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LOUISVILLE POLICE DEPARTMENT

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FIELD TRAINING OFFICER PROGRAM

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DIRECTOR OF COMMUNITY DEVELOPMENT

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NCJRS

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ACQUISITIONS

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## PROGRAM ADMINISTRATION

Traditionally, all facets of training in the Louisville Police Department have been the responsibility of the Training Unit. It is felt that the Field Training Officer Program should be a coordinated, joint operation between the Operations Division and the Training Unit.

The day-to-day administrative control of the program will be located within the six uniformed Patrol Districts. The Criminal Investigation Section and the Traffic Bureau, although a part of the Operations Division, will not be involved in this program.

Each Patrol District Commander will have the responsibility for the program in their respective units. Platoon Lieutenants and platoon Sergeants will control the program within each district.

All recommendations for termination by the FTO, platoon Sergeant, platoon Lieutenant, and District Captain will be investigated by the LPD Disciplinary Review Committee. The Committee will make a final recommendation to the Chief of Police.

In order that the program might attract more participants, Field Training Officers will be allowed to wear a corporal chevron on their uniform shirt collar. The method of wearing the chevron and its proper placement will be announced in written form by the Chief of Police. A pay incentive of two hours of overtime, per 14 day pay period, will be allowed as

compensation for this special duty, and the responsibilities attached to it. The two hours overtime compensation will be used for the preparation and submission of the required reports, evaluations, and any remedial or specialized training conducted by the F.T.O. Payment of the aforementioned overtime wages will be allowed only during periods when a police officer recruit is assigned to the F.T.O. Any additional overtime compensation must have the approval and authorization of the platoon Sergeant or Lieutenant.

In addition, certified Field Training Officers will also qualify for specialist pay computed at the current rate specified within the work agreement between the City of Louisville and the Fraternal Order of Police. The receipt of specialist pay will continue at all times until the Field Training Officer certification is revoked by written order of the Chief of Police. The specialist pay is not contingent on whether or not the F.T.O. is actively assigned to the field training of a police recruit.

## PROGRAM ORGANIZATION

The Louisville Police Department is organized into six . Patrol Districts, each commanded by a Captain. The Districts are organized into three platoons, each commanded by a Lieutenant and a Sergeant. Each platoon is manned by as many patrol officers as the district commander determines necessary. For the purpose of the F.T.O. Program, ideally each District will have a minimum of 10 qualified Field Training Officers.

Police recruit officers will be in the program for one year; from the time of swearing in after graduation until after the probationary period ends. During this time the police recruit will be assigned to one of the Districts for a period of six months. At the end of the first three months the recruit will be reassigned to a different F.T.O. At the end of the second three month period the recruit will be reassigned to a different District. This will allow for maximum exposure to the neighborhoods of the city. After the third three month period the recruit will again be assigned to a different F.T.O. During the program the police recruit will have had evaluation from four different F.T.O.'s which will add to the validity of the evaluation.

The police recruits will be deployed with the F.T.O.'s as a team, and at no time will the recruit officer be assigned to patrol alone during the probationary period. Each team will be assigned to rotating shifts or fixed shifts, as dictated by the District Commander.

## PROGRAM OPERATION

The success of the Field Training Officer Program lies with the F.T.O. He or she is the essential means by which the primary goal of the program is achieved, specifically the production of a police officer able to work alone in a safe, skillful, productive, and professional manner. Therefore, in order to select the most qualified candidates for F.T.O.'s, the LPD Training Committee will take great care in making recommendations to the Chief of Police.

### Duties And Responsibilities Of The F.T.O.

The F.T.O. has two primary roles to fulfill; that of a police officer assuming full responsibility for his beat, and that of a trainer of the recruit officer.

His beat responsibilities are clearly defined in the Policy and Procedures, Information Bulletins, and general and special orders of the Louisville Police Department.

As a trainer he provides on-going instruction in the traditional sense, utilizing innovative and practical teaching techniques.

The F.T.O. must possess the necessary skills to become a reliable evaluator of a recruit's work performance. He is required to write weekly evaluations on recruit performance and submit additional documentation as required. Written evaluations will begin on the first day of the program and will continue through the last week. The F.T.O. will supplement written evaluations with verbal evaluations and suggestions on

a daily basis.

On a monthly basis the F.T.O. will prepare a written evaluation on the relative progress of the recruit. This report will be presented to the supervisor, and the Director of the Community Development Unit.

The F.T.O.'s professional and personal conduct should be exemplary. He should possess, and recognize the need for possessing a higher sense of idealism than generally is found throughout the police department. The F.T.O. should understand that the effectiveness, image, and future of the department is substantially decided by the quality of it's personnel.

#### Duties And Responsibilities Of The Sergeant

The Sergeant has the dual responsibility of District supervision and the training and evaluation of probationary personnel.

His role as a District supervisor is the same as other Sergeants assigned to Field Operations. His duties include scheduling, distributing, and supervising personnel; awareness of District police problems and the development of possible solutions; and the accomplishment of the overall police mission in this area.

As recruits are assigned to the Field Training Program, the duties of the F.T.O. supervisor become more complex. In addition to his other responsibilities, the supervisor must insure that the training and evaluation process are accomplished. Various sources of information should be utilized to achieve these goals. Daily observation, oral communications with the

F.T.O. and with the district commander, tests, inspections, and personal observations of recruit performances are all used to summarize the recruit's weekly progress.

