



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

270 – FIELD TRAINING AND EVALUATION PROGRAM

GENERAL ORDER: 2025-41
ISSUED: September 5, 2025

EFFECTIVE: September 5, 2025

REVIEWED/APPROVED BY:
Assistant Chief Craig Sarnow
DATE: July 16, 2025

ACTION: Amends General Order 2025-29 (July 17, 2025)

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

3. Phase VI: Field training at a district station on a designated shift.

c. Lateral Transfer Police Members

1. Weeks 1 through 3: An OIT hired as a lateral transfer from another law enforcement agency shall be assigned to a training district with a field training officer (FTO), and are subject to daily observation and evaluation.
2. Week 4: An OIT shall work a full work week with a FTO or field training sergeant and shall perform duties as a solo patrol officer, subject to evaluation only. The FTO shall act as a field performance evaluator and not participate in the OIT's action unless a need to override is presented.
3. An OIT hired as a lateral transfer shall work a minimum of 16 days during this 4-week period with an FTO or field training sergeant.
4. Phase VII: Probationary period – 7 monthly evaluations to be completed by the probationary member's sergeant. Members hired as a lateral transfer from an in-state law enforcement agency shall have 15 monthly evaluations be completed by the probationary member's sergeant. Members hired as a lateral transfer from an out of state law enforcement agency shall have 10 monthly evaluations be completed by the probationary member's sergeant.
(WILEAG 12.2.4.1, 12.2.4.2)

270.25 EVALUATION PROCESS (WILEAG 12.2.4)

A. DAILY OBSERVATION REPORT

1. During weeks 2 through 13 (or weeks 1-3 for a lateral transfer), FTOs shall observe, train, coach, and mentor the daily performance of their assigned OIT and

indicate such in the ACADIS system using the *Standardized Evaluation Guidelines* (OIT manual) to objectively rate the OIT.

2. During week 14 (or week 4 for a lateral transfer), FTOs shall complete the *Daily Observation Report* (DOR) as an evaluator only.

B. WEEKLY OBSERVATION REPORT

1. The assigned field training sergeant shall complete a *Weekly Observation Report* for each weekly period of training (weeks 2-14 or weeks 1-4 for a lateral transfer). The *Weekly Observation Report* is a review of the total *Daily Observation Reports* submitted by the FTO for the particular training week.

C. LATERAL TRANSFERS

The assigned field training sergeant shall submit a *Department Memorandum* following the 4-week period of training for lateral transfers indicating if the OIT is ready for solo patrol. The applicable district captain, or designee, shall review and approve the request to authorize the OIT to work solo patrol.

DG. MONTHLY OBSERVATION REPORT

- ED. 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.

FE. FIELD TRAINING AND EVALUATION PROGRAM FILES

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

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:mfk