

RAMSEY POLICE DEPARTMENT - POLICIES & PROCEDURES			
GENERAL ORDER			
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Reviewed by: Capt. Stitz		Reviewed Date: 1/10/2014	
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1 Purpose:

1.1 The purpose of the Field Training Program is:

- 1.1.1 to familiarize the recruit officer with the policies and procedures of the Ramsey Police Department;
- 1.1.2 to familiarize the recruit officer with the geographic and demographic characteristics of the Borough of Ramsey; and to provide the recruit officer with the opportunity to apply learned principles and skills while under the direct supervision of an experienced Field Training Officer;
- 1.1.3 to provide a means to evaluate the recruit officer's performance;
- 1.1.4 to provide a means to evaluate the Field Training Officer.

2 Definitions:

- 2.1 Field Training Officer (FTO): A police officer that has volunteered for the position of FTO. He/She must have a minimum of two (2) years of service. He/She should exhibit the ability to carry out his duties with little or no supervision, in an effective, dependable and professional manner. He/She should have the ability to work with others at a close and personal level. He/She should be able to write clear and detailed reports. The FTO should share the basic philosophy and goals of the department and apply them in a uniform manner.

- 2.2 Field Training Team: A team consisting of a FTO and a recruit officer for the purpose of field training the recruit officer.
- 2.3 Field Training Unit: A unit consisting of all FTO's and Supervisor(s) tasked with running the Unit.
- 2.4 Field Training Unit Supervisor: A supervisor who manages the Field Training Unit and is responsible for the administration of the FTO Program.
- 2.5 Shift Cycle: A work period consisting of a rotating five (5) eight-hour and four (4) eight-hour shifts depending on the rotation of the established schedule. Recruit Officers will follow the 12-hour work schedule once they enter Phase 2.
- 2.6 Field Training Phases: Phases broken down into three (3) phases. Phase 1 is the Partner Phase consisting of eight (8) cycles, or roughly 300 hours. Phase 2 is the Shadow Phase consisting of a minimum of two (2) 12-hour cycles. Phase 3 will be the Solo Stage, which will continue until the recruit is off probation. All phases are explained in detail (see Field Training Phase attachment).
- 2.7 Daily Observation Report (DOR's): A written evaluation documenting recruits performance for each shift, (see attachment).

3 Assignment:

- 3.1 Selection Process for FTO – Any officer interested in becoming a FTO shall submit a request expressing interest in the position to the Field Training Supervisor. He/She shall have a minimum of two years law enforcement experience, and shall be subject to an oral interview by members selected by the Chief of Police. The following criteria will be considered: dedication to community policing philosophy, traffic enforcement, arrests, attendance records, report writing ability (content and accuracy), cooperation, loyalty, interests and attitude and personnel evaluations. The Chief of Police will make the final selection.
- 3.2 Field Training officers are required to attend and successfully complete an in-service Field Training Class. In-service refresher training of FTO's will occur every three (3) years.
- 3.3 The Field Training Team shall be assigned to the Patrol Division who is under the supervision of the Patrol Division Commander. In the absence of the assigned FTO, the recruit officer will be assigned to another FTO or to the Road Supervisor at the discretion of the Shift Commander.
- 3.4 The recruit officer will be assigned to at least two (2) different FTO's during the course of field training. The change may be made mid-phase or at the conclusion of Phase 1. This will be at the discretion of the Field Training Unit Supervisor. The recruit will be assigned to all the patrol areas, and will rotate through both shifts.

- 3.5 Supervision of Field Training Officers – The Field Training Supervisor shall oversee the implementation of the Field Training Program. While working, Field Training Officers shall be under the direct supervision of their immediate supervisor. Immediate supervisors will forward any concerns regarding FTO's or recruit officers to the Field Training Supervisor. Unresolved issues will be forwarded through the chain of command to the Patrol Commander, Captain, and Chief, if warranted. Immediate supervisors shall review all reports along with Daily Observation Reports and continually evaluate their progress.

The Field Training Supervisor shall maintain communication with the Field Training Officers in order to maintain continuity in the program. This will be accomplished through the use of Department e-mail, unit meetings, and direct observation and interaction during the work day.

4 Reports and Evaluations:

- 4.1 Field Training Guidebook: The FTO shall complete the categories listed in the Field Training Guidebook prior to the recruit officer progressing to Phase 2.
- 4.2 Recruit Evaluations: Daily Observation Reports (DOR's) for the recruit officer shall be completed every shift while the recruit officer is assigned to a Field Training Officer. DOR'S along with Standardized Evaluation Guidelines will outline and explain each area of evaluation. (See attachment)
- 4.3 DOR's shall be completed by the FTO and reviewed by the recruit officer's supervisor. Should the supervisor find any problems/issues with the DOR he/she will return the DOR to the Field Training Officer explaining the concerns. The Field Training Officer will then resubmit the DOR with modifications if required. Recruits shall be explained all information on the DOR's and sign off as acknowledgement.
- 4.4 DOR's shall be reviewed by the Tour Commander upon the completion of each tour. DOR's will then be forwarded to the Field Training Supervisor. The Field Training Supervisor will forward copies of the reports weekly to the Patrol Commander for his review. Original DOR's will be kept in the recruit officer's binder so the FTO's can access them as needed. During any of these reviews the DOR's are subject to return to the Field Training Officer explaining any problems/issues. The Field Training Officer will then resubmit the DOR with modifications if required.
- 4.5 Recruit Evaluation – Recruits shall have Field Training for a minimum of 10 cycles (approximately 324 hours) prior to advancing to the Solo Phase.
- 4.6 In the event remedial training is required the recruit will be subject to additional time spent in any of the phases along with in-service training.
- 4.7 At the conclusion of Phases 1 and 2, the FTO will submit an Intermediate Observation Report detailing the recruit officer's strengths and weaknesses, and make a recommendation that the recruit officer advance to the next phase of field training.
- 4.8 During Phase 3, the recruit officer's supervisor will continually observe and evaluate the

recruit officer. Should any problems be encountered the recruit officer may be subject to retraining and being returned to Phase 1 or 2 of the Field Training Program.

