

GENERAL ORDER



DISTRICT OF COLUMBIA

Title
Field Training Program

Topic / Series / Number
GO-PER-201.33

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GO-PER-201.33 (Field Training Program), Effective Date February 5, 2008

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GO-PER-201.27 (Master Patrol Officer Program), Effective Date September 3, 2008
CALEA Chapter 33 (Training and Career Development)

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I. BACKGROUND

The Metropolitan Police Department Field Training Program (FTP) is designed to support and complement the initial police officer training provided by the Metropolitan Police Academy (MPA). The FTP provides a course of activities that ensures the hands-on application of the skills and knowledge acquired by probationary officers during the initial training. The field training is provided to probationary officers by Field Training Officers (FTOs).

Metropolitan Police Department members selected as FTOs are among the best police officers. The FTOs set an example for others with respect to ethical policing, dedicated work, professional demeanor, proper appearance, respect, courtesy, and all other requirements of an effective police officer. As coaches and mentors, FTOs have a tremendous impact on probationary officers. It is during the field training period that probationary officers form the critical behavior patterns and work habits that will provide the foundation for their law enforcement career.

II. POLICY

The policy of the Metropolitan Police Department is to assign each probationary officer who has successfully completed the initial MPA training program to an ethical, knowledgeable, and experienced FTO to ensure the probationary officer's successful transition from the training environment to performing the full duties of a Metropolitan Police Department patrol officer.

III. DEFINITIONS

When used in this directive, the following terms shall have the meaning designated:

1. Field Training Program (FTP) – Twelve (12) week period, following the successful completion of the initial recruit training provided by the Metropolitan Police Academy (MPA), during which each probationary officer is assigned to an FTO for field training.
2. Field Training Officer (FTO) – Sworn police officer who has satisfied the FTO selection requirements and the FTP training required by the MPA and who has been designated an FTO by the District Commander.
3. FTP District Coordinator – Sworn member, the rank of Captain, designated by the District Commander, responsible for ensuring the successful implementation of the FTP within the Police District.
4. FTP Sergeant – Sworn member, the rank of Sergeant, designated by the District Commander, responsible for providing the proper supervision of the FTP to ensure the proper daily operation of the FTP.
5. MPA FTP Coordinator – MPA Deputy Director, who is responsible for ensuring the successful implementation of the FTP and serving as the MPA liaison to the FTP District Coordinators.
6. FTP Evaluation Committee – MPA Commanding Official/Director (Committee Chairperson), MPA FTP Coordinator, and one representative from each Police District. The Committee periodically evaluates the FTP to ensure continued relevance and improvement.
7. Master Patrol Officer (MPO) – Police officer who is recognized as an expert with respect to the knowledge of patrol policies and practices and the application of this knowledge in the field and who may be authorized by the District Commander to serve as an FTO for a probationary officer.
8. Probationary Officer – Sworn police officer who possesses a probational appointment who must successfully complete the required initial and field training and probationary period.
9. Probationary Officer Training Cycle Folder (Training Cycle Folder) – Collection of documents pertaining to the performance of a probationary officer during the FTP, including the PD Forms 348 (FTO Daily Observation Report) (Attachment A); the Probationary Officer Evaluation Manual; documents pertaining to duty status, disciplinary history, and commendations; and other items listed on the Training Cycle Folder Checklist.

10. Probationary Officer Evaluation Manual (POEM) – Written guidelines prepared to assist each FTO member in evaluating and documenting the performance of a probationary officer in the FTP (Attachment B).
11. Probationary Period – Eighteen (18) month time period in which a probationary officer performs his/her duties while obtaining the necessary training and experience to judge his/her fitness for a permanent appointment. The probationary period may be extended by the Chief of Police for up to an additional eighteen (18) months.
12. Probationary Review Board – Panel of sworn members which is responsible for reviewing the job performance of a probationary officer at the conclusion of the probationary period to determine if the officer shall be recommended to the Chief of Police for a permanent Career Service appointment.
13. Probationary Officer Training Cycle Folder Checklist – Form used by the FTP Sergeant when preparing the Training Cycle Folder for submission to the FTP District Coordinator (Attachment C).

IV. PROCEDURAL GUIDELINES

A. Selection Criteria for an FTO

1. Each FTO shall be an MPO, or, if an MPO is not available, an experienced patrol officer who has met the FTO selection and training criteria established by this General Order and who has been so authorized by the District Commander.

NOTE: Sworn members shall be selected for assignment as a Master Patrol Officer pursuant to General Order-PER-201.27 (Master Patrol Officer Program).

2. Each FTO candidate shall:
 - a. Have served continuously with the MPD for at least three (3) years preceding the qualifying date;
 - b. Possess a most recent sustained annual job performance rating of *Exceeds Expectations* or *Significantly Exceeds Expectations*;
 - c. Have had the Optional Sick Leave Privilege in effect for the one (1) year preceding the qualifying date;
 - d. Have been eligible to participate in the Expected Tardiness Program for the one (1) year preceding the qualifying date;
 - e. Not have received more than one (1) PD Form 90 (Notification of Tardiness) within the one (1) year preceding the qualifying date;

