

BLOOMINGTON POLICE DEPARTMENT

**PROBATIONARY OFFICER TRAINING
MANUAL**

**AND
DAILY OBSERVATION REPORTS**

This is the BLOOMINGTON POLICE DEPARTMENT Field Training Program Manual for Probationary Officers
January 2001

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PROBATIONARY OFFICER DATA SHEET

Date of Appointment ____/____/____

PERSONAL INFORMATION

NAME (Last – First – Middle) PIN #

HOME ADDRESS

TELEPHONE NUMBER S M D Sep MARITAL STATUS CHILDREN (Age[s])

DATE of BIRTH PLACE of BIRTH AGE

EDUCATION

HIGH SCHOOL CITY/STATE

COLLEGE/UNIVERSITY MAJOR/MINOR

OTHER EDUCATION

EMPLOYMENT HISTORY

FROM (Date) TO (Date) EMPLOYER POSITION

FROM (Date) TO (Date) EMPLOYER POSITION

FROM (Date) TO (Date) EMPLOYER POSITION

MILITARY EXPERIENCE

PRIOR MILITARY EXPERIENCE BRANCH

LENGTH OF SERVICE RANK DUTIES

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POLICE EXPERIENCE

FROM (Date)	TO (Date)	ORGANIZATION	POSITION

BACKGROUND INFORMATION

CITIES LIVED IN SINCE BIRTH

FOREIGN LANGUAGES SPOKEN FLUENCY LEVEL

ORGANIZED SPORTS PLAYED

SPECIAL SKILLS/LICENSES/CERTIFICATES

HOBBIES/SPECIAL INTERESTS

ACKNOWLEDGEMENT OF UNDERSTANDING

As a probationary officer with the BLOOMINGTON POLICE DEPARTMENT, I understand that I am required to graduate from the *Field Training Program*. Failure to graduate from the program will result in the termination of my employment with the BLOOMINGTON POLICE DEPARTMENT.

I also understand that the requirements for graduation from the *Field Training Program* are located in writing in the Probationary Officers Training Manual. The Field Training Officers will attempt to teach me all of the necessary skills for acceptable completion of the program; however, it is my responsibility to learn those skills.

I have been informed that my performance will be evaluated in job related activities during the program. That evaluation will include Daily Observation Reports, Daily Observation Supplemental Reports, Weekly Managers Reports, and Phase Summery Reports. My performance and evaluations will be shared with members of the Field Training Staff to increase my educational opportunities.

I have also been advised that during my training I will be assigned to various shifts and Field Training Officers. I understand that the Field Training Officer is my immediate "Supervisor." I will follow his/her directions/orders at all times during any police incident.

During the program any requests for time off must be cleared through the Field Training Staff.

Signature of Probationary Officer:

Date:

Signature of Field Training Officer:

Date:

LAW ENFORCEMENT CODE OF ETHICS

As a LAW ENFORCEMENT OFFICER my fundamental duty is to serve people, to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all men to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or they confide that to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear of favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as public trust to be held while I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

WELCOME

Congratulations on your hiring as a police officer and welcome to the BLOOMINGTON POLICE DEPARTMENT. The *Field Training Program* is designed to give the new police officer all of the necessary knowledge, skills, and abilities to be a productive and successful member of the department. This program will provide evaluation, training and guidance for the probationary officer.

INTRODUCTION

Probationary officers entering the *Field Training Program* should be aware that upon completion of this phase of their training, they will be prepared to operate as a solo officer. This training will be under the direct supervision of a Field Training Officer (FTO). The probationary officers performance will be monitored closely during this period of training. Not only will he/she be monitored for safety, but also to ensure the standardization and equality of training that is being received.

The *Field Training Program* has two purposes in mind:

First: By continual evaluation of the probationary officer's performance under actual field conditions, specific weaknesses or deficiencies can be identified and remedial training programs developed to improve weaknesses and correct deficiencies.

Second: By continual evaluation, those individuals who are unable to attain the level of proficiency expected of the BLOOMINGTON POLICE DEPARTMENT may be identified and dismissed from the department.

This manual is used to instruct new officers not only in the various duties which they will perform during their careers, but also to keep a record of their abilities and performance through out the program. All situations and problems, which can be encountered in a law enforcement career, are not and could not be included, but the information found in this manual will constitute a basis, which will help the probationary officer to build a good foundation for his/her future activities on the job. The Field Training Program does not claim to produce fully experienced law enforcement officers, however, it does produce officers who can perform at the level of a competent solo officer by the standards of the department.

The FTO has been selected and trained to perform on-the-job training. It is their responsibility to know all subjects contained in the Field Training Manual to ensure that they are taught to the probationary officer and to ensure the concepts of the program are carried out.

In addition to the instruction that the probationary officer will be receiving under the direct supervision of the FTO, it is recommended that the probationary officer do home studying on a voluntary basis. The broad background of knowledge needed by a law enforcement officer cannot be gained entirely at the academy or on the job.

PROBATIONARY OFFICER TRAINING DUTIES

A probationary officer has certain duties, which are required during the *Field Training Program*. While the foremost duty is for the probationary officer to learn, it is not the sole duty. The following are required duties for the probationary officer.

- A. Probationary officers are expected to enter the *Field Training Program* with the knowledge and skills, which are required by graduation for the Indiana Law Enforcement Academy (ILEA), and Probationary Officer Training School.
- B. Probationary officers shall be responsible for completing all assignments.
- C. Probationary officers shall be expected to progress through extensive field training and evaluation periods during their assignment to the *Field Training Program*.
- D. Probationary officers shall comply with all Department General Orders, Rules and Regulations, Board of Public Safety Standards, and State laws.
- E. Probationary officers work schedules and assignments are at the direction of the *Senior FTO, Field Training Coordinator* or his/her staff.
- F. Probationary officers shall check their mailbox, voice mail, and E-mail each shift.
- G. Abide by all Probationary Officer Training Rules.
- H. Probationary officers will have available to them all necessary issued equipment, tickets, reports and other forms used by the department while on duty.
- I. Probationary officers will come to work in a timely manner and be prepared to study and learn.
- J. Probationary officers will complete all homework assigned to them by the date required by the instructor.
- K. Probationary officers will photocopy any Citations, Warnings, Affidavits, and any other paperwork to be turned in with DOR at the end of shift. All forms,

citations, and reports will be attached during Phase One and Phase Four. The staff or FTO may require attachments later as needed for review of training progress. This material will be added to the student officer's FT file.

PATROL OFFICERS JOB DESCRIPTION

(Uniform Division)

What is a patrol officer? What is a patrol officer expected to do? Most probationary officers already have an idea what is expected of them, however, the position is usually more extensive than they realize. The following is a job description of a patrol officer.

1. Patrols assigned area in vehicle and on foot; **PERFORMS ACTIVE COMMUNITY PROBLEM IDENTIFICATION AND SOLVING**; attend neighborhood meetings; maintains high patrol visibility to assist in crime prevention; actively performs routine beat patrol, concentrating on high incident areas, to detect possible criminal activities or needs for service; regularly checks businesses and residential areas; monitors radio broadcasts by Communications and other officers to ensure awareness of activities in area and to provide assistance, if needed; identifies, reports, and responds to suspicious activities or needs for service.
2. Performs duties relating to service and assistance (lost child, arguments, injured persons, walk-away, lock-outs, prowlers, abandoned vehicles, dog bites, civil law disputes, alarms, vehicle inspections, etc.); responds to scene through radio runs, notification, or observation; evaluates situation to determine needs (assistance from others, other agency contact, ambulance, etc.); identifies and implements appropriate course of action.
3. Prepares reports (case/incident reports, supplemental report, probable cause affidavits, accident reports, arrest slips, property slips, inter-departments, etc.) relating to activities in accordance with General Orders; observes and records events; checks reports for accuracy; submits to appropriate personnel; maintains personal notebook of activities.
4. Performs duties relating to traffic enforcement; observes traffic violations; stops vehicles; checks registration and licenses for status; advises driver of violation committed and need to maintain safe driving practices; conducts or requests breathalyzer tests, if indicated; issues citations and makes arrests to enforce law, advising violator of rights; conducts search of arrested violator; ensures arrested violator is transported to appropriate detention area and vehicle is secured.

