



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



ORIGINAL EFFECTIVE DATE: March 1, 2002	REVISED DATE: January 4, 2014	NO. PAGES: 1 of 10	NUMBER: 1.1.24
SUBJECT: FIELD TRAINING PROGRAM			
ASSOCIATED MANUAL: Field Training Manual		RELATED ORDERS: 1.1.18, 1.1.31, 1.1.45	
CHIEF OF POLICE: <i>Michael McGrath, Chief</i>			

This General Police Order has been revised in its entirety

PURPOSE: To establish guidelines for administration of the Field Training Program, selection and conduct of the Field Training Officers, and assignment, training and evaluation of Probationary Patrol Officers. It is the goal of the Field Training Program to produce patrol officers that can effectively meet the needs of the Cleveland Division of Police and the community in which they serve.

POLICY: The Cleveland Division of Police recognizes that the development of Probationary Patrol Officers (PPOs) in the field is a critical step in the learning process. Therefore, all PPOs will remain under the command of the Training Section until successful completion of this program. PPOs shall be detailed to Districts based upon the staffing needs of Field Operations. They shall be assigned to Field Training Officers (FTOs) based upon the developmental needs of the PPO as determined by the Field Training Coordinator (FTC). Upon completion of the Field Training Program, successful officers will be permanently assigned to their commands by the Chief of Police.

The selection, training and accountability of PPOs, FTOs, and STOs are vitally important and shall follow the process outlined in this order.

DEFINITIONS:

Field Training Committee: A committee chaired by the Field Training Coordinator responsible for the selection and oversight of Field Training Officers. In addition to the Field Training Coordinator, the committee shall include at least one member from Field Operations, the Training Section, the Fraternal Order of Police and the Cleveland Police Patrolmen’s Association.

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Field Training Coordinator (FTC): The supervisory officer assigned to the Training Section who is tasked with the administrative and supervisory duties of the Field Training Program.

Field Training Officer (FTO): A certified patrol officer who is tasked with the teaching, coaching, mentoring, and evaluation of the Probationary Patrol Officer.

Probationary Patrol Officer (PPO): A patrol officer, assigned to the Training Section, who is tasked with completing all requirements of the Field Training Program as directed by the Chief of Police.

Supervisory Training Officer (STO): A certified supervisory officer of any rank who is tasked with ensuring that Field Training Officers and Probationary Patrol Officers are adhering to the standards and directives of the Field Training Program. STOs shall take an active role in the mentoring and evaluation of both the PPOs and FTOs.

PROCEDURES:

I. The Field Training Program

- A. PPOs will be sworn in and presented their badge after completion of the Cleveland Police Academy prior to beginning the Field Training Program.
- B. The Field Training Program will last twenty-five weeks (probationary period) and be broken into five distinctive Phases. The probationary period Phases are an extension of the two basic academy Phases. The Phases are in place to provide guidance for the FTO and PPO as to what skills and tasks they should be focusing on. At no time will completion of Phase requirements supersede safety or tactics.
 1. Phase 1 (Basic Academy: Recruit Phase): Phase 1 represents the beginning of the basic academy and focuses on core academy subjects as determined by Ohio Peace Officer Training Academy curriculum.
 2. Phase 2 (Basic Academy: Transitional Recruit Phase): Phase 2 focuses on transitioning recruits into the post-academy period where tactics, mindset and critical thinking become a priority.
 3. Phase 3 (Patrol: Orientation Phase): Phase 3 lasts one week. The PPO will be assigned as the third officer on a two-officer car with at least one of the officers being a certified FTO. Phase 3 will be for observation and

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familiarization. There is no checklist or evaluation associated with the Orientation Phase.

