

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 29-02

EFFECTIVE: JANUARY 27, 2015

REVISED: APRIL 14, 2016

TO: ALL PERSONNEL

INDEX AS: FIELD TRAINING

SUBJECT: FIELD TRAINING

I. PURPOSE

The purpose of this General Order is to establish policy and procedures relative to the on-the-job training of a probationary police officer.

II. GENERAL:

The Police Department's Field Training Program shall provide a structured on-the-job training process enabling the probationary police officer to make a smooth transition from the police academy and/or prior police experience to his/her role as an officer of the Ballwin Police Department. The Field Training Program shall teach and reinforce all aspects of the police officer's job description and techniques for handling specific police situations. The Field Training Instructor shall provide personalized instruction in departmental rules, regulations, policies, forms and report formats as well as the geography and demographics of the city. The Field Training Program should transmit organizational goals and objectives and encourage employee loyalty and growth. It shall provide documentation of the progress of the new employee, and data upon which to base decisions regarding the retention or termination of the probationary officers.

III. DEFINITIONS:

- A. Field Training Instructor (FTI): Shall be an officer of the Ballwin Police Department with a positive attitude, leadership skills and who has knowledge in field training techniques, as well as departmental rules, regulations, and policies. He/she should have at least five years of police experience (two with Ballwin PD) and not be on probation when assigned to field training.
- B. Police Recruit: A new police employee who has not yet completed the basic academy training required for certification as a police officer within a county of the first class in the State of Missouri.
- C. Probationary Police Officer: A new police employee who has completed the basic academy training and is already certified, or is eligible for certification, as a police officer within a county of the first class in the State of Missouri. This officer will be trained and evaluated during the first 12 months of employment while assigned to the Division of Field Operations. Probationary officers have no right of tenure with the Ballwin Police Department and may be dismissed by the Chief of Police if it is determined that continued employment is not in the

best interest of the Department. The employee has no right to appeal a decision to dismiss during or at the end of the training and evaluation period.

- D. Training Log: A document (BPD Form #128) containing an extensive list of policy, procedures and police officer's duties. It is used as a checklist and a record of the field training program, but it is not intended to limit the scope of Field Training.
- E. Daily Observation Report: A document (BPD Form #25) comprised of specific areas of performance which describes the difference between a successful and an unsuccessful Probationary Officer. The FTI will complete a narrative along with a list of the Probationary Officer's activities for the day.
- F. Weekly Observation Report: A document (BPD Form #126) comprised of specific areas of performance, which indicates the Probationary Officer's significant strengths and weaknesses. This report should reflect how the Probationary Officer performed for the entire week. BPD Manual #25 provides guidance on how the Field Training Instructor shall rate the Probationary Officer in each of the categories.
- G. Remedial Training Report: A document (BPD Form #127) prepared by the Field Training Instructor that identifies the need for remedial training, the training provided to the probationary officer to remediate the issue(s) and how the probationary officer responded to the training.
- H. Training Day: A training day is one in which the probationary officer is under the direct supervision of a Field Training Instructor or another Division/Bureau/Unit for specialized familiarization.
- I. Training Week: Seven (7) training days. Field Training personnel should not confuse "working days and weeks" or "calendar days and weeks" with "training days and weeks." In order for a probationary officer with no previous law enforcement experience to complete the field training evaluation program they must have completed 8 weeks of training. Probationary officers with prior police experience must complete two (2) to six (6) weeks of training, as determined by the Commander of Field Operations. A first year officer must have completed seven days of training to be credited with a training week.

IV. IMPLEMENTATION:

The Field Training and Evaluation Program for the Probationary Officer is a minimum of 52 calendar weeks in length and is divided into four phases utilizing two Field Training Instructors.

- A. The four phases of the Field Training and Evaluation Program are:

1. Phase I - 4 weeks: The first two days of the first week shall be a period in which the Probationary Officer will be familiarized with the primary general orders covering priority and emergency operational situations. While the Probationary Officer and FTI will be responsible for daily patrol operations, the FTI will document training opportunities and general orders covered. This phase will be documented by a Daily Observation Report, Weekly Observation Report, and meeting with the Commander of Uniform Patrol, Squad Supervisors and Field Training Instructor. Any remedial training will be documented on Remedial Training Report. The meetings shall be held on an as-needed basis. The training shall be by the Primary FTI. During this phase of training the Probationary Officer will be assigned to this Department's Communications Unit for 8 hours of training.
 2. Phase II - 2 weeks: The probationary officer shall be evaluated by a Daily Observation Report, Weekly Observation Report, and an end of phase meeting with the FTI and Squad Supervisors. The training shall be by an Alternate Field Training Instructor.
 3. Phase III -2 weeks: The probationary officer will perform all duties of a police officer. The FTI will act only as an observer, unless the officer's action would violate a person's civil rights, violate any statute or ordinance or place the officer, FTI or a citizen in danger of injury. The probationary officer shall be evaluated by a Daily Observation Report, Weekly Observation Report, and an end of phase meeting with the FTI and Squad Supervisors. The training will be by the Primary Field Training Instructor. Upon review of the training records, and consultation of Squad Supervisors and Field Training Instructors, the Chief of Police will determine whether a probationary officer is prepared to be released from supervised training. The Chief of Police may extend Phase III if it is determined that the probationary officer is not prepared for Phase IV.
 4. Phase IV: Evaluation Phase is the remaining portion of the one year qualification period: Without the constant supervision of a Field Training Instructor, the Probationary Officer is observed on their abilities to apply what they have learned. The probationary officer will assume all patrol officer responsibilities. Six weeks prior to the end of the officer's probation, the Commander of Uniform Patrol, shall conduct a personal interview with the probationary officer. If deemed necessary, the FTI and Squad Supervisors may also be interviewed by the Commander of Uniform Patrol.
- B. Training Log: The Training Log (BPD Form #128) will be completed by the FTI as topics are covered with the Probationary Officer. The appropriate box shall be initialed with the FTI's DSN and date to show topics that have been covered. The Training Log shall be passed between the Primary FTI and the Alternate FTI. All topics must be completed prior to the end of Phase III. At the

conclusion of Phase III the Training Log shall be submitted to the Commander of Uniform Patrol. Attached to this Order is a copy of the Training Log, including the Daily and Weekly Observation Reports, Remedial Training Report, and the Standardized Evaluation Guidelines for completing the forms.

V. FIELD TRAINING INSTRUCTOR SELECTION

Those officers wishing to participate in the Field Training Instructor Program should so indicate to their supervisor by memorandum. The minimum qualifications are as follows:

- A. Minimum of five years as a commissioned officer with at least two years with this Department.
- B. Possess good report writing skills.
- C. Demonstrated a positive attitude and leadership skills.
- D. A willingness to work one on one with a probationary officer.
- E. Officers indicating their preference and possessing the minimum requirements will be eligible for selection as positions become available with the approval of their supervisor and the Commander of the Bureau of Uniform Patrol.

VI. FIELD TRAINING INSTRUCTOR TRAINING AND CERTIFICATION

- A. The FTI shall be assigned to an FTI seminar when available and shall attend periodic advanced training which will be coordinated by the Squad Supervisors, through the Department's Training Coordinator.
- B. Squad Supervisors will ensure that the FTI attends periodic training that allows them to remain current in rules of search and seizure, criminal law, interpersonal perspectives and patrol strategies.
- C. The FTI shall receive training in the preparation of the records used to document the Probationary Officer's progress through Field Training.

VII. ASSIGNMENT AND SUPERVISION

- A. Field Training Instructors shall be assigned on a rotating basis to assure an evenly distributed workload.
- B. The Squad Supervisors shall supervise the Field Training Instructor.

VIII. FIELD TRAINING INSTRUCTOR RECOGNITION AND COMPENSATION

- A. The FTI shall be issued a Field Training Instructor's name tag.
- B. The Primary FTI shall be eligible for 24 hours of compensatory leave for the Primary Phase of training. The Alternate FTI will be eligible for 8 hours of compensatory leave for the 2 weeks of training. If the compensatory time is selected by the FTI, or the Alternate FTI, they will not receive overtime pay for time worked due to training needs during the field training period. If compensatory time is not selected, either the FTI or the probationary officer, but not both, will receive overtime pay for training related work.

IX. OPERATIONAL PROCEDURES

A. Assignment

- 1. Upon graduating from the Academy the probationary officer shall be assigned to the Division of Uniform Patrol. The officer then begins an 8-week, three-phase training and evaluation process during which time, they shall be closely observed by their FTI. During these three phases, the probationary officer and the Field Training Instructor shall be assigned to routine patrol duties rotating between both shifts (days and nights). The Chief of Police must authorize the probationary officer's release from supervised training. The Training Phase shall be followed by an Evaluation Phase for the remaining portion of the one year qualification period. At the conclusion of a successfully completed Evaluation Phase, the Chief of Police must authorize the probationary officer be removed from probationary status. The officer may be eligible for a merit raise upon the successful completion of their one year probationary period.
- 2. Probationary officers with previous law enforcement experience will participate in the field training program but, based on their training, experience and performance, may be moved to Phase IV after a period of two to six weeks, if recommended by the Supervisors and approved by the Chief of Police.