Reports written by the recruit also serve to identify deficiencies, especially ones' spelling, grammar, neatness, attention to detail, and the general organization of thought.

The Sergeant and the F.T.O. must accept the importance of documentation of the recruit's training. Documentation addresses both deficient and acceptable performance and provides a ready reference in the event of a need for response to questions concerning the program and/or the recruit's performance in the program.

Whenever possible, the Sergeant should attend the various training sessions. This will provide him with additional first-hand information concerning the recruit performance and will allow him the opportunity to evaluate the instructional techniques of the F.T.O. This latter evaluation must occur to insure that the topic areas are covered properly and that they follow the current departmental guidelines.

The Sergeant must monitor the overall training and evaluation of recruits to insure that a personality conflict between the F.T.O. and the recruit does not arise, and that the F.T.O. maintains objectivity throughout his contact with the recruit. If a personality conflict or a loss of objectivity is observed, the Sergeant shall immediately counsel the F.T.O.

The need for discipline within the F.T.O. Program is more acute than perhaps anywhere else in the Police Department. The



F.T.O. selection process itself has led to the employment of personnel who seldom pose disciplinary problems, but if problems of this nature arise, action must be swift and sure. The failure to effectively discipline personnel leads to interference with the primary goals of the program and the expenditure of time and effort that would be better utilized elsewhere.

The Sergeant's training role is an on-going one, extending naturally into those periods when no recruits are assigned to his supervision. The F.T.O.'s are charged with the preparation and presentation of both roll-call and in-service training classes, and the Sergeant must be capable of providing assistance and advice to the F.T.O.'s in these areas. He must also be aware of the possible need for occasional program revision, reorganization, and evaluation.

A fully effective F.T.O. supervisor will constantly strive to improve the overall operation of the program and will work with all other program participants towards the goal of organizational excellence.

#### Duties And Responsibilities Of The Lieutenant

The Lieutenant has the duties defined in the Policies and Procedures of the Louisville Police Department and in addition, he will have the dual responsibility of supervision and training in the F.T.O. Program.

He will maintain all records relating to the recruit's development at the district and will insure that copies of these records are forwarded to the Director of Community

Development to be included in each recruit's training records.

The Lieutenant, in cooperation with the Director of Community Development has the responsibility for requesting that a special board convene to hear any problem that might exist in the program.

He is responsible for keeping the Director of Community Development and the Operations Commander informed of the status of all recruits. If a recruit is not performing at the minimum standards of the department, the Lieutenant has the responsibility for compiling all of the memoranda and reports for review. If, upon review, recommendations are made for termination, they are to be directed to the Director of Community Development and to the Operations Commander. They will then be investigated by the Chief's Disciplinary Review Committee. The Lieutenant will work closely with the Sergeant on roll-call training, in service training, and training occurring on overtime.

During the period of when no recruits are assigned to the F.T.O. Program, it will be the Lieutenant's responsibility to oversee a review and evaluation of the program and to recommend any organizational changes.

#### Field Training Officer Selection

The prospective FTO applicant is required to submit a letter of application and a brief resume' to his District Captain. District Captains will nominate desirable candidates for consideration by the LPD Training Committee. The Chief of Police will make the final selection of FTO's.

### Section I, Minimum Requirements:

1. The F.T.O. applicant must not have any disciplinary action pending, nor should there have been any disciplinary action within the past two years that resulted in suspension from active duty.
2. The F.T.O. applicant must have completed a minimum of three full years of active duty with the Louisville Police Department.
3. The F.T.O. applicant must submit a letter of request to be a Field Training Officer. The applicant must also submit a personal resume.
4. The F.T.O. applicant must satisfactorily complete the approved Field Training Officer School.

### Section II, Optional And Desirable Criteria:

1. Prior teaching experience and/or counseling experience is a desirable trait for consideration as a Field Training Officer.
2. Advanced educational accomplishments, or completion of specialized training will also be considered in the selection process for Field Training Officer.

### Procedure For Recommending Termination Of Employment

If, during the phase of the Field Training Officer Program, it is concluded by consensus that a recruit should be recommended for termination, it then becomes necessary that

all memoranda having a bearing on an eventual decision be gathered. This memoranda summarizing the recruit's performance, shall be directed to the Lieutenant and shall include recommendations concerning retention or dismissal. A memorandum should reflect only the writer's point of view and should not be unduly influenced by other opinions of the recruit's performance. The memoranda shall reflect the positive, as well as the negative, aspects of his or her work. These memoranda shall be held in strict confidence.

Although the F.T.O. is encouraged to continually keep the recruit appraised of his or her level of performance, it is not the F.T.O.'s role to notify the recruit of impending termination even though the F.T.O. decides such action should be taken. The decision to recommend termination will be made only after all reports on file are reviewed by the supervisors involved and by the Lieutenant. These persons are responsible for notifying the recruit of the intention to recommend termination from the department.

The recruit should be informed of the right to speak to anyone he or she wishes in the chain-of-command including the Operations Commander and the Chief of Police. If he or she expresses such a desire, appointments shall be made with the appropriate persons.

