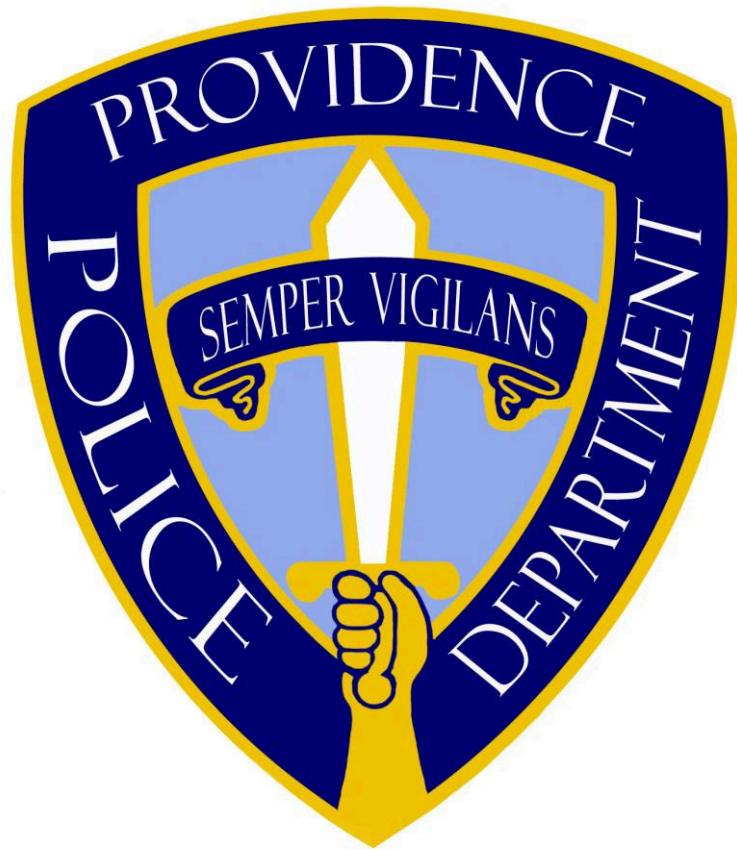


PROVIDENCE POLICE DEPARTMENT



FIELD TRAINING & EVALUATION PROGRAM MANUAL

(Revised – May 2019)

Field Training & Evaluation Program Manual

Table of Contents

SECTION I.	Field Training and Evaluation Program (FTEP) Policy
SECTION II.	Probationary Patrol Officers' Guide
SECTION III.	Mandatory Conduct
SECTION IV.	Standardized Evaluation Guidelines
SECTION V.	Forms
	1) First Day Inspection
	2) Daily Observation Report
	3) Sergeant's Weekly Observation Report
	4) Evaluation of Field Training Officer
	5) Probationary Patrol Officer Self-Evaluation
	6) Remedial Training Worksheet
	7) Field Training Recommendation Report
SECTION VI.	Guide to Completing the Daily Observation Report
SECTION VII.	Skills Proficiency & Field Training Check Lists

**Field Training
And
Evaluation Program
(FTEP) Policy**

Field Training and Evaluation Program Policy

Purpose

The purpose of this policy is to outline the formation and operation of a Field Training and Evaluation Program (FTEP).

Policy

It is the policy of the Providence Police Department to have an effective Field Training and Evaluation Program (FTEP).

Discussion

The FTEP has been developed with the ultimate goal of improving the overall effectiveness of the Department.

This FTEP is of a twelve (12) week duration, and will have provisions for additional time and training should the need arise. Although the new probationary patrol officer will have met all academic requirements and obtained basic technical skills upon graduating from the Providence Police Academy, it is necessary to determine whether or not he/she has the ability to successfully apply those skills into becoming a successful member of the Department.

For the purpose of this policy, the following definitions shall apply:

Field Training and Evaluation Program (FTEP) - A structured and closely supervised program provided to probationary patrol officers to facilitate 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) - A daily report prepared by a Field Training Officer supervising a probationary patrol officer. This report evaluates his/her progress, identifies problems, and remedial efforts observed on a daily basis by a Field Training Officer.

Weekly Observation Report - A weekly report prepared by a FTEP Sergeant that assists in providing the program with a system of checks and balances to ensure that the Field Training Officer is fulfilling his/her responsibilities. It will also provide an opportunity for the Field Training Officer Supervisor to quickly identify the proficiency of each probationary patrol officer.

Field Training Commander - The commanding officer of the Providence Police Department Uniformed Division, or 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 Providence Police Department who has attained at least the rank of Sergeant, and who is assigned or detailed to the Uniformed Division and appointed by the Field Training Commander for his/her 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 Providence Police Department who has attained the rank of Sergeant and who has been trained to deliver the FTEP to probationary patrol officers. The FTEP Supervisor serves as a liaison to the FTEP Director and assists in the daily monitoring of Field Training Officers and probationary patrol officers.

Field Training Officer (FTO) - A member of the Providence Police Department who is assigned to the Patrol Bureau and who has been carefully selected and trained to deliver the FTEP to a probationary patrol officer.

Probationary Patrol Officer – A sworn member’s initial job title and status with the Department upon successful graduation from the Providence Police Training Academy and until successful completion of the obligatory eighteen (18) months probationary period. Probationary patrol officers are required to successfully complete the FTEP as a condition of continued employment.

During the probationary period, the probationary patrol officer possesses all the powers of the position to which he/she is appointed and is covered by all of the provisions of the Collective Bargaining Agreement, with the exception that in the event of termination of employment, a Law Enforcement Officers’ Bill of Rights Hearing will not apply.

Procedures

I. FTEP Requirement for Probationary Patrol Officers - The Field Training and Evaluation Program will be a mandatory and critical phase in the training and performance assessment of all probationary police officers. This program will take place immediately upon satisfactory completion of the Providence Police Academy. All probationary patrol officers will participate in the Field Training and Evaluation Program (FTEP).

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

II. Selection of Field Training Officers – The Field Training Officer (FTO) performs an important role in the FTEP. The FTO should be a model of what the Department expects

from the probationary patrol officer, and is ultimately responsible for the transformation of the probationary patrol officer 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:

- A. Must have completed three (3) years of service with the Providence Police Department; must be presently assigned to the Uniformed Division; and must meet the following requirements:
 - 1. If an officer is not assigned to the Uniformed Division, he/she must be temporarily transferred to the Uniformed Division.
 - 2. A work history indicating above average initiative and self-motivation.
 - 3. No sustained civilian or administrative complaints for twelve months prior to application and appointment to the FTEP.
 - 4. A positive review of the prospective FTO's personnel, Office of Professional Standards, IOD, and sick time records.
 - 5. Ability to communicate as an instructor and immediate supervisor.
 - 6. Ability to make a two (2) year commitment to the FTEP.
 - 7. Willingness to work overtime, when necessary, to accomplish training.
 - 8. Successful completion of a mandatory course of instruction for Field Training Officers that meets Rhode Island POST certification standards.

- B. Must not be the subject of any formal disciplinary actions within the previous twelve months, excluding suspension from the Detail List.
 - 1. Must not be currently serving a probationary period resulting from any previous formal discipline.
 - a. If an FTO candidate is subject to any of the above, he/she may petition the Chief of Police to have the eligibility restriction waived.
 - b. The Chief of Police, after consultation with the Field training Commander and the Field Training Director, shall render a decision concerning said petition.
 - c. In the event that an established FTO receives a disciplinary suspension, he/she shall be removed from the program for a minimum of one year. After one year, the Officer may petition the Chief of Police for reinstatement to the FTO program in the process outlined in subsections (b) and (c) above.

- d. FTOs serve at the discretion of and with the approval the Chief of Police; said approval may be revoked by the Chief of Police at any time.
- C. The Field Training Commander and Field Training Director 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 Chief of Police for final approval.
- D. Compensation for FTOs who are actively participating in training probationary patrol officers will be one (1) hour of overtime per training shift directly related to the completion of the required DOR. In addition, one of three levels of *Incentive Days* will be awarded to each participating FTO at the conclusion of the training period. FTOs will receive one-half (1/2) "*Incentive Day*," or 3.75 hrs, per each week in which they participate as a Field Training Officer. The FTEP cycle is intended to run for 10 weeks. Therefore, an FTO who trains for 12 full weeks will receive 6 *Incentive Days* (10 weeks x 1/2 = 5 *Incentive Days*).

III. Completion of the FTEP - Upon the completion of the FTEP, FTOs and Field Training Supervisors will make a recommendation for each probationary patrol officer to continue along one of the following paths:

- Assignment for solo patrol.
 - Continued field training.
 - Termination of employment.
- A. In a case of a recommended termination, a pre-termination hearing will be held at Providence Police Headquarters, 325 Washington St., Providence, Rhode Island.
 1. The hearing will consist of a review with the probationary patrol officer, the involved Field Training personnel, the Commanding Officer of the Uniformed Division, and the Chief of Police, in order to provide an opportunity for the probationary patrol officer to:
 - a. Review the formal charges against him/her.
 - b. Review the evidence against him/her.
 - c. Respond in his/her own defense.

IV. FTEP Chain of Command

- A. The FTEP is a training and evaluation program within the Patrol Bureau of the Uniformed Division, and as such, 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 and who understand the importance of adherence to them.

- B. The Providence Police Department's FTEP Chain of Command is as follows, in descending order:
1. Chief of Police and/or his designee (i.e. – Deputy Chief of Police).
 2. Commanding Officer of the Uniformed Division.
 3. Field Training Commander, if designated.
 4. Field Training Director.
 5. Field Training Sergeants.
 6. Field Training Officer (FTO).
 7. Probationary Patrol Officer.
- C. The Field Training Commander is responsible for the overall management and administration of the FTEP and for ensuring the dutiful fulfillment of personnel responsibilities.

V. Responsibilities of the Field Training Commander

- A. The Field Training Commander oversees the overall management and administration of the FTEP and is responsible for the following:
1. Keeping the Chief of Police and/or his designee informed regarding all activities and individuals within the Department's FTEP program.
 2. Identifying those probationary patrol officers who are prepared to function in a solo capacity.
 3. Approving or denying any FTEP extensions
 4. Submitting recommendations to the Chief of Police regarding termination of a probationary patrol officer from the FTEP program and the Department.

VI. Responsibilities of the Field Training Director

- A. 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 probationary patrol officers 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 patrol officers, and preparing written documentation for presentation to the Field Training Commander regarding the advancement, retention, re-training, extension, or termination of a probationary patrol officer.