- f. Not have received any sustained adverse action for a citizen complaint within the three (3) years preceding the qualifying date;
- g. Not have received an Official Reprimand or Adverse Action for using unnecessary and wanton force; a violation of an MPD equal employment opportunity (EEO) policy, the D.C. Human Rights Act, or an equivalent federal law or regulation; willingly and knowingly making an untruthful statement; falsification of an official record or report; misuse of one's official position or unlawful coercion of an employee for personal gain or benefit; or failing to complete a mandated SSP Intervention Plan as required by MPD SOP, Personnel Performance Management System (PPMS) and the Supervisory Support Program (SSP) within the three (3) years preceding the qualifying date;
- h. Not have received a sustained adverse Action, for conduct other than the conduct established in Part IV.A.2.g above, resulting in a fine, a reduction in rank or pay, or a suspension of more than ten (10) days in the eighteen (18) months preceding the qualifying date;
- i. Have no pending adverse action;
- j. Not have been demoted from a civil service rank, or removed for a disciplinary reason from assignment as an MPO, within the three (3) years preceding the qualifying date;
- k. Possess an acceptable driving record that includes no more than one (1) preventable accident, as determined by the Crash Review Board, within the one (1) year preceding the qualifying date;
- l. Have successfully completed all training mandated by the MPD for all members of the applicant's current rank and assignment, including annual professional development, firearms re-qualification, defensive tactics, driving, cardio-pulmonary (CPR), automated external defibrillator (AED), Personnel Performance Management System (PPMS), diversity and community sensitivity, community policing, and interpersonal communications training;
- m. Possess an outstanding knowledge of MPD policies and procedures and the Police District to which assigned, as demonstrated by the proper application of the knowledge in daily work activities;
- n. Possess outstanding interpersonal and communication skills, as demonstrated in daily work activities; and

- o. Have demonstrated a commitment to police integrity, including the code of ethics established by GO-RAR-201.36 (Metropolitan Police Department Sworn Law Enforcement Officer Code of Ethics); and
 - p. Have demonstrated an aptitude for instructing, training, and motivating adults in the acquisition of job-related knowledge and skills.
 - 3. Other criteria that may be considered in selecting an FTO are:
 - a. Prior experience as an instructor, trainer or educator; and
 - b. Job-related training and education completed in addition to MPD-mandated training.
 - 4. The FTP District Coordinator shall forward the names of qualified candidates to the District Commander, who shall select and authorize member(s) to serve as FTO(s).
 - 5. The District Commander, prior to selecting and authorizing a sworn member to serve as an FTO, shall review the member's record in the Personnel Performance Management System (PPMS).
 - a. The District Commander shall document in writing his/her consideration of all risk factors, including any sustained criminal or administrative investigation, adverse judicial finding, and significant monetary settlement, in selecting a sworn member to serve as an FTO.
 - b. The District Commander shall forward the documentation described in Part IV.A.5.a above to the FTP District Coordinator who shall maintain the documentation as long as the member is authorized to serve as an FTO.
 - 6. Each candidate selected to serve as an FTO shall successfully complete the required MPA FTP training prior to serving as an FTO.
- B. A member shall be ineligible to serve as an FTO if the member fails to continue to meet the selection criteria established in Part IV.A.2.b through Part IV.A.2h and Part IV.A.2.j through Part IV.A.2.l above.
- C. Field Training Program
- 1. The FTP shall consist of three (3) training cycles, four (4) weeks in duration, for a total of twelve (12) weeks (except as otherwise extended for remedial training pursuant to Part IV.F below).

2. The FTP District Coordinator shall assign each probationary officer to an FTO within twenty-four (24) hours of the assignment of the officer to the District.
 - a. The FTP District Coordinator shall ensure the probationary officer retains the same FTO throughout each four (4) week training cycle; or
 - b. If the probationary officer is rotated through different watches within a four (4) week training cycle, the FTP District Coordinator shall assign, as practicable, the same FTO to each watch.
3. The FTO, each work day shall complete, before the end of the watch, a PD Form 348 (Field Training Officer Daily Observation Report) for the assigned probationary officer, ensuring that:
 - a. The "Remarks" box on the second page is used to document significant activities, noteworthy performance, performance deficiencies, reports and types of reports taken, CCNs (Central Complaint Numbers) obtained, arrests made, counseling and warnings administered, and any other information that accurately reflects the probationer's job performance;
 - b. If the probationary officer is rated as "Needs Improvement" in any area, the incident(s) that led to the rating and the instructive/corrective measure(s) taken by the FTO and/or others are described;

NOTE: Documentation is required for each "Needs Improvement" evaluation.
- c. The completed PD Form 348 is reviewed with the probationary officer;
- d. The FTO and probationary officer sign the PD Form 348 when the review has been completed; and
- e. The PD Form 348 is submitted to the FTP Sergeant.
4. At the end of each four (4) week training cycle, the FTP Sergeant shall meet with the probationary officer to evaluate the probationary officer's progress in acquiring the required knowledge and skills.
 - a. The evaluation shall be conducted using the checklists required for that cycle by the Probationary Officer Evaluation Manual (Part IV.D. below).
 - b. Job performance feedback for the cycle shall be obtained from both the probationary officer and assigned FTO.

- c. The FTP Sergeant shall use the "Remarks" section to document concerns related to the probationary officer's job performance and, as appropriate, recommendations for improving performance.
- d. The FTP Sergeant, at the conclusion of the evaluation, shall sign and date each required checklist; obtain the signature and date of signature of the probationary officer; and submit the checklists to the FTP District Coordinator.

D. Probationary Officer Evaluation Manual

1. The Probationary Officer Evaluation Manual (POEM) shall be used by the FTO and FTP Sergeant to guide the development, evaluation, and documentation of the job performance of the probationary officer during the FTP.
2. The POEM contains twelve (12) checklists which, in sequential groupings, describe the knowledge and skills that must be demonstrated by a probationary officer in order to successfully complete the FTP.
 - a. In the sequence presented in the POEM, the FTO shall each week review the required checklist with the assigned probationary officer.

