



SPRINGFIELD TOWNSHIP POLICE DEPARTMENT
Wyndmoor, Pennsylvania

Policy 1-07

Policy Title: Recruit and Field Training

Date of Issue: December 1, 2022

Rescinds: None

By Authority of:

Chief of Police

I. Purpose

The purpose of this order is to provide guidelines for the recruit training and field training of newly hired Springfield Township Police Officers.

II. Policy

The Springfield Township Police Department is committed to attaining a high level of performance and professionalism in police work. All sworn members are required to complete a certified basic law enforcement / police training course prior to assuming their law enforcement duties. A Field Training and Evaluation Program (FTEP) has been instituted for all newly hired probationary officers. Adherence to a standardized training program will help ensure highly trained police officers for the Springfield Township Police Department.

III. Recruit Training Program

- A. The Springfield Township Police Department shall maintain full compliance with all of the requirements of the Pennsylvania Municipal Police Officers Education and Training Commission Act (53 Pa. C.S.A. §2161-2167).
- B. All newly sworn Springfield Township Police Officers are required to successfully complete a certified basic law enforcement / police training course (Act 120) prior to assuming their law enforcement duties. All training shall be accomplished by certified instructors at a location approved by the Pennsylvania Municipal Police Officers Education and Training Commission. A certificate of completion shall be maintained in each officer's personnel file.
- C. The Springfield Township Police Department solely hires candidates who possess current Act 120 status, and does not make use of any police academy facilities for the purposes of acquiring Act 120 status for employees.

- D. Recruit training will include a curriculum based on the most frequent assignment associated duties of officers who complete recruit training, such as report writing, field interrogation, and traffic enforcement.
- E. Recruit training will include the use of evaluation techniques designed to measure competency in the required skills, knowledge, and abilities, such as practical exercises, written tests, and field observation.

IV. Field Training Program

- A. Upon meeting the basic training requirement, all sworn officers, regardless of experience, will begin the Field Training and Evaluation Program (FTEP).
- B. The training shall last no less than 160 hours. This time may be extended, as needed, based upon the performance of the probationary officer. These hours may be broken up into three time periods, where the probationary officer is assigned to different Field Training Officers (FTOs).
- C. Once a probationer meets the requirements of the Field Training Program, the decision to allow the recruit to work a patrol sector alone is the responsibility of the Chief of Police, based on the recommendation of the Lieutenant and the Field Training Program Coordinator.
- D. Each new police officer must successfully complete FTEP within the first year of employment. Failure to do so shall result in termination from the department.
- E. The FTEP will be accomplished prior to any routine assignment in any capacity in which the officer is allowed to carry a firearm or is in a position to make an arrest, except as part of a formal field training program.
- F. Training Program
 - 1. The training program will focus on tasks and standards set forth in the Field Training Program Checklists in order to:
 - a. Develop highly trained and positively motivated police officers capable of meeting or exceeding the standards required by this department.
 - b. Provide equal and standardized training for all probationers.
 - c. Provide remedial training in those areas where deficiencies are identified.
 - d. Provide an appraisal system which is job related, utilizing a standardized and systematic approach to document progress and evaluate the probationer.

2. New officers may be assigned to up to three FTOs; selection of which will be based upon the new officer's performance while on field training.
 3. The FTO or the Platoon Sergeant may recommend remedial training for probationary officers.
 4. If a probationary officer's training is incomplete or performance remains unacceptable, the program can be extended based upon a recommendation by the Field Training Coordinator and the Lieutenant.
 5. The Chief of Police reserves the right to extend or shorten field training. Failure to correct noted weaknesses shall result in dismissal. Any probationary employee who fails to complete field training within the first year of employment shall be terminated.
- G. Selection process for Field Training Officers.
1. Minimum of three years of continuous law enforcement service in good standing.
 2. Officers interested in being an FTO must submit a request in writing through the chain of command to the Chief of Police. A brief summary of the officer's qualifications and certifications should be included.
 3. Cognitive knowledge of the job must be possessed by the candidate, including knowledge of the criminal and vehicle codes, Township ordinances, and arrest procedures.
 4. Officers should possess qualities such as leadership, patience, fairness, dependability, and self-discipline. They should show good judgment and decision-making skills.
 5. Officers should possess good communication skills.
 6. Review and consideration of FTO candidates shall be conducted by the Corporals / Sergeants and the Lieutenant. Final appointment is made by the Chief of Police.
- H. Supervision of Field Training Officers.
1. A Field Training Coordinator (FTC) will be designated to oversee the field training program. This individual shall be in a supervisory position and will be determined by the Chief of Police.
 2. The Field Training Coordinator will be responsible for updating the training program, scheduling meetings with the FTOs, settling disputes between the FTO and probationary officer. The FTC will oversee and supervise FTOs.
- I. Training and in-service training of Field Training Officers.
1. The FTO shall attend a Field Training Officer's program.