VI. Responsibilities of the Field Training Sergeants

- A. Field Training Supervisors are responsible for the following:
 1. Acting as the FTO's immediate supervisor.
 2. Submitting weekly evaluation reports.
 3. Reviewing an FTO's final evaluation report.
 4. Ensuring that the criteria within the FTEP manual are being met.

VII. Responsibilities of FTOs

- A. FTOs are responsible for the following:
 1. Performing the normal duties and responsibilities of a patrol officer.
 2. Providing training to any assigned probationary patrol officers.
 3. Ensuring that the training checklist is initialed and dated as respective tasks are addressed during the course of the FTEP.

4. Functioning as the probationary patrol officer's immediate supervisor.
5. Evaluating the probationary patrol officer's performance and completing the required DORs.
6. Submitting the evaluation forms and training checklist to the FTEP Supervisor.

VIII. Field Training Officer Insignia Patch

- A. The Field Training Officer insignia patch (below) will be issued to those officers who have been selected and trained as FTOs. The patch will be worn on the uniform of the day, sown onto the sleeves in the same location where sergeant's stripes would be affixed:

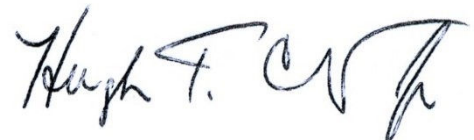


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Probationary Patrol Officers' Guide

Probationary Patrol Officers' Guide

Upon completion of the Providence Police Academy, you will be sworn-in as a probationary patrol officer. You will then be assigned to the Department's Field Training and Evaluation Program (FTEP), which is administered by the Field Training Unit, Patrol Bureau, Uniformed Division. Upon assignment, you will undergo twelve (12) weeks of intensive field training under the supervision of a Field Training Officer (FTO).

The FTEP is a nationally-accepted training program designed to help the probationary patrol officer make the transition from the classroom environment of the police academy to the practical application of skills in field situations. Your FTOs have been chosen for their superior knowledge and abilities to perform all aspects of policing in a professional and efficient manner, as well as for their abilities to impart this necessary knowledge to you.

Training for police officers has evolved over the years. An example of early training methods might best be described as the "sink or swim" approach. Preparation for the job consisted of little more than the issuance of a firearm and the keys to a patrol vehicle. If a new officer made it past their first year, they were either truly innovative or very lucky. Eventually, new officers were assigned as partners to senior officers and received a form of on-the-job training. This type of training was nothing more than a "popularity contest". If the senior officer liked you, you would most likely succeed; if not, your future success as a police officer was in doubt.

A drastic change in law enforcement training occurred with the introduction of the police academy. This method of training, which is still with us today, has undergone many format changes and improvements. However, while the police academy is an efficient method of introducing the new officer to the duties and responsibilities of police work, it does not adequately prepare the new officer for assignment to a one (1) officer patrol car. Consequently, police departments developed field training and evaluation programs to help the new officer make the transition from the academy to the field.

The present FTEP, which is utilized by most police departments throughout the nation, is a version of the "San Jose model", a concept that was originally developed and implemented in San Jose, California. The original concept has been modified to match the needs of the Department without compromising its integrity. It should enable you, the probationary patrol officer, to reach an acceptable level of performance within the stipulated twelve (12) week training period. Your success depends on your attitude and willingness to dutifully perform all necessary job functions.

The FTEP is time consuming and demanding for both you and your FTO, but the payoff will be well worth it for you, the Providence Police Department, and the City of Providence.

Structure

The FTEP is structured so that you will know who is responsible for your direct supervision and where to turn for help at all times. It also ensures proper monitoring and assessment of your training.

The chain of command, as in any organization, is basic to the structure of the program. As in all such command structures, you should not violate the basic tenet of how communication flows bi-directionally through the chain. In the FTEP chain of command, your direct supervisor is the FTO. You should communicate directly with him/her and not go to anyone else for assistance unless the situation is of an urgent nature and your FTO is not available. While you will occasionally have contact with Field Training Supervisors and the Field Training Director, you shall communicate primarily with and through your FTO. This procedure is necessary to ensure proper training and the absence of conflicting information.

Phase Rotation

As a probationary patrol officer, you will be rotated through various patrol shifts. This is done to give you exposure to the different patrol shifts and the respective working conditions therein. Furthermore, a four (4) day on-duty, two (2) day off-duty work schedule will be followed, in accordance with the Department's Patrol Bureau contractual schedule.

Phase I – This is known as the grace period. You will be expected to observe what your primary FTO does and to ask questions that come to mind as you adjust to your new assignment. Even though your FTO will operate the patrol vehicle and initiate most actions, it is expected that you will function as more than a mere a passive observer. You will be expected to learn various duties and responsibilities from observing your FTO and by participating as required/instructed. The duration of Phase I is one (1) week.

Phase II – You will remain with your primary FTO during this period. Gradually, you will be given more responsibility and more tasks to perform. You will be trained and evaluated by your FTO on the tasks you perform in the field and how well you perform them. The duration of Phase II is four (4) weeks.

Phase III – You will be assigned to a secondary FTO at this time and work a different shift than the one to which you were previously assigned. During this period you will be trained and evaluated by your FTO on the tasks that you perform in the field. You will remain with your Secondary FTO for four (4) weeks.

Phase IV – You will be rotated back to your primary FTO for continued training and evaluation. The duration of Phase IV is one (1) week¹.

Phase V – Evaluation phase only. Your primary FTO will accompany you but will not be expected to train you during this period, although feedback will be given. You will conduct yourself as would a senior patrol officer, operating the police vehicle and taking the lead role in all patrol activities. Your FTO will have the option of wearing civilian clothing during this week and will not take any action except in those instances where “stepping in” is necessary to avoid liability and/or to maintain officer and citizen safety. This phase will last two (2) weeks.

Upon the successful completion of the five phases of the FTEP and the recommendations of your Field Training Officer and the Field Training Director, you will then be assigned to the Uniformed Division Patrol Bureau as a solo patrol officer.

Interruption of Training for Exigent Circumstances Only

During the FTO training period, you, as a probationary patrol officer, will be expected to attend all training sessions. However, exigent circumstances may arise which will require an extended period of absence from the program. Such circumstances may include, but are not necessarily limited to: the death of an immediate family member; an incapacitating injury; or any of various other emergency situations.

At the written recommendation of the FTO, and with the concurrence of those ranked above the FTO within the FTEP chain of command, the Field Training Director, at his/her discretion, may grant such emergency "leave of absence" from the FTEP program. The amount of leave granted should be consistent with the circumstances. The Field Training Director may require verification of existing emergency before granting or continuing any leave.

Upon your return, you, as a probationary patrol officer, will resume your training from the point of interruption.

The Field Training Director has the authority to extend your training beyond the stipulated twelve (12) week time frame. This extension may be applied when problems are identified that would hinder your performance as a solo patrol officer; or, if you are behind schedule to such a point that the expected schedule would not allow for successful completion of the required work. An FTEP extension allows the Field Training Unit to work with you on specific problem areas in a manner that is consistent with optimal learning, performance and evaluation. If an extension is deemed necessary and granted, you should consider it as an opportunity to practice and hone the skills required to successfully advance through the FTEP. An FTEP is a part of a positive process that is remedial in nature and intended to assist you in getting back on track with your training. No stigma will be attached to your reputation should you receive an FTEP extension.

Details, Overtime/Callback and Court

As a probationary patrol officers, you will not be allowed to take private duty details during your training period.

Probationary patrol officers are not eligible for "callback" to duty during their training period, but are they eligible for "overtime," insofar as the overtime is related to a late arrest and the ensuing compilation of required paperwork.

If you are required to appear at Municipal Court, the RI Traffic Tribunal, District Court, and/or Superior Court, due to work related matters, you will be required to submit the appropriate "court slip" and will be compensated at the rate of pay stipulated by contract.

Evaluation Guidelines and FTO Evaluation Sessions

You have been given a set of standardized evaluation guidelines. These guidelines are very important, as they encompass the standards by which you will be evaluated. You will not be compared to tenured officers; nor will you be compared to your peers. These guidelines have been developed to ensure that all field training officers employ the same standards when evaluating all probationary patrol officers.

The Daily Observation Report (DOR) conforms to the standardized evaluation guidelines. The DOR covers the categories of appearance, attitude, knowledge, performance, and relationships.

See the section of this manual entitled “*Standardized Evaluation Guidelines*” for further information.

Evaluation sessions are an opportunity for your FTO to meet with other FTEP supervisory personnel in order to discuss a variety of FTEP issues. In addition, your progress to date, your performance strengths and weaknesses, and any remedial training strategies are discussed among your primary and secondary FTOs and the Field Training Director.

The objectivity of the ratings is reviewed with an eye toward maintaining standardization. Each trainee’s probationary patrol officer checklist is discussed to ensure that their training, and the training of the department, is up to date. These meetings are designed to assist the Field Training Unit in helping you to satisfactorily complete the program.

Probationary Patrol Officer Check List

There are numerous identifiable tasks that you must be able to accomplish in order to perform competently as a police officer. It is the FTO’s responsibility to help you develop the skills that are required to master these tasks. To assist the FTO in completing this responsibility, two separate checklists have been developed – the Field Training & Skills Proficiency checklists.

Both checklists will be kept in your possession during your training period. They will serve as the FTO’s guide to what you will need to learn. It will also serve as a reference, identifying which tasks you have learned and which tasks remain to be learned. Your FTO is responsible for signing-off on each of these tasks as you learn them by affixing his/her initials, badge number, and the date of task completion on your checklist. This will serve as a record of the fact that you have been instructed on a particular task’ performed the tasks/skills; and/or demonstrated knowledge pertaining to the tasks/skills. You will also initial and date each entry made by your FTO. You shall enter Incident report numbers where required.

Successful completion of the FTEP will not be accomplished until each task category is marked by both the Field Training Officer and the probationary patrol officer as having been covered during a period of instruction, or that the Probationary patrol officer has performed or demonstrated the task category.

Report Log

You will maintain a log of all the reports you and/or your FTO have compiled during your training. You will note the report number, type of report, the date, and whether you or your FTO compiled the report. Your FTO will initial the entry.

Summary

An important point to remember is this: **You must give us the chance to train you!**

If you resist training and/or evaluation, or if you underestimate the importance of the FTO's time and experience, you will not fully contribute to your successful completion of the FTEP.

It is our desire and responsibility to help you become a fully competent police officer. The best advice we can give to you is to be confident and to take an active role in your training. When you are in the field, give your FTO something to evaluate. New officers learn from their mistakes, and we expect you will make many of them. We will be evaluating your ability to learn from your mistakes. We will also be evaluating the FTEP and how we can better adjust our training process and assist our new officers to be successful. This is one of the central concepts of a field training and evaluation program.

