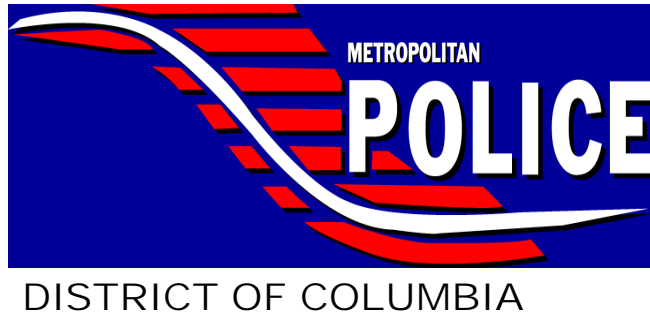


GENERAL ORDER



Title Field Training Program		
Topic	Series	Number
PER	201	33
Effective Date August 19, 2016		
Replaces: GO-PER-201.33 (Field Training Program), Effective Date May 22, 2009		
Rescinds: EO-16-003 (Interim FTO Selection), Effective Date June 30, 2016		

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I. BACKGROUND

The Metropolitan Police Department (MPD) Field Training Program (FTP) is designed to support and complement the initial police officer training provided by the Metropolitan Police Academy (MPA). The FTP provides a course of activities that ensures the hands-on application of the skills and knowledge acquired by probationary officers during the initial training. Field training is provided to probationary officers by field training officers (FTOs).

FTOs set an example for others with respect to ethical policing, dedicated work, professional demeanor, proper appearance, respect, courtesy, and all other requirements of an effective police officer. As a coach, mentor, and trainer, FTOs have a tremendous impact on probationary officers. It is during the field training period that probationary officers form the critical behavior patterns and work habits that will provide the foundation for their law enforcement career.

II. POLICY

The policy of the MPD is to assign each probationary officer who has successfully completed the initial MPA training program to an FTO for each FTP training cycle to ensure the probationary officer's successful transition from the training environment to performing the full duties of an MPD patrol officer.

III. DEFINITIONS

When used in this directive, the following terms shall have the meaning designated:

1. Electronic training record (ETR) – collection of documents pertaining to the performance of a probationary officer during the FTP, including Weekly Observation Reports, Evaluation Reports, and other relevant documentation.

NOTE: Weekly Observation Reports and Evaluation Reports are available online in Acadis, the Department's learning management system.

2. Field training officer – sworn police officer who has satisfied the FTO selection requirements as outlined in this order.
3. Field training program – fifteen week period, following the successful completion of the initial recruit training provided by the MPA, during which each probationary officer completes field training.
4. FTP coordinator – MPA official, who is responsible for ensuring the successful implementation of the FTP and serving as the MPA liaison to the FTP district coordinators.
5. FTP district coordinator – sworn member, the rank of captain, designated by the district commander, responsible for ensuring the successful implementation of the FTP within their police district.
6. FTP review board – A board comprised of the MPA commanding official (committee chairperson), FTP coordinator, and the FTP district coordinators from each police district. The FTP review board shall periodically evaluate the FTP to ensure continued relevance and improvement, as well as evaluate the performance of probationary officers and FTOs.
7. FTP sergeant – sworn member, the rank of sergeant, designated by his or her district commander, responsible for providing supervision to ensure the proper daily operation of the FTP within his or her district.
8. Probationary officer – sworn police officer who possesses a probationary appointment who must successfully complete the required initial training, field training, and probationary period.
9. Probationary period – 18 month time period in which a probationary officer performs his or her duties while obtaining the necessary training and experience to determine his or her fitness for a permanent appointment. The probationary period may be extended by the Chief of Police for up to an additional eighteen months.

10. Probationary review panel – panel of sworn members responsible for reviewing the job performance of a probationary officer at the conclusion of the probationary period to determine if the officer shall be recommended to the Chief of Police for a permanent career service appointment.

