

**MUNICIPAL ORDER NO. \_\_:2019**

**WHEREAS**, the City of Morehead Board of City Council voted to enact policies and procedures of the Morehead Police Department by Municipal Order; and

**WHEREAS**, the Morehead Police Department desires to adopt Policy #55, Field Training Program:

**NOW, THEREFORE, BE IT ORDERED** by the City of Morehead, Board of City Council that the Morehead Police Department's Standard Operating Policy #55, Field Training Program, a copy of which is attached hereto, is hereby approved. A complete copy of the policy shall be added to the Morehead Police Department's Policies and Procedures Manual retained on file in the City Clerk's office.

Adopted this \_\_\_\_ day of \_\_\_\_\_ 2019.

CITY OF MOREHEAD

\_\_\_\_\_  
Laura White-Brown, Mayor

Attested: \_\_\_\_\_  
Crissy Cunningham, City Clerk

## Morehead Police Department Standard Operating Procedure

<div>Policy # 55</div> <div style="text-align: center; font-weight: bold; font-size: 1.2em; margin-top: 10px;">Field Training Program</div>	<div>Related Policies:</div> <div style="height: 40px;"></div>
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable State Statutes	
Standard: <b>KACP</b> 14.5	
Date Implemented: 06/2019	Review Date:

### PURPOSE

The purpose of this policy is to guide and direct this agency regarding recruit training as it applies to the position of sworn officer.

### POLICY

The department shall provide the resources necessary for recruit officers to learn tasks required to professionally provide police services and to build a foundation of training for career development. Recruit officers shall receive practical field training while working with a variety of experienced officers. Department assigned Field Training Officers shall be responsible for the training of recruit officers and completing weekly evaluations of those recruit officers. The Morehead Police Department's field training program shall be twelve weeks in length for new Police Officers.

### OBJECTIVES

Training serves three broad purposes:

1. Well trained law enforcement professionals are better prepared to act decisively and correctly in a variety of situations.
2. Training results in greater productivity and effectiveness.
3. Training fosters cooperation and unity.

The goal of the program is to provide recruit officers with "on street" experience following the completion of classroom and academy training.

## **INSTRUCTORS**

Recruits participating in the Field Training Program shall work closely and under the supervision of a Field Training Officer. FTO's shall be selected based on their experience, job performance, attitude, and staff recommendation. The following are requirements for a Field Training Officer.

1. Field Training Officer
  - a. Minimum of two years of experience as a sworn officer within the department.
  - b. Satisfactory or above performance evaluations.
  - c. Organizational loyalty/ Positive attitude.
  - d. Technical and communications skills.
  - c. Successful completion of the Department of Criminal Justice Training Police Training Officer program or possess adequate career experience and policy familiarization as determined by the Chief of Police.
2. The Chief of Police shall approve officers selected for Field Training Officer's (FTO's).

## **FIELD TRAINING COMMITTEE**

The field training committee shall consist of the Captain, Field Training Program Supervisor, and Field Training Officers. The committee shall review all recruit evaluations and FTO recommendations. The committee shall make a recommendation to the Chief of Police who will make recommendations to the Mayor for the final decision for retention or dismissal of recruits. The committee can also recommend extending field training for up to 4 weeks to correct minor deficiencies.

New recruits are probationary employees for one year from date of academy graduation and have no right of appeal in the case of dismissal. Officers hired with experience are probationary employees for one year from the date of hire. Termination can be recommended at any time during the recruit officer's probationary period, if the recruit is performing at an insufficient level.

## **DURATION/ROTATION**

The department's field training program shall be twelve weeks in duration for new recruits. The duration of field training may be less based on prior police experience upon approval from the Chief of Police.

## **CURRICULUM**

The Morehead Police Department Field Training Program curriculum shall consist of, but not limited to, the following topics:

- a. Criminal Law
- b. Department Evidence Procedures
- c. Search and Seizure
- d. Department Required Forms

- e. Computer and Internet Usage (Report Writing, E-Mail)
- f. Telecommunications
- g. Department Policies and Procedures
- h. City Ordinances
- i. Active Shooter Response
- j. Firearms (Use and Proficiency)
- k. Use of Force
- l. CPR, AED, First Aid
- m. Vehicle operation, inspection and camera operation
- n. Accident Investigation
- o. Communication Skills
- p. Vehicle Stops
- q. Juvenile Procedures
- r. Involuntary Commitment
- s. Court System
- t. Interactions with the Public

## **EVALUATION**

The evaluation techniques utilized in the Field Training Program are designed to measure the proficiency on the required skills, knowledge, and abilities of successful police officers. The program provides twelve weeks of on the job related experiences. Weekly progress reports shall be completed by the assigned FTO and forwarded to the Field Training Program Supervisor.

## **TESTING**

1. The basis for all testing conducted by the department will be the training objectives established for the course and various lesson components.
2. All testing will be standardized. Testing may be either in written form, oral questions, or performance situations.
3. A score of 70% or greater must be achieved to pass any test.
4. If a test failure occurs the test shall be retaken with 48 hours.
5. All written tests administered and the test results will be given to Field Training Program Supervisor for review and inclusion in the training records.

## **REMEDIAL TRAINING**

1. Each FTO shall be responsible for monitoring the training needs of their assigned recruit and performing or recommending remedial training to improve performance.
2. The criteria for determining the need for remedial training will be a comparison of the employee's performance to the job standards established for the position.
3. The supervisor may provide remedial training to supply the missing knowledge or to develop the necessary skills, or may assign another member of the department with the ability to assist the needing employee.
4. When it can be determined that an employee's performance inadequacy if not corrected, would expose the public to unnecessary danger or the Department to substantial liability, immediate action to correct the inadequacy shall be taken.

5. Although remedial training is a viable means of correcting some work-related deficiencies, it will not be considered the only means for coping with poor performance.

## **RECORDS**

1. Field Training Officers (FTO) are responsible for the reporting of information about the performance of recruits under their supervision. This includes observing performances of routine tasks, as well as during more difficult situations.
2. Weekly observation reports shall be completed and submitted by the FTO at the end of each week to the Field Training Program Supervisor.
3. Satisfactory completion of training shall be documented and placed in each recruits training file, which will be updated from time to time to maintain current records.
4. At the end of a recruit's Field Training Program the training committee will meet to assess strengths and weaknesses of the recruit. All weekly evaluation reports shall be reviewed.