

ILLINOIS STATE POLICE DIRECTIVE PER-011, FIELD TRAINING OFFICER PROGRAM

RESCINDS: PER-011, 2011-004, revised 01-18-2011	REVISED: 03-23-2017 2017-015
RELATED DOCUMENTS: Field Training Officer Program Manual; ROC-002	RELATED CALEA STANDARDS: 33.4.3

I. POLICY

The Illinois State Police (ISP) will establish and maintain a selection process and training program for Field Training Officers (FTO). When Probationary Troopers enter Phase Two of their training and continuing through Phase Three of their training, primary responsibility for their training falls upon Division of Operations (DOO) personnel.

II. DEFINITIONS

II.A. District FTO Supervisor - person who ensures the FTO program is functioning efficiently within the District and FTOs are properly training and evaluating probationary personnel according to the guidelines set forth in the Illinois State Police Field Training Officer Program Manual, ISP 7-044, (this form is available in the ISP Document Library at <http://maphome/documentlibrary/>), (hereinafter referred to as the "Program Manual"). The Program Manual is available from the Statewide FTO Program Coordinator.

II.B. FTO - the officer who is assigned to a district and, in addition to his/her primary function of patrol operations, trains and evaluates Probationary Troopers.

II.B.1. All FTOs are governed by the rules and procedures outlined and explained in the Program Manual.

II.B.2. FTOs will be:

II.B.2.a. Non-Probationary Troopers with a minimum of 2 years of service with the ISP. Exceptions may be authorized by the Regional Commanders

II.B.2.b. In good standing

II.B.2.c. Serving in a patrol capacity

II.B.2.d. Selected by the District Commander based upon the written recommendations of the officer's supervisor. The recommendation should include the officer's demonstrated leadership abilities, work ethic, job knowledge, and positive attitude. The District Commander will review the recommendations and select officers to serve as FTOs.

II.C. Probationary Trooper - person who, upon completion of Cadet training at the ISP Academy, is assigned to a District within the DOO for additional training within the FTO Program.

II.C.1. The probationary period is one year from the date of hire, but the Director has sole discretion to extend the probationary period for up to six months. See 20 ILCS 2610/9, "State Police Act: Appointment; qualifications."

II.C.2. If a Probationary Trooper is unable to perform regular field training duties (due to injury, medical leave, military leave, etc.) or misses a significant amount of training, due to extended time off, the probationary period will be placed on hold until the Probationary Trooper resumes regular field training duties. See 80 IL Administrative Code 150.240.

II.C.3. All Probationary Troopers must comply with the standards outlined in the Program Manual.

II.D. Field Training Program – Typically a 14-week training program designed to teach a Probationary Trooper how to apply Phase I Academy training to field operations. In some instances, field training may be extended when training deficiencies have been identified through Daily Observation Reports and Weekly Reports.

- II.E. Retention Review Board (RRB) - a Board that may meet at any time to determine a Probationary Trooper's additional training needs or fitness to remain with the ISP. The affected Probationary Trooper may attend the meeting of this Board and may address the Board. However, the Probationary Trooper has no vote in the decision of the Board. Members of the Board consist of the:
 - II.E.1. DOO Colonel
 - II.E.2. Region Commander
 - II.E.3. District Commander or Operations Lieutenant
 - II.E.4. Statewide FTO Program Coordinator
 - II.E.5. District FTO Supervisor
- II.F. Statewide FTO Program Coordinator - person who coordinates the FTO Program and acts as liaison to the District FTO Supervisors.
- II.G. Training Documents (available in the Program Manual and on the Document Library at <http://maphome/documentlibrary/>)
 - II.G.1. Daily Observation Report (DOR), form ISP 7-038a
 - II.G.2. Weekly Check List
 - II.G.3. Weekly Summary Report, form ISP 7-143
- II.H. Training Phases – training of Probationary Troopers is divided into three phases.
 - II.H.1. Phase One - the training period when an officer is assigned to the ISP Academy as a Cadet.
 - II.H.2. Phase Two - the training period where a Probationary Trooper performs a patrol function while being trained and evaluated by an FTO.
 - II.H.2.a. Phase Two Review Board – a Board that meets to determine a Probationary Trooper's fitness to perform duties without the presence of the FTO.
 - II.H.2.b. Members of the Phase Two Review Board consist of:
 - II.H.2.b.1) District Commander or designee
 - II.H.2.b.2) Statewide FTO Program Coordinator
 - II.H.2.b.3) District FTO Supervisor
 - II.H.2.b.4) Field Training Officers who trained the Probationary Trooper (If the FTO cannot attend the Board Meeting, he/she will submit written input to the Board on the Probationary Trooper's fitness.)
- II.I. Phase II field training may be extended up to 21 weeks when training deficiencies have been identified through Daily Observation Reports and Weekly Reports. If acceptable progress has not been achieved at the conclusion of 21 weeks a Retention Review Board will be convened to evaluate the Probationary Trooper's employment status and/or make a recommendation on the continuation of training or recommend termination to the Director.
 - II.I.1. Phase Three - the solo patrol training period between the completion of Phase Two and the end of the probationary period.