4.9 Field Training Officer's Final Report: Upon completion of Phase 3, which will be considered at the end of the recruit officer's probationary period, the Division Commander, the recruit officers supervisor along with the Field Training Unit Supervisor shall make recommendations to the Chief of Police in writing as to the release of the recruit officer from the Field Training Program, along with release off probation. The Chief of Police shall have final approval for both.

4.10 Field Training Records Retention: FTO reports and evaluations shall be retained in accordance with NJ DARM retention schedules.

5. Academy Liaison:

5.1 Academy Liaison: The officer in charge of the FTO program shall function in the capacity of Police Academy liaison. In this capacity he shall work with the academy and the recruits from the beginning of the hiring process until the recruits have successfully complete the FTO program.

5.2 The officer in charge of the FTO program shall attempt to keep the field training officers informed about changes made to the curriculum of the basic recruit training class. He shall recommend changes to the Field Training Program when the current basic recruit training curriculum sets forth a training object or method that either conflicts with an element of the department's program, or is not represented in this agency's Field Training Program.

RAMSEY POLICE DEPARTMENT FIELD TRAINING PHASES

PHASE 1: PARTNERED

This phase may be accelerated or extended based on the recruit's prior training/experience and speed of learning. All items in the field training guide must be covered prior to the recruit progressing to Phase 2. The following schedule should be used as a guide and modified as needed.

Cycles 1 and 2:

The recruit is introduced to his FTO and will form a Field Training Team. The FTO shall explain the purpose of the Field Training Program and stress the importance of the instruction. The FTO will convey to the recruit that the FTO has high expectations of the recruit's performance and that the FTO is confident of his abilities to master the required skills. The FTO should place the recruit at ease, establish a rapport, and prepare the recruit for learning.

The FTO shall designate the recruit to be the back up officer and have him ride as the passenger in the patrol unit. The FTO will handle all assigned calls and demonstrate the proper methods and techniques of operation. The recruit is to observe and be provided the opportunity for questions. The FTO will demonstrate the proper operation of the patrol vehicle in all situations.

Cycles 3 through 5:

The recruit will begin to apply his knowledge and training in real situations. He will handle calls assigned. The FTO rides as the passenger in the patrol unit and provides back up and technical assistance. He will answer the recruit's questions and will evaluate his performance.

Cycles 6 through 8:

The recruit will continue handling all calls and situations. The recruit will work out all problems without the assistance of the FTO (except in an emergency). The FTO will observe and evaluate.

PHASE 2: SHADOW PHASE

When the recruit has demonstrated acceptable proficiency in all areas, he is assigned to a patrol unit on his own. The FTO will be assigned to the same area and will respond to the calls that the recruit is assigned. The FTO will observe and evaluate. If acceptable proficiency has not been demonstrated, the recruit is to be assigned back to the same unit as the FTO for additional instruction. When the recruit demonstrates acceptable performance for a minimum of two cycles, the FTO will recommend that the recruit move to the solo evaluation phase.

PHASE 3: SOLO EVALUATION PHASE

Upon successful completion of Phase 2 and with the approval of the field training program staff and patrol commander, the recruit will be assigned to a patrol squad to carry out all the duties of a police officer and will count towards shift strength. The Patrol Commander and field training supervisor will continually monitor the recruit's performance and evaluate. Should any problems arise during the Solo Phase, the recruit would be subject to further training and evaluation to determine whether he / she should continue in this phase or return to Phase 2 or Phase 1.

RAMSEY POLICE DEPARTMENT STANDARDIZED EVALUATION GUIDELINES

APPEARANCE

1. General Appearance - Does the trainee's physical appearance, dress, and demeanor uphold the image of constructive presence and professionalism?

- (1) **Needs Improvement** - Overweight, dirty shoes and wrinkled uniform. Uniform fits poorly or is improperly worn. Hair is ungroomed and / or in violation of Department regulations. Offensive body odor or breath. Dirty weapon or equipment; equipment missing or inoperative.
- (2) **Acceptable** - The trainee is fit. Shoes are shined, and uniform is neat and clean. Uniform fits and is worn properly. Weapon, leather, equipment is clean, operative and in order. Hair within regulations and is attentive to personal hygiene.
- (3) **Above Average** - Uniform neat, clean and tailored. Leather is shined. Shoes are Spit-shined. Takes pride in his/her appearance and hygiene. Trainee displays command bearing.

ATTITUDE

2. Acceptance of Feedback - Is feedback and correction accepted in a positive manner? Is there resentment as a result of feedback? Does the trainee's performance improve following feedback?

- (1) **Needs Improvement** - Rationalizes mistakes or denies that errors were made. Argumentative; fails to make corrections. Considers feedback as negative or as a personal attack.
- (2) **Acceptable** - Accepts feedback in a positive manner. Field performance improves following suggestions from Field Training Officers and Supervisors.
- (3) **Above Average** - Actively seeks feedback in order to improve field performance and knowledge. Demonstrates consistent improvement in field performance following feedback from Field Training Officer. Does not blame others for mistakes.

3. Attitude Toward Police Work - Do the trainee's comments and behavior demonstrate a positive attitude toward police work? How does the trainee view his/her career in terms of personal motivation, goals, and acceptance of the responsibilities of the job?

- (1) **Needs Improvement** - Considers police work only as a job, making no attempt to improve

skills or knowledge, resists training. Uses position to boost self-esteem. Uses authority for personal gain or abuses authority; Demonstrates little dedication to the principles of law enforcement.

