



## CITY OF PORTLAND, OREGON



### Bureau of Police

Ted Wheeler, Mayor

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## **Directive 1501.00, Field Training and Evaluation Program (formerly, “Field Training Program”) Executive Summary**

### Introduction

As a result of its investigation of the Portland Police Bureau, the Department of Justice (DOJ) concluded that training deficiencies may have been a contributing factor to a pattern and practice of Bureau members using excessive force against individuals who are or perceived to be in mental health crisis. The DOJ identified Directive 1501.00, Field Training and Evaluation Program (formerly, “Field Training Program”) because of its direct relevance to the DOJ’s findings. The Policy Development Team worked closely with the Training Division to gain a better understanding of the program and learning objectives, and reviewed similar policies of other departments for best practice standards to better inform its reworking of the directive.

### Public Comments

The Bureau received a handful of comments from community members over the course of both universal review and public comment periods. Responders largely raised concerns about Field Training Officer (FTO) credibility and accountability, bias-based policing and implicit bias training, and the handling of recruit misconduct.

### *FTO Credibility and Accountability*

A commenter expressed concern about the possibility of an FTO teaching a recruit poor practices and, therefore, recommended that the Bureau consider including an additional layer of review by requiring the Field Training and Evaluation Program (FTEP) Sergeant and/or Coordinator to observe Recruits’ behavior. The additional assessment would be done in an effort to determine Recruits’ comprehension and application of Bureau training and policies.

The Bureau recognizes the importance of making sure that members who serve as FTOs satisfy certain suitability requirements, and that as FTOs, they provide proper guidance and oversight to recruits. As a result, the policy now includes language that speaks to the required FTO qualifications. By being more cautious in the selection process and ensuring that professional and high performing members participate in the program as FTOs, the Bureau is attempting to mitigate the possibility of FTOs encouraging inappropriate behavior. Although having an additional level of oversight by the FTEP Sergeant and/or Coordinator would be optimal, it is not operationally feasible to have those individuals monitor the behavior of every recruit, as they have their standard duties in addition to their FTEP responsibilities.

### *Recruit Misconduct*

The Bureau also received a recommendation that FTOs be required to notify the FTEP Coordinator of any recruit misconduct and/or violations of the Bureau policies related to conduct (the 0300 directive series), specifically infractions related to bias-based policing practices.

The recently revised Directive 310.00, Professional Conduct and Courtesy (new title), imposes on members a duty to report any and all misconduct. Furthermore, an updated version of Directive 344.05, Bias-Based Policing/Profiling Prohibited, reaffirms this obligation and places additional mandates on supervisors to act on and/or report such behavior, with the failure to do so resulting in disciplinary action. The Bureau acknowledges the importance of defining in policy a member's responsibility to report misconduct, which is why the applicable newly-updated directives now include language to underscore this importance.

#### *Bias-Based Policing/Implicit Bias Training*

A community member posed a question regarding Bureau training centered on implicit bias and bias-based policing. The Policy Development Team has recently revised Directive 344.05, Bias-Based Policing/Profiling Prohibited, and included language that speaks broadly to the training that Bureau members receive in this regard. All sworn members receive baseline training that aims to foster an understanding of racial, ethnic, and cultural differences. This training is also reinforced throughout members' careers. Moreover, the policy includes language that acknowledges the impact that implicit biases can have on a member's behavior and policing in general. The updated directive firmly asserts the Bureau's position on the matter and demonstrates its commitment to providing the necessary resources to address bias-based policing practices.

We thank every individual who took the time to provide feedback on this directive. All comments received during both review periods are attached at the end of this document. We have removed all personal information to protect the privacy of commenters.

#### The Bureau's Revised Policy

The revised directive offers more detailed information about FTEP and provides clearer guidance to program participants (i.e., recruits, FTOs, and supervisory members). The policy now includes descriptive information for each training phase, offering some insight on the intended learning objectives for each stage. Additionally, the Policy Development Team incorporated FTO qualification standards and training requirements to emphasize the expectation that FTOs must have a history of satisfactory work performance and professional conduct. The revised policy is more structurally sound, sufficiently directive to members, and comports with the applicable elements of the DOJ Settlement Agreement.

The Bureau believes that the revised directive provides more clarity and enhanced guidance to its members; however, any suggestions to further improve this policy are welcome during its next review.

This directive will become effective on March 18, 2018.

Published on 2/16/18

## **1501.00, Field Training and Evaluation Program**

### **Refer:**

- DIR 1500.00, Training
- Training Division Standard Operating Procedures 3-3 – 3-6
- Bi-Weekly Phase V Evaluation Form (Training)
- Weekly Phase I-IV Evaluation Form (Training)
- End of Phase Evaluation Form (Training)
- Field Training Officer Evaluation Form (Training)
- Field Training and Evaluation Program Standardized Evaluation Guidelines (Training)

### **Definitions:**

- **Bi-Weekly Observation Report:** An evaluation of Phase V Recruits, based upon Field Training and Evaluation Program Standardized Evaluation Guidelines that is completed bi-weekly by the Field Training Officer (FTO) electronically or on the approved printed form.
- **Entry (Training) Phase:** The preliminary training stage of the Field Training and Evaluation Program, during which Recruit Officers work closely alongside their designated Field Training Officer and are assigned basic tasks, such as operating the radio and driving.
- **Field Training Conference:** A meeting between the Field Training and Evaluation Program Coordinator and the assigned FTO designed to review a Recruit's progress and to develop plans for correcting deficiencies.
- **Field Training and Evaluation Program (FTEP):** A comprehensive process designed to train police Recruits in the most effective manner to become police professionals.
- **FTEP Coordinator:** An officer, assigned to the Training Division, designated as the Operations Coordinator of the FTEP.
- **FTEP Director:** The lieutenant, or designee, assigned to the Training Division, responsible for the management of the FTEP program.
- **FTEP Sergeant/Supervisor:** The sergeant, assigned to the Training Division, responsible for Recruit training.
- **Field Training Officer (FTO):** A member who has successfully completed the Bureau's FTO School and has maintained certification, including re-certification classes, as scheduled by the Training Division. The FTO is responsible for monitoring and documenting Recruit Officer's performance and providing resources to assist in their FTEP completion.
- **FTEP Standardized Evaluation Guidelines:** A Bureau form that captures the standards by which Recruit performance is evaluated. Key areas include, but are not limited to, knowledge of applicable laws, ordinances and Bureau policies; report-writing ability; safety; and field performance.

- **Recruit Officer (Recruit):** A sworn member of the Bureau who has not completed the probationary period.
- **Recruit Training Sergeant:** A sergeant from each relief at each precinct designated as the coordinator of the FTEP for that relief.
- **Training Phase I:** The first training stage of FTEP, during which Recruits continue to work closely with their designated FTO. Generally during this phase, Recruits are responsible for all driving duties, geographic orientation, and radio operation, and may manage common calls for service.
- **Training Phase II:** The second training stage of FTEP, during which Recruits assume more responsibility and begin multi-tasking in the field (e.g., driving, geographic orientation, and managing varied calls for service).
- **Training Phase III:** The third training stage of FTEP, during which Recruits begin periodically working without direct guidance and exercising independent judgment and control on all daily operations of patrol. Generally, FTOs will only provide post-situational critique during this stage.
- **Training Phase IV:** The fourth training stage of FTEP, during which Recruits work without direct guidance of their designated FTO and establish self-initiated activity goals.
- **Training Phase V:** The final training stage of FTEP, during which the Recruit works independently and is assigned standard patrol duties.
- **Weekly Observation Report:** An evaluation of Phase I-IV Recruits, based upon the Standardized Evaluation Guidelines, that is completed weekly by the FTO electronically or on the approved printed form.

