FIELD TRAINING OFFICER PROGRAM
STANDARD OPERATING PROCEDURE

Revised December 2024

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FTO Program Acronyms

Officer In Training (OIT)

Field Training Officer (FTO)

Field Training Supervisor (FTS)

Field Training Coordinator (FTC)

Minneapolis Police Department (MPD)

Standard Operating Procedure (SOP)

Minnesota Department of Human Rights (MDHR)

Not Responding to Training (NRT)

Daily Observation Report (DOR)

Internal Affairs (IA)

Body Worn Camera (BWC)

In-Car Camera (ICC)

Overview - Document

The FTO SOP outlines all major aspects of the MPD's FTO Program. The FTO Program has been evaluated by the MPD in order to align with the MPD Annual Training Plan and the guiding principles of the MDHR Settlement Agreement (SA ¶ 216).

Overview - FTO Program

The FTO Program begins after recruits, cadets, and lateral officers graduate from the MPD pre-service police academy and become OITs. OITs start with FTO Program Orientation and progress through five phases of the FTO Program. The division of duties evolves as the OIT progresses, with the OIT taking on more responsibility throughout the program. The OIT's participation in the program ends with a final assessment (known familiarly as the "ten-day"). During the final assessment, the FTO observes the OIT for ten consecutive shifts in order to determine the OIT's ability to perform as a solo officer. During this phase, the FTO does not give any instruction and only intervenes when necessary.

Throughout the five-month FTO Program phases, the OIT will rotate through at least two precincts, work different shifts, and be paired with different FTOs. Each patrol shift will have a designated precinct FTS. The FTO Program is monitored by the FTC, who is designated to attend to the FTO Program needs in general. The FTO Program is overseen by the Training Division Commander and the Pre-Service Training Lieutenant.

FTO Program Purpose

The purpose of the FTO Program is to provide an individually tailored one-on-one program for OITs, allowing for improvement and professional development while concurrently assuring a mastery of a set of tasks before completion. The FTO Program strives to ensure that OIT's transition successfully from the academic environment of the Pre-Service Academy to the performance arena of active law enforcement duties, keeping in mind the MPD mission, vision, values, and goals through a procedurally just lens. All OITs will learn and practice effective problem-solving techniques, community policing, and field communication through their 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. To ensure their successful transition to the field, the MPD is committed to selecting only the highest quality candidates for service as FTOs.
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.

FTO Program Objectives
The FTO Program MPD has been designed and implemented so that the following objectives are achieved:

a. Build on academy instruction by fostering an environment where OITs can enhance their skills and increase proficiency through real-world application.
b. Provide balanced, consistent, and standardized training to all OITs and to provide remedial training in areas where deficiencies are identified.
c. Select and retain quality FTOs that have proven their abilities to understand and consistently implement non-discriminatory policing and procedural justice.
d. Continually train, develop and enhance the knowledge base of FTOs, FTCs, and FTSs, so they have the tools and resources to adequately teach, train, and mentor the OITs.
e. Gather and act on feedback to ensure continuous improvement of the program.
f. Improve the department screening process by providing on-the-job observation and evaluation of each OIT's performance.
g. Establish an evaluation system that is job-relevant and fair, utilizing a standardized and systematic approach to the documented measurement of performance.
h. Create a supportive environment in order to enable the OIT to become an exemplary solo Officer capable of meeting or exceeding departmental performance standards.
i. Develop highly trained and motivated police officers.
j. Ensure all participants embody MPD's mission, vision, values, and goals.
k. Increase the overall efficiency and effectiveness of the department by enhancing the climate of professionalism and competency demanded by the ethical standards of law enforcement.

Selection Standards for FTO Applicants

1. Applicants must have a desire to be an FTO.
    a. The Department will attempt to staff its FTO program with volunteers to serve as an FTO, and to assign employees to assign FTO duties if the needs of the Department cannot be fully staffed by volunteers.
2. Applicants must have continuously served with the MPD upon Academy graduation for at least two 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 successfully completed all training mandated by MPD for all members of the applicant's current rank and assignment.
4. 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.
5. Applicants must have a demonstrated knowledge of the MPD Policy and Procedure manual and be able to teach the OIT from the MPD Policy and Procedure manual.
6. Applicants must have demonstrated above-average skills in writing police reports and conducting investigations.
7. 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):
    a. Sustained allegations for using reasonable force, depending on force levels.
    b. Sustained allegations of willingly or knowingly making any untruthful statement, falsifying any official record or report, or misusing their official position.
    c. Any single suspension of at least 50 hours within the last two years, and patterns or history of multiple violations with discipline less than a 40-hour suspension.
    d. Discipline in the last three years from three or more sustained community member complaints.
8. Applicants must have an acceptable driving record, including no more than one preventable accident, as determined by the Crash Review Board, within the past year.

9. No record of abusive sick leave incidents within the last year.

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.

FTO Revocation Guidelines

1. FTOs may have their status revoked for poor performance or failing to maintain their eligibility as described in the FTO Selection Standards.
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.

Evaluations

There are several FTO Program-related evaluation processes:

- OIT evaluations of their assigned FTO/s performance (Officer in Training Survey)
- OIT evaluations of the FTO Program (Six-Month Oral Interview)
- FTO evaluations of OIT performance (Daily Observation Report (DOR), End-of-Phase Report)
- FTO evaluations of the FTO Program (Field Training Officer Survey)
- FTS evaluations of FTO and OIT performance (FTS Monthly Check-In, Attachments, OIT Safety Violation Form, NRT Rating, Extensions)
- FTC evaluations of FTO and OIT performance (DOR reviews, Training Plan, Informal Check-Ins, Additional Training, OIT Improvement Plan, Call Center, Extensions, and Remedial Training)
- Training Division evaluation of the FTO Program (Annual review including benchmarks, procedures, methods, feedback, and recommendations)

See individual sections in FTO SOP for more details.

Daily Observation Report (DOR)

The "Daily Observation Report" (DOR) is **required to be completed by the FTO at the end of each shift.** This documents an OIT's progress, performance level, and training needs.

The DOR includes 27 measurable behaviors known as the Standard Evaluation Guidelines (SEGs), subdivided into five categories: Appearance, Attitude, Knowledge, Performance, and Relationships. The SEGs are performance observations and are designed to measure an OIT's ability to perform in the field.

Observations are entered on the form using a five-point continuum from "Unacceptable" (1), to "Acceptable" (3) and "Superior" (5). Special comments are required for all ratings of 1 or 5. In addition to the rating scale of performance levels, two other categories are provided: "NO" (Not Observed) and "NRT" (Not Responding to Training).

An "NO" rating refers to any activity where the FTO did not sufficiently observe in order to rate the OIT.

An "NRT" rating is used when an OIT demonstrates repeated deficiencies. The FTO must provide documentation of training efforts and assign a score of 1 or 2, depending on the observed performance. An NRT may not be given until at least one remedial training assignment has been completed. All training must be documented appropriately and shall be recorded through the MPD's training and evaluation system. Despite giving an NRT, training in all areas must continue.

When OITs attend training sessions or are assigned outside their primary duties (e.g., off-site instruction, administrative assignments), a DOR will not be completed for that day. Those days are excluded from the total count of required DORs. The required DOR sequence is Orientation: 1-6 DORs, Phases 1-4: 14 DORs each, Phase 5: 10 DORs, and ten-day Evaluation: 10 DORs (if no Extension).

See Appendix A for example DOR and SEGs.

Officer in Training (OIT)

Overview

OITs are encouraged to actively engage in the learning opportunities provided by FTOs and to consistently look for opportunities to build their skillsets. Open communication, constructive discussions, and successful working partnerships are valued.

OITs will:

- Study and read the task material prior to having their FTO review it, complete all assignments and tasks in a prompt, timely manner, and follow all policy and procedures.
- OITs will be on time for all rollcalls and trainings. It is the responsibility of the OIT to make up any missed assignment/training.
- While off duty, OITs will not respond to police calls, will not violate traffic laws, and will not conduct police investigations; they will keep in mind that injuries that cause disabilities may have an adverse effect on their training, and will adhere to MPD policies regarding any use of department resources in an off-duty incident.
- Keep in mind that both on-duty and off-duty conduct must comply with MPD policies and procedures. Violations may adversely affect employment.
- Follow the guidance and direction provided by their FTOs. However, this does not supersede the duty to intervene policy (MPD Policy & Procedure Manual – 5-310; III; C- Duty to Intervene). If an OIT believes that a specific instruction or order is improper or an evaluation is not fair, they will discuss it with the FTO. If the OIT is still not satisfied, they can set up a meeting with their FTO Sergeant. If the FTO Sergeant cannot resolve the problem, the FTO Sergeant will set up a meeting with the FTO Program Coordinator.

The role of the OIT is to enter field training with an open mind and the willingness to learn.

For the OIT to successfully complete the FTO Program, they must complete all tasks, pass all tests, and successfully perform as a solo officer for ten consecutive shifts. This may require the OIT to study at home or train on their own time.

The OIT must complete 100 reports prior to starting their ten-day and log the completed reports on the report log. The log shall be turned into the FTC prior to starting the ten-day. Failure to complete the log will cause a delay in the beginning of the ten-day.

Roles and Responsibilities

Tasks

Each phase of the FTO Program has tasks to be completed by OITs. The tasks are training assignments. It is the responsibility of the OIT to complete the tasks. Task assignments cover MPD policies, core elements and functions of their job as a police officer. Each phase then has a coordinating Task List. The Task List requires initials and/or signatures in two columns labeled "OIT" and "FTO."

The OIT will ensure the tasks are completed and signed off by the FTO and themselves, acknowledging they were reviewed together. The OIT will electronically return the completed task list to the FTC.

Failure to complete all tasks prior to the beginning of ten-day will result in delaying the start of ten-day. If tasks are not completed, the OIT will be placed on desk assignment until the tasks are completed.

The following are the expectations for each column of the Task List:

1. **FTO Explain:** Indicates the task list item was discussed by the FTO. MPD Policy and Procedure and appropriate references are provided. Every item on the task list should be explained by the FTO. This column will be initialed and dated by the FTO.

2. **FTO Perform:** Indicates a task list item was completed by the FTO in front of the OIT, while performing police duties. This is a physical activity and not solely an explanation. This can also be accomplished through a training put on by the FTO to demonstrate the specific task item. This should only be dated and initialed in those instances where the FTO performs the indicated task. This column will be initialed and dated by the FTO.

3. **OIT Explain:** Indicates a task list item to be explained by the OIT to the FTO; the OIT must demonstrate understanding on the indicated task. This column will be initialed and dated by the OIT.

4. **OIT Perform:** Indicates a task list item to be completed by the OIT in front of the FTO, while performing police duties. This can be a training conducted by the FTO in which the OIT performed during the training and demonstrated proficiency with the specified task item. This should only be dated and initialed in those instances where the OIT performs the indicated task. This column will be initialed and dated by the OIT.

See Appendix C for Task List example.

Self-Initiated Activity

The OIT shall explain the necessity of, and demonstrate proficiency in, the performance of self- initiated activities, and understand the procedural justice, community trust, and racial disparity implications. This will minimally include vehicle stops (traffic enforcement, investigative), pedestrian stops (suspicious persons, consensual encounters), directed patrol (assaults, burglaries, auto thefts/car jackings, crime patterns), arrests (misdemeanor and felony, warrants), and other activities (street checks, suspicious circumstances). The OIT must also understand the expectations and application of MPD's Body-Worn Camera (BWC) and In-Car Camera (ICC) policies.

Vehicle Stops

Of the listed self-initiated activities, vehicle stops are the most frequent. Conducting a vehicle stop can be one of the most dangerous duties a patrol officer can perform. Violent acts that have taken place during a vehicle stop are among the leading cause of officer injuries and death.

A key consideration when preparing to make a vehicle stop is the amount of risk perceived by the patrol officer. OITs will know the two risk levels in vehicle stops: "Unknown" and "High Risk".

Unknown risk stops cover the following: traffic or equipment violations, suspicious activity, and certain misdemeanors.

High risk stops include felony violations, serious misdemeanors, vehicles that match a description given during a previous crime alert, and vehicles taken during the commission of a felony (i.e., car jackings).

Officer safety during vehicle stops is crucial. OITs will know the details of officer safety on vehicle stops, including:

- Developing a plan of action prior to initiating the stop

- Requesting and using backup assistance, when necessary

- Appropriately using communication/notification resources

- Applying safe and sound tactics when

    o Initiating a stop

    o Approaching the vehicle

    o Contacting the vehicle occupants

- Discuss hypothetical situations with their partners ahead of time

- Obtain appropriate ongoing training in advance to maintain skill levels

- Work as a team

- Maintain communication with dispatch and other involved officers

- Move slowly and methodically

- Rely on known tactics and procedures while also remaining flexible enough to adapts or improvise if necessary

- Exercise emotional restraint and self-control

The roles and responsibilities of each officer involved in a high-risk vehicle stop must be clear.

