



# Minneapolis Police Department Policy and Procedure Manual

Number:  
2-500

## Volume Two – Personnel Administration

### Recruitment and Training

#### 2-503 Field Training Officer Program

(xx/xx/25)

Revisions to prior policies: (01/25/02) (04/15/05) (08/23/10) (04/22/19)

##### I. Purpose

- A. The Minneapolis Police Department (MPD) aims to cultivate the highest quality talent among its police officer trainees. All trainees must complete the field training officer (FTO) program where they learn and practice effective problem-solving techniques, community policing, and field communication with their field training officer (FTO).
1. The FTO is an experienced officer trained in the art of supervising, training, and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.
  2. To ensure their successful transition to the field, the MPD is committed to selecting only the highest quality candidates for service as FTOs.
  3. This policy describes the standards to which FTOs and Officers in Field Training (OITs) are held throughout their participation in the FTO Program.
- B. Satisfactory completion of the FTO Program will increase the trainee's awareness of local community needs and increase their ability to handle a wide range of situations with both confidence and insight. Those trainees who are unable to transition from the more academic environment of the academy to field work and properly cope with or master the basic tasks required of today's police officers will be identified in this program and the deficiencies addressed on an individual basis. The degree and amount of remediation to be allowed for any particular deficiency are included in the MPD FTO Standard Operating Procedure (SOP) manual.

##### II. Policy

###### A. FTO Program

1. All members shall follow the FTO SOP manual.
  - a. Each OIT shall be issued the FTO SOP manual before beginning the FTO Program.
  - b. Each FTO shall be issued the FTO SOP manual before beginning to train an OIT.
2. Training for new police officers consists of a Police Academy and the FTO Program.

- a. Trainees must pass Police Academy requirements prior to being sworn in as peace officers and being accepted into the FTO Program as OITs.
3. OITs will work one-on-one with an FTO during the Field Training period.
  - a. The OIT shall work the same schedule as their assigned FTO.
  - b. A special request by an OIT to deviate from their assigned FTO's schedule must be approved by the assigned FTO, the field training Sergeant (FTS), and the field training program coordinator (FTC).
  - c. Initially, the OIT functions primarily as an observer (not graded), while the FTO completes their daily duties. As the OIT advances through the FTO program, more duties and responsibilities are progressively assigned to the OIT. Gradually more duties are shared, as the OIT becomes more familiar with the tasks involved in policing. Eventually, the OIT performs all of the required tasks of a police officer, while the FTO serves as an observer and evaluator.
  - d. During the course of the FTO program, an OIT shall be trained in a variety of geographic areas within Minneapolis, on a variety of shifts, and with several FTOs. It is required that OITs will train with different FTOs during each of their training phases. At the end of each phase, the OIT will be assigned a different precinct and different FTO.
4. OITs shall remain in the FTO Program until successful completion or revocation is determined by the Training Division.
  - a. The progress of an OIT will be evaluated by their assigned FTO and the FTS.
  - b. Daily Observation Reports (DORs) are an important component of the training process and are filed electronically in a database accessible to the OIT for review.
  - c. DORs and evaluations for OITs shall be reported to the Training Division in the format prescribed by the MPD FTO Standard Operating Procedure (SOP) manual.
  - d. If an OIT does not demonstrate a consistent, satisfactory performance level, the OIT may be given remediation training, extensions of the FTO Program phase or phases, and possible discharge. The FTO SOP manual includes the complete details surrounding these discipline measures.
5. The responsibilities of an FTO include but are not limited to ensuring the OIT understands any material provided or task given during each week or phase of the FTO Program and how successful completion is to be judged.
  - a. FTOs shall complete and submit an evaluation on the performance of their assigned OIT on a daily basis using the DOR. The FTO shall review, sign, and date the DOR at the conclusion of each training shift.

- b. FTOs shall complete a detailed end-of-phase performance evaluation on each assigned OIT immediately upon the conclusion of each phase of the Field Training Program. FTOs shall initial or sign the evaluation indicating successful completion (“sign off on”) all completed topics contained in the FTO SOP manual, specifically noting the method of learning and evaluating the performance of the assigned OIT.
6. The field training officer supervisor (FTS) is the precinct Sergeant where the FTO and OIT are assigned. The FTS is responsible for:
    - Familiarity with training materials, including providing guidance to OITs based on the FTO SOP manual, ensuring that all required training tasks and evaluations are understood and properly tracked.
    - Providing letters of recommendation for Potential FTOs.
    - Monitoring and supporting FTO Performance, including regularly assessing the performance of FTOs, ensuring they are effectively training OITs.
    - Conducting monthly check-ins with OITs and FTOs.

The FTO SOP manual contains a full list of responsibilities and duties.