**Policy:**

1. This directive establishes training procedures and program requirements for Bureau Recruits.
2. The Bureau is committed to appropriately training its Recruits to guarantee professional service delivery, while also engaging and serving the needs of the community. The FTEP is designed to provide new officers with the skills and experience necessary to meet the performance standards established by the Bureau for sworn members. The Training Division will provide instruction that equips this set of members with the tools necessary to carry out their functions safely, adequately, and professionally.

**Procedure:**

1. Field Training.
  - 1.1. All field training shall be consistent with PPB's annual training plan.
  - 1.2. Recruit Officers.
    - 1.2.1. Recruits shall complete field training assignments on a rotating basis between at least two precincts.

### 1.3. Field Training Officers.

1.3.1. All FTO candidates shall have a demonstrable record of professional conduct and suitable work performance.

1.3.1.1. Members who have been subject to disciplinary action based upon the use of force or mistreatment of individuals with mental illness within the three preceding years, or twice in the preceding five years, shall be prohibited from serving as FTOs.

1.3.2. PPB shall select FTOs based on key factors that are set forth in the Training Division Standard Operating Procedure (SOP) 3-4. These factors include, but are not limited to the following:

1.3.2.1. Tenure as a permanently appointed sworn member;

1.3.2.2. Discipline history;

1.3.2.3. Performance history;

1.3.2.4. Demonstrated maturity; and

1.3.2.5. Demonstrated knowledge of Bureau policies and procedures.

1.3.3. The FTEP Director or designee shall provide a current list of FTOs to the IA Captain or designee. As FTOs are added, decertified, or they retire or are otherwise removed, the FTEP Director shall ensure that PSD/IA has an updated list.

1.3.3.1. If a case involving an FTO is opened, the IA Captain or designee shall provide notification to the FTEP Director within one business day when there are allegations that, if true, would impact the FTO's ability to effectively train a recruit officer.

1.3.3.1.1. If the allegations are sustained and necessitate the removal of the FTO from the program, the IA Captain or designee must notify the FTEP Director within one business day of case closure.

### 1.4. Training Division.

1.4.1. The Training Division shall maintain a standard operating procedure (SOP) outlining the standards and criteria for FTO selection, training, certification, and de-certification.

1.4.2. The Training Division Captain or designee shall notify RU Managers of pending FTO Schools.

1.4.3. The Training Manager shall be responsible for the certification and re-certification of FTOs who have successfully completed FTO School.

1.4.4. RU Managers may request the suspension or de-certification of an FTO through the Training Manager. The Training Manager has the sole discretion to de-certify or suspend an FTO.

1.4.5. FTO qualifications.

1.4.5.1. All FTOs shall receive 40 hours of initial training and annual in-service training to maintain certification. The training captures the following key areas, which include, but are not limited to:

1.4.5.1.1. Management;

1.4.5.1.2. Intervention and counseling;

1.4.5.1.3. Scenarios;

1.4.5.1.4. Civil liability; and

1.4.5.1.5. Performance evaluation.

1.4.5.2. FTOs and Recruit Training Sergeants shall be required to maintain, and demonstrate on a regular basis, their proficiency in managing recruits and subordinates, practicing and teaching community-oriented policing, and solving problems effectively. PPB shall maintain current documentation of FTOs' evaluations and training.

## 2. Training Phases.

### 2.1. Projected Completion Timelines.

2.1.1. Entry Phase: Four weeks.

2.1.2. Phase I: Five weeks.

2.1.3. Phase II: Five weeks.

2.1.4. Phase III: Five weeks.

2.1.5. Phase IV: Five weeks at a minimum.

2.1.6. Phase V: The Recruit Officer shall remain in Training Phase V until the completion of the probationary period.

2.1.7. The timelines listed for each phase, with the exception of Phase IV, are recommended schedules. The Bureau retains the right to modify those timelines and to terminate a recruit at any phase of the training process. Program advancement shall not automatically confer advancement to a permanent position until the recruit has successfully completed the probationary period.

### 2.2. Entry Phase through Phase IV.

2.2.1. Recruits shall generally begin the Entry Phase upon completion of the Basic Police Academy.

2.2.2. Recruits shall then incrementally advance to Phase V (working independently) through a comprehensive and progressive process involving field training, observation, critique, evaluation, and review. The Recruit shall be given additional responsibilities as their skills develop. The Recruit shall be assigned to ride with a certified FTO in all training phases except Phase V.

2.2.3. FTOs shall not be assigned the same Recruit for more than two consecutive training phases.

2.2.4. FTOs shall work with their Recruits to complete the Department of Public Safety Standards and Training Field (DPSST) Training Manual.

2.2.5. FTOs will critique the Recruit's daily activities. The Recruit's regularly assigned FTO will use FTEP Standardized Evaluation Guidelines to complete a Weekly Evaluation prior to the week's end to reflect performance for each day. The FTO will discuss the evaluation with the Recruit and both the FTO and the Recruit will sign the evaluation.

2.2.6. If, due to technical issues, the FTO is unable to complete a Weekly Evaluation electronically, they shall send an original typed or handwritten document directly to Training.

2.2.6.1. The FTO shall forward a copy of all Weekly Evaluations to the FTEP Coordinator.

2.2.7. In the unusual circumstance in which a Recruit is assigned to work with a member who is not a certified FTO (e.g., if the assigned FTO is on leave), the sergeant shall ensure the Recruit is placed with a suitable non-FTO member.

- 2.2.8. A non-FTO member shall not be assigned a Recruit if the non-FTO member has been subject to disciplinary action as described in Section 1.3.1.1.
- 2.2.9. The non-FTO member shall not be required to complete a Weekly Evaluation. Instead, that member shall write an inter-office memorandum to the FTEP Coordinator, detailing their activities and the Recruit's performance during the period the Recruit was assigned. These memoranda shall not cover periods longer than one week.
  - 2.2.9.1.1. The assigned non-FTO member shall review the content of their memorandum with the Recruit, who shall, in turn, acknowledge the review with their signature.
  - 2.2.9.2. The assigned non-FTO member shall then send the memorandum directly to the Training Captain or designee and forward a copy to the FTEP Coordinator and the assigned FTO.

### 2.3. Phase V.

- 2.3.1. Recruits who have successfully completed all previous training phases and consistently met the acceptable performance standards, as defined in FTEP Standardized Evaluation Guidelines, shall advance to Phase V training status.
- 2.3.2. Phase V continues until completion of the probationary period, unless the Recruit's performance reflects serious deficiencies, in which case the Training Division Captain or designee shall review the Recruit's performance to determine an appropriate course of action.
- 2.3.3. During this final phase of field training, an FTO shall be assigned to closely monitor the Recruit's performance; however, Recruits are permitted to work independent of direct supervision. Using FTEP Standardized Evaluation Guidelines, the FTO shall complete a Bi-Weekly Phase V Evaluation Form electronically to document the Recruit's performance.
  - 2.3.3.1. The FTO shall discuss the evaluation with the Recruit, who shall, in turn, acknowledge the review with their signature.
- 2.3.4. An FTO may only be assigned to monitor the performance of a maximum of two Phase V Recruits at a time.
- 2.3.5. As staffing permits, the Bureau shall assign Recruits to a district in reasonable proximity to the FTOs district to facilitate the mentoring and monitoring of the Recruit(s).
- 2.3.6. An FTO who is assigned to mentor a Phase V Recruit shall not be assigned a Recruit participating in another Training Phase.