After the recruit is informed of pending termination from the department, he or she should be informed of the alternatives of termination or resignation. Even though a recruit may elect to resign, all memoranda and other reports and/or evaluations shall be completed and maintained in the

file for possible future reference.

The recruit's training file is confidential and shall be reviewed only by personnel connected with the Field Training Officer Program. Others requesting review of the file shall first secure approval from the Director of Community Development. Agencies conducting background checks on our former employees shall be directed to the Director of Community Development.

#### Chain-Of-Command

The chain-of-command for the Field Training Officer Program will begin at the recruit level through the F.T.O., the Sergeant, Lieutenant, and the District Commander. The District Captain reports jointly to the Operations Commander, and to the Director of Community Development.

#### Recruit Assignment

The Operations Commander and the Director of Community Development, in cooperation with the District Captains, will determine the specific assignments of recruits.

## F.T.O. TRAINING

F.T.O.'s will receive a sixteen (16) hour block of training conducted by the Training Unit of the Community Development Section. This training will include, but it is not limited to, the following areas:

1. Philosophy and Scope of F.T.O. Program
2. Administrative Authority and Responsibility  
of F.T.O.'s and C.O.'s
3. Report Writing Review
4. Counseling Techniques
5. Police/Community Relations
6. Policy and Procedures
7. Rules and Standards of Conduct
8. Evaluation and Reporting
9. Patrol Procedures
10. Law Enforcement Ethics

## EVALUATION AND COUNSELING OF RECRUITS

When evaluating and counseling recruits, it is essential that recruits be counseled as to:

1. Tasks of the position occupied.
2. Level of performance expected.
3. Evaluation rating criteria.

Copies of weekly evaluation reports and monthly reports are to be forwarded to the Director of Community Development. Each recruit, must also be furnished with a copy of all evaluation reports. Recruits are to be allowed to make written comments on the evaluation forms. Recruits are to be informed that they have a right to dispute the contents of an evaluation report with their platoon Sergeant.

It is critically important that F.T.O.'s strictly adhere to the grading criteria explained in the Standardized Evaluation Guidelines, when preparing evaluation reports.

It must be understood that a recruit, during his probationary year, is still in the "selection/training" phase of his career. Periodically the Training Unit will conduct one-day training sessions for recruits and F.T.O.'s.

# FIELD TRAINING AND EVALUATION PROGRAM

## STANDARDIZED EVALUATION GUIDELINES

The following "1", "4" and "7" scale value definitions are to be used when rating a recruit officer's behavior in each of the performance categories. It is through the use of these guidelines that program standardization and rating consistency is achieved.

### APPEARANCE

(1) GENERAL APPEARANCE — Evaluates physical appearance, dress, demeanor.

1. Overweight, dirty shoes, dirty and wrinkled uniform. Uniform fits poorly or is improperly worn. Hair ungroomed and/or in violation of department regulation. Dirty weapon, equipment. Equipment missing or inoperative. Offensive body odor, breath.
4. Uniform neat, clean. Uniform fits and is worn properly. Weapon, leather, equipment is clean and operative. Hair within regulations, shoes are shined.
7. Uniform neat, clean and tailored. Leather is shined, shoes are spit-shined. Displays command bearing.

### ATTITUDE

(2) ACCEPTANCE OF FEEDBACK — Evaluates the way recruit accepts trainer's criticism and how that feedback is used to further the learning process and improve performance.

1. Rationalizes mistakes, denies that errors were made, is argumentative, refuses to, or does not attempt to, make corrections. Considers criticism as personal attack.
4. Accepts criticism in a positive manner and applies it to improve performance and further learning.
7. Actively solicits criticism/feedback in order to further learning and improve performance. Does not argue or blame others for errors.

(3) ATTITUDE TOWARD POLICE WORK — Evaluates how recruit views new career in terms of personal motivation, goals and acceptance of the responsibilities of the job.

1. Sees career only as a job, uses job to boost ego, abuses authority, demonstrates little dedication to the principles of the profession.
4. Demonstrates an active interest in new career and in police responsibilities.
7. Utilizes off-duty time to further professional knowledge, actively soliciting assistance from others to increase knowledge and improve skills. Demonstrates concern for the fair and equitable enforcement of the law, maintaining high ideals in terms of professional responsibilities.

### KNOWLEDGE

(4) KNOWLEDGE OF DEPARTMENT POLICIES AND PROCEDURES — Evaluates recruit's knowledge of departmental procedures and ability to apply this knowledge under field conditions.



— Reflected by Testing —

1. When tested, verbally or written, answers with 20% or less accuracy.
4. When tested, verbally or written, answers with 70% accuracy.
7. When tested, verbally or written, answers with 100% accuracy.

— Reflected in Field Performance —

1. Fails to display knowledge of department policies/regulations or violates same.
4. Familiar with most commonly applied department policies/regulations and complies with same.
7. Has an excellent working knowledge of department policies/regulations, including less known and seldom used ones.

- (5) **KNOWLEDGE OF PENAL CODE** — Evaluates recruit's knowledge of the criminal statutes and ability to apply that knowledge in field situations.

— Reflected by Testing —

1. When tested, verbally or written, answers with 20% or less accuracy.
4. When tested, verbally or written, answers with 70% accuracy.
7. When tested, verbally or written, answers with 100% accuracy.