The contact officer:

- ❖ Conducts the stop

- ❖ Directs the driver and occupant(s) of the target vehicle

- ❖ Takes necessary actions related to the investigation (e.g., obtaining identification, searching suspects)

It is the general responsibility of any cover officers called to assist the primary officer at the scene of a high-risk vehicle stop to:

- ❖ Protect the primary officer who is conducting the business of the stop

- ❖ Place their own patrol vehicle(s) in a proper position to avoid silhouetting other officers with the vehicle's headlights or other lighting equipment

- ❖ Take and maintain proper positions of cover and concealment

- ❖ Maintain their firearms at the ready

- ❖ Maintain visual contact with the vehicle occupant(s) at all times

- ❖ Avoid a crossfire situation

It is vital that the primary officer initiating any high-risk vehicle stop maintain communication with Dispatch and any assisting/backup officers involved in the situation. Such communication should include:

- ❖ Primary officer's location and direction of travel

- ❖ Safest approach to the scene

- ❖ Possible traffic diversions or road closures

- ❖ License plate number and a description of the target vehicle

- ❖ Number and description of the target vehicle's occupant(s)

- ❖ Existence of any known or suspected weapons within the vehicle

- ❖ Any additional information regarding the offense(s) or the suspect(s)

- ❖ Request additional resources (Helicopter, K9, less lethal, etc.)

- ❖ Direction of fire

Routine Call List –Step by Step Instructions

When responding to a call, the OIT will work with the FTO to fully understand the routine call protocol:

1. Receiving the call

    a. Dispatched call

    b. Flagged down

    c. On patrol

    d. Traffic Law Enforcement Action

2. Getting and arriving to the call

    a. What type of response or "code" do you use while responding?

        i. Code 2 = Normal driving

        ii. Code 3 = Red lights and siren in a continuous manner

            ❖ If Code 3 – when do you deactivate the lights and siren?

    b. What streets to take for the fastest route to the call?

        i. Blue street signs

      ii.   Green street signs

      iii.   Brown street signs

  c.   Where do you park the squad when you arrive?

      i.   Two or more houses away

      ii.   Half a block away

      iii.   Right in front of the incident location

3. When are you Code 4?
   *** Making the scene safe for everyone ***

   a. Hands in plain sight

   b. Who is inside the house?

   c. Any dangerous items/weapons?

   d. Do you need to handcuff someone to make the scene safe (within policy)?

   e. Is the suspect still on scene?

4. Gathering information

   a. Is this a crime – what information do you need?

   b. Is this a civil matter – what information do you need?

   c. Does this a "receive" information call – no crime and not civil matter

   d. Where is the scene?

   e. Securing the scene

   f. Suspect description

   g. Where is the victim?

   h. Does the victim need medical attention?

   i. All other information

5. Deciding

   a. To arrest

         i.   Issue citation – Rule 6

         ii.   Book into jail – Rule 6

         iii.   Advise

   b. Civil matter

   c. Write a report

   d. Look for suspect or request other officers check the area

   e. Transport to jail or another location

   f. Send the parties from the scene

 6. End of Call

   a. Use proper clearing code

   b. Proofread report

   c. FTO review report

   d. Submit final report

Work Schedule

Law enforcement is a 24-hour, 365-day career, and officers are expected to work on holidays, weekends, and overnight shifts. Throughout each phase of training, the OIT will rotate through different shifts and precincts, providing experience in various work schedules. The OIT may work the Day watch (0630-1630), Middle watch (1600-0200), or Dog watch (2030-0630).

During each phase, the OIT will be assigned a primary FTO, and their work schedule will align with that of their FTO. The OIT is required to work the same days as their FTO. Any changes to this schedule must be approved by the shift supervisor and communicated to the FTC.

If the OIT needs a day off for personal reasons, such as a wedding or other major event, they must submit a request via email to their shift supervisor and the FTC. Please note, not all requests may be approved.

OIT Overtime Shifts – Policy

The FTO Program guidelines regarding OITs working overtime shifts (overtime is not required):

- To be eligible to work an overtime shift, it must be in the precinct the OIT is assigned to, and the OIT must be working with an FTO. It is preferred, but not required, for the OIT to work with their primary FTO during an overtime shift.

- An OIT can work only one additional shift in a seven-day period. The OIT and FTO are required to get written approval from the respective shift supervisor.

- Working an overtime shift will not count towards the overall training days.

- The FTO is expected to complete an Orientation DOR at the end of the overtime shift, to receive FTO compensation for the additional shift worked.

Evaluation

Field Training Rotation Reports

OITs are required to complete Field Training Rotation Reports to successfully complete the Field Training Program.

FTOs and FTSs are responsible for facilitating the OIT's completion of the required reports during each specified rotation. If any required report is not completed within the designated rotation, the reason for the incomplete task will be documented in the final FTS Monthly Report. Additionally, the FTO and FTS for the next rotation will be notified to ensure proper follow-up and completion.

Field Training Rotation Reports include the following:

<u>**Orientation and Phase 1 (approximately 6 weeks)**</u>

- ☐ Robbery (Any) (or 2nd Rotation)
- ☐ Domestic Assault
- ☐ Order For Protection Violation
- ☐ Transport Hold
- ☐ Stolen Motor Vehicle Report
- ☐ Traffic Citation
- ☐ State Accident Report – MN Crash system
- ☐ Property Damage Accident
- ☐ Booking at Hennepin County Jail
- ☐ Probable Cause Statement

<u>**Phase 2 (4 weeks)**</u>

- ☐ Robbery (if not in 1st Rotation)
- ☐ Domestic Assault (if not in 1st Rotation)
- ☐ Sexual Assault – Criminal Sexual Conduct Rape (CSCR)/Criminal Sexual Conduct Molestation (CSCM)
- ☐ Death Case/Suicide/Attempt Suicide
- ☐ Overdose (OD)
- ☐ 2nd Degree Assault or higher

<u>**Phase 3 (4 weeks)**</u>

- ☐ Child Abuse
- ☐ 5th Degree Assault
- ☐ Citizen's Arrest Form
    - ☐ ANYTHING ELSE NOT COMPLETED OR CHECKED OFF ABOVE

<u>**Preparation for Patrol – Checklist**</u>

All OITs are expected to arrive on time and ready for work each shift. OITs need to be in full uniform and in the rollcall room at the shift start time. The list below sets out the equipment that OITs must have either with them or in their locker as well as tasks they need to carry out.

1. FTO SOP

2. Check safety equipment (cuffs, flashlight, OC spray, and Taser)

3. Gun and magazines - clean and operable / ballistic vest, with panel(s)

4. Badge, nameplate, Department ID card, driver license

5. Body Camera

6. City cell phone

7. 100 Report Log

8. Extra handcuff key

9. Adequate supply of Employee Complaint History Cards

10. Adequate supply of daily forms used (short order forms, tow sheets etc.)

11. Miranda Card

12. Pens, pencil, and clipboard

13. Evidence bags - both plastic and paper

14. Call out bag with gas mask, riot helmet/Visor, 42" baton

15. Rain Gear

16. Cold weather gear (long underwear, hats, gloves, jackets)

17. Check and safely load shotgun

18. Inspect police vehicle (emergency equipment working, trunk supplies)

19. Vehicle interior: Mobile Data Computer (MDC), spotlights, fuel gauge, siren/horn, Public Announcement (PA) system, air conditioning, heater, radio, back seat

20. BWC and ICC start-up check completed

FTS Monthly Check-in

The FTS Monthly Check-In report supplements the DORs by documenting the OIT's progress and identifying areas for further development. The FTS will provide detailed commentary on the following:

1. **Performance Assessment:** Evaluation of the OIT's performance based on established guidelines and standards.
2. **Progress Overview:** Indication of whether the OIT's performance is improving, declining, or remaining consistent, with examples to support these observations.

3. **Remedial Training:** Documentation of any remedial training provided, its impact on performance, and recommendations for additional training, if needed.
4. **Formal Counseling:** Summary of any formal counseling sessions conducted by the FTS.

The OIT is required and encouraged to share their perspectives on their performance, the FTO Program, and their interactions with FTOs and Sergeants. Any identified personal challenges or training gaps will be addressed collaboratively, with remedial strategies planned when applicable.

The report must be completed monthly by the FTS, signed, and submitted to the FTC through MPD's training and evaluation system. If possible, the OIT should review the Monthly Check-In prior to meeting.

End of Phase Check-In

When OITs move from one phase to the next, each OIT, FTO, and the FTC will discuss and evaluate the overall performance of the OIT. This allows for an opportunity for the FTOs and the OITs to discuss strengths, weaknesses, remedial training efforts, and suggestions for future training of the OIT.

The FTC will complete an End of Phase Evaluation Report on each OIT's progress in MPD's training and evaluation system. In those areas where remedial training was given by the FTO or special testing was conducted, a brief description of the process will be documented on the Report. Recommendations for proposed training will be noted on the Report. If possible, the OIT should review the report before meeting. The report must be completed by the FTS, signed, and submitted to the FTC through MPD's training and evaluation system.

Extensions (OIT)

To complete the FTO program, the OIT must demonstrate the ability to perform on a DOR at a scoring level of 3 or higher consistently in all areas. OITs who are unable to obtain or maintain this level of performance may be granted one Extension. The Extension will consist of up to 12 consecutive shifts of training. If the OIT does not meet the standard required after the Extension, specific recommendations will be made by the FTC, Pre-Service Lieutenant, and the Commander of the Training Division to place the OIT on an improvement plan. The DC of Professional Standards will be notified of the OIT's placement on the improvement plan.

OIT Improvement Plan

If an OIT is consistently underperforming and not making expected progress as seen in DORs, End of Phase Check-Ins or Extension periods, the FTC and Pre-Service Lieutenant will assess the areas of underperformance in an OIT Improvement Plan. They will review information from the Daily

Observation Reports (DORs), feedback from FTOs and FTO Sergeants, and success levels in remedial training, to determine the focus and content of the improvement plan.

The FTC and/or Pre-Service Lieutenant will meet with the OIT to discuss the improvement plan, outlining specific expectations and necessary actions for progress. A copy of the improvement plan will be added to the OIT's training file for documentation and future reference. This process ensures that OITs receive the necessary support to address performance gaps and continue their development within the program.

If an OIT still does not respond to their improvement plan, the Pre-Service Lieutenant will write a memo to the Training Division Commander recommending dismissal. The Training Division Commander then works with the Deputy Chief to determine if dismissal or other recommendations are needed.

Lateral OIT

A lateral OIT is 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.

Field Training Officer (FTO)

<u>**Overview**</u>

The FTO is entrusted with identifying and implementing effective leadership strategies that inspire purpose, provide clear direction, and foster motivation with the paired OIT. The FTO will be a strategic teacher, role model, coach, evaluator, counselor, supervisor, and mentor for all OITs they are assigned throughout their participation in the FTO Program. Through thoughtful explanation and leading by example, the FTO will demonstrate how key leadership competencies enhance skills and effectiveness as a law enforcement professional.

<u>**Roles and Responsibilities**</u>

It is imperative that the FTO consistently upholds the highest standards of professionalism and integrity. The OIT often models the behaviors and attitudes of their paired FTO.

The FTO is responsible for delivering comprehensive training through clear instruction, active supervision, and constructive feedback. This includes illustrating best practices, providing direction, and fostering the development of skills and competencies necessary for effective law enforcement.

Evaluation is a critical component of the FTO's responsibilities. Using Standard Evaluation Guides (SEGs), the FTO objectively assesses the OIT's performance during each shift. The DOR must be completed prior to the end of the shift and reviewed with the OIT to ensure clarity and provide actionable feedback. Objectivity and fairness are paramount, with evaluations conducted free from personal bias.

The FTO is accountable for signing off on required tasks and ensuring the OIT progresses through each phase in alignment with departmental standards. By fulfilling these responsibilities, the FTO not only supports the development of the OIT but also upholds the integrity and excellence of the department.

Training and Certification

To become certified as a full-time Field Training Officer (FTO), an officer must successfully complete the MPD FTO Training Course, a 40-hour intensive course with adult learning theory-led facilitation. FTOs are also required to attend an annual eight-hour refresher training course.

Duty to Intervene

The FTO has a duty to intervene when (including but not limited to):

1. The OIT is about to commit an illegal/unlawful act that would violate MN state statutes, city ordinances, MPD policy, etc. (detention, arrest, or use of force).

2. The OIT is about to or has placed themselves and/or others in a dangerous, unsafe position of threat, possible harm, or risk.

3. The OIT is clearly unable to respond, when immediate response is necessary, or they are uncertain what to do, how to accomplish the task(s), or respond to the call.

4. The OIT has or is about to seriously compromise the quality of professional law enforcement service.

5. The OIT either cannot or will not decide.

6. The OIT also has a duty to intervene. The FTO Program will cultivate an environment in which OITs participate actively in their field training, including questioning deviations from policy and raising other concerns, without fear of retaliation.

Before you intervene, consider: Is the OIT performing incorrectly or merely differently than I would?

Full-Time FTO Designation

To be designated as a full-time FTO, officers must express their intent to the FTC via email. It is assumed that upon completing the FTO course, an officer intends to serve as a full-time FTO unless otherwise stated. If an officer no longer wishes to serve as a full-time FTO, they must formally notify both the FTC and their precinct supervisor via email. They must specify whether they intend to transition to a substitute FTO role or withdraw from the program entirely.

- Returning from Substitute to Full-Time Status:

    o If the time elapsed between full-time and substitute designation is less than 24 months, the officer must complete the required quarterly training from the preceding 12 months to regain full-time FTO status.

    o If the elapsed time exceeds 24 months, the officer must reapply through the most recent job announcement and meet all current requirements for the role.

