



APD Policy CHAPTER 4 TRAINING and RECRUITMENT	ABERDEEN POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable State Statutes: : 3-7-5, 3-7-5.1, 3-7-6, 3-7-7, 3-7-9, 3-7-11, 3-7-14.1, 3-7-18, 3-7-20, 3-7-21, 3-7-22, 3-7-23, 3-7-24, 3-7-25, 23-3-26, 23-3-35, 23-3-41, 23-3-42, 23-3-43, 23-3-47, 23-3-65, 23-3-66, 23-3-67, 23-3-69 RELATED POLICIES:	
DATE IMPLEMENTED: June 15, 2020	
SPECIAL INSTRUCTIONS:	NUMBER OF PAGES: 17

I. PURPOSE

- A. Meet P.O.S.T. (Police Officer Standards and Training), and Department training requirements and needs.
- B. Establishes and maintains access to a comprehensive training program at the Department level which will complement available P.O.S.T. training.
- C. Efficiently and effectively accomplishes departmental tasks through better trained and more professional personnel.
- D. Provides training which is consistent with law enforcement responsibilities and requirements.
- E. Provides remedial training when applicable.
- F. The purpose of this policy is to outline and direct the hiring process and practices for employment as a sworn member of this agency.
- G. The purpose of this policy is to direct continuous training for the members of this agency as well as the essential documentation of said training

II. RULES AND REGULATIONS

A. Training Support

Support shall be made available to implement the training program. At a minimum this shall include:

1. Training aids and resource materials;
2. Approved training related expenses; and
3. Adequate staffing to allow time off for training.

B. Validation of Training

The validation of training programs shall be completed prior to authorizing employee attendance. Validity is typically established by meeting the following criteria:

1. The training programs shall be based on job related criteria.
2. The content of training programs shall be clearly stated in written lesson plan format.
3. The student's ability to comprehend and learn shall be established through testing which relies on the measurement of quantifiable performance objectives.
4. The instructor shall be qualified in terms of detailed subject knowledge and experience, as well as the ability to effectively deliver information.
5. A periodic evaluation of the relationship of training effectiveness to job performance shall be conducted through follow-up procedures.

C. Training Program Evaluation

At a minimum, an evaluation of the overall Department Training Program shall be conducted on an annual basis. The evaluation process should afford Command Staff an opportunity to ensure that the program meets the needs of the Department and provides the basis for planning future training programs. Evaluations of programs and planning will be used to determine the effectiveness of current programs and future training needs.

D. Professional Development

Professional development is encouraged at all levels of the organization. Administrators, managers, and supervisors will, as time and funding allow, attend professional meetings, seminars and similar work-related activities. This will enable them to remain informed of current management techniques, trends and litigation which impact Department operations. Employees are encouraged to pursue higher education courses of formal instruction.

E. Promotional Practices

1. All promotional procedures and policies are defined and promulgated in the City of Aberdeen Personnel Policies under Employment Practices. The Chief and Human Resources Director will select the best method to qualify and test potential candidates.

2. Every employee appointed to or promoted to supervisory position within the department will be assigned and must successfully complete a minimum of forty (40) hours training prior to or within one year of taking the position.
 - a. Employees promoted to or appointed to a first-level supervisory training shall have or be scheduled to a POST approved supervisory training course.
 - b. Employees promoted to or appointed to a mid-management position shall have or be scheduled to a POST approved management training course.

F. Hiring Practices

1. **Policy:** The policy of this agency is to hire only those persons qualified for employment in law enforcement. This agency seeks the highest level of professionalism and integrity by its members and recognizes that this commitment begins with the selection of candidates for this agency
2. **Procedure:**
 - a. The department shall provide each applicant with a step-by-step checklist outlining the process by which this agency selects individuals for employment as a sworn police officer.
 - b. All elements of the selection process for sworn personnel will be administered, scored, evaluated and interpreted in a uniform manner.
 - c. Candidates for sworn positions determined to be ineligible for appointment as a police officer will be notified in writing.
 - d. The checklist shall include all requirements that must be met prior to consideration for employment by the agency.
 - 1) Must be a citizen of the United States.
 - 2) Must have a high school education or equivalent.
 - 3) Must be 21 years of age:
 - a) Beneficial to applicant would be a combination of education and experience equivalent to completion of sixty hours of college course work including courses in law enforcement.
 - b) In hire consideration will be made if candidates have at least one-year law enforcement experience.
 - 4) No criminal record of any felony, certain misdemeanors shall disqualify.
 - a) Must have a valid driver's
 - b) A record of a driver's license suspension within five years of application may disqualify.