— Reflected in Field Performance —

1. Does not know the elements of basic sections of the codes. Does not recognize criminal offenses when encountered or makes mistakes relative to whether or not crimes have been committed and, if so, which crimes.
4. Recognizes commonly encountered criminal offenses and applies appropriate section of the code. Knows difference between criminal and non-criminal activity.
7. Has outstanding knowledge of the criminal codes and applies that knowledge to normal and unusual criminal activity.

- (6) **KNOWLEDGE OF CITY/COUNTY ORDINANCES** — Evaluates recruit's knowledge of local ordinances and ability to apply that knowledge to field situations.

— Reflected by Testing —

1. When tested, verbally or written, answers with 20% or less accuracy.
4. When tested, verbally or written, answers with 70% accuracy.
7. When tested, verbally or written, answers with 100% accuracy.

— Reflected in Field Performance —

1. Does not know basic sections of the traffic codes. Does not recognize traffic offenses when encountered or makes mistakes relative to which sections of the codes are applicable and if applicable.
4. Recognizes commonly encountered sections of the vehicle code and enforces same accurately. Has good application skills.
7. Recognizes and effectively enforces traffic codes, including those seldom encountered.

- (8) **KNOWLEDGE OF CODES OF CRIMINAL PROCEDURE** -- Evaluates recruit's knowledge of criminal procedures, including laws of arrest and search/seizure. Evaluates ability to apply those procedures in field situations.

— Reflected by Testing —

1. When tested, verbally or written, answers with 20% or less accuracy.
4. When tested, verbally or written, answers with 70% accuracy.
7. When tested, verbally or written, answers with 100% accuracy.

— Reflected in Field Performance —

1. Violates procedural requirements. Conducts illegal searches or fails to search when appropriate. Does not recognize admissible evidence or seizes evidence illegally. Violates laws of arrest.
4. Follows required procedure in commonly encountered situations. Conducts proper searches and seizes evidence legally. Arrests within legal guidelines.
7. Follows required procedure in all cases, accurately applying law relative to searching, seizing evidence and affecting arrests.

## PERFORMANCE

- (9) **DRIVING SKILL: NORMAL CONDITIONS** — Evaluates recruit's skill in the operation of the police vehicle under Code 1 or normal driving conditions.

1. Frequently violates traffic laws. Involved in chargeable accidents. Fails to maintain control of vehicle or displays poor manipulative skills in vehicle operation.
4. Obeys traffic laws when appropriate. Maintains control of the vehicle. Performs vehicle operation while maintaining an alertness to surrounding activity. Drives defensively.
7. Sets an example for lawful, courteous driving. Maintains complete control of the vehicle while operating radio, checking hot sheet, etc. Is a superior defensive driver.

- (10) **DRIVING SKILL: MODERATE AND STRESS CONDITIONS** — Evaluates recruit's skill in vehicle operation under Code 2 and Code 3 situations and in situations calling for other than usual driving skill.

1. Involved in chargeable accidents. Uses red lights and siren unnecessarily or improperly. Drives too fast or too slow for the situation. Loses control of the vehicle.
4. Maintains control of vehicle and evaluates driving situations properly.
7. Displays high degree of reflex ability and driving competence. Anticipates driving situations in advance and acts accordingly. Practices defensive techniques. Responds very well relative to the degree of stress present.

- (11) **USE OF THE BEAT MAP: ORIENTATION/RESPONSE TIME TO CALLS** — Evaluates recruit's awareness of surroundings, ability to find locations and arrive at destination within an acceptable period of time.

1. Unaware of location while on patrol. Does not properly use the beat map. Unable to relate location to destination. Gets lost. Expends too much time getting to destination.

4. Is aware of location while on patrol. Properly uses the beat map. Can relate location to destination. Arrives within reasonable amount of time.
7. Remembers locations from previous visits and does not need the beat map to get there. Is aware of shortcuts and utilizes them to save time. High level of orientation to the beat and city.

(12) ROUTINE FORMS: ACCURACY/COMPLETENESS — Evaluates recruit's ability to properly utilize departmental forms necessary to job accomplishment.

1. Is unaware that a form must be completed and/or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate or improperly used.
4. Knows the commonly used forms and understands their use. Completes them with reasonable accuracy and thoroughness.
7. Consistently makes accurate form selection and rapidly completes detailed form without assistance. Displays high degree of accuracy.

(13) REPORT WRITING: ORGANIZATION/DETAILS — Evaluates the recruit's ability to prepare reports that accurately reflect the situation and in a detailed, organized manner.

1. Unable to organize information and to reduce it to writing. Leaves out pertinent details in report.
4. Completes reports, organizing information in a logical manner. Reports contain the required information and details.
7. Reports are a complete and detailed accounting of events from beginning to end, written and organized so that *any reader* understands what occurred.

(14) REPORT WRITING: GRAMMAR/SPELLING/NEATNESS — Evaluates the recruit's ability to use proper English; to follow the rules for spelling and to write neatly.

1. Reports are illegible. Reports contain excessive number of misspelled words. Sentence structure or word usage is improper or incomplete.
4. Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are rare. Errors, if present, do not impair an understanding of the report.
7. Reports are very neat and legible. Contain no spelling or grammar errors.