- (2) **Acceptable** - Expresses an active interest in law enforcement. Uses "down time" during the shift to work to improve skills and knowledge. Projects a positive professional image to the public through behavior.
- (3) **Above Average** - Utilizes off duty time to further professional knowledge through study. Maintains high ideals toward professional responsibilities, remembering that the enforcement of the law should be fair and equitable. Works to improve the professional image of the department.

KNOWLEDGE

4. Departmental Policy and Procedure - Does the trainee demonstrate an acceptable level of knowledge of departmental policy and procedure?

Reflected by Testing:

- (1) **Needs Improvement** - Fails to display knowledge of department policy and procedures when questioned by the Field Training Officer. Unable to outline the appropriate departmental policy or procedure to follow in routine investigations and incidents.
- (2) **Acceptable** - Familiar with most commonly applied departmental policy and procedure. Able to outline the proper departmental procedure to follow in routine investigations and incidents.
- (3) **Above Average** - Familiar with commonly applied departmental policies and procedures as well as those applicable to complex or unusual situations. Able to outline the proper departmental procedure to follow in routine, complex and unique field investigations without the Field Training Officer's assistance.

Reflected in Field Performance:

- (1) **Needs Improvement** - The trainee does not follow proper departmental policy and / or procedure in field situations. Provides improper advice to citizens regarding departmental policy. During routine field investigations, seeks advice from Field Training Officer regarding correct departmental policy and / or procedure to follow.
- (2) **Acceptable** - Trainee follows departmental policy and / or procedure in routine situations. Provides correct advice to citizens regarding policy and / or procedure.
- (3) **Above Average** - Trainee is able to follow correct departmental policy and / or procedure in all routine and complex field investigations. The trainee has an excellent knowledge of the department policies and procedures.

5. **New Jersey State Criminal Statutes** - Does the trainee have an acceptable level of knowledge regarding the New Jersey Criminal code and criminal procedure?

Reflected in Testing:

- (1) **Needs Improvement** - Does not know the elements of basic criminal offenses. Cannot recognize criminal offenses when encountered or makes mistakes relative to whether or not crimes have been committed. Does not understand the basic laws governing criminal procedure, such as arrest, search and seizure, stop and frisk, or suspect identification.
- (2) **Acceptable** - Trainee understands the basic elements of criminal offenses. Can recognize criminal offenses when encountered has an understanding of basic laws such as arrest, search and seizure, stop and frisk and suspect identification.
- (3) **Above Average** - Trainee has excellent knowledge of criminal statutes and can discuss in detail, criminal procedure without using reference material.

Reflected in Field Performance:

- (1) **Needs Improvement** - Does not recognize criminal offenses in the field or incorrectly identifies activity as criminal. Follows improper criminal procedure, such as lacking probable cause to make an arrest, searches persons and/or vehicles illegally. Improperly uses suspect identification procedures.
- (2) **Acceptable** - Recognizes commonly encountered criminal offenses in the field. Does not violate criminal procedure. Understands the difference between criminal and noncriminal activity.
- (3) **Above Average** - Has outstanding knowledge of the criminal statutes and applies that knowledge to criminal and noncriminal activity.

6. **Knowledge of Ramsey Borough Ordinances** - Evaluate the trainee's knowledge of local ordinances and the ability to apply that knowledge to field situations.

Reflected by Testing:

- (1) **Needs Improvement** - The trainee is unable to identify possible borough ordinance violations when questioned by the Field Training Officer. He or she is unable to use reference material properly to obtain the correct answers.
- (2) **Acceptable** - When questioned by the Field Training Officer the trainee can identify Borough ordinances that are being violated using reference material.
- (3) **Above Average** - The trainee can identify borough ordinances when questioned by the Field Training Officer by memory.

Reflected in Field Performance:

- (1) **Needs Improvement** - The trainee is unable to recognize common Borough ordinance violations.
 - (2) **Acceptable** - Able to identify common borough ordinance violations and enforces same.
 - (3) **Above Average** - Able to identify common and uncommon Borough ordinance violations and enforces them without reference or guidance.
7. **Knowledge of Title 39** - Does the trainee have an acceptable level of knowledge of the New Jersey Motor Vehicle Code - Title 39.

Reflected in Testing:

- (1) **Needs Improvement** - The trainee is unable to identify possible Title 39 violations when questioned by the Field Training Officer. He or she is unable to use reference material properly to obtain the correct answer.
- (2) **Acceptable** - When questioned by the Field Training Officer the trainee can identify Title 39 violations using reference material properly.
- (3) **Above Average** - The trainee can identify Title 39 violations when questioned by the Field Training Officer without using reference material.

Reflected in Field Performance:

- (1) **Needs Improvement** - The trainee is unable to recognize Title 39 violations.
- (2) **Acceptable** - The trainee is able to identify commonly used Title 39 violations and enforce them properly.
- (3) **Above Average** - The trainee can identify common and uncommon Title 39 violations and enforce them without using reference material.

PERFORMANCE

8. **Driving skill: Normal conditions** - Does the trainee operate the police vehicle in a safe and legal manner during normal driving conditions?

- (1) **Needs Improvement** - Does not drive defensively. Violates traffic laws, such as red lights, stop signs, signaling lane changes, etc., not setting the example for the motoring public. Involved in preventable accidents. Lacks dexterity and coordination during vehicle operation. Cannot operate vehicle and police radio at the same time.
- (2) **Acceptable** - Drives defensively, maintaining control of the vehicle at all times. Not involved in preventable accidents. Shows coordination and dexterity while operating the police vehicle. Can operate the vehicle and police radio at the same time.

- (3) **Above Average** - Sets a good example for the motoring public. Displays a high level of dexterity and coordination when operating the police vehicle. Is capable of operating the police vehicle while recording information, observing surrounding activity and driving defensively without sacrificing the safety of themselves or others.

