

**Lower Providence Township Police Department  
Eagleville, Pennsylvania**

General Order ☒  
Special Order ☐  
Personnel Order ☐

**ORDER NUMBER**

**1005**

**Subject**

**Field Training Officer and Recruit Officer Training**

**Date of Issue**

**January 16, 2020**

**Effective Date**

**January 16, 2020**

**Expiration Date**

**Until Amended or  
Rescinded**

**Issued by:**

**Michael Jackson, Chief of Police**

**Amends**

**Rescinds**

**Standard Number**

**1.10.3 / 1.10.4**

**Distribution**

- 1. General Order Manuals**
- 2. Records Manual**
- 3. Reading Verification to all Personnel**

**I. PURPOSE:** To provide recruit officers with concise, professional, introductory training that will enable them to become competent, knowledgeable and productive police officers.

**II. POLICY:** It shall be the policy of the Lower Providence Township Police Department for all officers to comply with the provisions of this general order.

**III. PROCEDURE:** Field Training Officers shall be selected by the Chief of Police and Lieutenant based upon the following criteria:

1. A minimum of four (4) years police experience
2. No disciplinary action during the past year
3. Good attendance record
4. Above average job skills, knowledge and ability
5. Ability to train on a one to one basis
6. Review of personnel file
7. Successful completion of a certified Field Training Officer Program.

The overall supervision and command of the Field Training Officers and Recruit Training Program will be the responsibility of the Lieutenant who will directly keep the Chief of Police apprised of the recruit's performance and status.

**IV. DUTIES AND RESPONSIBILITIES OF THE FIELD TRAINING OFFICERS**

- A. Direct, guide, explain and demonstrate the fundamentals of police work to the recruit as dictated by the department's Manual of Policy & Procedure Rules and Regulations.

- B. Keep the supervising Sergeant and Lieutenant apprised of the recruit's performance.
- C. Complete bi-weekly reports, end-of-phase reports, and training evaluations of the recruit's performance.
- D. File a memorandum, if necessary, with the Lieutenant to document any violations noted regarding insubordination, disobedience, carelessness, tardiness or any other problem resulting in disciplinary action that may be taken.
- E. Make recommendations concerning needed remedial or special training and determine the recruit's ability to pass through the designated training phases.
- F. Recommend either extending the training period, granting the recruit probationary status or electing to recommend terminating upon completion of the specified field training program.

**V. RECRUIT TRAINING PROGRAM**

A. Prerequisite: All newly sworn police officer recruits shall have successfully completed the basic Act 120 Municipal Police Officer Training Program as prescribed by the Municipal Police Officers Education and Training Commission (MPOETC) prior to training and successfully complete the department's specified firearms qualification course.

B. Recruit training shall consist of (3) phases over a minimum period of 160 hours.

**Phase #1:** Initial orientation and indoctrination to include Dispatch Center responsibilities.

**Phase #2:** Assignment to the Field Training Program under the direct supervision and guidance of qualified field training officers.

**Phase #3:** Assignment as a solo recruit patrol officer with direct supervisory guidance of the field training officers and supervising squad Sergeant. Participation in a scripted training scenario at the end of this phase, which will be evaluated by the FTO.

C. Upon successful completion of all three (3) phases, the recruit officer will then be advanced to regular probationary status with the department for a period of one (1) year. During this time, the recruit will be evaluated quarterly by both the supervising Sergeant and the FTO. After successful completion of the probationary year, the probationary officer will then be granted regular Patrol Officer status.

**VI: PHASE # 1 – ORIENTATION AND INDOCTRINATION**

A. Period #1: The Lieutenant will conduct the recruit's initial orientation to the Department. The recruit will receive his/her uniform and equipment allotment and a copy of the department's Manual of Policy & Procedures, Rules and Regulations. Introduction will be made to the department members and administrative staff. Initial new employee paperwork will be completed during this time. The Lieutenant will familiarize the recruit with the department forms and paperwork relevant to the patrol function. Recruit will ride along with the Lieutenant to gain a basic understanding of the Township's geography, including boundaries, roadways, businesses and landmarks. The recruit will be assigned to the day shift dispatcher to observe and learn the routine daily operations of the Dispatch Center. Dayshift dispatcher will familiarize the recruit with the process of call taking, radio dispatch and the duties of the desk function. **THIS PERIOD SHALL BE A MINIMUM OF TWENTY-FOUR (24) HOURS.**

**NOTE:** During phase #1 of training, the recruit will be supervised by the Lieutenant and corresponding shift supervisors. The recruit will not be evaluated during phase #1. The recruit will then advance to phase #2, pending successful completion of phase #1.

**VII. PHASE #2 – ASSIGNMENT TO PRIMARY FTO**

Recruit will begin patrol training with his/her primary FTO and be evaluated on a daily and phase of training basis.