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5. Performs duties relating to disturbances and domestic violence; responds to scene through radio runs, notification, or observation; assesses scene to determine situation needs (assistance from others, ambulance, accident investigator, fire rescue, etc.); assists in extraction of victims and provision of first aid; secures scene to prevent further incidents; conducts investigation, gathering evidence, taking statements, and preparing diagrams; conducts or requests breathalyzer tests, if indicated; issues citations and makes arrests to enforce law, advising violator of rights; conducts search of arrested violator; ensures arrested violator is transported to appropriate detention area and evidence is secured; releases vehicles and clears scene.
6. Performs duties relating to criminal investigation and apprehension; secures crime scene; responds to scenes of possible criminal activity through radio runs (responds to run, using siren and red lights in emergencies), or observation; assesses scene to determine situation needs (assistance from other officers, ambulance, detective, K-9, etc.); provides assistance to victim(s); notifies Communications of descriptions for broadcast; assists in pursuit (foot and vehicular) and/or apprehension of suspects; interrogates suspects, advising of Constitutional rights; makes arrests using only that force necessary; conducts search of arrested suspects; ensures suspects are transported to appropriate detention area and evidence is secured; advises victims of procedures to follow in prosecution; advises control of status of initial response; marks back in service upon completion of activities.
7. Performs duties relating to accident investigation and assistance; responds to accident scene through radio runs, notification, or observation; assesses scene to determine situation needs (assistance from others, ambulance, accident investigator, fire rescue, etc.); assists in extraction of victims and provision of first aid; secures scene to prevent further incidents; conducts investigation, gathering evidence, taking statements, and preparing diagrams; conducts or requests breathalyzer tests, if indicated; issues citations and makes arrests to enforce law, advising violator of rights; conducts search of arrested violator; ensures arrested violator is transported to appropriate detention area and evidence is secured; releases vehicles and clears scene.
8. Testifies in court; prepares for testimony, reviewing reports and notes; meets with victims, witnesses, detectives, defense attorneys, and representatives from Prosecutor's Office to review case; obtains appropriate evidence from Property Room; appears in court as required; presents testimony in accordance with Departmental policy.
9. Performs variety of police-community relations functions; meets and talks with citizens, providing information and advising of safety measures; visits local businesses to determine needs for service; assists motorists, providing

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directions; talks with juveniles in beat to establish rapport; makes presentations to neighborhood organizations and block clubs; participates in departmental ride-along program to provide citizens with first-hand knowledge of police operations.

10. Attends training session (in-service, defensive driving, firearms, LETN and platoon meetings) to obtain information on new procedures and maintain compliance with departmental standards.
11. Prepares for daily duties; attends roll calls to obtain information relating to operations and administrative functions; reviews crime information sheets and information from other officers to plan patrol duties; reviews personal notes of beat information (location of businesses, business hours, entrances/exits of businesses prone to criminal activity, elderly persons residing in area, areas noted for locating stolen property); receives work direction from supervisors.
12. Assists in traffic control (both pedestrian and vehicular) at scenes of special events or disasters (i.e., sporting events, concerts, parades, fires and accidents) to ensure orderly flow of traffic.
13. Maintains liaison with detectives, officers on adjoining sectors, other Departmental personnel, deputy prosecutors, and personnel in adjacent jurisdictions, to share information and coordinate activities.
14. Maintains uniform and equipment in accordance with General Orders and SOPs; maintains supply of forms and reports needed to perform duties; ensures vehicle is kept in good working order; maintains weapons in accordance with departmental policy.
15. Serves search and arrest warrants and criminal summonses issued by courts, securing location and maintaining officer safety.
16. Performs other duties as directed.

REQUIRED SKILLS FOR PATROL OFFICERS

WORKING CONDITIONS: Permanent shift with rotating days off; field conditions; exposure to extreme weather conditions, armed and/or dangerous persons, arrest of felons, individuals with contagious diseases, and hazards associated with emergency driving and traffic control.

MAJOR WORKER CHARACTERISTICS:

- A. Knowledge of: 1) *Bloomington Police Department* Rules and Regulations; 2) *Bloomington Police Department* General Orders Manual; 3) law enforcement theories, methods, and procedures; 4) patrol theories, methods, and procedures; 5) criminal, traffic, and juvenile laws; 6) laws and procedure of search and seizure, arrest, interrogation and confession, evidence, and crime scene protection; 7) interview procedures and methods; 8) court policy and procedures; 9) officer safety procedures; 10) law enforcement information systems (IDACS and NCIC); 11) police report writing; 12) juvenile delinquency; 13) crime prevention; 14) community relations; 15) community service agency functions; 16) crisis intervention; 17) first aid; 18) city geography; 19) defensive driving techniques; 20) firearms responsibility; 21) police radio procedures; 22) Mobile Data Terminal use; 23) has the ability to use department computer systems when required. 24) ability to use radio communications system.
- B. Ability to: 1) apply principles to solve practical problems; 2) analyze problems quickly and take appropriate action under stress; 3) handle sensitive and hostile public contacts; 4) communicate effectively, both orally and in writing; 5) observe and record events accurately and completely; 6) write routine reports; 7) establish rapport with juveniles.
- C. Skills in operation of: 1) automobile under emergency conditions 2) issued equipment, weapons, and chemical agents.
- D. Other requirements: 1) maintenance of physical condition needed to effect arrests, subdue resisting individuals, chase fleeing suspects, lift and carry equipment and injured persons, force entry into buildings, climb flights of stairs, scale fences, stand or sit for long periods of time, endure exposure to extreme weather and disease, perform life saving procedures (CPR, etc.); 2) effective audio-visual discrimination and perception; 3) maintenance of mental alertness needed to observe activities and implement appropriate action; 4) emotional and psychological stability.

ROLE/EXPECTATIONS OF STUDENTS

Role of the Student

The role of the field training program student is to demonstrate the ability to perform at a solo patrol officer level by the end of the field training program. This is the standard by which the student will be measured throughout the training program.

The student's primary responsibility while assigned to the field training program is to devote his/her full attention and efforts toward successfully completing that program. This may be a

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very intense and stressful time in the student's life. The field training program staff will make every effort to provide the tools necessary for the student to succeed in this task. Students must simply give their best effort each and every moment they are assigned to the program.

Expectations of Students

Students are to be respectful to the Field Training Officers and other program staff. The FTO's direction is to be accepted and followed at all times. If the student believes that a specific order is improper, or an evaluation is not fair, he/she should discuss it with the FTO and Senior FTO. If the student is still unable to resolve the issue, the student should ask to meet with the FTC/M. If the student still has a concern or problem, the student may ask the FTC/M to set up a meeting with the field training commanding officer. The FTC/M shall notify the commanding officer and a meeting shall be scheduled.

Students will complete all assignments in a prompt, timely manner. They will follow all policy and procedures, as outlined in the department General Orders, Rules and Regulations and Board of Public Safety Standards.

Students should ask questions when they arise. FTOs are an information resource and students should not wait for the FTO to cover an area of concern they may have. **Students are expected to make mistakes.** They should not be overly concerned with errors when they are made. Instead they must channel their efforts into recognizing and correcting the error(s).

When off duty, students should not respond to police calls, ride-along with on duty officers nor should they conduct police investigations unless the situation is life threatening. Students should discuss these types of situations with their FTO and follow department policy when dealing with off-duty situations.

Students will receive Daily Observation Reports, Weekly Manager's Reports, and Phase Summary Reports. Students should use these forms to track their progress and to help identify any areas requiring additional effort on their part. Students should be open and honest during these reviews. Should any problems arise that cause concern, they should be discussed during these times.

Students shall be receptive to constructive criticism given by FTOs and field training program staff. They may verbalize an explanation for their action; however, repeated rationalization, excessive verbal contradictions and hostility are not acceptable and are counter productive to the field training program itself.

Student's relationships with field training program staff (including other students, FTOs, and FTC/M) shall be respectful and strictly professional, both on and off duty, while they are going through the training program. Dating and socializing should be prohibited unless the relationship began before the student was hired or assigned and the department head or field training program

commanding officer is aware of the relationship. Department policy, regarding these issues and when appropriate, should be fully explained and adhered to by all involved.

