



POLICY & PROCEDURE

PORTAGE POLICE DEPARTMENT

SUBJECT: **Police Training Officer Program**

SCOPE: All Sworn Personnel

DISTRIBUTION: Policy & Procedure Manual

REFERENCE:

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RESCINDS

AMENDS

WILEAG 5TH EDITION

STANDARDS: 12.2.3, 12.2.4

PURPOSE: The purpose of this Policy & Procedure is to establish guidelines for the Portage Police Department for sworn probationary training programs.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. FIELD TRAINING PROGRAM – LAW ENFORCEMENT OFFICER
- III. REMEDIAL TRAINING
- IV. RECRUIT TRAINING

I. POLICY

A. It is the policy of the Portage Police Department to provide recruit training to all employees in order to promote efficiency and effectiveness; to establish and maintain standards of excellence in performance and service; and to achieve the maximum development of each employee's potential.

II. POLICE TRAINING OFFICER PROGRAM – LAW ENFORCEMENT OFFICER

A. Objectives of the Police Training Officer Program

1. Improving the overall applicant screening process. The Police Training Officer Program and Evaluation are one phase of the department's overall applicant screening process designed to facilitate on-the-job observations and performance assessment.
2. Establishing a probationary police officer appraisal system. The program is designed to provide valid, job-related post-academy evaluation of a probationary officer's performance. The process uses a standardized and systematic approach to documenting probationary officer performance.
3. Establishing a program review procedure. The program provides an appraisal system to measure the effectiveness of the department's selection and training processes by allowing feedback to the appropriate department's regarding a probationary officer's strengths and weaknesses.
4. Improving the probationary officer training process. The program provides post-academy training and on-the-job training to probationary officers. Police Training Officers serve as role models for probationary officers in the development of the knowledge/skills/abilities needed to perform patrol duties and practical application of police academy materials.
5. Improved in-service program. The program provides a system to provide retraining and orientation to sworn officers returning to patrol from extended absences or assignments.
 - a) Sworn officers who have been absent from Patrol for an extended period of time will be assigned to a PTO for a period of reacclimation. This period may be extended at the discretion of the Chief of Police.
 - b) During the time such sworn officers are assigned with an PTO, they will not be subject to the formalized evaluations required of probationary officers in training. The PTO's function is to re-familiarize the officer with agency forms, updated policy/procedure/Policy & Procedures, and with the PTO Commander and/or training Section; and to insure that the returning officer is provided with opportunities as are necessary to meet or re-qualify in skill areas such as CPR, firearms, and DAAT.

B. Organization of the Police Training Officer Program

1. Police Training Officer - Unit Coordinator
 - a) The Police Training Officer Coordinator shall be a supervisory level employee designated by the Chief of Police.
 - b) The Police Training Officer Coordinator shall be responsible for the general administration and evaluation of the Police Training and Evaluation Program and the staff monitoring of all probationary officers for the duration of their probationary period.

- (i) The Coordinator shall monitor and evaluate the overall development of probationary officers during the probationary period for purposes of ascertaining any deficiencies and resolving them through training and retraining.
- (ii) The Coordinator shall be responsible for planning, directing and evaluating field training assignments and any changes in such assignments or variations in the length of the assignments.
- (iii) The Coordinator shall work closely with the Shift Supervisors of probationary officers during and after the completion of the Field Training and Evaluation Program assignments to determine and correct any training deficiencies, and may recommend a recycling of a probationary officer for retraining.
- (iv) The Coordinator shall facilitate the assembly of information relating to a probationary officer's progress to the appropriate/designated departmental command officers.
- (v) The Coordinator shall conduct a comprehensive evaluation of each probationary officer monthly and prepare a statement of the probationary officer's development and submit the evaluation to the Chief of Police with a recommendation to retain, recycle (extend training), or dismiss the officer. All other department supervisors and Training personnel will be offered the opportunity to provide input to assist in the final probationary evaluation.
- (vi) Whenever possible, the Coordinator should attend the various training sessions and Training Unit meetings to provide/receive first-hand information concerning a probationary officer's performance and to allow the opportunity to observe the performance problem solving techniques of the Police Training Officers.

2. Police Training Officer

- a) All Police Training Officers shall receive formal PTO training consistent with this program.
- b) The Police Training Officer shall be responsible for the training and evaluation of the probationary officers when assigned to them.
- c) The Police Training Officer shall be a sworn officer who has met all posted qualifications of the Department's Field Training and Evaluation Program. Minimum qualifications will be:
 - (i) Passed their probationary period as a Portage Police Officer,
 - (ii) Positive evaluations,
 - (iii) Average to above average activity for the shift they work,

- (iv) Strong officer safety skills and practices,
 - (v) Good one on one communications skills,
 - (vi) Positive attitude.
- d) The Police Training Officer has two primary roles to fulfill: that of a police officer assuming full patrol responsibility; and that of a trainer, coach, and evaluator of probationary officers.
 - e) Police Training Officers may assist in the department's background investigation for police officer candidates.
 - f) The Police Training Officer may be released from field training and evaluation duties as follow:
 - (i) At the request of the individual concerned.
 - (ii) By removal of assignment for patrol duties.
 - (iii) At the direction of the Chief of Police.

