

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 3 - LAW ENFORCEMENT
GENERAL ORDER

July 7, 2014
INDEX NO. 3.1

FIELD TRAINING AND EVALUATION PROCESS

I. PURPOSE

The Bay City Department of Public Safety's Field Training and Evaluation Process is an extension of the public safety selection process combining on-the-job training with objective performance assessment to insure that the standards of a competent law enforcement officer and firefighter are met. The mission of the Field Training and Evaluation Process is to improve the overall effectiveness and efficiency of public safety service delivery by:

A. IMPROVING THE OVERALL APPLICANT SCREENING PROCESS

Field Training and Evaluation is an extension of the department's overall applicant screening process. It is designed to facilitate on-the-job observations and performance assessment as well as assess the relative effectiveness of candidate recruitment, testing, selection and basic police and fire academy training.

B. ESTABLISHING AN OFFICER IN TRAINING (OIT) APPRAISAL PROCESS

The process is designed to provide a valid, job related, post-basic police academy training evaluation of the Officer In Training's performance utilizing standardized and systematic approaches to job performance documentation. Specific documentation of performance serves as the criteria for the retention or termination of the Officer In Training.

C. IMPROVING THE OFFICER IN TRAINING, TRAINING PROCESS

The process provides on-the-job, post-basic police academy training instruction via FTO's serving as role models for Officer In Training's to expedite the application of knowledge, skills and abilities in concert with department and community expectations for quality public safety service delivery. The uniformity of the Field Training and Evaluation Process assists in preparing the Officer In Training for solo patrol operations.

D. ESTABLISHING AN IMPROVED IN-SERVICE RETRAINING PROCESS

The Field Training and Evaluation Process provides a means for retraining and orientation for sworn personnel returning to duty after an extended absence or non-uniform service assignment.

1. Sworn personnel who have been absent from uniform duty for a period of 180 calendar days or more will be assigned with a Field Training Officer **for a minimum 5 day period.**

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 3 - LAW ENFORCEMENT
GENERAL ORDER

July 7, 2014
INDEX NO. 3.1

FIELD TRAINING AND EVALUATION PROCESS

2. During the time such sworn officers are assigned to a Field Training Officer they **will not** be subject to the evaluation process required of Officers In Training. The FTO's function is to familiarize the officer with updated policies, procedures, General Orders, reporting forms, etc. The FTO, Field Training Supervisor (FTS) and the Field Training Unit Coordinator will insure that returning personnel meet all department qualification standards in skill areas.
3. Sworn officers returning to uniform duty from extended absences or assignments will receive retraining and orientation as part of their regularly scheduled patrol duties. They will be assigned as a 2-officer unit and can be utilized to handle any two officer assignments. Officers returning to uniform duty and in retraining **will** count towards shift minimums.

II. ORGANIZATION

A. FIELD TRAINING UNIT COORDINATOR (FTUC)

1. The Patrol Operations Captain will serve as the Field Training Unit Coordinator. They shall be responsible for the overall administration of the Field Training and Evaluation Process.
2. The Patrol Operations Captain shall be responsible for the planning, directing, and evaluating field training assignments as well as changes in such assignments or variations in the length of the assignments.
3. The Patrol Operations Captain shall work closely with the OIT, FTO and FTS during the Field Training and Evaluation Process to assist in correcting any training deficiencies. The Patrol Operations Captain may request an extension of training when warranted. The request for an extension of training will be forwarded to the Public Safety Director or their designee for approval.
4. The Patrol Operations Captain shall coordinate the development of an employment status recommendation to retain, extend training, or terminate the OIT. FTO's and FTS's shall provide input as required. Any recommendation to terminate or retain the OIT shall be forwarded to the Deputy Public Safety Director for review and then forwarded to the Public Safety Director who will have the final decision.

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 3 - LAW ENFORCEMENT
GENERAL ORDER

July 7, 2014
INDEX NO. 3.1

FIELD TRAINING AND EVALUATION PROCESS

5. The Patrol Operations Captain shall present updates on OIT development and status at executive staff meetings and command meetings.