IV. REGULATIONS

- A. Once selected and trained in accordance with this order, members serving as an FTO shall receive additional compensation – in the form of a pay differential – when training or evaluating probationary officers in accordance with the FTP. Members who are not assigned to a probationary officer for training or evaluation purposes shall not receive additional compensation.
- B. Selection Criteria for an FTO
 1. Each FTO shall be an experienced patrol officer who has met the FTO selection and training criteria established by this general order and who has been so authorized by his or her district commander.
 2. Each FTO candidate shall:
 - a. Have served continuously with the MPD for at least three years preceding the qualifying date;
 - b. Possess a most recent sustained annual job performance rating of *Meets Expectations* or better;
 - c. Have had the Optional Sick Leave Privilege in effect for one year preceding the qualifying date;
 - d. Have been eligible to participate in the Expected Tardiness Program for the one year preceding the qualifying date;
 - e. Not have received more than one PD Form 90 (Notification of Tardiness) within the one year preceding the qualifying date;
 - f. Have no pending adverse action;
 - g. Not have received any sustained adverse action for a citizen complaint within the three years preceding the qualifying date;
 - h. Not have received an official reprimand or adverse action for using unnecessary and wanton force; a violation of an MPD equal employment opportunity (EEO) policy, the D.C. Human Rights Act, or an equivalent federal law or regulation; willingly and knowingly making an untruthful statement; falsification of an

official record or report; misuse of one's official position or unlawful coercion of an employee for personal gain or benefit; or failing to complete a mandated SSP intervention plan as required by SOP-07-01 [Personnel Performance Management System (PPMS) and the Supervisory Support Program (SSP)] **within the three (3) years preceding the qualifying date;**

- i. Not have received a sustained adverse action, for conduct other than the conduct established in Part IV.B.2.f above, resulting in a fine, a reduction in rank or pay, or a suspension of more than 20 days in the 24 months preceding the qualifying date;
- j. Not have been demoted from a civil service rank, or removed for a disciplinary reason from assignment as a Master Patrol Officer (MPO), within the three years preceding the qualifying date;
- k. Possess an acceptable driving record that includes no more than one preventable crash, as determined by the Crash Review Board, within the one year preceding the qualifying date;
- l. Have successfully completed all training mandated by the MPD for all members of the applicant's current rank and assignment, including annual professional development, firearms re-qualification, defensive tactics, driving, cardiopulmonary resuscitation (CPR), automated external defibrillator (AED), Personnel Performance Management System (PPMS), diversity and community sensitivity, community policing, and interpersonal communications training;
- m. Have demonstrated a commitment to police integrity, including the code of ethics established by GO-RAR-201.36 (Metropolitan Police Department Sworn Law Enforcement Officer Code of Ethics);
- n. Possess an outstanding knowledge of MPD policies and procedures and the police district to which assigned, as demonstrated by the proper application of the knowledge in daily work activities;
- o. Possess outstanding interpersonal and communication skills, as demonstrated in daily work activities; and
- p. Have demonstrated an aptitude for instructing, training, and motivating adults in the acquisition of job-related knowledge and skills.

3. Other criteria that may be considered in selecting an FTO are:
 - a. Prior experience as an instructor, trainer or educator;
 - b. Job-related training and education completed in addition to MPD-mandated training; and
 - c. Letter of recommendation from a current supervisor (optional).
 4. MPOs who are assigned to patrol districts as of the effective date of this order will not be required to apply for the FTP; however, they must successfully complete the current FTO training prior to participating in the program. MPOs who successfully complete the FTO training must maintain their eligibility in accordance with Part IV.C.
- C. A member shall be ineligible to serve as an FTO if the member fails to continue to meet the selection criteria established in Part IV.B.2.
- D. Only members designated as FTOs are authorized to conduct the FTP. Shifts in which probationary officers are not assigned to an FTO shall not be considered towards satisfying the FTP requirements, as outlined in Part V.B of this order.

V. PROCEDURES

- A. Selection of FTOs
1. Following the publication of an FTO vacancy announcement, the Director of Human Resource Management Division (HRMD) shall forward the names of qualified candidates to the district commander.
 2. The district commander shall establish an FTO selection panel consisting of one captain, one lieutenant, and one sergeant, who shall be responsible for recommending candidates to the district commander.
 - a. The selection panel shall review the applications and supporting documents for all applicants identified by HRMD as being qualified.
 - b. The selection panel shall interview all applicants referenced above.
 - c. The selection panel shall forward their recommendations to the district commander who shall approve or reject the selection and forward the results to HRMD.

