
SPRINGFIELD POLICE DEPARTMENT GENERAL ORDER

NUMBER: TRN - 2	DATE: 02/12/2024
MPAC STANDARDS: 33.4.3	
SUBJECT: Field Training and Evaluation Program (FTEP)	

I. Purpose

The purpose of this policy is to establish guidelines for the administration and operation of a Field Training and Evaluation Program (FTEP). The FTEP's goal is to produce qualified Field Training Officers that model appropriate professional police behavior and techniques, and patrol officers who have the skills necessary to effectively meet the needs of the department.

II. Policy

It is the policy of the Springfield Police Department to have an effective FTEP program that will enhance newly sworn officers' awareness of the community's needs and increase their ability to handle a wide range of situations with confidence and sensitivity. This program is designed to identify proficiencies and deficiencies in an Officer in Training's (OIT) performance, provide development and support, and create a clear mechanism by which performance can be evaluated.

III. Definitions

Field Training and Evaluation Program (FTEP) - A structured and closely supervised program provided to Officers in Training facilitating the application of skills and knowledge obtained in the academy/classroom to actual performance in on-the-job situations. This program is designed to identify compliance and/or deficiencies in work performance, document procedures and provide a mechanism by which performance can be evaluated.

Daily Observation Report (DOR) (Appendix A): A daily report prepared by a Field Training Officer supervising an OIT. This report evaluates their progress, identifies problems, and remedial efforts observed on a daily basis by a Field Training Officer.

Weekly Observation Report (Appendix B): A weekly report prepared by a Field Training Supervisor that assists in providing the program with a system of checks and balances to ensure that the Field Training Officer is fulfilling their **FTO** responsibilities. It will also provide an opportunity for the Field Training Supervisor to quickly identify the proficiency of each OIT.

Field Training Commander: The commanding officer of the Springfield Police Academy and Training Division, or her/his designee, responsible for overseeing the overall operation of the Field Training and Evaluation Program and the Field Training Director.

Field Training Director: A member of the Springfield Police Department Academy and training Division who has attained at least the rank of Sergeant and appointed by the Department Agency Head for their expertise in the Field Training and Evaluation Program, in order to direct and oversee the day-to-day operations of the FTEP program.

Field Training Supervisor: A member of the Springfield Police Department who has attained the rank of Sergeant and who has been trained to deliver the FTEP to Probationary Police officers. The FTEP Supervisor serves as a liaison to the FTEP Director and assists in the daily monitoring of Field Training Officers and Officers in Training.

Field Training Officer (FTO): A member of the Springfield Police Department who has been carefully selected and trained to deliver the FTEP to an OIT.

Officer in Training (OIT): A sworn member's initial job title and status with the department upon successful graduation from the Springfield Police Training Academy and until successful completion of the obligatory twelve (12) months probationary period. OIT's are required to successfully complete the FTEP as a condition to continued employment.

During the probationary period, the OIT possesses all the powers of the position to which they are appointed and is covered by all of the provisions of the Collective Bargaining Agreement, except that in the event of termination of employment, in which case the OIT will have no appeal right pursuant to the Collective Bargaining Agreement, but shall have such rights, if any, as provided by G.L. Ch. 31.

IV. General Guidelines and Considerations

The FTEP has been developed with the ultimate goal of improving the overall effectiveness of the Springfield Police Department. This FTEP is of a twelve (12) week, and will have provisions for additional time and training should the need arise. Although the new OIT will have met all academic requirements and obtained basic technical skills upon graduating from the Springfield Police Academy, it is necessary to determine whether or not they have the ability to successfully apply those skills into becoming a successful member of the Department.

The FTO insignia patch and/or pin are to be determined.

V. Procedures

A. FTEP Requirement for Officers in Training

The Field Training and Evaluation Program will be a mandatory and critical phase in the training and performance assessment of all OITs. This program will take place immediately upon satisfactory completion of the Springfield Police Academy. All OITs will participate in the Field Training and Evaluation Program (FTEP). FTEP consists of five phases totaling twelve weeks, and are conducted under the supervision of FTOs. Each OIT will be assigned a primary FTO, with whom they shall complete phases one, two, four, and five of their training. Another FTO will be assigned to each OIT for phase three of their training. OITs will be evaluated on their appearance,

attitude, knowledge, performance, and communication skills. Each OIT must receive satisfactory ratings in all evaluation categories in order to successfully complete the program.

Every effort should be made to assign Officers in Training to work during both daylight and nighttime hours. This will allow new officers the opportunity to perform all facets of their operational duties and to learn the nuances involved in different shifts.

