



# CITY OF FAIRFAX POLICE DEPARTMENT

## GENERAL ORDER

Subject <b>FIELD TRAINING AND EVALUATION PROGRAM</b>	Number 5-5
Effective Date July 3, 2018	Rescinds General Order 5-5, dated 08-17-16
Accreditation Standards Sixth Edition 33.1.1 thru 33.4.3	Authority Colonel Carl R. Pardiny Chief of Police

### PURPOSE:

To provide a standardized training plan focusing on the development and growth of Recruit Officers and Lateral Transfers.

### POLICY:

The Field Training and Evaluation Program, which meets DCJS standards, is based on the common tasks a police officer will encounter in addition to successfully meeting the requirements established by the Standard Evaluation Guidelines for the eleven performance categories listed on the Daily Observation Report.

Newly hired officers are classified as either Recruit Officers, who are required to attend the Northern Virginia Criminal Justice Training Academy (NVCJTA) or Lateral Transfers who have met Department of Criminal Justice Services (DCJS) requirements. Recruit Officers may be assigned administrative duties not requiring exercise of police authority until such time as they attend NVCJTA. Recruit Officers have no police authority and are not sworn in until after successfully completing the Academy while Lateral Transfers are sworn in at the date of hire. A Recruit Officer's probationary period begins at the date of hire with their probationary review being conducted one year from the date of their swearing in. A Lateral Transfer's probationary period begins at the date of hire which coincides with their swearing in, and is reviewed one year from that date.

Once sworn, Recruit Officers and Lateral Transfers are considered Probationary Officers who are assigned to a Field Training Officer (FTO). Final probationary review occurs upon one year of service after being sworn in as a Police Officer.

### DISCUSSION:

The Field Training and Evaluation Program is as follows:

#### Recruit Training

- Academy Instruction
- Field Training and Evaluation Program
- Probationary Review

#### Lateral Transfer

- Field Training and Evaluation Program
- Probationary Review

### PROCEDURE:

#### I. ACADEMY INSTRUCTION

- A. Academy Rules and Regulations, NVCJTA attendance policy, and a map to the Academy site are found in General Order #5-4, NVCJTA AND THE TRAINING FUNCTION.
- B. The NVCJTA Basic Training curriculum for law enforcement consists of classroom lecture and performance based practical exercises.

- C. Recruit Officers will be assigned their primary FTO's during the Academy. FTO's are expected to periodically confer with the Professional Standards Lieutenant and NVCJTA staff to check on the progress of their assigned Recruit Officer.
- D. Recruit Officers must successfully complete the Basic Training curriculum by attaining a minimum grade of 70% in all areas of instruction before advancing to the next stage in the training process, which is the Field Training and Evaluation Program.

## II. FIELD TRAINING AND EVALUATION PROGRAM

- A. The goal of the Field Training and Evaluation Program is to provide Probationary Officers with "on street" experience while assigned to the Patrol Division. It also provides Probationary Officers with training regarding agency policies, procedures, rules and regulations.
- B. The Probationary Officer is assigned to at least three FTO's during the course of the Field Training and Evaluation Program, which consists of four (4) phases. All new trainees must complete a minimum of 160 hours of field training after successful completion of the police academy. Recruit Officers are provided with three separate FTO's prior to entering a final evaluation period which is conducted by a Patrol Sergeant. Lateral Transfers are provided with four Patrol Sergeants who serve as FTO's prior to a recommendation being made during the final evaluation period concerning being released to solo patrol status.
- C. FTO's submit Daily Observation Reports (DOR's) through the chain of command to the Professional Standards Division Commander. FTO's should work closely with the squad supervisors in providing training and guidance to the Probationary Officer. Performance is critically rated throughout the Field Training and Evaluation Program. If deficiencies are noted, extensions may be granted and a Performance Improvement Plan (PIP) completed. Deficiencies not corrected may lead to a review of a Probationary Officer's employment status being revisited. The Professional Standards Lieutenant maintains liaison with NVCJTA, DCJS and other agencies and is responsible for the training file.
- D. The primary focus of the Field Training and Evaluation Program is on patrol, but the Probationary Officer is rotated through other divisions for exposure to different functions of the department.
- E. The Professional Standards Lieutenant, with the assistance of squad supervisors, will supervise the FTO's and the FTO process. The PSD Commander is ultimately responsible for the Field Training and Evaluation Program. The PSD Lieutenant may conduct periodic meetings with FTO's to help establish training guidelines and provide continuity in the evaluation of Probationary Officers.
- F. Upon completing Phase IV pending approval from the Squad Supervisor based on their performance, the Probationary Officer transitions into solo patrol.

## III. PROBATIONARY REVIEW

- A. Once released from the Field Training and Evaluation Program, the Probationary Officer continues with their probationary period.
- B. The Probationary Officer's immediate supervisor shall complete an Interim Evaluation (PD-42) after 30 days of being released from the Field Training and Evaluation Program. The evaluation shall then be completed every 60 days until receipt of an Annual Performance Evaluation.
- C. Upon receipt of a satisfactory Annual Performance Evaluation, the Probationary Officer becomes an Officer in the permanent career category and is entitled to all procedural guarantees afforded that position.

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Colonel Carl R. Pardiny / Chief of Police

- Attachment B: [Performance Improvement Plan](#)
- Attachment C: [Phase IV Recommendation Memo](#)
- Attachment D: [Solo Patrol Recommendation Memo](#)
- Attachment E: [Field Training and Evaluation Program Flow Chart](#)

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