(15) REPORT WRITING: APPROPRIATE TIME USED — Evaluates the recruit's efficiency relative to the amount of time taken to write a report.

1. Requires an excessive amount of time to complete a report. Takes three or more times the amount of time a non-probationary officer would take to complete the report.
4. Completes reports within a reasonable amount of time.
7. Completes reports very quickly, as quickly as a skilled, veteran officer.

(16) FIELD PERFORMANCE: NON-STRESS CONDITIONS — Evaluates the recruit's ability to perform routine, non-stress police activities.

1. When confronted with a routine task, becomes confused and disoriented. Unable to determine course of action or takes wrong course of action. Avoids taking action.

4. Properly assesses routine situations, determines appropriate action and takes same.
7. Properly assesses situations including unusual or complex ones. Determines appropriate course of action and takes same.

(17) **FIELD PERFORMANCE: STRESS CONDITIONS** — Evaluates the recruit's ability to perform in moderate to high stress situations.

1. Becomes emotional, is panic stricken, can't function, holds back, loses temper or displays cowardice. Overreacts.
4. Maintains calm and self-control, determines proper course of action and takes it. Does not allow the situation to further deteriorate.
7. Maintains calm and self-control in even the most extreme situations. Quickly restores control in the situation and takes command. Determines best course of action and takes it.

(18) **SELF-INITIATED FIELD ACTIVITY** — Evaluates the recruit's interest and ability to initiate police-related activity. To view same and to act on even low-priority situations.

1. Does not see or avoids activity. Does not follow-up on situations. Rationalizes suspicious circumstances. Does not have a broad orientation to the job.
4. Recognizes and identifies police-related activity. Has a broad orientation to the job including low priority activity. Develops cases from observed activity. Displays inquisitiveness.
7. Seldom misses observable activity. Maintains Watch Bulletins and information given at briefing and uses that information as "probable cause." Makes good quality arrests and/or proper dispositions from observed activity. Thinks well "on his feet."

(19) **OFFICER SAFETY: GENERAL** — Evaluates the recruit's ability to perform police tasks without injuring self or others or exposing self to others to unnecessary danger/risks.

1. Fails to follow accepted safety procedures or to exercise officer safety, i.e.
  - A) Exposes weapons to suspect (baton, mace, handgun, etc.).
  - B) Fails to keep gun hand free during enforcement situations.
  - C) Stands in front of violator's car door.
  - D) Fails to control suspect's movements.
  - E) Does not keep suspect/violator in sight.
  - F) Fails to use illumination when necessary or uses it improperly.
  - G) Fails to advise dispatcher when leaving police vehicle.
  - H) Fails to maintain good physical condition.
  - I) Fails to utilize or maintain personal safety equipment.
  - J) Does not anticipate potentially dangerous situations.
  - K) Stands too close to passing vehicular traffic.
  - L) Is careless with gun and other weapons.
  - M) Stands in front of doors when knocking.
  - N) Makes poor choice of which weapon to use and when to use it.
  - O) Fails to cover other officers.
  - P) Stands between police and violator's vehicle on car stop.
  - Q) Fails to search police vehicle prior to duty and after transporting suspect.
4. Follows accepted safety procedures. Understands and applies them.
7. Always works safely. Foresees dangerous situations and prepares for them. Keeps partner informed and determines the best position for self and partner. Is not overconfident. Is in good physical condition.

- (20) OFFICER SAFETY: SUSPECTS, SUSPICIOUS PERSONS AND PRISONERS — Evaluates the recruit's ability to perform police tasks in a safe manner while dealing with suspects, suspicious persons or prisoners.

1. Violates officer safety principles outlined in 19 (above). Additionally, fails to "pat search," confronts people while seated in the patrol vehicle, fails to handcuff when appropriate. Conducts poor searches and fails to maintain a position of advantage to prevent attack or escape.
4. Follows accepted safety procedures with suspects, suspicious persons and prisoners.
7. Foresees potential danger and eliminates or controls it. Maintains position of advantage in even the most demanding situations. Is alert to changing situations and prevents opportunities for danger from developing.

- (21) CONTROL OF CONFLICT: VOICE COMMAND — Evaluates the recruit's ability to gain and maintain control of situations through verbal command and instruction.

1. Speaks too softly or timidly, speaks too loudly, confuses or angers listeners by what is said and/or how it is said. Fails to use voice when appropriate or speaks when inappropriate.
4. Speaks with authority in a calm, clear voice. Proper selection of words and knowledge of when and how to use them.
7. Completely controls situations with voice tone, word selection, inflection, and the bearing which accompanies what is said. Restores order in even the most trying situations through use of voice.

- (22) CONTROL OF CONFLICT: PHYSICAL SKILL — Evaluates the recruit's ability to use proper level of force for the given situation.

1. Uses too little or too much force for the given situation. Is physically unable to perform the task. Does not use proper restraints.
4. Obtains and maintains control through use of the proper amounts of techniques of force application.
7. Excellent knowledge and ability in the use of restraints. Selects the right amount of force for the given situation. Is in superior physical condition.

- (23) USE OF COMMON SENSE AND GOOD JUDGEMENT — Evaluates the recruit's performance in terms of ability to perceive, form valid conclusions and arrive at sound judgements.