You will find that this program can be stressful, but you will also find that it is the most enjoyable and rewarding part of your training. We are very enthusiastic about the FTEP and we expect you to be enthusiastic about completing the program.

Mandatory Conduct

Mandatory Conduct

Training

FTOs will abide by the FTEP philosophy, which states that FTOs will make every effort to train and direct each probationary patrol officer in ways that will maximize the possibility of success. FTOs must strive to maintain a positive training atmosphere and ensure that each probationary patrol officer receives sufficient opportunities to show that he/she can perform all essential job functions to the best of his/her ability. It is impossible to entirely eliminate the stress caused by the constant evaluation of performing new tasks, but such stress should be minimized as much as possible by the FTO. Any stress experienced by the probationary patrol officer should be the result of the performance of the task itself and not from the learning environment fostered by the FTO.

FTOs shall conduct themselves in a professional manner at all times. They must educate probationary patrol officers and ensure their compliance with Department directives. They must project themselves as examples to be emulated by virtue of their superior knowledge, demeanor, and appearance. FTOs should remember that the probationary patrol officer will ultimately be a product of what and how he/she is taught, and of the behavior that is demonstrated to him/her.

Solo Patrol Officer Concept

FTOs will utilize the “solo patrol officer” concept to evaluate probationary patrol officers, and should keep in mind the need for a balance between training and evaluation to exist. Evaluation will be given in an honest, straightforward, professional manner, stressing positive performance and constructively correcting sub-par performance.

For the purpose of satisfying “minimum manning” standards, the FTO and probationary patrol officer will be considered a single patrol unit. This applies to officer safety, prisoner transport, and prisoner watch scenarios as well.

Solo Patrol While in the FTEP

While in the FTEP, no probationary patrol officer will be allowed to go on solo patrol for any reason.

Daily Observation Reports (DORs)

When completing the DOR, Field Training Officers will refer to the Standardized Evaluation Guidelines outlined in this document to ensure uniformity and standardization of evaluations within the program.

Use of Non-Field Training Officers for Field Training

Non-FTOs will not be utilized to train probationary patrol officers in the field in a “ride-along” situation, except when specifically authorized by the Field Training Supervisor for a specific purpose, or in situations where there is no alternative. A Field Training Supervisor should attempt to obtain permission from the Field Training Director prior to placing the probationary patrol officer with a non-FTO. If time does not allow for prior permission to be obtained, the Patrol Bureau shift OIC (and/or District OIC) to which the officer will be assigned shall be advised of the use of the non-FTO and the specific reason for such use.

Final Evaluation Only Phase

During this phase of training, which occurs during the last week of the FTEP prior to solo duty, the FTO may choose to work in plainclothes if so authorized by the Chief of Police and/or his designee. An FTO who wears plainclothes will be dressed in neat attire (Polo-type shirt). He/she will not wear clothing that is dirty, torn, or which has an otherwise poor appearance.

The FTO will carry all the necessary police equipment to act in an emergency, as well as a badge to display outside of his/her clothing to identify himself/herself in emergency situations (i.e. – badge displayed on a lanyard, “Police”-labeled clothing, etc.).

Mock Training

The FTO will not set up mock training scenarios. Mock scenarios may be used in remedial training in a properly structured and controlled setting when supervised by a Field Training Supervisor and approved by the Field Training Director. All training scenarios will be conducted in accordance with Department Training Academy standards. Loaded weapons will never be used in a mock training session.

Probationary patrol officers will always be informed of their pending participation in a mock training scenario prior to its commencement. Probationary patrol officers will never be “set-up” to observe their reactions to a situation.

FTOs will not attempt to agitate or anger civilians for the purpose of seeing how probationary patrol officers deal with conflict.

Handcuffed prisoners will never be released in order to see how the probationary patrol officer would handle a physical confrontation, or for any reason other than a legitimate one as dictated by Department policy.

FTO / Trainee Relationship

The relationship between the FTO and the probationary patrol officer will be of a teacher-student and/or supervisor-subordinate relationship. As part of these relationships, the following is expected:

- 1) The hallmark of this relationship will be mutual respect. Probationary patrol officers will be treated with respect at all times, and they will be expected to respect the FTO and to follow his/her directions. Probationary patrol officers will not be harassed, intimidated, intentionally embarrassed, or treated in a demeaning manner. Name-calling or the use of derogatory terms by the FTO is not acceptable. The FTO will try not to show their anger or frustration while they are working with the probationary patrol officer. Remember, "Praise in public, correct in private."
- 2) While probationary patrol officers are going through the FTEP, FTOs will neither associate with, nor socialize with, probationary patrol officers during off-duty hours. Any relationship between the parties will be strictly professional.
- 3) FTO personnel will neither date, nor attempt to date, probationary patrol officers while they are in the FTEP. If a Field Training Supervisor or FTO is related to a probationary patrol officer, or if he/she has had a special relationship (friendship, romantic interest, etc.) with the probationary patrol officer prior to when the probationary patrol officer was hired by the City of Providence, the Field Training Director will be notified as soon as practicable. Consideration can then be given to placing the probationary patrol officer in a district other than the one in which the FTO or the Field Training Supervisor is working.
- 4) FTOs will not make discriminatory or sexist remarks, as per Department policy.
- 5) FTOs will not make sexual remarks or sexual advances toward any probationary patrol officer, as per Department policy.
- 6) FTOs will neither live with nor rent a habitat to any probationary patrol officer while they are in the FTO program, and will refrain from entering into any financial transactions or arrangements with them.
- 7) FTOs will neither accept gifts nor give gifts to any probationary patrol officer while they are in the training cycle.

Probationary Patrol Officer / Field Training Officer Rules

Probationary patrol officers are to be respectful to the FTOs. An FTO's directions are to be accepted and followed at all times. If a probationary patrol officer believes that a specific instruction or order is improper, or an evaluation is not fair, he/she should request a meeting with the Field Training Supervisor through the appropriate chain of command. The Field Training Supervisor's decision shall be final and any mandated actions shall be executed. If the probationary patrol officer still has a concern or problem, he/she may request a meeting with the FTEP Officer-in Charge. The Field Training Supervisor will notify the FTEP Officer-in Charge and a meeting will convene to evaluate the situation.

Probationary patrol officers will complete all assignments in a prompt, timely manner. They will follow all Department directives.

With the approval of the Field Training Supervisor, probationary patrol officers may be given homework assignments, at the discretion of the FTO, in order to assist in accomplishing a training objective.

Incident reports pertaining to calls for service that occurred during a tour of duty may be completed on overtime as long as the FTO can justify a training need or concern. Such justification may be based on the probationary patrol officer's phase of training; performance; the complexity/length of the report/incident; and/or the level of the probationary patrol officer's experience in such cases. The FTO will be held accountable for any abuses of overtime.

While off-duty, probationary patrol officers in the FTEP will not respond to police calls. This is not intended to prevent any probationary patrol officer from intervening in a life-threatening situation that occurs in his/her presence when off-duty.

While off-duty, probationary patrol officers will not conduct investigations.

Probationary patrol officers will be receptive to criticism given by FTOs. They may verbalize an explanation for their actions; however, repeated rationalization, excessive verbal contradictions, and/or hostility are not acceptable.

Probationary patrol officers are prohibited from participating in Department social functions and/or functions in which FTOs might be present until they have either completed the FTEP or have received permission from the Field Training Director.

Information regarding the performance and/or progress of a probationary patrol officer while in the FTEP process may not be shared with people outside of the FTEP.

The FTO shall always maintain visual contact with the probationary patrol officer while performing police functions. A probationary patrol officer must always be under the supervision of an FTO while in the field. In the event that an FTO must be dismissed for an urgent reason, and there is no other FTO available, a probationary patrol officer should be placed under the supervision of a Field Training Sergeant.

Probationary patrol officers will refer to all supervisory personnel by rank and last name while in any police facility or in public.

If a probationary patrol officer is from another police agency and must appear in court as a result of a case made in that agency, he/she may not wear the Providence Police Department uniform unless the appearance occurs during regular working hours.

All probationary patrol officers and FTOs will abide by all directives of the Providence Police Department.

Violations of FTEP Rules

Violations of the FTEP policy and/or any directives of the Providence Police Department may result in disciplinary action, up to and including removal from the FTEP. Field Training Supervisors are instructed to document any violations and to forward them to the Field Training Director. This documentation should include a statement of the disciplinary action taken or recommended by the reporting Field Training Supervisor, as appropriate.

Standardized Evaluation Guidelines

Standardized Evaluation Guidelines

The following numerical scale values are to be utilized when rating a probationary patrol officer in each of the performance categories on the Daily Observation Report (DOR). The scale has been established numerically from (1), which denotes unacceptable performance, to (7), which denotes superior performance. An officer meeting the minimum performance standards of the Providence Police Department attains a rating of (4). The ratings of either (2) or (3) also denote unacceptable performance; however, the use of those ratings permit a range of evaluation. Likewise, a rating of (5) or (6) denotes acceptable performance in the range between meeting the minimum standard and superior performance. The use of the standardized rating system provides for consistent evaluations among FTOs.

Unacceptable

- (1) Extensive and detailed training compulsory. Probationary patrol officer is unable to demonstrate the capacity to perform in this category. Extensive training and close supervision in this category is needed. "1" is an anchor point designator.
- (2) Detailed training essential. Probationary patrol officer is able to demonstrate limited capacity to perform in this category. Training is required to increase the probationary patrol officer's capacity to perform. Close supervision is appropriate.
- (3) Additional training is necessary. Probationary patrol officer is able to demonstrate an almost acceptable capacity to perform in this category. Training is needed to increase the capacity to perform at a minimally acceptable level. Close supervision is appropriate.

Minimally Acceptable

- (4) Additional training desirable, but not necessary. Supervision is needed. Probationary patrol officer is able to perform at a minimally acceptable level of Department standards. Supervision is needed to increase confidence and improve performance capacity. "4" is an anchor point designator.

Acceptable

- (5) Additional supervision sometimes necessary. Probationary patrol officer is able to perform in this category in a confident and/or professional manner. Supervision is needed for specific, identifiable areas of performance.
- (6) Additional supervision is optional. Probationary patrol officer is able to perform in this category in a confident and professional manner. Probationary patrol officer demonstrates need for limited supervision.