Training and Testing Methods

The *BLOOMINGTON POLICE DEPARTMENT Field Training Program* is written with performance-based objectives (training performance goals). The field training staff determines a schedule and/or manner for training and testing new officers. Because of the very nature of patrol work, not every field incident that the *BLOOMINGTON POLICE DEPARTMENT Manual* requires a student to perform will occur within the time frame of the program. The FTO should improvise by volunteering when possible, for assignments that will assist in meeting the training objectives. In some cases, it may be necessary for the FTO to set up a scenario exercise or rely on the student's verbal or written explanation of handling the situation coupled with his/her performance in similar incidents.

Initially, the student will be provided with, and allowed the opportunity to study written documents, policy directives, training study guides, or general orders that the student is responsible for knowing. The FTO should then proceed through the field training officers Manual discussing, instructing, or demonstrating each performance objective. The FTO will encourage the student to take increasing responsibility for field performance based on the nature of incidents and the amount of experience the student has in the program. This responsibility ultimately includes the satisfactory completion of each performance objective. It is the intention of the field training program to have the new officers demonstrate their satisfactory completion of or competency in these performance objectives (training goals) through actual, on-duty handling of field situations. This is, for obvious reasons, the preferred method of demonstrating that the student comprehends and can apply what has been taught. Based on a variety of reasons (calls for service, type of agency, demographics, location, etc.), students may have to demonstrate successful comprehension and competency through alternative ways. The methods for "competency demonstration" used in the *BLOOMINGTON POLICE DEPARTMENT Field Training Program* are:

(1) **Department Constructed Knowledge Tests.** Some portions of the field training program will require department constructed knowledge tests that measure the skills and knowledge required to achieve one or more training goals. These tests may be in written or verbal format. With the department constructed knowledge written test, students must earn a score equal to or greater than the minimum passing score established by the department. Students who fail a written department constructed knowledge test (POTC final examination, Phase exams, daily quizzes and final evaluation) on the first attempt should: (a) be provided with an opportunity to review the test results in a manner that does not compromise test security; (b) have a reasonable time, established by the department, to prepare for a single retest; and (c) be provided with an opportunity to be retested with an department constructed, parallel form of the same test. If the student fails the retest, it will be the **department's responsibility to terminate** the student from the field training program. Special Note - These tests should be standardized to ensure accuracy and fairness as much as possible.

(2) **Scenario Tests.** Some portions of the field training program may require scenario tests which are job simulation tests that measure the skills and knowledge required to achieve one or more training goals. When a scenario test is used, students should demonstrate their competency in performing the tasks required by the scenario test. Competency means that the student performed at a level that demonstrates that he or she is able to perform as a solo patrol officer (after final evaluations). A qualified field training officer and staff will provide input in making this determination to assist the FT Coordinator. If a student has demonstrated competency during POTC when tested, during field rotations or during final evaluation field day the FT Coordinator shall evaluate the student's overall ability. It will be the **department's responsibility to terminate** the student from the field training program if the student has failed to perform at the level of a solo patrol officer in the view of the FT Coordinator. Special Note - Officer Safety must be of the utmost concern during the use of any simulated / scenario exercises. At no time are loaded weapons to be used in any scenario testing during the field training program.

(3) **Field Performance Tests.** Most portions of the field training program will require field performance tests which are generally in the form of calls for service, traffic enforcement, arrests, self-initiated activity, etc. When field performance tests occur, students must demonstrate their competency in performing the tasks required of a solo patrol officer. A qualified field training officer should make this determination. Students who fail to clearly demonstrate competency during a field performance test should be provided additional training/remedial training. The additional training/remedial training should be provided and documented by a qualified field training officer, up to final evaluation. The FT Unit shall determine the duration of and subject matter covered in the additional training/remedial training. If the student does not respond to additional training/remedial training and fails to demonstrate competency on subsequent and/or field performance tests (Final Evaluation), it will be the **department's responsibility to terminate** the student from the field training program.

DESCRIPTION/OVERVIEW OF THE FIELD TRAINING PROGRAM

The BLOOMINGTON POLICE DEPARTMENT'S *Field Training Program* is intended to ease a police officer's transition from the academic setting to the performance of general law enforcement patrol duties of the department. Although an officer graduating from the Regular Basic Course (ILEA Academy) has received a thorough introduction to basic law enforcement subjects, that officer cannot be expected to immediately function as an experienced officer. Newly assigned officers must receive additional training in the field, where they can learn from officers who have already gained a great deal of practical patrol experience. The Field Training Program introduces a newly assigned officer to the personnel, procedures, policies, and purposes of the department as well as providing the initial formal and informal training specific to the day-to-day duties of its officers.

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In order to make the new officers' field training as effective as possible, they are assigned to a Field Training Officer (FTO). The FTO is an experienced officer especially selected and trained to conduct this type of training. It is the responsibility of the FTO to thoroughly review the field training guide materials with the newly assigned officer (henceforth referred to as the student) and to demonstrate proper patrol procedures. Students will be required to perform various law enforcement duties under the guidance and supervision of their assigned FTO and Field Training Coordinator/Manager (FTC/M). The student's performance will be evaluated daily by the FTO and monitored by the FTC/M through Manager Reports (MR) reviews. This one-on-one style of training, and the fact that the instructor/trainers must guide the training in real law enforcement situations, sets it apart from any prior academic endeavor.

Field training has a significant impact on the individual student in terms of imprinting attitudes, style, values, and ethics in carrying out the duties of police work that will remain throughout a career. Consequentially, it is probably the most effective influence on the future direction of a department. The law enforcement department head and his or her field training managers must, therefore, be certain that the field training program which introduces officers to the department not only develops the necessary technical skills but also reflects the policing philosophy of the department and the community that it serves.

The field training staff has the monumental responsibility of building the future of the department through the people they train. To assure success in this task, the field training program must have a training philosophy that ensures that every student is given the maximum opportunity to show that he or she can do the job. In order to accomplish this, the program must create a positive environment in which learning is maximized and in which students are able to perform to the best of their ability. The approach must be fair, firm, friendly, and, above all, professional. The example set must be beyond reproach. Evaluation must be sincere and given in a straightforward manner emphasizing the positive as well as the negative aspects of performance. At no time should students be demeaned or ridiculed. Even the least capable student must be treated with respect and compassion. No student should ever be treated in a way that deprives that student of his or her dignity. Every effort must be made to ensure that the stress felt by the student is caused by the job and not from the words or actions of the field trainers.

The agency administrator and field training program staff have a responsibility to the community they serve. This responsibility requires that the departments train and retain only the most competent proactive officers. Not everyone has the capability to perform the complex, demanding tasks of a police officer. If the field training staff has done all it can and the student does not meet the acceptable standards, the department will have demonstrable grounds to terminate the student. Supreme dedication and patience is required to accomplish the field training task. The feeling of accomplishment will come in watching the students succeed. If the department and its field training staff have fully carried out their responsibilities, they may see these students exceed even beyond their own accomplishments.

SCOPE OF THE PROGRAM

The field training program is designed to be completed by regular peace officers that have completed the Regular Basic Course (ILEA Academy) and have been assigned to perform the department's general law enforcement patrol duties.

PROGRAM PHASES

The FT program will be divided into phases, which the new officer will be required to pass. The phases of the *BLOOMINGTON POLICE DEPARTMENT Field Training Program* are outlined below.

Administration Phase is a 40-hour phase taught over the course of one week. The times of the classes may be adjusted to meet specific needs. During this phase new officers will be supplied with their uniforms, books, and other items required for completion of the program. They will also be instructed on all of the necessary paperwork and rules and regulations of the department. Finally they will be instructed and trained in the use of their firearm.

Academy Phase is only required for those new officers who are not already ILEA certified. FTOs will periodically check on the status of the new officer while he is attending the ILEA Academy and an FTO will attend the new officers graduation from the Academy.

Probationary Officer Training Course is a 40-hour phase taught over the course of one week. The times of the classes may be adjusted to meet specific needs. During this phase the new officers will be instructed on the use of all departmental paperwork, General Orders, use of equipment, building searches, felony vehicle stops, and other necessary skills. The POTC will be instructed by the FTOs.