NOTE: The twelfth (12th) week consists of a review of the material covered during the entire FTP.

- (1) Following the review, and demonstration by the probationary officer as applicable, the FTO and the probationary officer shall initial and date the checklist.
 - (2) The FTO shall document any notes related to the probationary officer's knowledge and/or skill acquisition in the "FTO Remarks" column.
 - (3) Upon the completion of the entire checklist, the FTO shall return the POEM to the FTP Sergeant.
- b. A final checklist shall be completed by the FTO for any remedial training required of a probationary officer pursuant to Part IV.F below, in consultation with the FTP Sergeant. The checklist shall be approved by the FTO District Coordinator.
 - c. All twelve (12) checklists must be successfully completed by the probationary officer by the end of the twelfth (12th) week of the FTP (or as otherwise extended for remedial training pursuant to Part IV.F. below).

- d. The POEM shall be included in the probationary officer's Training Cycle Folder, which shall be retained by the FTP Sergeant.
- E. Upon the completion by the probationary officer of the probationary period, the FTP Sergeant shall use the Training Cycle Summary Sheet to complete the officer's Training Cycle Folder; attach the Summary Sheet to the Training Cycle Folder as a cover sheet; ensure that the certifying official box has been completed; and submit the Training Cycle Folder to the FTP District Coordinator.
- F. Remedial Training
1. When remedial training is appropriate for a probationary officer, as identified by an FTO or the FTP Sergeant, the FTP Sergeant shall develop and submit a remedial training plan to the FTP District Coordinator for approval.
 2. The remedial training plan shall identify the topic(s) and/or skill(s) that must be remediated and the amount of time required to obtain the knowledge/skills.
 3. The remedial training period shall not exceed four (4) weeks and shall in no case extend the length of the probationary officer's probationary period.
 4. The FTP Sergeant shall record the training in the probationary officer's POEM, including the knowledge and skill(s) to be demonstrated and duration of remedial training period, and submit the POEM with the plan to the FTP District Coordinator for approval.
 5. Following approval by the FTP District Coordinator, the probationary officer, FTO, FTP Sergeant, and FTP District Coordinator shall sign and date the remedial training plan.
 6. The remedial training shall proceed as described in Part IV.D above.
 7. If the probationary officer does not demonstrate sufficient improvement after a four (4) week extension:
 - a. The FTP District Coordinator shall forward a report to the District Commander summarizing the case, except that:
 - (1) If the FTP District Coordinator has reason to believe the probationary officer's job is being affected by a medical condition, the Coordinator shall refer the officer to the Police and Fire Clinic for a "fitness for duty" examination, consistent with the procedures contained in General Order 1002.1 (Physical Examinations).

- (2) If the “fitness for duty” examination indicates no physical or mental condition(s), the FTP District Coordinator shall forward a report to the District Commander summarizing the case.
- b. The District Commander shall review the case and forward to the MPA Commanding Official/Director a recommendation for up to four (4) weeks of additional remedial training to be completed by the officer at the MPA.
- c. In no case shall the remedial training extend the length of the probationary officer’s probationary period.
- d. After the probationary officer completes the additional MPA-based remedial training, the officer shall return to the assigned District for further field training not to exceed four (4) weeks.
- e. If the probationary officer is performing at an unsatisfactory level at the conclusion of the four (4) week extension, the District Commander shall recommend the termination of the employment of the probationary officer.

V. ROLES AND RESPONSIBILITIES

- A. The FTO shall:
 1. Complete all required MPA FTP training;
 2. Become familiar with the POEM and PD Form 348;
 3. Provide objective and constructive instruction, training, and guidance to each assigned probationary officer to ensure the officer successfully completes the FTP;
 4. Seek guidance and instruction from the FTP Sergeant, when necessary, in order to maintain and/or improve his/her performance as an FTO;
 5. Inform the FTP Sergeant in a timely manner of any problem or condition that may prevent a probationary officer from successfully completing the FTP and/or that is may require remedial training;
 6. Complete a PD Form 348, consistent with this general order, for each work day of an assigned probationary officer;
 7. Complete the POEM checklists in the order required by the POEM and consistent with this general order;
 8. Complete a final POEM checklist for the remedial training of a probationary officer in collaboration with the FTP Sergeant; and

9. Provide the FTP Sergeant feedback on the job performance of the probationary officer for each four (4) week training cycle.

B. The FTP Sergeant shall:

1. Complete the required MPA FTP training;
2. Provide guidance to District FTOs to ensure the successful completion of the FTP;
3. Ensure that each FTO submits a PD Form 348 consistent with this general order;
4. Ensure that the FTO completes the weekly checklists consistent with this general order;
5. Provide guidance and instruction, upon request, to an FTO on how to improve his/her performance as an FTO;
6. Meet with each probationary officer at the conclusion of each four (4) week training cycle to evaluate the officer's knowledge and skills acquisition and to document and report job performance concerns to the FTP District Coordinator;
7. Develop remedial training plans for probationary officers as appropriate;
8. Issue a probationary officer a PD Form 62D (Warning Notice), as appropriate, after receiving input from the FTO or MPO to document a deficiency in the probationary officer's understanding, or execution, of a required job performance task in order to place the probationary officer on notice that his/her job performance must be improved and to make recommendations for improvement;
9. Keep the Training Cycle Folder current by ensuring that all PD Forms 348, the POEM, and all other material related to the probationary officer's FTP, are included in the Folder;
10. Conduct a final ride-along with each probationary officer in the last week of the FTP (i.e., twelfth (12th) week or as otherwise extended); and
11. Submit the Training Cycle Folder of the probationary officer to the FTP District Coordinator upon the completion of the probationary period.