Superior

- (7) No additional training or supervision necessary. Probationary patrol officer is able to perform in this category in a confident and professional manner with no demonstrated need for training or supervision. "7" is an anchor point designator.

Evaluation Categories

APPEARANCE

1. General Appearance - Evaluates physical appearance, dress, demeanor and equipment.

- (1) Unacceptable – overweight (in comparison to hiring standard). Dirty shoes and wrinkled uniform. Uniform fits poorly or is improperly worn. Hair not neatly groomed or in violation of police department regulation. Dirty weapon or equipment. Equipment is missing or inoperative. Offensive body odor or breath.
- (4) Acceptable - Uniform neat and clean. Uniform fits and is properly worn. Weapon, leather gear and equipment are clean and operative. Hair is within regulations. Shoes are shined.
- (7) Superior - Uniform neat, clean and tailored. Leather gear is shined. Shoes are spit shined. Displays command bearing.

ATTITUDE

2. Acceptance of Feedback - Evaluates the way the officer accepts criticism and how that feedback is used to further the learning process and improve performance.

- (1) Unacceptable - Rationalizes mistakes. Denies that errors were made. Is argumentative. Refuses to or does not attempt to make corrections. Considers criticism as a personal attack.
- (4) Acceptable - Accepts criticism in a positive manner and applies it to improve performance and further the learning process.
- (7) Superior - Actively solicits criticism and feedback in order to further the learning process and improve performance. Does not argue or blame others for errors.

3. Attitude Toward the Job - Evaluates how the officer views a new career in terms of personal motivation and goals, as well as acceptance of employment related responsibilities.

- (1) Unacceptable - Considers career opportunity only as a short term job. Uses the position to boost personal ego. Abuses authority. Demonstrates little dedication to the principles of the profession.
- (4) Acceptable - Demonstrates an active interest in a new career opportunity and in assuming new responsibilities.

- (7) Superior - Utilizes off-duty time to further professional knowledge. Actively solicits assistance from others to increase knowledge and improve skills. Demonstrates concern for the fair and equitable enforcement of the law. Maintains high ideals in terms of professional responsibilities.

KNOWLEDGE

4. Knowledge: Department Policy/Procedures - Evaluates the officer's knowledge of Department procedures and the ability to apply the knowledge to field conditions.

- (1) Unacceptable - Fails to display knowledge of department policies or violates department policies.
- (4) Acceptable - Familiar with the most commonly applied department policies and complies with those policies.
- (7) Superior - Has an excellent working knowledge of the department policies including less frequently applied provisions.

5. Knowledge: Criminal Statutes - Evaluates the officer's knowledge of the criminal statutes and his or her ability to apply that knowledge in field situations.

- (1) Unacceptable - Does not know the elements of basic sections of the Rhode Island General Laws. Does not recognize criminal offenses when encountered. Makes mistakes relative to whether or not crimes have been committed. Unable to distinguish between types of crimes committed.
- (4) Acceptable - Recognizes commonly encountered criminal offenses and applies appropriate section of the Rhode Island General Laws. Knows the difference between criminal and non-criminal behavior.
- (7) Superior - Has an outstanding knowledge of the Rhode Island General Laws and applies that knowledge to both normally encountered and infrequently encountered criminal behavior.

6. Knowledge: City Ordinances - Evaluates the officer's knowledge of the Providence City Ordinances and his or her ability to apply that knowledge in field situations.

- (1) Unacceptable - Does not know the elements of most often used sections of the City Ordinances. Does not recognize criminal offenses when encountered. Confuses criminal with non-criminal (civil) violations.

- (4) Acceptable - Recognizes commonly encountered criminal offenses and applies appropriate section of the City Ordinances. Recognizes the difference between criminal and non-criminal offenses.
- (7) Superior - Has an outstanding knowledge of the City Ordinances and applies that knowledge to both normally encountered and infrequently encountered incidents.

7. **Knowledge: Motor Vehicle Code - Evaluates the officer's knowledge of the R.I. Motor Vehicle Code and his or her ability to apply that knowledge in field situations.**

- (1) Unacceptable - Does not know the elements of basic sections of the Motor Vehicle Code. Does not recognize violations when encountered. Unable to distinguish between types of offenses committed.
- (4) Acceptable - Knows commonly encountered motor vehicle offenses and applies appropriate section of the Motor Vehicle Code. Knows the difference between criminal and non-criminal offenses.
- (7) Superior - Has an outstanding knowledge of the Motor Vehicle Code and applies that knowledge to both normally encountered and infrequently encountered incidents.

8. **Knowledge: Criminal Procedure - Evaluates the officer's knowledge of the law of criminal procedure, including the laws of arrest and search & seizure. Evaluates his or her ability to apply that knowledge in field situations.**

- (1) Unacceptable - Violates procedural requirements. Attempts unlawful arrest. Attempts to conduct illegal searches & seizures. Fails to conduct search & seizure when appropriate.
- (4) Acceptable - Follows required procedure in commonly encountered situations. Conducts proper searches & seizures. Effects lawful arrest.
- (7) Superior - Follows required procedures in all cases. Accurately applies law related to search & seizure even under unusual circumstances.

PERFORMANCE

9. **Driving Skill: Normal Conditions** - Evaluates the officer's skill in the operation of the police vehicle under normal driving conditions.
- (1) Unacceptable - Violates traffic laws. Involved in chargeable accident. Fails to maintain control of vehicle or displays poor manipulative skills in vehicle operation.
 - (4) Acceptable - Obeys traffic laws. Maintains control of the police vehicle. Performs vehicle operation while maintaining alertness to surrounding activity. Drives defensively.
 - (7) Superior - Sets an example for lawful, courteous driving.
10. **Driving Skills: Moderate/High Stress** - Evaluates the officer's skill in operation of the police vehicle under emergency conditions and in situations calling for other than usual driving skill.
- (1) Unacceptable - Violates traffic laws related to emergency operation of police vehicles. Involved in chargeable accidents. Utilizes emergency lights and sirens unnecessarily or improperly. Drives too fast or too slow for the situation. Loses control of the vehicle.
 - (4) Acceptable - Maintains control of the vehicle and properly evaluates driving conditions. Complies with the traffic laws related to emergency operation of police vehicles.
 - (7) Superior - Displays high degree of driving competence. Anticipates driving situations in advance and acts accordingly. Practices defensive techniques. Responds well relative to the degree of stress present.
11. **Orientation/Response Time to Calls** – Evaluates the officer's awareness of the City geography and his or her ability to find locations and arrive at a destination within a reasonable amount of time.
- (1) Unacceptable - Unaware of his or her specific location while on routine patrol. Does not properly use the Patrol Post maps. Unable to relate location to destination. Gets lost within City limits. Expends too much time traveling to destination.
 - (4) Acceptable - Is aware of his or her location while on routine patrol. Properly uses the Patrol Post maps. Can relate location to destination. Arrives at a destination within a reasonable amount of time.

- (7) Superior - Remembers addresses and landmarks from previous visits and does not need to review Patrol Post maps to locate those addresses or landmarks. Is cognizant of short cuts as well as traffic volume and patterns in order to expedite travel to addresses and landmarks. High level of orientation to the Patrol Posts specifically and the City generally.

12. **Routine Forms: Accuracy/Completeness - Evaluates the officer's ability to properly utilize department forms necessary for job accomplishment.**

- (1) Unacceptable - Is unaware that a form must be completed or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate or improperly used.
- (4) Acceptable - Knows the commonly used forms and understands their use. Completes them accurately and thoroughly.
- (7) Superior - Consistently makes accurate form selection and rapidly completes detailed forms without assistance.

13. **Report Writing: Organization/Details - Evaluates the officer's ability to prepare reports that accurately reflect the situation in a detailed, organized manner.**

- (1) Unacceptable - Unable to organize information and to reduce it to writing. Leaves out pertinent details in report. Report is inaccurate.
- (4) Acceptable - Completes report with information organized logically. Reports contain the minimum required information and details.
- (7) Superior - Reports are a complete and detailed accounting of an event from the beginning to the end, written and organized consistent with the standards expected of a Detective Corporal.

14. **Report Writing: Grammar/Spelling/Neatness - Evaluates the officer's ability to use proper English, to follow basic rules of grammar, and to use correct spelling.**

- (1) Unacceptable - Reports are illegible. Reports contain an excessive number of misspelled words. Sentence structure or word usage is improper or incomplete.
- (4) Acceptable - Reports are legible and grammar is at a minimal acceptable level. Errors, if present, do not impair an understanding of the report. Spelling is correct.

- (7) Superior - Reports are neat, and contain no spelling or grammatical errors.

15. Report Writing: Appropriate Time Used - Evaluates the officer's efficiency related to the amount of time used to complete a report.

- (1) Unacceptable - Requires an excessive amount of time to complete a report. Takes three or more times the amount of time a non-probationary patrol officer would take to complete the report.
- (4) Acceptable - Completes reports within a reasonable amount of time.
- (7) Superior - Completes reports as quickly as a skilled, veteran officer.

16. Field Performance: Non-Stress Conditions - Evaluates the officer's ability to perform routine, non-stress police activities.

- (1) Unacceptable - When confronted with a routine task becomes confused and disoriented. Does not or cannot complete task. Takes wrong course of action. Avoids taking action.
- (4) Acceptable - Properly assesses routine situations, determines appropriate action and does so.
- (7) Superior - Properly assesses situations including routine and complex matters, determines appropriate action, and does so. Anticipates situations and resolves them appropriately.

17. Field Performance: Stress Conditions - Evaluates the officer's ability to perform in moderate and high-stress situations.

- (1) Unacceptable - Becomes emotional, is panic stricken, unable to function correctly, or displays cowardice. Loses temper or overreacts.
- (4) Acceptable - Maintains calm and self-control in situations, determines proper course of action and does so. Does not allow the situation to deteriorate.
- (7) Superior - Maintains calm and self-control in even the most extreme situations. Takes command and restores control to the situation. Determines proper course of action and does so.

18. **Investigative Skill** - Evaluates the officer's ability to conduct a proper police investigation with an emphasis on crime scene preservation procedures.

- (1) Unacceptable - Does not conduct a basic investigation or conducts the investigation improperly. Unable to accurately diagnose what offense was committed. Fails to discern readily available evidence. Makes frequent mistakes when identifying, collecting or forwarding evidence. Does not connect evidence with suspect when apparent. Lacks skill in collection and preservation of evidence including the protection of latent fingerprint evidence.
- (4) Acceptable – Follows proper investigatory procedure. Is generally accurate in diagnosis of the nature of the offense committed. Collects, tags, logs and forwards evidence properly. Connects evidence with suspect when apparent.
- (7) Superior - Always follows proper investigatory procedure. Always accurate in the diagnosis of the offense committed. Connects evidence with the suspect even when not clearly apparent. Has Bureau of Criminal Identification technician type skills in the identification, collection and preservation of evidence.

