WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Field Training Program		Policy # 1.10.4
Accreditation 1.10.4		
Effective Date: July 10, 2008	Revised Date: April 9, 2024	
By Authority Of: Chief Michael A. Kelly	Signature: Michael A. Kelly	

1.10.4 FIELD TRAINING PROGRAM

A. PURPOSE

It is the purpose of this policy to establish guidelines for the training of all newly hired police officers. This policy will improve the efficiency of the new officer and will improve the quality of service to the community, while providing a measurable means of supervision and evaluation of a new officer. The program is designed to orient the officer with the West Norriton Township Police Department's geographic locations and patrol characteristics to include criminal patrol, criminal investigations, traffic, work habits, knowledge of Department policies, procedures, and township ordinances, as well as all other functions and activities of the Police Department.

B. POLICY

It is the policy of the West Norriton Township Police Department to require all new trainees to participate in and satisfactorily complete a Field Training Program.

C. DEFINITIONS

FIELD TRAINING PROGRAM: The process of providing formal orientation, instruction, and supervision consisting of 336 hours during an eight week period to a new police officer by an experienced Field Training Officer in accordance with the guidelines established in this policy. At the discretion of the Chief of Police, a new hired officer with previous police experience and training shall be required to participate in a modified field training program. The modified field training program shall be a minimum of 168 hours during a four week period.

FIELD TRAINING OFFICER (FTO): An experienced police officer who has been appointed by the Chief of Police or his designee to oversee and supervise the field training of a new police officer.

TRAINEE: Any newly hired police officer.

D. PROCEDURES

1. Selection and Qualification of Field Training Officer (FTO)

a. The FTO must be an experienced full-time police officer and be selected by the Chief of Police or his designee.
b. The FTO should have thorough understanding of the day-to-day operations and activities of the Department.
c. The FTO should be skilled in interpersonal relations, verbal and cognitive teaching skills, with good communications capabilities to facilitate a coach/pupil relationship.
d. The FTO should also possess the ability to exhibit qualities such as maturity, fairness, dependability, leadership, discipline, and loyalty.
e. The FTO must be an active willing participant committed to the field training program and the overall improvement of the Department.
f. The FTO should possess advanced police skills such as accident investigation skills, advanced patrol tactics, emergency driving skills, photographic skills, tactical weapon craft, physical evidence collection, major crime scene containment, processing suspects, and radio operations.
g. The FTO shall complete training a recognized course of training as a Field Training Officer and will meet with the FTO Supervisor and the Chief of Police to discuss the program and review the FTO policies as needed as determined by the Chief of Police

2. Responsibilities of Field Training Officers

a. The FTO will be responsible for the training and evaluation of all assigned officers. This field training and evaluation will include the following:

i. Road tour, familiarization of the township, police station.
ii. Department Policy Manual, memos, directives, bulletins, and work schedule.
iii. Officer safety, tactics, and arrest procedures.
iv. Proper use of Department radios.
v. Making traffic stops and high-risk stops.
vi. Filing traffic and non-traffic citations, criminal complaints and juvenile referrals.
vii. Crimes Code, Vehicle Code, and township ordinances.
viii. Computer system and all aspects of report writing.
ix. Fingerprinting and processing arrested subjects.
x. Criminal and accident investigations.
xi. Familiarization with the crime scene processing kit.
xii. Crime Scene and death scene processing.
xiii. Court preparation, testimony, chain of evidence, witness notification, subpoenas, continuances, and case law.
xiv. Certification and instruction in the proper use of all Department-issued equipment.
xv. Uniforms and proper daily preparation for duty.
xvi. Transportation of prisoners and station security.
xvii. Operation of VASCAR, ESP, Tracker, and Accutrak.

xviii. Introduction to other township employees and their individual functions within the township.
xix. Within 30 days of employment the new officer shall be given basic familiarization with what accreditation is and how it fits into the organization.

b. It will be the responsibility of the FTO to familiarize the trainee with a rotation of field assignments that the trainee will likely be assigned to during his/her career.
c. The FTO will complete a daily evaluation form for all activities involving the trainee. Evaluation forms will be submitted with all other paperwork to the Chief of Police or his designee.
d. The FTO is responsible for supervising all activities undertaken by or assigned to the trainee.
e. The FTO will recommend remedial training for any trainee assigned to him, when necessary.
f. The FTO will submit a biweekly report, which will cover the progress or lack of progress the trainee has made for the period. This report will be submitted to the Chief of Police or his designee.

3. Responsibilities of the FTO Supervisor

a. Supervise both the FTO and trainee in all activities they participate in.
b. Monitor progress of the trainee biweekly from the evaluation forms.
c. Review all written evaluations and add comments and suggestions. This will provide a more objective evaluation of the trainee's work.
d. Conduct an evaluation of each FTO and the progress the FTO has made with the trainee and make recommendations on a biweekly basis.
e. The FTO Supervisor will act as a liaison with the Police Academy that the new officer graduated from and have access to a new officers police academy records to determine what areas of study were taught and where the emphasis was placed to better direct the FTO in accomplishing the job of orientating the new officer.

NOTE: The FTO will serve as an observer and evaluator, except where it is necessary for him/her to intervene if the trainee is about to perform an unsafe act, bring embarrassment to himself/herself, or the Department, violate a law or violate a Department policy. This is the final preparation before the trainee begins working without direct supervision.

4. Conclusion of FTO Training Program

a. At the conclusion of the FTO training program the Chief of Police or his designee will meet with the FTO and the trainee to determine whether or not the trainee has successfully completed the program. If the trainee has successfully completed the training, the trainee will be authorized to work without the supervision of a FTO. If the trainee has not successfully completed the program, the Chief of

Police may authorize additional training in the trainee's unsatisfactory performance categories or assign a different FTO.

E. Mentorship

1. When an officer successfully completes the Field Training Program, a senior officer on his or her assigned squad will serve as their mentor for the remainder of their probationary year. The mentor will continue to impart the positive aspects of the West Norriton Township Police culture and continue to assist the probationary officer in career development.

2. After the probationary year, an officer's mentor will be their immediate supervisor. The mentor will continue in the role as described above and encourage employee retention. Goals such as appropriate leadership and development opportunities will be afforded to officers through the evaluation process. The Deputy Chief will serve as the mentor for the sergeants.