### 2.4. Recruit Training Sergeant (Precinct) Responsibilities.

- 2.4.1. Maintain a thorough understanding of the policies and procedures contained in this directive.
- 2.4.2. Facilitate the assignment of Recruits to FTOs.
  - 2.4.2.1. Recruits shall be assigned the same shift and/or days off as their FTOs.
- 2.4.3. Ensure that weekly Evaluations for Phases I-IV Recruits are completed and submitted to the FTEP Coordinator.
- 2.4.4. Ensure that Bi-Weekly evaluations for Phase V Recruit Officers are completed and submitted to the FTEP Coordinator.

- 2.4.5. Notify the Training Division in writing of any performance deficiencies with either Recruits or FTOs, and work with the Training Division to address the deficiencies.
    - 2.4.6. Notify the FTEP Sergeant in writing of any personnel changes for the position of Recruit Training Sergeant or Scheduling Sergeant at the Responsibility Unit (RU).
  3. Program Advancement.
    - 3.1. Prior to the completion of each training phase, the Recruit's assigned FTO shall complete an End of Phase Evaluation Form, including the FTO's recommendation for advancement to the next training phase, or retention in the current training phase. After the FTO discusses the evaluation with the Recruit, both members will sign the form.
      - 3.1.1. The FTO shall forward a copy of the form to the FTEP Coordinator.
    - 3.2. For Training Phases I-IV, the FTEP Sergeant and FTEP Coordinator must review and approve the evaluation prior to the Recruit's advancement to the next training phase.
      - 3.2.1. If the reviews are in conflict, the FTEP Director shall determine whether to advance the Recruit to the next phase.
    - 3.3. No recruit shall be considered for advancement to Phase IV until the Recruit has successfully completed the Bureau's Advanced Academy.
    - 3.4. Prior to advancement to Phase V, the FTEP Director, FTEP Sergeant, and FTEP Coordinator shall review the evaluation for approval.
      - 3.4.1. The FTEP Coordinator shall provide written notification of the Recruit's advancement to both the Recruit and their RU Manager.
      - 3.4.2. Recruits are prohibited from working independently prior to this notification.
    - 3.5. No Recruit shall be considered for advancement to Phase V until the Recruit has completed both the mandatory five-week observation period in Phase IV and the DPSST Field Training Manual.
  4. FTO Notification.
    - 4.1. FTOs shall be responsible for notifying the FTEP Coordinator when:
      - 4.1.1. Their Recruit has been involved in a significant incident (e.g., collision, pursuit, serious use of force, etc.).
      - 4.1.2. Their Recruit is absent for more than one week.
      - 4.1.3. Their Recruit is not meeting training timelines.
      - 4.1.4. The FTO changes precincts, shifts, or days off.
      - 4.1.5. The FTO has an approved leave (e.g., vacation, FMLA, military leave, etc.) of more than one (1) week.
      - 4.1.6. The FTO receives notification that they are the subject of an Internal Affairs Investigation.
      - 4.1.7. The FTO has been promoted or transferred from a uniform patrol assignment.
  5. Field Training Conferences.
    - 5.1. The FTEP Coordinator shall schedule Field Training Conferences upon receipt of each End of Phase Evaluation. Additional Field Training Conferences will be scheduled as needed to evaluate and discuss the Recruit's performance.

- 5.2. The FTO should be prepared to discuss their Recruit's field training performance and to provide recommendations for future training.
6. Probationary Performance Summary.
  - 6.1. The FTEP Coordinator shall draft a performance summary if the Training Division has determined that a Recruit does not meet standard performance requirements.
    - 6.1.1. The FTEP Coordinator shall submit the summary through channels to the Chief or a designee, who shall then determine a course of action.
7. FTO Evaluation Forms.
  - 7.1. Recruits shall evaluate their assigned FTO using the FTO Evaluation Form. Recruits shall complete and forward the form directly to the FTEP Coordinator within two weeks of completing their assignment with an FTO.
    - 7.1.1. Recruits shall not advance to Training Phase V until all FTO evaluation forms are completed and properly submitted.
  - 7.2. The Training Division shall maintain the FTO evaluations.
  - 7.3. To maintain and enhance the quality of the FTO program, the FTEP Sergeant or designee shall review the evaluation with the FTOs to give training feedback. Their use is not intended to be disciplinary in nature and will not have disciplinary consequences.
8. DPSST Requirement.
  - 8.1. Recruits not currently certified by DPSST will attend and graduate from the DPSST Basic Police Academy prior to their assignment to uniform patrol, unless DPSST grants a waiver of the Basic Police Academy.
  - 8.2. Recruits currently certified by DPSST, or those members granted a waiver of the DPSST Basic Police Academy, will be given an orientation to Bureau procedures as determined by the Training Division prior to their assignment to uniform patrol.
  - 8.3. Recruits must satisfy their DPSST Certification Requirements prior to the end of their probationary period.

**History:**

- Originating Directive Date: 05/01/15
- Last Revision Signed: 02/16/18
  - Effective Date: 03/18/18
- Next Review Date: 09/18/18

## **Directive 1501.00, Field Training and Evaluation Program**

### **Refer:**

- ~~Directive~~ DIR 1500.00, Training
- Training Division Standard Operating Procedures 3-3 – 3-6
- Bi-Weekly Phase V Evaluation Form (Training)
- Weekly Phase I-IV Evaluation Form (Training)
- End of Phase Evaluation Form (Training)
- ~~FTEP~~ Field Training Officer Evaluation Form (Training)
- Field Training and Evaluation Program Standardized Evaluation Guidelines (Training)

### **Definitions:**

- Bi-Weekly Observation Report: ~~The An~~ evaluation of Phase V recruits, based upon ~~the Field Training and Evaluation Program~~ Standardized Evaluation Guidelines, that is completed bi-weekly by the Field Training Officer (~~FTO with the ADORE computer program,~~) electronically or on the approved printed form ~~should the Bureau's computer network be down.~~

### Entry -

- ~~Director of FTEP: The lieutenant, or designee, assigned to the Training Division, responsible for the overall FTEP program.~~
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- ~~End of Phase Evaluation Form: The evaluation of Phase I-IV recruits.~~
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- (Training) Phase: The preliminary training stage of the Field Training and Evaluation Program, during which Recruit Officers work closely alongside their designated Field Training Officer and are assigned basic tasks, such as operating the radio and driving.
- Field Training Conference: A meeting between the Field Training and Evaluation Program Coordinator and the assigned FTO designed to review a Recruit's progress and to develop plans for correcting deficiencies.
- Field Training and Evaluation Program (FTEP): A comprehensive process designed to train police recruits in the most effective manner to become police professionals.
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- FTEP Coordinator: An officer, assigned to the Training Division, designated as the Operations Coordinator of the FTEP.
- FTEP Director: The lieutenant, or designee, assigned to the Training Division, responsible for the management of the FTEP program.
- FTEP Sergeant/Supervisor: The sergeant, assigned to the Training Division, responsible for recruit training.
- Field Training Officer (FTO): A member who has successfully completed the Bureau's FTO School and has maintained certification, including re-certification classes, as scheduled by

the Training Division. The FTO is responsible for monitoring and documenting Recruit Officer's performance and providing resources to assist in their FTEP completion.