3. Each candidate selected to serve as an FTO shall successfully complete the required MPA FTP training prior to serving as an FTO.

B. Field Training Program

1. The FTP shall consist of four training cycles, each being three weeks in duration; two evaluation periods, each one week in duration; and a one week familiarization week, for a total of fifteen weeks (except as otherwise extended for remedial training pursuant to Part V.C below); Specifically, the FTP shall be administered in the following order:
 - a. Cycle 1 (Non-Emergency Incident Response) – three weeks;
 - b. Cycle 2 (Emergency Incident Response) – three weeks;
 - c. Evaluation – one week;
 - d. Remedial training (if applicable) – one day to three weeks;
 - e. Remedial evaluation (if applicable) – one to seven days;
 - f. Familiarization period – one week;

NOTE: The purpose of the familiarization period is to expose probationary officers to specialized units of MPD and partner agencies [e.g., district detective units, the Juvenile Processing Center, the Office of Unified Communications (OUC)].

 - g. Cycle 3 (Preliminary Investigation and Routine Patrol) – three weeks;
 - h. Cycle 4 (Proactive Policing and Advanced Patrol Techniques) – three weeks;
 - i. Final evaluation – one week;
 - j. Final remedial training (if applicable) – one day to three weeks; and
 - k. Final remedial evaluation (if applicable) – one to seven days.
2. Throughout the FTP, when practical, the FTO and probationary officer shall be utilized as the backup unit (commonly referred to as the “number two car”) and shall provide support to the other units in the Patrol Service Area (PSA).

NOTE: This will allow the training unit to receive radio runs and assist units that receive the most radio runs from the dispatcher (commonly

referred to as the “one car”) while still providing the flexibility to achieve training objectives.

3. The FTP district coordinator shall assign each probationary officer to an FTO within 24 hours of the assignment of the officer to the district and prior to the start of each new training cycle. Whenever possible, the FTP district coordinator shall also ensure:
 - a. The probationary officer retains the same FTO throughout each three week training cycle.
 - b. The probationary officer and the FTO have the same days off. FTP district coordinators are reminded to ensure all scheduling is consistent with the provisions of the current collective bargaining agreement.
4. The FTO, at the end of each week, shall complete a Weekly Observation Report for the assigned probationary officer. The FTO shall make every effort to prepare, review, and submit the Weekly Observation Report prior to checking off on the last day of the week; however, if this is not possible, the FTO shall be allowed one additional day to prepare, review, and submit the document to an FTP sergeant.
 - a. Prior to submission, the FTO shall review the completed Weekly Observation Report with his or her probationary officer. The FTO shall ensure he or she certifies the completed Weekly Observation Report prior to submitting it for review.
 - b. The FTO shall submit the Weekly Observation Report to an FTP sergeant via Acadis for approval.
 - c. The FTP sergeant shall approve the Weekly Observation Report prior to checking off on his or her next shift.
5. At the end of each three week training cycle, an FTP sergeant shall meet with the probationary officer and the FTO to evaluate the probationary officer and FTO’s progress.
 - a. The evaluation shall be conducted using the Weekly Observation Reports and personal observations from the training period.
 - b. The probationary officer’s job performance feedback for the cycle shall be obtained from both the probationary officer and assigned FTO.
6. Upon the completion by the probationary officer of each cycle, the FTP sergeant shall direct the probationary officer to complete the FTO

Evaluation Report.

NOTE: FTO Evaluation Reports are available online in Acadis.

7. Upon the completion by the probationary officer of the FTP, the FTP sergeant shall submit the probationary officer's ETR to the FTP district coordinator for certification.