4. Phase 4 (Patrol: Special Response Phase): Phase 4 lasts five weeks. The PPO and FTO are assigned as a Special Response (SR) car to focus on foundational skills. The FTO and PPO will be considered a SR car and shall be considered as such for dispatched assignments and back-up purposes. From this phase forward, the PPO must pass all required task and evaluative standards as outlined in the Field Training Manual. The PPO shall be positively recommended for advancement by the FTO, STO, and the FTC prior to advancement to the next Phase and graduation from the program.
 5. Phase 5 (Patrol: Two-Officer Dispatch Phase): Phase 5 lasts eight weeks. The PPO will be assigned as a two-officer car in company with a FTO. Phase 5 will focus on basic two-officer zone car related skills (investigations, interviews, arrest procedures, verbal de-escalation, etc.).
 6. Phase 6 (Patrol: Two-Officer Self-Initiated Phase): Phase 6 lasts eight weeks. The PPO will be assigned as a two-officer car in company with a FTO. Phase 6 will focus on advanced two-officer zone car related skills (on-view criminal activity, community policing, drug activity, OVI enforcement, etc.).
 7. Phase 7 (Patrol: Shadowing Phase): Phase 7 lasts three weeks. The PPO will be assigned to a FTO. The purpose of this phase is to ensure that the PPO has acquired the skills necessary to perform the tasks of a patrol officer without direct supervision by a FTO. Two of the weeks the PPO and FTO will act as a two-officer car with the PPO taking primary action. One of the weeks the PPO will be assigned as a SR car with the FTO acting as a plain clothes observer. The mandatory one-week assignment as a SR car can be assigned during any of the three weeks of Phase 7 at the discretion of the platoon commander.
- C. Failure to Advance Phases: The recommended duration of the Phases can be altered with the understanding that some PPOs will need more attention during particular Phases of the Field Training Program. The FTC will monitor all Phase extensions to ensure the PPO is given every opportunity to successfully complete the program.

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1. Beginning with Phase 4, a PPO's failure to accomplish all requirements of the Phase will automatically extend the Phase by two weeks. This can also be accomplished upon recommendation by a FTO or STO. The FTC may reassign the PPO to a new FTO. At the end of the two week extension, the FTO will complete another Phase evaluation.
 2. A second failure to graduate from the current Phase shall cause the PPO to be returned to the Police Academy under the care of the FTC for one week. The PPO will be assessed for any deficiencies and provided retraining.
 3. Upon completion of the retraining, the PPO shall be returned to the field for another two-week evaluation of the Phase by a FTO.
 4. Failure to graduate from the Phase after this reassessment shall be cause for the FTC to recommend termination from the Division.
- D. PPOs will be detailed to various shifts and Districts throughout the course of the Field Training Program at the discretion of the FTC. Changes in detail will occur at the beginning of each Phase.
- E. Extension of the Field Training Program to allow for successful completion of all Phases shall be scheduled and monitored by the FTC.
- F. Court appearances are a necessary part of Field Training. PPOs may attend court in the company of their FTO up to six (6) times and no more than two (2) times per court (Municipal, State and Juvenile). This may be done on either the FTO's or PPO's subpoena. Training opportunities that would exceed the six shared court appearances shall be at the discretion of the Platoon Commander.
- G. Upon successful completion of the Field Training Program, the PPOs shall be given their assignments by the Chief of Police.

II. FTO Selection and Certification

- A. The FTO selection process shall be done no less than once per year and will be announced by Divisional Notice.
- B. FTOs shall be at least a Patrol Officer I.
- C. The FTO selection process shall follow these procedures:

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1. An application will be completed as directed by Divisional Notice.
2. Two references from direct supervisors must be included.
3. Recommendations will be forwarded through the chain of command for approval to be considered for the program.
4. Background information will be compiled by the FTC for review by the Field Training Committee. That information can include, but not be limited to, discipline history, sick time use, and performance evaluations.
5. The candidate will interview with the Field Training Committee.
6. The Field Training Committee shall approve/disapprove assignment as a FTO.

D. Certification

1. Certification will be conducted by the Training Section using current relevant curriculum as determined by the FTC and approved by the Chief of Police.
2. The certification course will include testing covering the course material, General Police Orders (GPOs) and other policy and procedures. The candidate must pass all testing with a minimum score of 70% to be approved as a FTO.
3. FTO certification is valid for three years.
4. FTOs may be decertified by a majority decision of the Field Training Committee for just cause.