C. Assignment of Probationary Officers to Police Training

1. Assignments

- a) Probationary officers shall be assigned to the Patrol Division unless otherwise directed by the Chief of Police or designee.
- b) Each probationary officer who is assigned to the Patrol Division shall be placed in a training and evaluation assignment under the supervision of a Police Training Officer Coordinator and Police Training Officer, as defined in this order:
 - (i) The Police Training assignment shall be predetermined and will be varied only when a probationary officer needs remedial training.
 - (ii) The Police Training Unit Coordinator may continue the Field Training assignment of a probationary officer beyond the predetermined time if the need for further training and evaluation is apparent, with the approval of the Chief of Police or designee.
 - (iii) Probationary officers assigned to units other than the Patrol Division shall not be assigned to PTOs unless there trained PTO's within the unit such as detective.
- c) The Training and Evaluation Program shall be divided into the following phases and steps:
 - (i) Phase One – minimum two days of in-house orientation and training.

(ii) Phase Two – Steps One Thru Four.

(a) Step One – working days duration.

- (1) For the first five working days the probationary officer works with the Police Training Officer and is not formally evaluated (Daily Observation Reports).
- (2) Minimum of fifteen working days for structured training and evaluation.
- (3) “Working Day” is defined as: all training/evaluation days during which the probationary officer is assigned to an PTO and completes 50% of the scheduled shift.

(b) Step Two – twenty working days duration.

- (1) Training and evaluation period.

(c) Step Three – twenty working days duration.

- (1) Training and evaluation period.
- (2) The PTO Coordinator will insure that any “missed” (non-certified days) are made up and that the minimum number of certified days of training and evaluation have been completed.

(d) Step Four – minimum ten working days duration.

- (1) Training Officer in plain clothes and probationary officer in uniform.
- (2) The probationary officer shall “certify” for a solo patrol assignment during this step.

(iii) Phase Three – Balance of the probationary employment period.

- (a) Solo field patrol assignment of the probationary officer a minimum of 80% of the time assigned to patrol shift operations.
- (b) Probationary Officer remains on probationary status; Field Training Coordinator completes the “Monthly Evaluation Report” process.
- (c) During the balance of the probationary patrol period, the probationary officer shall be periodically assigned to an PTO for performance review.
- (d) The length and duration of PTO training may be altered based upon experience, past training, performance, department needs with the approval of the chief or designee.

D. Extension of Training

1. The probationary officer's Training and Evaluation period may be extended upon the recommendation of the Police Training Coordinator and with the approval of the Chief of Police or designee.
2. Should a new officer's probationary period need to be extended for any reason, current labor agreements shall be followed.

E. Evaluation Process

1. Weekly Evaluation Report

- a) Completed by the designated Police Training Coordinator for each training and evaluation period.

2. Probationary Officer Self-Evaluation

- a) Completed by the probationary officer at the completion of each step. This is a detailed estimate of the probationary officer's performance strengths and weaknesses.

3. Evaluation of Police Training Officer and Program

- a) Shall be completed by the probationary officer at the end of each Step.
- b) Shall be conducted by the Police Training Commander and Coordinator at periodic intervals.

4. Monthly Evaluation Report

- a) Shall be completed by the Police Training Coordinator with collaborative assistance from other Shift Supervisors.
 - (i) The monthly Evaluation Reports will be reviewed by the Police Training Coordinator and Commander and made available to the PTOs for review and discussion.
 - (ii) The monthly Evaluation Reports shall be placed in the police training notebook after being reviewed and signed by the probationary officer.
 - (iii) The Police Training Coordinator shall facilitate an evaluation of probationary officer's Step performances and forward it to the Police Training Commander for review and submittal to the Chief of Police.

F. Solo Patrol Confirmation Board.

1. Shall consist of the following positions:
 - a) Chief of Police
 - b) Police Training Unit Coordinator

- b) Patrol Sergeant
 - c) Police Training Officer
2. Board Action.
- a) Required to advance recruit from Police Training to solo patrol.
 - b) To recommend an extension of the PTO Training.
 - c) Provide input on new PTOs

G. Employment Status Process.

1. Any time during the probationary period a probationary officer is not performing at a satisfactory level, a recommendation for remedial training or termination may be initiated by supervisor.
2. Memorandums, recommendations, reports, and all other supporting data for remedial training or termination will be forwarded to the chief or designee for review and determination course of action.

H. Disposition of Training Evaluations

1. The PTO evaluations will be filed as follows:
 - a) Secure records room in the PTO files.
 - b) Police Training and Evaluation Program Files are confidential and shall only be viewed by persons authorized and approved by the Chief of Police or designee.

III. REMEDIAL TRAINING

- A. Remedial training is defined as personalized training used to correct a specific deficiency; also refer to Policy & Procedure 12.02: Employee Training for further information.

IV. RECRUIT TRAINING

- A. All sworn officers will satisfactorily complete the Wisconsin law enforcement officer recruit-training program or the Wisconsin Department of Justice, Training and Standards Bureau Reciprocity Examination prior to assignment in any capacity in which the officer is allowed to carry a weapon or is in a position to make an arrest, except as part of a formal field training program.

Keith J. Klafke
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 03/03/2026