


University of Pennsylvania Police Department 4040 Chestnut Street, Philadelphia, Pa 19104		
Directive: 78	Subject: Field Training Officer Program	Effective Date: 02/07/2000
Order of: Gary Williams, Chief of Police		Amended Date: 08/01/2023

I. Purpose

The purpose of this directive is to establish policy and procedures pertinent to a structured and closely supervised program provided to recruit officers to facilitate the application of skills and knowledge obtained in the academy/classroom to actual performance in on-the-job situations. The field training provided by this department will be based on tasks frequently assigned to University of Pennsylvania Police Officers.

II. Policy

It shall be the policy of the University of Pennsylvania Police Department (UPPD) that all personnel adhere to the provisions herein regarding the policy and procedures of this training.

III. Scope

This directive shall affect all sworn police officers.

IV. Procedures

A. Program Description

1. The University of Pennsylvania Police Department in keeping with the strictest levels of performance requirements must always strive to maintain the highest standards of professionalism. To this end, the University of Pennsylvania Police Department’s Field Training program has been developed and implemented to meet this responsibility.
2. Upon successful completion of the State mandated classroom training (Act 120) but prior to assignment to patrol duties, the newly sworn officer shall be required to successfully complete a period of field training at the University of Pennsylvania. This period will be at four weeks (for experienced officers) to nine weeks in length and will consist of four phases.
 - a. Phase one: During this phase, the recruit officer is assigned to his/her primary Field Training Officer (FTO). This FTO is designated as primary because the recruit will be reassigned to the same officer during the final phase of training. The FTO will assist the

recruit by familiarizing him/her with the department and the Field Training program (including the use of the Daily Observation Report (DOR) as a performance evaluation tool, and the Field Training Checklist as a guide for tasks which are to be taught to the recruit). The FTO will begin completing the DOR after a short period of orientation. The FTO will review the completed DOR with the recruit and will explain each rating and the reason for that rating. The recruit will then sign the DOR to verify having had the opportunity to review it. The completed and signed DOR's will be submitted daily by the FTO to the shift FTO Sergeant, who will serve as supervisor to the FTO's. In addition, the FTO will complete a weekly evaluation report on the recruit. The recruit will be afforded the opportunity to review the evaluation prior to signing it. The form will be reviewed and signed by the FTO and shift FTO Sergeant. The Shift FTO Sergeant will complete an End of Phase Evaluation in which the recruit is either recommended or not recommended for assignment to the next phase.

- b. Phase two: Upon the completion of phase one; the recruit will be transferred to another FTO, on another shift, for additional instruction and evaluation. This rotation to a second FTO is done to ensure the recruit is objectively evaluated, and to identify the possibility of a personality conflict between the recruit and the primary FTO.
- c. Phase three: During this phase, the recruit will be assigned to his/her third FTO. Again, this is to get another objective opinion and to familiarize him/her to a new area not previously covered. Daily Observation Reports and Weekly Evaluations should continue to be submitted as in the other phases.
- d. Phase four: This final period is a very important part of the evaluation process and essentially provides the FTO with an insight into the solo officer capabilities of the recruit officer. In order to enter this phase, the recruit officer must have achieved an acceptable level of proficiency in all areas covered on the Daily Observation Reports. While involved in this phase, the recruit officer will be working in the capacity of a solo officer. The FTO will accompany the recruit evaluating his ability to perform as a solo officer. The FTO should not help the recruit officer except for liability or safety reasons (The FTO may be dressed in civilian clothes as an option).
- e. Extension of training phases: The maximum time a trainee is allowed to stay in the Field Training Program is nine (9) weeks. If the trainee is not performing at an acceptable level by the end of this period, termination action will be initiated. By the end of phase three, the trainee should be performing at an acceptable level "(4)" in all areas of evaluation. If the trainee has not attained an acceptable level of performance, the training period may be extended. Extensions will be granted under the following conditions:
 - 1) There is a specific identifiable problem.
 - 2) During the previous weeks of training, the trainee has shown progress in that area.

- 3) The problem is such that a specific plan can be developed or is available.
- 4) It is reasonable to believe that the remedial training would correct the problem within the time limit of the program.

If it becomes apparent to the FTO that a trainee should be extended, the FTO will request through the shift FTO sergeant that the trainee is extended. The shift FTO sergeant, FTO supervisor, and Captain of Staff and Administrative Services (or designee) will confer, and the extension will at that time be approved or denied. A trainee who has been granted an extension will be assigned to a shift and an FTO based on what would best accomplish the goal of the extension.

- f. The Purpose of the Field Training Checklist. The checklist is a document that contains the valuable information needed to direct the field training officer and the recruit through both the training and evaluation process of the field training officer program. Contained on its pages should be a complete breakdown of all the tasks that are to be taught to the recruit. Furthermore, the complete evaluation process should be explained so there is no misunderstanding concerning the FTO's responsibility or the recruit's expected performance.

B. Selection and Training of Field Training Officers (FTOs)

1. The primary goal of the Field Training Program is to provide the UPPD and the community it serves, with a police officer who can competently and safely perform his/her duties. This goal can be attained by means of placing the recruit officer with a well-trained and competent Field Training Officer. The FTO must develop a good objective relationship with the recruit to ensure that he/she can teach, counsel, and create a change in the behavior, or performance of the recruit, if there is a need.
2. The most obvious function of an FTO is that of teacher. The Field Training Officer must be able to objectively evaluate the recruit's behavior and performance, and then deal with the problems and shortcomings in an open manner. Any successful program is dependent upon the people who will be administering it.
3. With this in mind, the following qualifications are needed for acceptance in the UPPD's Field Training Program:
 - a. Above average knowledge of Department policies, procedures, and ability to perform job task;
 - b. Having a positive attitude towards the job, the program, and the Department;
 - c. Instruction ability;
 - d. Maintaining good personal appearance;

- e. At least one year service with the department;
 - f. Recommendation by Shift Commander/Supervisor;
 - g. Approval of Chief of Police and designee;
 - h. Skill in interpersonal relationships; and
 - i. Knowledge of training responsibilities.
4. Upon selection, the officer will receive a program of instruction, which will impart the student with the necessary knowledge, skills, and abilities to perform the tasks of field trainers and evaluators. Specific objectives include:
- a. Understanding the purpose and objectives of the Field Training Program;
 - b. Ability to identify the key elements which are essential to the success of the Field Training Officer Program;
 - c. Ability to identify important departmental policies and procedures that must be taught to the recruit officer in their charge, and demonstrate a working knowledge of these policies and procedures;
 - d. Ability to demonstrate a working knowledge of departmental forms and report writing procedures;
 - e. Understanding the duties, responsibilities, and work performed by a Field Training Officer;
 - f. Demonstrating a working knowledge of the Field Training evaluation process and termination procedure;
 - g. Demonstrating a clear understanding of the various aspects of instruction techniques which can be used by field training officer and remedial training procedures; and
 - h. Learning and understanding the proper procedure for recommending termination.

C. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

D. Officers Assigned to Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

E. Application

This directive constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.