

MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

DATE ISSUED: xx xx, 2025	DATE EFFECTIVE: xx xx, 2025	NUMBER: SO25-0xx	PAGE: 1 of 19
TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: Manual Revision – 2-500 Recruitment and Training 2-501 Training 2-502 POST Licensing Requirements 2-503 Prohibition on Excited Delirium Training 3-606 Special Duty <u>2-503 Field Training Officer Program</u>			APPROVED BY:

MP-8806

Introduction:

Effective with the issuance of this Special Order, Section 2-500 of the MPD Policy and Procedure Manual shall be amended as follows:

2-501 Training
(01/25/02) (04/14/05) (08/23/10) ~~(05/03/13)~~ (04/22/19) ~~(xx/xx/25)~~
Revisions to prior policies: (03/19/02) (06/02/24) (06/21/24)

I. Purpose

The purpose of this policy is to outline values of the training program components, rules, regulations and procedures for Pre-Service Training, In-Service Training, Special Duty requests, the maintenance of Peace Officer Standards and Training (POST) licenses, requirements for specific types of training, and procedures for training record management.

II. Definitions

~~**Course ID:** A pre-authorized number assigned by the In-Service Unit for identification of training courses or programs.~~

~~**Community Policing (Training):**~~

- ~~1. Instruction on the following matters:

 - ~~a. techniques for expanding the training of peace officers to include de-escalation and problem-solving;~~~~

- b. techniques for organizing community members so that they are involved and trained in community policing activities;
 - c. techniques for relating to diverse communities;
 - d. techniques for relating to individuals with physical or mental limitations; and
 - e. training on child development issues to enable officers to respond appropriately to perceived child protection situations.
2. For materials and course offerings, contact the MPD's Training Unit. For examples of additional ways to engage in community policing, see P&P chapter 6-300.

Department Training: Denotes any training instructed or coordinated by the Minneapolis Police Department (e.g., in-service, pre-service training).

Human Resources Information System (HRIS): A computer information system that provides employee pay, benefit, and training management programs.

Minnesota Peace Officer Standards and Training (POST Board): Oversees law enforcement licensing and training requirements for law enforcement agencies and officers.

Outside Department Training: Denotes training provided to employees away from the department (e.g., college courses, seminars in another city, International Association of Chiefs of Police (IACP), FBI National Academy).

Tactical Training: Training on use of force and community policing/de-escalation techniques.

Training Liaison: The employee responsible for scheduling and organizing department training with instructors from inside and/or outside the MPD.

Training Records: Job-related training documentation received throughout an employee's career including, but not limited to, in-service training, firearms training, unit specific training, seminars/workshops, courses which are law enforcement related or for development of administrative, managerial or leadership skills taken at accredited colleges/universities.

Unit Specific Training: Training instructed by specialty units. This includes but is not limited to PowerPoint presentations, scenario-based training, practical exercises and videos.

Workforce Director (WFD): A computer information system that provides employee scheduling and timekeeping functions, personnel data management, training management, inventory management, Internal Affairs management, performance reviews, recruiting, and support for Field Training Officer programs.

III. Policy

II. Training Consistent with Law and Values

A. On-going training is essential to providing a professional level of service in law enforcement. Training offered by the MPD Training Unit will be consistent with the MPD's mission, values, goals, and objectives.

A. Training Mission

~~B.~~ The mission of the MPD Training ~~Division~~ ~~Unit~~ is to develop and present to all members relevant and current Pre-Service and In-Service training programs, and special courses and seminars to all employees that promote trust, accountability and professional service.

B. Laws, Policies and Values

~~C. Minneapolis Police Department training~~ Training will be provided in compliance with federal, and state law, federal and state court orders, and city mandates, including use of force, legal update training and competency testing, and will be consistent with the MPD's mission, values, goals and objectives.

C. Prohibited Trainings

1. Warrior style training prohibited

Members are prohibited from attending or participating in warrior style training, which is defined in statute as training for peace officers that dehumanizes people or encourages aggressive conduct by peace officers during encounters with others in a manner that deemphasizes the value of human life or constitutional rights, the result of which increases a peace officer's likelihood or willingness to use deadly force (MN Statute section 626.8434).

2. Fear-based training prohibited

Members are prohibited from attending or participating in fear-based training, which puts attendees in a constant state of fear that members of their community are a potential threat by preparing attendees for potential threats that are unlikely, unusual, singular, or even anecdotal, ultimately increasing the risk to both police and community members.