B. Training and Evaluation Phases

- 1. PHASE I - The primary responsibility of the FTI during this time shall be to acquaint the officer with routine duties and police functions. If at any point during the training, the FTI determines that remedial training is necessary because the officer is not responding to the initial training, the remedial training shall be discussed with the Squad Supervisors. They will determine the manner in which it is presented, the frequency of it, and the documentation.

2. PHASE II - The officer is assigned to an Alternate FTI (a second FTI is used to assure an objective evaluation). The Alternate FTI and the Primary FTI shall meet prior to the beginning of Phase II to discuss the probationary officer's strengths and weaknesses and a review of the previous evaluations.
3. PHASE III - It is an evaluation only period. The probationary officer will return to the Primary FTI for this phase. The FTI shall not participate in police functions during this period unless failure to participate is detrimental to police efficiency and / or public relations. However, the FTI shall act as an assist on all calls necessitating two officers.

At the conclusion of Phase III training, an inter-office memorandum shall be completed by the FTI and the Squad Supervisors advising the Commander of the Bureau of Uniform Patrol if the probationary officer is prepared to advance to Phase IV. In the event the probationary officer is not prepared to advance to Phase IV, remedial training shall be implemented.

4. PHASE IV - During this period, the probationary officer will function independently and will be expected to perform all the duties of a police officer. During this time he/she will be evaluated on a monthly basis by the squad supervisors. In the event any deficiencies in the probationary officer's performance are observed and cannot be corrected through informal corrective action; the probationary officer may be reassigned to an FTI for remedial training.
5. At the conclusion of Phase IV the squad supervisors, using the annual evaluation procedures, will evaluate the probationary officer. The squad supervisors will also prepare an inter-office memorandum indicating the successful completion of the probationary period, the need for further training or termination from employment. All field training records will be retained in a secure file by the Department's Training Coordinator.

BY ORDER OF:


Kevin B. Scott, Chief of Police

4-18-16

Date

MPCCF REFERENCE

11.3, 29.2,

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 29-03

EFFECTIVE: DECEMBER 29, 2014 CANCELS: GENERAL ORDER 62-08

TO: ALL PERSONNEL INDEX AS: CONTINUING EDUCATION
P.O.S.T. REQUIREMENTS/RECORDS

SUBJECT: CONTINUING EDUCATION SPECIALIZED TRAINING
AND TRAINING SUPERVISORY/COMMAND STAFF
NON-P.O.S.T. TRAINING

I. PURPOSE

The purpose of this General Order is to establish policy for continuing education of Department Employees and Reserves.

II. POLICY

It shall be the policy of this Department to provide training to maintain and enhance job knowledge, skills and abilities; introduce new technologies, methods or equipment; and to ensure that all personnel, commissioned, non-commissioned, and Reserves remain current with new laws, legal updates, policies and procedures, by attendance and participation in required annual retraining sessions.

III. DIVISION OF TRAINING

A. The Commander Bureau of Administration and Operational Support shall supervise the Division of Training.

B. Responsibilities

1. Coordinate with Bureau/Division Commanding Officers to identify specific training needs which are not addressed by currently available training.
2. The Commander of the Bureau of Administration and Operational Support shall determine what special programs may be developed to meet the specified needs. Any special programs developed will be made available to all employees.
3. If special programs cannot be developed, training from outside sources will be recommended, provided that funding can be obtained within existing budgets or alternative funding source. The Chief of Police shall review the recommendations and may:
 - a. Direct that specified training needs be satisfied through outside training sources; and/or
 - b. Direct that specified employees attend specialized training to become certified instructors to conduct specific training within their respective Divisions.

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4. Scheduling and coordination shall be conducted through the Division of Training or the employees respective Bureau Commander.

