


<b>HAVERFORD TOWNSHIP POLICE DEPARTMENT OPERATIONS MANUAL</b>		
<b>Issue Date</b> February 2021	<b>Review Date</b> February 2022	<b>Directive Number</b> <b>1.10.4</b>
<b>Accreditation Index:</b> 1.10.4		<b>Rescinds:</b> Directive 1.10.4 of November 2019
<b>Chapter:</b> One – Organization & Management Role		<b>Section:</b> Ten - Training & Career Development
Chief of Police: <i>John F. Viola</i>		

**SUBJECT: FIELD TRAINING PROGRAM**

**I. PURPOSE**

The purpose of this directive is to establish procedures for the organization and administration of the Field Training Program. The goal of this program is to improve the overall effectiveness and efficiency of service to the community by establishing a training and appraisal system for Probationary Police Officers.

**II. POLICY**

It shall be the policy of the Haverford Township Police Department to maintain an effective Field Training Program for all Probationary Police Officers. Probationary Police Officers shall successfully complete the Field Training Program prior to receiving permanent status as a Haverford Township Police Officer.  
(PLEAC 1.10.4 a)

**III. DEFINITIONS**

**Field Training Officer (FTO)** - a Haverford Township Police Officer with; a minimum of three (3) years of service in this Department; assigned by the Chief of Police; has successfully completed a course of instruction by a certified school for the training of Field Training Officers; qualified to evaluate the performance of Probationary Police Officers assigned to the Field Training Program of this Department.  
(PLEAC 1.10.4 b, e)

**Field Training Program Coordinator (FTC)** – shall be the supervisor of the Special Operations Unit or other supervisor as designated by the Chief of Police; responsible for supervising the Field Training Program and Field Training

Officers (FTO). The FTC shall be the liaison with the trainee while attending the police academy.  
(PLEAC 1.10.4 c, d)

**Field Training Lieutenant (FTL)** – shall be the Lieutenant designated by the Chief of Police; has command responsibility for supervising the Field Training Officer Program and direct supervision of the Field Training Sergeants and the Field Training Coordinator.  
(PLEAC 1.10.4 c)

**Field Training Sergeant (FTS)** – shall be the Platoon supervisor designated by the Chief of Police; responsible for supervising the Field Training Officer(s) and Probationary Police Officer(s) assigned to his Platoon.  
(PLEAC 1.10.4 c)

**Probationary Police Officer (PPO)** – for purposes of this directive a Probationary Police Officer is any newly hired officer assigned to the Field Training Program, who has not received permanent status as a Haverford Township Police Officer from the Chief of Police.

#### IV. FIELD TRAINING PROGRAM

##### A. Structure of Field Training Program

1. **The Field Training Program** is a forty-six (46) week program, with seventeen (17) weeks under the direct instruction of a FTO and an additional twenty five weeks (25) of evaluation by the FTS, all designed to prepare a Probationary Police Officer (PPO) to perform the duties of a police officer in Haverford Township. The PPO shall be required to successfully complete a series of performance standards and tasks evaluated by Field Training Officers (FTO) assigned to instruct the PPO in the methods necessary to perform these standards and tasks satisfactorily.
2. The FTO shall be required to submit periodic evaluations on the performance of the PPO to the Field Training Sergeant (FTS). The FTS shall supervise the daily operation of the Field Training Program in his Platoon and shall be responsible to keep the Field Training Lieutenant, if appropriate the other Patrol Division Commander and the Deputy Chief of Police appraised of the progress of the PPO.
3. PPO's come to the Department with varying amounts of experience as police officers. Some PPO's will require additional instruction beyond the seventeen (17) week period of the direct instruction period of the Field Training Program; while other PPO's may require less than this seventeen (17) week period to become acclimated to the performance standards and tasks necessary to perform satisfactorily as a Haverford Township Police Officer. However, a PPO shall be required to complete a

minimum of six (6) weeks in the Field Training Program prior to assignment to unattended and unobserved patrol duties.