B. FIELD TRAINING SUPERVISORS (FTS's)

1. The Patrol Operations Lieutenants and Sergeants will serve as the FTS's. FTS's have the dual responsibility of shift supervision and providing review of the OIT on-shift training and evaluation. FTS's shall provide other shift supervisors with information regarding the OIT's progress.
2. FTS's must insure that the Field Training and Evaluation Process is properly administered. Various information sources should be utilized to achieve these goals; including the *Daily Observation Report (DOR)*, discussions with FTO's and on-the-job observations of OIT's performance to assist in the completion of the *Weekly Summary Report*.
3. FTS's are responsible for the weekly review of the *Probationary Officer Manual (POM)* to determine that it is current and properly completed. They will also assist in corrective actions as needed.
4. The FTS's shall meet with the OIT and the assigned FTO to complete the Weekly Summary Report. The completed and signed Weekly Summary Report shall be placed in the OIT's DOR notebook.
5. All FTS's will receive formal FTS instruction prior to supervising FTO's and OIT's in the training and evaluation process.
 - a) The Department shall post written notice of FTS openings.
 - b) Written applications shall be forwarded to the Deputy Public Safety Director.
 - c) Input from the applicant's immediate supervisors and current FTS's will be sought and considered.
 - d) The Deputy Public Safety Director shall make FTS recommendations of FTS candidates to the Public Safety Director.
 - e) Final selections of FTS candidates shall be made by the Public Safety Director.

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 3 - LAW ENFORCEMENT
GENERAL ORDER

July 7, 2014
INDEX NO. 3.1

FIELD TRAINING AND EVALUATION PROCESS

C. FIELD TRAINING OFFICERS (FTO's)

1. The FTO has two primary roles to fulfill; that of a Public Safety Officer assuming full patrol responsibilities and that of a coach, trainer and assessor of OIT's.
2. The FTO shall be directly responsible for the training and evaluation of the assigned OIT.
3. The FTO shall be a sworn Public Safety Officer who has met all qualifications and has successfully completed the FTO selection process.
4. All FTO's shall receive formal FTO instruction prior to assuming OIT training and evaluation responsibilities.
5. A FTO may be released from field training and evaluation duties as follows:
 - a) Upon the request of the FTO.
 - b) Upon recommendation of the Field Training Unit Coordinator due to unacceptable performance.
 - c) At the direction of the Public Safety Director.
6. Sworn Public Safety Officers shall be selected to become FTO's using the following process:
 - a) The department shall post written notice of FTO openings.
 - b) Written applications shall be forwarded to the Deputy Public Safety Director.
 - c) Input from the applicant's immediate supervisors and current FTO's will be sought and considered.
 - d) The Deputy Public Safety Director shall make FTO candidate recommendations to the Public Safety Director.
 - e) Final selections of FTO candidates shall be made by the Public Safety Director.

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 3 - LAW ENFORCEMENT
GENERAL ORDER

July 7, 2014
INDEX NO. 3.1

FIELD TRAINING AND EVALUATION PROCESS

III. ASSIGNMENT OF OFFICERS IN TRAINING (OIT's)

- A. OIT assignments shall be determined by the Field Training Unit Coordinator or his/her designee.
- B. OIT's shall be placed in a Field Training and Evaluation assignment under the supervision of a Field Training Supervisor and a Field Training Officer.
- C. OIT's field training assignments shall be predetermined by the FTUC. Assignments may be altered by the FTUC and/or assigned FTO's during the course of the Field Training and Evaluation Process to accommodate extensions of training, assigned FTO availability, in-service training, or unexpected circumstances.
- D. The FTUC may request to extend the field training assignment during any step of the Field Training and Evaluation Process should the need for further training and evaluation be required. The request for an extension of training will be forwarded to the Public Safety Director or their designee for approval.
- E. OIT requests for "time-off" (personal holidays, compensatory time, holiday leaves, vacation days, etc.) during Steps I-IV must be approved by the FTUC. Time off for illness or emergency situations may be approved by any command officer. The approving command officer must then notify the assigned FTS to adjust the OIT's schedule.