IV. REQUIRED TRAINING

- A. All Employees and Reserves shall attend training mandated by statute or in order to further Department policy. Training includes:
 1. Training offered by a recognized provider which meets the requirements of the Missouri Police Officer Standards and Training (POST) Commission for continuing education;
 2. Training and/or licensing necessary due to the introduction of new equipment, including firearms and special-purpose vehicles, unless proficiency and/or licensing can be demonstrated. Absent proper training or demonstrated proficiency and/or licensing, an employee will not be allowed to operate or utilize the new equipment or vehicle(s). This training shall be documented by certificate or memorandum from the employee's direct supervisor for placement in the employee's permanent personnel and P.O.S.T. training file.
 3. Annual requalification and recertification of authorized weapon proficiency including a review of use of force policies and legal updates on issues related to the use of force, new policies and procedures, equipment, new technologies or methods. Training can take any form and may be documented by memorandum.
 4. Training, certification and recertification, if required for commissioned and non-commissioned personnel whose work assignment requires the use and access to REJIS, MULES, NCIC, CARE, CAD or applicable law enforcement computer systems and networks. Such civilian positions include Communications Officers and Record Clerks.
 5. Remedial training as determined by the employee's Commanding Officer, where performance indicates that skills need to be improved.
- B. Mandated by change in status, rank or assignment:
 1. Upon return from an extended leave of absence (military, sick, injured, etc.) when new or revised rules, procedures or legislation have been put in place during the employee's absence, as determined necessary by the employee's Commanding Officer.
 2. Upon promotion to the next higher rank, where the duties and responsibilities of the employee change significantly. Newly promoted first and second level supervisors will receive instruction on management and leadership skills, supervision and performance evaluation within the first year of the promotion. Additionally training in media relations, career counseling and support services as it becomes available for the function, including any appropriate supervised on-the-job training as determined by the employee's commanding officer.

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3. Upon appointment to a Bureau Command position the employee shall receive command and management level training within the first year of appointment or as training becomes available.
4. Upon assignment or re-assignment to another Division or duty assignment requiring knowledge and skills not yet developed or learned (Crime Scene Technician, Criminal Investigation Detective, etc.) including any requisite supervised on-the-job training, as determined by the appropriate commander or where training is mandated by law (Instructor, Field Training Instructor, etc.).
 - a. The following required training shall be conducted within a reasonable time frame upon an employee being transferred to the listed specialized assignment.

ASSIGNMENT	MINIMUM TRAINING COURSE(S)
1. Bicycle Officer	Police Bike Training Course
2. Crime Scene Technician	Basic Crime Scene Investigations Crime Scene Photography
3. Crisis Intervention Officer	CIT School
4. Detective	Interview/Interrogation Course Major Case Squad Training
5. Field Training Instructor	FTI School
7. Traffic Officer	Accident Investigations Courses
8. Instructor Positions	Instructor Training in the specific Discipline for which they will be conducting training
9. D.A.R.E. Instructor	D.A.R.E. Instructor school
10. School Resource Officer	SRO school
11. Computer Voice Stress Analysis	CVSA operator school Operator

Additionally, continuing training will occur as needed in each of these specialized assignments to further the goal of professionalism and job knowledge. This may include advanced course in the specialization or other such training which would maintain a current status in that discipline.

C. Roll Call/In-Service Training

Roll call or formal in-service training will be utilized to introduce new legislation affecting law enforcement, recent court decisions, new General or Special Orders, or topics of general interest to law enforcement regarding safety, crime trends or police issues. The

most appropriate media will be used to provide this training (printed matter, video, classroom setting, etc.).

V. CAREER DEVELOPMENT

The Department encourages its employees to take advantage of those courses offered by POST certified providers to further their career development goals. The Department will make every effort to accommodate an employee's request to attend training that lies within their area of interest to further career objectives.

VI. ATTENDANCE

- A. Employees and reserves attending POST approved continuing education training at the St. Louis County and Municipal Academy, the MSHP, Jefferson College Law Enforcement Academy or any other provider location are subject to the attendance requirements of the POST Commission. Training is considered a duty assignment and is subject to all provisions of Article 13.4 of the Rules and Regulations – Policy Manual.
- B. Employees and reserves attending initial or continuing education training at a training provider other than the St. Louis County and Municipal Academy shall comply with the provider's attendance requirements to receive the appropriate certificate, diploma, award or other documentation indicative of successful completion of the course of instruction.

VII. P.O.S.T. CONTINUING EDUCATION REQUIREMENTS

- A. All peace officers, reserve officers and Chief Executive Officers (CEO's) certified in Missouri shall be required to complete a minimum of forty-eight (48) hours of continuing education for the purpose of maintaining state licensing. Within three calendar years following the date of an officer's certification, and every three years thereafter, all certified officers must satisfactorily complete the forty-eight (48) hour mandated education requirement. Exception: POST administrative reporting periods may extend the actual time that some officers may have to complete these requirements.
- B. There are four core curricula areas: Legal studies, interpersonal perspectives, technical studies and skill development. Each officer shall be required to complete a minimum of four (4) hours in all core areas. Skill development must be firearm specific. The remaining thirty-six (36) hours are considered electives and may be selected from any of the four core areas.
- C. Pursuant to RSMo 590.650 the Department's Monthly Traffic Stop Report shall be reviewed by Commander of the Bureau of Field Operations to determine if a pattern of stopping minority groups for violations of vehicle laws in a disproportionate number is occurring under the pretext for investigating other violations of criminal law. If a pattern is revealed the Commander, along with the officer's supervisors, will counsel the officer and provide training in race-based traffic stops within 90 days of the review.
- D. The continuing education requirement can be met in the following ways:
 - 1. Completing in-service training provided by this Department (twenty-four hour maximum).