**(PLEAC 1.10.4 a)**

**B. Selection Process for Field Training Officers**

1. Officers interested in being considered for an assignment as an FTO must submit a request in writing through the chain of command to the Chief of Police.
2. Officers interested in being considered for an assignment as an FTO must have a minimum of three years of continuous service with the Haverford Township Police Department.
3. Officers interested in being considered for an assignment as a FTO must possess cognitive knowledge of the job of a police officer including but not limited to; the crimes code of Pennsylvania, the motor vehicle code of Pennsylvania, Township Ordinances, the Rules of Criminal Procedure (specifically search and seizure & arrest) and the policies and procedures of the Haverford Township Police Department.
4. Officers interested in being considered for an assignment as a FTO should possess qualities such as leadership, patience, fairness, dependability and self-discipline.
5. Officers interested in being considered for an assignment as a FTO should show good judgment and decision making skills and must be highly motivated.
6. Officers interested in being considered for an assignment as a FTO must have no sustained Internal Affairs (I.A.) complaints which would directly relate to the candidate's suitability for the program for one year prior to application and appointment to the FTO program.
7. Officers interested in being considered for an assignment as a FTO must have a Positive review of their personnel, I.A. and absentee records.
8. Officers interested in being considered for an assignment as a FTO must have a positive recommendation by their present and prior supervisors at time of application and appointment to the FTO program.
9. Officers interested in being considered for an assignment as a FTO should possess above average communication skills including a demonstrated ability to write clear and complete reports.
10. Review and consideration of FTO candidates shall be conducted by the officer's immediate supervisor and the command staff. Final selection of FTO candidates shall be made by the Chief of Police.

**(PLEAC 1.10.4b)**

- C. Supervision of Field Training Officers
  - 1. The Field Training Sergeant (FTS) and the Field Training Coordinator (FTC) shall be the immediate supervisors of the Field Training Officers.
    - a) The supervisor of the Special Operations Unit or other supervisor as designated by the Chief of Police shall serve as the Field Training Coordinator (FTC).
  - 2. The FTC shall be responsible for directing and scheduling Field Training assignments.
  - 3. The FTC shall be responsible for maintaining a liaison with the FTS who has a PPO assigned to his platoon.
  - 4. The Field Training Coordinator, along with the Field Training Lieutenant, shall be responsible for updating the training program and the program manual, scheduling meetings with the FTOs and along with the FTS settling disagreements between the FTO and the PPO.

**(PLEAC 1.10.4 c)**

- D. Police Academy Liaison
  - 1. The supervisor of the Special Operations Unit shall act as the liaison for the Police Department with any police academy staff where department personnel are assigned.

**(PLEAC 1.10.4 d)**

- E. Training and In-Service Training of Field Training Officers
  - 1. Field Training Officers must successfully complete a course of instruction by a certified school for the training of Field Training Officers prior to assignment as an FTO.
  - 2. FTOs must attend all assigned training and in-service training programs conducted or designated by the Department

**(PLEAC 1.10.4 e)**

## **V. PROCEDURES**

- A. Probationary Police Officers will be assigned to the Special Operations Unit to commence the Field Training Program. The PPO shall be issued a “Field Training and Evaluation Program Recruit Manual”. This manual lists the standards and tasks expected to be learned and completed satisfactorily during the Field Training Program. This manual and the FTO’s manual provide the guidelines for evaluation of the PPO.

**(PLEAC 1.10.4 g)**

- B. During Phase I, the initial seventeen (17) weeks of the Field Training Program assignment the PPO shall receive instruction in the following areas:

- 1. Driving Skills – Normal Conditions

2. Driving Skills – Stress Conditions
3. Orientation Skills – Normal Conditions
4. Orientation Skills – Stress Conditions
5. Field Performance – Normal Conditions
6. Field Performance – Stress Conditions
7. Officer Safety in General
8. Officer Safety with Suspects or Prisoners
9. Self-Initiated Field Activity
10. Control of Conflict – Verbal Skills
11. Control of Conflict – Physical Skills
12. Radio – Appropriate Use
13. Radio – Listening and Comprehension
14. Radio – Transmission of Messages
15. Forms – Accuracy and Completeness
16. Report Writing – Organization and Detail
17. Report Writing – Appropriate Time Used
18. Report Writing – Grammar & Spelling
19. Problem Solving and Decision Making
20. Department Policies & Procedures
21. Title 18, Ordinances
22. Title 75
23. Acceptance of Feedback
24. Attitude Toward Police Work
25. Relationship with Public in General
26. Relationship with Others
27. General Appearance

**(PLEAC 1.10.4 g)**

- C. Whenever possible PPO's shall be rotated on a bi-weekly basis to a new FTO to ensure an objective overall evaluation of the PPO's strengths and areas needing improvement.  
**(PLEAC 1.10.4 f)**
- D. PPO's shall be assigned to the Special Operations Unit for a period of two weeks directly after taking the Oath of Office, or at the completion of their Act 120 training. If the FTO and the Field Training Program Coordinator (FTC) concur that the PPO has satisfactorily completed this phase of the

Field Training Program, the PPO shall be assigned to a Patrol Division Platoon for the next phase of the Field Training Program.

E. When assigned to a platoon, the PPO shall be assigned to an FTO to continue the Field Training Program until the PPO has successfully completed the program. Periodic PPO evaluation reports will be completed as outlined below. The FTO Weekly Evaluation Report will be the evaluation report completed for these evaluations.