3. Private militia training prohibited

a. Members shall not be part of a private militia or "armed association" (MN Statute section 624.61), which are groups that associate themselves together as a military company with arms and might wear tactical gear or take other actions that give the impression they are sanctioned by or are working with the government.

b. Members shall not attend any training associated with armed associations.

See also P&P 5-110 Prohibition on Hate Groups, Extremist Groups, and Criminal Gangs.

4. Excited delirium training prohibited

2-503 Prohibition on Excited Delirium Training

[Moved from 2-503]

a. ~~A. Members Employees~~ are prohibited from instructing, attending, or participating in training that offers or suggests "excited delirium" or similar terms as listed above as

an explanation for a person's behavior, as well as training on the detection or use of excited delirium. (MN Statute section 626.8437 Subd. 1)

"Excited delirium" means a description of a person's state of agitation, excitability, paranoia, extreme aggression, physical violence, and apparent immunity to pain that is not listed in the most current version of the Diagnostic and Statistical Manual of Mental Disorders, or for which there is insufficient scientific evidence or diagnostic criteria to be recognized as a medical condition. Excited delirium includes excited delirium syndrome, hyperactive delirium, agitated delirium, exhaustive mania, and similar terms. (MN Statute section 626.8437 Subd. 1)

- b. ~~B. Members~~ ~~Employees~~ are prohibited from using "excited delirium" or similar terms as listed above to describe a person or their behavior in any manner or context.

~~D. It is the responsibility of supervisors to ensure that subordinates are trained and able to carry out assigned tasks and responsibilities.~~

III. ~~IV.~~ Procedures/Rules/Regulations

~~A. Recruit Officer and Field Training Programs~~

[Moved to 2-503]

~~(01/25/02) (04/14/05) (08/23/10)
(A-D)~~

- ~~1. Training for new officers consists of a Police Academy and Field Training Officer (FTO) program.~~
- ~~2. The Recruit Officer must pass Police Academy requirements prior to being sworn in as a peace officer and being accepted into the FTO Program.~~
- ~~3. The Officer in field training will work one on one with an FTO during the Field Training period.~~
- ~~4. FTO Program requirements must be satisfactorily completed prior to the end of the Field Training period.~~

~~B. Recruit Officer Program — Uniform and Personal Appearance~~

[Moved to 2-503]

~~(01/25/02) (08/23/10)~~

- ~~1. The Recruit Officer will wear the Recruit Officer uniform or other specified attire as directed by Training Unit personnel.~~
- ~~2. The Recruit Officer's personal appearance and uniform standards shall conform to the regulations specified in MPD Policy and Procedure Manual, Section 3-100 Personal Appearance and Uniforms.~~

C. Recruit Officer Program—Firearms

[Moved to 2-503]

(01/25/02) (08/23/10)

1. ~~The Recruit Officer shall successfully complete the MPD Range Qualification course.~~
2. ~~The Recruit Officer is prohibited from carrying ammunition and/or a loaded firearm during academy training unless they are under the direct supervision of range personnel.~~
3. ~~The Training Unit may authorize the Recruit Officer to carry their firearm while participating in academy training classes.~~
4. ~~The Recruit Officer is not legally authorized to carry their firearm while off duty until they are sworn in as a peace officer.~~

D. Field Training Officer (FTO) Program

[Moved to 2-503]

(01/25/02) (08/23/10)

(A-C)

1. ~~Selection of Field Training Officers (FTO's)~~
 - a. ~~Precinct staffing supervisors, following FTO program guidelines, shall recommend officers who are eligible to be Field Training Officers.~~
 - b. ~~The Field Training Sergeant at each precinct shall be selected by a Sector Lieutenant.~~
 - c. ~~The Chief of Police reserves the right to reject a volunteer who the Chief determines is not appropriate to serve as an FTO.~~
 - d. ~~Field Training Officers and Field Training Sergeants will be trained by Training Unit personnel.~~
2. ~~Field Training Officer Program Scheduling—FTO and Officer in field training~~
 - a. ~~The Officer in field training shall work the same schedule as their assigned FTO.~~
 - b. ~~A special request by an Officer in field training to deviate from their assigned FTO's schedule must be approved by the assigned FTO, Field Training Sergeant and the Training Unit.~~
3. ~~Field Training Evaluation~~
 - a. ~~The progress of an Officer in field training will be evaluated by their assigned FTO and Field Training Sergeant.~~

~~b. Evaluations for Officers in field training shall be reported to the Training Unit in the format prescribed by the Field Training Manual.~~

A. E. MPD-In-Service Training

~~(01/25/02) (08/23/10)~~

~~(B)~~

1. The Training Division will be responsible for providing training to satisfy all legal mandates for sworn members.
2. Attendance at in-service training is mandatory. Members failing to attend training may be subject to discipline.