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- FTEP Standardized Evaluation Guidelines: A Bureau form that captures the standards by which Recruit performance is evaluated. Key areas include, but are not limited to, knowledge of applicable laws, ordinances and Bureau policies; report-writing ability; safety; and field performance.
- Recruit Officer (Recruit): A sworn member of the Bureau who has not completed the probationary period.
- Recruit Training Sergeant: A sergeant from each relief at each precinct designated as the coordinator of the FTEP for that relief.
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- Training Phase I: The first training stage of FTEP, during which Recruits continue to work closely with their designated FTO. Generally during this phase, Recruits are responsible for all driving duties, geographic orientation, and radio operation, and may manage common calls for service.
- Training Phase II: The second training stage of FTEP, during which Recruits assume more responsibility and begin multi-tasking in the field (e.g., driving, geographic orientation, and managing varied calls for service).
- Training Phase III: The third training stage of FTEP, during which Recruits begin periodically working without direct guidance and exercising independent judgment and control on all daily operations of patrol. Generally, FTOs will only provide post-situational critique during this stage.
- Training Phase IV: The fourth training stage of FTEP, during which Recruits work without direct guidance of their designated FTO and establish self-initiated activity goals.
- Training Phase V: The final training stage of FTEP, during which the Recruit works independently and is assigned standard patrol duties.
- Weekly Observation Report: The An evaluation of Phase I-IV ~~recruits~~ Recruits, based upon the Standardized Evaluation Guidelines, that is completed weekly by the FTO with the ADORE computer program, electronically or on the approved printed form ~~should the Bureau's computer network be down.~~

**Policy:**

1. 1. The Field Training This directive establishes training procedures and Evaluation Program (program requirements for Bureau Recruits.
2. The Bureau is committed to appropriately training its Recruits to guarantee professional service delivery, while also engaging and serving the needs of the community. The FTEP) is

designed to provide new officers with the skills and experience necessary to meet the performance standards established by the Bureau for sworn members. The Training Division will provide instruction that equips this set of members with the tools necessary to carry out their functions safely, adequately, and professionally.

- ~~2. Generally, newly appointed sworn members, not currently certified by the Department of Public Safety Standards and Training (DPSST), will attend and graduate from the DPSST Basic Police Academy, prior to their assignment to uniform patrol, unless DPSST grants a waiver of the Basic Police Academy. The Chief of Police reserves the right to make exceptions for Police Bureau purposes on a case-by-case basis.~~
- ~~3. Newly appointed sworn members currently certified by DPSST, or those members granted a waiver of the DPSST Basic Police Academy, will be given an orientation to Bureau procedures as determined by the Training Division, prior to their assignment to uniform patrol.~~
- ~~4. All newly appointed sworn members must satisfy their DPSST Certification Requirements prior to the end of their probationary period.~~

#### ~~5. Field~~

#### Procedure:

##### 1. Field Training.

1.1. All field training shall be consistent with PPB's annual training plan.

##### 1.2. Recruit Officers.

1.2.1. Recruits shall complete field training assignments of recruits will be rotated on a rotating basis between at least two (2) precincts.

- ~~6. Recruits will not be used for plainclothes, undercover assignments. Recruits may work with their Field Training Officer (FTO), in uniform capacity as arrest or cover units for special missions.~~

~~7. Training will maintain a~~

##### 1.3. Field Training Officers.

1.3.1. All FTO candidates shall have a demonstrable record of professional conduct and suitable work performance.

1.3.1.1. Members who have been subject to disciplinary action based upon the use of force or mistreatment of individuals with mental illness within the three preceding years, or twice in the preceding five years, shall be prohibited from serving as FTOs.

1.3.2. PPB shall select FTOs based on key factors that are set forth in the Training Division Standard Operating Procedure (SOP) 3-4. These factors include, but are not limited to the following:

1.3.2.1. Tenure as a permanently appointed sworn member;

1.3.2.2. Discipline history;

1.3.2.3. Performance history;

1.3.2.4. Demonstrated maturity; and

1.3.2.5. Demonstrated knowledge of Bureau policies and procedures.

1.3.3. The FTEP Director or designee shall provide a current list of FTOs to the IA Captain or designee. As FTOs are added, decertified, or they retire or are otherwise removed, the FTEP Director shall ensure that PSD/IA has an updated list.

1.3.3.1. If a case involving an FTO is opened, the IA Captain or designee shall provide notification to the FTEP Director within one business day when there are allegations that, if true, would impact the FTO's ability to effectively train a recruit officer.

1.3.3.1.1. If the allegations are sustained and necessitate the removal of the FTO from the program, the IA Captain or designee must notify the FTEP Director within one business day of case closure.

#### 1.4. Training Division.

- 1.4.1. The Training Division shall maintain a standard operating procedure (SOP) outlining the standards and criteria for FTO selection, training, certification, and de-certification.
- 1.4.2. ~~7.1. Training will be responsible for notifying Responsibility Unit~~The Training Division Captain or designee shall notify RU Managers of pending FTO Schools and the selection criteria.
- 1.4.3. ~~7.2. Upon successful completion of FTO School, the~~The Training Manager is ~~shall be~~ responsible for the certification and re-certification of FTOs who have successfully completed FTO School.
- 1.4.4. ~~7.3. A Responsibility Unit Manager~~RU Managers may request the suspension or de-certification of an FTO through the Training Manager. The Training Manager has the sole discretion ~~of to de-certifying~~certify or ~~suspendingsuspend~~ an FTO.-

~~7.4. Specific procedures will be included in the Training Standard Operating Procedure.~~

#### **Procedure:**

- ~~1.1. Recruit Training Sergeant Responsibilities:~~
- ~~1.2. Maintain a thorough understanding of the policies and procedures contained in this Directive.~~
- ~~1.3. Facilitate the assignment of recruit officers to FTOs. Phase V recruit officers shall be assigned the same days off as the mentor FTOs.~~
- ~~1.4. Ensure that weekly Evaluations for Phases I-IV recruits are completed and submitted to Training.~~
- ~~1.5. Ensure that Bi-Weekly evaluations for Phase V recruit officers are completed and submitted to Training following eight (8) shifts, or when the recruit transfers to another FTO or precinct.~~
- ~~1.6. Notify Training Division in writing of any performance deficiencies with recruit officers, and work with the Training Division to address.~~
- ~~1.7. Notify Training Division in writing of any performance deficiencies with an FTO, and work with the Training Division to address.~~
- ~~1.8. Notify Training Division in writing of recruit officer absences of three (3) or more weeks, in accordance with Directive 210.21, Leaves of Service.~~
- ~~1.9. Notify FTEP Sergeant in writing of any changes in the Recruit Training Sergeant or Scheduling Sergeant at the Responsibility Unit.~~

#### ~~2. Training Phases:~~

1.4.5. Phase Timelines: FTO qualifications.

1.4.5.1. All FTOs shall receive 40 hours of initial training and annual in-service training to maintain certification. The training captures the following key areas, which include, but are not limited to:

1.4.5.1.1. Management;

1.4.5.1.2. Intervention and counseling;

1.4.5.1.3. Scenarios;

1.4.5.1.4. Civil liability; and

1.4.5.1.5. Performance evaluation.

1.4.5.2. FTOs and Recruit Training Sergeants shall be required to maintain, and demonstrate on a regular basis, their proficiency in managing recruits and subordinates, practicing and teaching community-oriented policing, and solving problems effectively. PPB shall maintain current documentation of FTOs' evaluations and training.

## 2. Training Phases.

### 2.1. Projected Completion Timelines.

2.1.1. Entry Phase: Four weeks.

2.1.2. Phase I: Five weeks.

2.1.3. Phase II: Five weeks.

2.1.4. Phase III: Five weeks.

2.1.5. Phase IV: Five weeks at a minimum.

2.1.6. Phase V: The Recruit Officer shall remain in Training Phase V until the completion of the probationary period.

2.1.7. The timelines listed for each phase, with the exception of Phase IV, are recommended schedules. The Bureau retains the right to modify those timelines and to terminate a recruit at any phase of the training process. Program advancement shall not automatically confer advancement to a permanent position until the recruit has successfully completed the probationary period.