C. Remedial Training

1. When remedial training is appropriate for a probationary officer, as identified by an FTO or the FTP sergeant, the FTO shall develop and submit a remedial training plan to the FTP district coordinator, through the FTP sergeant, for approval.
2. The remedial training plan shall identify the topics and/or skills that must be remediated and the amount of time required to obtain the knowledge/skills.
3. Remedial training shall not exceed three weeks per evaluation and shall in no case extend beyond the length of the probationary officer's probationary period.
4. The FTP sergeant shall record the training in the probationary officer's ETR, including the knowledge and skills to be demonstrated and duration of remedial training period, and submit the remedial training plan to the FTP district coordinator for approval.
5. Following approval by the FTP district coordinator, the probationary officer, FTO, FTP sergeant, and FTP district coordinator shall sign and date the remedial training plan. The signed training plan shall be maintained in the probationary officer's ETR.
6. If the probationary officer does not demonstrate sufficient improvement after the remediation period:
 - a. The FTP district coordinator shall forward a report to the FTP review board summarizing the case, except that:
 - (1) If the FTP district coordinator has reason to believe the probationary officer's job is being affected by a medical condition, he or she shall refer the officer to the Police and Fire Clinic for a "fitness for duty" examination, consistent with the procedures contained in GO-PER-100.21 (Physical Examinations).
 - (2) If the "fitness for duty" examination indicates no physical or mental condition, the FTP district coordinator

shall forward a report to the FTP review board summarizing the case.

- b. The FTP review board shall review the case and shall forward its findings to the Chief of Police in accordance with Part V.E.

D. FTP Evaluation Phases

1. The evaluation phase for probationary officers shall be conducted after the second and fourth cycles of the FTP.
2. FTP sergeants shall ensure probationary officers are evaluated by an FTO who was not directly involved in the probationary officer's training.
3. FTOs shall ensure they evaluate probationary officers in accordance with the criteria outlined in the Evaluation Report.
4. The FTO shall submit the completed Evaluation Report to the FTP sergeant, who shall add the report to the probationary officer's ETR.
5. Depending on the results documented in the Evaluation Report, the FTO, FTP sergeant, and FTP district coordinator may elect to provide remedial training in accordance with Part V.C of this order.

E. FTP Review Board

1. The FTP review board shall be responsible for:
 - a. On an ad hoc basis, evaluating the performance of probationary officers who are not successfully completing the FTP and make an appropriate recommendation for action to the Chief of Police.
 - b. On an ad hoc basis, evaluating the performance of FTOs who have been recommended for removal from the FTP by their FTP district coordinator.
 - c. Meeting, at least annually, to evaluate the FTP to ensure continued relevance and improvement, and forward recommendations for program improvement to the Chief of Police.
2. In cases where the FTP review board is evaluating the performance of a probationary officer or FTO, the FTP district coordinator assigned to the subject probationary officer or FTO's district shall not sit on the board.

3. Evaluation of Probationary Officers
 - a. Probationary Officers Eligible for Certification
 - (1) Probationary officers who have successfully completed the FTP shall be recommended by the FTP district coordinator to the district commander for certification.
 - b. Probationary Officers Ineligible for Certification
 - (1) If, after the provision of remedial training and consulting with the probationary officer's FTO and FTP sergeant, the FTP coordinator determines the probationary officer's performance has not sufficiently improved or there is a significant risk the probationary officer will not be able to successfully complete the FTP, he or she shall recommend the probationary officer to the FTP review board.
 - (2) The FTP review board shall evaluate the probationary officer's performance and review, at a minimum:
 - (a) The probationary officer's Weekly Observation Reports;
 - (b) Evaluation Reports; and
 - (c) Any other documentation related to the probationary officer's performance.
 - (3) The FTP review board shall determine whether or not the probationary officer's inadequate performance during the FTP can be sufficiently improved by specific remedial training or changes to his or her district's administration of the FTP, or if the probationary officer does not possess the skills and abilities for successful completion of the FTO. The FTP review board shall forward its findings and recommendation to the Chief of Police for final determination.
4. Evaluation of FTOs
 - a. FTP district coordinators shall be responsible for monitoring the performance of FTOs, considering the following criteria:
 - (1) Reviewing the FTO evaluations regarding each FTO's performance.