~~1. MPD In-Service Training is provided each year to meet or exceed the requirements of the Minnesota Board of Peace Officer Standards and Training (POST), the MPD, and the City of Minneapolis.~~

~~2. All employees shall attend and participate in In-Service Training, as assigned, regardless of the number of POST Credits or Continuing Education Credits accumulated.~~

B. External Law Enforcement-Related Training

1. Pre-approval required

Prior to attending or instructing law enforcement training not provided or hosted by MPD, all sworn members shall ensure the training request in the Training Division records system has been pre-approved through their chain of command. This includes all law enforcement training occurring on-duty or off-duty.

2. Request and approval process

a. Members seeking to attend or instruct external law enforcement training shall submit the training request at least ninety (90) days prior to the training. Members must obtain full approval before attending or instructing the requested training.

i. Members seeking to attend external law enforcement-related training not hosted by MPD must provide, at a minimum, event information, course syllabus, lesson plans, and instructor names and qualifications to the Training Division.

b. The training request shall proceed through the following chain of review in the Training Division records system. Once a reviewer approves training, they will select the next reviewer in the chain of review. The chain of review is as follows:

i. The member's immediate supervisor.

ii. Unit or precinct Lieutenant (if applicable).

iii. Inspector or Commander.

iv. Training Division designee.

- v. Deputy Chief of Professional Standards.
- c. Full approval for the training is granted when the Deputy Chief of Professional Standards approves the request in the Training Division records system.
- d. After approval by the Deputy Chief of Professional Standards, the training request will be forwarded to staff designated to draft personnel orders and arrange travel.
- e. If a reviewer does not approve a training request, that reviewer shall note the reason for denial in the comment section of the training request in the Training Division records system.
- f. In addition to the training request, the member shall submit the RNM code in the current timekeeping system for the requested time. If the training is approved, the member's supervisor will change the code to SPD or SPL, as appropriate. The supervisor shall include in the comments that the training was approved by the Deputy Chief of Professional Standards.
- g. Once finalized, Special Duty assignments are issued by a Personnel Order (MP-3154).
[Moved from 3-606]

F. Special Duty, Schools and Seminars

(01/25/02) (08/23/10)

(A-B)

1. ~~Employees applying for Special Duty time, department funds, or MPD sponsorship must forward a properly completed Special Duty Approval Form (MP-1002) to the Training Unit. Applications to attend or instruct at an outside department training shall be denied when the training conflicts with training provided by MPD (such as warrior type or fear-based training on use of force or de-escalation techniques as opposed to MPD's community policing training).~~
2. ~~Training requests which involve funding beyond the endorsing Commander's training budget shall be reviewed and approved or denied by the Deputy Chief of Professional Standards.~~
3. ~~Employees attending specialized schools or seminars authorized by the MPD will provide event information, names of the speakers and their qualifications, reports and a class syllabus to the Training Unit.~~
4. ~~Employees may be selected to attend or instruct advanced training programs in which the MPD participates.~~
5. ~~MPD employees may attend specialized training schools or seminars on their own time, except MPD sworn employees must obtain approval in advance from the Deputy Chief of Professional Standards or their designee before attending or instructing at a training on use of force or community policing/de-escalation techniques to ensure there is no conflict with such training provided by MPD (such as warrior type or fear-based~~

~~training on use of force or de-escalation techniques as opposed to MPD's community policing training), including through off-duty employment.~~

~~6. Probationary employee requests for special training shall be forwarded to the Deputy Chief of Professional Standards for review and final approval determination.~~

C. Mandatory Participation

Once approved, all training, including instructor status, shall be considered mandatory. Members failing to attend or instruct at approved training may be subject to discipline.

1. If a member fails to attend or instruct training, the Training Division shall forward a memorandum to Internal Affairs detailing the missed training.
2. A member failing to attend training required by law, rule or other legal mandate, may be responsible for fulfilling the training at their own cost.