A. Period 1: The recruit will ride along with the FTO, purely as an observer to the patrol function. The recruit will act as a back-up officer to the FTO and be instructed on the basics of police patrol, including responding to assigned calls, report writing and traffic enforcement. Emphasis during this week will be placed on in-depth orientation to the

characteristics of the Township, including the location of streets, roads, businesses and landmarks. The recruit **will not** drive during this period. **THIS PERIOD SHALL BE A MINIMUM OF EIGHTY-FOUR (84) HOURS.**

- B. Period 2: The recruit and primary FTO will continue to work together, operating as a single patrol unit in one police car. Depending upon the FTO's perceived ability of the recruit's familiarization of the Township, the recruit will act as the driver of the patrol unit, with the FTO as passenger. During this period, the recruit will begin responding to calls and conduct traffic enforcement as a primary unit under the direct supervision and guidance of the primary FTO. Additionally, beginning after eighty-four (84) hours of phase #2, the FTO will begin evaluating the recruit, using the specified Daily Observation Report form, which will be completed and reviewed daily with the recruit at the end of each shift. A tally sheet will be kept by the FTO listing the recruit's activities, calls and statistics (arrests, traffic stops, citations issued, warnings, parking tickets, etc.). The recruit will float between patrol zones, responding to calls at the discretion of the FTO. **THIS PERIOD SHALL BE A MINIMUM OF EIGHTY-FOUR (84) HOURS.**

**NOTE:** At no time will the recruit be allowed to operate independently during phase #2 training. Should any arrests be made, it will be the responsibility of the FTO to assure that the recruit follow proper procedures and file all necessary paperwork. The primary FTO will complete weekly and phase of training evaluations during phase #2, based upon the compiled DORs (daily observation reports) made of the recruit's performance. The FTO will also submit a recruit incident report to the Lieutenant concerning any infractions observed, whereby the recruit violates any departmental policy/procedure, rule or regulation (i.e., tardiness, insubordination, misuse of equipment, appearance, etc.), requiring reprimand and/or disciplinary action. At the conclusion of period #2, the primary FTO will complete an end of phase evaluation specifically listing the recruit's areas of strength and weakness as well as the need for any remedial training.

- C. Period 3: The primary FTO will confer with the secondary FTO regarding the recruit's progress. The recruit will then be assigned to a secondary FTO, who will ride along with and observe the recruit's ability and performance, based upon the instruction received by the primary FTO for a period of eighty-four (84) hours. At the end of the period, the secondary FTO will prepare a biweekly evaluation, specifically listing the recruit's observed strengths and weaknesses as well as any need for remedial training. These results will then be discussed with the primary FTO. **THIS PERIOD SHALL BE A MINIMUM OF EIGHTY-FOUR (84) HOURS.**

**NOTE:** In the event the primary FTO is absent for an extended period due to illness, leave time or other time off, the secondary FTO will assume the training responsibility, with scheduling adjustments made as necessary. Any temporary daily assignment of the recruit to another officer for training due to the primary FTO's absence will be at the discretion of the primary FTO.

## **VII. PHASE #3 – SOLO OPERATION**

- A. Period 1: Based on the recruit's ability and successful completion of phase #2, the recruit will be assigned to his/her own patrol unit and be assigned to a patrol zone, along with the primary FTO. The FTO will closely monitor the recruit's performance and respond as a backup officer to each of the recruit's calls, traffic stops and activities. Specific calls, which the FTO feels may benefit the recruit, will be handled at the discretion of the FTO and/or shift supervisor. During this period, the primary FTO will continue to evaluate the recruit on a daily, biweekly and phase basis. During this phase of training, the recruit will begin with departmental certifications, to include VASCAR and TRACKER speed timing devices. Also, throughout this phase, the recruit will be assigned by the FTO to attend court procedure and hearing instruction at the District

Court level. Specific training with other department units, such as the Traffic Unit and Detective Division shall also be assigned by the FTO. In these cases, the FTO will arrange and schedule individual training with specific officers within the Department, according to their areas of expertise. Any and all such training and schedule changes will be reviewed with and approved by the Lieutenant with notice given to the squad Sergeants/supervisors. **THIS PERIOD SHALL BE A MINIMUM OF TWO HUNDRED FIFTY-TWO (252) HOURS.**

B. After successful completion of phase #3, the recruit will receive a final end-of-training evaluation by the FTO. Prior to this evaluation, the recruit will be required to participate in a scripted training scenario prepared by the FTO and Lieutenant. This scenario will be designed to test the recruit's knowledge of established professional police practices and their knowledge of department policies and procedures and current laws. The FTO will note on the final evaluation any and all areas of improvement and include any remedial training deemed necessary. The training scenario may be waived by the Lieutenant, in consultation with the Chief of Police, based on the prior police experience of the recruit and satisfactory performance in the FTO program.

C. A recommendation will then be made by the FTO to the Lieutenant and Chief of Police as to whether the recruit has satisfactorily completed the training program or if additional training is necessary. If it is determined that additional training is needed, the training period may be extended after which the recruit would again be evaluated.

D. At the conclusion of the three-phase training program, the recruit will then be recommended by the primary FTO to be granted status as a probationary Police Officer with the Department. A one-year probationary term will then be served by the probationary officer, operating on the same squad as his/her primary FTO. During this time, the probationary officer will be supervised and evaluated quarterly by the Sergeant, with direct input of the FTO who will continue to assist with the officer's training as needed.

E. During the probationary year, the officer will be required to view all Department training videos and other related instructional material as set forth by the Lieutenant and Chief of Police.

Upon successful completion of a period of one -year as a probationary Patrolman, it will then be determined by the Chief of Police whether to retain the officer or not as a full time Police Officer with the Department.

*Michael Jackson*

Michael Jackson  
Chief of Police