1. For the time the PPO is assigned to a FTO they will be evaluated on the Weekly Observation Report. This evaluation will be completed by the FTO.
2. When the PPO moves to Phase II of the program (the time period after the initial 17 weeks of FTO training) the PPO will be evaluated biweekly by the FTS for the first eight (8) weeks of Phase II
3. For the remainder of the PPO's time in the field training program and/ or completion of the one year probationary period the PPO will be evaluated monthly by the FTS.
4. The FTO or the FTS will review the evaluation report with the PPO. The PPO, the FTO and/or the FTS will sign the report. A copy of the evaluation report will be given to the PPO and the original report will be forwarded to the FTC who will maintain a file for these reports and ensure that the Deputy Chief of Police, the FTL and if appropriate the other Patrol Division Commander receive copies of these reports.

F. Responsibilities

1. Probationary Police Officers:
  - a) Shall be responsible for studying and learning all training materials.
  - b) Shall be responsible for the maintenance and updating of training materials and the Haverford Township Police Operations Manual.
  - c) Shall be responsible for the notification of the Field Training Officer if the PPO is having any conflict with a member of the Department.
  - d) Shall be responsible for the notification of the Field Training Program Coordinator (FTC) or the PPO's FTS if the PPO is having any conflict with a member of the Field Training Program, including their assigned FTO.
  - e) Shall be responsible to initial and sign all "FTO Weekly Evaluation Reports" when asked to do so by the FTO or FTS.

2. Field Training Officers (FTO)
  - a) Shall be responsible for the training, conflict resolution, and evaluation of the PPO assigned to them.
  - b) The FTO shall conduct the Field Training Program in a professional, objective, and informative manner.
  - c) The FTO shall be responsible to complete the “FTO Weekly Evaluation Report” and ensure the delivery of this report to the FTC or the Platoon Supervisor.
  - d) The FTO shall maintain a close liaison with the FTC and the FTS concerning the ongoing training of the PPO.
  - e) The FTO shall ensure that the PPO has completed all phases of the Field Training and Evaluation Program as listed in the “Recruit Manual”.

**(PLEAC 1.10.4 h)**
3. Field Training Program Coordinator (FTC)
  - a) The FTC shall be responsible for the supervision of the Field Training Program and the personnel assigned to it.
  - b) Shall be responsible for scheduling and directing field training assignments.
  - c) Shall be responsible for informing PPO’s of the purpose and structure of the Field Training Program.
  - d) Shall be responsible for maintaining a liaison with Patrol supervisors and FTS having PPO’s assigned to their platoons.
  - e) Shall review all “FTO Weekly Evaluation Reports” submitted by the FTO’s and monitor the progress of the PPO’s.
  - f) Shall keep the FTL, if appropriate the other Patrol Division Commander and the Deputy Chief of Police informed of the progress of the PPO’s.
  - g) Shall be responsible for any upgrading and retraining requirements necessary to keep the Field Training Program and the FTOs current.

**(PLEAC 1.10.4 e)**

  - h) Shall maintain all Field Training Program files and records.
4. Field Training Sergeant (FTS)
  - a) Shall supervise the field training conducted by FTO’s assigned to their platoon.
  - b) Shall ensure that the PPO is trained in all aspects of the “Field Training and Evaluation Program Recruit Manual.”

- c) Shall ensure that FTO's conduct themselves and implement the program in a professional, objective manner.
  - d) Shall ensure that the PPO is not assigned to an officer not certified as an FTO unless personnel requirements dictate otherwise.
  - e) Shall review all "FTO Weekly Evaluation Reports" and forward these reports to the FTC.
  - f) Shall maintain a liaison with the FTC and the FTL to keep them informed of the progress of the PPO.
  - g) Shall attempt to mediate any conflicts which may arise during the field training of the PPO.
  - h) Upon completion of the PPO in the Field Training Program the Patrol Supervisor shall be responsible for preparing the Supervisor's Evaluation Report as required. These reports shall be completed at least monthly until the end of the PPO's probationary period.
5. Field Training Lieutenant (FTL)
- a) Shall be responsible for reviewing all "FTO Weekly Evaluation Reports".
  - b) Shall consult with the FTO and the PPO's FTS on the progress of each PPO.
  - c) Shall confer with the FTS and the FTC on the progress of the PPO to determine the appropriate recommendations to the Deputy Chief of Police on the status of the PPO's progress.
  - d) Shall be responsible to make recommendations to the Deputy Chief of Police concerning the appropriate action to be taken for each PPO. Some examples are, but not limited to the following:
    - (1) Recommendation to assign the PPO to regular patrol duties;
    - (2) Recommendation to extend the Field Training Program time for a PPO;
    - (3) Recommendation to terminate the employment of the PPO for failure to satisfactorily complete the Field Training Program
  - e) In the event of a difference of opinion between the FTO and the FTS on the progress of a PPO the FTL shall meet with the FTS, the FTO and the FTC to determine an appropriate action plan for the PPO.



**BY ORDER OF THE CHIEF OF POLICE**