D. Workday Hours

[Moved from 3-606]

1. Training may be for all or part of a workday.
2. When a training assignment is not expected to last a full workday, the involved member is expected to report or return to their normal assignment to complete a full workday.
3. With supervisor approval, a member may use compensatory or vacation time before or after a Special Duty assignment that does not last an entire workday.

E. MPD Hosted Training

1. Course syllabi, lesson plans, training materials and instructor names and qualifications must be provided to and approved by the Training Division prior to MPD hosting training.
2. Any agreement to host training shall be made through the Training Division. Members are prohibited from making any separate agreement to host training with outside entities.
3. Within one week of course completion, the attendance roster for MPD hosted training shall be forwarded to the Training Division.

F. ~~I-~~ Training Records Management

1. The Training Division shall be responsible for maintaining all training records in accordance with its SOPs.
2. Members shall be responsible for self-review of their own records to assure proper documentation is completed.

~~E. Records shall be maintained to document training of all Minneapolis Police Department employees.~~

1. ~~The Training Unit shall do the following:~~

- ~~a. Assign a Course ID for all training that is to be documented.~~
- ~~b. Perform data entry and editing of training records in Workforce Director. Items to be stored in WorkForce Director for each training: (05/03/13)~~
 - ~~i. Instructor biography/resume~~
 - ~~ii. Syllabus of the training~~
 - ~~iii. Handouts~~
 - ~~iv. Training materials (e.g. PowerPoint)~~
 - ~~v. Sign in sheet~~
 - ~~vi. Grades (if assigned)~~
- ~~c. Respond to Data Practices requests for MPD training records.~~
- ~~d. Maintain training records in accordance with data retention guidelines.~~
- ~~e. Generate the Training Record Verification Report upon request.~~

2. ~~Employees shall do the following:~~

- ~~a. Employees shall sign an attendance roster at training sessions where one is provided and the employee is present for the entire training.~~
- ~~b. Employees shall periodically review their training records for completeness and accuracy and contact the Training Unit if changes are necessary.~~
- ~~c. Employees wishing to have Outside Department Training (e.g. command schools or City training) documented in their respective MPD training and personnel files shall provide:~~
 - ~~i. To the Training Unit: Proof of course completion, handouts, agenda and certification (if applicable).~~
 - ~~ii. To MPD Human Resources: Proof of course completion and/or certification.~~
- ~~d. Employees seeking POST certification credit for Outside Department Training shall contact the Training Unit upon receiving Special Duty approval, to ensure POST eligibility requirements are met.~~

3. ~~Commanders shall do the following:~~

- ~~a. Commanders shall be responsible for reviewing subordinates training records to ensure compliance with required certifications and mandated Department Training.~~

~~b. The Training Record Verification Report is available from the Training Unit upon request.~~

G. Professional Development Program

~~(01/25/02) (08/23/10)~~

~~1. The Professional Development Program, administered by the Training Unit promotes the professional growth of MPD employees. The program includes the following components:~~

~~a. Career Enrichment Programs~~

~~b. Career Paths~~

~~e. Community Service~~

~~d. Higher Education~~

~~e. In Service Training~~

~~f. Leadership Development~~

~~g. Mentoring Program~~

H. Unit Specific Training

~~1. To be considered verifiable Department Training the lesson plan, training material (e.g. PowerPoint presentation) and instructor qualifications/resume must be documented and forwarded to the Training Unit.~~

~~a. Prior to conducting Unit Specific Training a Course ID number shall be obtained from the Training Unit.~~

~~b. In the event that Unit Specific Training is required and prior notification of the Training Unit is not practical, the supervisor/commander will be responsible for documentation of the lesson plan and attendance roster.~~

~~2. Upon completion of Unit Specific Training the attendance roster shall be forwarded to the Training Unit.~~

2-502

POST Licensing Requirements

~~(01/25/02) (04/14/05) (08/23/10) (04/22/19) (xx/xx/25)~~

~~(C-D)~~

I. Purpose

~~The purpose of this policy is to~~ To reinforce that it is the responsibility of sworn members employees to maintain a valid and active Peace Officer Standards and Training (POST) license.

II. Policy

All sworn ~~members~~ ~~employees~~ shall maintain a valid and active Peace Officer Standards and Training (POST) license as a condition of employment. Failure to maintain a valid and active POST license will result in a sworn member ~~an employee~~ being relieved of enforcement duty and may result in discipline, up to and including termination.

