***Daily Training Plan***

You and your FTO will debrief at the close of each shift and agree upon on any additional training and coaching planned for the next scheduled Step I — III Training Day. This collaboration will result in a formal *Daily Training Plan.* The *Daily Training Plan* will:

1. Target any area(s) where your end-of-shift *Daily Observation Report* performance is *Meets Standards:* ***No****,* and
2. Identify upcoming *Training Task(s)* from the Probationary Officer Manual which have not been completed (e.g., trained/certified), and
3. Address any area(s) of previous training and coaching that require review.

The *Daily Training Plan* is a *Contract for Learning* agreement between you and your assigned FTO to determine what areas need to be addressed during the next assigned duty day as time permits. Accordingly, it is your responsibility to effect the between shift study — review necessary. Remember, it is your responsibility to learn the material on your time; the FTOs have the responsibility to instruct and certify your ability to execute the *Training Tasks* during regularly assigned duty days.

***Discretionary Override***

Your assigned FTO has an obligation to immediately assume call/incident handling whenever any of the following conditions occur:

1. You are about to or have committed an unlawful act such an a violation of the *Exclusionary Rule* or effecting a false arrest/detainment, or
2. You are about to, or, have compromised public and/or Officer Safety, or
3. You are about to, or have compromised service delivery/call handling, or
4. You are uncertain of what to do, and/or how to do it.

Your FTO has been trained to execute a *Take Over Technique* where the physical and verbal contact focuses on persons other than yourself in the situation. You will never be humiliated or belittled by your FTO. Simply allow your FTO to assume the call/incident handling by taking the *cover position.* Your FTO may *hand back* the call/incident handling if you non-verbally indicate that you are capable of resuming the contact to disposition.

You may non-verbally request a *Flip Over* for an FTO’s *Take Over* whenever you are uncertain of what to do once contact has been made with the call/individual(s). The FTO may effect a *hand back* of the call/incident if you non-verbally indicate that you are capable of resuming the contact to disposition.

***Daily Observation Report***

The *Daily Observation Report* (DOR) is a performance assessment and debriefing tool that the FTO will utilize to formally record and report your on-the-job performance and any additional training and coaching completed during the shift.

At the close of each shift, you and your FTO will examine and collaboratively agree upon the overall performance assessment by comparing:

1. Your performance in comparison with how your were trained (e.g., *Uniform Method of Task Execution* on the applicable *Training Tasks),* and
2. How your performance compares with the criterion in the applicable *Standard Evaluation Guidelines.*

There are no secrets in the Field Training and Evaluation Process. The objective is to insure that you always know where you stand in terms of formal performance assessment and what, if any, additional training is necessary to take corrective action to meet acceptable performance standards.

You are required to sign and date each *Daily Observation Report.* Your signature simply indicates that you and your FTO fully discussed the performance assessment at the close of the shift.

***Extension of Training***

You and your FTOs will meet on a regular basis with the Field Training Shift Supervisor to review your progress during the Field Training and Evaluation Process. Additional days/weeks of training and evaluation can be added when:

1. You and your FTO have not completed and signed-off on all *Training Tasks* within the current Field Training and Evaluation Process Step due to heavy call-for-service volume, etc., or
2. You are experiencing *Not Responding to Training* difficulty that requires additional resources to take the additional *Corrective Action Necessary.*

No stigma is attached to a Probationer who is granted an *Extension of Training.* You should view the extension, if it occurs, as if you have been placed in a Field Training and Evaluation Process holding pattern for a short time. The *Extension of Training* is an opportunity for you and the Department’s Field Training Unit to further assist you get your performance back-on-track and within *Meets Standards: Yes* performance criteria.

***Not Responding to Training***

When additional training and coaching has been provided but you are still unable to perform at a *Meets Standards: Yes* assessment, a notation of *Not Responding to Training (NRT)* will be made in the corresponding performance assessment category on the front side of the *Daily Observation Report.*

An *NRT* is an indication that performance problem exists which requires *Correction Action Necessary.* Your FTO will work with you to diagnose the exact extent of the performance problem and assist you take the necessary corrective action.

On-going *Not Responding to Training (NRT),* in spite of additional training and coaching is an indication that a performance problem exists that has the potential to place your continue employment in jeopardy. Failure to eliminate the area(s) of *Not Responding to Training (NRT)* may result in a Field Training Unit recommendation for an *Employment Status Review* to reassess your continued employment.

***On-Board Navigator***

Mastering the jurisdiction is not an option. Your Field Training Officer will discuss and demonstrate the *On-Board Navigator* protocols and you shall serve as the passenger seat navigator commencing on the second duty day of Step I at the Field Training Officer’s direction.

