

**PORTLAND POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE**

	Effective Date <b>9/23/2012</b>	Number <b>32</b>
Subject <b>Field Training Program</b>		
Review Date <b>4/7/2019</b>		

**I. Purpose**

The purpose of this standard operating procedure is to establish guidelines by which the Field Training Program will be structured and presented to Portland police personnel.

**II. Policy**

The Portland Police Department will provide its new officers and Field Training Officers with timely, complete and relevant practical and classroom training so that each officer may perform all assigned tasks with the highest degree of efficiency and effectiveness.

**III. Organization and Administration**

The Portland Police Department Field Training Program is a structured and closely supervised program. The function of the Field Training Program is to provide newly hired officers with entry-level training in the skills necessary to perform the patrol function and to evaluate the trainees' performance of those skills.

The Field Training Program will be within the Training Division, and managed by the Training Sergeant. The Operations Coordinator will provide support to the Field Training Program as needed.

- A. Field Training Officers and Trainees will follow the patrol chain of command on all operational matters. FTO's and Trainees will report to the Training Sergeant on all matters concerning administration and evaluation of the FTO program.
- B. The goals of the Field Training Program are as follows:
  - 1. To establish, develop and implement a field training program consistent with the mission, responsibilities, and goals of the Portland Police Department.
  - 2. To select the most qualified field training officers and provide them with the appropriate support and training.
  - 3. To create an environment conducive to the adult learner.
  - 4. To ensure proficiency in all necessary areas.

**IV. Procedure**

- A. Field Training Program
  - 1. Upon completion of the Maine Criminal Justice Academy Basic Law Enforcement Training Program (BLETP), or another basic police training program approved by MCJA, officers shall participate in the Portland Police Department field-training program.
  - 2. Officers graduating from the MCJA shall participate in the PPD Field Training Program for a minimum of fourteen weeks. Officers with prior law enforcement experience and approved certification may have the fourteen week minimum reduced to a minimum of eight weeks. This will be based upon a review of the officer's prior full time law enforcement experience. The recommendation for a reduction to eight weeks will be made by the Training Sergeant and approved by the Training Committee.
  - 3. The FTO Program consists of four phases. An officer is rated on observed activity only, up to 27 different categories. Ratings are recorded on a Daily Observation Report (DOR). During the last week of Phases 1-3 performance rating goals are averaged and must meet performance rating goals in order to move to the next phase. Both weeks during Phase 4 are averaged and must meet performance rating goals.
    - Phase 1: four weeks in length and rated (4) average or better in 33% of rated categories
    - Phase 2: four weeks in length and rated (4) average or better in 66% of rated categories
    - Phase 3: four weeks in length and rated (4) average or better in 100% of rated categories

Phase 4: two weeks in length and rated (4) average or better in 100% of rated categories

4. The Training Sergeant shall extend the training phase for an officer for failure to meet the required performance rating goals. The training phase may also be extended for repeated deficiencies in one or more categories. The length of any extension is determined by the Training Sergeant and is based on the individual needs of the trainee. Each extension shall be a minimum of one week. During part of the extension period daily ratings may be waived at the discretion of the Training Sergeant and in collaboration with the FTO. In the event that a no rating period is approved, officers must still meet the performance rating goals before advancing to the next phase. This shall require an additional week of rated observations.
5. Training schedules can be adjusted as needed due to military leave, sickness, vacation or any other leave.
6. A Training Committee meeting will be held after an officer has been extended for a second time. Any extensions beyond 18 weeks must be approved by the Chief of Police. The Chief of Police will make the final determination if an officer shall be released from the Department for failing to complete the requirements of the FTO Program.

B. Field Training Officers

1. Officers interested in becoming Field Training Officers (FTO) must apply in writing to the PAO / Personnel upon posting. Candidates will be asked to complete an application process which includes an oral interview, written exam and an example of their report writing. The Training Sergeant shall seek input from an officer's direct supervisor, and other supervisors who have worked with the officer. The Training Sergeant will then submit a list of candidates to the Chief of Police for a package review and final selection.
2. FTO's must have a minimum of three years in service with PPD. The following additional factors will also be considered: prior training/experience; ability and aptitude; disciplinary action; and sick leave usage.
3. Upon selection, FTO's will be asked to make a minimum two-year commitment to the program. FTO's who have not already attended training in the following areas will do so as soon as possible: Training/Instruction; Supervision/Leadership. At a minimum, the FTO shall receive training in the administration of this program prior to training a new officer.
4. The Chief of Police can remove a Field Training Officer based upon any organizational or administrative needs of the Department.