III. Procedures ~~-/Rules-/Regulations~~

- A. Sworn ~~members~~ ~~employees~~ shall report changes of name or address to the MN Post Board.
- B. Sworn ~~members~~ ~~employees~~ must pay the required fee and complete 48 hours of POST-approved training every three years, prior to June 30, for re-licensing.
- C. The MPD is not obligated to provide this training; however, participation in annual In-Service Training may meet or exceed licensing requirements.
- D. Upon request, the Training Division Unit will provide appropriate forms and assistance to sworn members ~~officers~~ seeking MN POST Board credit for any training received, provided the training received is consistent with community policing.
 1. The MN POST Board requires law enforcement agencies to maintain and retain records of all POST-approved training for police officers in accordance with POST Board requirements.
 2. The MN POST Board recommends police officers maintain their own documentation to prove successful completion of their required credits.
- E. Sworn ~~members~~ ~~employees~~ who have instructed in MN POST Board approved training may apply for POST credit. The number of POST credits granted will be determined by POST guidelines. The Training Division Unit will provide sworn members ~~officers~~ with requirements and forms. For more information regarding POST, members ~~officers~~ should visit the MN POST Board website.
- F. Sworn ~~members~~ ~~employees~~ who do not have a valid and active POST license shall not represent themselves as a police officer, whether on duty or off duty, and shall not take enforcement action under the authority of being a police officer.
- G. Sworn ~~members~~ ~~employees~~ who do not have a valid and active POST license shall not carry any firearm while on duty, and shall not carry a firearm while off-duty unless they have an additional Permit to Carry as a private person ~~citizen~~ issued by the jurisdiction in which they live.
- H. Any formal action that is taken or pending against a sworn member's ~~an employee's~~ POST license shall be immediately reported by the member ~~employee~~ to their Commander or Inspector ~~Division Commander~~ and to the Internal Affairs Unit. Notification by the member ~~employee~~ may be made through the chain-of-command.
- I. Upon being notified that a member's ~~an employee's~~ license is no longer valid or active, regardless of the reason, Inspectors and Commanders ~~Division Commanders~~ shall take action

to ensure that the affected ~~member employee~~ is not acting in a capacity that requires them to be a licensed police officer.

~~2-503~~ — ~~Prohibition on Excited Delirium Training~~

~~(06/02/24) (06/21/24)~~

[Combined with 2-501]

"Excited delirium" means a description of a person's state of agitation, excitability, paranoia, extreme aggression, physical violence, and apparent immunity to pain that is not listed in the most current version of the Diagnostic and Statistical Manual of Mental Disorders, or for which there is insufficient scientific evidence or diagnostic criteria to be recognized as a medical condition. Excited delirium includes excited delirium syndrome, hyperactive delirium, agitated delirium, exhaustive mania, and similar terms.

~~A. Employees are prohibited from instructing, attending, or participating in training that offers or suggests "excited delirium" or similar terms as listed above as an explanation for a person's behavior, as well as training on the detection or use of excited delirium.~~

~~B. Employees are prohibited from using "excited delirium" or similar terms as listed above to describe a person or their behavior in any manner or context.~~

2-503 Field Training Officer Program

(xx/xx/25)

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

I. Purpose

A. The Minneapolis Police Department (MPD) aims to cultivate the highest quality talent among its police officer trainees. All trainees must complete the field training officer (FTO) program where they learn and practice effective problem-solving techniques, community policing, and field communication with their field training officer (FTO).

1. The FTO is an experienced officer trained in the art of supervising, training, and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.
2. To ensure their successful transition to the field, the MPD is committed to selecting only the highest quality candidates for service as FTOs.
3. This policy describes the standards to which FTOs and Officers in Field Training (OITs) are held throughout their participation in the FTO Program.

B. Satisfactory completion of the FTO Program will increase the trainee's awareness of local community needs and increase their ability to handle a wide range of situations with both confidence and insight. Those trainees who are unable to transition from the more academic environment of the academy to field work and properly cope with or master the basic tasks

required of today's police officers will be identified in this program and the deficiencies addressed on an individual basis. The degree and amount of remediation to be allowed for any particular deficiency are included in the MPD FTO Standard Operating Procedure (SOP) manual.