9. Driving skill: Moderate and high stress conditions - Is the trainee able to operate the police vehicle during stressful and/or emergency conditions in a safe and legal manner?

- (1) **Needs Improvement** - Misuses red lights and siren. Drives too fast or too slow for the situation. Fails to approach intersections or heavily populated areas with caution. Loses control of the vehicle. Is involved in preventable accidents. Does not operate vehicle according to departmental policy and procedure.
- (2) **Acceptable** - Does not misuse red lights and siren. Maintains control of the vehicle and is not involved in preventable accidents. Adjusts driving style for the situation. Approaches intersections and heavily populated areas with caution. Operates the vehicle according to departmental policy and procedure.
- (3) **Above Average** - Uses red lights and siren in accordance with department policy and procedure. Drives defensively with a high degree of reflex, ability and competence in driving skills. Anticipates other driver actions and acts accordingly. Is not involved in preventable accidents.

10. Orientation Skill / Response Time to Calls - Is the trainee aware of his/her present location while on patrol? Can the officer find locations in his/her sector? Can he or she arrive at the destination within an acceptable period of time?

- (1) **Needs Improvement** - Unaware of location while on patrol. Is unable to use the street guide/map. Unable to relate location to destination. Is unfamiliar with sector and Borough boundary lines. Becomes lost. Expend too much time getting to destination. Becomes disoriented when responding to emergency assignments.
- (2) **Acceptable** - Is aware of location while on patrol. Properly uses and understands the street guide/map. Can relate location to destination. Knows his/her sector and Borough boundary lines. Demonstrates a good sense of direction. Arrives within a reasonable amount of time. Does not become disoriented when responding to emergency assignments.
- (3) **Above Average** - Remembers locations from prior calls. Does not need to refer to street guide/map. Is aware of shortcuts and utilizes them to save time. Arrives at destination in shortest time possible.

11. Routine Forms: Accuracy/Completeness - Is the trainee capable of selecting the proper forms for the assignment? Are these forms complete, accurate, and properly used?

- (1) **Needs Improvement** - Is unaware that a form must be completed. Does not select the proper form to complete the incident when needed. Form is incomplete and/or inaccurate.
- (2) **Acceptable** - The trainee chooses the proper form to be used to complete the incident. The form is complete and accurate
- (3) **Above Average** - Consistently makes accurate form selection and rapidly completes detailed forms without assistance.

12. Report Writing: Organization/Details - How acceptable is the trainee's ability to organize the events of an incident for the report? Can he/she include details in the report required for a complete follow up investigation?

- (1) **Needs Improvement** - The trainee is unable to organize information and events in a chronological order. Leaves out pertinent details in the report. Report is inaccurate, and does not provide enough information for a follow up investigation.
- (2) **Acceptable** - Completes reports in an organized and logical manner. Reports contain the proper information needed for further investigation.
- (3) **Above Average** - Reports are prepared giving a complete and detailed accounting of the incident as it occurred. Information flows in a logical sequence so that the reader understands what occurred. The report is written and organized so that all details are included for a complete follow up investigation.

13. Report Writing: Level of Usage/Grammar/Spelling/Neatness - Is the trainee able to prepare a written report which is neat, free of spelling errors and grammatically correct?

- (1) **Needs Improvement** - Reports are illegible, containing misspelled words and incomplete sentence structure. The report confuses any reader and must be read several times to understand its meaning due to grammar/spelling neatness errors.
- (2) **Acceptable** - Level of usage of grammar, spelling, and neatness are satisfactory. Errors in this area are rare and do not impair understanding.
- (3) **Above Average** - Reports and forms are very neat and legible, containing no spelling or grammatical errors. Message is communicated clearly and concisely to any reader.

14. Report Writing: Appropriate Time Used - Does the trainee use the appropriate amount of time to complete the report?

- (1) **Needs Improvement** - The trainee requires an excessive amount of time to complete a report. He or she takes three or more times the amount of time a veteran officer would take to complete the same report.

- (2) **Acceptable** - The trainee completes reports within a reasonable amount of time.
- (3) **Above Average** - The trainee completes reports very quickly, as quickly as a skilled, veteran officer.

15. Field Performance: Non-Stress Conditions - Is the trainee able to perform routine, non-stress police activities?

- (1) **Needs Improvement** - Seemingly confused and disoriented as to what action should be taken when confronted with routine investigations. Avoids taking action, selects the wrong course of action. Provides improper advice to citizens. Relies upon others for continual assistance in resolving routine investigations. Cannot multi-task when required to do so.
- (2) **Acceptable** - Properly assesses routine situations, and determines the right course of action to be taken. Provides the proper advice to citizens. Does not require assistance with routine investigations. Can multi-task, doing more than one thing at a time.
- (3) **Above Average** - Properly assesses routine, complex and unusual situations and applies prior knowledge and experiences to resolve the situation. Does not require assistance from Field Training Officer. An independent thinker. Directs the actions of assisting officers. Can multi-task well.

16. Field Performance: Stress Conditions - Is the trainee able to function under the daily stressful conditions experienced by a patrol officer?

- (1) **Needs Improvement** - Performance deteriorates in stressful situations. Becomes emotional, panic-stricken, loses temper, cannot function. Does not control voice tone or word selection, allowing situation to deteriorate. Displays cowardice or overreacts. Makes improper decisions. Requires assistance from others. Cannot do multiple functions at the same time when required to do so.
- (2) **Acceptable** - Exhibits calm and controlled attitude in most stressful field situations. Aware of surrounding activity. Does not allow the situation to further deteriorate. Able to develop and implement a reasonable solution to the problem. Can do multiple functions at the same time.
- (3) **Above Average** - The trainee remains calm and exercises self-control, even in the most extreme situations. Quickly restores order and takes control. Is able to determine the best course of action and implement it to resolve the situation. Is capable of doing multiple functions at the same time.