Phase One is a 153-hour phase taught over the course of 3 six-day rotations. The probationary officer will be assigned to a specific shift and FTOs during the period of this phase. This phase is primarily instructional. **To pass Phase one the new officer will be required to receive acceptable scores on all required categories of the DORs, complete all of the assigned Tasks for the phase, and pass a written exam with a score of 100%.** If a new officer is incapable of completing the phase in the time allotted then the new officer may be extended up to 2 six-day rotations within the phase. If a new student is excelling in the phase then after 2 six-day rotations they may advance to the next phase with approval from the Field Training Unit.

Phase Two is a 153-hour phase taught over the course of 3 six-day rotations. The probationary officer will be assigned to a specific shift and FTOs during the period of this phase. This phase is primarily instructional. **To pass Phase Two the new officer will be required to receive acceptable scores on all required categories of the DORs, complete all of the assigned Tasks for the phase, and pass a written exam with a score of 100%.** If a new officer is incapable of completing the phase in the time allotted then the new officer may be extended up to 2 six-day

rotations within the phase. If a new student is excelling in the phase then after 2 six-day rotations they may advance to the next phase with approval from the Field Training Unit.

Phase Three is a 153-hour phase taught over the course of 3 six-day rotations. The probationary officer will be assigned to a specific shift and FTOs during the period of this phase. This phase is primarily instructional. **To pass Phase Three the new officer will be required to receive acceptable scores on all required categories of the DORs, complete all of the assigned Tasks for the phase, and pass a written exam with a score of 100%.** If a new officer is incapable of completing the phase in the time allotted then the new officer may be extended up to 2 six-day rotations within the phase. If a new student is excelling in the phase then after 2 six-day rotations they may advance to the next phase with approval from the Field Training Unit.

Phase Four is a 153-hour phase taught over the course of 3 six-day rotations. The probationary officer will be assigned to a specific shift and FTOs during the period of this phase. This phase is primarily an observation/evaluation phase. The new officer will be operating at a 100% level and the FTO's responsibility is to override the new officer only in the event of an emergency. **To pass Phase Four the new officer will be required to receive acceptable scores on all required categories of the DORs, complete all of the assigned Tasks for the phase, and pass a written exam with a score of 100%.** If a new officer is incapable of completing the phase in the time allotted then the new officer may be extended up to 2 six-day rotations within the phase. If a new student is excelling in the phase then after 2 six-day rotations they may advance to the next phase with approval from the Field Training Unit.

Shadow Phase is a 102-hour phase taught over the course of 2 six-day rotations. The probationary officer will be assigned to a specific shift where an FTO is available during this phase. This phase is an observation/evaluation phase intended to verify the teaching process. The new officer will be operating alone in the vehicle. An FTO will be assigned to backup the new officer on all calls or stops that would require a backup officer. The FTO will evaluate the student on all observable activity. If problems arise within the Shadow Phase then the new officer can be assigned up to 2 six-day rotations of additional training with an FTO in the vehicle. The new officer will then attempt the Shadow Phase again. If they are unable to complete the shadow phase with acceptable levels in all observable categories then they will not be recommended to graduate from the program.

PROGRAM REQUIREMENTS

Administration Phase: At the end of the Administration phase, probationary officers will be required to demonstrate acceptable levels of knowledge with regards to information instructed during this phase.

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ILEA Basic Course: Probationary Officers will be required to pass the ILEA Basic Course, prove that they have previously passed the ILEA Basic Course, or proved that they have passed an equivalent course.

Probationary Officer Training Course: At the end of the P.O.T.C. phase, new officers will be required to demonstrate acceptable levels of knowledge with regards to information instructed during this phase.

Phase One: To advance from phase one a new officer must receive an average acceptable rating or greater in the emphasized performance tasks for phase one. The average ratings for the last work week will be used to determine if ratings are of an acceptable level. The emphasized performance tasks for phase one are: Driving Skill (Moderate/Emergency), Location/Orientation (Location/Route/Map), Vehicle/Pedestrian Stops (Tactics/Technique), Driving Skill (Normal/Speed Control), Radio (Transmission/Reception/Procedure/MDT), Reports: Accuracy/Organization/Time, Acceptance of Criticism (Verbal/Behavioral), Attitude Toward Police Work, Public Interactions (Behavior Toward Citizens), Relationship with Department Members, General Appearance (Specify if Needed).

To advance from phase one a new officer must complete all of the assigned tasks listed on the Task Frequency List. The required tasks and the number necessary to complete for phase one are: Driving Skill: Moderate / Emergency (1), Location / Orientation: Location / Map / Route (10), Vehicle / Pedestrian Stops: Tactics / Techniques (10), Radio: Transmission / Reception / Procedure / MDT (10)

To advance from phase one a new officer must pass a written examination with the score of one hundred percent (100%)

Phase Two: To advance from phase two a new officer must receive an average acceptable rating or greater in the emphasized performance tasks for phase two. The average ratings for the last work week will be used to determine if ratings are of an acceptable level. The emphasized performance tasks for phase two are: Field Performance (Non-Stress Condition), Officer Safety (Contact/Cover/Pat-Down), Prisoner Control (Verbal/Physical/Search), Self Initiated Field Activity, Arrest (Laws/P.C./Explanation/Disposition), Knowledge of Motor Vehicle Code, Knowledge of Patrol Procedures, Accident Investigation.

To advance from phase two a new officer must complete all of the assigned tasks listed on the Task Frequency List. The required tasks and the number necessary to complete for phase two are: Prisoner Control: Verbal / Physical / Search (2), Self Initiated Activity (12), Arrest: Laws / P.C. / Explanation / Disposition (6), Knowledge of Vehicle Code (10), Interview Skills (10).

To advance from phase two a new officer must pass a written examination with the score of one hundred percent (100%)

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Phase Three: To advance from phase three a new officer must receive an average acceptable rating or greater in the emphasized performance tasks for phase tree. The average ratings for the last work week will be used to determine if ratings are of an acceptable level. The emphasized performance tasks for phase three are: Stress Control (Verbal/Behavioral), Decision Making (Problem Solving), Field Performance (Stress Condition), Interview/Interrogation Skills, Knowledge of Departmental Policies and Procedures, Knowledge of Criminal Code.

To advance from phase three a new officer must complete all of the assigned tasks listed on the Task Frequency List. The required tasks and the number necessary to complete for phase three are: Decision Making: Problem Solving (5), Interrogation Skills (1), Knowledge of Departmental Policies and Procedures (5).

To advance form phase three a new officer must pass a written examination with the score of one hundred percent (100%)

Phase Four: To advance from phase four a new officer must receive an average acceptable rating or greater in all the performance tasks listed on the DOR. The average ratings for the last work week will be used to determine if ratings are of an acceptable level.

To advance from phase four a new officer must complete all of the assigned tasks listed on the Task Frequency List. There are no required tasks for phase four, however, there are tasks that are required to be completed prior to the end of phase four. These tasks and the number necessary to complete prior to the end of phase four are: Loud Party / Disorderly Conduct Calls (6), Traffic Accidents (6), Domestic Violence Calls (6), Operating While Intoxicated (2), Use of Dictaphone (10).

To advance form phase four a new officer must pass a written examination with the score of one hundred percent (100%)

Shadow Phase: At the end of the shadow phase, probationary officers will be required to demonstrate acceptable levels of knowledge with regards to information instructed throughout the course of the FT program. New officers will be required to demonstrate their ability to function as a solo officer.

The probationary officer must maintain an acceptable level of performance through out the program. While in Phase Two the probationary officer must maintain acceptable level in required categories from Phase One. The progression of reaching acceptable levels then maintaining them is essential to pass the *Field Training Program*.

The probationary officer must complete a minimum of four full days out of a six-day work week before the week will be counted as a work week with regards to the program guidelines.

In the event that a probationary officer scores below an acceptable level in a required category during a work week, and that was the only time in which the probationary officer was rated in

that category, then the field training staff may decide to advance the probationary officer on to the next phase. This advancement should be based on previous acceptable scores in the required category, and the unanimous decision of the training staff. This provision is to avoid one event overshadowing an otherwise good performance.