II. Policy

[Moved from 2-501]

A. FTO Program

A. Recruit Officer and Field Training Programs

~~(01/25/02) (04/14/05) (08/23/10)~~
~~(A-D)~~

1. All members shall follow the FTO SOP manual.
 - a. Each OIT shall be issued the FTO SOP manual before beginning the FTO Program.
 - b. Each FTO shall be issued the FTO SOP manual before beginning to train an OIT.
2. ~~4.~~ Training for new police officers consists of a Police Academy and Field Training Officer (FTO) program.
 - a. ~~2.~~ The Recruit Officer Trainees must pass Police Academy requirements prior to being sworn in as a peace officers and being accepted into the FTO Program as OITs.
3. ~~3.~~ The Officer in field training OITs will work one-on-one with an FTO during the Field Training period.

~~2. Field Training Officer Program Scheduling—FTO and Officer in field training~~

[Moved from [D-2]]

- a. ~~a.~~ The Officer in field training OIT shall work the same schedule as their assigned FTO.
- b. ~~b.~~ A special request by an OIT Officer in field training to deviate from their assigned FTO's schedule must be approved by the assigned FTO, the fField tTraining sSergeant (FTS), and the field training program coordinator (FTC) Training Unit.
- c. Initially, the OIT functions primarily as an observer (not graded), while the FTO completes their daily duties. As the OIT advances through the FTO program, more duties and responsibilities are progressively assigned to the OIT. Gradually more duties are shared, as the OIT becomes more familiar with the tasks involved in policing. Eventually, the OIT performs all of the required tasks of a police officer, while the FTO serves as an observer and evaluator.
- d. During the course of the FTO program, an OIT shall be trained in a variety of geographic areas within Minneapolis, on a variety of shifts, and with several FTOs. It

is required that OITs will train with different FTOs during each of their training phases. At the end of each phase, the OIT will be assigned a different precinct and different FTO.

4. OITs shall remain in the FTO Program until successful completion or revocation is determined by the Training Division.

3 Field Training Evaluation

[Moved from [D-3]]

- a. ~~a.~~ The progress of an OIT Officer in field training will be evaluated by their assigned FTO and the FTS Field Training Sergeant.
 - b. ~~b.~~ Evaluations for officers in field training shall be reported to the Training Division Unit in the format prescribed by the MPD FTO Standard Operating Procedure (SOP) manual Field Training Manual.
 - c. Daily Observation Reports (DORs) are an important component of the training process and are filed electronically in a database accessible to the OIT for review.
 - d. DORs and evaluations for OITs shall be reported to the Training Division in the format prescribed by the MPD FTO Standard Operating Procedure (SOP) manual.
 - e. If an OIT does not demonstrate a consistent, satisfactory performance level, the OIT may be given remediation training, extensions of the FTO Program phase or phases, and possible discharge. The FTO SOP manual includes the complete details surrounding these discipline measures.
4. ~~FTO Program requirements must be satisfactorily completed prior to the end of the Field Training period.~~
 5. The responsibilities of an FTO include but are not limited to ensuring the OIT understands any material provided or task given during each week or phase of the FTO Program and how successful completion is to be judged.
 - a. FTOs shall complete and submit an evaluation on the performance of their assigned OIT on a daily basis using the DOR. The FTO shall review, sign, and date the DOR at the conclusion of each training shift.
 - b. FTOs shall complete a detailed end-of-phase performance evaluation on each assigned OIT immediately upon the conclusion of each phase of the Field Training Program. FTOs shall initial or sign the evaluation indicating successful completion ("sign off on") all completed topics contained in the FTO SOP manual, specifically noting the method of learning and evaluating the performance of the assigned OIT.
 6. The field training officer supervisor (FTS) is the precinct Sergeant where the FTO and OIT are assigned. The FTS is responsible for:

- Familiarity with training materials, including providing guidance to OITs based on the FTO SOP manual, ensuring that all required training tasks and evaluations are understood and properly tracked.
- Providing letters of recommendation for Potential FTOs.
- Monitoring and supporting FTO Performance, including regularly assessing the performance of FTOs, ensuring they are effectively training OITs.
- Conducting monthly check-ins with OITs and FTOs.