19. **Interview/Interrogation Skill** - Evaluates the officer's ability to use proper questioning techniques.

- (1) Unacceptable - Fails to use proper questioning techniques. Unable to distinguish between interview of a witness and interrogation of a suspect. Does not establish rapport with witness or control interrogation with suspect. Does not elicit or record available information. Fails to provide Miranda warning when required.
- (4) Acceptable - Uses proper questioning techniques. Elicits and records available information. Establishes the proper rapport with witnesses. Controls the interrogation process with suspects. Provides Miranda warnings when required during custodial interrogations.
- (7) Superior - Always uses proper questioning techniques. Establishes the proper rapport with witnesses. Controls the interrogation process with suspects. Provides Miranda warnings when required during custodial interrogations and is able to clearly distinguish between non-custodial questioning of suspects and custodial interrogation of suspects. Able to secure signed

confessions or verbal admissions from suspects as a result of interrogations.

20. Self-initiated Field Activity - Evaluates the officer's interest and ability to initiate police related activity.

- (1) Unacceptable - Does not identify, or avoids, or fails to react, to suspicious activity or offenses occurring. Rationalizes about suspicious activity. Does not have a broad orientation to the job including lower priority situations. Always waiting for the "big call".
- (4) Acceptable - Recognizes, identifies and reacts to suspicious activity or offenses occurring. Has a broad orientation to the job including lower priority situations. Develops cases from self-initiated activity and not merely in response to calls for service. Displays inquisitiveness.
- (7) Superior - Looks for suspicious activity and offenses occurring. Maintains Roll Call information and broadcast bulletins on more than just a daily basis. Is able to utilize such information as the start for conducting investigations and the basis for probable cause. Makes quality arrests from observed, self-initiated activity and not merely in response to calls for service. Thinks well on his or her feet.

21. Officer Safety: General - Evaluates the officer's ability to perform police tasks without injuring himself or herself, or others, as well as not exposing himself or herself, or others, to unnecessary danger.

- (1) Unacceptable - Fails to follow accepted safety procedures or to exercise officer safety including but not limited to:
 - a. Exposes weapons (firearm, baton, O.C. spray, etc.) to suspect(s).
 - b. Fails to keep gun hand free during enforcement.
 - c. Stands in front of violator's car door during traffic stop situations.
 - d. Fails to control suspect's movement.
 - e. Does not keep suspect or violator in sight.
 - f. Fails to use illumination when necessary or uses it improperly.

- g. Fails to notify communications dispatcher when leaving police vehicle or investigating suspicious activity.
- h. Fails to maintain good physical condition.
- i. Fails to utilize or maintain personal safety equipment.
- j. Does not anticipate potentially dangerous situations.
- k. Stands too close to passing vehicle traffic.
- l. Is careless with handgun or other weapon.
- m. Stands in front of doors and windows while knocking.
- n. Makes poor choice of which weapon to use and when to use it.
- o. Fails to cover other officers.
- p. Stands between police car and violator's car on traffic stops.
- q. Fails to search police vehicle prior to duty and after transporting a prisoner.

(4) Acceptable - Follows accepted safety procedures.

(7) Superior - Always works safely and is concerned for the safety of other people. Anticipates dangerous situations and prepares for them. Keeps his or her partner informed of activities. Is confident and in control.

22. Officer Safety: Suspects/Prisoners - Evaluates the officer's ability to perform police tasks in a safe manner while dealing with suspects, suspicious persons, or prisoners.

(1) Unacceptable - Violates the related officer safety principles cited in Section 21 above. Confronts suspects while remaining seated in the patrol car. Fails to conduct pat-down searches when appropriate and fails to conduct adequate searches of prisoners. Fails to maintain a position of advantage to prevent attack or escape. Fails to handcuff prisoners.

- (4) Acceptable - Follows accepted safety procedures.
- (7) Superior - Always works safely and is concerned for the safety of other people. Anticipates dangerous situations and prepares for them. Maintains position of advantage in even the most demanding situations. Is confident and in control.

23. Control of Conflict: Voice Command - Evaluates the officer's ability to gain and maintain control of situations through verbal command and instruction.

- (1) Unacceptable - Speaks too softly or timidly. Speaks too loudly. Confuses or angers listeners by what is said or how it is said. Fails to speak when appropriate or speaks when inappropriate. Fails to recognize voice command is not adequate to control situation.
- (4) Acceptable - Speaks with authority in a calm, clear voice. Proper selection of words and phrases accompanied by the appropriate use of them. Recognizes escalation or de-escalation of situation based on the use of voice commands.
- (7) Superior - Exhibits command presence and completely controls the situation with voice tone, word selection, and inflection. Restores order quickly by recognizing escalation or de-escalation of situation based on the use of voice commands. Anticipates impact of the use of voice command and plans accordingly.

24. Control of Conflict: Physical Skill - Evaluates the officer's ability to use the proper level of force within the force continuum during a specific situation.

- (1) Unacceptable - Uses too little or too much force for the given situation. Is physically unable to perform the required tasks. Does not use proper restraints. Fails to recognize voice command is not adequate to control situation.
- (4) Acceptable - Recognizes voice command is not adequate to control situation. Exhibits command presence. Obtains and maintains control through the proper use of force.
- (7) Superior - Recognizes voice command is not adequate to control situation. Exhibits command presence. Obtains and maintains control through the proper use of force. Anticipates impact of the use of force and plans accordingly.

25. Problem Solving/Decision Making - Evaluates the officer's performance in terms of ability to perceive an event, draw reasonable inferences there from, and make proper decisions based upon that information.

- (1) Unacceptable - Unable to formulate facts based upon the occurrence of events. Acts without thought or good reason. Is naive. Is indecisive. Is not able to utilize deductive reasoning skills to work through problem solving. Not able to recognize present problem's similarity to previously solved problems or unable to apply previously similar solutions to the present event.
- (4) Acceptable - Able to work through routine problems and come to an acceptable solution based upon fact and reason. Able to utilize deductive reasoning skills to work through problem solving. Makes routine decisions without requiring supervisory intervention. Recognizes the need for supervisory intervention or approval in complex problem solving process.
- (7) Superior - Able to work through complex problems and come to an acceptable solution based upon fact and reason. Able to utilize deductive reasoning skills to work through problem solving. Makes routine decisions without requiring supervisory intervention. Recognizes the need for supervisory intervention or approval in problem solving process and provide suggestions for solving the problem. Anticipates problems based upon experiential learning and is able to apply previously similar solutions to the present event.

26. Radio: Appropriate Use of Codes/Procedure - Evaluates the officer's ability to use the police radio in accordance with the Department policy and procedure.

- (1) Unacceptable - Violates the policy concerning the use of the police radio. Does not follow procedures or follows the wrong procedures. Does not understand or use proper codes and language.
- (4) Acceptable - Follows policy and accepted procedures. Has a good working knowledge of the department policies and procedures related to communications codes.
- (7) Superior - Always follows proper procedures and adheres to policy. Has a superior working knowledge of the department policies and procedures related to communications codes.

27. **Radio: Listens and Comprehends - Evaluates the officer's ability to pay attention to radio traffic and to understand the information transmitted.**

- (1) Unacceptable - Repeatedly misses his or her call sign during radio transmissions. Is unaware of radio traffic affecting the adjoining Patrol Posts. Frequently requires the dispatcher to repeat radio transmissions or does not accurately comprehend the transmissions.
- (4) Acceptable - Acknowledges his or her call sign. Is aware of radio traffic affecting the adjoining Patrol Posts.
- (7) Superior - Acknowledges his or her call sign. Is aware of radio traffic affecting the calls for service throughout the City as well as adjoining Patrol Posts. Reacts to radio transmissions throughout the City.

28. **Radio: Articulation of Transmissions - Evaluates the officer's ability to communicate with others via the police radio.**

- (1) Unacceptable - Does not preplan his or her transmissions. Over or under modulates. Cuts off messages by the improper use of the microphone. Speaks too fast or too slowly.
- (4) Acceptable - Uses proper procedures with clear, concise and complete transmissions.
- (7) Superior - Transmits clearly, calmly, concisely, and completely, even in high-stress situations. Transmissions are well thought-out and do not have to be repeated or clarified.

COMMUNICATION SKILLS

29. **With Citizens in General - Evaluates the officer's ability to interact with citizens (including suspects) in an appropriate and efficient manner.**

- (1) Unacceptable - Abrupt, belligerent, overbearing, arrogant or uncommunicative. Overlooks or avoid the so-called "public service" aspect of police work. Introverted, insensitive or uncaring. Poor non-verbal skills. Cocky rather than self-confident demeanor.
- (4) Acceptable - Courteous, friendly, polite and empathetic. Communicates in a professional, unbiased manner. Is service oriented. Displays effective non-verbal skills. Projects a self-confident demeanor.

- (7) Superior - Comfortable with citizen contacts. Quickly establishes a rapport with people and leaves the feeling that the officer was genuinely concerned. Strong non-verbal skills. Self-confident demeanor.

30. **With Ethnic/Cultural/Gender Groups Other Than His or Her Own - Evaluates the officer's ability to interact in an appropriate manner with members of ethnic, cultural, or gender groups other than his or her own.**

- (1) Unacceptable - Is hostile or overly sympathetic. Is prejudicial, subjective or biased. Treats members of the group differently than treatment normally afforded to the public in general.
- (4) Acceptable - Is at ease with members of the group. Serves needs objectively. Does not feel threatened in the presence of the group.
- (7) Superior - Understands the various cultural differences and utilizes those differences in a positive manner.

31. **With Other Department Members - Evaluates the officer's ability to effectively interact with other members of the police Department, including sworn and civilian personnel.**

- (1) Unacceptable - Patronizes supervisors or peers, or is antagonistic toward them. Gossips. Is insubordinate, argumentative or sarcastic. Resists instructions. Considers himself or herself superior to peers or supervisors. Belittles others. Is a loner.
- (4) Acceptable - Adheres to the chain of command and accepts his or her role in the organization. Successful peer and supervisor-subordinate relationships. Respectful of supervisory authority.
- (7) Superior - Is at ease in contact with department personnel including supervisory personnel. Understands supervisory responsibility of ranking officers. Positive peer group leader. Actively assists other personnel

COMPLETING THE DOR

The Daily Observation Report (DOR) will serve as a permanent record of the student officer's progress, and will document any problem areas and remedial efforts to correct them. The FTO will complete a DOR for the student officer at the end of every shift and review it with him/her before leaving. This is to provide immediate and effective feedback on a student officer's performance so that a student officer may correct such behavior. This becomes more unlikely as more time elapses between the time of incorrect behavior and the feedback provided. It should only be under unusual circumstances where a DOR is written or reviewed on another shift.