- (2) Personal observations of the FTO conducting his or her duties; and
 - (3) Relevant documentation regarding discipline or commendations.
 - b. FTOs shall be evaluated in the following manner:
 - (1) After each cycle, by probationary officers to whom they were previously assigned for evaluation or training. Evaluations from probationary officers shall be solicited **after** the probationary officer has completed each cycle;
 - (2) Quarterly by district FTOs assigned the same shift as the FTO under evaluation; and
 - (3) Quarterly by district FTP sergeants.
 - c. At any time during the FTP, should an FTP sergeant determine the FTO is not adequately fulfilling his or her duties as an FTO, the FTP sergeant shall:
 - (1) Notify the subject FTO;
 - (2) Meet with the FTO to discuss deficiencies and methods for improvement; and
 - (3) Document the conference in the Acadis database.
 - d. After a reasonable amount of time, if the FTP sergeant determines the FTO is still not adequately fulfilling his or her FTO duties, the FTP sergeant shall recommend the FTO to the FTP review board for removal from the FTP.
 - e. In his or her recommendation to the FTP review board, the FTP sergeant shall articulate the rationale behind his or her recommendation for the removal of the FTO from the FTP.
 - f. The FTP review board shall evaluate the FTO's performance and determine whether or not the FTO shall be removed from the FTP. The FTP review board shall forward its findings and decision to the subject FTO and notify his or her district commander.
5. The FTP review board shall not make any recommendation or determination without a quorum of at least five members.

VI. ROLES AND RESPONSIBILITIES

A. FTOs shall:

1. Complete all required MPA FTP training.
2. Become familiar with the Weekly Observation Report and Evaluation Report.
3. Provide objective and constructive instruction, training, and guidance to each assigned probationary officer to ensure the officer successfully completes the FTP.
4. Instruct and assist their assigned probationary officer with the preparation of Arrest Reports and related documents.
5. Accompany and assist their assigned probationary officer when the papering of cases and/or attendance at preliminary or detention hearings is required, in accordance with GO-PCA-701.01 (Courts and Hearings).
6. Seek guidance and instruction from the FTP sergeant, when necessary, in order to maintain and improve their performance as an FTO.
7. Inform the FTP sergeant in a timely manner of any problem or condition that may prevent a probationary officer from successfully completing the FTP and/or that may require remedial training.
8. Complete Weekly Observation Reports or Evaluation Reports, consistent with this general order, for their assigned probationary officer.
9. Provide the FTP sergeant feedback on the job performance of their probationary officers for each three week training cycle.

B. FTP sergeants shall:

1. Complete all required MPA FTP training.
2. Provide guidance to district FTOs to ensure the successful completion of the FTP.
3. Ensure that each FTO submits Weekly Observation Reports and Evaluation Reports consistent with this general order.
4. Provide guidance and instruction, upon request, to an FTO on how to improve his or her performance as an FTO.

5. Meet with each probationary officer at the conclusion of each three week training cycle to evaluate the officer's knowledge and skills acquisition and to document and report job performance concerns to the FTP district coordinator.
6. Develop remedial training plans for probationary officers as appropriate.
7. Issue a probationary officer a PD Form 62D (Warning Notice), as appropriate, after receiving input from the FTO to document a deficiency in the probationary officer's understanding, or execution, of a required job performance task in order to place the probationary officer on notice that his or her job performance must be improved and to make recommendations for improvement.
8. Ensure that Weekly Observation Reports, Evaluation Reports, and all other material related to the probationary officer's FTP, are included in the ETR.
9. Submit the ETR of the probationary officer to the FTP district coordinator upon the completion of the probationary period.

C. FTP district coordinators shall:

1. Complete all required MPA FTP training.
2. Serve as the district's liaison to the MPA for the FTP.
3. Provide guidance to district FTOs and otherwise ensure that the FTP is properly administered.
4. Assign each probationary officer to an FTO within 24 hours of the assignment of the probationary officer to the district and for each new cycle.
5. Assign the same days off to the probationary officer and their assigned FTOs.

NOTE: FTP district coordinators are reminded to ensure all scheduling is consistent with the provisions of the current collective bargaining agreement.

6. Whenever possible, ensure the probationary officer retains the same FTO throughout each three week training cycle.
7. Ensure that a probationary officer is not assigned to a specialized detail until the officer is certified to patrol alone.