~~2.1.1. Entry Phase: The projected goal for completion is four (4) weeks.~~

~~2.1.2. Phase I: The projected goal for completion is five (5) weeks.~~

~~2.1.3. Phase II: The projected goal for completion is five (5) weeks.~~

~~2.1.4. Phase III: The projected goal for completion is five (5) weeks.~~

~~2.1.5. Phase IV: This phase will be at least five (5) weeks in length, without exception. The first three (3) weeks will focus on a review of previous training and any additional knowledge and skills that have been identified. During the last two (2) weeks, the FTO will not be in uniform and is not allowed to help the recruit officer except in emergency situations.~~

~~2.1.6. Phase V: The recruit officer remains in phase V until the end of probation.~~

### 2.2. Entry Phase through Phase IV:

2.2.1. Recruits will normally shall generally begin the Entry Phase upon completion of the Basic Police Academy.

2.2.2. Recruits will shall then incrementally advance to Phase V (solo working independently) through a comprehensive, and progressive process involving field training, observation, critique, evaluation, and review. In all training phases (except Phase V) the recruit The Recruit shall be given additional responsibilities

as their skills develop. The Recruit shall be assigned to ~~workride~~ with a certified FTO ~~in all training phases except Phase V.~~

~~2.2.1.2.2.3.~~ FTOs shall not be assigned the same ~~recruit~~ Recruit for more than two (2) consecutive training phases.

~~2.2.4.~~ Each day's FTOs shall work with their Recruits to complete the Department of Public Safety Standards and Training Field (DPSST) Training Manual.

~~2.2.2.2.2.5.~~ FTOs will critique the Recruit's daily activities ~~will be critiqued with the recruit. The recruit's.~~ The Recruit's regularly assigned FTO will use ~~the~~ FTEP Standardized Evaluation Guidelines to complete a Weekly Evaluation prior to the week's end to reflect performance for ~~that~~ each day. The FTO will discuss the evaluation ~~will be discussed~~ with the ~~recruit~~ Recruit and ~~both the FTO and the Recruit will be signed by both members~~ sign the evaluation.

~~2.2.6.~~ If, ~~because of due to~~ technical reasons, a Weekly Evaluation cannot be completed ~~with~~ issues, the ADORE program, the FTO is unable to complete a Weekly Evaluation electronically, they shall send an original, typed or handwritten Weekly Evaluation ~~will be sent document~~ directly to Training. A

~~2.2.3.0.2.2.6.1.~~ The FTO shall forward a copy of all Weekly Evaluations ~~will be forwarded through the precinct chain of command for the benefit of all appropriate supervisor~~ to the FTEP Coordinator.

~~2.2.7.~~ In the unusual circumstance ~~wherein which~~ a ~~recruit~~ Recruit is assigned to work with a member who is not a certified FTO (e.g., if the assigned FTO is on leave), ~~the sergeant shall ensure the Recruit is placed with a suitable non-FTO member.~~

~~2.2.8.~~ A non-FTO member shall not be assigned a Recruit if the non-FTO member has been subject to disciplinary action as described in Section 1.3.1.1.

~~2.2.9.~~ The non-FTO member shall not be required to complete a Weekly Evaluation. ~~Instead, that member will not complete a Weekly Evaluation. That member will~~ shall write an inter-office ~~mem~~ memorandum to the FTEP Coordinator ~~outlining, detailing~~ their activities and the ~~recruit's~~ Recruit's performance during the period the ~~recruit~~ Recruit was assigned ~~not to exceed.~~ These memoranda shall ~~not cover periods longer than~~ one week. ~~The~~

~~2.2.9.1.1.~~ The assigned non-FTO member shall review the content ~~will be reviewed of their memorandum~~ with the ~~recruit~~ Recruit, who ~~will~~ shall, ~~in turn,~~ acknowledge the review with ~~his/hers~~ their signature. ~~The original memo will be sent~~

~~2.2.4.0.2.2.9.2.~~ The assigned non-FTO member shall then send the memorandum directly to ~~the~~ Training, Captain or designee and forward a copy ~~forwarded through the precinct chain of command for the benefit of all appropriate supervisor~~ to the FTEP Coordinator and the assigned FTO.

### 2.3. Phase V:

~~2.3.1.~~ Recruits who have successfully completed all previous training phases, and ~~have~~ consistently met the acceptable performance standards, as defined in ~~the~~ FTEP Standardized Evaluation Guidelines, ~~will be advanced~~ shall advance to Phase V training status. ~~Phase V training is independent of direct FTO supervision, and the recruit will be authorized to work solo.~~

~~2.3.1.2.3.2.~~ Phase V continues until completion of the probationary period, unless the ~~recruit's~~ Recruit's performance reflects serious deficiencies, in which case the

~~recruit's~~ Training Division Captain or designee shall review the Recruit's performance ~~will be reviewed by Training~~ to determine an appropriate course of action.

2.3.3. During this final phase of field training, an FTO ~~will~~shall be assigned to closely monitor the ~~recruit's performance.~~Recruit's performance; however, Recruits are permitted to work independent of direct supervision. Using ~~the~~FTEP Standardized Evaluation Guidelines, the FTO shall complete a Bi-Weekly Phase V Evaluation Form, ~~within the ADORE program electronically~~ to document the ~~recruit's~~Recruit's performance.

~~2.3.2.0.2.3.3.1.~~ 2.3.3.1. The FTO ~~will~~shall discuss the evaluation with the ~~recruit and the FTO and recruit sign the evaluation. A copy will be forwarded through the precinct chain of command for the benefit of all appropriate supervisors.~~Recruit, who shall, in turn, acknowledge the review with their signature.

2.3.4. An FTO may only be assigned to monitor the performance of a maximum of two ~~(2)~~ Phase V ~~recruits~~Recruits at ~~any given~~ time ~~whose performance is his/her responsibility to monitor. It is recommended that the FTO be assigned.~~

2.3.5. As staffing permits, the Bureau shall assign Recruits to a district ~~adjacent in~~ reasonable proximity to the ~~recruit(s)~~FTOs district to ~~allow~~facilitate the mentoring and monitoring of the ~~recruit~~Recruit(s).

~~2.3.3.2.3.6.~~ 2.3.6. An FTO who is assigned to mentor a Phase V ~~recruit will not be assigned an Entry through Phase IV recruit as well. The FTO will not be given supervisory responsibilities for the recruit, since that is the role of the recruit's detail sergeant. Rather, the FTO will be in a continuing role to monitor the recruit's progress and to aid in the transition to independent patrol work.~~Recruit shall not be assigned a Recruit participating in another Training Phase.

## 2.4. Recruit Training Sergeant (Precinct) Responsibilities.

2.4.1. Maintain a thorough understanding of the policies and procedures contained in this directive.

2.4.2. Facilitate the assignment of Recruits to FTOs.

2.4.2.1. Recruits shall be assigned the same shift and/or days off as their FTOs.

2.4.3. Ensure that weekly Evaluations for Phases I-IV Recruits are completed and submitted to the FTEP Coordinator.

2.4.4. Ensure that Bi-Weekly evaluations for Phase V Recruit Officers are completed and submitted to the FTEP Coordinator.

2.4.5. Notify the Training Division in writing of any performance deficiencies with either Recruits or FTOs, and work with the Training Division to address the deficiencies.

2.4.6. Notify the FTEP Sergeant in writing of any personnel changes for the position of Recruit Training Sergeant or Scheduling Sergeant at the Responsibility Unit (RU).