- c) A record of driving under the influence conviction within one year of application may disqualify. More than one DUI conviction in a lifetime may disqualify.
 - d) No more than five moving traffic convictions within three years of application.
- 5) Any drug or alcohol dependency could result in disqualification.
- 6) Any current or prior unlawful sale or distribution of a controlled substance could disqualify and applicant.
- 7) Experimental use will be evaluated with the following guidelines:
 - a) No unlawful use of a controlled substance, and/or marijuana, within a calendar year of the application.
 - b) No current user of seller of a controlled substance will be considered for employment. Each applicant must submit to a drug screen.
- e. The Human Resources Department shall provide each applicant with a declaration of anti-discrimination with respect to the hiring process.
- f. Each applicant must apply in writing using the department prescribed application form. All questions on the form must be answered completely and truthfully.
- g. Any determination by the department that an applicant has been deceptive in a response either verbally or in writing during the hiring process shall be immediate grounds for dismissal from the process.
- h. Any determination by the department that a candidate who has been hired was deceptive during the hiring process shall be grounds for termination from the agency.
- i. Each applicant must provide documentation of the essential requirements, i.e. driver's license, social security card, high school, and college diplomas, DD214, proof of citizenship etc. upon submission of the application.
- j. Each applicant must sign prescribed waivers with respect to prior medical, psychological, credit, education, & criminal history including sealed and juvenile records.
- k. Each applicant must sign an affidavit indicating whether he or she have ever been the subject of a domestic restraining or protective order or whether they have ever been previously convicted of a domestic violence related offense.
- l. Each applicant who successfully passes, at the level prescribed by this agency, the written examination, may be selected to proceed to an objective interview. Each applicant interviewed shall be asked the same group of specific questions. Follow-up questions for clarification may be asked by the interviewer(s). Additionally, interviewers shall be provided with the applicant's

application packet prior to the interview so that questions relating to the application may be incorporated into the interview process.

- m. Once all applicants have been interviewed, the interviewer(s) will make recommendations to the hiring authority with respect to which applicants should be considered for employment.
- n. Each applicant who successfully passes, at the level prescribed by the agency and the interview, will then proceed to the background examination process conducted by staff members. Each applicant must be of good moral character. This process shall include:
 - 1) Verification of applicant's responses in the written application.
 - 2) Applicant's driving history.
 - 3) Criminal History check of applicant including checks in all former states of residency.
 - 4) Survey law enforcement agencies in locales where applicant has resided or known to frequent. This survey should include a CAD inquiry of the applicant's former residences during the period of the applicant's residency.
 - 5) Current credit history may be required to be supplied by the applicant or obtained by interviewer.
 - 6) Review applicant's public social media accounts.
 - 7) Check status of any past certifications issued by other states. Check the National Decertification Index that registers officers who have been de-certified by a state POST.
 - 8) References listed as well as removed references (background investigator should ask the listed references for the identities of additional persons who know the applicant allowing the investigator to speak to persons who have knowledge of the applicant but who were not listed by the applicant).
 - 9) All former employers, to the extent possible, must be interviewed.
 - 10) Un-named persons known to the applicant, such as neighbors, former neighbors, school officials etc. should be sought out and interviewed.
 - 11) In cases where form letters have been sent out to references but have not been returned, the investigator shall make every effort to contact that individual either face-to-face or by telephone to make an inquiry as to the applicant's suitability for employment by the agency.

