



FIELD TRAINING AND EVALUATION PROGRAM



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I. PURPOSE

This directive:

- A. delineates the Field Training and Evaluation Program.
- B. continues the Bureau of Patrol responsibility of Probationary Police Officer (PPO) field training.

II. OBJECTIVE

- A. The primary objective of the Field Training and Evaluation Program (FTEP) is to:
 - 1. ensure that all Probationary Police Officers (PPOs) receive effective field training, predicated upon staffing the Field Training Officer (FTO) position with qualified officers.
 - 2. instill the guiding principles of safety and lawful policing that will sustain PPOs throughout their career.
 - 3. ensure through proper training and evaluation that only competent, motivated, and ethical individuals become Chicago police officers.
- B. The designation of "Field-Qualified" at the end of the training cycles is not the only determining factor as to whether or not a PPO is qualified to serve as a Chicago police officer. FTOs or supervisors who become aware of problematic behavior or performance will request a hearing by the Field Training and Evaluation Review Board. Any recommendation by the board will be forwarded through the chain of command to the Superintendent of Police. The board will review the totality of the PPO's performance throughout the probationary period and make a determination as to whether or not the PPO is qualified to become a Chicago police officer.
- C. Consistent with the Department directive titled "Field Training and Evaluation Review Board," the review board:
 - 1. may convene upon request if problematic behavior or performance is documented during the probationary period.
 - 2. will convene if a PPO is not deemed "field qualified" at the end of any remedial training cycle.

III. DEFINITIONS

For the purpose of this directive, the following definition applies:

Field-Qualified – after the Probationary Police Officer has completed all cycles required under the Field Training and Evaluation Program and, in the Field Training Officer's experience, the Probationary Police Officer has progressed consistently in bridging the knowledge and skills learned in the academic phase and the practical application in the field to merit consideration to work with officers who are not Field Training Officers. A field-qualified Probationary Police Officer is still in probationary status and is not allowed to work alone in a 10-99 capacity.

IV. RELATED DOCUMENTS

- A. Field Training and Evaluation Program Manual

- B. Field Training and Evaluation Program Performance Checklist

V. RELATED REPORTS

The following automated reports will be completed using the CLEAR system:

- A. Daily Observation Report (DOR).
- B. Cycle Summary Report (CSR).
- C. Final Summary Report (FSR).
- D. Remedial Summary Report (RSR).
- E. Sergeant PPO Evaluation.

VI. ADMINISTRATION

The FTEP will be administered through a partnership between the Training and Support Group and the Bureau of Patrol. Evaluation will be a two-part process administered by the Training and Support Group and the Bureau of Patrol.

- A. The responsibility for pre-service and refresher training for FTOs and supervisors will remain with the Deputy Chief, Training and Support Group.
- B. Supervision and other field-operation decisions will be the responsibility of the Chief, Bureau of Patrol, or designee.
- C. PPOs will be assigned to the Bureau of Patrol at the satisfactory completion of the Academic Training Phase of the Training and Support Group. During the field training cycles, the Bureau of Patrol will assign PPOs to FTOs.
- D. The Training and Support Group will monitor and document all field assignments prior to PPOs starting the FTEP in the appropriate Department form, e.g. the Supervisor's Management Log (CPD-11.455) or the ICS-211 Incident Check-In (CPD-11.301). PPOs will not be placed on assignments in the field without adequate supervision.
- E. The Chief, Bureau of Patrol, or designee, will establish guidelines for the fifteen-month evaluations and the ramifications of a negative evaluation.
- F. Periodic revisions to the FTEP will be made based on the Department's annual Needs Assessment Report, the Department Training Plan, the Annual Training Summary Report, and recommendations from the Training Oversight Committee.