The DOR reflects thirty-one (31) categories of evaluation, which are divided into five major areas: appearance, attitude, knowledge, performance, and communication skills. By the end of the FTEP, the student officer is expected to have acceptable behavior (a score of at least "3") in all thirty-one categories. Verbal testing, simulation, and/or a student officer's performance may all be used in the evaluation of a category.

DORs are organized into a DOR workbook and are numbered sequentially from the first day of assignment in the FTEP to the last.

The following guidelines should be followed when completing the DOR:

1. The student officer's name will be provided.
2. The FTO's name will be provided.
3. The date of training will be provided.
4. DOR's will be sequentially numbered from the first day of training to the last.
5. The shift during training will be provided (1, 2, 3, or Mid).
6. The car post during training will be provided.
7. A numerical rating (between "1" and "7") based on the SEGs shall be recorded for each performance category in the daily score boxes. The scores of "1", "4", and "7" will serve as "anchors," however any score may be awarded to the student officer based on performance. A score of "1" or "7" mandate that a narrative be included for that category within the DOR.
8. "N.O." refers to Not Observed. An "X" will be placed here for any category that is not observed sufficiently to score. However, an FTO should make a conscious effort to score all categories. If a category is not observed, an FTO may score a student officer based on verbal testing and/or simulation.
9. "R.T." refers to Remedial Time. Any minutes (15 or more) spent as remedial training should be noted in this section. Any score below a "3" indicates that a student officer needs improvement. FTOs should provide remedial training, whether formal or informal, in this circumstance and document it. Remedial training is to be expected. "N.R.T." refers to Not Responding to Training. Any such indicator will prompt the FTO to notify the program supervisor.
10. The most and least acceptable performance category will be listed on the second page of the DOR. This will include the actual category number along with a narrative. The narrative will explain why the FTO has deemed the behavior that the student officer exhibited for that category to be acceptable and unacceptable, respectively. The chosen categories do not have to be the highest or lowest scores of the day.

11. Any additional comments, including remedial training efforts, may also be noted on the second page. Anything from the training shift that the FTO wants documented will be included in this section. The additional comments section may be continued onto the “narrative extension” form if needed.
12. The student officer is required to sign and date the DOR. By signing, the student officer acknowledges that the evaluation has been reviewed and discussed. It does not necessarily acknowledge that the student officer agrees with the scores and comments. Should the student officer have an issue with a score, it should be discussed with the FTO.
13. The FTO is required to sign and date the DOR. By signing, the FTO acknowledges that the DOR is complete and has been discussed with the student officer. It will then be submitted to the program supervisor.
14. The program supervisor will review the DOR and also sign and date the evaluation before submitting it to the program coordinator.
15. The program coordinator will in turn provide a final review of the DOR before signing and dating it. It will then be submitted to the student officer’s training file.
16. All documentation from the training shift will be attached to the rear of the DOR. This documentation shall include copies of reports, citations, completed forms, call lists, etc. FTOs should acknowledge the importance of documentation and incorporate its use throughout the program (issuing written warnings as opposed to verbal warnings, completing departmental forms, etc.).

WRITING NARRATIVES

To make the most effective use of the narrative portions of written evaluations, it is important for the FTO to remember that documentation should be:

1. Clear
2. Concise
3. Complete
4. Correct

The following suggestions will aid the FTO in accomplishing these goals.

Set the Stage: Provide a description of the situation or conditions that are present when the student officer performs. This will allow the reader to more fully understand why the FTO is pleased or unhappy with the behavior.

Example: The new officer, using excellent defensive driving techniques, brought an eighty –mile-an-hour, high speed chase to a successful halt.

Use Verbatim Quotes: It is sometimes clearer to report what was said rather than attempt to describe the effects of the words.

Example: The student, when logging an arrestee’s property and finding \$535 in his wallet, remarked, “Where does a low life jerk like you get this much money?” This angered the arrestee and resulted in an unneeded physical altercation.

Report the Facts, Avoid Conclusions: Let the facts speak for themselves. Do not form conclusions unless they are clear from the facts.

Example: The officer lacks motivation or confidence. Despite training in vehicle violation stops, the new officer, although admitting that he saw the violation, had to be told to make these stops on five separate occasions.

Remember the Audience: Who is going to read this report? How familiar with the student officer's behavior is the reader? Write as though someone other than the new officer will read the narrative.

Watch For Grammar, Spelling, and Legibility: Also avoid slang, jargon, and swearing. Credibility and professionalism are at stake.

Speak to Performance, Not to Personality: Criticize the act, not the person. Criticizing the person brings about defensiveness. While more difficult to do in written vs. verbal form, the "impersonal" style of documentation relieves some of the stress.

Example: Rather than write that "You did a poor job of handling call..." try "Officer Jones did a poor job of handling call..."

Use Lists, If Appropriate: When making documentation the use of a "list" approach will sometimes save time and space.

Example: The student officer, when asked, failed to accurately identify locations assigned to each sector.

Think Additional Training, Not Remedial Training: What has been tried? How did it work? What will you try next? Got a plan or idea? Document it and the results thereof.

Use Quantification Whenever Possible: Quantification, or the documentation of a standard that is familiar to every reader, adds clarity to the documentation.

Example: It took Bill five times to successfully complete a burglary report.

Do Not Predict: Avoid statements such as "I am sure that Mary will, with a little more effort, be able to master the radio" or "Charlie's skills will no doubt improve as the weeks go by." Rather than make statements of this nature, the FTO should write what the behavior should produce, i.e., "When Bill can complete reports of this nature within 30 minutes or less he will be performing at an acceptable level." Predictions set up false and inaccurate expectations.

DISCUSSING EVALUATIONS

The FTO and student officer's discussion of the evaluations is an extremely important aspect of the FTEP. Merely completing the evaluation and having the student officer sign it will not achieve the objects of a proper evaluation. Failing to hold a discussion serves to destroy the practical aspect of the evaluation system. Discussing evaluations should be done promptly following the completion of the DOR.

To preserve this practical aspect and put it to use, the performance evaluation must:

1. Be understood and accepted by the student officer. This does not mean the student officer has to be in agreement with the entire evaluation.

2. Be the basis for plans to help the student officer improve performance as needed.
3. Give the student officer recognition for strong points and also call attention to weak areas,
4. Result in a better understanding between the FTO and student officer.

FTOs should allow ample time to discuss evaluations with student officers. Discussions should be held where privacy can be maintained with little or no interruptions. These discussions should be a “two-way conversation.” Student officers should be encouraged to express how they feel.

FTOs should listen to what the student officers have to say and not show disapproval when they do respond to the evaluation. FTOs should get across the idea that performance, not a defense of the evaluation, is being discussed. Students should be encouraged to analyze their own deficiencies and motivations.

Once a discussion has been completed, the FTO should ensure that the student officer signs the evaluation and has the opportunity to provide written comments, if desired.

GUIDELINES FOR EFFECTIVE FEEDBACK

1. Focus feedback on performance, not the person.
2. Complain to the person making the mistake, not to others.
3. Do not criticize in public.
4. Don't compare behavior to that of others.
5. Critique as soon as possible after the event.
6. Don't beat it to death. Give the criticism and move on.
7. Object only to behavior that can be changed.
8. Focus feedback on observations rather than on inferences.
9. Avoid sarcasm.
10. Get right to the point and be specific.
11. Avoid talking in absolutes – words like “never” and “always.”
12. Remember to compliment.
13. Don't overload. Avoid “nit-picking.”
14. Be empathetic and a good listener.
15. If you are mistaken, admit it and move on.
16. Don't blame someone else for the unhappiness with the performance.
17. Use “we” often when giving feedback about what needs to be done.
18. Avoid using “you” when criticizing.
19. Establish a goal or performance objective for the following day.

FORMS

PROVIDENCE POLICE DEPARTMENT

PROBATIONARY PATROL OFFICER'S EQUIPMENT CHECKLIST

FIRST DAY INSPECTION

Probationary patrol officer: _____ Date: _____

ARTICLES OF EQUIPMENT

ISSUED

1	Portable Radio	
2	Body Armor	
3	Breast Badge	
4	Hat Badge	
5	Traffic Safety Vest	
6	Rights for Use at Scene card	
7	Miranda Card	
8	Whistle/Lanyard	
9	Holster	
10	Handcuffs/Case/Key	
11	Magazine Holder	
12	Duty Weapon/Magazines/Ammo	
13	O.C. Spray/Holder	
14	ASP/Holder	
15	Police Identification	
16	Building Entry Fob/ID	

TRAINING MANUALS

Field Training Officer Manual _____
Street Directory _____
Post Guidelines _____
Rhode Island Traffic Fines _____