PERFORMANCE CATEGORIES

(Standardized Evaluation Guidelines)

The task of evaluating and rating a probationary officer's performance is based on the following "1", "3" and "5" scale value definitions. Place the *Performance Task Reference Number* (TRN) next to the rating given on the DOR. When using the [OTHER] (Task Reference), a written explanation **is required** on the DOR. As guidelines, these definitions serve as a means of program standardization and continuity. The *Performance Task Reference Numbers* serve to better explain each performance observed by the evaluator.

CRITICAL PERFORMANCE TASKS

1. **Stress Control:** Verbal Communications / Physical Behavior: In conflict situations does the probationary officer use appropriate force skills necessary to effect an efficient and productive outcome? In stressful or potential conflict situations where voice commands were given, were the outcomes positive? Is the probationary officer able to give voice instructions?

(1) Unacceptable: [0101] Uses too little or too much verbal force for the situation. [0102] Uses too much physical force for the situation. [0103] Is unable to maintain control on routine matter. [0104] Improper voice inflections, i.e. too soft, too loud. [0105] Confuses or angers listeners by what is said or how it is said. [0106] Indecisive. [0107] Poor officer bearing (aggressive posture / violates personal space of others). [0108] Outwardly emotional and unable to maintain order. [0109] Other.

(3) Acceptable: [0110] Speaks with authority in a calm, clear voice. [0111] Proper selections of words and knowledge of when and how to use them. [0112] Obtains and maintains control through the use of proper amounts and techniques of force application. [0113] Maintains composure and bearing. [0114] Uses correct amount of physical force for the situation. [0115] Exhibits the ability to control the situation verbally. [0116] Other.

(5) Superior: [0117] Excellent knowledge and ability in the use of restraining holds. [0118] Properly adjusts amount of force for the given situation. [0119] Prepared and able to use necessary force. [0120] Completely controls a situation with voice tone, word

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selection and voice inflection. [0121] Gives appearance of complete command even under highly stressful conditions. [0122] Other.

2. Decision Making / Problem Solving: To what degree of acceptability does the probationary officer possess and employ knowledge of the Department and good judgment in police situations? How capable is the probationary officer's ability to understand the problem and develop a course of action?

(1) Unacceptable: [0201] Has difficulty making appropriate decisions. [0202] Too quick to act or indecisive, naive. [0203] Can not recall previous situations and apply them in like situations. [0204] Does not recognize or is unable to comprehend the problem. [0205] Is unable to make an independent decision on his/her own. [0206] Does not care about others. [0207] Takes excessive amount of time to reach a decision. [0208] Unable to reason out a problem. [0209] Inflexible or demonstrates biased judgment. [0210] Other.

(3) Acceptable: [0211] Is able to reason out a problem, relate what is taught and experienced. [0212] Good perception and ability to make own decision. [0213] Is able to grasp the information, develop a solution and apply it in a timely manner. [0214] Maintains flexibility. [0215] Listen to all sides before making his/her decision. [0216] Solicits other opinions/views. [0217] Other.

(5) Superior: [0218] Excellent perception in foreseeing problems and arriving at advance solutions. [0219] Relates past solutions to present problems. [0220] Uses his/her training and experience to quickly understand the problem. [0221] Develops an appropriate course of action. [0222] Is able to make decisions correctly under normal and stressful conditions. [0223] Other.

3. Driving Skill: Moderate Stress/Emergency: Are the driving behaviors safe and prudent for the situation?

(1) Unacceptable: [0301] Misuses red lights and siren. [0302] Drives too fast for the situation. [0303] Drives too slow for the situation. [0304] Fails to slow for intersections, loses control of the vehicle. [0305] Disregards public safety while driving at times. [0306] Other.

(3) Acceptable: [0307] Maintains control of the vehicle. [0308] Evaluates driving situations and reacts properly, i.e. proper speed for conditions. [0309] Appropriate use of emergency equipment. [0310] Exercises appropriate responsibility to other traffic and traffic control devices. [0311] Other.

- (5) Superior: [0312] High degree of reflex ability and competence in driving skills. [0313] Practices defensive driving techniques, anticipates driving situations in advance and acts accordingly. [0314] Responds very well relative to the degree of stress present. [0315] Other.

4. Field Performance: Non-Stress Conditions: How acceptable is the probationary officer's general field performance under non-stress conditions? Does probationary officer possess the necessary coordination skill for police work?

- (1) Unacceptable: [0401] Seemingly confused and disoriented as to what action should be taken when confronted with a routine task. [0402] Takes wrong course of action. [0403] Avoids taking action. [0404] Lacks motivation or initiative, only reacts if required. [0405] Clumsy performing routine tasks. [0406] Has difficulty performing several associated actions. [0407] Unable to perform necessary physical tasks. [0408] Other.

- (3) Acceptable: [0409] Properly assesses routine situations and takes appropriate action. [0410] Able to perform physical skills as needed. [0411] Performs several associated actions at a time. [0412] Other.

- (5) Superior: [0413] Properly assesses aspects of routine situations including the more complex ones. [0414] Is able to perform in unusual situations and takes appropriate action. [0415] Other.

5. Field Performance: Stress Conditions: How acceptable is the probationary officer's field performance under high and moderately high stress conditions?

- (1) Unacceptable: [0501] Performance deteriorates in stressful conditions, becomes emotional, panic stricken, loses temper, can not function, displays cowardice, under reacts or overreacts. [0502] Makes improper decisions. [0503] Has "tunnel vision" or gets caught up in the activity. [0504] Fails to protect crime scene. [0505] Other.

- (3) Acceptable: [0506] Exhibits calm and controlled attitude. [0507] Does not allow the situation to further deteriorate. [0508] Demonstrates acceptable reaction to the situation. [0509] Demonstrates good crime scene protection skills. [0510] Other.

- (5) Superior: [0511] Maintains calm and self control, even in the most extreme situations. [0512] Quickly restores control and takes command. [0513] Exceptional performance under stressful conditions.

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[0514] Uses better than average skills and thinks ahead.

[0515] Other.

6. Officer Safety: Contact/Cover/Pat-down: To what degree of acceptability does the probationary officer employ the principles of Officer Safety? Does the new officer demonstrate the understanding and use of consistently utilizing principles of officer/public safety?

(1) Unacceptable: [0601] Becomes paranoid or overconfident. [0602] Exposes weapons to suspect (during interview/booking). [0603] Fails to keep gun hand free during enforcement situations. [0604] Fails to control suspect's movements. [0605] Fails to keep suspect/violator in sight during investigation. [0606] Fails to use illumination properly or when necessary. [0607] Fails to advise Dispatch when leaving patrol vehicle. [0608] Fails to utilize or maintain personal safety equipment properly. [0609] Does not foresee potentially dangerous situations. [0610] Is careless or unsafe with handgun or other weapons. [0611] Stands in front of door when knocking. [0612] Fails to have weapon ready when appropriate. [0613] Fails to cover other officers. [0614] Fails to search police vehicle prior to duty or after transporting persons. [0615] Fails to check equipment. [0616] Fails to use seatbelt while in police vehicle. [0617] Cannot identify hazards. [0618] Actions create hazardous conditions. [0619] Conducts poor searches. [0620] Slow to handcuff when arresting. [0621] Other.

(3) Acceptable: [0622] Utilizes good officer safety principles when in the "Contact" role [0623] Utilizes good officer safety techniques while in the "Cover" Role [0624] Performs searches and pat-downs [0625] Safely recovers evidence [0626] Safely writes citations and handles radio communications [0627] Responsible for surveillance and control of all other subjects. [0628] Neutralizes the possibility of assault and/or escape. [0629] Safely and effectively conducts arrest situations, field interviews, and disturbances. [0630] Maintains a good defensive posture and consistently applies principles of officer safety. [0631] Properly uses safety training. [0632] Recognizes potential hazards and acts. [0633] Other.

