

# Standard Operating Procedure for Police Field Training

## 203.1 POLICE FIELD TRAINING PROCEDURES

- (a) Upon notification that new members of the UMBPD will be entering field training, the Training Lieutenant and the FTO Coordinator will assign the trainees to their Field Training Officers.
- (b) The Training Lieutenant, the Field Training Coordinator, and the Field Training Officers will meet to develop a Field Training Plan.
- (c) The FTOs will begin assembling their FTO book with the assistance and guidance from the Field Training Coordinator and the Education & Training Lieutenant.
- (d) The FTOs will supply the Field Training Coordinator and the Training Lieutenant with a schedule for each trainee, encompassing the entirety of their field training, including who the trainee will be assigned to (should the FTO be unavailable), days off, and scheduled shifts. This schedule will identify the conclusion of the trainee's field training, should his or her performance meet standards.
- (e) Daily Observation Reports will be scanned and emailed to the Education & Training Lieutenant and the FTOC daily. The original copies of the DORs will be delivered to the Education & Training Lieutenant to be placed in the trainee's training file. The FTOC shall submit weekly progress reports to the Commander of the Operations Bureau and Education & Training Lieutenant.
- (f) Once a trainee has completed the designated number of field training hours, an End of Phase Report will be completed by the FTO and submitted to the FTOC. The FTOC shall endorse the report with his/her recommendations and forward the report through the chain of command, with endorsements at each level, to the Commander of the Operations Bureau for his/her review and endorsement. After the Commander of the Operations Bureau has endorsed the report, he/she shall forward it to the Education & Training Lieutenant.
- (g) The Education & Training Lieutenant will submit a memo to the Commander of the Operations Bureau, Commander of the Support Services Bureau, Deputy Chief of Police, and the Chief of Police with a recommendation to release the trainee from field training or to extend field training.
- (h) Trainees are only released from Field Training upon the publishing of a personnel order approved by the Chief of Police.