- E. Recertification of FTOs will be conducted by the Training Section based on current standards as outlined by the FTC and approved by the Chief of Police.

III. Field Training Officer Responsibilities

- A. The FTO will complete the training of the PPO in a manner consistent with certification training, the Field Training Manual and under the direction of the FTC.

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- B. All FTOs are subject to serve as a FTO for a PPO or for the Return to Duty Program. Refusal may result in decertification of the FTO.
- C. FTOs shall wear on their uniform at all times the insignia chosen by the Chief of Police to indicate they are a Field Training Officer. The insignia for a FTO shall be a single blue chevron with a rocker. FTO chevrons are sewed ¼” below the shoulder patch.
- D. FTOs may be utilized for training of recruits during Phase I or Phase II. FTOs and STOs who are directly involved in the training of recruits in this manner shall be compensated as a FTO/STO per their Collective Bargaining Agreement.
- E. Evaluations
 - 1. FTOs shall complete the Daily Observation Report (DOR) as directed in the Field Training Manual. The DOR (Attachment A) shall be submitted weekly through the chain of command with proper endorsements.
 - 2. FTOs shall complete the End of Phase Observation Report (Attachment B) at the conclusion of all Phases beginning with Phase 4. This report will be submitted through the chain of command with proper endorsements.
- F. FTOs will be given priority consideration in temporary details to basic academy classes to act as instructors or role-players. This acquaints the recruits with the FTOs and provides the FTOs with supervised opportunities to learn new teaching and coaching techniques.
- G. Conduct
 - 1. All FTOs must commit to the philosophy of teaching. The FTO must realize that training is the first priority and the evaluation is secondary.
 - 2. The FTO will bear responsibility for the progress of the PPO, or lack of it, until the FTO is sure that other factors are the cause of the PPO’s performance. The FTO will be expected to assist the FTC with the planning and implementation of retraining a PPO.
 - 3. The FTO must conduct themselves as a role model. The FTO will consistently exemplify the attributes of a professional patrol officer.

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4. No officers shall set up live action training scenarios or training exercises in the field.
5. The FTOs will utilize any down time to teach, test, and evaluate the PPOs knowledge in all job tasks.

H. The relationship between a FTO and PPO will be that of a teacher and student. Therefore, the following will be expected:

1. The relationship will be one of mutual respect.
2. PPOs shall not be harassed, intimidated, intentionally embarrassed or treated in a demeaning manner.
3. FTOs and PPOs shall not fraternize while off-duty. This is to maintain a proper teacher/student relationship and to ensure that objectivity is maintained at all times.

I. The FTO will conduct training for the Return to Duty Program and complete all required documentation as outlined in GPO 1.1.45.

J. FTOs shall be compensated per their Collective Bargaining Agreement.

IV. Supervisory Training Officer Responsibilities

A. STOs shall be certified through the same program as the FTO with additional attention to their responsibilities and peer training. Selection to attend the certification training will be made by the supervisor's commanding officer. STO certification will last for three years and be subject to the same recertification process as described for FTOs. STOs may be decertified by a majority decision of the Field Training Committee for just cause.

B. STOs of the rank of Sergeant shall wear on their uniform at all times the insignia chosen by the Chief of Police. The insignia for a Sergeant STO shall be three blue chevrons with a single rocker.