Substitute FTO Designation

Substitute FTOs are officers who agree to train OITs when full-time FTOs are unavailable. Substitute FTOs are required to have completed the FTO training course. If a substitute FTO wish to transition to a full-time FTO designation, they must adhere to the application process outlined in the most recent job announcement. If no active job posting is available, the substitute FTO must await the next announcement.

Pause List – Full-Time and Substitute FTOs

An FTO officer, regardless of their FTO designation, may be placed on "pause" or disqualified from field training for an indefinite period. This pause status is applied for reasons including, but not limited to:

- Conduct that discredits the department.

- Receiving coaching for inappropriate behavior or policy violations.

- Active or pending disciplinary actions.

- Poor performance as an FTO.

- Behavior inconsistent with the mission, values, and goals of the Training Division or the department.

Process for Pause or Disqualification:

- The Commander of IA will review the precinct FTO distribution list whenever a new complaint is filed against an officer.

- If the officer is listed as an FTO, the Commander of IA notifies the FTC and the Deputy Chief of Professional Standards.

- While the specifics of the complaint may remain confidential, the Deputy Chief of Professional Standards or their designee determines whether the officer is placed on pause or disqualified.

The status update is reflected in the precinct FTO distribution list, and the FTC notifies the Pre-Service Training Lieutenant. The Pre-Service Lieutenant then informs the officer and their chain of command regarding the status change:

- **Officer Communication:**
  Officers placed on pause may contact the Lieutenant of Internal Affairs for information regarding their pending disciplinary case, subject to Internal Affairs' policies and procedures.

Evaluations

Evaluation of FTO performance is essential to maintaining the quality and effectiveness of the program. Supervisors and the FTC conduct quarterly evaluations to ensure FTOs demonstrate the skills, behaviors, and values expected of their position. Feedback from these evaluations is shared with MPD Review Panel and used to enhance the FTO's development and inform decisions related to their designation or status.

Check-Ins, Meetings, Comeback Trainings

During field training, the FTO and the OIT will meet with the FTO Sergeants on their respective shifts at least twice a month, if not weekly. Additionally, the FTO and the OIT will meet with the FTC during each phase of training to review and discuss performance. The meeting shall be scheduled closer to the end of the phase. During Phases 2 and 4, the OITs may be scheduled to attend a ten-hour training session at the Academy. Upon successful completion of the ten-day and near six months of overall field training/probation, the OIT will meet with the FTO Coordinator and complete an FTO exit interview.

Daily Observation Reports – DORs

DORs are designed to evaluate the OIT's daily performance in job-related areas. The FTO must focus on the OIT's observable behaviors, document them, and numerically assess it. The DOR is a chronological portrait of the OITs performance, as well as a comprehensive record of the FTO's instruction and coaching efforts to improve less than acceptable performance.

The other purpose of the DOR is to identify training needs, document the extent of the training efforts, and represent a formal and ongoing feedback chart. Both FTO and the OIT must acknowledge the DOR by date and signature. An OIT's signature does not imply agreement with the scores but rather acknowledgement of the DOR's content. Once the DOR is signed off by the FTO and the OIT, it is sent to the FTO Sergeant and FTC for final approval.

The FTO should make recommendations to correct errors and assess the OITs performance. If the FTO has conducted remedial training with the OIT and the OIT does not achieve or perform to standards on the task properly, then a reduction in rating values may be appropriate.

While in the FTO Program, there are instances when the OIT attends training or works elsewhere other than their primary assignment. During these instances, the OIT will not receive a DOR, and those days do not count towards the overall number of completed DORs.

See Appendix A for an example DOR.

Common Evaluation Errors

Error of Leniency
This occurs when the FTO assigns a score beyond what the OIT deserves. The FTO recognizes this as less than adequate but considers the OIT's lack of experience. The result that occurs is that the same performance seen several weeks later may result in the awarding of an unacceptable score. If the performance does not change, the score should remain the same regardless of how long the employee has been in the program. Standards do not fluctuate but OITs do.

Personal Bias
This occurs when the FTO allows personal feelings about an employee to affect the ratings. Personal likes or dislikes limit appraisal objectivity. FTOs must evaluate OITs objectively.

Central Tendency
This occurs when the FTO routinely groups the scores toward the center of the rating scale, when the FTO does not pay close attention to performance, wants to avoid controversy, or does not want to document scored behavior above or below the curve (1-2 or 6-7).

Related Traits/Event Bias
This occurs when one or two traits or a particular behavior dominates the appraisal. The FTO may evaluate all the remaining categories based on the dominant mistake or an outstanding performance.

Not Enough Improvement
When an OIT's scores tend to be between whole numbers, FTOs should use the lower score. The higher score needs to be completely earned.

Room to Grow
This can occur when the FTO that wants to motivate the OIT to work harder and assigns a score less than the OIT deserves. When someone fails to get the recognition that they deserve, in terms of motivation, they experience loss rather than gain.

Averaging Scores
This has no place in the evaluation process. The FTO who assigns scores without individually assessing each DOR category does not give the OIT or other trainers information to help improve performance. For example, this can occur when an FTO assigns all categories a "4" rating when some categories are below that rating and some are above and does not show where the OIT excels or needs improvement.

"No Rookie Ever Gets a 5"
The DOR scores should be based on real life experiences; the score should not reflect artificial standards.

There is no place for unrealistic expectations and goals in a job-related performance evaluation. If the OIT deserves a score, they should receive it. Refer to Standardized Evaluation Guidelines if needed.

Ignoring Behavior

If an FTO fails to correct an OIT when they have made a mistake, they are likely to make the mistake again; the OIT will equate your silence with approval.

Not Responding to Training – NRT

Giving an NRT rating on a DOR should only be used in situations where reasonable, documented remedial training has been attempted by the FTO and the OIT has not responded to that training or guidance, or when an OIT refuses to follow directions from their FTO. An NRT indicates that the same problem has occurred in the past and that the remedial effort has not produced the desired results.

If the OIT meets the criteria for an NRT, the following needs to occur:

1. The FTO will notify the shift FTS or on-duty Supervisor and the FTO Coordinator.

2. The OIT will remain on duty and complete the duration of their shift.

3. The FTO will ensure the NRT is reflected on the DOR with comments.

4. The Training Division will make a reasonable effort to conduct remedial training with the OIT after the first NRT.

Call Log Entries

Throughout each shift, the FTO shall document the calls/incidents to which the FTO and OIT responded. The form can be found on MPD's training and evaluation system and will be used as a resource for verification as to which calls/incidents the OIT has responded to and how they performed.

Safety Violation Report

Throughout the field training program, there are instances when the OIT might make an egregious safety error or continuously does unsafe things even after additional training. When these instances occur, the FTO shall complete an Officer in Training Safety Violation Report, which is found in MPD's training and evaluation system. The form shall be completed in its entirety. Some examples of a safety violation are:

- Carelessness with firearms or other weapon(s)

- Consistently does not maintain a safe distance when interviewing persons

- Consistently fails to search or pat frisk persons under suspicious circumstances

- Consistently exposes weapon towards suspects

- Has careless muzzle discipline while searching buildings

- Consistently can be described as three or more instances occurring and after documented additional training time has occurred.

End of Phase Evaluation

The End of Phase Evaluation will be completed by the FTC. The evaluation summarizes the performance of an OIT for an entire phase. Information obtained through the DORs, meetings with the FTO, the OIT and the FTO Sergeants will be utilized when completing the of the End of Phase Evaluation. OITs should review the End of Phase Evaluation before the meeting.

Field Training Report

Each FTO must complete a report writing checklist. The OIT needs to respond to, and write a report for, the listed rotation reports prior to the completion of field training. During Phases 1 through 4, the FTO and FTO Sergeant need to sign off and attest that the OIT has responded to the required calls for service.

Phases of Training

At the beginning of each phase of the FTO Program, the FTO is expected to help familiarize the OIT with the precinct and show them pertinent things, such as the location of the locker room, supply room, mailboxes, and where to dock their Body Worn Cameras (BWCs). The FTO shall communicate their expectations with the OIT such as arriving to work on time, preparing the squad prior to roll call, and proper roll call etiquette. It is important to understand that all FTOs will follow the FTO Program expectations, no matter what precinct they are working at. More guidance on this is covered in the initial FTO Training Course. Additionally, the OIT needs to meet with the shift supervisor and understand their expectations regarding items such as how to call in sick and how to take a day off, along with their expectations for the month of training.

Phase Expectations:

1. **Orientation** – The length of Orientation may vary from Academy class to Academy class and may be adjusted to allow for the six phases of field training to sync up with the regular 28-day work cycle.

    a. **Goal** – The goal of Orientation is to provide the OIT with an opportunity to learn the roles and duties of patrol officers and to familiarize themselves with geography, locations, and equipment. The FTO should show the OIT necessary locations such as gas pumps, jail, and hospitals.

    b. **Expectations** – During Orientation, the FTO shall be considered an ABLE car. The FTO help familiarize the OIT with the squad car, the MDC, and other pertinent items.

    c. **Evaluation** – During Orientation, the FTO is expected to complete an Orientation DOR at the end of each shift.

    d. **Duration** – Duration of Orientation could be anywhere between four and six shifts.

    e. **Location/FTO** – This will be the first assignment for the OIT.

2. **Phase 1** – Phase 1 will be an opportunity for the OIT to watch and learn from the FTO.

    a. **Goal –** The goal of Phase 1 is to have the OIT assist the FTO on a variety of calls.

b. **Expectations** - During Phase 1, the FTO shall be considered an ABLE car. The FTO is considered the primary officer, however the OIT will write all the reports and complete all the forms necessary for each incident or call.

- Complete necessary tasks.

- Complete Report Writing Checklist.

c. **Evaluation** – During Phase 1, the FTO is shall complete a Phase 1 DOR at the end of every shift. The FTO shall also complete the Call Log Entries form.

d. **Duration –** The duration of Phase 1 is 14 shifts.

e. **Location/FTO** – Phase 1 occurs at the same precinct, on the same shift, and with the same FTO as the OIT was assigned during Orientation.

3. **Phase 2** – Phase 2 is an opportunity for the OIT to build on what they learned in Phase 1. Phase 2 is an opportunity for the FTO to read previous DORs regarding the OITs past performance. The FTO can identify which types of calls the OIT has or has not answered.

a. **Goal –** The goal of Phase 2 is to have the OIT and the FTO work together on a variety of calls; to include more in-progress calls.

b. **Expectations –** During Phase 2, the FTO and OIT should be considered a two-person car. This is dependent upon the performance of the OIT. The FTO and OIT should switch off driving and operating the MDC, just as they would if the OIT was not in field training. The OIT is expected to write all the reports and complete all the forms necessary for each incident or call.

- Complete necessary tasks

- Complete Report Writing Checklist

c. **Evaluation –** During Phase 2, the FTO shall complete a Phase 2 DOR at the end of every shift. Additionally, the FTO shall complete the Call Log Entries form on MPD's training and evaluation system.

d. **Duration –** Phase 2 is 14 shifts.

e. **Location/FTO –** Phase 2 occurs at the same precinct as Phase1, but on a different shift and with a different FTO.

4. **Phase 3** – Phase 3 is an opportunity for the OIT to take the lead on most calls and incidents. This phase is also a good indicator if the OIT will need additional training or will need to be placed on an improvement plan. Phase 3 is an opportunity for the FTO to read previous DORs regarding the OITs past performance. The FTO can identify which types of calls the OIT has or has not answered.

a. **Goal** – The goal of Phase 3 is to have the OIT and FTO work together on calls. The OIT should not rely on the FTO as heavily as they may have in Phase 2.

b. **Expectations** – During Phase 3, the FTO and OIT should be considered a two-person car, but it depends upon the performance of the OIT. The FTO and OIT should switch off driving and operating the MDC, just as they would if the OIT was not in field training. The OIT is expected to be the primary officer on all the calls. The OIT is expected to write all the reports and complete all the forms necessary for each incident or call.

  ▪ Complete necessary tasks

  ▪ Complete Report Writing Checklist

c. **Evaluation** – During Phase 3, the FTO shall complete a Phase 3 DOR at the end of every shift. Additionally, the FTO shall complete the Call Log Entries form on MPD's training and evaluation system.

d. **Duration** – Phase 3 is 14 shifts

e. **Location/FTO** – Phase 3 occurs at a different precinct than Phase 2, and with a different FTO.

5. **Phase 4** – Phase 4 is an opportunity for the OIT to take the lead on every call and incident. This phase is a good indicator if the OIT is prepared for their ten-day, or if an Extension of training is necessary.

a. **Goal –** The goal of Phase 4 is to have the OIT perform most, if not all the functions of the job on their own. The OIT should not rely on the FTO for most things.

b. **Expectations –** During Phase 4, the FTO and the OIT should be considered a two-person car. The OIT should be driving and operating the MDC as if the FTO were not in the car. The FTO should always be near the OIT, so they can adequately evaluate the OIT and their performance.