IV. FIELD TRAINING AND EVALUATION PROCESS STRUCTURE

A. ADMINISTRATIVE TRAINING

This phase consists of in-house administrative processing and agency orientation, training and evaluation. This phase includes but is not limited to:

- 1. Orientation to the Field Training and Evaluation Process. This will include the issuance of a General Orders Book and the Probationary Officer Manual which a FTO will review with the OIT.
- 2. Fire Orientation Training for OIT's who have Firefighter I and II certification. OIT's who have not attended and graduated from a fire academy will complete Fire Orientation Training when they have obtained these certifications.

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 3 - LAW ENFORCEMENT
GENERAL ORDER

July 7, 2014
INDEX NO. 3.1

FIELD TRAINING AND EVALUATION PROCESS

3. Skills Certification / pre-field assignment in the following areas:
 - a) Handgun Qualification
 - b) Taser Qualification
 - c) Emergency Vehicle Operations
 - d) SRMS Training
 - e) L.E.I.N. Training
 - f) 800 MHz Radio Training
 - g) PPCT / OCAT Training

4. Skills Certification / pre-field assignment or during the Field Training and Evaluation Process in the following areas:
 - a) Rifle Qualification
 - b) Fire Orientation Training
 - c) Simunitions / Scenario Based Training

B. STEP I –15 DAYS DURATION (14 DAYS OF EVALUATION)

1. During the first working day of Step I, the OIT is not formally evaluated using the Daily Observation Report (DOR). The FTO shall document any training or coaching that is conducted on the first day of this step. The OIT shall be formally evaluated using the DOR for each remaining day in Step I.
2. OIT's are responsible for **5%** to **25%** of the workload distribution in Step I.
3. Step I consists of 15 working days for structured training and evaluation. The first day of the step being a Non-Evaluation Day so the OIT can become familiar with the FTO's expectations. The OIT may be advanced to step II with less than 15 working days with the approval of the Public Safety Director or their designee.
4. A working day is defined as a day during which the OIT completes a minimum of 8 hours of the scheduled 12 hour patrol shift under the supervision of a FTO (Minimum of 5 hours on an 8 hour day).
5. The Field Training Supervisor will insure that all Step I Operational Procedures have been completed before the OIT is advanced to Step II.

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 3 - LAW ENFORCEMENT
GENERAL ORDER

July 7, 2014
INDEX NO. 3.1

FIELD TRAINING AND EVALUATION PROCESS

C. STEP II – 15 DAYS DURATION (14 DAYS OF EVALUATION)

1. During the first working day of Step II, the OIT is not formally evaluated using the Daily Observation Report (DOR). The FTO shall document all training or coaching that is conducted on the first day of this step. The OIT shall be formally evaluated using the DOR for each remaining day in Step II.
2. OIT's are responsible for **25%** to **60%** of the workload distribution in Step II.
3. Step II consists of 15 working days for structured training and evaluation. The first day of the step being a Non-Evaluation Day so the OIT can become familiar with the FTO's expectations. The OIT may be advanced to step III with less than 15 working days with the approval of the Public Safety Director or their designee.
4. A working day is defined as a day during which the OIT completes a minimum of 8 hours of the scheduled 12 hour patrol shift under the supervision of a FTO (Minimum of 5 hours on an 8 hour day).
5. The FTS will insure that all Step II Operational Procedures have been completed before the OIT is advanced to Step III.
6. The OIT may be advanced from step II to step IV with the approval of the Public Safety Director or their designee.

D. STEP III – 15 DAYS DURATION (14 DAYS OF EVALUATION)

1. During the first working day of Step III, the OIT is not formally evaluated using the Daily Observation Report (DOR). The FTO shall document all training or coaching that is conducted on the first day of this step. The OIT shall be formally evaluated using the DOR for each remaining day in Step III.
2. OIT's are responsible for **60%** to **95%** of the workload distribution in Step III.
3. Step III consists of 15 working days for structured training and evaluation. The first day of the step being a Non-Evaluation Day so the OIT can become familiar with the FTO's expectations. The OIT may be advanced to step IV with less than 15 working days with the approval of the Public Safety Director or their designee.