2. Completing training provided by a P.O.S.T. approved provider (twenty-four hour minimum), i.e., CMPA, CMSU Safety Center.
3. Completing law enforcement related courses at an accredited Missouri college or university. Two hours of continuing education training is received for each one semester hour (eighteen hour maximum).
4. Teaching continuing education courses in the core curricula areas. Two hours of credit is received for each one-hour of instruction (twenty-four hours maximum).

VIII. P.O.S.T. CONTINUING EDUCATION RECORDS

- A. Each officer shall provide their immediate supervisor or commanding officer with a copy of the certificate of completion, college transcript or proof of teaching for all continuing education courses that are to be credited towards the officer's forty-eight (48) hour training requirement. Officers must maintain the original copies for their personal files. Proof of training or teaching is ultimately each officer's responsibility. A training folder will be provided for each officer by the CMPA for use in maintaining the original copies.
- B. A P.O.S.T. continuing education file shall be maintained for each officer by their direct supervisor. A summary of the continuing education file shall be forwarded with an officer's annual performance evaluation and shall be reviewed with their commander/supervisor along with their performance rating. The commander/supervisor shall monitor the progress of the officer to ensure the P.O.S.T. continuing education requirement is met.
- C. P.O.S.T. training files at the completion of a three year cycle shall be submitted to the Commander of the Bureau of Administration and Operational Support and retained in a secured training file for a period of six years. At the end of the six year cycle the Department maintained P.O.S.T. files will be returned to the officer.
- D. Annually, beginning in the year 2000, all police agencies will receive a printout from the P.O.S.T. Commission listing all certified officers who are working for the agency. The agency CEO shall send a notarized affidavit within thirty days of receipt of the printout indicating which officers have or have not met the continuing education requirements. Officers who have not met the requirements shall have their peace officer certification suspended by P.O.S.T. Loss of P.O.S.T. certification may subject the officer to termination from employment until such time as the continuing education requirements are met.
- E. If the employee's supervisor receives documentation of training or teaching that does not appear to meet the state's continuing education criteria, the officer completing the training will be notified that P.O.S.T. credit is not being granted. If the officer is in disagreement, it becomes the officer's responsibility to provide documentation indicating that the training/teaching meets P.O.S.T. requirements.
- F. If there are any questions pertaining to be continuing education requirements, the Commander of the Bureau of Administration and Operational Support may be contacted

for clarification.

- G. Memoranda documenting any required on the job training shall be forwarded, in the same manner, to be filed in the employee's training file.
- H. Copies of all training certificates, diplomas, proof of teaching and memorandums will be placed in the employee's personnel file maintained by the City's Human Resource Coordinator.

IX. NON-POST TRAINING/EDUCATIONAL RECORDS

- A. All Department employees shall provide the Division of Training through the chain of command with a copy of any certificates, diplomas, transcripts or other such documents that indicate completion of classes, seminars, workshops, etc. that pertain to their employment with the Department (i.e., REJIS training, professional organizations' seminars or workshops, etc.).
- B. All non-P.O.S.T. training will be maintained for all employees with their P.O.S.T. Continuing Education file.

X. Civilian Training

To assure that non-commissioned employees are properly indoctrinated into the organization, the following procedure shall apply. When a civilian employee is appointed to the Department, he/she shall receive written directives and training that provide information regarding the following areas:

- A. The agency's role, purpose, goals, policies and procedures.
- B. Working conditions and regulations.
- C. Responsibilities and rights of employees.

XI. Instruction Standards

- A. Officers assigned to train our employees possess a significant role in enhancing the professionalism of the agency's staff. Therefore, officers serving on the training staff or those officers in full time instructor positions shall receive training that overviews:
 - 1. Lesson plan development.
 - 2. Performance objective development.
 - 3. Instructional techniques.
 - 4. Testing and evaluating techniques; and
 - 5. Resource availability and use.
- B. Officers who are conducting specific training courses shall complete lesson plans, which