  ▪ Complete necessary tasks

  ▪ Complete Report Writing Checklist

c. **Evaluation –** During Phase 4, the FTO shall complete a Phase 4 DOR at the end of every shift. Additionally, the FTO shall complete the Call Log Entries form on MPD training and evaluation system.

d. **Duration –** Phase 4 is 14 shifts

e. **Location/FTO –** Phase 4 occurs at the same precinct and on the same shift as Phase 3, but a new FTO is assigned to the OIT.

6. **Phase 5** – Phase 5 is an opportunity for the OIT to prepare for their upcoming ten-day. For consistency, it is important to maintain the same FTO throughout Phase 5 and the ten-day evaluation. Additionally, Phase 5 is the last opportunity to complete the necessary tasks,

reports, report checklist and additional paperwork. This paperwork needs to be completed prior to the start of the OIT's ten-day.

   a. **Goal –** The goal of Phase 5 is to have the OIT perform all the functions of the job on their own. The OIT should not rely on the FTO.

   b. **Expectations –** During Phase 5, the FTO and the OIT should be considered an ABLE car, with the OIT performing most of the work functions in preparation for the upcoming ten-day evaluation. The OIT should drive the entire time and operate the squad computer and radio. The FTO should still be providing input and identifying areas for improvement.

   c. **Evaluation –** During Phase 5. the FTO shall complete a Phase 5 DOR at the end of every shift. The FTO shall complete the Call Log Form on MPD's training and evaluation system.

   d. **Duration –** Phase 5 is 10 shifts.

   e. **Location/FTO –** Phase 5 occurs at the same precinct as Phase 4, but the OIT is transferred to a new shift and has a new FTO assigned to them.

7. **10 – Day Evaluation** – The ten-day evaluation is an opportunity for the OIT to demonstrate that the last five months of training, equating to nearly 700 hours, has given them the tools to perform the job as an ABLE officer. The ten-day starts on DOR #67.

   a. **Goal –** The goal of the ten-day is to have the OIT perform all the functions of the job on their own with no assistance from their FTO. It should be noted the OIT can utilize all available resources, including their co-workers.

   b. **Expectations –** During the ten-day, the FTO and the OIT should be considered an ABLE car. The FTO is in full uniform as required by MPD Policy and Procedure manual. The OIT should drive the entire time and perform all the duties as if the FTO were not present.

   c. **Evaluation** – During the ten-day, if at any point the OIT receives a score of a "1", the ten-day will immediately stop. The FTO shall immediately notify their shift supervisor and notify the FTO Coordinator. During the ten-day, if the OIT receives a score of a "2" in any category twice, the ten-day stops and the FTO shall immediately notify their shift supervisor and the FTO Coordinator.

   d. **Duration** – The ten-day is ten shifts in duration.

   e. **Location/FTO** – The ten-day occurs at the same precinct as Phase 5, on the same shift and with the same FTO.

8. **Lack of Improvement** – In the event the OIT does not perform to acceptable levels, the FTO Coordinator, in collaboration with the Pre-Service Lieutenant, may consider extending the field

training period, providing alternate training plans to the OIT or moving the OIT to another precinct or shift. Another option is to release the OIT from the FTO program.

Extension (FTO)

To complete the FTO program, the OIT must demonstrate the ability to consistently perform at a scoring level of "3" in all areas on the DOR. OITs who are unable to obtain or maintain this level of performance may be granted one Extension. The Extension consists of up to 12 consecutive shifts of training. The Commander of the Training Division will approve the Extension if it is reasonable to believe that the training will correct the deficiency within a reasonable amount of time. If the OIT does not meet the required standard after the Extension, specific recommendations will be made by the FTC regarding the OITs performance.

Extensions will be put in place when a performance review is completed. The performance deficiency needs to be identified as an isolated incident or indicative of an on-going problem. The OIT's performance will be evaluated and documented. The training period during the Extension must be well-documented by the FTO, the FTC, and the FTO Supervisor (FTS). Extensions may occur prior to an OIT's ten-day or take place during the ten-day according to the situational training needs of each OIT.

- Example: If the OIT has displayed a consistent level of poor performance or continues to display officer safety concerns, the OIT can be extended or placed on the desk while remedial training is conducted and/or until performance improves.

During the Extension, the FTO will complete Extension DORs.

- Example: The OITs ten-day was stopped on day three due to unacceptable scores. The OIT would stop their ten-day, would be subject to an Extension period, and would restart on day three of their ten-day.

If the OIT does not achieve acceptable scores upon completion of an Extension, they may continue with the program despite their scores and begin their ten-day evaluation. Once their ten-day evaluation begins, if the OIT does not achieve acceptable scores, their ten-day evaluation will stop. The FTO and FTS need to communicate the unacceptable score(s) to the FTO Program Coordinator and the Pre-Service Lieutenant immediately.   At that time, the FTO Program Coordinator and Pre-Service Lieutenant will create a solution regarding the OIT and their potential continuation of training.

Overview

The FTS is a sergeant from the precinct the FTO/OIT pair are assigned to for each phase of training (will be different at each precinct). The FTS acts as a liaison between the FTO Program, the FTOs, and the OITs assigned to the precinct. The FTS' responsibility is to ensure the FTOs and the OITs carry out the department's goals and mission at all times.

Roles and Responsibilities

The FTS is responsible for the following duties:

1. **Familiarity with Training Materials**

   - Review and understand the FTO SOP.

   - Ensure the FTO SOP is accessible for reference and compliance.

   - Provide guidance to OITs based on the FTO SOP, ensuring that all required training tasks and evaluations are understood and properly tracked in MPD's training and evaluation system.

2. **Provide Letters of Recommendation for Potential FTOs**

   - Identify officers who exhibit strong potential to become full-time FTOs.

   - Offer letters of recommendation for those officers who express an interest in becoming an FTO. The FTS, in coordination with shift supervisors, plays a key role in the selection process by assessing officers' work performance.

3. **Monitor and Support FTO Performance**

   - Regularly assess the performance of FTOs, ensuring they are effectively training OITs.

   - Provide corrective measures or feedback when necessary.

   - If an FTO's performance negatively impacts the OIT's training, the FTS will notify the FTC for further review of the FTO's performance and deliver corrective action to the FTO if necessary.

4. **Conduct Monthly Check-ins with OITs and FTOs**

   - Complete the **FTS Monthly Check-In Report** in the MPD's training and evaluation system for each OIT assigned to the shift.

   - The report evaluates performance based on firsthand observations and uses a scale from 1 (below expectations) to 5 (exceeding expectations). If the FTS has not observed a specific evaluation point, they should mark it as "NO" for not observed.

   - Use this report to provide feedback on the OIT's progress, document any supplemental training provided, and keep a record of meetings or discussions held with the OIT or FTO.

5. **Document Significant Behavior or Performance Issues**

- If any OIT behavior deviates from normal training expectations (e.g., tardiness, insubordination), the FTS will document these incidents in a Word document and attach them to the OIT's portfolio in the MPD's training and evaluation system.

- Attachments may also be used to provide evidence of exceptional service or performance beyond standard expectations.

- The FTS must inform the FTC whenever an attachment is added to an OIT's portfolio.

6. **OIT Safety Violation Form**

- Use the OIT Safety Violation Form in the MPD's training and evaluation system to document any serious incidents that jeopardize the safety of the OIT, other officers, or civilians.

- These incidents will also be noted on the OIT's DOR.

- The FTC must be notified whenever the OIT Safety Violation Formis completed.

7. **Not Responding to Training (NRT)**

- The NRT designation should only be used when the FTO has made reasonable efforts to provide remedial training, but the OIT has not demonstrated improvement or responsiveness to guidance.

Evaluation

Attachment

In the event the FTS observed any significant conduct of an OIT that falls outside the scope of normal training evaluation (i.e., tardiness, insubordination), the FTS will document this behavior in what is called an "Attachment".

Attachments can also document police service above and beyond the expectations of an OIT. The FTS shall inform the FTC anytime an attachment is added to the OIT's portfolio.

OIT Safety Violation Form

This form in the MPD's training and evaluation system is used to document repeated or particularly serious one-time incidents that jeopardized the safety of the OIT, other officers and/or citizens. The incident shall be documented on the OIT's DOR as well. The FTC shall be notified when this form is completed.

Not Responding to Training (NRT)
In the event of an NRT rating on a DOR, the following will occur:

- FTO will notify the FTS or on-duty shift supervisor and FTO Coordinator

- OIT will remain on duty (If necessary, desk duty or completion of tasks)

- FTO will document the NRT on the DOR form in detail

Extension (FTS)

Those involved in the training of an OIT (FTS/FTO) may recommend additional training time for an OIT by way of an Extension. It is preferred that the OIT completes the initial 66 DORs prior to starting an Extension. The FTO Program pre-service lieutenant and the FTC will make a determination when an Extension is appropriate. Extensions are comprised of up to 12 working shifts. During an extension, if the FTS and FTO determine the OIT's deficiencies have been corrected, the Extension may end prior to the full 12 days and the OIT may continue with the ten-day evaluation.

Field Training Coordinator (FTC)

Overview

The Field Training Program Coordinator (FTC) reports to the Pre-Service Lieutenant. The FTC collaborates with the FTO Sergeants, FOTs, and OITs to formulate a training plan to achieve the most successful outcome for the FTO Program.

The 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.

The FTC is responsible for updating all relevant FTO lists to reflect status changes.

The FTC is responsible for maintaining accurate records of all "pause" status designations, ensuring that changes are updated promptly on the appropriate FTO distribution lists.

Minimum Requirements to become an FTC include proof of the following through an application review or letter/s of recommendation:

- Prior service as an FTO, which prepares them for the duties they will perform

- Comprehensive MPD knowledge that assists them in working through the complexities associated with this position

- Good supervisory/management skills

- Experience in Patrol Supervision, Investigations, Administration, and teaching

- Effective communication skills

- The ability to analyze large amounts of data from a variety of sources and apply it using sound decision-making skills

- Ability to evaluate and articulate work performance of direct reports

- The ability to formulate training plans for OITs and FTOs

- The ability to teach and mentor OITs in a variety of physical and academic skills.

Roles and Responsibilities

The FTO FTC will:

- Coordinate OIT Phase rotation among various precincts

- Coordinate schedule of OIT/FTO monthly meetings

- Coordinate, prepare and provide OIT come-back training if necessary

- Supervision of FTOs and OITs

- Assist in selection and training of FTOs

- Schedule training sessions for new and current FTOs

- Coordinate with precinct FTO Sergeants

- Collect, review, and maintain documentation on OIT performance

- Conduct check-ins with FTOs and OITs to evaluate progress

- Recommend retention or probationary release of OITs through the chain of command

- Coordinate and conduct a draft for new FTOs with precinct Inspectors and Deputy Chief of Patrol

- Schedule/conduct exit interviews with OITs

- Maintain FTO list(s); full-time, substitute, paused

- Review FTO SOP every quarter

  o When necessary, the FTC shall revise the FTO SOP to assure they accurately reflect the mission, vision, values and goals of the MPD and the Training Division

- Educate new employees (recruits, cadets, and laterals) on the expectations of the FTO Program

- On a quarterly or bi-annual basis, the FTC may post job announcements for full-time FTOs

  o Upon posting the job announcement, it is the responsibility of the FTC to carry out the hiring process. This includes reviewing the applications, arranging the interviews, and identifying the questions for the interviews.

MPD Training and Evaluation system

As of January 2022, all documentation pertaining the performance of the OIT shall be documented in MPD's training and evaluation system, which is currently provided by the MPD training and evaluation system. The FTC shall utilize the MPD training and evaluation system resources when becoming acclimated with the use of the system.

The FTC shall be responsible for the training of FTO Program users in the application of the MPD training and evaluation system, onboarding of new users within the application, and maintaining the accuracy of the forms within the MPD training and evaluation system. When changes are made, the FTC shall ensure those revisions are reflected in the electronic version of the forms within the MPD training and evaluation system.

Current forms within the MPD training and evaluation system

Daily Observation Report (DOR)	Safety Violation Report
Tasks	End of Phase Evaluation
OIT Manual	Call Center DOR
Officer in Training Improvement Plan	Probationary Employee Evaluation
FTS Bi-Weekly Report	FTO Evaluation
Dispatch Signals	FTO Manual
100 Report Form	

Selection Process of FTOs

The FTO Selection Standards and the application process shall be clearly identified within the job announcement. The FTC and the Pre-Service Lieutenant shall ensure the roles, responsibilities, and requirements of the FTO are accurately depicted in the job announcement. See Introduction section of this SOP for a detailed list.

The FTC shall ensure the application process is followed, including application review, requesting, and reviewing an applicant's Employee Complaint History Card, and forming an interview team who is available to be present for all of the interviews to ensure the scores are consistent from applicant to applicant.

Applications, interview evaluations, and final selection documentation shall be stored electronically for one year.

FTO Lists

The FTC is responsible for maintaining and updating the full-time, substitute, pause and precinct FTO distribution lists using Smartsheet. The FTC shall obtain a Smartsheet license through IT that allows them to create, edit and maintain the Smartsheet in order to successfully carry out their responsibilities.

The lists are shared with the Commander of Internal Affairs, the Deputy Chief of Professional Standards, the Commander of the Training Division, and the Pre-Service Lieutenant. The lists are maintained by the FTC; however, they are the working property of the Training Division.