2. The FTO shall attend all training programs conducted or designated by the department.
3. Refresher or in-service training of FTOs shall occur once every three years.

J. Responsibilities of Field Training Officers.

1. Training the officers assigned to them according to the Field Training Program Checklists.
2. Supervision of the probationary officer during all activities undertaken or assigned.
3. Evaluate all activities undertaken or assigned to the probationary officer on a daily basis and submitting a Daily Recruit Evaluation (DRE) to the Sergeant in charge of the platoon and the Field Training Coordinator.
4. Provide written notification to the Chief of Police, through the FTC, as to the successful or unsuccessful completion of field training.

K. Responsibilities of the Sergeant

1. Participate in the FTO selection process.
2. Supervision of the FTO and probationer in activities and assignments.
3. Review all DREs submitted by the FTO and complete a Probationary Officer Evaluation at the end of each review period. Probationary Officer Evaluations and DREs shall be forwarded to the FTC.
4. Attend meetings between the FTO, probationary officer and the FTC, as needed.
5. Assign a secondary FTO for the training of the probationary officer when the FTO is not available. A secondary FTO is not required to attend a Field Training Officer's program.

L. Field Training Program Checklists

1. Field Training Program Checklists will be issued to each probationary officer during the orientation period.
2. Copies of the Field Training Program Checklists will be maintained by the Office of the Chief of Police and the Training Manager.

V. Field Training Procedures

- A. A probationary officer will be assigned to the Patrol Division where they will receive field training. This training shall be conducted under the direct supervision of two FTOs, who will

be assigned by the FTC. If for any reason a change becomes necessary, the FTC shall ensure the probationary officer is assigned to another FTO. Each FTO shall train and evaluate the probationary officer in accordance with the procedures set forth in this policy.

- B. Probationary officers shall be assigned to an additional 30-day field training period with a different FTO if, after the completion of field training, it is determined that:
 - 1. The probationary officer has not performed certain job tasks or techniques at an acceptable level,
 - 2. Has not acquired sufficient knowledge in certain areas,
 - 3. Displays a need for additional training, or
 - 4. The FTO and / or the probationary officer requests an extension of the field training period to strengthen skills and abilities which require improvement.

- C. Documentation
 - 1. Daily Recruit Evaluation (DRE) – FTOs shall complete a DRE on the probationary officer for each work day and submit the DRE to the Platoon Sergeant, who will forward the DRE to the FTC. Each performance category on the DRE has a clearly defined objective and evaluation guidelines found in the Evaluation Guide for Recruit Training Program.
 - 2. Field Training Program Checklist, First Period Report – The FTO will make entries on this form throughout the training period. The FTO will then submit this form to the Platoon Sergeant at the completion of the first training period, which will then be forwarded to the FTC.
 - 3. Field Training Program Checklist, Second Period Report - The FTO will make entries on this form throughout the training period. The FTO will then submit this form to the Platoon Sergeant at the completion of the second training period, which will then be forwarded to the FTC.
 - 4. Corrective Training Worksheet – This form will be completed as necessary. If used, the FTO will submit this form to the Platoon Sergeant when completed, who will then forward it to the FTC.
 - 5. Corrective Training Follow-Up – This form will be completed as necessary. If used, the FTO will submit this form to the Platoon Sergeant when completed, who will then forward it to the FTC.
 - 6. Probationary Officer Evaluations
 - a. The Probationary Officer Evaluation presents a comprehensive evaluation of a probationary officer over the Field Training period. This evaluation will be

4. Skill Building: After introductory training, probationary officers develop the skills under the guidance of FTOs. FTOs at this point complete the Field Training Program Checklists. FTOs shall conduct training in the following manner:
 - a. Instructing: FTOs are responsible for addressing and correcting any mistakes probationary officers may make. Additionally, FTOs shall counsel probationary officers should the need for behavior modification arise.
 - b. Monitoring: FTOs are responsible for the development of probationary officers as an effective member of the department, and shall monitor the development of each skill introduced.
 - c. Documenting: FTOs shall submit the Daily Observation Report and, if appropriate, the Corrective Training Work Sheet and Corrective Training Follow-up.
5. Observation: The final phase of training is observation. The goal of this phase is to prepare probationary officers to function independently. During this time FTOs shall:
 - a. Observe probationary officers' actions during patrol. FTOs shall not participate except for cases in which intervention is necessary.
 - b. Recommend the release of probationary officers to solo assignment, extension of training, or that a supervisory conference be held.

