




City of Manassas Police Department General Duty Manual



Effective Date: 01-15-2008	GENERAL ORDER	Number: 07-03
Subject: Recruit and Field Training Programs		
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Accreditation Standards: 33.1.2/ 33.2.1/ 33.2.4/ 33.4.1/ 33.4.2/ 33.4.3/	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 3

PURPOSE:

To provide a description and guidelines for the Recruit and Field Training programs.

POLICY:

Recruit training is governed by standards set by the Virginia Department of Criminal Justice Services (DCJS) for basic law enforcement training academy curricula. The department's home academy is Northern Virginia Criminal Justice Training Academy (NVCJTA), a CALEA accredited training academy. The recruit officer curriculum is based on the tasks of the most frequent assignment associated duties of officers attending this regional academy. The evaluation techniques used to measure the performance of recruit officers while in the academy setting were specifically designed to measure their competency in the knowledge, skills and abilities (KSA's) required.

The newly hired officer with no prior experience is designated a Recruit Officer, and has no police authority until such time as he has completed the Basic Recruit Training Program at Northern Virginia Criminal Justice Training Academy (NVCJTA), or has otherwise satisfied DCJS minimum standards, at which time he is constitutionally sworn as a law enforcement officer by the City Clerk. The Recruit Officer may be assigned administrative duties not requiring the exercise of police authority prior to attending or completing the academy. The Prince William and Fairfax County Criminal Justice Training Academies are locally based DCJS approved regional academies that may be used for recruit training as necessary.

Once trained by the law enforcement academy, and constitutionally sworn, the Recruit Officer is considered an Officer Trainee under the guidance and supervision of a Field Training Officer (FTO). When the Officer Trainee has successfully completed the Field Training Program, he is a Police Officer.

Persons hired by the department who were previously certified or who are currently certified law enforcement officers in Virginia or out-of-state may have the minimum compulsory training standards waived in whole or in part. The waiver is requested by the department's training administrator upon approval of the Chief of Police. A modified training option for these officers must be approved by DCJS. Requirements mandated by DCJS must be completed within 12 months from the date of hire.

Current and previously certified officers hired by the department begin a period of probationary review once they are hired. This continues for one year after they graduate from the Academy. They are considered officer trainees pending completion of the field training program and training requirements set by DCJS.

PROCEDURE:

I. Local Training for Recruits and Probationary Officers

- A. All officers regardless of training status receive local training prior to the commencement of the Field Training phase. Local training covers familiarization in, at a minimum, the following areas:
 1. General Duty Manual and high priority General Orders such as:
 - a. 1-9, Discipline, Complaints and Commendations
 - b. 2-1, Rules of Conduct
 - c. 2-4, Use of Force

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- d. 6-8, Search & Seizure
 - e. 6-12, Firearms Discharge
 - f. 6-15, Domestic Violence
 - g. 6-21, Pursuit Policy
 - h. 7-5, Issued Firearms, Ammunition and Training
2. The functions and services performed by various units within the department as depicted on the organizational chart. Familiarization with each unit may vary in terms of instruction by “ride-along”, lecture, or reading and reviewing the General Duty Manual.
 3. The lieutenant in charge of the Office of Professional Standards provides training regarding the department’s involvement in the Accreditation process through CALEA.
 4. During local training, the recruit or probationary officer is under the supervision of the Recruitment Officer or designee.

II. Academy Instruction

- A. The Recruit Officer receives an orientation booklet from NVCJTA as appropriate, prior to attending Basic Recruit Training, that includes:
 1. Rules and Regulations.
 2. Attendance policy.
 3. Clothing requirements.
 4. A map and directions to the NVCJTA.
 5. All of the above information is also available on the NVCJTA website at www.nvcja.org.
- B. The NVCJTA Basic Recruit Training curriculum for law enforcement consists of classroom lecture and performance based objective classes that meet or exceed DCJS minimum training standards. Recruit training is an integral part of the selection process for sworn positions in the Department.
- C. The Recruit Officer must successfully complete the Basic Recruit Training curriculum by attaining a passing grade in all areas of instruction before advancing to the next stage in the training process, which is the Field Training Program. The recruit’s training academy determines the passing grade in accordance with guidelines set by the Department of Criminal Justice Services (DCJS).