VII. FTO DUTY ASSIGNMENTS AND EQUIPMENT

- A. Department members assigned as FTOs will be offered incentives and given priority to ensure they are properly trained and equipped for their tours of duty. As such, the following standards will be adhered to in relation to duty assignments and equipment for the FTO.
- B. FTOs will be:
 - 1. given priority for use of vehicles on their watch. It is the responsibility of the watch operations lieutenant (WOL) and the district station supervisor (DSS) of each watch to ensure, at the beginning of the tour, an FTO who is assigned to train a PPO is assigned a vehicle with a partition at the beginning of the tour of duty.
 - 2. given consideration for their start times, beat assignments, or rapid response cars.
 - 3. given priority to receive training. The executive officer of the respective districts will, when classes are available, ensure the FTOs are given priority to attend training.

NOTE: Specialized training assignment is based on the number of availability and seniority. An FTO's request may not be granted if there are not enough slots available or the FTO doesn't have enough seniority to be included in the group of FTOs selected for training.

4. issued a tablet, if available.
5. have priority to test and evaluate new equipment and uniform components.

C. FTOs will not be assigned more than one PPO during each training cycle. To ensure the one to one ratio of PPOs to FTOs, the following steps will be taken when an assigned FTO becomes unavailable for any reason:

1. the PPO will be placed with another FTO who does not currently have an assigned PPO in a training cycle, even if on another watch, time permitting, and in no instance will the PPO be placed with an FTO who already has an assigned PPO.
2. if there are no unassigned FTOs available, the PPO will be assigned to an officer trained as an Act-Up FTO.

NOTE: Department members working as an Act-Up FTO must first complete the initial FTO pre-service training and any later annual refresher training.

3. if another FTO or an Act-Up FTO is not available, the PPO may be assigned to the district desk or field sergeant for a tour of duty. In this case, either the District Station Supervisor or the supervising sergeant must complete a Daily Observation Report (DOR) for the PPO.
4. if a PPO is assigned to the district desk or supervising sergeant during a training cycle, it will be limited to a total of no more than two days within any one training cycle.

VIII. DUTIES AND RESPONSIBILITIES

A. Probationary Police Officer (PPO)

For the purposes of this directive, a PPO is a candidate who has successfully completed the Academic Training Phase and has entered the Field Training and Evaluation Program.

1. The probationary police officer will remain in a probationary status for eighteen months.
2. Each PPO will complete a minimum of three 28-day cycles. If necessary, up to two remedial training cycles will be completed to become field-qualified.

NOTE: Changes in watch assignments or FTOs can be made at any time at the discretion of the Chief, Bureau of Patrol, or designee.

3. PPOs will train with a different FTO during each of their training cycles.
4. A PPO must obtain a "Field-Qualified" rating in all ten rating areas as outlined in the Field Training and Evaluation Manual.
5. It is the PPO's responsibility to maintain his or her performance checklist as described in the Field Training and Evaluation Manual.
6. PPOs will acknowledge completed DORs, CSRs, FSRs, and RSRs and may add comments or feedback prior to acknowledgement in the CLEAR system.
7. All PPOs will be evaluated during the fifteenth month of their probationary period by an evaluating sergeant.
8. Additional training cycles or further academic training remain the decision of the Department and may be added at any time during the probationary cycle. PPOs must complete all additional training before he or she is deemed field qualified and completes the Field Training and Evaluation Program.

9. PPOs will critique the Field Training and Evaluation Program quarterly by completing the Field Training and Evaluation Program Critique Survey and forwarding it directly and confidentially to the Field Training and Evaluation Section, Bureau of Patrol.

NOTE: The Field Training and Evaluation Program Critique Survey is anonymous and the response is not subject to review by the PPO's chain of command.

10. FTOs and PPOs on field training will not generally be assigned to hospital details or events interfering with field training. This statement does not limit days off from being cancelled.

B. Field Training Officer (FTO)

1. FTOs will receive both initial pre-service and annual refresher training adequate in quality, quantity, scope, and type, including, but not limited to, the following topics: management and mentoring, community policing, effective problem-solving techniques, ethics, diversity, field communication, and any recent substantive changes made to the recruit training curriculum.

2. An FTO assigned a PPO will:

- a. ensure his or her Field Training and Evaluation Program Manual is the most current version.

NOTE: The Deputy Chief, Training and Support Group, will ensure that FTOs are notified of any changes or revisions to the Field Training and Evaluation Manual.