1. Acts without thought or good reason. Is indecisive, naive. Is unable to reason through a problem and come to a conclusion. Can't recall previous solutions and apply them in like situations.
4. Able to reason through a problem and come to an acceptable conclusion in routine situations. Makes reasonable decisions based on information available. Perceives situations as they really are. Makes decisions without assistance.
7. Able to reason through even the most complex situations and is able to make appropriate conclusions. Has excellent perception. Anticipates problems and prepares resolutions in advance. Relates past solutions to present situations.

- (24) RADIO: APPROPRIATE USE OF THE RADIO/CODES — Evaluates the recruit's ability to use the police radio in accordance with department policy and procedure.

1. Violates policy concerning use of radio. Does not follow procedures or follows wrong procedure. Does not understand or use proper codes.
4. Follows policy and accepted procedures. Has good working knowledge of most-often used sections of the codes.
7. Uses the codes with ease in all sending-receiving situations. Does not unnecessarily take up air time; is conversant with policy and procedures and follows same.

(25) RADIO: LISTENS AND COMPREHENDS — Evaluates the recruit's ability to pay attention to radio traffic and to understand the information transmitted.

1. Repeatedly misses own call sign and is unaware of traffic in adjoining beats. Requires dispatcher to repeat radio transmissions or does not accurately comprehend transmission.
4. Copies own radio transmissions and is generally aware of radio traffic directed to adjoining beats.
7. Is aware of own radio traffic and traffic in the surrounding beats. Is aware of traffic in other parts of the city and uses previously transmitted information to advantage.

(26) RADIO: ARTICULATION OF TRANSMISSIONS -- Evaluates the recruit's ability to communicate with others via the police radio.

1. Does not preplan his transmissions. Over or under-modulates. Cuts message off through improper use of the microphone. Speaks too fast or too slowly.
4. Uses proper procedures with clear, concise and complete transmissions.
7. Transmits clearly, calmly, concisely and completely in even the most stressful situations. Transmissions are well thought out and do not have to be repeated.

## RELATIONSHIPS

(27) WITH CITIZENS: GENERAL — Evaluates the recruit's ability to interact with citizens (including suspects) in an appropriate, efficient manner.

1. Abrupt, belligerent, overbearing, arrogant, uncommunicative. Overlooks or avoids "service" aspect of the job. Introverted, insensitive and uncaring.
4. Courteous, friendly and empathetic. Communicates in a professional, unbiased manner. Is service oriented.
7. Is very much at ease with citizen contacts. Quickly establishes rapport and leaves people with feeling that the officer was interested in serving them. Is objective in all contacts.

(28) WITH MINORITY CITIZENS — Evaluates the recruit's ability to interact with members of ethnic or racial groups other than own, in an appropriate, efficient manner.

1. Is hostile or overly sympathetic. Is prejudicial, subjective and biased. Treats members in this grouping differently than members of own ethnic or racial group would be treated.
4. Is at ease with members of other ethnic/racial groups. Serves their needs objectively and with concern. Does not feel threatened when in their presence.
7. Understands the various cultural differences and uses this understanding to competently resolve situations and problems. Is totally objective and communicates in a manner that furthers mutual understanding.

(29) WITH FTO, SUPERVISORS AND COMMAND OFFICERS — Evaluates the recruit's ability to effectively interact with training officer and in other supervisory/subordinate relationships.

1. Patronizes FTO, superiors or is antagonistic toward them. Gossips. Is insubordinate, argumentative, sarcastic. Resists instructions.
4. Adheres to the chain of command and accepts role in the organization. Respects authority. Follows instructions and behavior is not disruptive.
7. Is at ease in contacts with superiors. Understands superiors' responsibilities, respects and supports their position.

(30) WITH OTHER OFFICERS — Evaluates recruit's ability to effectively interact with fellow officers.

1. Considers self superior. Gossips. Belittles others. Is not a team player and does not associate. Fawns on others.
4. Good peer relationships and is accepted as a group member.
7. Peer group leader. Actively assists others.

LOUISVILLE POLICE DEPARTMENT

RECRUIT NAME \_\_\_\_\_

F.T.O. NAME \_\_\_\_\_

DATE OF REPORT \_\_\_\_\_

RATING PERIOD-FROM: \_\_\_\_\_ TO: \_\_\_\_\_

COMMANDING OFFICER \_\_\_\_\_

DISTRICT \_\_\_\_\_

MONTHLY-RECRUIT FIELD TRAINING REPORT

The purpose of this report is to summarize and evaluate the above named recruit's performance and progress during the rating period mentioned above. This report should be reviewed by the Platoon Sergeant and Lieutenant before final submission. Any suggestions, comments, or criticisms pertaining to this recruit should be explained and discussed in detail.

NARRATIVE ANALYSIS SECTION

Instructions: In this section, use a narrative format to explain your responses. Be specific, and cite examples to be used for documentation purposes. Attach additional pages if necessary.

1. Identify and explain the recruit's POSITIVE personal characteristics related to physical, mental, and emotional factors.
2. Identify and explain the recruit's negative personal characteristics related to physical, mental, and emotional factors.
3. Identify and explain any counseling and/or constructive criticism given to the recruit during this rating period.
4. Has the recruit received any special or remedial training from either the F.T.O. or other sources within the Division of Police?
5. List any areas or topics where additional training is needed by the recruit.
6. Is this recruit experiencing any physical, mental, or emotional difficulties that should be investigated by the Division of Police?