- 12) If the applicant has already been through the basic academy for POST certification, interviews of staff members that had direct contact with the applicant must be conducted.
 - 13) Following the background investigation, the investigator shall compile a background summary and make a recommendation with respect to the applicant's suitability for employment with the agency. In cases where the investigator is recommending that the applicant not be considered for employment, the investigator shall provide specific, detailed information as to the reasons supporting the recommendation.
- o. Following the successful completion of the background investigation a conditional offer of employment will be made or placed on an eligibility list. - Prior to the polygraph, medical and psychological exams, it is necessary under federal law to make a conditional offer of employment to the candidate. A conditional offer essentially holds that if the candidate passes the polygraph, medical, and psychological exam, they will be hired by the agency.
1. Polygraph: Each candidate must take a polygraph examination conducted by a licensed practitioner, following the background investigation.
 2. Medical Examination: A licensed medical practitioner who is familiar with the job tasks of a law enforcement officer will conduct this exam.
 - i. Drug screening shall be conducted of all candidates who have received a conditional offer of employment. The requirements of this procedure shall be outlined in all recruiting/hiring announcements.
 - ii. The medical examination will include a review of the candidate's medical history of injury/illness that may impact the candidate's ability to meet the job task of a law enforcement officer. This review of medical records is limited to review by the doctor who will determine whether the candidate is medically cleared for a position with this agency.
 3. Psychological Testing - Each applicant who has received a conditional offer of employment shall undergo the prescribed psychological testing by a qualified professional to determine his or her suitability for the law enforcement profession.
- p. The agency will not consider persons for hire where the interview, background examination, polygraph, or any other portion of the

application process puts the agency on notice that the candidate has a propensity to engage in conduct that could harm the agency, other employees or a member of the public.

G. PROBATIONARY PERIOD

1. All newly hired sworn employees or officers appointed to and/or promoted will have a one-year probationary period. Officer candidates with no previous law enforcement experience will be required to successfully complete the POST Basic Academy and the Department FTO Program during the probationary period. Lateral officers must obtain a South Dakota Peace Officer certificate within one year of employment unless a waiver is authorized.
2. Non-sworn employees will have a twelve-month trial period upon being hired, appointed to, or promoted into a new position.

H. PROCEDURE FOR NON-COMMISSION PERSONNEL

- a. Applicants for non-sworn positions within the Department must meet all the qualifications set by the City of Aberdeen and Aberdeen Police Department. Procedures for hiring will conform to the City of Aberdeen Personnel Policies.
- b. All non-sworn applicants will have a thorough background check performed. Following the successful completion of the background investigation a conditional offer of employment will be made or be placed on an eligibility list. If an offer of employment is given the applicant must pass a physical examination to include drug testing and may include a polygraph.

III. SYSTEM OF POLICY AND PROCEDURE

A. STAFF TRAINING

1. INTRODUCTION

Training offers substantial benefits to both the Department and the employee. Training should start prior to actual job assignment and continue throughout an employee's career. Training prepares employees to act correctly and decisively under a broad spectrum of circumstances. Further, training increases employee efficiency and effectiveness while promoting cooperation and unity of purpose.

2. ORIENTATION TRAINING

- a. Orientation training shall provide new employees knowledge and understanding of the following:

- 1) Position and job descriptions,
 - 2) Organizational structure and the chain of command,
 - 3) Department operational policies and procedures,
 - 4) Layout and organization of the Department's jurisdictional area; and
 - 5) The Department's legal basis and scope of authority.
- b. Prior to duty assignment, all new personnel will participate in general orientation training to familiarize them with the Department.
 - c. During orientation, a new employee will be oriented to the Department's Policy and Procedure Manual.
 - d. Prior to assuming law enforcement duties, all officers will be given our "Oath of Office" by a judge swearing to uphold and defend the United States Constitution, the Constitution and laws of the State of South Dakota, and to enforce the City ordinances.

3. FIELD / PREPARATORY TRAINING

The training provided to newly hired, promoted or transferred employees is a continuation of the selection process. During this time, efforts are made to identify employees possessing the ability to perform the job assignments. As part of this training, emphasis is placed on developing the knowledge, skills and abilities necessary to successfully conduct specific job assignments. This training should continue until the employee has satisfactorily demonstrated the ability to perform all routine aspects of the particular job or assignment. Sworn officers shall successfully complete the Department's FTO Program prior to being assigned normal work duties.