- b. mentor his or her assigned PPO and facilitate the proper field performance.
- c. teach by example, emphasizing procedural justice, de-escalation, impartial policing, and community policing.
- d. review and ensure that his or her assigned PPO completes all mandatory eLearning, including the monthly updated Department directives in the eLearning system.
- e. evaluate the performance of the PPO using the guiding principles of procedural justice, de-escalation, impartial policing, and positive community engagement and using the key performance characteristics as delineated within the Daily Observation Report (DOR). These key performance characteristics include:
 - (1) vehicle operation.
 - (2) written communication.
 - (3) verbal communication.
 - (4) community interaction.
 - (5) patrol procedures.
 - (6) arrest procedures.
 - (7) traffic enforcement.
 - (8) physical skills and force.
 - (9) criminal laws and policy.
 - (10) demeanor and attitude.
- f. complete a DOR for each tour worked with a PPO on field training except the last day of each cycle. If it is the last day of the cycle, annotate the last day's notes on the Cycle Summary Report (CSR) or Final Summary Report (FSR).

- g. at the end of a PPO's first and second training cycles, complete a Cycle Summary Report indicating whether the PPO demonstrated the required minimum competency in each key performance characteristics.
 - h. at the end of a PPO's third training cycle, complete a Final Summary Report indicating whether the PPO demonstrated the required minimum competency in each key performance characteristics.
 - i. complete DORs, CSRs, FSRs, and Remedial Summary Reports (RSRs) no later than the next tour of duty. If the FTO is going on his or her scheduled RDO, furlough, or use of discretionary time, then the reports must be completed by the end of their tour of duty.
- NOTE:** There must be comments justifying the numeric score annotated on each evaluation category unless it was marked "not observed."
- j. identify and document areas of improvement for his or her assigned PPO in the applicable DOR, CSR, FSR, or RSR.
 - k. perform other duties and adhere to the standards as outlined in the FTEP Manual.
3. When an FTO indicates in an FSR that a PPO is not Field Qualified, that FTO will:
- a. request that the Field Training and Evaluation Review Board be convened by following the procedures listed below in Item VIII-B-6.
 - b. notify the Bureau of Patrol, via an email to: FTES@chicagopolice.org.
 - c. notify the on-duty watch operations lieutenant.
4. At the conclusion of every remedial-training cycle, the assigned FTO will submit a Remedial Summary Report. This report will either indicate that the PPO is "field-qualified" in all ten rating areas or request that the Field Training and Evaluation Review Board convene to determine the future status of the PPO.
5. If an FTO determines a PPO's performance needs to be reviewed by the Field Training and Evaluation Review Board at any stage of field training, the FTO will:
- a. notify the evaluation sergeant and designated district lieutenant.
 - b. submit a To-From-Subject Report through the chain of command to the Chief, Bureau of Patrol, or designee documenting the factors contributing to the request.
- NOTE:** Unacceptable performance may include, but is not limited to, the PPO being the subject of a Complaint Register investigation, medical roll abuse, not responding to training, or disciplinary action.
- c. if such a request is made or pending, document this fact in the DOR, CSR, or FSR. The request will be made at least seven days prior to the start of the next period, if feasible. This will allow the Field Training and Evaluation Section, Bureau of Patrol, to allocate the proper resources to ensure the PPO is included in the next field-training cycle for a possible remedial cycle.
6. The FTO assigned to a PPO's third training cycle will review and take into consideration the PPO's previous CSR when making a recommendation regarding the PPO's field-qualification rating.
7. FTOs will accumulate a half hour of overtime upon completion of DORs, CSRs, FSRs, or RSRs.

8. If the evaluation is for the previous day, it will be completed prior to the beginning of the tour of duty; if it is for the same day, it will be completed after the end of the tour of duty.
9. An evaluation record number must be included on the Automated Overtime/Compensatory Time Report.
10. Additional Responsibilities of the FTO

The assigned FTO will:

- a. ensure that PPOs will not normally be placed in Box 1 of an Arrest Report during their training cycles.