B. Selection of Field Training Officers

The FTO performs an important role in the FTEP. The FTO should be a model of what the Department expects from the OIT, and is ultimately responsible for the transformation of the OIT into a solo patrol officer. The FTO should have good communication and report writing skills, as well a solid grasp of the Department's policies, procedures and overall mission. Candidates for the position must meet the following criteria:

1. Must have completed three (3) years of service with the Springfield Police Department and must meet the following requirements:
 - a. No sustained civilian or administrative complaints for twelve months prior to application and appointment to the FTEP.
 - b. No disciplinary action for use of force inconsistent with SPD policy.
 - c. "Exceeds Expectations" or better SPD performance evaluations.
 - d. Ability to make a two (2) year commitment to the FTEP.
 - e. Willingness to work overtime, when necessary, to accomplish training.
 - f. Successful completion of a mandatory course of instruction for FTOs that meet Massachusetts POST certification standards.
2. The Field Training Commander will review the applications and files of FTO candidates and ensure that all eligibility criteria are met. The list of acceptable applicants will be forwarded to the Department Agency Head for final approval. All applicants will be notified of their acceptance or non-acceptance. Any applicant that is not selected may request a meeting with the Field Training Commander to learn the reason they were not selected.

C. Completion of FTEP

Upon the completion of the FTEP, FTOs and Field Training Supervisors will make a recommendation for each OIT to continue along one of the following paths:

1. Assignment for solo patrol;
2. Continued field training; and/or
3. Termination of employment (Field Training Supervisors only can make this recommendation).

D. Lateral Transfers

Incoming lateral transfers with less than two years of police experience will undergo

the twelve-week FTEP including all five phases.

Lateral transfers with more than two years of experience will undergo a two-week training, equaling no less than 80 hours. Trainings will include, but are not limited to, SPD specific policy and procedures, rules and regulations and location (sectors and their hotspots).

The Department Agency Head may waive the need for a lateral transfer to undergo the Department's twelve-week FTEP Program if such transfer already underwent a similar FTO/FTEP. However, the transfer will still be required to undergo an 80 hour/two-week training outlined above.

E. FTEP Chain of Command

1. The FTEP is a training and evaluation program within the Training Division. It is imperative that the program's goals and objectives be implemented and supervised by individuals who have been instructed in said goals and objectives.
2. The Springfield Police Department's FTEP Chain of Command is as follows, in descending order:
 - a. Department Agency Head or their designee
 - b. Deputy Chief of Training and Uniform Division
 - c. Academy and Training Division Captain (Field Training Commander)
 - d. Field Training Director.
 - e. Field Training Supervisor.
 - f. Field Training Officer (FTO).
 - g. Officer in Training (OIT)
3. The Field Training Commander is responsible for the overall management and administration of the FTEP and for ensuring the dutiful fulfillment of personnel responsibilities.

F. Responsibilities of the Field Training Commander

The Field Training Commander oversees the overall management and administration of the FTEP and is responsible for the following:

1. Keeping the Department Agency Head or their designee informed regarding all activities and individuals within the Department's FTEP program.
2. Identifying those Officers in Training who are prepared to function in a solo capacity.
3. Approving or denying any FTEP extensions.
4. Submitting recommendations to the Department Agency Head regarding termination of an OIT from the FTEP program and the Department.

The Field Training Commander shall receive (4) four hours of overtime pay each

work week while the FTO program is active in which training officers are assigned to the FTO program.

G. Responsibilities of the Field Training Director

The Field Training Director oversees the daily operations of the Field Training and Evaluation Program and is responsible for the following:

1. Supervising and scheduling FTOs as well as coordinating with the Training Bureau staff in assigning individual OITs to their FTOs.
2. Reviewing all Daily Observation Reports (DORs), Weekly Observation Reports, and other evaluation documents submitted by FTOs.
3. Forwarding Weekly Observation Reports to the Field Training Commander.
4. Evaluating and updating the FTEP manual, and making recommendations to the FTEP Commander regarding the Department's FTEP, as necessary.
5. Making recommendations regarding, and participating in the selection of, FTOs.
6. Ensuring that the basic tenets and criteria of the FTEP are being met on a daily basis.
7. Participating in the final evaluations of a Probationary Police officers, and preparing written documentation for presentation to the Field Training Commander regarding the advancement, retention, re-training, extension, or termination of a Probationary Police officer.

The Field Training Director shall receive (4) four hours of overtime pay each work week while the FTO program is active in which training officers are assigned to the FTO program.

H. Responsibilities of the Field Training Supervisors

Field Training Supervisors are responsible for the following:

1. Acting as the FTO's immediate supervisor.
2. Submitting weekly observation reports (Appendix B).
3. Reviewing an FTO's final evaluation report.
4. Ensuring that the criteria within the FTEP manual are being met.

The Field Training Supervisor shall receive (1) hour of overtime pay each regular working shift while the FTO program is active in which training officers are assigned to the FTO program.

I. Responsibilities of FTOs

FTOs are responsible for, but not limited to, the following:

1. Performing the normal duties and responsibilities of a patrol officer.
2. Providing training to any assigned Officers in Training in a manner consistent with Massachusetts POST certification standards and this policy.
3. Evaluating the OIT's performance and completing the required DORs.

Submitting the evaluation forms to the Field Training Supervisor.

4. FTOs shall be supportive of OITs, respectful, and treat them with dignity. OITs shall not be harassed, intimidated, or treated in a demeaning manner. To maintain a proper trainer-trainee relationship, for the duration of the field training program, FTOs and OITs shall not socialize while off-duty.

J. Training

All Field Training Staff from Field Training Commander to Field Training Officer shall receive initial training in such position. All Field Training Staff will receive annual in-service training.

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Police Superintendent

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