4. FIELD TRAINING OFFICER TRAINING PROGRAM

- a. The Department shall maintain a training program for new officers. There will be a formal selection and training process for Field Training Officers.
- b. The formal selection process shall consist of a letter of interest from the officer, an interview with the officer and approval from the Administrative Sgt. and Administration.
- c. The program should be reviewed periodically by the Department's Command Staff to ensure consistency and quality.
- c. The supervisor of the program shall be responsible for the administration of said program and will make recommendations to the Department's Command Staff with regard to training objectives.

5. FIELD / RECRUIT TRAINING

- a. The acceptable time for participation in field training programs will be based upon the Department's needs.
- b. Using the training checklist daily observation reports (DOR) developed by the Department, recruits shall be evaluated on a daily basis.

6. BASIC TRAINING ACADEMY

The Basic Training Academy, as prescribed by South Dakota Law Enforcement Training Center, shall be provided to applicable employees prior to their assuming any law enforcement duties or responsibilities.

7. ON THE JOB TRAINING

It is the responsibility of all employees to share with other employees the skills and knowledge necessary to perform their duties. Supervisory and Command officers of all ranks have the responsibility to train subordinates to perform assigned tasks and to familiarize them with their job responsibilities.

8. ROLL-CALL TRAINING

- a. The Training Officer shall establish and develop a roll call training program for the Department. The main goal of this training is to keep employees apprised of changes in the law, policies, procedures and other Department matters.
- b. Supervisory officers assigned to the shift should conduct Roll Call Training. Supervisors should ensure that all personnel receive training and that personnel absent from roll call sessions receive the same instructions at a later date.
- d. Personnel may be tested based on lesson plans developed by the distributor of the subject matter of the Roll Call Training. Any written test given will be forwarded to the training officer.

9. IN-SERVICE TRAINING

In-service training shall provide employees with continuous and ongoing instruction designed to enhance, refresh and update job-related knowledge, skills and abilities.

Personnel will be compensated as determined by the training practices established by the Department for participation in assigned in-service training scheduled during off-duty hours. Personnel should be tested in all areas of in-service training received.

10. SPECIALIZED TRAINING

- a. All Department employees may apply for voluntary specialized training using the Department's training request form. Requests shall be submitted through the employee's supervisor, division commander, and then be directed to the Administrative Sergeant. If a request is denied, an explanation should be provided to the requesting employee.
- b. Employees attending voluntary specialized training will notify their supervisor and division commander of the training. Employees attending training not sponsored by the Department will be responsible for all tuition, meals, housing and any other incurred expenses. Employees will not be covered by Workmen's Compensation Insurance on any training they attend not authorized by the Department

11. TRAINING DIRECTIVE

Policy: It is the policy of this agency to provide officers with continuous training on the recurring, high risk, critical tasks that an officer will face.

Definitions:

- a. High Risk Critical Tasks: These tasks include:
 - 1) Tasks that the final policy maker of the agency knows to a moral certainty that officers will face and;
 - 2) The task is made easier with training or the policy maker knows that officers have historically made mistakes; and,
 - 3) The wrong decision with respect to the task will lead to a physical or a constitutional injury.
- b. Procedure: Each member of the agency will receive an annual block of training on each of the high-risk critical tasks in law enforcement including:
 - 1) Use of force (Response to Active Resistance) to include qualification/certification of any weapons or special equipment the officer may utilize.
 - (a) Firearms training must be conducted, at a minimum, once per year.
 - (b) Firearms training must include low-light shooting as well as decision-making scenarios.
 - (c) Firearms training must meet all other requirements set forth in the Administrative Rules of the South Dakota Division of Criminal Investigation
 - 2) Pursuit
 - 3) Emergency operation of vehicles

- 4) Search and seizure/Arrest
- 5) Care, custody, restraints and transportation of prisoners
- 6) Sexual harassment/ External Sexual Misconduct by Officers
- 7) Special Operations: SRT; Narcotics, High Risk Warrants Service (For Personnel who may be faced with this issue)
- 8) Dealing with mentally ill, emotionally disturbed persons, and persons with
 - (a) Diminished capacity
 - (b) De-escalation

c. Basic requirements for continuing education of officer:

- (i) To maintain a basic certification, a law enforcement officer must complete 40 hours of training in two-year period in the following areas:
- (ii) Annual firearms requalification to include completion of a certified shooting course with a passing score of at least 75 percent.
- (iii) Continuing education to include completion of courses sponsored by law enforcement training or courses approved and documented by the law enforcement officer's agency in subject areas listed in § 2:01:06:05 which include:
 1. Police Practices and Procedures
 2. Legal Aspects
 3. Human Behavior
 4. Domestic Abuse
- (iv) These hours will be calculated biennially during even-numbered calendar years. A written report containing the name of the law enforcement officer, signed by the agency head or designee, certifying that the officer has successfully completed the continuing educational requirements and firearms requalification, must be submitted by the employing agency to the executive secretary no later than January 25th of the year following an even-numbered year. An agency shall maintain training records and make them available for inspection by the commission, through the Office of Law Enforcement Training.

d. Documentation: All training shall be documented in the following manner:

- 1) Each officer shall have a training file that indicates the training programs received by the officer to include:
 - (a) Subject matter of the training

- (b) Date of the training
 - (c) Number of hours
 - (d) Proficiency scores where applicable
 - 2) Agency files will contain a lesson-plan and outline of each in-house training session which indicates the following:
 - (a) Subject matter
 - (b) Lesson plan
 - (c) Course objectives
 - (d) Course content
 - (e) Handout Material
 - (f) Dates training was given
 - (g) Instructor of training
 - 3) Agency will also retain as part of agency records documentation relating to any external program an officer attends as part of continued training.
- e. The agency's Training/Administration Sgt. will maintain a file on all training required by state mandate and shall document that training in accordance with this policy. Each employee is responsible to provide documentation of training completed to the Administration Sgt. The Training/Administration Sgt. will provide training records to the Law Enforcement Training Center to maintain officers' basic certification.

B. TRAINING ATTENDANCE

1. SCHEDULING OF TRAINING

Scheduling and notification of training shall be handled on a regular and predictable basis. This allows instructors and students to plan and prepare properly.

2. NOTIFICATION PROCEDURE

- a. Notification of classes shall be in writing and should be forwarded in the following manner:
 - 1) All notifications should originate with the Training Officer.
 - 2) The original of each notification is to be forwarded to the employee and a copy sent to the Shift Supervisor and the Division Commander.
- b. In the event an employee cannot attend or fails to attend a course the following procedure shall be followed:
 - 1) The employee shall notify his supervisor through the chain of command to the Training Officer stating the reasons for

their absence. If required by a supervisor a written memorandum will be completed stating reason for absence.

- 2) Employee requests for excused absences from scheduled training shall be approved or denied by the Training Officer or designee.
- 3) The Training Officer shall compile a list of those employees who fail to attend scheduled training and shall forward this list to their Division Commander.
- 4) The Training Officer shall contact both the employee and appropriate supervisor to arrange make-up classes.
- 5) In the event an employee fails to attend scheduled training and alternative arrangements are not made, a memo indicating the officer's failure to attend the required training shall be forwarded to their Division Commander for appropriate disciplinary action.

3. EMPLOYEE REIMBURSEMENT

Employees will be reimbursed for approved expenses, including travel expenses, associated with training in accordance with Department and/or City policy.

4. DOCUMENTATION OF PARTICIPATION

Upon completion of a class outside the Department, the trainee shall provide the Training Officer with a copy of any certificate received. The Training Officer shall be responsible for:

- a. Placing documentation of training successfully completed in each employee's file;
- b. Notifying the employee's Division Commander, in writing, if the employee did not successfully complete the training;
- c. For personnel having difficulty with any program of instruction at any level of training and for personnel who show a lack of understanding in the application of training or of Department policy and procedures, the Department will provide or obtain remedial training; and
- d. Each employee shall achieve the minimum training requirements for retraining or re-certification. The necessary training should include, but is not limited to the following areas: firearms, including secondary or back-up weapons; use of force; CPR; first aid; criminal law; criminal procedures; and emergency and defensive driving, etc. However, the training officer will provide assistance to officers in scheduling and arranging classes.