## 3. Program Advancement:

3.1. ~~At the beginning of the last scheduled week~~Prior to the completion of each training phase, the ~~recruit's~~Recruit's assigned FTO shall complete an End of Phase Evaluation Form ~~within the ADORE program. This will include, including~~ the FTO's recommendation for advancement to the next training phase, or retention in the current training phase. After the FTO discusses the evaluation with the ~~recruit~~Recruit, both

members will sign the form. ~~A copy will be forwarded through the precinct chain of command for the benefit of all appropriate supervisors.~~

~~3.2.0.3.1.1. For advancement to Training Phases I, II, III and IV, the End of Phase Evaluation will be approved by the FTEP Sergeant and The FTO shall forward a copy of the form to the FTEP Coordinator.~~

~~3.3. For advancement to Phase V, the Director of FTEP, the Training Phases I-IV, the FTEP Sergeant, and the FTEP Coordinator will must review and approve the evaluation prior to the Recruit's advancement to the End of Phase Evaluation for approval. Written notification of the recruit's advancement will be sent to the recruit's Responsibility Unit Manager, with a copy sent to the recruit. No recruit will be allowed to work solo before this notification.~~

~~3.4.3.2. The timelines listed for each phase, with the exception of Phase IV, are guidelines only. The Bureau retains the right to extend those timelines and to terminate a recruit at any phase of the next training process. Advancement from one phase to another is not a guarantee of advancement to a permanent position until the recruit has successfully completed the probationary period phase.~~

~~3.2.1. If the reviews are in conflict, the FTEP Director shall determine whether to advance the Recruit to the next phase.~~

~~3.5.3.3. No recruit shall be considered for advancement to Phase IV until the recruit Recruit has successfully completed the Bureau's Advanced Academy.~~

~~3.4. Prior to advancement to Phase V, the FTEP Director, FTEP Sergeant, and FTEP Coordinator shall review the evaluation for approval.~~

~~3.4.1. The FTEP Coordinator shall provide written notification of the Recruit's advancement to both the Recruit and their RU Manager.~~

~~3.4.2. Recruits are prohibited from working independently prior to this notification.~~

~~3.6.3.5. No recruit Recruit shall be considered for advancement to Phase V until the recruit Recruit has completed both the mandatory five (5) week observation period in Phase IV and the Bureau/ Department of Public Safety Standards and Training (DPSSST) Field Training Manual.~~

#### 4. FTO Responsibilities: Notification.

4.1. FTOs shall be responsible for notifying ~~an~~the FTEP Coordinator ~~in the following circumstances when:~~

4.1.1. ~~When their recruit~~ Their Recruit has been involved in a significant incident (i.e., g., collision, pursuit, serious use of force, etc.).

4.1.2. ~~When their recruit~~ Their Recruit is absent for more than one (1) week.

4.1.3. ~~When their recruit~~ Their Recruit is not meeting training timelines.

4.1.4. ~~When the~~ The FTO changes ~~precinct, shift~~precincts, shifts, or days off.

4.1.5. ~~When the~~ The FTO has an approved leave (e.g., vacation, FMLA, military leave, etc.) of more than one (1) week.

4.1.6. ~~When the~~ The FTO receives notification ~~that~~ they are the subject of an Internal Affairs Investigation.

4.1.7. ~~When the~~The FTO has been promoted or transferred from a uniform patrol assignment.

5. Field Training Conferences:

5.1. ~~The FTEP Coordinator shall schedule~~ Field Training Conferences, ~~designed to discuss a recruit's progress and to develop plans for correcting deficiencies, will be scheduled by the FTEP Coordinator~~ upon receipt of each End of Phase Evaluation. Additional Field Training Conferences will be scheduled as needed to evaluate and discuss the ~~recruit's~~ performance. ~~The regularly assigned FTO will also attend these conferences. The FTO will be prepared to discuss their recruit's strengths, weaknesses, remedial training efforts, and suggestions for the future training of the recruit.~~Recruit's performance.

5.2. The FTO should be prepared to discuss their Recruit's field training performance and to provide recommendations for future training.

6. Probationary Performance Summary:

6.1. ~~The Training Division~~FTEP Coordinator shall ~~maintain~~draft a ~~Standard Operating Procedure outlining the circumstances where a written~~ performance summary if the Training Division has determined that a Recruit does not meet standard performance requirements.

~~6.1.0-6.1.1.~~ 6.1.1. The FTEP Coordinator shall submit the summary through channels to the Chief or a designee, who shall then determine a course of a recruit officer's observation reports will be completed.action.

7. FTO Evaluation Forms:

7.1. Recruits shall evaluate their assigned FTO using the FTO Evaluation Form. Recruits shall complete an FTO Evaluation Form for each FTO to whom they are permanently assigned. This and forward the form will be completed and forwarded directly to the Field Training ~~FTEP~~ Coordinator within two (2) weeks after of completing their assignment with an FTO. These evaluations will be maintained in Training and will be reviewed with FTOs to give training feedback, as well as to maintain and enhance the quality of the FTO program. Their intended use is not disciplinary in nature. A recruit will

7.1.1. Recruits shall not be advanced~~advance~~ to Training Phase V until all FTO evaluation forms are completed and properly submitted.

7.2. The Training ~~with~~ Division shall maintain an SOP describing the FTO evaluations.

7.3. To maintain and enhance the quality of the FTO program, the FTEP Sergeant or designee shall review the evaluation with the FTOs to give training feedback. Their use is not intended to be disciplinary in nature and will not have disciplinary consequences.

8. DPSST Requirement.

8.1. Recruits not currently certified by DPSST will attend and graduate from the DPSST Basic Police Academy prior to their assignment to uniform patrol, unless DPSST grants a waiver of the Basic Police Academy.

7.1.8.2. Recruits currently certified by DPSST, or those members granted a waiver of the DPSST Basic Police Academy, will be given an orientation to Bureau procedures to be followed as determined by the Training Division prior to their assignment to uniform patrol.

8.3. Recruits must satisfy their DPSST Certification Requirements prior to the end of their probationary period.

Directive 1501.00 – Website comments between 6/8/17-7/7/17 and 9/1/17-9/21/17

Date	Individual	Comment
2nd Universal Review		
9/14/17		<p>DIRECTIVE 1501.00 FIELD TRAINING PROGRAM (previous comments in June 2017)</p> <p>We are glad to see the addition of prohibiting officers with findings of excessive force or mistreatment of individuals with mental illness barred from being Field Training Officers for three years or if they have two such findings in five years (Section 1.2.1.1). This is consistent with guidelines for all training officers under the DOJ Agreement, but is probably still too lax. Officers who have other kinds of sustained findings-- especially around Bias-Based Policing, Rudeness or other inappropriate contact with the public should also be barred from mentoring new officers.</p> <p>In our June comments we noted that there are supposed to be bi-weekly reports. The definition of bi-weekly reports now says "bi-weekly," but references to weekly reports remain (for example in Sections 2.2.4 and 2.2.5).</p> <p>We also suggested that in addition to reviewing the evaluations done by Field Training Officers, the supervisors (the Director, Sergeant and Coordinator) should need to spend some time directly observing the recruits. That way they can see whether the recruit's performance, comprehension of policies, interactions with the public, or other behaviors have been appropriately (or inappropriately) transmitted by the Field Training Officer. We wrote, "if the FTO is teaching the trainee to 'cut corners,' that will not show up in the evaluation before the Trainee becomes a full-fledged officer. We encourage multiple first-hand evaluations to ensure consistency."</p>
1st Universal Review		
7/7/17		<p>Review of 1501.00 Field Training Program</p> <p>What follows is our proposed language for this directive. Our comments are offset by the word</p>

“Comment” and are not proposed language for this directive. Please contact Erica Rothman at ericarothman@gmail.com if anything is unclear in these suggestions.

