

Glendale Heights Police Department

GENERAL ORDER # 1630	SUBJECT: Police Recruit Training
ACTIVE DATE: 05-11-2020	RESCINDS: GO #1630, issued 07-26-2018
AUTHORITY: Douglas R. Flint, Chief of Police	
RELATED DOCUMENTS: Recruit Training Manual; Illinois Compiled Statutes	

.01 Purpose

This order establishes basic police training requirements and responsibilities. It identifies where newly appointed police officers will receive basic academy training, and the Department's relationship with the training academy. It also defines the Department's Field Training Program for sworn officers.

.02 CALEA Standards

33.2.3, 33.2.4, 33.4.1, 33.4.2, 33.4.3

.03 Policy

The Glendale Heights Police Department shall establish a solid, training-based foundation for newly appointed police officers, based on a basic training program established by the Illinois Law Enforcement Training and Standards Board. The Department requires all sworn officers to complete a Basic Law Enforcement Academy training program and be certified by the ILETSB. Until a probationary officer completes ILETSB certification, the Department shall restrict the police powers and carriage of weapons by probationary officers.

Upon completion of the basic training, new officers will return to the Department to continue on-the-job training through the Field Training Program, where they shall receive training on Department directives, in addition to other orientation and further police training.

.04 Definitions

Illinois Law Enforcement Training and Standards Board (ILETSB) Certification—Certification by the ILETSB means that a person has met the minimum Illinois state-mandated selection and training requirements, and is eligible to continue employment as a police officer.

Probationary Officer—A person who has been sworn in as a police officer and has not completed a prescribed probationary period.

ORDER

.10 Statutory Training Requirements

A. The Glendale Heights Police Department, in accordance with the Illinois Police Training Act (50 ILCS 705/8.1), shall ensure that no person shall receive a permanent appointment as a law enforcement officer unless that person has been awarded, within six months of his/her initial full-time employment, a certificate attesting to successful completion of the Illinois Standards Basic Law Enforcement Training Course, as prescribed by the Illinois Law Enforcement Training and Standards Board (ILETSB) and provided by an approved outside training academy. Included in this category are probationary officers with previous police experience, but who have not attended a Minimum Standards Basic Law Enforcement Officers Course in the State of Illinois.

B. Probationary officers who have successfully completed the Minimum Standards Basic Law Enforcement Course at an approved police academy in the State of Illinois, but have a gap in their police employment of more than three years just prior to beginning with the Glendale Heights Police

Department, shall be required to attend and successfully complete the Minimum Standards Basic Law Enforcement Officers Course at an approved police training facility .

.15 Training Academy Program Criteria

Any training academy program utilized by the Glendale Heights Police Department shall minimally include:

1. Certification by ILETSB.
2. A curriculum based on job task analysis of the most frequent assignments of a police officer.
3. Use of evaluation techniques designed to measure competency in the required skills, knowledge, and abilities of a police officer.
4. An orientation handbook issued to all new recruit personnel at the time academy training begins.

.20 Relationship with Training Academy

A. The Deputy Chief of Operations or designee shall maintain a close liaison with the staff of the Suburban Law Enforcement Academy or other training academy, ensuring appropriate open communication, monitoring the progress of probationary officers, and providing input into the academy training program.

B. The Department shall make available to the training academy its facilities, staff, instructors, and resources when the Chief of Police, or designee, determines that to do so would enhance the training efforts of all concerned, and the request will not diminish the training efforts of the Department.

C. The Department's financial obligation to the training academy is limited to the payment of tuition and, if applicable, room and board.

D. Liability for any training related impairment of any Department member at the recruit academy shall be borne by the Department. The academy shall be responsible for the administration of prescribed training programs and provide fair and non-discriminatory testing of each student. Liability for said administration shall be borne by the academy.

.25 Probationary Officer Authority and Responsibility

A. A probationary officer faced with a situation involving criminal conduct is usually neither equipped nor prepared to handle the situation in the same manner as a fully trained officer. Therefore, in the best interest of the probationary officer and the Department, all sworn officers shall complete the Minimum Standards Basic Law Enforcement Officers Course at an approved police training academy, and/or possess ILETSB certification, prior to assignment in any capacity in which the officer is allowed to carry a weapon or be in a position to make an arrest. This restriction includes:

1. A probationary officer confronted with a situation involving criminal conduct shall give first consideration to causing the responsible law enforcement agency to take appropriate action.
 - a. In limited cases, the exigency of a given situation may call for immediate action. In those situations, action should only be taken after considering the tactical situation with the regard for personal safety and possible liability to the Department.
2. Probationary officers are not permitted to carry firearms on their person, except for authorized training purposes, prior to successful completion of formal academy training.
3. Probationary officers will not be assigned or permitted to perform regular police duties prior to successful completion of formal academy training.
4. Probationary officers may be assigned to areas within the police department that do not require the carrying of a weapon, enforcing the law or making an arrest, prior to successful completion of formal academy training.