III. RESPONSIBILITIES

- III.A. The Division of Operation's Colonel will designate a Statewide FTO Program Coordinator.
- III.B. The Statewide FTO Program Coordinator will:
 - III.B.1. Provide administrative coordination for the FTO Program.
 - III.B.2. Maintain all training records related to the program.
 - III.B.3. Attend all Review Board hearings (except when impossible due to schedule conflicts).
 - III.B.4. Coordinate the Department's FTO School and FTO in-service training.
 - III.B.5. Keep the DOO Colonel informed of the progress of all Probationary Troopers.
 - III.B.6. Serve as the liaison with Academy staff to discuss training concerns related to probationary Troopers.
- III.C. The Region Commander will:
 - III.C.1. Consult with the District Commanders of Districts where the Department assigns Probationary Troopers.
 - III.C.2. Notify the DOO Field Operations Lieutenant Colonel and the Statewide FTO Program Coordinator when a Probationary Trooper is experiencing problems in his/her training that rise to the level where it is appropriate to consider convening a Retention Review Board.
 - III.C.3. Determine in consultation with the Lieutenant Colonel, the District Commander, and the Statewide FTO Program Coordinator whether to convene a Retention Review Board.
- III.D. The District Commander will:
 - III.D.1. Appoint an FTO Supervisor with the rank of Master Sergeant, or above, to supervise FTOs within the District.
 - III.D.2. Select district personnel to serve as FTOs.
 - III.D.3. Oversee the field training of Probationary Troopers in their districts.
 - III.D.4. Have sufficient awareness of the progress of individual Probationary Troopers to make an informed decision regarding advancement.
 - III.D.5. Determine and recommend to the Region Commander whether to extend or terminate the Probationary Trooper.
- III.E. The District FTO Supervisor will:
 - III.E.1. Meet with the District FTO(s) and Probationary Trooper(s) periodically throughout the program.
 - III.E.2. Use various sources of information to complete Weekly Summaries of the Probationary Troopers' performance and forward the summaries to the Statewide FTO Program Coordinator.
 - III.E.3. Review the DOR(s), Weekly Summary Report(s), and the Weekly Check List(s) (available in the Program Manual) completed by the District FTOs and submit the reports to the Statewide FTO Program Coordinator within two weeks of the date of the DOR, as well as review the reports written by the Probationary Trooper(s).

- III.E.4. Recommend early release from Phase Two training for Probationary Troopers who are exhibiting sufficient progress to merit such consideration.
 - III.E.5. Recommend extensions and/or terminations to the District Commander and notification to the Statewide FTO Program Coordinator in writing.
 - III.E.6. Upon receiving any reports of a Probationary Trooper's deficiencies in performance, determine the need for additional documentation of the deficiencies by the FTO Supervisor or the FTO.
 - III.E.7. Attend training sessions with Probationary Trooper(s), whenever possible.
 - III.E.8. Monitor the interaction of the District FTO and the Probationary Trooper to ensure the FTO maintains objectivity in the evaluation process. Provide immediate counsel to the FTO when required.
 - III.E.9. Assist the District Commander in identifying qualified persons to serve as district FTOs.
 - III.E.10. Maintain video from in-car video camera recording equipment for all Probationary Troopers until the end of their probationary period or if terminated, retain for 5 years, at the Office of the Statewide FTO Program Coordinator.
 - III.E.11. Should the question of termination of a Probationary Trooper arise, compile all documentation regarding the Probationary Trooper's performance and contact the Statewide FTO Program Coordinator to schedule the Retention Review Board.
- III.F. The FTO will:
- III.F.1. Successfully complete the Department's FTO School.
 - III.F.2. Maintain exemplary professional and personal conduct and be a positive role model for the Probationary Trooper(s).
 - III.F.3. Receive periodic in-service training, and participate in applicable Cadet training, as required by the Statewide FTO Program Coordinator.
 - III.F.4. Train Probationary Troopers by completing the Weekly Check List as outlined in the Program Manual, evaluate the performance of Probationary Troopers, complete DOR(s) and Weekly Summary Report(s) and, when required, develop a Remedial Action Plan in accordance with the Program Manual.
 - III.F.5. Notify the District FTO Supervisor of any deficiencies in the Probationary Trooper's performance.
 - III.F.6. Attend Review Board meetings, as required by the Statewide FTO Program Coordinator.