7. List and explain any performance above and beyond the call of routine duty that merits special attention or recognition.
8. Has this recruit been in a dangerous, life threatening situation? YES \_\_\_ NO \_\_\_
- A. If yes, explain the recruit's reaction, and what steps were taken to control the situation.
9. Would you feel secure with this recruit as a permanent partner?
- A. Explain.
10. In what areas does this recruit need additional instruction?
- A. Explain.
11. Considering only the recruits in this class, what is your opinion of this recruit's emotional stability.
- A. Explain.
12. Do you feel that this recruit should remain employed or be dismissed?
- A. Explain.

To Recruit: You have a right to dispute contents of report with  
platoon Sergeant.

(Signatures)

(Date)

F.T.O. \_\_\_\_\_ / \_\_\_\_\_

PLATOON SGT. \_\_\_\_\_ / \_\_\_\_\_

PLATOON LT. \_\_\_\_\_ / \_\_\_\_\_

/ Recruit is to be given copy of report.

Recruit Comments:

F.T.O. PROGRAM-REPORTING AND EVALUATION SCHEDULE

PERIOD:	1	2	3	4
MONTHS:	1 2 3	4 5 6	7 8 9	10 11 12
REQUIRED REPORTS:				
Weekly Report By:	F.T.O.	F.T.O.	F.T.O.	F.T.O.
Monthly Report By:	F.T.O. & Sgt.	F.T.O. & Sgt.	F.T.O. & Sgt.	F.T.O. & Sgt.
First Civil Service Performance Appraisal		Sgt. & Lt.		
Second Civil Service Performance Appraisal				Sgt. & Lt.
General Committee Review	Unscheduled Reporting And Monitoring Throughout The Program			

## POLICE DEPARTMENT LOUISVILLE POLICE

WEEKLY EVALUATION REPORT NUMBER

Recruit's Name

CODE NUMBER

FTO's NAME

CODE NUMBER

DATE

RATING INSTRUCTIONS: RATE OBSERVED BEHAVIOR WITH REFERENCE TO THE SCALE BELOW. YOU MUST COMMENT ON THE MOST AND LEAST ACCEPTABLE PERFORMANCE OF THE DAY. YOU ARE ENCOURAGED TO COMMENT ON ANY BEHAVIOR YOU WISH, BUT A SPECIFIC COMMENT IS REQUIRED ON ALL RATINGS OF '2' OR LESS AND '6' AND ABOVE. USE THE CATEGORY NUMBER BELOW TO REFERENCE YOUR COMMENTS. CHECK 'N.O.' BOX IF NOT OBSERVED. IF RECRUIT FAILS TO RESPOND TO TRAINING, CHECK 'N.R.T.' BOX AND COMMENT ON BACK.

District  
Shift  
Worked:  
Training  
Phase

P. 202

## RATING SCALE

NOT ACCEPTABLE BY FTO  
PROGRAM STANDARDSACCEPTABLE  
LEVELSUPERIOR BY FTO  
PROGRAM STANDARDS

1 2 3 4 5 6 7

N.O. N.R.T.

1- 1 2 3 4 5 6 7

2- 1 2 3 4 5 6 7  
3- 1 2 3 4 5 6 74- 1 2 3 4 5 6 7  
5- 1 2 3 4 5 6 7  
6- 1 2 3 4 5 6 7  
7- 1 2 3 4 5 6 7  
8- 1 2 3 4 5 6 79- 1 2 3 4 5 6 7  
10- 1 2 3 4 5 6 7  
11- 1 2 3 4 5 6 7  
12- 1 2 3 4 5 6 7  
13- 1 2 3 4 5 6 7  
14- 1 2 3 4 5 6 7  
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23- 1 2 3 4 5 6 7  
24- 1 2 3 4 5 6 7  
25- 1 2 3 4 5 6 7  
26- 1 2 3 4 5 6 727- 1 2 3 4 5 6 7  
28- 1 2 3 4 5 6 7  
29- 1 2 3 4 5 6 7  
30- 1 2 3 4 5 6 7

