



CONCORD POLICE DEPARTMENT

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Field Training

Purpose

The Concord Police Department recognizes that training is one of its most important responsibilities for an officer to be successful. The Department realizes that a process of continual training and updating is necessary in order to maintain a high level of professionalism. All aspects of training, whether recruit training, field training, specialized training, in-service training or roll call training, are designed to enhance an employee's ability to perform the functions demanded of police officers in today's society.

A comprehensive field training program will provide new officers to the Department to be better prepared to act decisively, intelligently, and correctly in any given situation. It will also increase the effectiveness and productivity of individual officers, providing the new officer with the necessary resources and information to be successful at the start of their career with the Concord Police Department. All of these benefits enhance the Department's ability to achieve its goals and objectives.

The field training program will aid individuals in achieving their career goals and objectives by giving them the necessary tools to succeed on their own with the Department.

Policy

It is the policy of the Concord Police Department to provide a formal field training program that will train and educate new members of the Department in all areas of police work in order to prepare them to function on their own.

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Field Training, Continued

Procedures

FIELD TRAINING PROGRAM

1. New full-time officers must successfully complete an in-house field training program.
2. The Training Supervisor shall manage the field training program and oversee:
 - [33.4.3(e)] a) Training and in-service training of field training officers;
 - b) Rotation of recruit assignments; and
 - c) Development, implementation and evaluation of the field training program.
 - [33.4.3(d)] d) The Training Supervisor shall be the academy liaison, as applicable.
3. Field training
 - [33.2.4] a) Upon completion of the recruit academy, the officer will enter the field training/evaluation program with designated field training officers. The officer will apply the lessons of the academy to situations in the field under the tutelage of the field training officer.
 - b) During field training, officers shall receive training in department-specific materials, including:
 - i. Policies and procedures; and
 - ii. Rules and regulations.
 - [33.4.3(a)] c) Each officer will then begin a minimum eight weeks on-the-job training/evaluation program with designated FTOs. (This will not alter the one-year probationary period which all newly appointed full-time officers are required to serve in Massachusetts.)
 - [33.4.3(f)] d) The officer will rotate his/her field training assignment among at least two different FTOs.
 - e) The FTO's evaluation of the officer shall be documented, with daily and weekly observation reports covering the wide range of police activities and interactions.
 - f) After the supervisory phase of field training, the evaluation program will continue through the use of periodic evaluations filled out by the officer's supervisors.

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Field Training, Continued

4. Field Training Officers

**Procedures,
cont.**

[33.4.3(b)]

a) The Field Training Officers (FTOs) will be selected by the Chief of Police based on the needs of the department and on the overall job-related qualifications of the prospective FTO. Candidates must possess a strong job knowledge and skills in the following areas:

- i. Application of law;
- ii. Police Procedures;
- iii. Tactics;
- iv. Department policy and procedure;
- v. Report writing;
- vi. Interpersonal relations; and
- vii. Chain of command.

[33.4.3(c)]

b) All department supervisory personnel assigned to patrol, and officers designated as Field Training Officers, will conduct training in accordance with the "Concord Police Department Field Training Officers Manual."

[33.4.3(g)]

c) FTOs will be under the operational supervision of the Shift Commander or other superior officer designated by the Chief.

d) Field Training Officers will evaluate each recruit officer's performance in the various activities that they will meet as police officers, according to guidelines set forth in the Field Training Program.

[33.4.3(h)]

e) FTOs shall submit training reports as specified in the Field Training Program.

f) All FTO's will attend a field training officer training class prior to being assigned as an FTO. This training class will be consistent with the practices of the "Concord Police Department Field Training Officers Manual".

g) All FTO's will attend an annual in-service or "refresher" training related to their position as an FTO.