You are allowed to utilize your *street directories* and Map Overlays to assist you direct the Field Training Officer to the target location. You may request Telecommunicator Assistance or utilize on-board Global Position Satellite (GPS) whenever response delay could compromise public or officer safety.

*On-Board Navigator* protocols are as follows and continue until the target location is reached:

1) Articulate the patrol vehicle’s current location by identifying and articulating the current location (street/highway), and

2) Identify and articulate precise block number or closest mile marker, and

3) Determine and articulate geographic direction of travel, and,

4) Anticipate and articulate upcoming major cross streets and intersections, entrance/exit ramps, and

5) Direct the Field Training Officer on any upcoming turns (e.g., right/left), and

6) Resume *On-Board Navigator* protocols 1 – 5 (above) until arrival at the target location.

Special attention: Probationer shall articulate location/timing for deactivation of emergency equipment (e.g., siren tones) to neutralize *siren wash* when approaching in-progress crimes or any situation where emergency equipment could compromise officer safety and to insure maximum stealth approach (e.g., cover/concealment).

***Open Communication***

The Field Training and Evaluation Process is built upon a foundation of open and frank discussions between you, the Field Training Officers along with the Department’s Command and Supervisory personnel.

It is your responsibility to take full ownership and understanding of the consequences of your behavior and to seek clarification, so ask questions when in doubt! You have an obligation to discuss any aspects of your performance assessment with your FTOs before requesting a meeting with the Field Training Shift Supervisor. There are no hidden agendas in the Field Training and Evaluation Process; accordingly, your FTO will be present for any discussions regarding your performance.

You may request a meeting with the Field Training Coordinator and/or Commander if the meeting with the FTO and Field Training Shift Supervisor does not resolve the issue(s).

***Standard Evaluation Guidelines***

The Field Training and Evaluation Process utilizes ten (10) performance assessment categories to report on-the-job proficiency. Each of the *Standard Evaluation Guidelines* (SEGs) are behaviorally anchored descriptors of performance as follows:

• *Exceeds Standards* (Consistently Meets Standards: Yes)

• *Meets Standards: Yes*

*• Meets Standards: No* *— Corrective Action Necessary*

It is important for you to thoroughly learn the performance criterion in order to know exactly how your on-the-job performance is being assessed.

Keep your performance in perspective. The Field Training and Evaluation Process is not intended to ambush you when errors occur. The FTOs will work with you to take the necessary corrective action when your performance *Meets Standards: Yes.*  Be patient. You will learn from your mistakes and your Field Training Officer will work with you to take the appropriate *Corrective Action Necessary.* Remember, it is not where you start; it is where you finish in the Field Training and Evaluation Process.

***Self-Initiated Field Activity***

Self-initiated Field Activity is the *learned ability* to anticipate and take action on a wide variety of issues that require on-going law enforcement attention on a daily basis to insure the public’s safety.

The sources of Self-initiated Field Activity are as diverse as actively following up on information provided at roll call/briefing such as wanted persons, parole notifications, be-on-the-lookouts to utilization of the *Map Overlays* to target high crime areas (*Location Oriented Patrol*) and to target high frequency crash areas for selective enforcement as well as management of Level III Sex Offenders released back to the community (*Perpetrator Oriented Patrol*). Your Field Training Officer will assist you to develop a proactive *Daily Patrol Plan* for the next scheduled day; this will be address the following questions:

1) Where should we be physically patrolling in the assigned area when not handling calls-for- service, and

2) What are the Location and/or Perpetrator Oriented Patrol targets?

Self-initiated Field Activity is not a statistically based equation. It is an objective discussion between you, your FTO and Patrol Team Supervisor on the variety and diversity of the activities you are self-initiating. Your FTO will assist to insure the focus is upon quality (variety and diversity) of your Self-initiated Field Activity by examining, for purpose of example only, the number of suspicious persons – known offender contacts you initiate, how many double-back property checks and merchant contacts in commercial high crime areas you are effecting, follow-ups with crime victims, etc.

***Six Steps of the Instructional Process***

1. The Field Training Officer explicitly tells the Probationer what’s going to be done and,
2. The Field Training Officer demonstrates (half-speed) and simultaneously describes what’s being done and,
3. The Field Training Officer asks the Probationer: *Is this perfectly clear?* If the Probationer responds with *NO,* the Field Training Officer repeats #1 and #2 the Probationer can logically and completely articulate the *Training Task Uniform Method of Task Execution* and,
4. The Probationer demonstrates (half-speed) and simultaneously verbalizes what is being done while the Field Training Officer,
5. Closely observes the Probationer execute the *Training Task* (without interruption) and then,
6. Debriefs with the Probationer (remember the Five R’s: Coaching for Enhanced Performance.

