



Lunenburg Police Department

Policy Number: 4.40	Subject: Field Training Program
Issue Date: 2/15/2022	Massachusetts Police Accreditation Standards Referenced:
Revision Date(s): Effective Date: 2/15/2022	33.2.4; 33.4.3
Issuing Authority: <i>Chief Thomas L. Gammel</i>	

I. FIELD TRAINING PROGRAM

- A. New full-time officers must successfully complete an in-house field training program.
- B. The Training Supervisor shall manage the field training program and oversee:
 1. Training and in-service training of field training officers; [33.4.3(e)]
 2. Rotation of recruit assignments; and
 3. Development, implementation and evaluation of the field training program.
 4. The Training Supervisor shall be the academy liaison, as applicable. [33.4.3(d)]
- C. Recruit Field Training
 1. New Recruits:
 - a. Upon completion of the recruit academy, the probationary officer will enter the field training/evaluation program with designated field training officers.
 - b. The probationary officer will apply the lessons of the academy to situations in the field under the tutelage of the field training officer.
 - c. Each Probationary Officer will then begin a minimum eight working week (32-hour/rotation, minimum 256 total hours) 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(a)]
 2. Lateral Transfers and Previous Lunenburg Reserve Officers:
 - a. Full-time Officers who transfer from another department, or previously worked as a Reserve Officer in Lunenburg and completed a recruit academy;
 - b. will enter the field training/evaluation program with designated field training officer; and
 - c. will begin a minimum 112 hour 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(a)]

- d. Probationary officers who transfer from another department or previously worked as a Reserve Officer in Lunenburg will be evaluated by the Field Training Coordinator after 112 hours.
- e. They will be required to show proficiency and be cleared from FTO in no more than 256 hours.

3. During field training, probationary officers shall receive training in department-specific materials, including: [33.2.4]

- a. Policies and procedures;
- b. Rules and regulations;
- c. General Orders; and
- d. Memorandums.

4. The Probationary Officer will rotate their field training assignment among at least two different FTOs. [33.4.3(f)]

5. The Probationary Officer will return to the first FTO, for at least the final working rotation, if possible.

- a. The FTO's evaluation of the Probationary Officer shall be documented, with daily and weekly observation reports covering the wide range of police activities and interactions.

6. The Field Training Coordinator shall review all Daily/Weekly Observation Reports and End of Phase Summary reports, prior to releasing the Probationary Officer off of field training.

7. After the supervisory phase of field training, the probationary officer will be released from field training and fall under the direct supervision of their assigned shift supervisor.

8. After release from field training, the probationary officer's assigned shift supervisor will conduct a documented evaluation of the probationary officer's performance at the thirty (30) and sixty (60) day mark.

D. Field Training Officers

1. 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:[33.4.3(b)]
 - a. Application of law;
 - b. Police Procedures;
 - c. Tactics;
 - d. Department policy and procedure;
 - e. Report writing;
 - f. Interpersonal relations; and
 - g. Chain of command.
2. All department supervisory personnel assigned to patrol, and officers designated as Field Training Officers, will conduct training in accordance with the "Police Department Field Training Officers Manual."

3. Daily/Weekly Observation Reports and End of Phase Summary reports, shall be completed by the end of shift.
4. FTOs will be under the operational supervision of the Shift Sergeant or other superior officer designated by the Chief. [33.4.3(c)]
5. 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(g)]
6. FTOs shall submit training reports as specified in the Field Training Program. [33.4.3(h)]

E. New Recruit: Field Training Schedule

1. Administration Phase (32 hours):
 - a. Complete and sign off on Policies & Procedures, Rules & Regulations, General Orders, and Memorandums.
 - b. Will be issued all necessary paperwork and passwords.
 - c. Complete CJIS Nextest.
 - d. Complete training in department issued firearms and less-lethal weapons.
 - e. Observation of Dispatch operations.
 - f. Issued equipment.
 - g. Required to demonstrate acceptable levels of knowledge with regards to information instructed during this phase
2. Phase One (64 hours):
 - a. Instructional phase.
 - b. Must show knowledge and/or complete tasks on the Task Frequency list.
 - c. Must consistently perform at an acceptable level or greater in the emphasized performance tasks by the end of the second work week, to move on to Phase Two.
3. Phase Two (96 hours):
 - a. Instructional phase with different FTOs than Phase One, if possible.
 - b. Must show knowledge and/or complete tasks on the Task Frequency list.
 - c. Must consistently perform at an acceptable level or greater in the emphasized performance tasks by the end of the third work week, to move on to Phase Three.
4. Phase Three (64 hours):
 - a. Evaluation phase with FTO from Phase One, if possible.
 - b. Must show knowledge and completion of all tasks on the Task Frequency list.
 - c. At the end of Phase Three, Student Officers will be required to demonstrate acceptable levels of knowledge with regards to information instructed throughout the course of the FT program.
 - d. New officers will be required to demonstrate their ability to function as a solo officer.

5. Extension Phase (If needed):
 - a. The Program Coordinator has the authority to extend training beyond an additional 2 four day rotations.
 - b. This extension is activated when problems are identified that would hinder performance or if you the student officer is behind schedule and unable to “catch-up” in time.
 - c. The extension allows the ability to work with student officers on specific problems and not be pressured by time constraints.
 - d. An extension, if utilized, should not be perceived as negative. It is a positive process, remedial in nature, and designed to help the student officer succeed in the successful completion of the FTO Program.

F. Lateral Transfer/Previous Reserve: Field Training Schedule

1. Administration Phase (16 hours):
 - a. Complete and sign off on Policies & Procedures, Rules & Regulations, General Orders, and Memorandums.
 - b. Will be issued all necessary paperwork and passwords.
 - c. Complete CJIS Nextest.
 - d. Complete training in department issued firearms and less-lethal weapons.
 - e. Issued equipment.
2. Phase One (32 hours):
 - a. Must show knowledge and/or complete tasks on the Task Frequency list.
 - b. Must consistently perform at an acceptable level or greater in the emphasized performance tasks by the end of the second work week, to move on to Phase Two.
3. Phase Two (32 hours):
 - a. Instructional phase with different FTOs than Phase One, if possible.
 - b. Must show knowledge and/or complete tasks on the Task Frequency list.
 - c. Must consistently perform at an acceptable level or greater in the emphasized performance tasks by the end of the third work week, to move on to Phase Three.
4. Phase Three (32 hours):
 - a. Evaluation phase with FTO from Phase One, if possible.
 - b. Must show knowledge and completion of all tasks on the Task Frequency list.
 - c. At the end of Phase Three, Student Officers will be required to demonstrate acceptable levels of knowledge with regards to information instructed throughout the course of the FT program.
5. Extension Phase (If needed):
 - a. The Field Training Coordinator has the authority to extend training.
 - b. This extension is activated when problems are identified that would hinder performance or if you the student officer is behind schedule and unable to “catch-up” in time.
 - c. The extension allows the ability to work with student officers on specific problems and not be pressured by time constraints.

- d. An extension, if utilized, should not be perceived as negative. It is a positive process, remedial in nature, and designed to help the student officer succeed in the successful completion of the FTO Program.
- e. For lateral transfers and previous Lunenburg Reserve Officers, hours must not exceed a total of 256 hours for Field Training.