5. TRAINING RECORDS

- a. Comprehensive training records shall be maintained when available, which document:
 - 1) Scheduling and notification;
 - 2) Attendance;
 - 3) Course content/lesson plans and performance objectives;
 - 4) Copies of testing instruments;
 - 5) Instructor roster and qualifications
- b. The Training Officer shall maintain these records for all Department initiated classes. The Training Officer shall verify that training information is maintained by all institutions where employees have attended a class. In the event this information is not maintained, the Training Officer shall initiate necessary steps to obtain it.
- c. Training records shall be released to the employee in response to a written request for information authorized by Division Commanders or Chief.

6. DRESS FOR TRAINING

- a. During classroom training sponsored by the Department:
 - 1) Male members shall wear dress slacks (no jeans), collared shirt, polo shirt or a shirt and tie (suit or sport coat is optional) or business casual. Female members shall dress in blouse with dress slacks or skirt or suit or polo shirt or business casual. Shoes shall be clean and polished. Full uniform is always appropriate attire.
 - 2) Suit or sport coat shall be worn in addition to the above requirement when attending training wherein several professional disciplines, either public or private, will be represented (when appropriate Suits and ties or full uniform are always appropriate attire.
- b. Instructors will wear suit and tie, sport coat or business casual or appropriate clothing for that type of class, etc., or full uniform if they are in a classroom setting.
- c. Members shall dress in clothing which is neat and clean and of the type required for the specialized training, i.e., sweat suits for defensive tactics. Shorts are not acceptable attire for training.
- d. Firearms can be worn while in any training classes in South Dakota when member is in full uniform, on duty in plain clothes, authorized by the sponsoring agency and the officer conforms to jurisdictional requirements, or the training requires the firearm. Carrying firearms while off-duty is subject to the provisions of Chapter 10.

C. BICYCLE OFFICER TRAINING

1. INTRODUCTION

The Bicycle Officer Program is an integral part of our community policing philosophy and a tool to better serve the citizens of Aberdeen. This program is one that requires special training and certification for the assigned officers.

2. TRAINING OF ASSIGNED OFFICERS

- a. Newly selected bicycle officers will attend a department approved bicycle certification school, taught by a certified instructor, prior to riding a police bicycle.
- b. Department approved refresher training will be conducted each spring by the Training/Administration Sgt.
- c. Officers/Reserves who have not received the required bicycle operation training are not authorized to operate a Police Department owned bicycle.
- d. All riders will have an annual physical.

3. ASSIGNMENT OF OFFICERS

Officers may apply for openings on the Bicycle Patrol after they have completed their one-year probationary period.

D. PREPARATION TIME FOR DEPARTMENT INSTRUCTORS

1. INTRODUCTION

In order to provide the best training possible, Police Department instructors are required to be adequately prepared to instruct prior to the beginning of the training. While this preparation time may be only a few minutes to review the class lesson plan, the preparation time may be several hours in length depending on the type of class, location, originality of material, etc.

2. PROCEDURE

In order to provide adequate resources, the preparation time should be cleared by the immediate supervisor to be done during duty hours. If the preparation cannot be done during duty hours, the instructor should be prepared to discuss why outside time is needed and the approximate amount of time needed.

- a. If outside preparation time is needed, the instructor must request off-duty preparation time through the immediate supervisor.
- b. The Training Officer or Division Commander may also grant this clearance.
- c. Only scheduling adjustment will be authorized for any off-duty preparation time. No overtime will be authorized unless approved by the Division Commander.

E. FIELD TRAINING AND EVALUATION PROGRAM

1. INTRODUCTION

- a. The Aberdeen Police Department, in keeping with the service requirements and safety of the community for professional police services, has established the Field Training and Evaluation Program (FTEP).
- b. The attainment of highly trained police officers is a fundamental goal of the department. It is the responsibility of the FTEP to provide entry-level training to the newly hired employee. It is also the responsibility of the FTEP to provide input to the Chief of Police in the form of recommendations for retention or termination of the probationary officer. Recommendations shall be based on observed performance and the trainee's demonstrated ability or lack thereof.