Note: You will utilize the *Six Steps of the Instructional Process* whenever you are directed to train your Field Training Officer by utilizing the *Role Reversal* (R/R) instructional tool.

***Field Training Step Advancement***

The Field Training and Evaluation Process consists of four Steps during which time you shall always be assigned in a 1:1 relationship with an Field Training Officer during street law enforcement patrol assignments.

During Steps I — III you and your Field Training Officer shall collaborate to insure that you are mastering and certifying the *Training Tasks* for required for solo patrol entrustment. Your on-the-job performance will be also be documented on the *Daily Observation Report.*

Your Step Advancement shall be a collaborative recommendation between your Field Training Officer and Patrol Shift Supervisor to the Field Training Unit Commander and shall reflect the following requirements:

• You have satisfactorily completed and certified each of the *Training Tasks* for the assigned Step. All *Training Tasks* must be completed in order to advance to Step IV for solo patrol certification.

• Your performance in each of the Standard Evaluation Guideline areas on the *Daily Observation Report* is at *Meets Standards: Yes* or above.

• Any areas of *Corrective Action Necessary* have been eliminated.

• There are no ***N****ot* ***R****esponding to* ***T****raining* areas on the *Daily Observation Report.*

During Step IV you shall assume 100% of the Primary Contact Officer responsibilities and your Field Training Officer shall observe your call/incident handling in *soft clothes* from the cover position. Your Advancement to Step V shall be a collaborative recommendation between your Field Training Officers and Patrol Shift Supervisor to the Field Training Unit Commander.

Step V represents the balance of the Probationary Employment Period. You shall be periodically assigned to work with a *Scaffold Field Training Officer* during this period. Your Advancement to Non-Probationary Employment status shall be a collaborative recommendation between your Field Training Officers and Patrol Shift Supervisors to the Field Training Unit Commander and Chief Law Enforcement Executive for continued employment.

***Training Tasks***

You and your FTO will utilize the logically ordered *Training Tasks* located within the *Probationary Officer Manual* to facilitate your accomplishment of the solo patrol entrustment objective.

The *Training Tasks* specify:

• The***Purpos****e* of the *Training Task* insures that you fully comprehend the instructional objectives specific to the area of instruction.

• ***Related Training Tasks***, a brief list of the most relevant *Training Tasks* that have already

been trained and certified. This will afford you an opportunity to identify and review the

*Training Tasks* which serve as a logical foundation for the current *Training Task’s*

knowledge/skill requirements.

• ***Reference*** includes: a) the portions of the State’s Basic Police Training Curriculum content that is most pertinent to the *Training Task* being instructed, b) any applicable statues/ordinances/codes, c) Agency Policy and Procedure which is pertinent to the Task.

*Uniform Method of Execution* portion of the *Training Tasks* afford you an opportunity to see exactly what the Field Training Officer’s will be training.

It is your responsibility to thoroughly review any *Training Task* that you and your Field Training Officer will be executing for the upcoming duty day. You and your Field Training Officer will formally discuss upcoming training and note it on the next duty day *Daily Training Plan.* You shall be signed off as *Training Task* proficient when you can consistently execute the *Uniform Method of Task Execution* during actual calls/assignments and/or *role playing* exercises.

***Tactical Response Role Play Protocols***

All Tactical Response Role-Plays (T/RP) are preceded with a comprehensive review and your acknowledgement of understanding of the *Liability Reduction Protocols:*

1. Absolutely no activation of any emergency equipment (e.g., lights/sirens), and
2. No patrol vehicle speed over the posted limit, and
3. Total compliance with all traffic signs and signals, and
4. No tactical display of any weapons.

***Directed Coaching Protocols***

It is very likely that you and your assigned Field Training Officer will have to handle high risk – in-progress events where you have not been *Training Task* signed off. In this event, your Field Training Officer will immediately and clearly articulate: *Listen to me very carefully.*

Absolutely NO questions at this time! Actively listen to what your Field Training Officer is directing you do.

Your Field Training Officer will specifically tell you what to do and when. You must remain within your Field Training Officer’s line of sight and hearing.

If time permits, your Field Training Officer will ask you: *Is this perfectly clear?* to insure your full understanding of what must be done and provide any further clarification.

Remember, the last directive given is the first order followed.

***The Big Three Coaching Questions***

1. What did YOU do correctly or approximately correct?
2. What would WE do differently if we had the opportunity to repeat this?
3. Why should WE be concerned about this?