NOTE: If it is necessary for a PPO to be in Box 1 of an Arrest Report, the FTO will verbally explain the circumstances to the watch operations lieutenant upon review for the initial approval of probable cause.

- b. ensure PPOs follow the Department directive titled "[Traffic Court Citing and Scheduling](#)" to ensure proper scheduling of traffic court cases.
- c. contact 4-DATA and ask for technical support when a PPO has technical issues with Department equipment or applications.
- d. when necessary for training purposes and authorized by the watch operations lieutenant, attend court with the PPO. The FTO and PPO should attend a minimum of one notified court call together. Multiple appearances are authorized. Additionally, PPOs can attend an FTO's court call under the same criteria.

NOTE: It is the responsibility of a district supervisor to add the FTO or PPO to the court notification in the automated court system if attending court with their PPO or FTO.

- e. ensure the PPO uses the current training district as unit assigned when completing an Automated Overtime/Compensatory Time Report. The PPOs' time cards are retained at their training districts.
- f. function as a trainer and conduct training as prescribed by the Training and Support Group in conjunction with Bureau of Patrol directives.

NOTE: If an FTO is directed to give roll call training by a supervisor, the FTO will be compensated for a half hour overtime if preparation time is required immediately prior to his or her of tour of duty.

- g. complete the anonymous survey regarding the Field Training and Evaluation Program administered by the Bureau of Patrol quarterly.

11. Removal of Police Officer Assigned as Field Training Officer

A supervisor who becomes aware that an FTO is not adequately performing the functions of his or her assignment, including but not limited to inadequately managing and mentoring his or her assigned PPO, will initiate the removal process consistent with the Department directive titled "[Removal Process for D-2, D-2A, and D-3 Positions.](#)"

- a. When an FTO is deprived of PPO supervision rights and the corresponding compensation, the following procedure will be followed:

- (1) Whenever an FTO is involuntarily relieved of his or her assigned PPO before the end of the PPO's training cycle as a result of an allegation of misconduct or inappropriate behavior on the part of the FTO, the FTO will have five calendar days to request a hearing before the Field Training and Evaluation Review Board. This request will be made via a To-From-Subject Report to the affected member's district commander. If an FTO does not make such a request within five calendar days, the right to a hearing is waived.
- (2) Within ten calendar days of said request for hearing, the Field Training and Evaluation Review Board will convene a hearing to review the propriety of the decision to remove the PPO from the FTO.
- (3) The Field Training and Evaluation Review Board will make recommendations to the Superintendent. Such decisions will be rendered no more than fourteen days after the meeting of the Field Training and Evaluation Review Board. If the Field Training and Evaluation Review Board reinstates the right of the FTO to supervise the PPO, the City will have no obligation to compensate the relevant FTO for any lost overtime opportunities during the period of time between the removal of the PPO from the FTO and the reinstatement of the same.

NOTE: Approval from the Chief, Bureau of Patrol, or designee is needed to remove and/or switch PPOs from an FTO.

C. General Supervisor Responsibilities

1. Supervisors will enter into the Performance Recognition System and submit a To-From-Subject report through their chain of command to the Field Training and Evaluation Section, Bureau of Patrol, if any of the below are initiated on a PPO:
 - a. admonishment.
 - b. counselling.
 - c. Honorable Mention.
 - d. Department award.
2. Supervisors will submit a To-From-Subject report through their chain of command to the Field Training and Evaluation Section, Bureau of Patrol, if any of the below are initiated against a PPO:
 - a. SPAR.
 - b. Complaint Register investigation.
3. If a supervisor determines a PPO's performance needs to be reviewed by the Field Training and Evaluation Review Board at any stage of field training, the supervisor will:
 - a. make an immediate phone notification to the Field Training and Evaluation Section, Bureau of Patrol.
 - b. inform the Field Training and Evaluation Section, Bureau of Patrol, via email at FTES@chicagopolice.org.
 - c. submit a To-From-Subject Report through the chain of command to the Field Training and Evaluation Section, Bureau of Patrol, and include supporting documentation.

NOTE: Unacceptable performance may include, but is not limited to, the PPO being the subject of a Complaint Register investigation, medical roll abuse, not responding to training, or disciplinary action.