III. The Field Training Program (FTP)

- A. A lieutenant selected by the Patrol Services Division Commander is responsible for the supervision of the department’s Field Training Program, including both the field training officers (FTOs) and officer trainees. This position is designated as the FTP Supervisor.
- B. The goal of the Field Training Program is to provide the Trainee Officer "on-the-job" training and evaluation while assigned to the Patrol Services Division, following successful completion of the law enforcement academy curriculum. Successful completion of the FTP requires that recruit officers meet the compulsory minimum training standards as established by the Virginia Department of Criminal Justice Services and that the officer demonstrates minimum competency to perform as a solo patrol officer assigned to the Department’s Patrol Division.
- C. The Field Training Program exceeds the compulsory minimum training standards of 100 on the job training hours as established by the Virginia Department of Criminal Justice Services. The MCPD consists of approximately 640 hours of training and evaluation, generally divided into four 160-hour phases. The initial phase of training includes an orientation which consists of familiarization with Department policies and functions. The three remaining phases consist of training and performance evaluation which includes a final “shadow phase” where Recruit Officers must demonstrate their ability to perform as a solo patrol officer without FTO assistance. The FTP may be modified in the following instances.
 1. Trainees who have prior law enforcement experience / training.
 2. Special training requirements of trainee officers.
 3. Officers that have documentation through the FTP to support early release as approved by the Patrol Division Commander.
 4. Officers that have documentation through the FTP to support the need for an extension of training for remedial purposes as approved by the Patrol Division Commander.

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- D. FTOs are selected from among the ranks of the Patrol Services Division based on a supervisor's recommendation or through the CDP program (General Order 3-14). The FTO Lieutenant should approve the recommendations prior to selection. An officer may also initiate the request but still needs supervisory approval based on the officer's own abilities and job performance.
- E. FTOs must attend a DCJS certified basic course of instruction for Field Training Officers prior to training. FTOs must maintain their certification as required by DCJS standards.
- F. The Officer Trainee is assigned to a minimum of three FTO's during the course of the Field Training Program.
- G. FTO's submit daily observation reports to the FTO Liaison Supervisor, and work closely with their squad supervisor to provide training and guidance to the Officer Trainee. Documentation of unsatisfactory performance, issues of concern, and/or exemplary performance regarding an officer in training should be documented in memorandum form by the FTO and submitted to the FTP supervisor.
- H. The Police Recruit's Academy records are maintained by the Recruitment Officer. The FTP Supervisor maintains the Officer Trainee's Field Training Program file throughout the duration of the FTP. Upon completion of the FTP, officers' Field Training records are forwarded to the Training Officer for inclusion into their training files.
- I. The Recruitment Officer maintains liaison with NVCJTA staff during the recruit officer's academy training phase and confers with the FTP Supervisor as needed.
- J. The primary focus of the Field Training Program is on uniformed patrol, but the Officer Trainee is routed through other sections of the Department for exposure to the various functions of the Department during the orientation phase. Performance is critically rated throughout the Field Training Program.
- K. The FTP Supervisor meets periodically with FTO's, and confers with the Commander of Patrol Services, to help establish training guidelines, and provide continuity in the evaluation of the Officer Trainee.
- L. The Officer Trainee must receive a satisfactory final FTO evaluation before advancing to the final stage in the training process, Probationary Review.
- M. The requirements of the Field Training Officer and the trainee officer during the Field Training Phases are addressed in detail in the Field Training Officer Manual.

IV. Probationary Review

- A. The probationary period for an officer trainee begins on the date of hire and continues for 365 days after the completion of the Training academy (NVCJA). This covers the Academy training program and the Field Training Program when applicable. The supervisor in charge of the probation officers is responsible for collecting the quarterly evaluations. The FTO or the supervisor that they are assigned to at the time the review is due shall complete the quarterly evaluations. Evaluations conducted during the academy are also used as part of the review process. The final review coincides with the end of the probationary period.
- B. The final Employee Performance Review is forwarded to Human Resources for approval. The probationary officer is then awarded regular status as a City Employee and is entitled to all procedural guarantees afforded that position.

Attachments: N/A

Index as: Academy
Recruit Training
Field Training
Probationary Review

References: N/A