Primary Field Training Officer

Date

PROVIDENCE POLICE DEPARTMENT

DAILY OBSERVATION REPORT NO. _____

FTO _____

DATE _____

TRAINEE _____

SHIFT/PHASE _____

ASSIGNMENT OR REASON FOR NO EVALUATION

RATING SCALE

CATEGORIES	NOT ACCEPTABLE (MIN)							SUPERIOR		
	1	2	3	4	5	6	7	N.O.	N.R.T.	T.T.
APPEARANCE										
1. GENERAL APPEARANCE	1	2	3	4	5	6	7			
ATTITUDE										
2. ACCEPTANCE OF FEEDBACK	1	2	3	4	5	6	7			
3. ATTITUDE TOWARDS THE JOB	1	2	3	4	5	6	7			
KNOWLEDGE										
4. KNOWLEDGE: DEPT. POLICIES / PROCEDURES										
VERBAL / WRITTEN / SIMULATED TESTING	1	2	3	4	5	6	7			
FIELD PERFORMANCE	1	2	3	4	5	6	7			
5. KNOWLEDGE: CRIMINAL STATUTES										
VERBAL / WRITTEN / SIMULATED TESTING	1	2	3	4	5	6	7			
FIELD PERFORMANCE	1	2	3	4	5	6	7			
6. KNOWLEDGE: CITY ORDINANCES										
VERBAL / WRITTEN / SIMULATED TESTING	1	2	3	4	5	6	7			
FIELD PERFORMANCE	1	2	3	4	5	6	7			
7. KNOWLEDGE: TRAFFIC CODES										
VERBAL / WRITTEN/ SIMULATED TESTING	1	2	3	4	5	6	7			
FIELD PERFORMANCE	1	2	3	4	5	6	7			
8. KNOWLEDGE: CODES OF CRIMINAL PROCEDURE										
VERBAL /WRITTEN / SIMULATED TESTING	1	2	3	4	5	6	7			
FIELD PERFORMANCE	1	2	3	4	5	6	7			
PERFORMANCE										
9. DRIVING SKILL: NORMAL CONDITIONS	1	2	3	4	5	6	7			
10. DRIVING SKILL: MODERATE / HIGH STRESS	1	2	3	4	5	6	7			
11. ORIENTATION / RESPONSE TIME TO CALLS	1	2	3	4	5	6	7			
12. ROUTINE FORMS: ACCURACY / COMPLETENESS	1	2	3	4	5	6	7			
13. REPORT WRITING: ORGANIZATION / DETAILS	1	2	3	4	5	6	7			
14. REPORT WRITING: GRAMMAR / SPELLING / NEATNESS	1	2	3	4	5	6	7			
15. REPORT WRITING: APPROPRIATE TIME USED	1	2	3	4	5	6	7			
16. FIELD PERFORMANCE: NON-STRESS CONDITIONS	1	2	3	4	5	6	7			
17. FIELD PERFORMANCE: STRESS CONDITIONS	1	2	3	4	5	6	7			
18. INVESTIGATIVE SKILL	1	2	3	4	5	6	7			
19. INTERVIEW / INTERROGATION SKILL	1	2	3	4	5	6	7			
20. SELF-INITIATED FIELD ACTIVITY	1	2	3	4	5	6	7			
21. OFFICER SAFETY: GENERAL	1	2	3	4	5	6	7			
22. OFFICER SAFETY: SUSPECTS / PRISONERS	1	2	3	4	5	6	7			
23. CONTROL OF CONFLICT: VOICE COMMAND	1	2	3	4	5	6	7			
24. CONTROL OF CONFLICT: PHYSICAL CONTROL	1	2	3	4	5	6	7			
25. PROBLEM SOLVING / DECISION MAKING	1	2	3	4	5	6	7			
26. RADIO: APPROPRIATE USE OF CODES / PROCEDURE	1	2	3	4	5	6	7			
27. RADIO: LISTENS AND COMPREHENDS	1	2	3	4	5	6	7			
28. RADIO: ARTICULATION OF TRANSMISSIONS	1	2	3	4	5	6	7			
RELATIONSHIPS										
29. WITH CITIZENS IN GENERAL	1	2	3	4	5	6	7			
30. WITH ETHNIC / CULTURAL / SOCIAL GROUPS	1	2	3	4	5	6	7			
31. WITH OTHER DEPARTMENT MEMBERS	1	2	3	4	5	6	7			
									TOTAL TIME	

Providence Police Department

Sergeant's Weekly Observation Report

Probationary Patrol Officer's Name Badge No. Sergeant's Name Badge No. Date

Week Number Shift Worked FTEP Phase

The most acceptable area of performance for the week was in category number _____
A specific incident, which demonstrates the performance in this area, is:
(Describe the incident as deserved or related to you by the FTO)

The least acceptable area of performance for the week was in category number _____
A specific incident, which demonstrates the performance in this area, is: (Describe the incident, action,
or lack of which support the rating as observed or related to you by the
FTO)

Has the probationary patrol officer been counseled on his/her deficiencies? Yes _____ No _____

Have these deficiencies required remedial training? Yes _____ No _____

If yes, describe the training:

Providence Police Department
Field Training and
Evaluation Program
PROBATIONARY OFFICER'S
EVALUATION OF F.T.O.

In an effort to ensure that the field-training officer maintains a high level of skills, performance, and interest, this critique form is presented to the probationary patrol officer for completion. It is to the training officer's benefit to know the impression that he/she is making on those being trained. It is the belief of the department, the F.T.O. who is truly interested in doing their best, would welcome this type of feedback. With this in mind, the probationary patrol officer is requested to honestly appraise and evaluate the F.T.O in the areas listed below.

1. In your opinion, what percentage of effort did your F.T.O exert to you: (up to 100 percent)
 Training: _____ Evaluation: _____

Explanation: _____

2. Ability as a police officer?

Poor	Fair	Average	Above Average	Excellent
Comments _____				

3. Example set for you?

Poor	Fair	Average	Above Average	Excellent
Comments _____				

4. Interest in imparting training materials and information to you?

Poor	Fair	Average	Above Average	Excellent
Comments _____				

5. Knowledge of the training material covered?

Poor	Fair	Average	Above Average	Excellent
Comments _____				

6. Skill as an instructor/teacher/trainer?

Poor Fair Average Above Average Excellent

Comments _____

7. Ability to communicate with you?

Poor Fair Average Above Average Excellent

Comments _____

8. Application of honesty, fairness, and objectivity in rating you?

Poor Fair Average Above Average Excellent

Comments _____

9. Overall attitude for the work being done?

Poor Fair Average Above Average Excellent

Comments _____

10. The area(s) in which you think your F.T.O. puts forth the best effort?

Poor Fair Average Above Average Excellent

Comments _____

11. The area(s) in which you think your F.T.O. puts forth the least effort?

Poor Fair Average Above Average Excellent

Comments _____

PROVIDENCE POLICE DEPARTMENT

PROBATIONARY PATROL OFFICER SELF EVALUATION

Probationary Patrol Officer's Name Badge No. Date

My significant strengths:

1. _____

2. _____

3. _____

My significant weaknesses:

1. _____

2. _____

3. _____

Probationary Patrol Officer's Signature

REMEDIAL TRAINING WORKSHEET: Page 1 of 2

Once the FTO has completed this page of the document and obtained signatures, the FTO should forward it, via the Field Training Supervisor, to the Field Training Director for review. Later, it will be attached to page 2.

Probationary Police Officer

Date

Phase

PROBLEM AREA:

Define the specific problem area (deficiency), giving examples:

Define the remedial training which has already been tried:

Describe, in specific terms, the remedial training plan, (who, what, where, when and how):

FTO's Signature

Probationary Police Officer's Signature

REMEDIAL TRAINING WORKSHEET: Page 2 of 2

Once the FTO has completed this page of the document and obtained signatures, the FTO should forward it, via the Field Training Supervisor, to the Field Training Director for review. It is attached to page 1.

Probationary Patrol Officer

Date

Phase

The deficiency identified on page 1 was:

Did the trainee complete the assignment? Yes / No (Circle one)

If no, why not, and will he/she, when?

If yes, describe the improvement:

There is / is not a deficiency still. (Circle one and comment)

Additional assignment? Yes / No (Circle one)

If yes, include page 1 of the FTO Worksheet.

FTO's Signature

Probationary Patrol Officer's Signature

PROVIDENCE POLICE DEPARTMENT

FIELD TRAINING AND EVALUATION PROGRAM

RECOMMENDATION REPORT

Date

Probationary Patrol Officer Badge # Primary Field Training Officer Badge #

INSTRUCTIONS: This report is to be completed by the primary field-training officer and reviewed by the Field Training Director. The recommendation is based on the performance of the probationary patrol officer during the final evaluation phase of the field training officer. The primary officer must recommend the officer based on the documentation of the daily observation reports.

Primary Field Training Officer's recommendation:

_____ Recommend officer for solo patrol.

_____ Recommend officer for continued field training.

_____ Recommend officer for remedial training and continued field training.

_____ Recommend officer for termination of employment.

Probationary Patrol Officer's Signature

Primary Field Training Officer's Signature

Field Training Director's Signature

Field Training Checklist

SECTION 1

Patrol / Building Orientation		INSTRUCTED			PERFORMED		
		Date	FTO	PPO	Date	FTO	PPO
1	Preparing for Roll Call						
2	Location of Roll Call						
3	Cell Block – Male/Female						
4	Juvenile Detention						
5	Evidence/Property Room						
6	Narcotics Safe						
7	Investigative Bureau						
8	Youth Services Bureau						
9	B.C.I.						
10	Special Victims Unit						
11	Narcotics & Organized Crime						
12	Traffic Bureau						
13	Records Bureau						
14	Weapons Bureau						
15	Human Resources Bureau						
16	Internal Affairs						
17	Supervisor’s Offices						
18	Computer Room						
19	Vehicle Recovery Unit						

Vehicle		INSTRUCTED			PERFORMED		
		Date	FTO	PPO	Date	FTO	PPO
1	Vehicle Inspection/Portal System						
	Document New Damage						
	Grounding Slip						
	Check Interior/Under seat for Contraband/Weapons						
	Check Equipment/Lights, etc.						
2	Fueling Locations/Procedure						
3	Carwash Location						
4	Bucklin St. Garage						

Radio Procedure		INSTRUCTED			PERFORMED		
		Date	FTO	PPO	Date	FTO	PPO
1	Operation Of Radio						
2	Various Channels						
3	Radio Courtesy						
4	Alert Tone						
5	"10" Codes						
6	Channel Use/Emergency						
7	Phonetic Alphabet						
8	Radio Repair						
9	Location of Communications						
10	General Order 400.01						

Patrol Assignment		INSTRUCTED			PERFORMED		
		Date	FTO	PPO	Date	FTO	PPO
1	Districts						
2	Car Posts						
3	Post Responsibility						
4	District Store Fronts						
5	Handling of calls (Post responsibility)						
6	Report Writing						
7	General Order 330.01						

Vehicle Stops		INSTRUCTED			PERFORMED		
		Date	FTO	PPO	Date	FTO	PPO
1	Select Area to Stop						
2	Broadcast Location						
3	Safely/Effectively Conducting Stop						
4	Safe/Effective Stop w/ Several Occupants						
5	Tactics for Felony Stop						
6	Proper Method for Searching Vehicle						
7	Towing Vehicles						
8	General Order 330.02						

Traffic Citation		INSTRUCTED			PERFORMED		
		Date	FTO	PPO	Date	FTO	PPO
1	Procedure for Writing Universal Summons						
2	Procedure for Writing Environmental Summons						
3	Procedure for Writing 5-Day Tag						
4	Procedure for Writing Parking Tag						
5	Procedure for Voiding a Summons						
6	Procedure for Seizing a License						