Full-time FTOs may request to be moved to the substitute list or be identified as an officer who does not want to field train. The FTC is responsible for updating these identifiers on the respective lists. A substitute FTO may only be eligible to be a full-time FTO if they have applied and were accepted as a full-time FTO and have attended an FTO training course.

Full-Time List

To be considered a full-time Field Training Officer, the officer must have attended and successfully completed a field training officer course. Additionally, the full-time FTO is required to attend quarterly training.

Within the MPD training and evaluation system application, a full-time FTO will have an FTO certification date. A re-certification date reflects when the FTO completed the assigned quarterly training necessary to maintain their FTO certification. It is the responsibility of the FTO coordinator to maintain these dates within the MPD training and evaluation system.

Substitute List

To be considered a substitute FTO, the officer may or may not have attended a field training officer class.

Pause List

Any officer, regardless of their status as an FTO, can be placed on pause from field training or be disqualified from field training for an indefinite amount of time. When an employee is on pause from field training, the FTC shall update the corresponding FTO list (full-time or substitute) to reflect the status

change. In the event the employee had not officially declared their intention to be a full-time or substitute FTO, their name shall be placed on the substitute list for record keeping purposes. Any changes to an officer's ability to FTO shall be reflected on the precinct FTO distribution list.

Officers can be placed on pause status or disqualified from field training for an indefinite amount of time for things such as conduct that brings discredit to the department, receiving coaching for inappropriate behavior or policy violations, receiving discipline, or have an active open discipline case. Officers may also be placed on pause due to poor performance as an FTO or have conducted themselves in a manner where it is apparent that they are unable to carry out the mission, values and goals of the Training Division or the MPD.

The Commander of Internal Affairs reviews the precinct FTO distribution list whenever a new complaint is made against an officer. It is paramount the FTC maintains this list with the utmost accuracy. In the event a new complaint is made against an officer listed on the precinct FTO distribution list, the Commander of IA alerts the FTC that a new case has been identified. Due to Internal Affairs policies and procedures, the nature of the complaint may not be disclosed to the FTC or the Pre-Service Lieutenant. The Commander of IA also alerts the Deputy Chief of Professional Standards of the new case. The Deputy Chief of Professional Standards, or their designee, ultimately decides when an officer is placed on pause status or is disqualified as an FTO.

The Commander of IA or the Deputy Chief of Professional Standards will update the status of the identified officer on the respective list, including the precinct FTO Distribution List. The FTC shall notify the Pre-Service Lieutenant of the status change, who will then notify the involved officer and their supervisors of the FTO's status change.

The involved officer may contact the lieutenant of Internal Affairs to obtain information related to their pending discipline case.

Disqualified List

Officers may be placed on the disqualified list at the discretion of the Deputy Chief of Professional Standards or the Pre-Service Lieutenant.

Certified List

Officers who have successfully completed an FTO course and attend quarterly FTO training will be considered a certified FTO. Only certified FTOs are eligible to be a full-time FTO. It is the FTC's responsibility to maintain this list and update the FTO's user profile in the MPD training and evaluation system indicating the date the FTO originally attended the FTO course.

Probationary Release of OIT

OITs who are not competently performing the necessary functions of a police officer may be probationary released. The FTC's responsibility is to complete a summary recommending probationary release of the OIT. The FTC shall consider all documentation from DORs, safety violation reports and check-in meetings, and improvement plans when preparing the summary. Documentation from throughout the time the OIT was in the Academy may also be considered. The FTC shall forward the

documentation along with the summary to the Pre-Service Lieutenant for review. The Pre-Service Lieutenant will then forward it up the chain of command and Human Resources.

When a probationary release occurs, the FTC and the Pre-Service Lieutenant are responsible for retrieving the OIT's department issued equipment.

See Appendix D for a probationary release letter; See Appendix E for a sample list of equipment.

Resignations

Ifan OIT decides to resign their employment with the department, the FTC shall provide the OIT with contact information for Human Resources so they can complete the resignation paperwork. The FTC shall also ensure the OIT returns all of the department-issued equipment. The OIT and FTC, or their designee, shall sign a receipt stipulating to the return of all listed items. A sample list of equipment can be found in the Appendix of this document.

OIT Precinct Assignment Draft

When the OIT successfully completes field training, they are permanently assigned to a precinct and a shift. This assignment shall remain in effect until the OIT is off probation and is eligible to bid in the next officer bid. The Precinct Inspectors are responsible for determining the placement of the OITs.
The Pre-Service Lieutenant should contact the DC of Patrol to schedule a date for the draft. The draft is generally conducted a few weeks prior to the completion of FTO. The Pre-Service Lieutenant should send a meeting notice to the DC of Patrol, all five precinct inspectors, and the Commander of Training. Prior to the draft, OITs may complete a letter requesting a particular precinct.

Prior to the bid, the FTC should provide each Inspector with a list of the OITs, a summary of each OIT, the OITs requested precinct(s) and their precinct suggestion for OIT. On the day of the draft, the FTC will give a brief synopsis of each OIT and answer questions the Inspectors may have.

Evaluation

DORs

When a class of OITs is in the field training program, the FTC should consistently review the DORs. The purpose of reviewing the DORs on a consistent basis is to quickly identify areas where the OIT needs additional assistance in their training. This review may include review of BWC footage. Furthermore, the FTC's role is to approve, by electronic signature, the completed DORs.

When the FTC reviews the DORs, it is expected they analyze the information and make an informed decision relating to the progression of an OIT's training and their overall performance.

Training Plan

Ifan OIT is consistently performing at a deficient rate, the FTC shall collaborate with the FTO, the FTS, and the Pre-Service Lieutenant to formulate a training plan to assist the OIT with improving. When necessary, the FTC may institute an OIT Improvement plan to provide clear expectations and a timeline for improvement for the OIT.

As OITs near the end of their training phase, the FTC should schedule End of Phase check-in meetings. This is an opportunity for the OIT to discuss, one-on-one, with the FTP and the FTO, the progression of the OIT's training. The FTC and the OIT also will meet one-on-one to discuss the progression of the OIT's training. The FTC will complete the *End of Phase Check In* report found in the MPD training and evaluation system.

Each class of OITs shall attend two comeback training sessions. The FTC is responsible for coordinating the content of the training and identify trainers to assist with the training sessions. During the comeback training sessions, the FTC will administer curriculum policy-based tests to the OITs. Questions on the test will be developed based upon the respective tasks the OITs were expected to have completed prior to attending the comeback training. The OITs shall pass the tests prior to starting their ten-day.

It is the FTC's responsibility to maintain the list of full-time and substitute FTOs. On a monthly basis, the FTC shall share the list of approved full-time and substitute FTOs with precinct supervisors. Furthermore, the FTC shall communicate with the Pre-Service Lieutenant when the status of an FTO changes, whether the transition was from full-time to substitute or when the FTO is placed on pause.

Informal Check-Ins

When possible, the FTC should conduct one-on-one check-ins with the full-time FTOs. During this check-in, the FTC will review the FTO Evaluations with the FTO and identify their strengths and weakness as it pertains to their abilities. Furthermore, the FTC will provide the FTO with the tools and resources to improve their ability to be a field trainer.

Additional Training for OITs

Throughout the field training program, the FTC is responsible for identifying when an OIT is not performing at an acceptable level relating to the phase of field training. When this is identified, the FTC can utilize various resources to assist with providing the training the OIT needs to succeed. Options include, but are not limited to, placing the OIT on an improvement plan, utilizing the call center to assist with deficiencies in report writing, placing the OIT on an Extension, or remedial training through the Academy or through In-Service instruction.

OIT Improvement Plan

When an OIT is continuously receiving sub-standard scores in any category, the FTC may determine the OIT needs to be placed on an Officer in Training Improvement Plan. The goal of the improvement plan is to meet with the OIT and set clear expectations and timelines for the OIT to improve in specific areas of field performance. The FTC shall coordinate a meeting with the FTO, the OIT, and, when feasible, the FTS on the OIT's assigned shift and the Pre-Service Lieutenant. During the meeting, the OIT will be formally placed on the improvement plan. The improvement plan will be documented in the MPD training and evaluation system utilizing the OIT Improvement Plan form. The OIT is required to electronically sign the form, acknowledging the expectations and the repercussions if the improvement plan is not successful.

Call Center

In some instances, OITs will receive unacceptable scores as it relates to their report writing skills. When feasible and staffing allows, the OIT may be transferred to the call center for the length of one- to 28-day

scheduling cycle to focus on improving their report writing abilities. Prior to placing an OIT at the Call Center, the FTC shall coordinate with the officers assigned to the call center and identify their willingness to train the OIT. The FTO in the Call Center will complete a "Call Center DOR". The DORs completed while the OIT is assigned to the Call Center do not count towards the OITs overall number of DORs leading up to the beginning of their ten-day.

Extension (FTC)

Extensions are an additional 12-days of training. An Extension can occur in the middle of the ten-day or prior to the beginning of its start. OITs are only allowed one Extension. FTOs shall document the Extension using the "Extension Phase" utilized in the MPD training and evaluation system.

- Extensions beginning prior to the start of the ten-day are done after evaluating the OITs progress. If the OIT is consistently not scoring over a "3" rating in the days prior to the start of the ten-day, it is to their benefit to be extended during this time. Once the OIT has completed their Extension, the OIT shall begin their ten-day.

- Extensions occurring in the middle of the ten-day occur after an FTO has seen repeated mistakes in the same categories.

   o Depending upon feedback from the FTO and the FTS, the OIT may stay with the current FTO for the duration of the Extension or be moved to another FTO who will conduct both the Extension and the ten-day/ten-day re-start.

   o Once the Extension is complete, the OIT will re-start the day the ten-day was stopped, then continue throughout the remainder of the ten-day (provided scores remain acceptable).

   o An OIT can receive one score of a "2" (below the acceptable score of 3) during their ten-day and continue with their training.

   o If an OIT receives two or more scores of a "2" in any category during their ten-day, the FTC and the Pre-Service Lieutenant shall coordinate next steps related to the OIT's employment status.

Remedial Training for OIT

When an OIT is struggling in areas such as emergency driving, patrol operations, vehicle stops, and officer safety, the FTC may utilize the Training Division alongside the Academy to provide the OIT with additional training. Prior to making this determination, the FTC shall collaborate with the Pre-Service Lieutenant and the In-Service Lieutenant to identify the potential course and duration of additional training. When an OIT receives remedial training, a DOR will not be completed.

Appendix A
Daily Observation Report

OFFICER IN TRAINING DAILY OBSERVATION REPORT (DOR) NO._

OFFICER IN TRAINING NAME (LAST, FIRST, MIDDLE):			EMPLOYEE NUMBER:
FTO NAME (LAST, FIRST, MIDDLE):			EMPLOYEE NUMBER:
DATE:	PRECINCT:	SHIFT:	SQUAD:

NUMERICAL RATING STANDARDS GUIDE Note: Scores 1 & 5 must be documented on the reverse side of form.								
1 = Not Acceptable Level by SEGs 3 = Acceptable 5 = Superior Level by SEGs								

AREAS RATED	RATING SCALE							
	CIRCLE NUMBER					*NO	**NRT	***TT
Appearance:								
1. General Appearance………………………………………………………	1	2	3	4	5			
Attitude:								
2. Acceptance of Feedback – FTO Program………….………......……..……	1	2	3	4	5			
3. Attitude toward Police Work…………………………….………………….	1	2	3	4	5			
Knowledge:								
4. Knowledge of Department Policies and Procedures……………..……………...	1	2	3	4	5			
5. Knowledge of MN State Criminal Code……………………….…….……...	1	2	3	4	5			
6. Knowledge of City Ordinances……………………………………………….	1	2	3	4	5			
7. Knowledge of State/City Traffic Codes………………………….…………...	1	2	3	4	5			
Performance:								
8. Driving Skill: Normal Conditions………………………………………...	1	2	3	4	5			
9. Driving Skill: High Stress Conditions………………………….………...	1	2	3	4	5			
10. Orientation/Response time to calls…………………………….………...	1	2	3	4	5			
11. Routine Forms: Accuracy/Completeness/Dictation………………………..	1	2	3	4	5			
12. Report Writing: Organization/Details…………………….……………...	1	2	3	4	5			

13. Report Writing: Grammar/Spelling/Neatness……………………………………	1	2	3	4	5				
14. Report Writing: Appropriate Time Used……………………..……………	1	2	3	4	5				
15. Field Performance: Stress Conditions……………………………………	1	2	3	4	5				
16. De-escalation..	1	2	3	4	5				
17. Self-initiated Field Activity………………………………………………	1	2	3	4	5				
18. Officer Safety………………………………………………………………	1	2	3	4	5				
19. Control: Voice Command..	1	2	3	4	5				
20. Control: Physical Skill	1	2	3	4	5				
21. Problem Solving/Decision Making…………………………………………	1	2	3	4	5				
22. Radio: Code 4, Listens, Comprehends and Articulates………………………….	1	2	3	4	5				
23. Crime Scene/Physical Evidence Observations…………………………………	1	2	3	4	5				
24. Divided Attention Skills……………………………………………………	1	2	3	4	5				
Relationships:									
25. Displays Core Values: Trust, Accountability, Professional Service...	1	2	3	4	5				
26. Interaction with the public......................…………………………………	1	2	3	4	5				
27. Interaction with Other Department Members………………………………	1	2	3	4	5				
Other Significant Incident: Use in the event of a significant incident requiring immediate notification to FTO Coordinator									
REMEDIAL TRAINING TIME (TT) TOTAL									

*NO = NOT OBSERVED **NRT = NOT RESPONDING TO TRAINING ***REMEDIAL TRAINING TIME (in minutes)	
I CERTIFY THIS RATING REPRESENTS MY BEST JUDGEMENT	I CERTIFY I HAVE REVIEWED THIS RATING WITH MY FTO
SIGNATURE OF FTO:	SIGNATURE OF OFFICER IN TRAINING:

NARRATIVE COMMENTS

Most Acceptable Performance of the Day:

Least Acceptable Performance of the Day:

Additional Comments:

SIGNATURE OF FTO:	SIGNATURE OF OFFICER IN TRAINING:

Appendix B
Standard Evaluation Guidelines (SEGs)

Appearance:

1. **General Appearance** - Evaluates physical appearance, dress, and demeanor.