17. Investigative Skill - Is the trainee capable of applying his/her knowledge of investigative skills to situations occurring in the field?

- (1) **Needs Improvement** - The trainee is unable to investigate common or complex criminal offenses. He or she disrupts evidence or does not guard evidence, failing to protect the crime scene. Does not interview witnesses and suspects when appropriate.
- (2) **Acceptable** - The trainee is able to investigate common or complex criminal offenses. He/she does guard evidence properly, and knows how to protect the crime scene. The interviewing of witnesses and suspects is done so in accordance with policy.
- (3) **Above Average** - The trainee can investigate common and complex criminal offenses. The officer can recognize evidence, that is not readily apparent, protects the crime scene, and follows proper investigatory procedure.

18. Interview / Interrogation Skill - Does the trainee have the ability to use proper questioning techniques, and to vary those techniques to fit the person being interviewed or interrogated?

- (1) **Needs Improvement** - Fails to use proper questioning techniques. Does not elicit information from individuals. Does not establish appropriate rapport with actors and/or does not control interview / interrogation of actors.
- (2) **Acceptable** - Generally uses proper questioning techniques. Elicits information from individuals when necessary. Is able to establish a rapport with actors and is able to control an interview or interrogation.
- (3) **Above Average** - Always uses proper questioning techniques. Is able to establish a rapport with all victims and witnesses. Controls the interview or interrogation even in the most difficult situations.

19. Self-initiated Field Activity - Without direct instruction from the Field Training Officer, does the trainee initiate field investigations and/or follow up on reported incidents?

- (1) **Needs Improvement** - Does not observe suspicious activity or follow up on reported incidents or “leads.” Rationalizes suspicious activity or circumstances. Acts only when Field Training Officer initiates the activity.
- (2) **Acceptable** - Recognizes and investigates suspicious activity and law violations. Displays inquisitiveness. Follows up and investigates reported criminal incidents.
- (3) **Above Average** - Seldom misses observable criminal activity. Makes quality arrests from observed activity or reported incidents. Catalogs, maintains and uses information given at roll call and/or briefings for reasonable suspicion in furthering investigations.

20. Officer Safety: General - Does the trainee practice basic officer safety concepts while performing routine daily activities?

(1) **Needs Improvement** - Is paranoid, lacks confidence or is overconfident, or lacks awareness of surrounding activity. Fails to exercise basic officer safety procedures. For example:

- Fails to keep gun hand free during potentially dangerous situations.
- Fails to use illumination properly or when necessary.
- Fails to advise Communications when leaving patrol vehicle.
- Fails to utilize or maintain equipment properly.
- Does not anticipate potentially dangerous situations.
- Is careless or unsafe with handgun or other weapons.
- Stands too close to vehicular traffic.
- Stands directly in front of violator's/suspect's car door.
- Stands in front of door when knocking.
- Fails to have weapon ready when appropriate.
- Fails to protect fellow officers.
- Fails to search police vehicle prior to duty or after transporting persons.
- Fails to check equipment before beginning duty.

(2) **Acceptable** - Understands the basic principles of officer safety and applies these accepted principles daily.

(3) **Above Average** - Realistically practices basic and advanced tactics in officer safety. Never becomes overconfident with personal abilities. Does not place himself / herself or fellow officers in poor officer safety positions. Foresees dangerous situations and prepares for them. Protects fellow officers.

21. Officer Safety: Suspects / Prisoners - Does the trainee use officer safety skills when confronting suspicious persons, suspects and dealing with prisoners?

(1) **Needs Improvement** - Fails to maintain a tactical advantage when confronting potentially dangerous individuals. For example:

- Fails to perform a protective frisk when appropriate.
- Confronts suspicious persons/suspects while seated in police vehicle.
- Fails to handcuff arrested persons or searches before handcuffing.
- Fails to thoroughly search prisoners or their vehicles.
- Fails to maintain position of advantage to prevent attack or escape.
- Exposes weapon(s) to suspects / prisoners (O.C. spray, PR-24, flashlight, handgun)
- Fails to control suspect's / violator's movements during investigations.
- Fails to keep violator / suspect in sight during investigations.
- Fails to maintain a tactical advantage when confronting multiple suspects.
- Selects improper defensive weapon to defend self or fellow officers.

(2) **Acceptable** - Practices basic officer safety concepts outlined above when dealing with potentially dangerous persons. Maintains a position of advantage.

- (3) **Above Average** - Foresees potential danger and takes steps to eliminate or control it before a dangerous situation arises. Constantly maintains a position of advantage. Realistically practices basic and advanced tactics involving suspect confrontation.

22. Control of Conflict: Voice Command - Is the trainee able to gain and maintain control of situations by utilizing proper voice commands and instruction?

- (1) **Needs Improvement** - The trainee speaks too softly or timidly, does not use proper tone of voice. Confuses or angers listeners by what is said and/or how it is said. Escalates the confrontation or needlessly intimidates people.
- (2) **Acceptable** - Speaks with authority using the proper tone of voice. Does not confuse or anger listeners. Knows the proper word selection to use so he/she does not escalate the situation.
- (3) **Above Average** - Consistently is able to control voice tone, word selection, voice inflection. Has the proper bearing, which accompanies what is said. Displays confidence without being perceived as overbearing or intimidating.

23. Control of Conflict: Physical Skill - In conflict situations, does the trainee use the appropriate defensive actions, restraining holds, or issued equipment to physically control individuals?