(5) Superior: [0634] Maintains a safe position in all circumstances, including chaotic and confusing ones. [0635] Watchful on approach to radio run and maintains same for partner. [0636] Utilizes survival tactics, cover and concealment. [0637] Tactical planning prior to call or exit of vehicle [0638] Exceptional use of cover when approaching unknown situations. [0639] Proper use of hand signals when necessary. [0640] Is able to foresee coming hazards and reacts. [0641] Other.

7. Prisoner Control or Investigative Detention: Verbal/Physical/Search: Does the probationary officer employ the principles and techniques of Officer Safety during encounters?

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- (1) Unacceptable: [0701] Fails to "pat search". [0702] Confronts suspicious persons while seated in police vehicle. [0703] Fails to handcuff potentially hazardous persons, prisoners or felons. [0704] Fails to thoroughly search persons, prisoners or their vehicles when required. [0705] Fails to maintain position of advantage to prevent attack or escape. [0706] Poor handcuffing techniques. [0707] Incites prisoner. [0708] Poor or no search. [0709] Other.
- (3) Acceptable: [0710] Displays an awareness of potential danger from prisoners, suspicious persons, suspects, etc. [0711] Follows accepted safety principles. [0712] Maintains a position of advantage/stance. [0713] Conducts visual and physical searches. [0714] Proper handcuffing is used. [0715] Uses proper transportation for suspect and citizens. [0716] Other.
- (5) Superior: [0717] Foresees potential danger and takes steps to eliminate or control it. [0718] Is alert to changing conditions. [0719] Always maintains a position of advantage. [0720] Evaluates need for cover officer. [0721] Encourages prisoner to willingly cooperate. [0722] Recognizes evidence during search. [0723] Other.
8. **Location:** Response time/Route/Map: Does the probationary officer know where he is? Can the probationary officer use a street guide and map? Can the probationary officer respond to a location within a reasonable length of time?
- (1) Unacceptable: [0801] Unaware of location while on patrol. [0802] Does not understand proper use or does not use street guide or map when appropriate. [0803] Unable to relate location to destination. [0804] Gets lost. [0805] Not familiar with major streets in the city. [0806] Expends too much time to reach destination. [0807] Becomes disoriented when responding under stress. [0808] Does not know sector or beat. [0809] Other.
- (3) Acceptable: [0810] Is aware of location while on patrol. [0811] Properly uses the street guide or map. [0812] Can relate location to destination. [0813] Arrives within reasonable amount of time. [0814] Can provide others, directions to his location. [0815] Provides needed directions under stress conditions. [0816] Knows sector and beat area. [0817] Other.
- (5) Superior: [0818] Remembers location from prior runs. [0819] Rarely needs to use street guide or map. [0820] Is aware of shortcuts and utilizes them to save time. [0821] Knows locations by name of business or land mark. [0822]

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Considerations are made in directions when in a tactical situation. [0823]
Other.

9. Self-Initiated Field Activity: Without benefit of direct instruction from the FTO, does the probationary officer initiate field activity, recognize problems and generate action, which may cause a possible solution? When it is apparent that some action has to be taken, does the probationary officer delay in initiating this problem solving action for no apparent reason? Is time used well by a self-motivated probationary officer?

(1) Unacceptable: [0901] Does not see or avoids activity. [0902] Does not follow-up on situations. [0903] Rationalizes suspicious activity or circumstances. [0904] Does not take action unless FTO directed. [0905] Avoids problems (drives around without locating any activity or relies upon other officers to handle the activity). [0906] Demonstrates a failure to understand problem-solving techniques by not using them or not applying them effectively given the opportunity. [0907] Other.

(3) Acceptable: [0908] Recognizes, initiates and investigates suspicious activities and law violations. [0909] Displays inquisitiveness. [0910] Develops cases from routine activity. [0911] Is Independently Motivated. [0912] Has initiated activities during all available time. [0914] Generally able to choose a solution, and analyzes response for further action by student, other officers or other agencies. [0915] Stays up-dated on current criminal information, such as wants and warrants lists or vehicle theft hot sheets. [0916] Other.

(5) Superior: [0917] Continuous productivity throughout the shift. [0918] Makes quality arrests from observed activity. [0919] Catalogs, maintains and uses information given at roll call and briefings for reasonable cause to stop vehicles and persons. [0920] Is always looking for new ways to complete his/her patrol activity more effectively. [0921] When confronted with a problem is able to identify root causes and not just symptoms, takes control and acts. [0922] Other.

10. Vehicle/Pedestrian Stops: Tactics/Techniques: When coming in contact with subjects does the probationary officer use necessary skills as instructed by the FTO? Uses Officer Safety techniques?

(1) Unacceptable: [1001] Does not log or call-off contacts. [1002] Takes actions that lead to believe the vehicle/pedestrian is not a risk. [1003] Does not request assistance from others when it is needed. [1004] Loses control of the stop. [1005] Fails to use all Standardized Procedure safety practices. [1006] Fails to spot-check for movement with vehicle / pedestrian during encounter. [1007] Other.

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- (3) Acceptable: [1008] Chooses the proper location for the contact. [1009] Notifies dispatch of the location, license/pedestrian in question, year / race-gender-age of the subject and reason for stop when necessary. [1010] Records information on his/her log. [1011] Takes a position of advantage behind the vehicle/pedestrian. [1012] Uses all lighting to his/her advantage. [1013] Maintains visual contact. [1014] Uses proper approach. [1015] Other.
- (5) Superior: [1016] Recognizes a dangerous situation when it develops and takes necessary action to remove him/her or citizens from the danger. [1017] Knows the location of cover and/or concealment and uses it if needed. [1018] Is able to for-see a dangerous situation and is able to overcome the danger and complete his/her goal. [1019] Other.

11. Interview/Interrogator Skills: Does the probationary officer obtain the necessary information at the time of the initial contact? Is he/she able to ask pertinent questions relating to the contact? Does the questioning follow a logical plan?

- (1) Unacceptable: [1101] Fails to recognize or take advantage of the opportunity to develop necessary or complete information regarding his/her inquiry. [1102] Must have facts repeated 1 or 2 times to understand. [1103] Is unable to diagnose information timely. [1104] Does not conduct a basic investigation or conducts investigation improperly or completely. [1105] Other.
- (3) Acceptable: [1106] Recognizes and investigates the incident by obtaining a complete understanding of the facts. [1107] Separates facts from opinions. [1108] Maintains control of the proceeding. [1109] Connects evidence with suspect when apparent. [1110] Elicits most available information and records same. [1111] Other.
- (5) Superior: [1112] Seldom misses an opportunity to develop complete information. [1113] Is able to develop relevant information regarding assigned cases through extensive use of his/her experience and skills as an investigator and interrogator. [1114] Demonstrates "Evidence Technician" skill level in the collection and identification of evidence. [1115] Is able to connect evidence with the suspect even when not apparent. [1116] Other.

FREQUENT PERFORMANCE TASKS

12. Driving Skill: Normal/Speed Control: Are the driving behaviors safe and prudent for the situation?

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- (1) Unacceptable: [1201] Violates traffic laws (red lights, stop signs, etc.). [1202] Involved in chargeable accidents. [1203] Lacks dexterity and coordination during vehicle operation. [1204] Runs over curbing. [1205] Vandalizes police vehicle. [1206] Inappropriate use of lighting equipment. [1207] Excessive and inappropriate speed. [1208] Is a jerky driver. [1209] Other.
- (3) Acceptable: [1210] Ability to maintain control of vehicle while being alert to activity outside of vehicle. [1211] Practices good defensive driving techniques. [1212] Adherence to vehicle code. [1213] Maintains speed control for conditions. [1214] Other.
- (5) Superior: [1215] Sets good example of lawful, courteous driving. [1216] Displays dexterity and coordination while driving a police vehicle, i.e. operating radio, checking businesses and observing surrounding activity. [1217] Is not involved in accidents. [1218] Uses defense driving in emergencies and avoids what would have been an accident. [1219] Other.

13. **Radio:** Transmission/Reception/Procedures/MDT: How well does the probationary officer know and use radio procedures? Are the probationary officer's radio transmissions clear and understandable? How acceptable is the probationary officer's ability to listen to and comprehend radio transmissions? Is probationary officer able to use Mobile Data Terminal/Mobile Data Computer (MDT)? Is aware of the location of other officers in the Sector?