   - 1 - Unacceptable - Dirty shoes and wrinkled uniform. Uniform fits poorly or is improperly worn. Hair not groomed and/or in violation of department regulations. Dirty weapon or equipment. Equipment missing or inoperable. Offensive body odor or breath due to lack of personal hygiene/grooming standards.

   - 3 - Acceptable – Uniform neat, clean. Uniform fits and is worn properly. Weapon, leather and equipment are clean and in good working order. Hair within regulations; shoes are shined.

   - 5 – Superior – Uniform neat, clean, and tailored. Leather is shined, and shoes are polished. Displays a high level of professional presence.

Attitude:

2. **Acceptance of Feedback from the FTO/FTO Program –** Evaluates the way OITs accepts trainer's criticism and how that feedback is used to further the learning process and improve performance.

   - 1 - Unacceptable – Rationalizes mistakes, denies that errors were made, is argumentative, refuses to make corrections. Considers criticism as a personal attack or will not take accountability for their actions.

   - 3 – Acceptable – Accepts criticism/feedback respectfully. Learns from the instruction given by the FTO.

   - 5 – Superior – Actively solicits criticism/feedback to further learn and improve performance. Does not argue or blame others for errors.

3. **Attitude Towards Police Work** – Evaluates how OIT views new career in terms of personal motivation, goals, and acceptance of the responsibilities of the job.

   - 1 - Unacceptable – Views career only as a job, uses job to boost ego, abuses authority, demonstrates little dedication to the principles of the profession.

   - 3 – Acceptable – Demonstrates an active interest in new career and in police responsibilities.

   - 5 – Superior – Utilizes off-duty time to further professional knowledge, actively soliciting assistance from others to increase knowledge and improve skills. Demonstrates concern for the fair and equitable enforcement of the law, maintains high ideals in terms of professional responsibilities.

Knowledge:

4. **Knowledge of Department Policies and Procedures** – Evaluates OITs knowledge of departmental procedures and ability to apply this knowledge under field conditions.

   - 1 – <u>Unacceptable</u> – Fails to display knowledge of department policies, regulations, procedures or violates policy.

   - 3 – <u>Acceptable</u> – Familiar with most commonly applied department policies, regulations, procedures and complies with same.

   - 5 – <u>Superior</u> – Has an excellent working knowledge of department policies, regulations, procedures, including lesser known and seldom used ones.

5. **Knowledge of Minnesota State Criminal Code** – Evaluates OIT' s knowledge of the criminal statutes and ability to apply that knowledge in field situations.

   - 1 – <u>Unacceptable</u> – Does not know elements of basic sections of the codes. Does not recognize criminal offenses when encountered or makes mistakes relative to whether or not crimes have and, if so, which crimes.

   - 3 – <u>Acceptable</u> – Recognized commonly encountered criminal offenses and applies appropriate section of the code. Knows the difference between criminal and non-criminal activity.

   - 5 – <u>Superior</u> – Has outstanding knowledge of the criminal codes and applies that knowledge to normal and unusual criminal activity.

6. **Knowledge of City Ordinances** – Evaluates OITs knowledge of local ordinances and ability to apply that knowledge to field situations.

   - 1 – <u>Unacceptable</u> – Does not know even the most often used sections of the codes. Confuses criminal with non-criminal offenses. Does not recognize offenses when committed.

   - 3 – <u>Acceptable</u> – Knows and recognizes commonly encountered criminal and non-criminal violations. Applies appropriate code sections.

   - 5 – <u>Superior</u> – Has outstanding knowledge of city/county codes and applies that knowledge to criminal and non-criminal.

7. **Knowledge of State/City Traffic Codes-**Evaluates OITs knowledge of State & City traffic codes

   - 1 – <u>Unacceptable</u> – Does not know even the most often used sections of the codes. Does not recognize violations when committed and/or incorrectly identifies violation.

- 3 – <u>Acceptable</u> – Knows and recognizes commonly used sections of the code. Applies appropriate sections, can locate lesser-known sections in reference manual.

- 5 – <u>Superior</u> – Displays outstanding knowledge to traffic codes, including lesser-known sections. Quickly and effectively applies codes.

Performance:

8. **Driving Skill: Normal Conditions** – Evaluates OITs skill in the operation of police vehicle under normal driving conditions.

   - 1 – <u>Unacceptable</u> – Frequently violates traffic laws. Involved in chargeable accidents. Fails to maintain control of vehicle or displays poor manipulation skills in vehicle operation.

   - 3 – <u>Acceptable</u> – Obeys traffic laws when appropriate. Maintains control of vehicle. Performs vehicle operation while maintaining an alertness to surrounding activity. Drives defensively.

   - 5 – <u>Superior</u> – Sets an example by lawful, courteous driving. Maintains complete control of vehicle while operating radio, checking hot sheet, etc. Is a superior defensive driver.

9. **Driving Skill: High Stress Conditions** – Evaluates OITs skill in vehicle operation under Code 2 and Code 3 situations and in situations calling for other than usual driving skill.

   - 1 – <u>Unacceptable</u> – Involved in chargeable accidents. Uses red lights and siren unnecessarily or improperly. Drives too fast or slow for the situation. Loses control of vehicle.

   - 3 – <u>Acceptable</u> – Maintains control of vehicle and evaluates driving situations properly.

   - 5 – <u>Superior</u> – Displays high degree of reflex ability and driving competency. Anticipates driving situations in advance and acts accordingly. Practices defensive techniques. Responds very well relative to degree of stress present.

10. **Orientation/Response Time to Call** – Evaluates OITs awareness of surroundings, ability to find locations and arrive at destination within an acceptable period of time.

    - 1 – <u>Unacceptable</u> – Unaware of location while on patrol. Does not properly use district map. Unable to relate current location to destination. Gets lost. Takes too much time getting to destination.

    - 3 – <u>Acceptable</u> – Is aware of location while on patrol. Properly uses district map. Can relate location to destination. Arrives within reasonable amount of time.

    - 5 – <u>Superior</u> – Remembers locations from previous visits and does not need district map to get there. Is aware of shortcuts and utilizes them to save time. High level of orientation to the beat and city.

11. **Routine Forms: Accuracy/Completeness/Dictation** – Evaluates OIT' s ability to properly utilize departmental forms necessary to job accomplishment.

- 1 – <u>Unacceptable</u> – Is unaware that a form must be completed and/or is unable to complete the proper form for given situation. Forms are incomplete, inaccurate or improperly used.

- 3 – <u>Acceptable</u> – Knows the commonly used forms and understands their use. Completes them with reasonable accuracy and thoroughness.

- 5 – <u>Superior</u> – Consistently makes accurate form selection and rapidly completes detailed forms without assistance.

12. **Report Writing: Organization/Details** – Evaluates the OITs ability to properly utilize departmental forms and dictate to transcription personnel.

- 1 – <u>Unacceptable</u> – Unable to organize information and to reduce it to writing. Leaves out pertinent details in report. Report is inaccurate.

- 3 – <u>Acceptable</u> – Completes reports, organizes information in logical manner. Reports contain the required information and details.

- 5 – <u>Superior</u> – Reports are a complete and detailed account of events from beginning to end, written, and organized so that any reader understands what occurred.

13. **Report Writing: Grammar/Spelling/Neatness** – Evaluates the OIT's ability to use proper English, to follow the rules for spelling, and to write neatly.

- 1 – <u>Unacceptable</u> – Reports contain several misspelled words. Sentence structure or word usage is improper or incomplete.

- 3 – <u>Acceptable</u> – Reports are legible, and grammar is at an acceptable level. Spelling is acceptable and errors are rare. Errors, if present, do not impair the understanding of the report.

- 5 – <u>Superior</u> – Reports are very neat and legible. They contain no spelling or grammar errors.

14. **Report Writing: Appropriate Time Used** – Evaluates the OITs efficiency relative to the amount of time taken to write a report.

- 1 – <u>Unacceptable</u> – Requires an excessive amount of time to complete a report. Takes three or more times the amount of time a non-OIT would take to complete.

- 3 – <u>Acceptable</u> – Completes reports within a reasonable amount of time.

- 5 – <u>Superior</u> – Completes reports as quickly as a skilled veteran officer.

15. **Field Performance: Stress Conditions –** Evaluates the OITs ability to perform in moderate and high stress situations.

- 1 – <u>Unacceptable</u> – Becomes emotional, is panic stricken, cannot function, holds back, loses temper or displays cowardice.

- 3 – <u>Acceptable</u> – Maintains calm and self-control in most situations. Determines proper course of action and takes it. Does not allow the situation to deteriorate further.

- 5 – <u>Superior</u> – Maintains calm and self-control in even the most extreme situations. Quickly restores control in the situation and takes command. Determines best course of action and takes same.

16. **De-Escalation –** Evaluates the OITs ability to perform and apply de-escalation tactics when safe and feasible to do so.

- 1 – <u>Unacceptable</u> – Becomes argumentative, interrupts, does not allow people to have a voice.

- 3 – <u>Acceptable</u> – Maintains composure, utilizes verbal persuasion, and tactical repositioning

    5 – <u>Superior</u> – Maintains calm and self-control. Stabilizes situation to allow for more time, resources, and options to be called upon. Uses all available options – verbal and/or non-verbal options

17. **Self-Initiated Field Activity**

- 1 – <u>Unacceptable</u> –Does not regularly patrol precinct and sector. Avoids or fails to self---initiate activity. Rationalizes suspicious activity and fails to act on it. Patrol time does not result in stops or stops rarely result in citations or arrests. Rarely conducts follow---up or searches when there is an opportunity to do so.

- 3 – <u>Acceptable</u> – Actively patrols precinct and sector. Generally, recognizes suspicious activity and acts on it. Stops generally result in citations, or arrests. Conducts follow---up or searches when there is an opportunity to do so.

- 5 – <u>Superior</u> – Proactively patrols precinct and sector. Seeks out suspicious activity and acts on it. Recalls and uses information from roll calls, the DIB, or PC Pickups. Conducts stops and subsequent arrests and searches. Stops result in citations, or arrests. Conducts follow---ups or searches whenever there is an opportunity to do so.

18. **Officer Safety – General**

- 1 – <u>Unacceptable</u> – Frequently fails to exercise officer safety (although the category y states "frequently," some officer safety mistakes are so egregious that a score of "1" is warranted for even a single violation, i.e., AD of duty weapons):
    a. Exposes weapons to suspect.

b. Fails to keep gun hand free during enforcement situations; keeps hands in pockets.
c. Stands directly in front of violator's car door; stands between police and violator's vehicle during a stop.
d. Fails to control suspect's movements.
e. Does not maintain sight of violator while writing citation.
f. Failure to use illumination when necessary or uses it improperly.
g. Fails to advise Dispatch when leaving a vehicle or update Dispatch when appropriate (i.e., updated location).
h. Fails to utilize or maintain personal safety equipment properly; loses equipment; accidentally discharges duty weapon or Taser.
i. Does not foresee potentially dangerous situations.
j. Points gun at other officers.
k. Stands in or too close to vehicle traffic.
l. Stands in front of door when knocking.
m. Fails to have weapon ready when appropriate.
n. Fails to cover other officers; fails to practice contact & cover.
o. Fails to search police vehicle prior to duty or after transporting.
p. Fails to check equipment.

- 3 – <u>Acceptable</u> – Understands principles of officer safety and generally applies same.
- 5 – <u>Superior</u> - Foresees potential danger and eliminates or controls it. Always maintains a safe position. Always watchful on approach to a call or stop and able to do the same for their partner. Does not become paranoid or overconfident.

19. **Control: Voice Command**

- 1 – <u>Unacceptable</u> – Improper voice inflection (too soft, too loud, etc.). Indecisive or confusing voice commands or does not give commands when necessary. Resorts to profanity in an attempt to control situation. Poor officer behavior.

- 3 – <u>Acceptable</u> –Speaks with authority in a calm, clear voice. Effectively uses voice commands to control subjects. Voice commands usually result in compliance.

- 5 – <u>Superior</u> – Completely controls situations with voice inflection, appropriate word selection, and command behavior. Restores order in even the most trying situation through voice and language usage.

20. **Control: Physical Skill**

- 1 – <u>Unacceptable</u> – Cowardly; uses too little or too much force for given situation. Does not attempt physical control when situation calls for it. Unable to use the proper physical restraints. Physically weak.