C. Priority for daily assignment as a STO shall be given to certified STOs.

D. STOs shall monitor the progress of PPOs by direct observation, report review, and consultation.

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- E. The STO shall work one-on-one with the PPO (riding with them) at least once during each Phase.
- F. The STO shall ensure that the PPO is progressing according to the current Phase requirements by regular review of the PPO checklist and ensuring that the PPO is engaged in Phase appropriate tasks.
- G. If the assigned FTO is absent, the STO shall ensure that the PPO is assigned to a certified FTO as a temporary substitute. If a certified FTO is not available, the PPO can be assigned to a STO or an officer selected by the STO. An absence of the assigned FTO for longer than one week shall be reported to the FTC by the platoon commander.
- H. Evaluations
 - 1. The STO shall ensure that the DOR is submitted weekly by the FTO. The STO shall review the form, complete the section intended for the STO, and submit it through the chain of command. The original shall be forwarded to the FTC by the District Commander with additional copies retained by the PPO and the District.
 - 2. The STO shall ensure the End of Phase Observation Report is completed when appropriate. The STO shall review the form and provide recommendations as to whether or not the PPO is qualified for advancement. The original shall be forwarded to the FTC by the District Commander with additional copies retained by the PPO and the District.
 - 3. If the STO disagrees with a FTO's evaluation of the PPO, they are to document it on the observation report in the appropriate section. A Form-1 report may also be submitted with the evaluation if further explanation or documentation is needed. All original forms will be forwarded to the FTC by the District Commander. Under no circumstance shall the FTO's evaluation be altered.
- V. Probationary Patrol Officer Responsibilities
 - A. The PPO will be responsible to the Training Section and the command they are detailed to during the Field Training Program.
 - B. The PPO shall not engage in secondary employment prior to graduating from the Field Training Program.

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- C. The PPO shall not be permitted to take a non-emergency discretionary day off without prior approval from the platoon commander. Any days absent from the Field Training Program are subject to being made up by extension of the Field Training Program.
- D. The PPO shall obey any lawful order given by their FTO.
- E. PPOs who fail to adhere to the direction of their FTO shall be considered insubordinate.
- F. PPOs shall maintain a Phase checklist provided by the FTC. The checklists shall be kept in a neat and orderly manner. The checklists must be made ready for inspection at the request of the FTO, STO or any member of the Training Section.
- G. PPOs shall maintain a probationary notebook which will include, but not be limited to: all phase checklists, required documentation as indicated on the phase checklist, required documentation as outlined in the Field Training Manual and any other items as instructed by the FTC.
- H. The notebook will be provided for inspection at the direction of the FTO, STO or any member of the Training Section. The notebook shall be submitted by the PPO for review when ordered to do so by the FTC and prior to graduation from the Field Training Program.
- I. The PPO will complete evaluations of their FTOs as directed by the FTC.

VI. Field Training Coordinator Responsibilities

- A. The FTC will report to the OIC of the Training Section.
- B. The FTC will be the chairperson for the Field Training Committee and will hold committee meetings for the purposes outlined in this order and the Field Training Manual.
- C. The FTC will be responsible for conducting the selection process of FTOs and STOs.
- D. The FTC will create and amend the curriculum for the FTO certification classes based on current law enforcement practices and standards. The curriculum will be subject to approval by the Chief of Police.

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- E. The FTC will be responsible for scheduling and conducting (with the assistance of appropriate instructors) certification classes.
- F. The FTC will be responsible for the assignment of PPOs to appropriate FTOs for each Phase. All Phase assignments will be submitted to district commanders no less than fourteen days prior to the beginning of the Phase. Although individual details will be determined by the FTC, the staffing levels will be done based on staffing needs as directed by the Deputy Chief of Field Operations. Details will be made with the following considerations: the learning needs of the PPO, the teaching skills of the FTO, the willingness of the FTO to engage in the program, evaluations of the FTO and consultation with shift supervisors.
- G. The FTC will maintain the following records in relation to the Field Training Program.
 - 1. All Daily Observation Reports.
 - 2. All End of Phase Observation Reports.
 - 3. All retraining and assessments of PPOs.
 - 4. Certifications for FTOs and STOs.
 - 5. Lesson plans for all certification and retraining courses.
- H. The FTC shall send a copy of the End of Phase Observation Report to the Civil Service Commission and the Personnel Unit.
- I. The FTC may conduct on-site evaluations/inspections of PPOs and FTOs.
- J. The FTC is responsible for the remedial training of PPOs.
- K. The FTC will maintain the Field Training Program and make recommendations for any changes based on the Division's needs or current practices and standards. The FTC may introduce new programs dealing with Field Training for testing on a small scale with the approval of the Chief of Police.

MM/bk
Training Section
(Attachments A-B)