Dealing With Suspects		INSTRUCTED			PERFORMED		
		Date	FTO	PPO	Date	FTO	PPO
1	Proper Method of Searching						
2	Proper Method of Handcuffing						
3	Proper Method for Transporting Prisoners						
4	Proper Method For Transporting Females						
5	Proper Method for Transporting Juveniles						
6	General Order 390.02						

Prisoner Processing		INSTRUCTED			PERFORMED		
		Date	FTO	PPO	Date	FTO	PPO
1	Procedure for Processing Prisoner in Detention Area						
2	Providing Medical Care for Injured Prisoners						
3	Booking Procedure						
4	Procedure for Female Prisoners						
5	Procedure for Juvenile Prisoners						
6	Facility Ops/Fire Suppression						

Accidents		INSTRUCTED			PERFORMED		
		Date	FTO	PPO	Date	FTO	PPO
1	Proper Approach/Parking at Accident Scene						
2	Traffic Control						
3	Proper Techniques of Accident Investigation						
4	Proper Completion of RICRS						
5	Hit & Run Accidents						
6	City Involved Accidents						

Routine Forms		INSTRUCTED			PERFORMED		
		Date	FTO	PPO	Date	FTO	PPO
1	RICRS Reporting System						
2	DVSA Form						
3	Victim's Rights Form						
4	Missing Person Report						
5	After Incident Report (A.I.R.)						
6	Citations						
7	Crime Scene Entry Sheet						
8	Consent to Search Form						
9	Overtime/Callback/Court/Detail						

Important Locations		INSTRUCTED			PERFORMED		
		Date	FTO	PPO	Date	FTO	PPO
1	Hospitals						
2	Fire Stations						
3	City Hall						
4	Communications						
5	Schools						
6	Superior Court						
7	District Court						
8	Municipal Court						
9	Federal Court						
10	RITT						
11	ACI						
12	Training School						
13	Attorney General's Office						
14	DCYF						
15	Animal Control						
16	City Parks						

SECTION 2

Investigative Procedures		INSTRUCTED			PERFORMED		
		Date	FTO	PPO	Date	FTO	PPO
1	Secure Crime Scene						
2	Assist/Interview Victim						
3	Preservation of Evidence						
4	Description/Location of Suspect(s)						
5	Secure/Interview Witnesses						
6	Broadcast Information						
7	Notify Supervisor						
8	Notify Detectives						
9	Notify BCI						
10	General Order 360.03						

Evidence Procedure		INSTRUCTED			PERFORMED		
		Date	FTO	PPO	Date	FTO	PPO
1	Securing						
2	Seizing						
3	Handling						
4	Tagging						
5	Property Form						
6	Property Room						
7	General Order 420.01						

Laws of Arrest		INSTRUCTED			PERFORMED		
		Date	FTO	PPO	Date	FTO	PPO
1	Felony						
2	Misdemeanor						
3	City Ordinance Violation						
4	Probable Cause						
5	Miranda Warnings						
6	General Order 330.03						

Common Felony Violations (Superior Court)		INSTRUCTED			PERFORMED		
		Date	FTO	PPO	Date	FTO	PPO
1	Homicide						
2	Robbery						
3	Handbag Snatch						
4	Breaking & Entering						
5	ADW (Felony Assault)						
6	Sexual Assault						
7	Motor Vehicle theft						
8	Weapons Violation						
9	Narcotics Violation						

Common Misdemeanor Violations (District Court)		INSTRUCTED			PERFORMED		
		Date	FTO	PPO	Date	FTO	PPO
1	Simple Assault						
2	Domestic Violence						
3	Capias						
4	Disorderly Conduct (s)						
5	Shoplifting/Larceny						
6	Trespassing						
7	Resisting Arrest						
8	Malicious Mischief						
9	Possession of Prohibited Weapon						
10	Reckless Driving						
11	Suspended License						
12	No License Never Applied						
13	Obstructing a Police Officer						

Common City Ordinance Violations (Municipal Court)		INSTRUCTED			PERFORMED		
		Date	FTO	PPO	Date	FTO	PPO
1	Disorderly Conduct (subsections)						
2	Loud Music/Noise Ordinance						
3	Possession Of Open Alcoholic Beverage						

Death Investigation		INSTRUCTED			PERFORMED		
		Date	FTO	PPO	Date	FTO	PPO
1	Natural						
2	Suspicious						
3	Suicide						

Bomb Threats		INSTRUCTED			PERFORMED		
		Date	FTO	PPO	Date	FTO	PPO
1	Notify Supervisor						
2	Cease Radio Transmissions on Arrival						
3	Secure Area						
4	Determine Call Origin						
5	Building Search if Applicable						
6	Use of Bomb Dog if Applicable						
7	Evacuation Policy						
8	PPD Bomb Threat Directive						

Missing Persons		INSTRUCTED			PERFORMED		
		Date	FTO	PPO	Date	FTO	PPO
1	Procedure of First Responding Unit						
2	Broadcast information						
3	Notification of Supervisor						
4	Missing Person Report						
5	General Order 330.10						

Court Procedures		INSTRUCTED			PERFORMED		
		Date	FTO	PPO	Date	FTO	PPO
1	Court Notification Process						
3	Court Slip						
4	Appropriate Attire						
5	Arrival Time						
6	Court Testimony						
7	Court Locations						

Central Station Desk Duties		INSTRUCTED			PERFORMED		
		Date	FTO	PPO	Date	FTO	PPO
1	Walk-in Complaints						
2	Handling Telephone Inquiries						
4	Do Not Tag List						

Absence from Duty (Sick, Furlough, Personal time) TeleStaff Utilization		INSTRUCTED			PERFORMED		
		Date	FTO	PPO	Date	FTO	PPO
1	Sick Time						
2	Compensatory Time						
3	Furlough Time						
4	Special Duty						
5	Military Leave						

SKILL PROFICIENCY LIST

Every training experience is unique. Due to the random course of events in policing, not every student officer will experience the same set of calls. The Skill Proficiency List has therefore been created to help maintain consistency in training. Certain essential tasks and situations have been incorporated into this list to ensure every student officer demonstrates proficiency in them.

Student officers will be required to adequately complete these tasks a set number of repetitions to demonstrate comprehending and ability in them. When a student officer is able to complete the task or assist in the task with 50% or more of the workload, they will have completed one repetition. Repetitions may be counted in actual calls for service and/or in training, as deemed appropriate by the FTO. The tasks and their corresponding repetitions are listed below. The tasks listed for each phase will need to be completed prior to advancing to the next phase. Knowledge-based tasks will be accomplished through testing by the FTO.

Phase One Tasks

1. *Orientation* (can successfully navigate to calls)..... 12
2. *Activity* (can initiate field activity, excluding motor vehicle stops)..... 12
3. *Motor Vehicle Stop* (can safely complete a motor vehicle stop)..... 10
4. *Citation* (can successfully complete a traffic citation/warning)..... 10

Phase Two Tasks

1. *Report* (can complete an offense/arrest report)..... 10
2. *Emergency Response* (can safely respond to an emergency call)..... 4
3. *Prisoner Processing* (can successfully complete the booking procedure)... 5
4. *Court* (can properly assemble a case folder)..... 5

Phase Three Tasks

1. *Traffic Collision* (can properly handle a traffic collision)..... 5
2. *Domestic Violence* (can properly handle a domestic dispute)..... 5
3. *OUI* (can successfully complete an OUI investigation)..... 2
4. *Protective Custody* (can properly handle a protective custody)..... 3

Knowledge (must be completed any time prior to Phase Four)

1. *Policies* (can answer all questions correctly)..... 5
2. *Motor Vehicle Law* (can answer all questions correctly)..... 5
3. *Criminal Law* (can answer all questions correctly)..... 5
4. *Town By-Law* (can answer all questions correctly)..... 5
5. *Criminal Procedure* (can answer all questions correctly)..... 5



SKILL PROFICIENCY LIST

Document the occurrence of the associated activity/skill below. Include the date and case number (if applicable) in which the activity/skill was completed. If completed by scenario-based training, write "scenario." Be sure to refer any scenario-based training on the trainee officer's DOR. If completing the knowledge component, simply document how many questions were asked (must be at least three in each category).

TASKS	DATE	FTO Initials
PHASE 1 SKILLS (weeks 1-4)		
Orientation: Successfully Navigates to Calls (12 Repetitions)		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
Activity: Initiates Non-MV Stop Field Activity (12 Repetitions)		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

MV Stop: Safely Completes a Motor Vehicle Stop (10 Repetitions)		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
Citation: Completes a Traffic Citation/Warning (10 Repetitions)		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
PHASE 2 SKILLS (weeks 4-8)		
Report: Completes an Offense/Arrest Report (10 Repetitions)		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Emergency Response: Safely Responds to an Emergency Call (4 Repetitions)		
1.		
2.		
3.		
4.		
Prisoner Processing: Completes the Booking Process (5 Repetitions)		
1.		
2.		
3.		
4.		
5.		
Court: Properly Assembles a Case Folder (5 Repetitions)		
1.		
2.		
3.		
4.		
5.		
PHASE 3 SKILLS		
Traffic Collision: Properly Handles a Traffic Collision (5 Repetitions)		
1.		
2.		
3.		
4.		
5.	<i>* One with Personal Injury</i>	
Domestic Violence: Properly Handles a Domestic Dispute (5 Repetitions)		
1.		
2.		
3.		
4.		
5.	<i>* One with Restraining Order</i>	
OUI: Successfully Completes an DUI Investigation (minimum 1 Repetition/Observation)		
1.		
2.		

Protective Custody: Properly Handles a Mental Health/Protective Custody (3 Repetitions)		
1.		
2.		
3.		
KNOWLEDGE (must be completed prior to completing Secondary FTO phase)		
Policies: Answers All Policy Questions Correctly (5 Repetitions)		
1.		
2.		
3.		
4.		
5.		
MV Law: Answers All MV Law Questions Correctly (5 Repetitions)		
1.		
2.		
3.		
4.		
5.		
Criminal Law: Answers All Criminal Law Questions Correctly (5 Repetitions)		
1.		
2.		
3.		
4.		
5.		
Town Law: Answers All City Ordinance Questions Correctly (5 Repetitions)		
1.		
2.		
3.		
4.		
5.		
Procedure: Answers All Criminal Procedure Questions Correctly (5 Repetitions)		
1.		
2.		
3.		
4.		
5.		

I have completed the above list of skills to the satisfaction of my FTO(s).

(Student Officer Sign)

(Date)

The above skill proficiency list has been completed.

(Primary FTO Sign)

(Date)

(Secondary FTO Sign)

(Date)

(FTEP Coordinator Sign)

(Date)