- (1) Unacceptable: [1301] Misinterprets information given by the dispatcher or fails to follow proper radio procedure. [1302] Does not preplan transmissions. [1303] Improper voice inflections (too soft/too loud). [1304] Repeatedly misses radio number. [1305] Is not aware of radio traffic in adjoining beats. [1306] Frequently has to ask for repeat transmissions or does not accurately comprehend transmissions. [1307] Is unable to use functions of the MDT. [1308] Fails to use computer to assist investigation or suspicions. [1309] Poor retention of radio transmissions. [1310] Other.
- (3) Acceptable: [1311] Follows policy and accepted procedure. [1312] Has good working knowledge of radio procedures. [1313] Uses short concise transmissions (proper voice control). [1314] Copies radio transmissions directed to him/her and is aware of traffic in adjoining beats. [1315] Rarely requires the dispatcher to repeat radio information. [1316] Knows and uses proper radio terms. [1317] Is able to use MDT in a timely manner. [1318] Is aware of the location of other officers in the Sector. [1319] Hears ATLS and Dispatches when busy. [1320] Other.
- (5) Superior: [1321] Always follows policy, direction and radio procedure. [1322] Uses radio with ease in all receiving and sending situations. [1323] Has clear

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voice even under stress situations. [1324] Transmissions are well planed and need not be repeated. [1325] Aware of, and reacts to, traffic in adjoining beats. [1326] Uses previously broadcast information to his/her advantage. [1327] Understands all functions of the MDT and uses it routinely. [1328] Rarely misses any radio traffic. [1329] Other.

14. Report Writing: Accuracy / Organization: To what degree of acceptability does the probationary officer prepare written/computerized reports/forms accurately and completely? Does the probationary officer expend an acceptable, appropriate amount of time in completing necessary forms / reports? Reference the probationary officers level of English usage, can he efficiently and clearly communicate in writing the events, which have occurred? Is the probationary officer's grammar acceptable? Are the probationary officer's reports and completed forms neat and legible? How acceptable is the probationary officer's ability to organize his reports? Does the probationary officer obtain the details necessary to complete a proper report?

- (1) Unacceptable: [1401] Unable to determine proper form for given situation. [1402] Forms are incomplete or inaccurate. [1403] Requires an excessive amount of time to complete reports or other forms. [1404] Illegible. [1405] Misspelled words. [1406] Incomplete sentence structure. [1407] Unable to organize information and/or events into written form. [1408] Inaccurate. [1409] Unsigned reports are submitted. [1410] Elements of the crime missing or incomplete. [1411] Does not maintain written chain of evidence. [1412] Omission or misstatement of facts. [1413] Does not have needed forms or reports. [1414] Can not use computerized system in a timely manner. [1415] Other.
- (3) Acceptable: [1416] Knows most standard forms and understands format. [1417] Completes forms accurately and thoroughly with little assistance. [1418] Completes reports and forms in appropriate time. [1419] Level of usage of grammar, spelling, and neatness are satisfactory. [1420] Errors in this area are rare and do not impair understanding. [1421] Converts field situations into a logical sequence of thought with all required information. [1422] Uses computerized systems in a timely manner. [1423] Other.
- (5) Superior: [1424] Consistently completes even detailed forms without assistance and makes proper form selection. [1425] Completes reports or other forms in no more time than that of a skilled, veteran officer. [1426] Reports and forms are very neat and legible. [1427] No misspelling, excellent grammar. [1428] Prepares complete and detailed accounts of what occurred from beginning to end. [1429] Written and organized so that any reader understands what occurred. [1430] Other.

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15. **Arrest:** Laws/P.C./Explanation/Disposition: Does the probationary officer have the ability to apply the laws, or probable cause for arrest to the situation?

- (1) Unacceptable: [1501] Student understands the knowledge required of a police officer, but is unable to apply this knowledge to the situation. [1502] He/she can not relate this knowledge to others or in a report. [1503] Is unable to relate all needed elements of probable cause for arrest. [1504] Other.
- (3) Acceptable: [1505] Has a good working knowledge of the law and applies probable cause to the situation, before an arrest is made. [1506] Can explain his / her action in a written or oral report. [1507] Is able to explain the disposition of the action, to the subject, dispatch or others. [1508] Applies the law in a fair manner. [1509] Other.
- (5) Superior: [1510] Has a working knowledge of most laws or codes and can apply them to the situation. [1511] Understands elements of search. [1512] Enhance the probable cause with field test or proper evidence collection at crime scenes. [1513] Is able to explain actions in detail on paper or in court. [1514] Other.

16. **Accident Investigation:** Procedures/Policies/Techniques: Does the probationary officer have the ability to conduct a basic accident investigation? To what degree of acceptability does probationary officer complete the necessary paperwork? Is the probationary officer capable of completing the investigation in a timely manner?

- (1) Unacceptable: [1601] Probationary officer does not properly assess the situation and act accordingly. [1602] He/She fails to properly protect the scene using squad car or other means. [1603] Fails to recognize opportunities to develop complete and necessary information. [1604] Does not conduct a basic investigation, or improperly conducts investigation. [1605] Other
- (3) Acceptable: [1606] Probationary officer properly assess the situation and acts accordingly. [1607] He/She utilizes squad car or other means to properly protect the scene. [1608] Obtains the necessary information for completing the investigation. [1609] Properly explains process to individuals and provides them with necessary paperwork [1610] Other
- (5) Superior: [1611] Probationary officer utilizes all necessary elements to properly control a major accident scene. [1612] He/She is capable of conduct investigation including photographs and measurements. [1613] Other

KNOWLEDGE

17. Of Departmental Policies and Procedures: Does the probationary officer demonstrate an acceptable level of knowledge of policies and procedures?

- (1) Unacceptable: [1701] Fails to display a knowledge of department policies, regulations and procedures or violates same. [1702] Fails to review policies or procedures when given the time to do so. [1703] Other.
- (3) Acceptable: [1704] Familiar with most commonly applied department policies, regulations and procedures and complies with them. [1705] Is willing and able to look up unknown subjects or material. [1706] Other.
- (5) Superior: [1707] Exceptional working knowledge of department policies, regulations and procedures including ones seldom used. [1708] Other.

18. Of Criminal Codes: Does the probationary officer possess an acceptable level of knowledge of the Indiana Criminal Code or county/city ordinances?

- (1) Unacceptable: [1801] Lacks knowledge of elements of basic offenses. [1802] Does not recognize criminal offenses when encountered. [1803] Is uncertain if a crime has been committed and, if so, which type of crime. [1804] Other.
- (3) Acceptable: [1805] Has a working knowledge of commonly encountered criminal offenses. [1806] Relates elements to observed criminal activity. [1807] Other.
- (5) Superior: [1808] Outstanding knowledge of criminal codes and ability to apply it to both normal and unusual criminal activity. [1809] Other.

19. Of Vehicle Code: Does the probationary officer possess an acceptable level of knowledge of the Indiana Vehicle Code? Can demonstrate minimal knowledge of basic sections and their elements? Does probationary officer relate elements to observed activity?

- (1) Unacceptable: [1901] Does not recognize violations when committed and/or incorrectly identifies the violation. [1902] Lacks knowledge of the most commonly used traffic violations. [1903] Other.
- (3) Acceptable: [1904] Has a working knowledge of commonly encountered offenses. [1905] Relates elements to observed traffic activity. [1906] Knows where to find lesser known violations. [1907] Other.

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(5) Superior: [1908] Outstanding knowledge of commonly encountered offenses and lesser known offenses. [1909] Relates it and applies it to both normal and unusual traffic situations. [1910] Other.

20. Of Patrol Procedures: Does the probationary officer exhibit a working knowledge of patrol tactics and procedures?

(1) Unacceptable: [2001] Lacks knowledge of patrol procedures. [2002] Fails to observe suspicious persons or activity. [2003] Does not check business or neighborhoods. [2004] Sees suspicious things/acts but fails to react. [2005] Other

(3) Acceptable: [2006] Has knowledge of patrol procedures and tactics and applies knowledge to duties. [2007] Actively patrols his/her beat. [2008] Other.