Policy:

1. The Field Training and Evaluation Program (FTEP) is designed to provide new officers the skills and experience necessary to meet the performance standards established by the Bureau for sworn members.
2. Newly appointed sworn members, not currently certified by the Department of Public Safety Standards and Training (DPSST), must will attend and graduate from the DPSST Basic Police Academy, prior to their assignment to uniform patrol, unless DPSST grants a waiver of the Basic Police Academy.
  - Comment: DPSST implements statewide minimum standards for employment as a law enforcement officer. With respect to the office of Chief of Police, state law does not allow local agencies to make exceptions to the DPSST certification requirements. See ORS 181A.355 to 181A.420 and implementing regulations at OAR 259-008-000 to 259-008-0250. DPSST regulations require that only DPSST has the power to waive DPSST requirements. See OAR 259-008-0025(3)(a)-(d). Additionally, DPSST requires that “No person may be employed as a police officer...for more than 18 months unless that officer...has been certified under the provisions of ORS 181A.355 to 181A.420 and the certification has neither lapsed nor been revoked”. OAR 259-008-0040(2). DPSST regulations allow for civil penalties for noncompliant agencies. See OAR 259-008-0250.

Notwithstanding that there is no support for an exception under state law, as a practical matter, and in furtherance of the stated mission, values, and goals of the Bureau, consistency and adherence to minimum standards should not be placed in the hands of any single individual.

- Suggested Revision: Revise Section 2 (as detailed above) so that, without exception, all newly appointed sworn members must graduate from the DPSST academy, unless a waiver is granted, prior to their assignment in uniform patrol. Although state law allows up to 18 months to complete this training without penalty, graduation from training prior to assignment to uniform patrol is more consistent with the stated organizational values of the Bureau.
3. Newly appointed sworn members currently certified by DPSST, or those members granted a waiver of the DPSST Basic Police Academy, will be given an orientation to Bureau procedures as determined by the Training Division, prior to their assignment to uniform patrol.
4. [Delete entire sentence.]
  - Comment: This section directly conflicts with the requirement in Section 2. The probationary period includes the period from swearing in through completion of FTEP but Section 2 requires that DPSST Certification is completed prior to assignment to uniform patrol.

However as a recruit training with an FTO, that assignment is by definition a “uniform patrol” assignment. Therefore, consistent with these directives and in order to maintain minimum competency standards for uniformed officers, DPSST Certification should be a minimum requirement prior to a uniform patrol assignment. This Section should be deleted and Section 2 should govern.

5. Field training assignments of recruits shall be rotated between all three precincts.

- Comment: According to the Initial Officer Training page made available to the public (available at <https://www.portlandoregon.gov/police/article/503212>, accessed 6/27/17), the Bureau assures the public that “During FTEP, recruits work all three precincts, traffic rotate shifts, and have a minimum of four coaches.” These training rules should be consistent with that statement and for practical and public policy purposes, all recruits should be required to engage in all three precincts prior to the end of their probationary period.

6. Recruits will not be used for plainclothes, undercover assignments. Recruits may work with their Field Training Officer (FTO), in uniform capacity only, as arrest or cover units for special missions.

- Comment: “special missions” is not defined. In order to clarify the scope of the FTO’s authority to assign a recruit to an arrest or cover unit in limited circumstances. Recommend adding “only” after the word “capacity” in order to clarify that an arrest or cover unit assignment must be conducted in uniform.

7. Training will maintain a Standard Operating Procedure outlining the standards and criteria for FTO selection, training, certification, and de-certification.

7.1. Training will be responsible for notifying Responsibility Unit Managers of pending FTO Schools and the selection criteria.

7.2. Upon successful completion of FTO School, the Training Manager is responsible for the certification and re-certification of FTOs.

7.3. A Responsibility Unit Manager may request the suspension or de-certification of an FTO through the Training Manager. The Training Manager has the sole discretion of de-certifying or suspending an FTO.

7.4. Specific procedures will be included in the Training Standard Operating Procedure.

Procedure:

1. Recruit Training Sergeant Responsibilities:

1.1. Maintain a thorough understanding of the policies and procedures contained in this Directive.

1.2. Facilitate the assignment of recruit officers to FTOs. Phase V recruit officers shall be assigned the same days off as the mentor FTOs.

- 1.3. Ensure that weekly Evaluations for Phases I-IV recruits are completed and submitted to Training.
- 1.4. Ensure that Bi-Weekly evaluations for Phase V recruit officers are completed and submitted to Training following eight (8) shifts, or when the recruit transfers to another FTO or precinct.
- 1.5. Notify Training Division in writing of any performance deficiencies with recruit officers, and work with the Training Division to address.
- 1.6. Notify Training Division in writing of any performance deficiencies with an FTO, and work with the Training Division to address.
- 1.7. Notify Training Division in writing of recruit officer absences of three (3) or more weeks, in accordance with Directive 210.21, Leaves of Service.
- 1.8. Notify FTEP Sergeant in writing of any changes in the Recruit Training Sergeant or Scheduling Sergeant at the Responsibility Unit.
2. Training Phases:
  - 2.1. Phase Timelines:
    - 2.1.1. Entry Phase: The projected goal for completion is four (4) weeks.
    - 2.1.2. Phase I: The projected goal for completion is five (5) weeks.
    - 2.1.3. Phase II: The projected goal for completion is five (5) weeks.
    - 2.1.4. Phase III: The projected goal for completion is five (5) weeks.
    - 2.1.5. Phase IV: This phase will be at least five (5) weeks in length, without exception. The first three (3) weeks will focus on a review of previous training and any additional knowledge and skills that have been identified. During the last two (2) weeks, the FTO will not be in uniform and is not allowed to help the recruit officer except in emergency situations.
    - 2.1.6. Phase V: The recruit officer remains in phase V until the end of probation.
  - 2.2. Entry Phase through Phase IV:
    - 2.2.1. Recruits will only begin the Entry Phase upon completion of the Basic Police Academy, or waiver thereof by DPSST. Recruits will then incrementally advance to Phase V (solo) through a comprehensive, progressive process involving field training, observation, critique, evaluation, and review. In all training phases (except Phase V) the recruit shall be assigned to work with a certified FTO. FTOs shall not be assigned the same recruit for more than two (2) consecutive training phases.
      - Comment: The above change should be made, consistent with the reasoning in the comment on Section 2 of this directive.
    - 2.2.2. Each day's activities will be critiqued with the recruit. The recruit's regularly assigned FTO will use the Standardized Evaluation Guidelines to complete a Weekly Evaluation prior to the week's end to reflect performance for that day. The evaluation will be discussed with the

recruit and will be signed by both members.

2.2.3. If, because of technical reasons, a Weekly Evaluation cannot be completed within the ADORE program, the original, typed or handwritten Weekly Evaluation will be sent directly to Training. A copy of all Weekly Evaluations will be forwarded through the precinct chain of command for the benefit of all appropriate supervisors.

2.2.4. [Delete entire subsection.]

- Comment: It is inconsistent with these directives to allow a recruit to be assigned to a member who has not met the Standard Operating Procedures for certification of an FTO prescribed by the Training Division. Moreover, although the second sentence states that the assignment to a member who is not a certified FTO will not “exceed one week,” the number of one-week periods is not limited, nor is it defined in these directives how many Weekly Evaluations a recruit must receive in order to complete the probationary period. However unusual the circumstances, there must be clear guidelines to avoid the possibility that a recruit could be allowed several weeks without guidance from a certified FTO.
- If it is necessary to keep this section in the directives to allow for the circumstance that an FTO is not available during a training week, this section should include an express limit on the number of weeks a recruit can be assigned to a non-FTO.