C. The FTP District Coordinator shall:

1. Complete the MPA FTP training;
2. Serve as the District liaison to the MPA for the FTP;

3. Provide guidance to District FTOs and otherwise ensure that the FTO program is properly administered;
 4. Assign each probationary officer to an FTO within twenty-four (24) hours of the assignment of the probationary officer to the District;
 5. Assign the same days off to the probationary officer and the FTO;
 6. Ensure the probationary officer retains the same FTO throughout each four (4) week training cycle (or, as required, on each tour of duty);
 7. Ensure that a probationary officer is not assigned to a specialized detail until the officer is certified to patrol alone;
 8. Forward, as appropriate, the names of sworn members who meet the FTO selection criteria to the District Commander for review;
 9. Approve each probationary officer remedial training plan developed pursuant to this General order;
 10. Ensure the Training Cycle Folder, including a properly completed Training Cycle Folder Summary Sheet, is submitted to the Probationary Review Board at least one (1) week prior to the scheduled appearance of the probationary officer before the Board;
 11. Maintain a current list of District FTOs and MPOs;
 12. Review and monitor probationary officers using the PPMS in accordance with GO-PER-120.28 [Personnel Performance Management System (PPMS) and the Supervisory Support Program (SSP)] and the "Standard Operating Procedures (SOP) for the Personnel Performance Management System (PPMS) and the Supervisory Support Program (SSP);" and
 13. Attend District roll calls to identify potential FTO candidates.
- D. The Watch Commander shall ensure that an MPO is not routinely assigned roll call and/or check-off duties while assigned as an FTO to a probationary officer as part of the FTP.
- E. The District Commander shall:
1. Ensure each District member acts in accordance with the provisions of this general order;
 2. Ensure the proper operation of the FTP within the command;

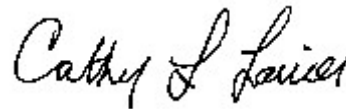
3. Ensure that each FTO, the FTP Sergeant, and the FTP District Coordinator complete the required MPA training prior to serving in the FTP;
 4. Approve sworn members to serve as FTOs, the FTP Sergeant, and the FTP District Coordinator;
 5. Approve the assignment of an FTO to a probationary officer;
 6. Ensure all options to improve a probationary officer's performance (e.g., counseling, performance warning, and remedial training) are implemented prior to recommending the termination of the employment of a probationary officer;
 7. Recommend the employment termination of a probationary officer consistent with this general order;
 8. Ensure that FTOs and MPOs serving as FTOs are reviewed and monitored using the PPMS in accordance with GO-PER-120.28 [Personnel Performance Management System (PPMS) and the Supervisory Support Program (SSP)] and the "Standard Operating Procedures (SOP) for the Personnel Performance Management System (PPMS) and the Supervisory Support Program (SSP);" and
 9. Ensure that FTOs and MPOs serving as FTOs are removed from service in the FTP when failing to meet any requirement, respectively, of Part IV.A.2 above.
- F. The MPA Deputy Director shall:
1. Serve as the liaison to the FTP District Coordinators;
 2. Serve on the FTP Evaluation Committee; and
 3. Ensure the proper implementation of the FTP MPD-wide.
- G. The MPA Commanding Official/Director shall:
1. Serve as a liaison to the District Commanders to ensure the proper management of the FTP;
 2. Ensure FTP-related training is made available as needed;
 3. Ensure the FTP Evaluation Committee meets, at a minimum, annually; and
 4. Serve as the Chair of the FTP Evaluation Committee.

VI. CROSS REFERENCES

- A. GO-PER-120.28 [Personnel Performance Management System (PPMS) and the Supervisory Support Program (SSP)]
- B. GO-PER-201.27 (Master Patrol Officer Program)
- C. GO-RAR-201.36 (Metropolitan Police Department Sworn Law Enforcement Officer Code of Ethics)
- D. General Order 1002.1 (Physical Examinations)
- E. Metropolitan Police Department Standard Operating Procedure, Personnel Performance Management System (PPMS) and the Supervisory Support Program (SSP)

VII. ATTACHMENTS

- 1. Attachment A: PD Form 348 (Field Training Officer Daily Observation Report)
- 2. Attachment B: Probationary Officer Evaluation Manual
- 3. Attachment C: Probationary Officer Training Cycle Folder Checklist



Cathy L. Lanier
Chief of Police



METROPOLITAN POLICE DEPARTMENT FIELD TRAINING OFFICER DAILY OBSERVATION REPORT



INSTRUCTIONS: In accordance with GO-PER-201.33 (Field Training Program), the PD Form 348 is completed on a daily basis by the probationer's FTO at the start of the 12-week training cycle. The FTO will circle the numerical rating that applies in each category. Use the "Remarks" section to further explain any rating assigned in any of the categories, [particularly ratings of "Needs Improvement (1)" or "Outstanding (4)"], document significant activities, noteworthy performance, counseling, or any other information that accurately reflects the probationer's performance.