- 3 – <u>Acceptable</u> – Maintains control through the proper use of force. Not afraid to confront a potential conflict. Able to use the proper physical restraints effectively, including control holds and/or handcuffing. Good physical condition.

- 5 – <u>Superior</u> – Excellent knowledge and ability to use physical restraint holds. Always prepared to use appropriate and necessary force. Above average physical condition.

21. **Problem Solving / Decision Making Ability**

- 1 – <u>Unacceptable</u> – Acts without thought or is indecisive. Relies on others to make a decision. Unable to reason through a problem and come to a conclusion. Cannot recall previous solutions and apply them in similar situation.

- 3 – <u>Acceptable</u> – Able to reason out problems and come to an acceptable decision in routine situations. Perceives situations as they are and makes reasonable decisions based on information available. Makes decisions without assistance. Relates past solutions to present situation.

- 5 – <u>Superior</u> – Able to reason through even the most complex situations and make appropriate decisions. Excellent perception in foreseeing problems and arriving at advanced decisions.

22. **Radio: Code 4, Listens, Comprehends, and is Articulate**

- 1 – <u>Unacceptable</u> – Misinterprets dispatch, fails to Code 4 in accordance with department policy and procedure. Repeatedly misses own call sign and is unaware of traffic in adjoining precincts. Requires dispatcher to repeat radio transmissions or does not accurately comprehend transmissions. Does not preplan before transmitting message. Over/under modulation speaks too rapidly or slowly, resulting in operator constantly asking for repeat.

- 3 – <u>Acceptable</u> – Follows policy and procedure. Copies own radio transmissions and is generally aware of radio traffic directed towards other Squads and/or adjoining precincts. "Code 4's" in accordance with policy and procedure.

- 5 – <u>Superior</u> – Always follows proper procedure and policy. Transmits clearly, calmly, concisely, and completely in even the most stressful situations. Transmissions are well thought out and does not have to be repeated.

23. **Crime Scene/Physical Evidence Observations –** Evaluates OIT's ability to conduct a proper investigation with emphasis on crime scene investigative procedures.

- 1 – <u>Unacceptable</u> – Does not conduct a basic investigation and protect scene. Unable to accurately diagnose offense committed. Fails to discern readily available evidence. Makes frequent mistakes when identifying, collecting or property inventorying evidence. Does not connect evidence with suspect when apparent.

- 3 – <u>Acceptable</u> – Follows proper investigative procedure in all but most difficult/unusual cases. Is generally accurate in diagnosis of nature of offense committed. Collects, tags, logs and property inventories evidence properly. Connects evidence with suspect when apparent.

- 5 – <u>Superior</u> – Always follows proper investigative procedure and is always accurate in diagnosis of offense committed. Connects evidence with suspect even when not apparent.

24. **Divided Attention Skills –** Evaluates OITs ability to perform different tasks at the same time, i.e., listens to radio transmission while taking written documentation. Uses MDC at the appropriate time.

    - 1 – <u>Unacceptable</u> – Fails to absorb radio traffic while performing other tasks. Repeatedly misses important information while performing other police functions.

    - 3 – <u>Acceptable</u> – Copies radio traffic and other correspondence while attention is divided. Has a good ability to talk, drive, write, works MDC at the appropriate time.

    - 5 – <u>Superior</u> – Is able to perform several tasks at once without any guidance or assistance.

Relationships

25. **Displays core values:** Evaluates OITs demonstration of the Departments Core Values: Accountability, Trust, Professional Service

    - 1 – <u>Unacceptable</u> – OIT routinely demonstrates lack of responsibility, makes excuses for actions, blames others. OIT routinely represents the Department in a negative light by treating people with disrespect and not providing professional service.

    - 3 – <u>Acceptable</u> – OIT consistently demonstrates their ability to be held accountable, display trustworthy characteristics and provides professional service.

    - 5 – <u>Superior</u> – OIT demonstrates above and beyond their ability to hold themselves and others accountable as well as provide professional service on nearly every call for service.

26. **Interaction with the Public:** Evaluates OITs ability to interact with citizens and ethnic groups in an appropriate, professional, unbiased and effective manner.

    - 1 – <u>Unacceptable</u> – Abrupt, belligerent, overbearing, arrogant. Uncommunicative, overlooks, avoids service aspect of the job.

    - 3 – <u>Acceptable</u> – Is at ease with members of other ethnic/racial groups. Serves their needs objectively and with concern. Does not feel threatened when in their presence.

    - 5 – <u>Superior</u> – Understands the various cultural differences and uses this understanding to competently resolve situations and problems. Is totally objective and communicates in a manner that furthers mutual understanding.

27. **Interaction with FTOs Sergeant, and Department Members**

- 1 – <u>Unacceptable</u> – Constantly argues with FTO or other superior officers. Insubordinate. Fails to adhere to the chain of command. Criticizes other department members. Considers themselves superior. Is not a "team player." Gossips. Resists instruction.

- 3 – <u>Acceptable</u> – Able to establish a good teacher---student relationship with FTO. Understands and adheres to the chain of command. Respects superior officers and other department members. Is a "team player." Accepts critique with a mature attitude.

- 5 - <u>Superior</u> – Establishes excellent teacher-student relationship with FTO. Understands the chain of command and always adheres to it. Actively assists other department members with their duties. Actively solicits critique of their performance.

Appendix C

Task Lists

<u>Orientation and Phase 1 Tasks; Pg. 1 of 3</u>

*The Field Training Officer will go over and discuss with the Officer in Training, the following subjects during **Orientation** AND **Phase One** of training.*

	FTO Explain	FTO Perform	Trainee Explain	Trainee Perform
	Initial/Date	Initial/Date	Initial/Date	Initial/Date
PROCEDURAL JUSTICE PILLARS (SO15-020)				
A. Voice				
B. Neutrality				
C. Respect				
D. Trust				
PATROL RESPONSE/ COMMUNICATIONS (PP7-100 to 7-115)				
A. Able vs. 2-Person patrol response				
B. Assisting/Backing other officers				
1. Radio etiquette				
2. Arrival on In-Progress calls and TLEs				
MPD HOME PAGE (intranet)				
A. How to navigate				
B. Locating Policy and Procedures				
C. Locating Announcements & Orders				
D. Forms				
E. All other useful / necessary functions				

	FTO Explain	FTO Perform	Trainee Explain	Trainee Perform
	Initial/Date	Initial/Date	Initial/Date	Initial/Date
PRECINCT DESK PROCEDURES / RESPONSIBILITY				
IDENTIFICATION OF SUBJECTS				
A. Hen RAP (MPD Home Page)				
B. My BCA (DVS) (**AA18-022**)				
C. PIMS Records / CAPRS Legacy Query (MPD Home Page)				
D. Other methods of Identification				
DETENTION / ARREST / BOOKING / HOSPITAL (PP9-100)				
A. Arrestee to Hennepin County Jail				
B. Arrestee to Juvenile Division				
C. Arrestee to Juvenile Detention Center				
D. Arrestee to hospital first / Internal Affairs notifications (**PP2-101 A-B**)				
E. Transport Hold (**AA18-005**)				
F. Juvenile Supervision Center				
G. Probation violation				
SALLYPORT				
A. Removal of ignition key from squad car				
B. Appropriate storage of firearm				
C. Other rules as dictated by receiving organization				
SEARCH AND SEIZURE (PP9-200) (AA18-012)-THIS AA IS A GUIDELINE				
A. Emergency searches/exigent circumstances				
B. Consent Searches				
C. Plainview Searches				
D. Pat Frisk				
E. Cursory Searches (protective sweep)				
F. Search incident to arrest				
G. Search of vehicle				
1. Search of passengers				

	FTO Explain	FTO Perform	Trainee Explain	Trainee Perform
	Initial/Date	Initial/Date	Initial/Date	Initial/Date
TOWING VEHICLES (PP7-701)				
A. Arrests				
1. Inventory Search				
B. Accidents				
B. White Tag / Red Tag				
C. Recovered Stolens / BOLO / COPS Alert				
CHEMICAL TESTS (PP7-605)				
A. Location				
B. Taking of specimen				
C. Chemical test at hospitals				
RESPONSE CODES (PP7-101 to 7-103)				
A. Normal response				
1. Routine patrol/speed				
B. Emergency response				
1. Use of lights and siren				
2. Officer needs HELP (PP7-111)				
VEH PURSUITS / EMERGENCY DRIVING (PP7-402 to 7-413) (SO19-012A)				
A. Initiating pursuit (SHARK)				
B. Continuing pursuit				
C. Number of units involved				
D. Pursuits by other agencies				
E. Accidents				
F. Terminating pursuits				

*The Field Training Officer will go over and discuss with the Officer in Training, the following subjects during **Phase Two** of training.*

	FTO Explain	FTO Perform	Trainee Explain	Trainee Perform
	Initial/Date	Initial/Date	Initial/Date	Initial/Date
CODE OF CONDUCT (PP5-100)				
A. Use of Discretion **(PP5-103)**				
B. Impartial Policing **(PP5-104)**				
C. Professional Policing **(PP5-104.01)**				
D. Professional, On-Duty & Procedural Conduct **(PP5-105 to 5-107)**				
OBTAINING AN INTEPRETER (**AA16-028**)				
WORK INJURY CARE / INJURED ON DUTY (AA15-024)				
PRECINCT MAP AND SECTORS				
A. Precinct radio channels				
B. Precinct boundaries				
C. Sector boundaries				
D. House numbering system				
E. Location of hospital from precinct				
F. Precinct building orientation				
TRAFFIC LAW ENFORCEMENT (PP7-600)				
A. Enforcement Action / Traffic Stops **(PP7-601)**				
B. Driver / passenger contact				
C. Selective enforcement / warnings				
D. Parking regulations / violations **(PP7-603 & PP7-607)**				

	FTO Explain	FTO Perform	Trainee Explain	Trainee Perform
	Initial/Date	Initial/Date	Initial/Date	Initial/Date
TRAFFIC ENFORCEMENT TRAINING				
A. Positioning of squad car				
B. Approach to vehicle				
C Contact with occupants / officer positioning				
D. Suspicious behavior				
E. Issuing a citation				
F. Removing occupants from vehicle				
TRAFFIC ACCIDENTS (PP7-500)				
A. Private property accidents				
1. Identification of parties involved				
2. Proof of Insurance				
B. Reports				
1. Packet and advise				
2. Offense report				
3. State accident report **(PP7-501.01)**				
C. Towing of vehicles **(PP7-701)**				
D. How to respond to a hold on a vehicle				
E. Property Damage Hit and Runs **(PP7-506)**				
SUSPICIOUS PERSON STOPS				
A. What to look for				
B. Making the stop				
1. Squad position				
2. Approach				
RESPONSE TO BURGLARY CALLS (PP7-307 to 7-309)				
A. Residential				
1. In progress				
2. Report only				
B. Commercial				
1. In progress				
2. Report only				
C. Securing Open Buildings **(PP7-339)**				

	FTO Explain	FTO Perform	Trainee Explain	Trainee Perform
	Initial/Date	Initial/Date	Initial/Date	Initial/Date
ROBBERY OF BUSINESS CALLS / HOLD-UP ALARMS (PP7-320 to 7-320.02)				
A. Response and arrival				
B. Responsibility of arriving squads				
C. In-progress versus report only				
1. CAR 21				
2. Notifications				
JUVENILE CONTACTS				
A. Juvenile arrest records				
B. Notification of custody / Transports **(PP8-104)**				
C. Status Offender **(PP8-302)**				
1. (Runaway/curfew/truant) **(PP8-201 to 8-201.02 / 8-203 / 8-204)**				
D. Citation **(PP8-300)**				
E. Juvenile search and seizure **(PP8-106)**				
F. Traffic violation **(PP8-307)**				
G. Criminal violation **(PP8-104) & (PP8-306)**				
1. Identifying / Warrant checks **(PP8-109) / (PP8-305)**				
2. Juveniles in a MPLS Public School **(PP8-108)**				
3. Interviewing **(PP8-107)**				
H. Juvenile assault victims (including sexual assault)				
1. Corner House (2502 10th AV S)				
I. Health and welfare hold **(PP8-205)**				
1. Transfer of Custody **(PP8-206)**				
J. Custody of Children **(PP7-318)**				
K. Kidnapping / Amber Alert **(PP7-328.01)**				

*The Field Training Officer will go over and discuss with the Officer in Training, the following subjects during **Phase Three** of training.*

	FTO Explain	FTO Perform	Trainee Explain	Trainee Perform
	Initial/Date	Initial/Date	Initial/Date	Initial/Date
MISSING AND FOUND PERSONS/ENDANGERED PERSONS (PP7-328)				
A. Adult				
B. Juvenile				
1. 0-11 years				
2. 12-17 years				
C. Reporting requirements				
D. Search procedure				
NALOXONE (NARCAN) ADMINISTRATION AND MAINTENANCE (PP7-348)				
EMERGENCY MEDICAL RESPONSE (PP7-350)				
CRISIS INTERVENTION (PP7-809)				
A. Crisis Intervention Response				
B. Emergency admission procedures and Transport Holds **(AA19-001)**				
C. Reporting procedures				
D. Remainder of policy **(PP7-809)**				
PRISONER CONTROL, SAFETY AND TRANSPORTATION (PP9-110)				
DOA / SUSPICIOUS DEATH / HOMICIDE				
A. Determining death/pronouncing death **(PP10-108)**				
B. Homicide or Suspicious death **(PP10-109)**				
C. Scene responsibility **(PP10-106), (PP10-109)**				
D. Notifications **(PP10-107)**				
E. Searching of bodies **(10-111)**				
F. Crime scene supervision **(10-101)**				