- (1) **Needs Improvement** - Uses too little or too much force for the situation. Is unable to maintain control over violent / resisting persons. Fails to use proper restraints / equipment or uses restraints / equipment improperly.
- (2) **Acceptable** - Obtains and maintains physical control through the use of proper restraining holds, defensive actions, or issued equipment. Uses no more force than needed to affect an arrest.
- (3) **Above Average** - Proficient in the use of restraining holds, defensive actions, and issued equipment. Selects the correct amount of force for the given situation. Prevents the situation from deteriorating by properly restraining / controlling individuals. Is able to control violent individuals with little assistance from fellow officers.

24. Problem Solving/Decision Making - Is the trainee able to use knowledge acquired through training to reason through field situations? Can the trainee analyze a field situation, form valid conclusions and develop a reasonable course of action, which will resolve the situation?

- (1) **Needs Improvement** - Acts without thought or good reason. Is indecisive. Is unable to reason through a problem and come to a conclusion. Cannot recall previous solutions and apply them in like situations.

- (2) **Acceptable** - The trainee is able to analyze routine situations in a reasonable amount of time and arrive at an acceptable solution. Able to use past training and experiences to reason through similar situations.
- (3) **Above Average** - Excellent perception in foreseeing problems and arriving at advanced solutions even in the most complex situations. Anticipates problems and develops solutions in advance of the problem. Uses past training and experiences to reason through and develop responses to unique and/or complex field investigations.

25. Radio: Appropriate Use of Codes / Procedure - How well does the trainee know and use radio procedure correctly, in accordance with Departmental policy and procedure?

- (1) **Needs Improvement** - Does not understand or use proper codes / language. Fails to follow departmental radio procedure. Interrupts other officer's transmissions. Does not understand the operation of the police radio.
- (2) **Acceptable** - Follows departmental policy regarding accepted radio procedure in normal daily activities. Has good working knowledge of the most often used codes / language.
- (3) **Above Average** - Follows proper radio procedure according to departmental policy regardless of the field situation. Has superior working knowledge of all codes / language and applies knowledge when using the police radio.

26. Radio: Listens / comprehends - Is the trainee able to listen to radio transmissions and comprehend their content?

- (1) **Needs Improvement** - Repeatedly misses own call sign. Is not aware of radio traffic in adjoining districts. Requires dispatcher to frequently repeat radio transmissions by not accurately comprehending messages, or writing them down. The trainee is distracted easily.
- (2) **Acceptable** - Copies radio transmissions directed to him/her and is aware of major incidents occurring in adjoining districts. Comprehends radio transmissions directed to him / her. Rarely requires that information be repeated. Writes the information down as needed.
- (3) **Above Average** - Comprehends all radio transmissions. Makes a written record when appropriate. Aware of incidents occurring in adjoining districts. Recalls with detail previously broadcast information. Uses previously transmitted information to advantage. Does not require that transmissions be repeated.

27. Radio: Articulation of Transmission - Are the trainee's radio transmissions clear and understandable with only needed information being broadcast?

- (1) **Needs Improvement** - Does not pre-plan transmissions. Transmissions are unclear or confusing. Improper voice tone (too soft / too loud). Cuts message off through improper use

of the microphone. Becomes excited when transmitting information or is unable to transmit information because of radio fright.

- (2) **Acceptable** - Transmissions are usually short, concise, clear and understandable to all officers.
- (3) **Above Average** - Transmissions are well planned and understandable in all situations. Only required information is broadcast. Voice is consistently clear and calm.

RELATIONSHIPS

28. With Citizens in General - Is the trainee able to relate to citizens in a positive manner?

- (1) **Needs Improvement** - Inappropriate behavior-abrupt, belligerent, overbearing, arrogant, uncommunicative, insensitive. Avoids “service” aspect of the job. Body language communicates an uncaring, uninterested officer.

- (2) **Acceptable** - Courteous, friendly, and empathetic. Communicates in a professional and unbiased manner. "Service" oriented. "Non-verbal" skills communicate a caring, interested officer.
- (3) **Above Average** - Quickly establishes a good rapport with citizens. Objective and empathetic. Appears to be at ease in any person-to-person situation. Citizens appear comfortable with the probationary officer and compliment his / her performance. Excellent "non-verbal" skills.

29. With Ethnic Groups Other Than Own - Does the trainee have difficulty interacting with anyone of an ethnic or racial group different than his/her own?

- (1) **Needs Improvement** - Evidences hostility, prejudice, bias, subjectivity, towards members of groups other than his / her own. Treats members in these groups different than he/she treats members of own ethnic or racial background.
- (2) **Acceptable** - Is not bias, hostile, prejudice or subjective. The trainee has confidence when dealing with people who are not in his own ethnic or racial group, and treats everyone equally.
- (3) **Above Average** - Understands and accepts cultural, lifestyle and/or value differences. Respects different points of view. Decisions are objective and not based upon differences. Communicates in a manner that furthers mutual understanding.

30. Relationship with Department Members - Are the trainee relationships with other departmental members courteous, professional and productive?

- (1) **Needs Improvement** - Fails to follow instruction from supervisors / Field Training Officers. Rationalizes mistakes. Resists training. Argumentative. Patronizes other members. Sarcastic. Impatient. Selfish. Fails to compromise or cooperate. Considers self-superior to other departmental members. Fails to consider others needs. Is not a "team" player.
- (2) **Acceptable** - Maintains a good working relationship with other departmental members. Works as a team member. Accepts others' points of view. Adheres to the chain of command and accepts role in the organization. Considerate and helpful to others.
- (3) **Above Average** - Has excellent rapport with all departmental members. Makes a sincere effort to fully understand others' points of view. Compromises to achieve a common goal. Peer group leader.