Week (Circle one): 1 2 3 4 5 6 7 8 9 10 11 12

PROBATIONARY OFFICER NAME: _____ **BADGE #** _____ **APPT DATE:** _____

DATE (MM/DD/YYYY): _____ **DISTRICT:** _____ **WATCH** _____

The numerical ratings are assigned the values as described:

0 = Not Encountered or Observed 1 = Needs Improvement 2 = Average 3 = Above Average 4 = Outstanding

PROFESSIONAL DEMEANOR:						RADIO USAGE					
Personal appearance/uniform	0	1	2	3	4	Appropriate	0	1	2	3	4
Accepts criticism	0	1	2	3	4	Monitors	0	1	2	3	4
Toward citizens	0	1	2	3	4	Good transmissions	0	1	2	3	4
Toward co-workers	0	1	2	3	4						
						SAFETY					
KNOWLEDGE OF:						General officer safety	0	1	2	3	4
Department policies and procedures	0	1	2	3	4	While on scene (contact/cover)	0	1	2	3	4
District procedures	0	1	2	3	4	While on scene (interviewing)	0	1	2	3	4
D.C. Code (Criminal)	0	1	2	3	4	During traffic stops	0	1	2	3	4
Municipal regulations (DCMR)	0	1	2	3	4	Prisoner transport/escort	0	1	2	3	4
Traffic regulations	0	1	2	3	4						
PD Forms	0	1	2	3	4	COURT					
						Location (DCSC, USDC, etc.)	0	1	2	3	4
FIELD PERFORMANCE						Check-in procedures	0	1	2	3	4
Driving (normal circumstances)	0	1	2	3	4	Personal appearance/uniform	0	1	2	3	4
Geographical knowledge	0	1	2	3	4	Preparing case jacket for papering	0	1	2	3	4
Response time to calls	0	1	2	3	4	Papering case	0	1	2	3	4
Makes required notifications	0	1	2	3	4	Testifying	0	1	2	3	4
Reports – Classifies correctly	0	1	2	3	4						
Reports – Completes accurately	0	1	2	3	4	USE OF FORCE					
Reports – Spelling and grammar	0	1	2	3	4	Use of Force Continuum	0	1	2	3	4
Interviewing/oral communication	0	1	2	3	4	Handcuffing	0	1	2	3	4
Common sense/judgment	0	1	2	3	4	Weapon safety	0	1	2	3	4
Self-initiated field activities	0	1	2	3	4	ASP deployment	0	1	2	3	4
Ability to control stress/anger	0	1	2	3	4	OC procedures (deploy, decon., etc.)	0	1	2	3	4
Ability to manage conflict	0	1	2	3	4	Uses UFIR and RIF, as applicable	0	1	2	3	4
Confidence/assertiveness	0	1	2	3	4						
Correctly completes NOI	0	1	2	3	4	GUIDING PRINCIPLES					
Correctly completes PD 61D	0	1	2	3	4	Customer Service	0	1	2	3	4
Field performance – overall	0	1	2	3	4	Problem Solving	0	1	2	3	4
						Decision Making	0	1	2	3	4
						Knowledge of victim services	0	1	2	3	4
						Cultural and community Sensitivity	0	1	2	3	4

METROPOLITAN POLICE DEPARTMENT PROBATIONARY OFFICER EVALUATION MANUAL



Field training presents a “hands on” opportunity for probationary officers to practice what they learned at the IPS under the guidance of experienced officers. That’s why it’s important for IPS instructors, Master Patrol Officers (MPOs) and the Field Training Officer (FTO) to work as a team to ensure probationary officers develop into professional, ethical, and well-trained Metropolitan Police Officers.

The Probationary Officer Evaluation Manual was developed as part of the Department’s revised Field Training Program, with the goal to transition the probationary officer from the academic environment at the IPS, to patrol duties in the field.

It is designed to assist the FTO and FTP Sergeant evaluate and document the performance of probationary officers during the twelve-week training cycle period, and is used in accordance with GO-PER-201.33 (Field Training Program). The enclosed twelve checklists, organized sequentially into three cycles, guide the FTO and FTP Sergeant in their evaluation by listing the major training topics for review, discussion, and demonstration.

The manual aids the FTO in checking the performance of the probationary officer **during** the field training; and permits the FTP Sergeant to periodically monitor both the FTO and the probationary officer. Problems may then be identified and resolved early in the process, and guidance can be provided to the FTO to help improve the probationer’s field training experience. This may potentially prevent any need for remedial training, disciplinary actions, or other negative outcomes.

**METROPOLITAN POLICE DEPARTMENT
PROBATIONARY OFFICER EVALUATION MANUAL**

CHECKLISTS

CYCLE ONE

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2.	Verbal Communication Skills	Page	4
3.	Patrol Procedures (Part One)	Page	5
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CYCLE TWO

5.	Use of Force (Part One)	Page	7
6.	Use of Force (Part Two)	Page	9
7.	Traffic Enforcement	Page	10
8.	Handling Intrafamily Offenses/Child Abuse	Page	11

CYCLE THREE

9.	Criminal Law/Proceedings (Part One)	Page	12
10.	Criminal Law/Proceedings (Part Two)	Page	13
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13.	Remedial Training Plan (1-4 Weeks)	Page	16
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**METROPOLITAN POLICE DEPARTMENT
PROBATIONARY OFFICER EVALUATION MANUAL**

CYCLE ONE

CHECKLIST ONE: RADIO COMMUNICATIONS SKILLS/MOBILE DATA COMPUTERS			
TOPICS	<i>Initial and Date the Applicable Blocks</i>		
<i>Review with the probationary officer, and have him/her demonstrate, as applicable</i>	FTO	Probationary Officer	FTO Remarks
Proper Use and Handling of the Two-Way Radio			
Ten Codes (10-89, 10-50, 10-8, 10-99, etc.)			
Radio Features (Emergency Button, Tactical/Surveillance Channels, etc.)			
Radio Transmission Procedures (Acknowledgments, Mark On-Scene, Broadcasts, etc.)			
Radio Jargon and Courtesies (Copy, Direct, Standby, etc.)			
Radio Prohibitions (Unnecessary and Superfluous Transmissions, Discourtesies, Transmissions in Languages Other than English, etc.)			
Appropriate Event Notifications (10-89, Missing Person, Industrial Accidents, etc.)			
Take-Home Radio Program			
GO-SPT-302.09 [Use and Operation of Mobile Data Computers (MDC)]			
Other topics as applicable			

Upon review of the checklist by the FTP Sergeant, the probationary officer will sign below. The FTP Sergeant will include his/her remarks in the "Remarks" section below.