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 3 - LAW ENFORCEMENT
GENERAL ORDER

July 7, 2014
INDEX NO. 3.1

FIELD TRAINING AND EVALUATION PROCESS

4. A working day is defined as a day during which the OIT completes a minimum of 8 hours of the scheduled 12 hour patrol shift under the supervision of a FTO (Minimum of 5 hours on an 8 hour day).
5. The FTS will insure that all Step III Operational Procedures have been completed before the OIT is advanced to Step IV.

E. STEP IV – 7 DAYS DURATION

1. During the first 3 days of Step IV the FTO **shall remain in full uniform**. The OIT shall assume all *Primary Contact Officer* responsibilities.
2. OIT's are responsible for **100% of the workload** distribution in Step IV.
3. Step IV consists of a minimum of 7 working days for structured training and evaluation.
4. A working day is defined as a day during which the OIT completes a minimum of 8 hours of the scheduled 12 hour patrol shift under the supervision of a FTO (Minimum of 5 hours on an 8 hour day).
5. The FTO and OIT shall review previously trained topics as time permits.
6. The OIT shall complete the second 4 days of Step IV as the **Sole Uniformed Officer**. The FTO **shall be in civilian clothes**.
7. OIT's must successfully complete Step IV in order to advance to Solo Patrol.

F. STEP V – REMAINDER OF TIME AS PROBATIONARY OFFICER (PO)

1. OIT's who complete step IV shall be referred to as Probationary Officers or PO's and shall be assigned to solo patrol during Step V.
2. PO's shall be monitored closely by the Patrol Operations Division Sergeants and Lieutenant assigned to them. A monthly inspection report will be completed each month by the appropriate sergeant. At the sergeant's discretion, they may ride with the PO occasionally to monitor their performance.

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 3 - LAW ENFORCEMENT
GENERAL ORDER

July 7, 2014
INDEX NO. 3.1

FIELD TRAINING AND EVALUATION PROCESS

3. Once OIT's complete step IV successfully, they will be eligible to attend the next available fire academy if not already certified in Firefighter I and Firefighter II prior to employment with the Bay City Department of Public Safety.

V. EXTENSION OF TRAINING

In the event that an OIT's performance is not acceptable (**Not Responding to Training – NRT**) at any time during the Field Training and Evaluation Process, the following actions shall be taken:

- A. The FTO shall notify their assigned FTS. The FTS shall notify the FTUC.
- B. The OIT's Field Training and Evaluation period may be extended upon the recommendation of the FTUC.
- C. All extensions of training for NRT shall be administered with a written *Performance Improvement Plan* collaboratively executed by the OIT, FTO, FTS and reviewed by the FTUC during an extension of training meeting.

VI. EARLY RELEASE OPTION

In the event that a lateral entrant OIT is consistently performing at or above an acceptable level and has satisfactorily completed all Operational Procedures, the Public Safety Director or Deputy Public Safety Director may reduce the number of days an OIT is assigned to Steps I, II or III or advance the OIT from Step II to Step IV based on the recommendations from the FTO's, FTS's and FTUC.

- A. The FTUC shall review all field training documentation to confirm that the standards have been met or exceeded.
- B. The FTS shall ensure that Step IV protocols are accomplished in order to recommend the OIT for Solo Patrol.

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 3 - LAW ENFORCEMENT
GENERAL ORDER

July 7, 2014
INDEX NO. 3.1

FIELD TRAINING AND EVALUATION PROCESS

VII. EVALUATION PROCESS

A. DAILY OBSERVATION REPORT (DOR)

The DOR is completed by the assigned Field Training Officer during each patrol shift. The FTO shall only document training and coaching on days when Non Evaluation Day (NED) protocols are in effect (i.e. first day of Steps I, II and III).