(5) Superior: [2009] Has exceptional knowledge of patrol procedures and tactics. [2010] Does an exceptional job of patrolling area. [2011] Other.

RELATIONSHIPS/ATTITUDES

21. Acceptance of Criticism / Feedback: Verbal/Behavior: Is criticism and correction accepted in the manner given? Is there resentment as a result of criticism? Is the behavior following criticism positive? Does the probationary officer respond to training?

(1) Unacceptable: [2101] Rationalizes mistakes, denies that errors were made. [2102] Fails to make corrections. [2103] Considers criticism as negative or as a personal attack. [2104] Argumentative, Hostile, Immature. [2105] Other.

(3) Acceptable: [2106] Accepts criticism in a positive manner. [2107] Applies criticism to further learning processes and to improve performance. [2108] Accepts responsibility for acts. [2109] Other.

(5) Superior: [2110] Seeks criticism/feedback in order to improve performance. [2111] Doesn't argue or blame others. [2112] Other.

22. Attitude Towards Police Work: From what the probationary officer says and does, is his attitude toward police work positive? Is equipment and officer prepared to enter the field? How does the officer view the new career in terms of personal motivation, goals, and his/her acceptance of the profession responsibilities?

(1) Unacceptable: [2201] Considers police work only as a job. [2202] Uses job for an ego trip. [2203] Abuses authority (badge heavy). [2204] Demonstrates little dedication to the principles of the profession. [2205] Uses working time

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to conduct personal business or relationships. [2206] Does not maintain necessary equipment or forms. [2207] Has dirty or unsafe weapon. [2208] Fails to record/retain roll call or briefing information. [2209] Fails to complete homework assignments. [2210] Fails to have weapon or flashlight. [2211] Other.

(3) Acceptable: [2212] Expresses an active interest in law enforcement. [2213] Maintains clean equipment and necessary forms. [2214] Has resource material at hand when needed. [2215] Completes homework on time. [2216] Familiar with crime profiles. [2217] Other.

(5) Superior: [2218] Utilizes off duty time to further professional knowledge through study. [2219] Maintains high ideals toward professional responsibilities (fair and equitable enforcement of law, personal conduct, etc.). [2222] Actively solicits assistance from others to improve skills. [2223] Does homework without being told to do so, by FTO. [2224] Other

23. Relationship With Citizens: To what degree of acceptability does the probationary officer relate with citizens in effecting efficient and productive outcomes? Does the probationary officer have any problems with any particular group, which precludes efficient and productive outcomes? Is probationary officer able to establish contemptuous interpersonal contacts? Does probationary officer problem solve with citizens?

(1) Unacceptable: [2301] Inappropriate behavior regarding citizens: [2302] Abrupt, belligerent, overbearing, arrogant, uncommunicative, insensitive. [2303] Avoids "service" aspect of the job. [2304] Evidences hostility, prejudice, bias, subjectivity or is overly sympathetic towards persons of different cultural background. [2305] Does not know the resources available to the community for problem solving. [2306] Acts as "sole authority" on subject. [2307] Does not follow up on citizen valid request. [2308] Is abrupt or belligerent. [2309] Displays sexist or racist behavior. [2310] Other.

(3) Acceptable: [2311] Courteous. [2312] Friendly and empathetic. [2313] Communicates in a professional and unbiased manner. [2314] "Service" oriented. [2314] At ease and does not feel threatened by presence of persons with different cultural background. [2315] Serves their needs objectively. [2316] Provides community resource lists when assisting a citizen. [2317] Aware and empathetic to citizens' perceptions of problems. [2318] Follows up on public inquires and request. [2319] Is impartial and Non-discriminatory while being objective. [2320] Other.

(5) Superior: [2321] Quickly establishes a good rapport with citizens and is objective.

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[2322] Appears to be at ease in any person-to-person situation.
[2323] Understands cultural differences and effects on relations.
[2324] Reacts objectively and properly. [2325] Works with citizens to handle neighborhood issues. [2326] Gets back to the citizen after obtaining additional information. [2327] Includes the citizen as an equal participant. [2328] Establishes competent, courteous interpersonal contacts as a professional. [2329] Other.

24. Relationship With Department Members: Are the relationships with supervisors and officers productive and compatible with the mission of the department and training programs? Does probationary officer belittle, reject the duties, roles and responsibilities of the department personnel?

(1) Unacceptable: [2401] Considers himself/herself superior to others. [2402] Rationalizes mistakes. [2403] Gossips about others to belittle them or play one against the other. [2404] Resists instruction. [2405] Unsociable. [2406] Sarcastic or gossips maliciously. [2407] Other.

(3) Acceptable: [2408] Understands and maintains a good relationship with superiors and other officers. [2409] Is accepted as a group member. [2410] Shows respect towards the roles or duties of other department personnel. [2411] Is a "Team Player" [2412] Other.

(5) Superior: [2413] Peer group leader. [2414] Understands and maintains excellent relationship with others. [2415] Actively assists others in the goals of the department and training programs. [2416] Supportive and Good listener. [2417] Other.

APPEARANCE

25. General Appearance: Uniform must be appropriate for varying situations, must be clean and pressed? Hygiene, offensive body odor and/or bad breath? Hair is neatly trimmed and cared for? Does grooming indicates professional pride? Condition of personal equipment?

(1) Unacceptable: [2501] Dirty or unkempt shoes and uniform. [2502] Uniform fits poorly or is improperly worn. [2503] Hair poorly groomed and/or in violation of policy. [2504] Equipment dirty, missing or inoperative. [2505] Improper personal hygiene, offensive odors. [2506] Demonstrates annoying mannerisms. [2507] Other.

(3) Acceptable: [2508] Uniform neat, clean. [2509] Uniform fits and is worn properly. [2510] Weapon, equipment and leather is clean and operative. [2511] Hair is within regulations. [2512] Shoes are shined. [2513] Other.

- (5) Superior: [2514] Tailored, clean uniform. [2515] Spit-shined shoes and leather.
 [2516] Brass well shined. [2517] Command bearing. [2518] Other.

TASK FREQUENCY LIST

Probationary officers will have certain goals that must be accomplished during the *Field Training Program*. These goals are set by the FTOs to ensure that the probationary officer comprehends and demonstrates proficiency in the proscribed tasks emphasized during the program. The following is a list of tasks required to graduate from each phase and the number of each task that must be accomplished at an acceptable level. Each task must be completed by the probationary officer and recorded by the FTO on the Task Frequency List.

Phase One Tasks

1. Driving Skill: Moderate/Emergency (Sig-10 Runs)..... 1
2. Location/Orientation: Location/Map/Route..... 10
3. Vehicle/Pedestrian Stops: Tactics/Techniques..... 10
4. Radio: Transmission/Reception/Procedure/MDT..... 10

Phase Two Tasks

1. Prisoner Control: Verbal/Physical/Search..... 2
2. Self Initiated Field Activity..... 12
3. Arrest: Laws/P.C./Explanation/Dispositions..... 6
4. Knowledge of Vehicle Code..... 10
5. Interview Skills..... 10

Phase Three Tasks

1. Decision Making: Problem Solving..... 5
2. Interrogation Skills..... 1
3. Knowledge of Departmental Policies and Procedures..... 6

Program Tasks (Must be completed anytime before the end of phase four)

1. Loud Party/Disorderly Conduct Calls..... 6
2. Traffic Accidents (Including one PI)..... 6
3. Domestic Violence Calls..... 6
4. Operating While Intoxicated..... 2
5. Use of Dictaphone (calling in cases)..... 10

PROFICIENCY LEVEL REQUIREMENT

(TASK FREQUENCY)

The *Task Frequency List* is a form used to document the number of times a probationary officer has been exposed to a particular task. The probationary officer is responsible for insuring the Task Frequency List is maintained properly and kept up to date.

The Field Training Officer shall enter his initials and date in the appropriate space on the Task Frequency List after the student completes the task. If the Field Training Officer believes the student assisted or performed in a major portion of an investigation with another unit, the Training Officer should place the date and his initials in the appropriate location

- * Student performed the task
- * Assisted other officers, completed 50% or more of the task
- * Student is able to completely explain the task to the FTO.