	FTO Explain	FTO Perform	Trainee Explain	Trainee Perform
	Initial/Date	Initial/Date	Initial/Date	Initial/Date
DOMESTIC VIOLENCE (PP7-314)				
A. Definitions / Crime severity levels **(PP7-314, section III)**				
B. Degrees of DV **(PP7-314, section III)**				
C. Preliminary investigation **(PP7-314, section IV)**				
D. DV Protocol **(PP7-314, section III, sub-section B)**				
E. Reporting requirements **(PP7-314, section III, sub-section D)**				
F. Felony Enhancement list				
G. Interviewing **(MPD Homepage: Domestic Violence Resources)**				
1. On scene victim **(see DV Protocol)**				
2. On scene suspect **(MPD Homepage: Domestic Violence Resources)**				
H. Booking **(victim notification form, felony, list, DV hotline)**				
I. Strangulation **(MPD Homepage: Domestic Violence Resources)**				
OFP/ DNCO / RO / HO -- (ORDERS)				
A. Types of Orders **(MPD Homepage: Domestic Violence Resources)**				
B. Suspect still on scene **(PP7-314, section III, sub-section C)**				
C. Suspect GOA **(PP7-314, section III, sub-section D)**				
D. OFP Short Form Notification **(PP7-314.01)**				
COURT (PP3-700)				
A. Court standby **(PP3-707), (AA18-001)**				
B. Court etiquette, court prep				

	FTO Explain	FTO Perform	Trainee Explain	Trainee Perform
	Initial/Date	Initial/Date	Initial/Date	Initial/Date
SEXUAL ASSAULT INVESTIGATIONS (PP10-115)				
A. Initial statement from victim				
B. Preserve scene / Evidence **(PP10-115)**				
C. Sexual Assault Exam **(PP10-115)**				
1. Evidence from hospital				
D. Suspect still on scene				
1. Notification of 710/712				
2. When Car 710/712 not working **(AA17-011)**				
E. Victims under 12 (speak with parent/guardian/RP)				
F. Admin. Announcement for Sexual Assault Investigations **(AA19-002)**				
BOMB THREATS (PP7-803)				
SUSPICIOUS PACKAGES, EXPLOSIVES, AND EXPLOSIONS (PP7-804)				
DWI'S (PP7-605)				
A. PBT				
B. Field sobriety test				
C. Transport to chem test				
1. Process at chem test **(PP7-605)**				
2. Required documentation				
D. Contacting Traffic Unit or TZD Officer				
E. License revocation **(PP7-605, section E)**				
E. Towing of vehicle **(PP7-702), (PP7-703), (PP7-707)**				

*The Field Training Officer will go over and discuss with the Officer in Training, the following subjects during **Phase Four** of training.*

	FTO Explain	FTO Perform	Trainee Explain	Trainee Perform
	Initial/Date	Initial/Date	Initial/Date	Initial/Date
Workforce Director				
A. Entering Days Off Requests				
B. DOT Days				
C. Comp Days				
D. Floating Holidays				
E. Entering Court Time				
F. Entering Overtime				
Gas Stations (Pumps)				
A. 1st Precinct Pump Location(s)				
B. 2nd Precinct Pump Location(s)				
C. 3rd Precinct Pump Location(s)				
D. 4th Precinct Pump Location(s)				
E. 5th Precinct Pump Location(s)				
Training				
A. Signing up for training – how to				
B. Range Qualification (Handgun/Shotgun)				
C. Special Duty Requests – how to				
COMET				
A. How to log in – view paycheck				
B. How to "Open Enroll" for benefits				
Patrol Online				
A. How to log in				
B. How to know which courses are required				

	FTO Explain	FTO Perform	Trainee Explain	Trainee Perform
	Initial/Date	Initial/Date	Initial/Date	Initial/Date
Radio Shop				
A. Location and hours of operation				
City Garages				
A. Locations				
B. Hours of Operation				
Squad Car Maintenance				
A. Shop Day – How to				
B. Mechanical issues during shift – how to				
C. Towing and Tire repairs – after hours, how to				
D. Yellow book				
Contract – Where to find it				

Appendix D

Probationary Release Memo

Minneapolis Police Department

Leadership & Organizational Development Division

Date: _____

From:

Minneapolis Police Department

FTO Coordinator

To: [Recipient Name]

Minneapolis Police Department

Lt. {Last Name},

Below is a summary of Recruit Officer _____ training.

1. **Background**

    A. Recruit Name _____, Badge _____

    B. Recruit Class Number: _____

    C. Graduation date _____

    D. **6/6/2021** Phase 1: Assigned 3rd Precinct Day watch

    E. **8/14/2021** Phase 2: Assigned to 3rd Precinct Midwatch

    F. **9/12/2021** Phase 3: Assigned to 1st Precinct Dogwatch

2. **Academy History**

Recruit Officer _____ was hired with the Minneapolis Police Department for the Recruit position, which he attended the Minneapolis Police Academy from _____. During his time in the Police Academy, several deficiencies were documented.

During the academy, Sgt. _____ conducted Patrol Operations scenarios for various types of incidents. One specific category involved high risk traffic stops. The below is Sgt. _____ assessment of then Recruit _____ performance during the scenario which had occurred on _____:

*"**Remedial Training Recommended:** Recruit _____ needs additional focused training to correct his deficiencies in communication and general management of dynamic situations. Recruit _____ would benefit from additional scenarios where he has to respond as an able officer or is*

forced to make the decisions amongst a team of peers. He routinely hesitates to make quick decisions and allows problems to get worse due to the lack of appropriate action.

Course Narrative: *Recruit _____ did not locate a full-size metal revolver in the waist band of a suspect role player during a shooting scenario. Recruit _____ took custody of this suspect (who he knew to be a suspect as he was handcuffed by _____) and failed to properly search the suspect before placing the suspect in a holding area where the suspect could have access to this firearm.*

3. **Training Phases**

Once Officers graduate from the MPD Academy, they enter the Field Training Officer Program which consists of Orientation and five additional phases. Orientation is meant to get the Officer in Training (OIT) familiar with the precinct and their surroundings. Phases 1 – 5; Officers are assigned to a precinct, a shift, and a Field Training Officer (FTO). Officers typically spend 16 working days in each phase (sometimes less depending on time off and sometimes more depending on the phase) and then move to the next phase. Officers are evaluated each working day by their FTO using Recruit Officer Performance Evaluation Standards (DORS). Officers are also required to complete a set of Tasks (a set of selected topics that each Officer must research and answer), have a discussion with their FTO and turn them into the FTO program supervisor. Finally, Officers in the FTO program and their FTO have a meeting during each phase of the training with the program supervisor.

****_It should be noted that phases are broken down by DOR #, not by time on a shift. Therefore, recruits would begin Phase 2 and following Phases while still assigned to their prior Phase assignment. This is the reason for different shifts/different FTOs within the Phase._**

A. **Orientation and Phase 1: Orientation DORS; DORS 1-6***

Officer _____ was assigned to 3rd Precinct Day watch Orientation and Phase 1 of his FTO program. During these phases, his first nine working days were considered orientation and are not numerically evaluated, but Orientation DORs were completed by his FTO. During Orientation, Officers in Training (OITs) are predominantly reliant upon their FTO. The FTO operates as an able car. The FTO typically is the primary on all calls, with the OIT acting as a back-up officer. OITs are expected to engage as necessary. The primary function of this phase is for the OIT to learn their way around the precinct, become comfortable in a squad car, and become familiar with the various calls and duties of a MPD officer.

During this phase of training, Officer _____ had the following FTOs:

       1. _____

       2. _____

Officer _____ was deficient in the following areas:

- **Driving Skill: Normal Conditions**

1. Officer _____ operates the squad car in a jerky manner; speeds up quickly and applies the brake quickly. His FTO commented that *"he is not a smooth driver".* (DOR #2)

- **Driving Skill: High Stress Conditions**

    1. Officer _____ appears to be unsure of his driving overall, this is exasperated when driving Code 3. (DOR #2)

- **Field Performance: Stress Conditions**

    1. Officer _____ allowed an EDP to dictate how a call was going to be handled. At one point, the EDP basically instructed Officer _____ to go elsewhere and Officer _____ was going to comply with the EDP's request. 21-_____ (DOR #X)

- **Officer Safety**

    1. Officer _____ positioned himself in a manner that essentially trapped himself as he was exiting the squad car on a suspicious vehicle call. Officer _____ was unable to adequately use his handcuffs while attempting to handcuff an individual. Officer _____ also inadequately searched the individual; missed an entire area on the person. (DOR #X)

- **Problem Solving/Decision Making**

    1. Officer _____ was unsure about his legal authority to stop and detain someone who had just been described as involved in an assault that potentially involved a knife. (DOR #X)

- **Radio: Appropriate Use of Code 4/Procedure**

    1. Officer _____ did not Code 4 in an appropriate amount of time, causing another Squad to respond to his call, which tied up resources from answering other pending 911 calls. (DOR #X)

- **Radio: Listens and Comprehends**

    1. Officer _____ did not hear dispatch calling him on a few calls. (DOR #X)

- **Divided Attention Skills**

    1. Officer _____ was on a suspicious vehicle call. While on the call he did not hear his radio and was not able to take in all the information being presented to him, such as visually recognizing the steering column had been peeled. (DOR #2)

B. **Phase 2; (DORs 7 – 25)**

During these DORs, Officer _____ was assigned to 3rd Precinct Midwatch and 1st Precinct Dogwatch. Prior to Officer _____ returning to the street for his FTO, I spoke with Lt. _____ who supervises 3rd Precinct Midwatch. I advised Lt. _____ that Officer _____ did not

fully complete Phase 1 of FTO and should be evaluated accordingly. Additionally, the expectations of Officer _____ should be that of a Phase 1 OIT; meaning the FTO does the majority of the work and the OIT acts as the backup Officer as well as primarily operate as an "able" squad. Officer _____ would then transition into Phase 2 around DOR #X. Meaning, the OIT begins to become more involved in the calls. The FTO tends to operate as 2-person. OITs are expected to handle more of the call load, acting as the primary on familiar calls.

During this time frame, Officer _____ had the following FTOs:

> 1. Officer _____ (3rd Precinct Midwatch; DORs X – X)

Officer _____ was deficient in the following areas:

- **Driving Skill: Normal Conditions**

    1. While in a parking lot, Officer _____ ran into a divider island, thus striking the curb. (DOR #X)

    2. Officer _____ makes abrupt lane changes, causing drivers around him to take evasive maneuvers. (DOR #X)

    3. Officer _____ was not paying attention at a traffic light and narrowly was struck by oncoming traffic. (DOR #X)

    4. Officer _____ turned in front of oncoming traffic. (DOR #14)

    5. Officer _____ ran a red light. (DOR #X)

    6. Officer _____ drove the wrong way down a one-way without lights on. <u>21-_____</u> (DOR #'s X and X)

    7. Officer _____ cut across 3 lanes of traffic and therefore cut off other motorists. (DOR #X)

    8. Officer _____ hit a curb while driving downtown and turned in oncoming traffic. (DOR #X)

    9. Officer _____ fails to turn on his headlights. (DOR #'s X and X)

    10. While looking for a patient in a parking lot, on an Assist EMS call, Officer _____ ran into the curb 3 times. (DOR #X)

    11. Officer _____ drove into a large construction cone (DOR #X)

- **Driving Skill: High Stress Conditions**

    1. Officer _____ was instructed to determine a route to a call prior to activating the lights and sirens. It was apparent to the FTO that even though Officer stated he knew where he was supposed to go, he was unable to perform with the added stress of Code 3 driving. (DOR #X).

Appendix E
Equipment List

Minneapolis Police Department

Leadership & Organizational Development Division
Equipment List – To be completed upon resignation or probationary release

Date: _____

Officer Last Name:	Officer First Name:
Officer Badge #	
Pre-Service Lieutenant or Field Training Program Coordinator (Print Name):	
Page 1 of 2	

Equipment Name	Applicable Serial Number or Unique Identifier	Officer Initial	Supervisor Initial
Department Issued ID			
Department Issued Keys			
Department Issued Public Housing Key Fob			
Department Issued Badge			
Hat Badge			
Handgun	Make: Model: Serial Number:		
3 Handgun Magazines			
Handgun Case			
Mace			
Radio			
Radio Shoulder Microphone			
Radio Charger			
2 Radio Battery's			
Taser			
Body Worn Camera			
Body Worn Camera Uniform Mounts			
Cell Phone	Phone Number specific to phone: _____ I-Tunes Log-In (If applicable): _____		
Cell-Phone Charging Cord			
Cell-Phone Case			
Riot Gear Bag			
Gas Mask			
Riot - Eye Protection			

Riot – Shin guards			
Riot – Chest protector			
Riot – Elbow Pads			
Riot Baton			
Riot Helmet			
Riot – Other _____			