Probationary Officer (sign): _____ Date: _____

FTP Sergeant (sign): _____ Date: _____

FTP SERGEANT REMARKS:

**METROPOLITAN POLICE DEPARTMENT
PROBATIONARY OFFICER EVALUATION MANUAL**

CYCLE ONE

CHECKLIST TWO: VERBAL COMMUNICATION SKILLS			
TOPICS	<i>Initial and Date the Applicable Blocks</i>		
<i>Review with the probationary officer, and have him/her demonstrate, as applicable</i>	FTO	Probationary Officer	FTO Remarks
Citizen Contacts			
Responding to On-Scene Requests for Non-Criminal Assistance (Disabled Motorist, Directions, Vehicle Lockouts, etc.)			
Mediation of Non-Criminal Disputes (Merchant vs. Customer, Landlord vs. Tenant, etc.)			
Interacting With Mentally, Physically, or Emotionally Imbalanced/Disabled Persons			
Interacting with Persons who Speak Languages Other than English			
Required Notifications When Interacting with Hearing-Impaired Persons (MPD Deaf and Hearing-Impaired Liaison Unit)			
Notifications to MPD Liaison Units; (e.g., Asian Liaison Unit, Gay and Lesbian Liaison Unit, and Latino Liaison Unit)			
<i>Customer Service</i>			
Other topics as applicable			

Upon review of the checklist by the FTP Sergeant, the probationary officer and FTP Sergeant will sign below. The FTP Sergeant include his/her remarks in the "Remarks" section below.

Probationary Officer (sign): _____ Date: _____

FTP Sergeant (sign): _____ Date: _____

FTP SERGEANT REMARKS:

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CYCLE ONE

CHECKLIST THREE: PATROL PROCEDURES (PART ONE)			
TOPICS	<i>Initial and Date the Applicable Blocks</i>		
<i>Review with the probationary officer, and have him/her demonstrate, as applicable</i>	FTO	Probationary Officer	FTO Remarks
First Unit On-the-Scene Responsibilities (Secure Scene for Officer Safety, Administer First Aid, Request Support Units, etc.)			
Establishing Perimeters (Suspect Canvass, Missing Person Search, Barricade Situation, etc.)			
Crime Scene Preservation			
Identifying and Locating Witnesses (Canvassing)			
Interview Techniques (Use of Safe and Appropriate Interview Locations, Ways to Establish On-the-Scene Probable Cause for Arrest, etc.)			
Use of Miranda Rights			
Recording Statements (Witness, Complainant, Suspect)			
Appropriate and Proper Use of Verbal Commands			
Responding to Physical Confrontational Situations (Combative, etc.)			
Responding to Verbal Confrontational Situations (Argumentative, etc.)			
Responding to Emotional Situations (Sexual Assaults, Child Abuse, etc.)			
Responding to Possible Arrest Situations			

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Verbal Judo (De-escalation) Techniques			
<i>Police Discretion/Decision Making in Arrest and Non-arrest Situations</i>			
Flash Lookout Procedures			
Vehicle Searches (Hidden Compartments, Sufficient Units On-Scene, Justification, etc.)			
Investigating Offenses Related to Drugs			
Stolen Automobile Procedures (Incidental Recovery No-Arrest, Pursuit Policy, etc.)			
Other topics as applicable			

Upon review of the checklist by the FTP Sergeant, the probationary officer and FTP Sergeant will sign below. The FTP Sergeant will include his/her remarks in the "Remarks" section below.

Probationary Officer (sign): _____ Date: _____

FTP Sergeant (sign): _____ Date: _____

FTP SERGEANT REMARKS:

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CYCLE ONE

CHECKLIST FOUR: PATROL PROCEDURES (PART TWO)

TOPICS <i>Review with the probationary officer, and have him/her demonstrate, as applicable</i>	<i>Initial and Date the Applicable Blocks</i>		
	FTO	Probationary Officer	FTO Remarks
Prisoner Processing (Maintaining Safe and Secure Control of Prisoners, Officer Safety, Justification, Field Searches, Transporting, etc.)			
Report Writing Format (Clear Narratives, Classifying Offenses and Incidents, etc.)			
Use of Identification and Record Files/Photo Gallery			
Arrest Warrant/Affidavit Procedures and Requirements			
Search Warrant/Affidavit Procedures and Requirements			
Contacts, Stops and Frisks (Justification, Officer Safety, Reporting Requirements, etc.)			
Other topics as applicable			

Upon review of the checklist by the FTP Sergeant, the probationary officer and FTP Sergeant will sign below. The FTP Sergeant will include his/her remarks in the "Remarks" section below.