D. Evaluating Sergeant

The district commander will assign a sergeant on each watch to formally evaluate the PPOs on the watch. The sergeant will:

1. monitor the progress of PPOs as well as the performance of the FTOs on a continuous basis.
2. address identified deficiencies as soon as practical.
3. ensure completeness and approve Daily Observation Reports.
4. ensure that the assigned FTO indicated that the PPO met the minimum competency in each key performance characteristics in the Cycle and Final Summary Reports and that the FTO indicated that the PPO was field qualified in the FSR.
5. ensure completeness and approve the Cycle and Final Summary Reports when submitted at the conclusion of the training cycles.
6. check the PPO's Field Training and Evaluation Program checklist for progress and consistency at least once a week and sign on the back page on the allotted space each week.
7. forward all relevant documents to the Field Training and Evaluation Section (FTES), Bureau of Patrol.
8. monitor the Performance Recognition System for entries related to their assigned PPOs.
9. evaluate their assigned PPOs during the fifteenth month of the PPO's probationary period by completing a Sergeant PPO Evaluation.
10. If an evaluating sergeant indicates that a PPO is deficient in any category of the PPO's fifteenth month evaluation, that sergeant will submit a request for the Field Training and Evaluation Review Board to convene to the Field Training and Evaluation Section, Bureau of Patrol.
11. perform other duties as outlined in the Field Training and Evaluation Program Manual (e.g., counseling PPOs).
12. ensure the confidentiality of the information maintained at the district level.

E. Designated District Lieutenant

Each district commander will designate a lieutenant to be a liaison to the Field Training and Evaluation Section, Bureau of Patrol. Each designee will:

1. liaise with the Field Training and Evaluation Section, Bureau of Patrol.
2. ensure each PPO is assigned to work with the FTO that was assigned in the Bureau of Patrol order.
3. monitor the progress of PPOs and the performance of the FTOs on a continuous basis.
4. ensure completeness of, and if appropriate approve, the Final Summary Report when submitted by the evaluating sergeant, including reviewing and approving any documented recommendations (e.g., "field-qualified" or remedial training).
5. ensure the PPO's performance evaluation checklist is completed before approving the final cycle summary indicating the PPO is "field-qualified."
6. ensure that all evaluating sergeants are performing their assigned tasks.
7. ensure the duties of the evaluating sergeants are delegated in the sergeants' absence.
8. ensure the confidentiality of the information maintained at the district level.

9. perform other duties as outlined in the Field Training and Evaluation Program Manual (e.g., counseling PPOs).
 10. review and approve prepared Sergeant PPO Evaluations.
- F. Watch operations lieutenants, when notified that a PPO is **not** field qualified, will:
1. ensure the district commander and all district's WOLs are notified.
 2. notify the Bureau of Patrol, via email at: FTES@chicagopolice.org.
 3. not assign such PPO under their command to field duties, until the Bureau of Patrol makes a determination of the PPO's next assignment.
- G. The executive officer in each district will:
1. ensure the assigned field training officers and evaluation sergeants are performing the duties as outlined in this directive.
 2. ensure the duties of the district field training lieutenant are delegated in the lieutenant's absence.
 3. submit once a period to the Field Training and Evaluation Section, Bureau of Patrol, a current roster of the designated district lieutenant and evaluating sergeants on each watch.
 4. ensure the exact dates of FTO furloughs are submitted to the Field Training and Evaluation Section, Bureau of Patrol, at least seven days before the start of their furloughs.
 5. inform the Field Training and Evaluation Section, Bureau of Patrol, of any FTOs on the medical roll or IOD with a projected duration.
- H. District commanders will:
1. ensure that PPOs are assigned to FTOs during their training cycles.
 2. assign a sergeant on each watch to evaluate the PPOs on that watch.
 3. designate a lieutenant to be a liaison to the Field Training and Evaluation Section, Bureau of Patrol.
 4. ensure that deficiencies are noted in the performance of an FTO. When any disciplinary action is taken against an FTO, the district commander will submit notification in the form of a To-From-Subject Report through the chain of command to the Chief, Bureau of Patrol, or designee.
- I. The Field Training and Evaluation Section (FTES), Bureau of Patrol, will:
1. check availability of district FTOs to be assigned to PPOs for training cycles.
 2. publish PPO detail / rotation assignment orders.
 3. notify the Deputy Chief, Training and Support Group, of FTO and PPO assignments.
 4. contact the designated district lieutenant for delinquent Daily Observation Reports, Cycle Summaries, and Final Summaries.
 5. collect and forward all documents to address any request regarding FTO / PPO inquiries.
 6. check for concerning comments or deficiencies on PPO performance.
 7. conduct and maintain documentation of the Field Training and Evaluation Program Critique Survey quarterly and share feedback with the Training and Support Group, the Training Oversight Committee, and as necessary to FTOs and FTO supervisors, including but not limited to:

- a. concerning comments on FTO performance.
 - b. rationale to any responsive action taken.
 - c. rationale to any decision to take no action.
8. conduct and maintain documentation of FTO surveys and share the FTOs' feedback quarterly with the Training and Support Group, the Training Oversight Committee, FTOs, and FTO supervisors.
 9. complete extension letters for any PPO's medical roll usage over twelve days.
 10. provide constant feedback to the Field Training Section, Training and Support Group, to ensure best practices in pre- and post-training.
 11. review all Sergeant PPO Evaluations for each PPO, and if there are any deficient ratings, the commanding officer of the FTES will:
 - a. follow up with the evaluating sergeant.
 - b. evaluate the severity of the deficiency.
 - c. consult with the Chief, Bureau of Patrol, or designee to determine a proper course of corrective action.

NOTE: The Bureau of Patrol may request assistance from the Training and Support Group in resolving deficient evaluations.

12. forward all relevant information to the Field Training and Evaluation Review Board if a PPO's status is to be reviewed by the board.
 13. if a PPO is relieved of their police powers, reassign that PPO to the Training and Support Group, until the pending investigation is adjudicated.
- J. The Training and Support Group will:
1. provide pre-service and in-service training to FTOs and supervisors.
 2. document all training of FTOs consistent with the Department directive titled "Department Training."
 3. approve, publish, distribute, update, and maintain the Field Training and Evaluation Program Manual in a manner consistent with this directive.
 4. designate a sergeant to be a liaison between the Bureau of Patrol and the Training and Support Group.
 5. upon assignment of PPOs to the Bureau of Patrol, forward copies of any disciplinary records to the Chief, Bureau of Patrol.
 6. when requested, provide training to PPOs to correct deficiencies that are documented in fifteen-month evaluations.

IX. POST FIELD-QUALIFIED EVALUATION

- A. The evaluation of a probationary police officer after the designated field training cycles is the most important evaluation period of the field training program. This is when other officers, treating the probationary officer as an equal, determine if the probationary officer has grasped the concepts taught while in the academy and put those concepts into practice.

- B. A probationary police officer who is outside of the training cycle evaluation system will be evaluated during their fifteenth month by an evaluating sergeant. This evaluation will be completed by the evaluating sergeant following the progress of the probationary police officer under his or her supervision and routinely interviewing the officer with whom the PPO was assigned to work at check off. *The evaluating sergeant will complete the Sergeant PPO Evaluation via the Department CLEAR application and submit the evaluation to their assigned watch operations lieutenant.* Any evidence, positive or negative (e.g., great report written for a missing that lead to the person being found or Supervisor's Management Log admonishment) will be scanned into the Performance Recognition System. Any training or remedial training suggested by the evaluating sergeant will be documented.
- C. The assigned watch operations lieutenant will review and approve this evaluation, complete the sections required, and forward it to the Bureau of Patrol.
- D. The evaluation process will be suspended for PPOs that are detailed to non-district-law-enforcement duties (e.g., Area Central Bike Unit, Holiday Window Detail, Detail Unit.)

NOTE: Supervisors are to still follow Item VIII-D of this directive.

(Items indicated by *italics/double underline* have been added or revised.)

Authenticated by KC

18-097 MJC/RDR/ASH

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