



Edina Police Operations Manual

Policy Number
350.00

Subject:

FIELD TRAINING PROGRAM

Effective Date
06/01/1993

Revised Date
03/04/2020

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PURPOSE:

To establish procedures governing the Field Training Program for newly hired police officers.

350.01 FIELD TRAINING COORDINATOR

Subd. 1 The field training coordinator shall be a command staff officer designated by the chief of police.

Subd. 2 The field training coordinator shall be responsible for the following tasks:

- a) The general control and evaluation of the field training program.
- b) The preparation, revision, and evaluation of the field training manual, daily observation report, and supervisor's monthly evaluation report.
- c) Monitoring and evaluating the overall development of probationary officers during the probationary period for purposes of ascertaining any deficiencies and resolution through training or retraining.
- d) Planning, directing, controlling, and evaluating the field training assignment.
- e) Assist in the selection of field training officers.
- f) The placement of probationary officers with field training officers.
- g) The distribution of the completed daily observation reports and supervisor's monthly observation reports.
- h) Periodically consulting with field training officers to maintain standards, solicit suggestions and discuss new approaches in addressing training concerns.

350.02 FIELD TRAINING OFFICER

Subd. 1 The field training officer shall be responsible for the training and evaluation of the assigned probationary officer.

Subd. 2 The following are desired qualifications of a field training officer:

- a) A patrol officer with a minimum of three years experience as a sworn police officer.

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- b) Possession of the technical knowledge necessary for the successful performance of a patrol officer, particularly in the areas of:
 - Preliminary investigations.
 - Report writing.
 - Statutes, city codes, policies and procedures.
- c) Positive interpersonal relations and the ability to work with people under a wide variety of circumstances.
- d) Possession of teaching skills, and the ability to evaluate others objectively.

Subd. 3 Field training officers shall be selected in the following manner:

- a) Patrol officers currently assigned to the patrol division.
- b) After conferring with patrol supervisors and the field training coordinator shall select field training officers as needed.

350.03 **FIELD TRAINING MANUAL**

Subd. 1 Newly hired officers will be issued a field training manual to review and maintain throughout the field training assignment.

Subd. 2 At the conclusion of the field training assignment, the field training manual will be forwarded to the field training coordinator for review, evaluation and retention.

350.04 **DAILY OBSERVATION REPORT**

Subd. 1 The daily observation report should be utilized by the field training officer in the daily evaluation of the probationary officer and should be completed anytime the field training officer supervises a recruit for the majority of a shift.

Subd. 2 After the daily observation report is reviewed with the probationary officer, the probationer shall sign the report as an acknowledgment they have read it.

Subd. 3 The field training officer should forward completed daily observation reports to the Field Training Coordinator to be reviewed and maintained in the probationer's training file.

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The initial field training program may be extended if additional training needs are determined to exist.

350.06 ASSIGNMENT TO A PATROL SHIFT

Upon completion of the field training program, the probationer will be rotated through the various shifts throughout the duration of their probationary period. The patrol lieutenant will determine the shift rotation.

350.07 SUPERVISORS MONTHLY OBSERVATION REPORT

- Subd. 1** The supervisors monthly observation report shall be completed each month by the supervisor to whom the probationer is assigned. Monthly observation reports should be completed throughout the probationary period.
- Subd. 2** After the monthly observation report is reviewed with the probationary officer, the probationer shall sign the report as an acknowledgment they have read it.
- Subd. 3** The supervisor should forward the completed report to the field training coordinator to be reviewed and maintained in the probationer's training file.