Probationary Officer (sign): _____ Date: _____

FTP Sergeant (sign): _____ Date: _____

FTP SERGEANT REMARKS:

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CYCLE TWO

CHECKLIST FIVE: USE OF FORCE (PART ONE)			
TOPICS	<i>Initial and Date the Applicable Blocks</i>		
	FTO	Probationary Officer	FTO REMARKS
<i>Review with the probationary officer, and have him/her demonstrate, as applicable</i>			
Assault on a Police Officer [D.C. Official Code § 22-405 (Assault on member of police force, campus or university special police, or fire department)]			
GO-PCA-701.03 (Handling Assaults on Police Officers)			
Officer Survival (Weapon Retention, Defensive Techniques)			
Proper Use of the ASP			
Situational Awareness			
Foot Pursuits (Safety, etc.)			
On-Scene Crowd Control			
Field Searches and Frisks			
Proper Handcuffing Techniques			

Upon review of the checklist by the FTP Sergeant, the probationary officer and FTP Sergeant will sign below. The FTP Sergeant will include his/her remarks in the "Remarks" section below.

Probationary Officer (sign): _____ Date: _____

FTP Sergeant (sign): _____ Date: _____

FTP SERGEANT REMARKS:

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CYCLE TWO

CHECKLIST SIX: USE OF FORCE (PART TWO)			
TOPICS	<i>Initial and Date the Applicable Blocks</i>		
	FTO	Probationary Officer	FTO Remarks
<i>Review with the probationary officer, and have him/her demonstrate, as applicable</i>			
Use of Force Continuum			
GO-RAR-901.07 (Use of Force)			
GO-RAR-901.08 (Use of Force Investigations)			
GO-RAR-901.09 (Use of Force Review Board)			
SO-06-05 (Instructions for Completing the Use of Force Incident Report (UFIR: PD Forms 901-e and 901-f])			
SO-06-06 (Instructions for Completing the Reportable Incident Form (RIF: PD Forms 901-g and 901-h])			
GO-OPS-301.03 (Vehicular Pursuits)			
GO-RAR-901.01 (Handling of Service Weapons)			
GO-RAR-901.10 (Carrying Weapons and Transporting Prisoners Aboard Aircraft)			
GO-RAR-901.04 (Oleoresin Capsicum Spray)			
Force Investigation Team (FIT) in the Office of Professional Responsibility (OPR)			
Other topics as applicable			

Upon review of the checklist by the FTP Sergeant, the probationary officer and FTP Sergeant will sign below. The FTP Sergeant will include his/her remarks in the "Remarks" section below.

Probationary Officer (sign): _____ Date: _____

FTP Sergeant (sign): _____ Date: _____

FTP SERGEANT REMARKS:

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CHECKLIST SEVEN: TRAFFIC ENFORCEMENT			
TOPICS	<i>Initial and Date the Applicable Blocks</i>		
Review with the probationary officer, and have him/her demonstrate, as applicable	FTO	Probationary Officer	FTO Remarks
Traffic Stop Procedures (Dispatcher Notification, Vehicle Positioning, Officer Safety, etc.)			
Common Traffic Violations			
Issuance of Warnings (written, verbal)			
Centralized Towing Notification			
Traffic Accident Investigations and On-Scene Procedures (Use of Tow Cranes, etc.)			
Vehicle Impoundments			
Traffic Control Techniques and Devices (Visibility Jacket, Flashlight, Whistle, Flares, etc.)			
Securing Traffic-Related Scenes, and Notifications Involving Hazardous Materials and Industrial Accidents			
Handling DUI/DWI Arrests and the Submission of Evidence Under the Implied Consent Act (Breathe, Blood, and Urine Specimens)			
Other topics as applicable			

Upon review of the checklist by the FTP Sergeant, the probationary officer and FTP Sergeant will sign below. The FTP Sergeant will include his/her remarks in the "Remarks" section below.

Probationary Officer (sign): _____ Date: _____

FTP Sergeant (sign): _____ Date: _____

FTP SERGEANT REMARKS:

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CHECKLIST EIGHT: HANDLING INTRAFAMILY OFFENSES/CHILD ABUSE			
TOPICS	<i>Initial and Date the Applicable Blocks</i>		
	FTO	Probationary Officer	FTO Remarks
<i>Review with the probationary officer, and have him/her demonstrate, as applicable</i>			
Identification of the Primary Aggressor in an Intrafamily Offense Situation			
Establishing Probable Cause			
Mandatory Arrest Guidelines			
Preliminary On-Scene Child Abuse or Neglect investigations			
Identifying signs of Child Abuse and Neglect			
Notifications (Child Protective Services in DHS, MPD Youth Investigative Branch, etc.)			
Review Temporary Protection Orders, Civil Protection Orders, and "Stay Away" Orders (Advising Victim, Handling Violations, etc.)			
Domestic Violence Intake Centers (DVIC) (Advising Victim, Locations, Phone Numbers, Services Provided, etc.)			
<i>Review Victim Services Resources [MPD Victim Services Unit, MPD Family Liaison Specialist Unit, Court Resources, Use of PD Form 378-A (Resources for Victims of Domestic Violence), etc.]</i>			
Other topics as applicable			

Upon review of the checklist by the FTP Sergeant, the probationary officer and FTP Sergeant will sign below. The FTP Sergeant will include his/her remarks in the "Remarks" section below.

Probationary Officer (sign): _____ Date: _____

FTP Sergeant (sign): _____ Date: _____

FTP SERGEANT REMARKS:

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CYCLE THREE

CHECKLIST NINE: CRIMINAL LAW/ PROCEEDINGS (PART ONE)			
TOPICS	<i>Initial and Date the Applicable Blocks</i>		
	FTO	Probationary Officer	FTO Remarks
Review with the probationary officer, and have him/her demonstrate, as applicable			
D.C. Criminal Code (Title 22)			
Laws of Arrest, Search and Seizure			
Exclusionary Rule			
Arrest Procedures With/Without a Warrant			
Searches Incident to Arrest			
Search Warrants and Consent to Search Forms			
Plain View Doctrine Concerning the Recovery of Evidence			
Evidence (Chain of Custody, Processing Firearms, etc.)			
Other topics as applicable			

Upon review of the checklist by the FTP Sergeant, the probationary officer and FTP Sergeant will sign below. The FTP Sergeant will include his/her remarks in the "Remarks" section below.