	15 --	1	2	3	☐	☐	1 5	FIELD PERFORMANCE: NON-STRESS CONDITIONS
	16 --	1	2	3	☐	☐	1 6	FIELD PERFORMANCE: STRESS CONDITIONS
	17 --	1	2	3	☐	☐	1 7	INVESTIGATIVE SKILL
	18 --	1	2	3	☐	☐	1 8	INTERVIEW /INTERROGATION SKILL
	19 --	1	2	3	☐	☐	1 9	SELF-INITIATED FIELD ACTIVITY
	20 --	1	2	3	☐	☐	2 0	OFFICER SAFETY: GENERAL
	21 --	1	2	3	☐	☐	2 1	OFFICER SAFETY: SUSPECTS/SUS. PERSON/PRISONER
	22 --	1	2	3	☐	☐	2 2	CONTROL OF CONFLICT: VOICE COMMAND
	23 --	1	2	3	☐	☐	2 3	CONTROL OF CONFLICT: PHYSICAL SKILL
	24 --	1	2	3	☐	☐	2 4	PROBLEM SOLVING/DECISION MAKING
	25 --	1	2	3	☐	☐	2 5	RADIO: APPROPRIATE USE OF CODES/PROCEDURE
	26 --	1	2	3	☐	☐	2 6	RADIO: LISTENS AND COMPREHENDS
	27 --	1	2	3	☐	☐	2 7	RADIO: ARTICULATION OF TRANSMISSIONS
<u>RELATIONSHIPS</u>								
	28 --	1	2	3	☐	☐	2 8	WITH CITIZENS IN GENERAL
	29 --	1	2	3	☐	☐	2 9	WITH ETHNIC GROUPS OTHER THAN OWN
	30 --	1	2	3	☐	☐	3 0	WITH OTHER DEPARTMENT MEMBERS

CONSIDER IN NARRATIVE PREPARATION

- SET THE STAGE/SCENE
- USE LISTS AS APPROPRIATE
- CONSIDER VERBATIM QUOTES
- REMEMBER YOUR AUDIENCE
- REPORT FACTS
- CRITIQUE PERFORMANCE
- CHECK SPELLING, GRAMMAR, ETC
- THINK REMEDIAL!
- DO NOT PREDICT FUTURE PERFORMANCE

THE **MOST SATISFACTORY** AREA OF PERFORMANCE **TODAY** WAS RATING CATEGORY NUMBER:

A SPECIFIC INCIDENT WHICH DEMONSTRATES **TODAY'S** PERFORMANCE IN THIS AREA IS:

THE **AREA OF PERFORMANCE** THAT **NEEDS IMPROVEMENT TODAY** WAS RATING CATEGORY NUMBER:

A SPECIFIC INCIDENT WHICH DEMONSTRATES **TODAY'S** PERFORMANCE IN THIS AREA IS:

DOCUMENTATION OF PERFORMANCE AND COMMENTS:

Category	Remarks
----------	---------

Calls Handled / Activities:

RECRUIT OFFICER SIGNATURE

I.D.#

FIELD TRAINING OFFICER SIGNATURE

I.D.#

REVIEWED BY:
SUPERVISOR SIGNATURE

I.D.#

FIELD TRAINING SUPERVISOR

I.D.#

PATROL COMMANDER

I.D. #

RAMSEY POLICE DEPARTMENT FIELD TRAINING & EVALUATION PROGRAM

INTERMEDIATE OBSERVATION REPORT

R/O: _____ ID# _____ F.T.O. _____ ID# _____

Tour: _____ Squad: _____ Evaluation Dates: _____ thru _____ F.T.E.P Phase _____

Field Training Officers: Complete this form on each recruit at the end of each phase of training, or FTO rotation, and forward it immediately to the Training Supervisor.

The Training Supervisor will distribute copies to subsequent Field Training Officers, Supervisors, and Patrol Commanders.

Subsequent Field Training Officers/Supervisors will use this form to assist them in preparing for their phase of training.

Significant Strengths:

Significant Weaknesses:

Special Attention Requested in the Following Areas:

THIS RECRUIT OFFICER IS READY TO ADVANCE TO THE NEXT PHASE OF TRAINING

_____ ID # _____
Field Training Officer

_____ ID# _____
Supervisor

_____ ID# _____
Patrol Commander

_____ ID# _____
Field Training Supervisor

RAMSEY POLICE DEPARTMENT FIELD TRAINING GUIDE

TASK	INSTRUCTED	ID #	PERFORM
Patrol Preparation:			
Shape Up / Briefing			
Vehicle/Post Assignment			
Securing Equipment			
Keys			
Defib			
Summons Books			
Notebook			
First Aid Supplies			
Checking Vehicle and Equipment			
Vehicle Repair Requests			
Use Of Equipment:			
Emergency Lights/Siren/PA			
MobileVision Camera			
Oxygen			
First Aid Kit			
Fire Extinguisher			
Long Arms			
Ballistic Shield			
Flares			
Lock Jock			
Entry Tools			
Patrol Function			
Post-Shift Procedures:			
Fueling/Cleaning Vehicle			
Checking Vehicle For Damage/Contraband			
Submitting Reports			
Unfinished/ Pending Reports			
Radio Procedure:			
Operation of WT and Mobile Radio			
Radio Procedures			
Radio Codes			
DL Checks			
Registration Checks			
Checks For Stolen			
Use of Department Computer/ MDT's			

TASK	INSTRUCTED	ID #	PERFORM
Maps/Patrol Areas:			
Posts/ Boundaries			
Use of Map			
Use of Street Index			
Leaving Patrol Area/ Assigned Post			
Meeting With Another Patrol Unit			
Legal Issues:			
Police-Citizen Encounters:			
Inquiry/Consensual Encounter			
Terry Stop & Frisk/Investigative Detention			
Arrest			
Types of Offenses:			
Crimes 1 st , 2 nd , 3 rd , 4 th Degree			
DP/PDP's			
Ordinances			
Motor Vehicle			
Warrants and Summonses: (How To Complete)			
CDR1			
CDR2			
Special Summons and Complaint			
Uniform Traffic Summons			
Bail / Bail Recog Form			
Legal Requirements For Stop			
Legal Requirements For Arrest			
Legal Requirements For Search			
Legal Requirements For Frisk			
Use of 2C/Title 39 Book			
Use of Borough Code Book			
Probable Cause Procedures:			
Contacting AP/ On Call			
Search Warrant Application			
Reports/Report Writing:			
Department Reports and Forms			
Report Writing – X Cards			
Report Writing – Incident/ Arrest			
Report Writing – Investigation/Interview			
Required Video of Interviews			