ASSIGNMENT OR REASON FOR NO EVALUATION

## CATEGORIES

## APPEARANCE

1 GENERAL APPEARANCE: SPECIFY IF NECESSARY

## ATTITUDE

2 ACCEPTANCE OF CRITICISM: VERBAL/BEHAVIOR

3 ATTITUDE TOWARD POLICE WORK/ROUTINE/STRESS/COMPLEX

## KNOWLEDGE

4 OF DEPARTMENT POLICIES AND PROCEDURES

5 OF THE PENAL CODE

6 OF THE VEHICLE CODE

7 REFLECTED IN VERBAL OR WRITTEN TESTS

8 REFLECTED IN FIELD-PERFORMANCE TESTS

## PERFORMANCE

9 DRIVING SKILL: NORMAL CONDITIONS

10 DRIVING SKILL: MODERATE STRESS CONDITIONS

11 USE OF STREET GUIDE: ORIENTATION SKILL / RESPONSE TIME TO CALL

12 ROUTINE FORMS: ACCURACY/COMPLETENESS

13 REPORT WRITING: ORGANIZATION/DETAILS

14 REPORT WRITING: LEVEL OF USAGE/GRAMMAR/SPELLING/NEATNESS

15 REPORT WRITING: APPROPRIATE TIME USED ?

16 FIELD PERFORMANCE: NON-STRESS CONDITIONS

17 FIELD PERFORMANCE: STRESS CONDITIONS

18 SELF-INITIATED FIELD ACTIVITY

19 OFFICER SAFETY: GENERAL

20 OFFICER SAFETY: suspicious persons/prisoners

21 CONTROL OF CONFLICT: VOICE COMMAND

22 CONTROL OF CONFLICT: PHYSICAL SKILL

23 USE OF COMMON SENSE AND GOOD JUDGEMENT

24 RADIO: APPROPRIATE USE OF 10-CODE

25 RADIO: LISTENS AND COMPREHENDS TRANSMISSIONS

26 RADIO: ARTICULATION OF TRANSMISSIONS

## RELATIONSHIPS

27 WITH CITIZENS: GENERAL

28 WITH MINORITIES: BLACK/MEXICAN AMERICANS/females, etc.

29 OTHER RELATIONSHIPS: FTO/SERGEANT/LIEUTENANT

30 WITH OTHER officers



# MANUAL

## POLICY & PROCEDURAL

CHAPTER 3: POLICIES & PROCEDURES

SECTION II: Administrative Services

ARTICLE 15

EFFECTIVE DATE 12-20-85

### ARTICLE 15: POLICE PERSONNEL BUREAU (cont.)

- 2) Each rater will be evaluated by his supervisor as to the fairness and impartiality of the ratings given. The supervisor should attempt to ensure that the rater has applied evaluation criteria uniformly.

#### d. Review of Performance Appraisal system

- 1) A review committee, appointed annually by the Chief of Police, will be charged with the duty of evaluating the Performance Appraisal system in order to identify any problems with the system and to make recommendations for improvement.

### 2. Recruit training evaluation procedures

#### a. Probationary field evaluations

- 1) Each recruit, upon graduation from the Louisville Police Department Training Academy, will be assigned to a Field Training Officer as a partner for a period of one (1) year. The recruit and his training officer will be scheduled coinciding offdays and will ride as partners at all times (with the exception of vacation and any other unusual situations). Each recruit will be assigned to a new Field Training Officer every three (3) months during his/her probationary year.
- 2) Field Training Officers will complete a periodic Recruit Evaluation Form (LPD #0030-78) on each recruit. The recruit will be rated on a numerical scale and will be evaluated on appearance, attitude, knowledge, performance, and relationships with the public and with fellow officers.
- 3) Field Training Officers will forward these forms through their chain of command, to the Director of Community Development.



# MANUAL

## POLICY & PROCEDURAL

CHAPTER 3: POLICIES & PROCEDURES

SECTION II: Administrative Services

ARTICLE 15

EFFECTIVE DATE 12-20-85

### ARTICLE 15: POLICE PERSONNEL BUREAU (cont.)

#### b. Field Training Officer criteria

- 1) Field Training Officers are nominated by their respective district captains and must have a minimum of three (3) years of field experience. Final selections are made by the Chief of Police.
- 2) All Field Training Officers are required to attend a minimum of sixteen (16) hours of specialized training at the Field Training Officer school provided by the Louisville Police Department Training Section.
- 3) Field Training Officers should teach each recruit, by example and actual work experience, proper patrol procedures, report writing, routine investigation, and familiarize each recruit with the policies, procedures, rules and regulations of the Louisville Police Department.

#### F. Placement of Relatives in the Direct Command Relationship

1. It is the policy of the Louisville Police Department that relatives, either by blood or marriage will not work for each other in a direct command relationship.
2. If a father/spouse, brother/sister is a sergeant or lieutenant, the son/spouse, brother/sister will not work on the same platoon.
3. If a father/spouse, brother/sister is a captain, the son/spouse, brother/sister will not work in the same district or bureau.
4. Exception to the above policy may be made in the case of specialized units, with the approval of the Chief of Police.

#### G. Records Checks on Civilian Classification Positions



# MANUAL

## POLICY & PROCEDURAL

CHAPTER 2: DEPARTMENTAL ORGANI-

ZATION

SECTION IV: Duties & Responsibi-  
lities of Rank

ARTICLE 3

EFFECTIVE DATE 11-9-84

### ARTICLE 3: ASSOCIATE CHIEF OF POLICE, DUTIES AND RESPONSIBILITIES

- A. The Associate Chief of Police, acting under administrative direction, performs administrative and managerial police work of considerable difficulty at the upper management level. The Associate Chief is responsible for assisting the Chief of Police in all phases of the administration of the Louisville Police Department, and develops policies and procedures affecting personnel and equipment. The Associate Chief may be assigned to head a task force operation, and may implement methods, systems, and procedures to accomplish goals and objectives. The Associate Chief's specific duties include the following:
1. Manage, through subordinates, a number of divisions within the Louisville Police Department, encompassing as many as one thousand uniformed and civilian employees.
  2. Assist the Chief in daily operations.
  3. Review and evaluate present policies and procedures and recommend needed changes.
  4. Attend staff meetings with the Chief of Police and subordinate officials of the Louisville Police Department.
  5. May serve as advisor to the Chief, consulting on all matters pertaining to the management and administration of the police department.