B. DAILY TRAINING PLAN (DTP)

1. Completed by the OIT and the FTO for each patrol shift.
2. Areas of training needs or performance deficiencies are written on 3"x5" cards.
3. Cards are attached to each patrol shift's DOR.

C. WEEKLY SUMMARY REPORT (WSR)

1. The front side of the report shall be completed by the OIT under the direction of the assigned FTO for each weekly training and evaluation period (i.e. 5 day period).
2. The assigned FTO shall insure that the OIT completes the WSR entries on the following information from the DOR's:
 - a) Performance assessment indicators for each category for each duty day with all NRT / deficient performance entries highlighted.
 - b) Total amount of training time per category for each duty day and for the entire week (entered category by category).
3. The FTS shall review the front side of the report with the OIT and the FTO.
4. The FTS shall complete the reverse side of the WSR at a weekly evaluation meeting with the OIT and the FTO.

VIII. EMPLOYMENT STATUS PROCESS

- A. A recommendation for termination of employment may be initiated at any time during the probationary period to include; the time during the Field Training Evaluation Process or solo patrol when performance is not acceptable.

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 3 - LAW ENFORCEMENT
GENERAL ORDER

July 7, 2014
INDEX NO. 3.1

FIELD TRAINING AND EVALUATION PROCESS

- B. The FTUC shall review all pertinent documentation supporting the recommendation for termination of employment.
- C. The Deputy Public Safety Director may forward a recommendation for termination of employment along with a request for an Employment Status Hearing to the Public Safety Director.
- D. If the Public Safety Director concurs with the recommendation, an Employment Status Hearing shall be scheduled. The OIT or PO shall be administratively relieved of duty and placed on deactivation status by the Deputy Public Safety Director or their designee. The Deactivation Notice shall be signed by the OIT or PO and the Field Training Unit Coordinator or their designee.
- E. The OIT or PO shall receive written notification of the date, time and location of the Employment Status Hearing. The OIT or PO shall be informed that he/she may have an advocate of his/her choosing present during the hearing.
- F. The Public Safety Director (or designee) shall preside over the Employment Status Hearing at which time the Deputy Public Safety Director, the FTUC and the FTS assigned shall present the reason(s) for the termination of employment recommendation. The OIT or PO shall be present during the hearing and will be afforded an opportunity to respond to the recommendation.
- G. The Public Safety Director (or designee) shall make the final decision regarding the employment status of the OIT or PO within seventy-two (72) hours of the conclusion of the Employment Status Hearing.
- H. The OIT's or PO's law enforcement status shall be formally deactivated by the Public Safety Director (or designee) pending the Employment Status Hearing disposition. During this time the OIT or PO shall remain on administrative leave with full pay and benefits.

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 3 - LAW ENFORCEMENT
GENERAL ORDER

July 7, 2014
INDEX NO. 3.1

FIELD TRAINING AND EVALUATION PROCESS

IX. FIELD TRAINING AND EVALUATION DOCUMENTATION RETENTION

- A. Upon completion of the employment status hearing process, the OIT's or PO's following Field Training and Evaluation reports will be placed in the employee's personnel file:
1. Employment Status Recommendation
 2. Employment Status Hearing Notification
 3. Employment Status Hearing Disposition
 4. OIT's or PO's Performance Summary
 5. MCOLES Separation from Employment Report
- B. All other Field Training and Evaluation Process documentation shall be maintained in accordance with department record retention policies.
- C. All Field Training and Evaluation Process files are confidential and shall be stored in a secure manner. Files shall be accessed only upon approval of the Public Safety Director or their designee.
- D. Field Training and Evaluation files of an OIT or PO who has been terminated or who has resigned shall be secured and maintained under chain-of-custody protocols until such time as the statute of limitations for all personnel actions has expired. This file shall minimally include the original copies of:
1. Daily Observation Reports
 2. Weekly Summary Reports
 3. Performance Improvement Plans (and all meeting notes)
 4. Operational Procedures Sheets
 5. All inter-office communications and other correspondence pertaining to the employee's employment status.

By order of:


Michael J. Cecchini
Public Safety Director