8. Forward, as appropriate, the names of sworn members who are recommended by the FTO selection panel to the district commander for review.
 9. Approve each probationary officer remedial training plan developed pursuant to this general order.
 10. Ensure the ETR, including a properly completed memorandum outlining the probationary officer's training history, is submitted to the probationary review panel at least one week prior to the scheduled appearance of the probationary officer before the probationary review panel.
 11. Maintain a current list of district FTOs.
 12. Review and monitor probationary officers using the PPMS in accordance with GO-PER-120.28 [Personnel Performance Management System (PPMS) and the Supervisory Support Program (SSP)] and SOP-07-01 [Personnel Performance Management System (PPMS) and the Supervisory Support Program (SSP)].
 13. Attend district roll calls to identify potential FTO candidates.
- D. District watch commanders shall:
1. Ensure that an FTO is not routinely assigned roll call and check-off duties while assigned as an FTO to a probationary officer as part of the FTP.
 2. Ensure that FTOs are provided the opportunity to patrol and respond outside of their assigned PSA in order to provide the probationary officers with their required training opportunities.
 3. Ensure the OUC dispatcher that training call signs should be treated like a single-officer (i.e., a "10-99 unit") when assigning radio runs and shall be considered a "number two" call sign.
- E. District commanders shall:
1. Ensure the proper operation of the FTP within the command.
 2. Ensure that each FTO, FTP sergeant, and the FTP district coordinator complete the required MPA training prior to serving in the FTP.
 3. Approve sworn members to serve as FTOs.
 4. Designate one captain to serve as the FTP district coordinator.

5. Designate at least one sergeant per shift to serve as the FTP sergeant.
 6. Approve the assignments of FTOs to probationary officers.
 7. Ensure all options to improve a probationary officer's performance (e.g., counseling, performance warning, and remedial training) are implemented prior to recommending the termination of the employment of a probationary officer.
 8. Recommend the employment termination of a probationary officer consistent with this general order.
 9. Ensure that FTOs are reviewed and monitored using the PPMS in accordance with GO-PER-120.28 [Personnel Performance Management System (PPMS) and the Supervisory Support Program (SSP)] and SOP-07-01 [Standard Operating Procedures (SOP) for the Personnel Performance Management System (PPMS) and the Supervisory Support Program (SSP)]".
 10. Ensure that FTOs are removed from service in the FTP when failing to meet any requirement of Part IV.B.2.
- F. The FTP Coordinator shall:
1. Serve as the liaison to the FTP district coordinators.
 2. Provide guidance to district FTP personnel to ensure the successful completion of the FTP.
 3. Serve on the FTP review board.
 4. Assist the Commanding Official of the MPA with the proper implementation of the Department-wide FTP.
 5. Issue, collect, and analyze FTO Evaluation Reports on a quarterly basis to ensure adequate instruction is being provided to probationary officers.
 6. Report findings of FTO Evaluations Report analyses to the FTP district coordinators and the Commanding Official of the MPA.
 7. Conduct field inspections of FTOs during the FTP to ensure compliance with program requirements.
 8. Ensure the districts have a sufficient number of trained FTOs to successfully administer the FTP and make recommendations to the commanding official of the MPA regarding increasing or decreasing the number of FTOs assigned to each district.

9. Analyze FTO staffing in the districts to determine the need for additional FTP training classes and advise the Commanding Official of the MPA accordingly.
- G. The Commanding Official of the MPA shall:
1. Ensure FTP-related training is made available as needed.
 2. Ensure the FTP review board meets, at a minimum, annually.
 3. Serve as the Chair of the FTP review board.

VII. CROSS REFERENCES

- A. GO-PER-100.21 (Physical Examinations)
- B. GO-PER-120.28 [Personnel Performance Management System (PPMS) and the Supervisory Support Program (SSP)]
- C. GO-RAR-201.36 (Metropolitan Police Department Sworn Law Enforcement Officer Code of Ethics)
- D. GO-PCA-701.01 (Courts and Hearings)
- E. SOP-07-01 [Personnel Performance Management System (PPMS) and the Supervisory Support Program (SSP)]


Cathy L. Lanier
Chief of Police

CLL:KDO:MOC:DMH