Probationary Officer (sign): _____ Date: _____

FTP Sergeant (sign): _____ Date: _____

FTP SERGEANT REMARKS:

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CYCLE THREE

CHECKLIST TEN: CRIMINAL LAW/ PROCEEDINGS (PART TWO)			
TOPICS	<i>Initial and Date the Applicable Blocks</i>		
	FTO	Probationary Officer	FTO Remarks
Review with the probationary officer, and have him/her demonstrate, as applicable			
GO-PCA-502.5 (Use of the Detention Journal)			
Provisions of the Uniformed Controlled Substance Act (UCSA)			
Department Policy Regarding the Recovery, Processing, and Submission of Recovered Narcotics			
Criminal Charges for Narcotics Possession, PWID, Manufacturing, and Counterfeit Substances			
Papering Felony, Misdemeanor, Juvenile, and Traffic cases			
D.C. Court System (Branches, Testimony, Types of Hearings, CANS, etc.)			
U.S. Attorney (USAO), Office of the Attorney General (OAG)			
Other topics as applicable			

Upon review of the checklist by the FTP Sergeant, the probationary officer and FTP Sergeant will sign below. The FTP Sergeant will include his/her remarks in the "Remarks" section below.

Probationary Officer (sign): _____ Date: _____

FTP Sergeant (sign): _____ Date: _____

FTP SERGEANT REMARKS:

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CYCLE THREE

CHECKLIST ELEVEN: POLICING FOR PREVENTION			
TOPICS <i>Review with the probationary officer, and have him/her demonstrate, as applicable</i>	<i>Initial and Date the Applicable Blocks</i>		
	FTO	Probationary Officer	FTO Remarks
Three Policing for Prevention approaches: <ul style="list-style-type: none"> • Focused Law Enforcement • Neighborhood Partnerships • Systemic Prevention 			
Five-Step Problem Solving Model: <ul style="list-style-type: none"> • Target a Problem • Understand the Problem • Create a Plan • Take Action and Review Progress • Celebrate and Create a Lasting Community Presence 			
Awareness of, and Response to, Community and Cultural Diversity (MPD Liaison Units, etc.)			
Other topics as applicable			

Upon review of the checklist by the FTP Sergeant, the probationary officer and FTP Sergeant will sign below. The FTP Sergeant will include his/her remarks in the "Remarks" section below.

Probationary Officer (sign): _____ Date: _____

FTP Sergeant (sign): _____ Date: _____

FTP SERGEANT REMARKS:

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CYCLE THREE

CHECKLIST TWELVE: REVIEW			
TOPICS <i>Review with the probationary officer, and have him/her demonstrate, as applicable</i>	<i>Initial and Date the Applicable Blocks</i>		
	FTO	Probationary Officer	FTO Remarks
CYCLE ONE			
CYCLE TWO			
CYCLE THREE			
CYCLE FOUR			
Additional focus on:			
Additional focus on:			
Additional focus on:			
Additional focus on:			

Upon review of the checklist by the FTP Sergeant, the probationary officer and FTP Sergeant will sign below. The FTP Sergeant will include his/her remarks in the "Remarks" section below.

Probationary Officer (sign): _____ Date: _____

FTP Sergeant (sign): _____ Date: _____

FTP SERGEANT REMARKS:

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CYCLE FOUR (AS APPLICABLE)

CHECKLIST THIRTEEN REMEDIAL TRAINING PLAN (1-4 WEEKS)			
<i>Indicate the topics for remedial training that necessitate additional days or weeks added to the 12-week training cycle</i>	<i>Initial and Date the Applicable Blocks</i>		
	FTO/MPO Senior Cadre	Probationary Officer	Explain the training topic, and note the number of days/weeks needed to retrain

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Probationary Officer (sign): _____

Date: _____

FTO (sign): _____

Date: _____

FTP Sergeant (sign): _____

Date: _____

FTP District Coordinator (sign): _____

Date: _____

METROPOLITAN POLICE DEPARTMENT
PROBATIONARY OFFICER TRAINING CYCLE FOLDER CHECKLIST

All documents listed below should be included in the Probationary Officer Training Cycle Folder for submission to the Probationary Review Board. Attach this completed checklist as a cover sheet to the folder.

Probationary Officer Name: _____

Badge Number: _____ **Appointment Date:** _____ **Assigned District:** _____

PD Form 348 (Daily Observation Report): _____

FTP Sergeant Evaluation Manual: _____

Certification to Patrol Alone: _____

Arrest Statistics Printout: _____

**Copies of all arrest paperwork/reports
(to include PD 76):** _____

Copies (Letters of Commendations): _____

Copies of Adverse Actions: _____

Copies of Unit Level Discipline: _____

Copies of PD 99s: _____

Copies of PD 90s: _____

Financial Letters: _____

Total Detail (Hours/Days) _____

Only include details outside of District that extend 12-week training cycle):

Total Hours/Days Limited Duty: _____

Total Hours/Days Administrative Leave: _____

Total Hours/Days Extended Sick Leave: _____

Sick Leave Balance: _____

Annual Leave Balance: _____

CERTIFYING OFFICIAL _____

Sign and Date (MM/DD/YYYY)

Print Name

Phone Number