

HONOLULU POLICE DEPARTMENT

POLICY HUMAN RESOURCES AND TRAINING

August 24, 2015

Policy Number 3.36

FIELD TRAINING AND EVALUATION PROGRAM

POLICY

The Honolulu Police Department shall maintain a Field Training and Evaluation Program (FTEP) with the purpose of producing fully trained probationary officers who perform skillfully and safely without continuous supervision.

PROCEDURE

I. PROGRAM OBJECTIVES

- A. The general objectives of the FTEP are as follows:
 - 1. Produce highly trained and positively motivated officers capable of meeting or exceeding the standards of performance required by the department;
 - 2. Provide equal and standardized training to probationary officers and remedial training in those areas where deficiencies are identified;
 - 3. Build on the foundation established at the police academy, ensuring consistency with the knowledge, skills, attitudes, policies, and procedures taught there and enabling recruits to increase their proficiency in existing skills and develop new ones;

4. Improve the departmental screening process by providing on-the-job observation of each recruit's performance;
 5. Establish an appraisal system, using a standardized and systematic approach to the documented measurement of probationary officer performance;
 6. Provide selected officers with additional training and opportunities to develop leadership skills as Field Training Officers (FTOs); and
 7. Increase the department's overall efficiency and effectiveness by enhancing the professionalism and competency demanded by law enforcement.
- B. Specific program objectives and the parameters of training and evaluation are established by the program staff in collaboration with the Training Division commander. These objectives and parameters are found in the FTEP training manual.
1. These parameters are reviewed regularly and updated as necessary to ensure that they provide for standardized training and evaluation.
 2. The levels of proficiency set by the FTEP are designed to ensure that each probationary officer who completes the training meets the performance standards of the department.

II. PROGRAM GUIDELINES

- A. All recruits who have completed the police academy training shall satisfactorily complete the FTEP before being assigned to any other duties.
- B. The FTEP shall be administered by the Training Division.

- C. The normal duration of the FTEP is 16 weeks.
 - 1. The program's length may be altered for groups of recruits for specific reasons. Such alterations require the endorsement of both the FTEP lieutenant and the Training Division commander.
 - 2. It may also be altered for individual recruits (e.g., an individual may be held over to ensure that he or she has satisfied the requirements of the program). Such alterations require the endorsement of both the FTEP lieutenant and the Training Division commander.
- D. The FTEP is divided into three phases. Each recruit should be assigned to a different FTO for each of the three phases.
- E. While in training, a recruit and his or her FTO are considered a one-person unit and should not be separated.
- F. Recruits shall be assigned only to the FTOs certified by the FTEP.

III. PROGRAM DOCUMENTATION

- A. Complete records on the training and evaluation of each recruit are maintained by the FTEP until the records are destroyed in accordance with the schedule established in the element manuals of operations.
- B. The FTEP notifies the Training Division when a recruit completes the program and when a recruit resigns or is terminated during his or her assignment to the FTEP.


LOUIS M. KEALOKA
Chief of Police

Post on bulletin
board for one week

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