TASK	INSTRUCTED	ID #	PERFORM
Evidence/Property Procedures:			
Collecting Evidence			
Marking Evidence			
Packaging			
Evidence Sticker/Chain Of Custody Forms			
Request For Examination Of Evidence			
Lockers/Sally Port/Refrigerator Locations			
Dangerous/Biohazard Items			
Found Property Procedures			
Property Receipts			
Releasing Property			
Vehicle Operation And Care:			
Routine Vehicle Operation			
Emergency Vehicle Operation			
Disabled Police Vehicle Procedures			
Damage To Police Vehicle/MVC Procedures			
Miscellaneous Skills:			
Directing Traffic			
Fingerprinting (LiveScan and Ink)			
Pat Down / Search			
Handcuffing			
Standing			
Kneeling			
Prone			
Non-Compliant			
Searching Prisoners			
Escorting Prisoners			
Building Search			
Vehicle Search			
Motor Vehicle Stops:			
Unknown Risk			
High Risk			
Motor Vehicle Accidents:			
Investigation/ Fatal			
Reports			
Hit And Run MVA Procedures			

TASK	INSTRUCTED	ID #	PERFORM
Towing Vehicles:			
Impound			
Disabled			
Abandoned			
DWI Investigation:			
DWI Cues			
Field Sobriety Testing			
Processing/Breathalyzer			
Hospital/Blood Cases			
Reports			
Mandatory Vehicle Impound			
Domestic Violence Procedures:			
Investigation			
DV Rights/TRO Form			
Mandatory Arrests/Civil Liability			
Discretionary Arrests			
TRO Procedures/Completion			
CDS Procedures:			
Found CDS			
CDS Arrest			
Juveniles:			
Juvenile Bureau			
DYFS			
Crisis Intervention			
Child Custody Disputes			
Delinquency			
Arrest Procedures			
Release Procedures			
Questioning/Interviewing			
Detention			
Fingerprinting			
Stationhouse Adjustment			
Curbside Adjustment			
Patrol Activities/Investigations:			
Burglar Alarms			
Fire Alarms			
Bank Hold-Up Alarms			

TASK	INSTRUCTED	ID #	PERFORM
9-1-1 Abandoned			
Squad Calls/ Establishing Perimeter			
Disabled Vehicles			
Open Door			
Warrant Arrest			
Robbery			
Assaults			
Burglary			
Theft			
Shoplifting			
Stolen Vehicle			
Check Fraud			
Credit Card Fraud			
Identity Theft			
Sexual Assault			
Child Abuse			
Bias Incidents			
Fires			
Explosive Device/Bomb Threat			
Hazardous Material Incident			
Hostage Incident			
Barricaded Suspect/Sniper			
Missing Person			
EDP's			
Outreach Evaluation/ 262 HELP			
Voluntary Transport			
Involuntary Transport			
Unattended Death			
Suicide			
Suspicious Death			
Suspicious Activity/Person/Vehicle			
Fights			
Gunshots			
Unwanted Party / Removal			
Dispute			
Disturbance			
Service Of Court Orders			
Juvenile Problem			
Civil Dispute			
MV Complaint			
Parking Complaint			
Zoning Complaint			
Dumping Complaint			
Noise Complaint			

TASK	INSTRUCTED	ID #	PERFORM
Hunting/Fishing Complaint			
Solicitor Complaint			
Open Burning			
Smoke Condition			
Assist Citizen			
Notification			
Police Information			
Good and Welfare Check			
Assist Other Agency (DYFS/PD/etc)			
Hazardous Condition			
Lockout			
Water Leak			
Damage To Property			
Operation Reassurance			
Park Checks / Securing Finch Park			
Hold Up Alarms / Banks			
ATRA Cases			
Citizen Transport/ Courtesy Rides			
Down Wires/ Natural Gas leaks			
Bicycles:			
Stolen			
Found			
Title 39 Statutes			
Animal Complaints:			
Injured/ Destroying Animals			
Loose			
Barking Dogs			
Rabid			
Animal Control/Shelter			
Court:			
Attendance/Dress			
Days/Times Of Sessions			
Preparation			
Requesting Reports/Evidence			
Testifying			
Court Officer Responsibilities			
Interaction With Court Staff			
Subpoenas (municipal/on-call/grand jury)			
Grand Jury			
Superior Court			

TASK	INSTRUCTED	ID #	PERFORM
Policies/Orders:			
Use Of Force			
OC			
Pursuit			
Handling Prisoners/Cell Block Procedures			
Handling Firearms			
MobileVision			
Domestic Violence			
Media Relations			
Officer Safety:			
Contact And Cover			
Cover vs Concealment			
Noise/Light Discipline			
Scene Approach			
Verbal And Nonverbal Partner Communication			
Firearm Retention			
Training And Conditioning			
How To React When Injured/Taken Hostage			
How To React When Partner Injured/Taken Hostage			
Administrative:			
Headquarters			
Schedule			
Chain of Command			
Rules and Regulations			
School/Training requests			
Work Hours			
Time Off			
Calling Out Sick/Late			
Overtime/Comptime Procedures			
Shift Switches			
Outside Jobs			
Personnel Evaluations			
Disciplinary Procedures			

[illegible]