

## Field Training

### 401.1 VERSION

Review Date	Effective Date	Approving Authority
01/29/19	07/09/18	Eric D. English, Chief of Police

### 401.2 POLICY AND PURPOSE

This policy provides guidelines for field training that ensure standardized training and evaluation; facilitate the transition from the academic setting to the actual performance of general law enforcement duties; and introduce the policies, procedures and operations of the Harrisonburg Police Department. The policy addresses the administration of field training and the selection, supervision, training and responsibilities of a Police Training Officer (PTO). It is the policy of the Harrisonburg Police Department that all newly hired or appointed officer trainees will participate in field training that is staffed and supervised by trained and qualified PTOs.

### 401.3 ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this policy. Responsibility rests with the supervisor to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated. This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

### 401.4 DEFINITIONS

**Coaching and Training Reports (CTR)**- contains the 11 core competency areas for comments by both the trainee and the trainer. The trainee takes more responsibility for learning while the PTO spends more time coaching and teaching and less time evaluating.

**Learning Activity Packages (LAP)**- help trainees who are struggling with a particular area of training. LAP can be used to introduce trainees to a specialized area, to supplement learning, or remedy problems.

**Police Training Officer (PTO)**-is an experienced officer selected and trained to conduct field training. The PTO utilizes adult learning theory and problem solving tools in a process that encourages new officers to think using a proactive mindset, enabling the identification of and solution to problems in the community.

**Problem Based Learning Exercise (PBLE)** - uses an ill-structured problem to assist in learning. There are four problem based learning exercises provided to the trainee. They include one for each phase of the program. The trainee presents his or her response to the problem in writing as a report to the PTO.

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**Provisional Training Officer-** An officer that has been chosen by the program coordinator to conduct field training, but has not yet attended PTO training.

**PTO Coordinator-** Coordinator assists in development of standards and objectives. Provides training resources as need. Coordinates training for police training officers. Provides recommendations to the Administrative Bureau Commander on selection and management of program.

- (a) Assist in the selection and assignment of police officers and police training officers.
- (b) Reviews progress of police officer. Assist police training officer as needed.
- (c) Serves as a resource for police training officers, supervisors and staff.
- (d) Receives and maintains documentation from the program.

#### **401.5 FIELD TRAINING**

The Department shall establish minimum standards for field training, which should be of sufficient duration to prepare officer trainees for law enforcement duties and be in compliance with Virginia Department of Criminal Justice Services requirements. Field training is designed to prepare trainees for a patrol assignment and ensure they acquire the skills needed to operate in a safe, productive and professional manner, in accordance with the general law enforcement duties of this department.

To the extent practicable, field training should include procedures for:

- (a) Issuance of training materials to each trainee at the beginning of his/her field training.
- (b) Daily evaluation and documentation of the trainee's performance.
- (c) Midterm and final evaluations and documentation by a PTO not involved in the trainee's daily training.
- (d) A multiphase structure that includes:
  - 1. A progress report completed by the PTOs involved with the trainee and submitted to the Training Officer.
  - 2. Assignment of the trainee to a variety of shifts and geographical areas.
  - 3. Assignment of the trainee to a rotation of PTOs in order to provide for an objective evaluation of the trainee's performance.
- (e) The trainee's confidential evaluation of his/her assigned PTOs and the field training process.
- (f) Retention of all field training documentation in the officer trainee's training file including:
  - 1. All Problem Based Learning Exercises (PBLE's)
    - (a) Coaching and Training Reports (CTR's)
    - (b) Daily journals produced by the trainee and trainers

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- (c) Learning Activity Packages (LAP's), if necessary
  - (d) Counseling forms, if necessary
  - (e) Completed Go/No-Go checklist
2. A Field Training for Law Enforcement Officers (Form B-13) certifying that the trainee has successfully completed the required number of field training hours

#### **401.6 PTO COORDINATOR**

The Chief of Police shall delegate certain responsibilities to a PTO coordinator which includes oversight of the PTO program to include all PTO's. The coordinator shall be directly responsible to the Administrative Commander.

The PTO coordinator may appoint a senior PTO or other designee to assist in the coordination of PTOs and their activities.

The responsibilities of the coordinator include, but are not limited to:

- (a) Assignment of trainees to PTOs in coordination with primary supervisors.
- (b) Conducting PTO meetings.
- (c) Maintaining and ensuring PTO and trainee performance evaluations are completed.
- (d) Maintaining, updating and issuing department training materials to each PTO and trainee.
- (e) Developing ongoing training for PTOs.
- (f) Mentoring and supervising individual PTO performance.
- (g) Monitoring the overall performance of field training.
- (h) Keeping the Chain of Command informed about the trainees' progress.
- (i) Maintaining a liaison with training coordinators from other law enforcement agencies.
- (j) Maintaining a liaison with police academy staff on recruit officer performance during academy attendance.
- (k) Performing other activities as may be directed by the Administrative Commander.

The PTO coordinator will be required to successfully complete a training course approved by this department that is applicable to supervision of field training within one year of appointment to this position.

#### **401.7 PTO SELECTION, TRAINING AND RESPONSIBILITIES**

##### **401.7.1 SELECTION PROCESS**

The selection of a PTO will be at the discretion of the Chief of Police or the authorized designee. Selection will be based on the officer's:

- (a) Desire to be a PTO.

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- (b) Demonstrated ability as a positive role model.
- (c) Evaluation by supervisors.
- (d) Possession of, or ability to obtain, department-approved certification.

A PTO must remain in good standing and may be relieved from PTO duties due to discipline, inappropriate conduct or poor performance.

#### 401.7.2 TRAINING

An officer selected as a PTO shall successfully complete the minimum training standards established by the Department of Criminal Justice Services prior to being assigned as a PTO (6 VAC 20-280-20).

All PTOs must complete a PTO update course approved by this department every three years while assigned to the position of PTO (6 VAC 20-280-70).

#### 401.7.3 TRAINING MATERIALS

The PTO shall receive training materials outlining the requirements, expectations and objectives of the PTO position. PTOs should refer to their training materials or the PTO coordinator regarding specific questions related to PTO or field training.

#### 401.7.4 PROVISIONAL FIELD TRAINING OFFICER

If a situation arises where the Department does not have an officer who has completed the minimum training requirements for a PTO, the Department may temporarily provide field training with an officer who has been certified as a provisional PTO by the Department of Criminal Justice Services until a fully trained PTO is available (6 VAC 20-280-30).

#### 401.7.5 RESPONSIBILITIES

The responsibilities of the PTO include, but are not limited to:

- (a) Issuing his/her assigned trainee field training materials in accordance with the Training Policy.
  - 1. The PTO shall ensure that the trainee has the opportunity to become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.
  - 2. The PTO shall sign off on all completed topics contained in the training materials.
- (b) Completing a daily journal
- (c) Providing the shift supervisor with a verbal synopsis of the trainee's activities at the end of each day or during any unusual occurrence needing guidance or clarification.
- (d) Keeping the PTO coordinator informed about his/her trainee's status, including their progress and/or any training issues.
- (e) Complete all PTO required documentation including:
  - 1. Daily journals
  - 2. PBLE's

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3. CTR's
  4. LAP's, if necessary
  5. Counseling forms, if necessary
- (f) Provide midterm and final evaluations of another PTO's trainee. A memo will be created directed to the PTO coordinator detailing observations of field performance, job knowledge, and other job related skills. A clear recommendation will be made to the PTO coordinator to allow the trainee to proceed forward, or if remedial training is required.