7. The field training officer coordinator (FTC) is responsible for overseeing the FTO Program and ensuring that OITs are provided with the training and support required to become competent patrol officers. Additionally, the FTC is responsible for identifying and providing the FTOs with the tools they need to be successful trainers and teachers. The FTC is responsible for:
  - Coordinating OIT Phase rotation throughout various precincts.
  - Supervision of FTOs and OITs.
  - Assisting in selection and training of FTOs.
  - Scheduling training sessions for new and current FTOs.
  - Coordinating with the FTSSs.
  - Collecting, reviewing, and maintaining documentation on OIT performance.
  - Reviewing the FTO SOP manual and implementing changes as necessary.

The FTO SOP manual contains a full list of responsibilities and duties.

8. Recruit Officers are not legally authorized to carry a firearm unless engaged in a training program authorized by the Training Division.

## **B. Selection Standards for FTO Applicants**

1. Applicants must have a desire to be an FTO.
2. Applicants must have continuously served with the MPD upon academy graduation for at least two (2) years.

- a. Members who are lateral transfers from another agency may be given credit for prior service on a case-by-case basis.
3. Applicants must have no record of abusive sick leave incidents within the preceding year.
4. The Deputy Chief of Professional Standards will review the Internal Affairs and OPCR records, with an understanding that the following situations would automatically disqualify an applicant from being accepted into the FTO Program (including but not limited to):
  - Sustained allegations for using unreasonable force, depending on force levels.
  - Sustained allegations of willingly or knowingly making any untruthful statement, falsifying any official record or report, or misusing their official position..
  - Any single suspension of more than 40 hours within the last two (2) years.
  - Discipline in the last two (2) years from three (3) or more sustained community member complaints.
  - Documented behavior that would be seen as degrading to the FTO program, and the MPD's Mission, Vision, Values, and Goals.
5. Applicants must have an acceptable driving record, including no more than one preventable accident, as determined by the Crash Review Board (P&P 4-411), within the past year.
6. Applicants must have successfully completed all training mandated by MPD for all members of the applicant's current rank and assignment.
7. Applicants must have generally exhibited a commitment to police integrity, community policing, procedural justice, constitutional policing, problem solving, non-discriminatory policing, and have shown alignment with MPD's vision, mission, values, and goals.
8. Applicants must have demonstrated knowledge of criminal and motor vehicle codes and criminal procedures.
9. Applicants must have demonstrated above-average skills in writing police reports and conducting investigations.
10. The Chief of Police or their designee reserves the right to reject an applicant who the Chief or their designee determines is not appropriate to serve as an FTO.
11. All further selection details for FTO applicants can be found in the FTO SOP manual.

### **C. Revocation of FTO Status**

1. FTOs may have their status revoked for poor performance or failing to maintain their eligibility as described in the FTO selection standards of this policy.

2. Inspectors, after consultation and concurrence with the Commander of the Training Division, may remove an FTO from the field training program.
  - a. The cause for removal and concurrence by the Commander of the Training Division shall be documented in a written interoffice correspondence which shall be kept on file at the Training Division by the FTC.
3. All further FTO revocation details can be found in the FTO SOP manual.

#### **D. Required Training for FTOs**

To qualify as a full-time FTO, the member must successfully complete the initial 40-hour training course. FTOs are also required to attend an 8-hour refresher training course annually.

### **III. Definitions**

**Daily Observation Report (DOR):** A type of evaluation required to be completed by the FTO at the end of each shift, that documents an OIT's progress, performance level, and training needs.

**Field Training Officer (FTO) Program:** A training program that begins after recruits, cadets, and lateral officers graduate from the MPD pre-service police academy and become officers in training (OITs). OITs progress through 5 phases of the FTO Program, ending with a final evaluation.

**Phases of the FTO Program:** After the FTO Program Orientation, OITs progress through the five phases of the FTO Program. The division of duties evolves as the OIT progresses through the phases, with the OIT taking on more responsibility throughout. The OIT's participation in the FTO Program ends with a final assessment known familiarly as the "10-day."

**Field Training Officer (FTO):** The FTO is an experienced officer trained in the art of supervising, training, and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.

**Field Training Program Coordinator (FTC):** The coordinator who is responsible for overseeing the FTO Program and ensuring that OITs are provided with the training and support required to become competent patrol officers. The FTC reports to the Pre-Service Lieutenant. The FTC works in collaboration with the FTSSs, FTOs, and OITs, to formulate a training plan to achieve the best possible outcome for the OIT. Additionally, the FTC is responsible for identifying and providing the FTOs with the tools they need to be successful trainers and teachers.

**Field Training Sergeant (FTS):** A Sergeant in the precinct where the FTO and OIT are assigned, so serves as a liaison between the FTO Program, FTOs, and the OITs assigned to the precinct. It is the responsibility of the FTS to ensure the FTOs and the OITs carry out the department's goals and mission.

**Officers in Field Training (OITs):** After recruits, cadets, and lateral officers graduate from the MPD pre-service police academy, they become officers in training (OITs). The trainees remain OITs until they complete the phases of the FTO Program.

**Lateral OIT:** An officer that is joining MPD and has previous employment with a recognized police force. A lateral OIT is expected to follow the same roles and responsibilities and evaluation processes of an OIT.