IV. PROCEDURES

- IV.A. The District Commander or District FTO Supervisor will assign FTOs to train Probationary Troopers.
- IV.B. The FTO(s) will complete and submit training documents in a timely manner to the District FTO Supervisor who, following his/her review, will forward them on to the Statewide FTO Coordinator within two weeks.

- IV.C. Between 10 and 12 weeks after the Probationary Trooper's assignment to the District, the District Commander will convene a Phase Two Review Board.
 - IV.C.1. The Board will determine a Probationary Trooper's fitness to perform duties without the presence of the FTO.
 - IV.C.2. Probationary Troopers deemed fit to perform duties without the presence of an FTO will be released to Phase Three.
 - IV.C.3. When a Probationary Trooper is unfit for release to solo patrol, the Board will determine whether the Probationary Trooper would benefit from additional training.
 - IV.C.3.a. If the Board determines the Probationary Trooper would benefit from additional training, the Board will determine what training would be appropriate for the Probationary Trooper.
 - IV.C.3.b. If the Board determines the Probationary Trooper would not benefit from additional training, the Board will recommend termination of the Probationary Trooper.
- IV.D. When a Probationary Trooper makes inadequate progress in Phase Two or Phase Three of his/her field training:
 - IV.D.1. The District FTO Supervisor will contact the Statewide FTO Program Coordinator and the appropriate District Commander.
 - IV.D.2. The District Commander will decide, in consultation with the District FTO Supervisor and the Statewide FTO Program Coordinator, whether the Probationary Trooper is experiencing problems to the level that warrants considering a referral to the Retention Review Board.
 - IV.D.3. If the District Commander decides that termination consideration is appropriate, the District Commander will notify the Region Commander. The Region Commander will notify the Lieutenant Colonel of Field Operations.
 - IV.D.4. The Lieutenant Colonel of Field Operations, or designee, in consultation with the DOO Colonel, will decide whether:
 - IV.D.4.a. The Probationary Trooper is proceeding satisfactorily.
 - IV.D.4.b. To require the Probationary Trooper to complete more training.
 - IV.D.4.c. To convene a Retention Review Board.
- IV.E. When a Probationary Trooper displays unsatisfactory performance or commits a violation of ISP Directive ROC-002, "Rules of Conduct" a Retention Review Board will be convened.
 - IV.E.1. When a Probationary Trooper behaves in a manner that may result in discipline for an officer, the Director may terminate the Probationary Trooper providing:
 - IV.E.1.a. The ROC Violation is Level 2 Misconduct or greater under ISP Directive ROC-002.
 - IV.E.1.b. A Retention Review Board has been convened to provide due process to the Probationary Trooper.
 - IV.E.2. During the Retention Review Board, the DOO Colonel will explain to the Probationary Trooper:
 - IV.E.2.a. The reason for convening the RRB, such as ROC violation(s) or unsatisfactory performance allegations.
 - IV.E.2.b. That he/she has an opportunity to respond to the RRB regarding the ROC Violation or unsatisfactory performance allegations.

IV.E.2.c. The Retention Review Board provides the Probationary Trooper at least 30 minutes to formulate a response and 30 minutes to present his or her response to the Retention Review Board, prior to the RRB rendering a decision regarding the ROC violation(s) or unsatisfactory performance allegations.

NOTE: The Probationary Trooper does not have a right to union representation or to have an attorney present during these Retention Review Board proceedings.

IV.E.3. If the Ruling from the Retention Board is in favor of terminating the Probationary Trooper, the DOO Colonel will forward this recommendation to the Director for consideration.

IV.E.3.a. The Probationary Trooper may be placed on administrative leave.

IV.E.3.b. The Probationary Trooper may be allowed to resign at any time during this process.

| Indicates new or revised items.

-End of Directive-