.30 Supplemental Instruction Beyond the Training Academy—Field Training Program

A. Upon successful completion of the Minimum Standards Basic Law Enforcement Officers Course at an approved police training academy, the probationary officer shall be assigned to the Department's Field Training Program.

B. As part of the Field Training Program, the Department shall provide a formal orientation program for probationary officers in addition to the instruction provided at the training academy. The program minimally consists of the following:

1. Management staff introduction
2. Member benefits review, including police pension fund
3. Review of Department written directives, including policies, procedures, rules and regulations
4. Introduction to CALEA
5. Introduction to Community Oriented Policing concepts
6. Organizational structure
7. Facility orientation, including other Village facilities
8. Issuance of equipment, manuals, maps, and uniforms
9. Firearms orientation
10. Review of selected Village ordinances

.40 Field Training Coordinator

A. The Field Training Coordinator shall be a sergeant supervised by the Deputy Chief of Operations, unless otherwise designated by the Chief of Police.

B. The duties and responsibilities of the Field Training Coordinator shall be as follows:

1. Responsible for the general control and evaluation of the Field Training Program, and closely monitor the performance of all new officers during their probationary period.
2. Evaluate the overall development of all new officers during the probationary period for the purpose of ascertaining any deficiencies, and attempting to resolve same through training and/or re-training.
3. Responsible for planning, directing, controlling, and selecting Field Training Officers for any assignments or re-assignments connected with the Field Training Program.
4. Work closely with the supervisors of probationary officers during and after the completion of their Field Training Program to determine and correct any training deficiencies, and may also make a recommendation for re-training.
5. Confer regularly with police training academy staff and the Deputy Chief of Operations, regarding the progress of the probationary officer at the training academy.
6. Confer regularly with assigned Field Training Officers, supervisors and probationary officers, regarding the progress of the probationary officer.
7. Compile evaluations of each probationary officer and prepare written recommendations to the Chief of Police, prior to the expiration of the officer's probationary period, indicating whether the officer should be certified as a permanent member or dismissed by the Police Commission as provided in their rules. In this regard, the Field Training Coordinator shall solicit and receive input from other supervisory members regarding a probationary officer's progress at regular intervals.

.45 Field Training Officer

A. The duties of Field Training Officers shall include, but not be limited to, the overall training and evaluation of probationary officers assigned to them by the Field Training Coordinator. Field Training Officers shall be full-time sworn members of the Department, not on probation, and preferably have at least three (3) years of experience with the Glendale Heights Police Department.

B. The Deputy Chief of Operations shall select Field Training Officers on the basis of:

1. Demonstrated knowledge necessary for the performance of the police officer's job.
2. A proven record of having a positive mental attitude and the necessary interpersonal skills to effectively deal with the complexities associated with the training of probationary officers.
3. The ability to work independently. In this regard, there is a need for members who shall serve as Field Training Officers to have the ability, as demonstrated through performance evaluations, to independently initiate police action, as well as educate probationary officers in methods of detecting criminal activity.
4. Possessing the verbal and teaching skills required for the position, and ability to perform in a coach-pupil environment.
5. The ability to evaluate all probationary officers objectively, and possess the necessary courage to recommend retention or dismissal of probationary officers assigned to them.
6. Satisfactory performance on the Field Training Officer's annual evaluation. In order to remain a Field Training Officer, an overall rating of "Meets Standards" in all categories of an annual evaluation must be maintained. Any one category with a rating of "Needs Improvement" or "Unacceptable" will cause removal of the Field Training Officer from the program for at least one year. Reappointment as a Field Training Officer will be reviewed by Staff and approved by the Chief of Police.

C. The selection process for Field Training Officers shall consist of the following elements:

1. When the Department identifies a need to add a Field Training Officer, the Deputy Chief of Operations shall distribute a memorandum seeking letters of interest from qualified sworn officers.
2. The Deputy Chief of Operations shall review each candidate's qualifications as specified in sections (A) and (B) above, and submit a proposal and recommendations to the Chief of Police.
3. The Chief of Police shall solicit input from members of Command Staff and sergeants prior to making the final selection.

.50 The Recruit Training Manual

A. The Glendale Heights Police Department Field Training Program shall include a curriculum based on tasks of the most frequent assignments handled by officers who have previously completed the Field Training Program. The curriculum is contained in the Recruit Training Manual.

B. The Field Training Coordinator shall be responsible for preparing, revising, and evaluating the Recruit Training Manual. All Field Training Officers shall utilize the Recruit Training Manual. The manual will be delivered to the Field Training Officer prior to assignment of the probationary officer to the Field Training Officer.

