

1. The assigned field training sergeant shall complete a *Weekly Observation Summary* for each weekly period of training (weeks 2-13~~14~~). The *Weekly Observation Summary* is a review of the total *Daily Observation Reports* submitted by the FTO for the particular training week.

E. FIELD TRAINING AND EVALUATION PROGRAM FILES

All original Field Training and Evaluation Program files shall be maintained in the ~~CERT~~ ACADIS system. These program files are confidential and may only be reviewed with the approval of the Chief of Police.
(WILEAG 12.2.4.3)

A handwritten signature in black ink, appearing to read 'J.B.N.' with a long horizontal stroke extending to the right.

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:mfk