2.3. Phase V:

2.3.1. Recruits who have successfully completed all previous training phases, and have consistently met the acceptable performance standards as defined in the Standardized Evaluation Guidelines, will be advanced to Phase V training status. Phase V training is independent of direct FTO supervision, and the recruit will be authorized to work solo. Phase V continues until completion of the probationary period unless the recruit’s performance reflects serious deficiencies, in which case the recruit’s performance will be reviewed by Training to determine an appropriate course of action.

2.3.2. During this final phase of field training an FTO will be assigned to closely monitor the recruit’s performance. Using the Standardized Evaluation Guidelines, the FTO shall complete a Bi-Weekly Phase V Evaluation Form, within the ADORE program to document the recruit’s performance. The FTO will discuss the evaluation with the recruit and the FTO and recruit sign the evaluation. A copy will be forwarded through the precinct chain of command for the benefit of all appropriate supervisors.

2.3.3. An FTO may be assigned a maximum of two (2) Phase V recruits at any given time whose performance is his/her responsibility to monitor. It is recommended that the FTO be assigned a district adjacent to the recruit(s) to allow mentoring and monitoring of the recruit(s). An FTO assigned to mentor a Phase V recruit will not be assigned an Entry through Phase IV recruit as

well. The FTO will not be given supervisory responsibilities for the recruit, since that is the role of the recruit's detail sergeant. Rather, the FTO will be in a continuing role to monitor the recruit's progress and to aid in the transition to independent patrol work.

3. Advancement:

3.1. At the beginning of the last scheduled week of each training phase the recruit's assigned FTO shall complete an End of Phase Evaluation Form within the ADORE program. This will include the FTO's recommendation for advancement to the next training phase, or retention in the current training phase. After the FTO discusses the evaluation with the recruit, both members will sign the form. A copy will be forwarded through the precinct chain of command for the benefit of all appropriate supervisors.

3.2. For advancement to Training Phases I, II, III and IV, the End of Phase Evaluation will be approved by the FTEP Sergeant and the FTEP Coordinator.

3.3. For advancement to Phase V, the Director of FTEP, the FTEP Sergeant, and the FTEP Coordinator will review the End of Phase Evaluation for approval. Written notification of the recruit's advancement will be sent to the recruit's Responsibility Unit Manager, with a copy sent to the recruit. No recruit will be allowed to work solo before this notification.

3.4. The timelines listed for each phase, with the exception of Phase IV, are guidelines only. The Bureau retains the right to extend those timelines and to terminate a recruit at any phase of the training process. Advancement from one phase to another is not a guarantee of advancement to a permanent position until the recruit has successfully completed the probationary period.

3.5. No recruit shall be considered for advancement to Phase IV until the recruit has successfully completed the Bureau's Advanced Academy.

3.6. No recruit shall be considered for advancement to Phase V until the recruit has completed the mandatory five (5) week observation period in Phase IV and the Bureau/ Department of Public Safety Standards and Training (DPSST) Field Training Manual.

4. FTO Responsibilities:

4.1. FTOs shall be responsible for notifying an FTEP Coordinator in the following circumstances:

4.1.1. When their recruit has been involved in a significant incident (i.e. collision, pursuit, serious use of force, etc.).

4.1.2. When their recruit is absent for more than one (1) week.

4.1.3. When their recruit is not meeting training timelines.

4.1.4. When the FTO changes precinct, shift, or days off.

4.1.5. When the FTO has an approved leave (e.g. vacation, FMLA, military leave, etc.) of more than one (1) week.

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	<p>4.1.6. When the FTO receives notification they are the subject of an Internal Affairs Investigation.</p> <p>4.1.7. When the FTO has been promoted or transferred from a uniform patrol assignment.</p> <ul style="list-style-type: none"> <li>• Comment: Just as important as a “significant incident” is the conduct of a recruit becoming of an officer of Bureau. To that end, at a minimum, an FTO should be responsible for notifying the FTEP Coordinator of any conduct of the recruit in violation of Chapter 0300 (Conduct/Discipline), in particular Directives 0344.05 (Bias-Based Policing/Profiling Prohibited) and Directive 0344.00 (Compliance with Human Resources Administrative Rules).</li> </ul> <p>5. Field Training Conferences:</p> <p>5.1. Field Training Conferences, designed to discuss a recruit’s progress and to develop plans for correcting deficiencies, will be scheduled by the FTEP Coordinator upon receipt of each End of Phase Evaluation. Additional Field Training Conferences will be scheduled as needed to evaluate and discuss the recruit’s performance. The regularly assigned FTO will also attend these conferences. The FTO will be prepared to discuss their recruit’s strengths, weaknesses, remedial training efforts, and suggestions for the future training of the recruit.</p> <p>6. Probationary Performance Summary:</p> <p>6.1. The Training Division shall maintain a Standard Operating Procedure outlining the circumstances where a written performance summary of a recruit officer’s observation reports will be completed.</p> <p>7. FTO Evaluation Forms:</p> <p>7.1. Recruits shall complete an FTO Evaluation Form for each FTO to whom they are permanently assigned. This form will be completed and forwarded directly to the Field Training Coordinator within two (2) weeks after completing their assignment with an FTO. These evaluations will be maintained in Training and will be reviewed with FTOs to give training feedback, as well as to maintain and enhance the quality of the FTO program. Their intended use is not disciplinary in nature. A recruit will not be advanced to Phase V until all FTO evaluation forms are completed and submitted. Training will maintain an SOP describing FTO evaluation procedures to be followed</p>
7/1/17	<p><b>DIRECTIVE 1501.00 FIELD TRAINING PROGRAM</b></p> <p>We did not comment on this Directive in its previous iteration in May 2015.</p> <p>We observe in the current version:</p>

Directive 1501.00 – Website comments between 6/8/17-7/7/17 and 9/1/17-9/21/17

	<p>--Previously required daily observation reports of new recruits have been replaced with bi-weekly reports. The definition of Bi-weekly Observation Report then goes on to say this must be done weekly, which is confusing. Later references in Section 2.2 indicate it is supposed to be weekly.</p> <p>--While it is understandable to want to de-centralize the Bureau's training, the recruits are being evaluated by the Field Training Officer, and then those evaluations are reviewed by Field Training supervisors: the Director, Sergeant and Coordinator. However, it does not seem that any of these supervisors ever act to directly evaluate the recruit's performance, comprehension of policies, interactions with the public, or other tell-tale behaviors. Thus if a Field Training Officer is teaching the trainee to "cut corners," that will not show up in the evaluation before the Trainee becomes a full-fledged officer. We encourage multiple first-hand evaluations to ensure consistency.</p>
7/1/17	<p>First of all, this “feedback form” is not user friendly at all. As a member of the public, I do not speak the same language as employees of the police force. I was looking forward to giving my feedback to the Portland police and find it incredibly difficult to navigate through the legal rhetoric. A simple form stating: what are we doing well, what needs improvement, etc... would have been much easier for a member of the public to use.</p> <p>Regarding training of new officers, what types of training is conducted in order to reduce implicit bias towards people of color? ! I do not see that mentioned in your handbook. That is the number one issue plaguing all policing these days. Portland police are extremely guilty of participating, sometimes willingly e.g. Pro-Trump Rallies/allies, white power members) and sometimes subconsciously (e.g. numerous examples of differential treatment of black people and white people, perfect example Portland Police kept a white supremacist murderer alive and shot and killed Terrell Johnson, who was not attacking people, was really only a danger to himself).</p>