2. PROGRAM DESCRIPTION

- a. Duration and Rotation for Sworn Employees
 - 1) The FTEP is 20 weeks in length, although it may be extended based on the need for additional training, progress to date, and the development of a remedial plan.
 - 2) Officer trainees shall rotate from Field Training officers (FTOs). FTO's are permitted to wear civilian clothing (business casual) during the Phase IV evaluation period, as the trainee is responsible for handling all activity that is dispatched or assigned to them. The decision to enter Phase IV is based on the "likelihood of success" i.e. the trainee appears to be ready to work in an independent capacity.
 - 3) Trainees, whenever possible, will rotate to a different shift at the time that they rotate to their next FTO.
 - 4) The officer trainee will be assigned the same FTO in Phase I and Phase IV. This primary FTO will be able to evaluate and determine the extent of progression the trainee has exhibited from Phase I.
 - 5) Lateral entry officers will participate in the FTO program. The duration of the program will be determined by the Operations Division Commander based on previous training and experience.

b. Evaluations

- 1) Trainees will be given a copy of the SEG's by the training coordinator.
- 2) Trainees will be rated daily with the exception of time labeled as limbo.
- 3) The ratings, recorded on the Daily Observation Report, (DOR), shall be based on performance descriptions contained in the Standardized Evaluation Guidelines.
- 4) FTOs are responsible for reviewing the knowledge and skills outlined in the Recruit Manual during their assigned training phase.
- 5) FTOs shall indicate, with their signatures/initials and the date, when material was covered and if, and when, the trainee demonstrated competence. It is imperative that the Recruit Manual be kept up to date.
- 6) The Recruit Manual will be reviewed by the Operations and Services Division Commander annually to insure that the contents are comprehensive and current.
- 7) The program coordinator will conduct meetings of all assigned FTOs during the training cycle to determine if the trainee is meeting the desired work performance.

c. Completion of FTO Phase

Police recruits who successfully complete the FTO Program will be notified in writing by the Operations Division Commander of their successful completion. Only after the recruit completes the Department's FTO Program will he/she be approved for independent field patrol and assume normal duties.

d. Management

- 1) The Operations Division Commander will oversee the FTEP. The Training Officer will provide support to the FTEP. This support shall include training of FTOs, providing resource or reference materials to the FTEP, and assisting in the selection of FTOs.
- 2) Trainees, while in the FTEP shall not be assigned beyond the control of the FTO, unless approved by the Operations Division Commander.
- 3) Shift sergeants who have FTOs and trainees on their shift are responsible for reviewing the FTO's DOR's and signing off on them.

e. Selection

The selection of FTOs is critical to the success of the program. Employees may apply for the position of FTO upon completing two years of continuous service with the Department. Acceptance

of new FTOs shall be based on need, expressed interest and the combined input of the current FTOs, Sergeants, and the Command Staff. When an employee has been appointed as an FTO they will be sent to a POST approved 40-hour FTEP School.

f. Compensation

Field Training Officers will be compensated in accordance with prescribed incentive pay approved by City of Aberdeen and the Aberdeen Police Department. Consideration will be given to FTOs to attend schools and training that would assist in their development as trainers.

F. RECRUITMENT

1. INTRODUCTION

Recruitment for the Aberdeen Police Department will be conducted in such a way as to bring highly qualified personnel into the hiring process. It will be done with the utmost regard for all segments of our community.

2. PROCEDURE

a. Recruitment will:

- 1) Be conducted by trained and qualified personnel;
- 2) Engage local community organizations in fulfilling goals;
- 3) Be evaluated regularly for consistency and validity;
- 4) Span all segments of our community.

b. Position Announcements will:

- 1) Provide a description of the job function;
- 2) Be advertised in all appropriate media;
- 3) Provide a description of the knowledge, skills and abilities required for the position;
- 4) Provide a description of the minimum standards for employment.