C. The Field Training Officer shall explain the Recruit Training Manual to the probationary officer, who retains one copy of the manual. The Field Training Officer shall retain another copy for record keeping purposes, and shall forward it upon completion to the Field Training Coordinator. The Field Training Coordinator shall retain and securely store each Recruit Training Manual.

D. The Field Training Officer shall complete observation and evaluation reports as prescribed by the Field Training Coordinator, at assigned intervals. Patrol supervisors may review any probationary officer's Recruit Training Manual at any time that the probationary officer is assigned with the Field Training Officer to that particular supervisor.

E. Every effort shall be made to provide uniformity in training through proper use of the Recruit Training Manual and consistent training techniques by the Field Training Officers.

.55 Field Training Assignments—Probationary Officers

A. The Field Training Coordinator shall assign probationary officers to a Field Training Officer upon the successful completion of the training academy and/or ILETSB certification.

B. The period of training for a probationary officer in the Field Training Program will generally be fourteen (14) weeks, but may be lengthened or shortened if the probationary officer needs retraining or shows exceptional progress. The Field Training Program will be separated into four distinct phases. The first three phases will be approximately four weeks in duration. An observation phase will be completed by the probationary officer with a Field Training Officer prior to being released for solo patrol.

1. In all cases involving probationary officers, placement in the program shall never be less than eight (8) weeks.
2. Scheduling permitting, the probationary officer's first Field Training Officer may be the Field Training Officer conducting the observation phase.

C. The program exposes the probationary officer to a steadily increasing amount of responsibility as it pertains to the daily workload encountered by a police officer. The probationary officer must successfully complete a phase prior to moving onto the next phase of the program.

D. The probationary officer will be assigned to work with a Field Training Officer from each shift. Once the probationary officer is released for solo patrol, all efforts will be made for the probationary officer to rotate between shifts for the remainder of the probationary period. This will allow the probationary officer to experience the different type of activity that occurs on the different shifts.

.60 Field Training Reports and Documentation

A. The Glendale Heights Police Department will utilize evaluation techniques designed to measure competency on the required skills, knowledge and abilities of a successful police officer. The following forms are used with this method:

1. Daily Activity Report
2. Supplemental Reports
3. Weekly Performance Summary
4. Daily Observation Report (DOR)
5. Assessment Worksheet
6. Report Evaluation Cover Sheet
7. Patrol Activity Log
8. Supervisory Summary Report

B. The Field Training Officer will have the responsibility of completing a Daily Observation Report (DOR) for each day the Field Training Officer is assigned to work with a probationary officer. A probationary officer's deficiencies and progress in correcting the deficiencies will be monitored through a daily DOR. The DOR covers the following categories:

1. Interpersonal Relationships
2. Jurisdictional Geography and Orientation
3. Motor Vehicle Operation and Use of Emergency Equipment
4. Telecommunications Protocols and Skills
5. Directed Patrol Strategies and Self-Initiated Activity
6. Patrol Tactics
7. Criminal Statutes/Ordinances
8. Information Processing and Case Building
9. Problem Solving and Decision Making
10. Traffic Enforcement and Accident Scene Management/Investigation

C. The Field Training Officer will review the DOR with the probationary officer, who will transfer the related information to the Daily Observation Report Assessment Worksheet. At the beginning of each new week the Field Training Officer and the probationary officer will meet with the assigned

Watch Commander/Shift Supervisor to review the previous week's training. The weekly meetings will continue for the duration of time the probationary officer is assigned to work with a Field Training Officer.

D. Once the probationary officer is released for solo patrol and for the remainder of the probationary period, the Watch Commander/Shift Supervisor shall evaluate the probationary officer on a monthly basis. The Watch Commander/Shift Supervisor will complete the Supervisory Summary Report Form and review it with the probationary officer at the completion of each month worked.

.65 Field Training Assignments—Officers Returning to Patrol Division

Members returning to the Patrol Division after having been on leave or specialized assignment for a period of six (6) months or more, shall be required to undergo a reorientation and retraining period under the supervision of a Field Training Officer, typically for a period of two (2) weeks, subject to extension if there is a demonstrated need. Members returning to the Patrol Division after having been on leave or specialized assignment for less than six (6) months, may be placed with a Field Training Officer for reorientation and retraining at the discretion of the Deputy Chief of Operations.

.70 Field Training Assignments—Performance Improvement

Any member of the Department who demonstrates, through regular periodic performance evaluations, a lack of understanding of the duties and responsibilities of his/her position, or who fails to demonstrate the ability to efficiently and competently perform his/her duties, is subject to retraining with a Field Training Officer as determined by the Field Training Coordinator. In making such determination, the Field Training Coordinator shall confer with the immediate supervisor(s) and the Deputy Chief of Police of the affected member, to solicit input regarding the retraining of the member.