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

7. The field training officer coordinator (FTC) is responsible for overseeing the FTO Program and ensuring that OITs are provided with the training and support required to become competent patrol officers. Additionally, the FTC is responsible for identifying and providing the FTOs with the tools they need to be successful trainers and teachers. The FTC is responsible for:

- Coordinating OIT Phase rotation throughout various precincts.
- Supervision of FTOs and OITs.
- Assisting in selection and training of FTOs.
- Scheduling training sessions for new and current FTOs.
- Coordinating with the FTSS.
- Collecting, reviewing, and maintaining documentation on OIT performance.
- Reviewing the FTO SOP manual and implementing changes as necessary.

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

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

D. Field Training Officer (FTO) Program

(01/25/02) (08/23/10)
(A-C)

B. Selection Standards for FTO Applicants ~~1. Selection of Field Training Officers (FTO's)~~

- a. ~~Precinct staffing supervisors, following FTO program guidelines, shall recommend officers who are eligible to be Field Training Officers.~~
- b. ~~The Field Training Sergeant at each precinct shall be selected by a Sector Lieutenant.~~
- c. ~~The Chief of Police reserves the right to reject a volunteer who the Chief determines is not appropriate to serve as an FTO.~~
- d. ~~Field Training Officers and Field Training Sergeants will be trained by Training Unit personnel.~~

1. Applicants must have a desire to be an FTO.

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

C. Revocation of FTO Status

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

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

~~2. Field Training Officer Program Scheduling—FTO and Officer in field training~~

- a. ~~The Officer in field training shall work the same schedule as their assigned FTO.~~
- b. ~~A special request by an Officer in field training to deviate from their assigned FTO's schedule must be approved by the assigned FTO, Field Training Sergeant and the Training Unit.~~

~~3 Field Training Evaluation~~

- a. ~~The progress of an Officer in field training will be evaluated by their assigned FTO and Field Training Sergeant.~~
- b. ~~Evaluations for Officers in field training shall be reported to the Training Unit in the format prescribed by the Field Training Manual.~~

D. Required Training for FTOs

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

~~B. Recruit Officer Program—Uniform and Personal Appearance~~

~~(01/25/02) (08/23/10)~~

- ~~1. The Recruit Officer will wear the Recruit Officer uniform or other specified attire as directed by Training Unit personnel.~~
- ~~2. The Recruit Officer's personal appearance and uniform standards shall conform to the regulations specified in MPD Policy and Procedure Manual, Section 3-100 Personal Appearance and Uniforms.~~

~~C. Recruit Officer Program—Firearms~~

~~(01/25/02) (08/23/10)~~

- ~~1. The Recruit Officer shall successfully complete the MPD Range Qualification course.~~
- ~~2. The Recruit Officer is prohibited from carrying ammunition and/or a loaded firearm during academy training unless they are under the direct supervision of range personnel.~~

~~3. The Training Unit may authorize the Recruit Officer to carry their firearm while participating in academy training classes.~~

~~4. The Recruit Officer is not legally authorized to carry their firearm while off duty until they are sworn in as a peace officer.~~

III. Definitions

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

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

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

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

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

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

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

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

(A-B)

~~Special duty time is when an employee is excused from regular duties to perform special activities (training, travel, outside schools/seminars, official union business, canine trials, etc.). The Chief of Police or designated Bureau Heads will authorize the use of special duty time.~~

~~Special duty assignments are issued on a Personnel Order (MPD-3154).~~

~~Special duty may be for all or part of a workday. When a Special Duty assignment is not expected to last a full workday, the employee involved is expected to report or return to their normal assignment to complete a full workday. With a supervisor's approval, an employee may use compensatory or vacation time before or after a Special Duty assignment that does not last an entire workday. Personnel scheduled for Special Duty while on scheduled time off will be compensated in accordance with existing labor agreements and MPD policy.~~

~~Attendance at a Special Duty assignment is mandatory. Upon a supervisor's request, the employee shall provide documentation of attendance, i.e., certificate, training materials, etc. Any employee missing a Special Duty assignment shall submit a memo to his/her commander explaining the reason for their absence.~~

~~Supervisors are responsible for ensuring that Special Duty hours are monitored and appropriate time adjustments made. For example: an employee who works a ten hour shift and attends an eight hour in-service training session must report back to their work assignment to complete his/her work day or use vacation or compensatory time for the remaining two hours.~~

~~When possible, Special Duty requests shall be submitted at least 30 days in advance. The Training Unit may forward requests for final approval to the appropriate Bureau Head and will coordinate travel paperwork. For further information, see the MPD Travel Procedures policy.~~