

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

<b>RESCINDS:</b> PER-011, 2022-075, revised 02-28-2022.	<b>REVISED:</b> 01-03-2023 <span style="float: right;"><b>2023-105</b></span>
<b>RELATED DOCUMENTS:</b> Field Training Program Manual; ROC-002; Illinois State Police Act	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> 33.4.3

### I. POLICY

The Illinois State Police (ISP) will establish and maintain a Field Training Program for Probationary Troopers immediately following the successful completion of the Academy's Basic Training Program. When Probationary Troopers enter Phase II of their basic training and continuing through Phase III of their basic training, primary responsibility for their training falls upon the Division of Patrol (DOP) personnel.

### II. AUTHORITY

II.A. 20 ILCS 2610/9, Illinois State Police Act, Appointment; qualifications.

II.B. 80 Ill. Admin. Code §150.240, Probationary Period.

### III. DEFINITIONS

III.A. Troop Field Training Officer (FTO) Supervisor – sworn officer who possess the rank of Master Sergeant and ensures the FTO Program is functioning efficiently within the Troop and FTOs are properly training and evaluating probationary personnel according to the guidelines set forth in the Illinois State Police Field Training Program Manual (hereinafter referred to as the “Program Manual”). The Program Manual is available from the Statewide Field Training Program Coordinator.

III.B. FTO – an officer who is assigned to a troop and, in addition to their primary function of patrol operations, trains, evaluates, and mentors Probationary Troopers.

III.B.1. All FTOs are governed by the training and content outlined in the FTO School, in-service training, Program Manual, and ISP Directives.

III.B.2. FTOs will be:

III.B.2.a. Non-Probationary Troopers with a minimum of 2 years of service with the ISP. Exceptions may be authorized by the Regional Commanders after consulting with the Statewide Field Training Program Coordinator.

III.B.2.b. In good standing.

**NOTE:** Officers may not be considered for appointment if their personnel file contains documentation of serious ethical violations and/or habitual poor-decision making violations within the last two years.

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

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

III.C. Probationary Trooper – an officer who, upon completion of Cadet training at the ISP Academy, is assigned to a troop within the DOP for additional training within the Field Training Program.

III.C.1. The probationary period is one year from the date of hire, but the Director has sole discretion to extend the probationary period for up to six months.

III.C.2. If a Probationary Trooper is unable to perform regular field training duties (due to injury, medical leave, military leave, etc.) or misses a significant amount of training due to extended

time off, the probationary period will be placed on hold until the Probationary Trooper resumes regular field training duties.

- III.C.3. All Probationary Troopers must comply with the standards outlined in the Program Manual.
- III.D. Field Training Program – Phase II is typically a 14-week training program designed to teach a Probationary Trooper how to apply Phase I Academy learning objectives to field operations. In some instances, Phase II training may be extended when performance deficiencies have been identified through Daily Observation Reports and Weekly Summary Reports. If acceptable performance is consistently displayed during Phase II, the Probationary Trooper will be released to Phase III. Phase III of the Field Training Program is a minimum of 8-weeks in duration as long as acceptable performance is achieved. In some instances, Phase III training may be extended when performance deficiencies have been identified through Supervisor's Bi-Weekly Report Forms.
- III.E. Retention Review Board (RRB) - a Board that may meet at any time to determine a Probationary Trooper's training status, additional training needs, and/or fitness to remain with the ISP. The affected Probationary Trooper may attend the meeting and may address the Board. However, the Probationary Trooper has no vote in the decision of the Board. Members of the Board consist of the:
  - III.E.1. DOP Deputy Director
  - III.E.2. Region Commander
  - III.E.3. Troop Commander
  - III.E.4. Statewide Field Training Program Coordinator
  - III.E.5. Troop FTO Supervisor
- III.F. Statewide Field Training Program Coordinator - sworn officer who coordinates the Field Training Program and acts as liaison to the Troop FTO Supervisors.
- III.G. Training Documents
  - III.G.1. Daily Observation Report (DOR)
  - III.G.2. Job Duty Task List
  - III.G.3. Weekly Summary Report
  - III.G.4. Supervisor's Bi-Weekly Report Form, ISP 7-96
  - III.G.5. FTO Application
  - III.G.6. Remedial Action Plan (RAP)
- III.H. Training Phases – training of Probationary Troopers is divided into three phases.
  - III.H.1. Phase I - the training period when an officer is assigned to the ISP Academy as a Cadet and receives direct supervision in a controlled environment.
  - III.H.2. Phase II - the training period where a Probationary Trooper performs a patrol function while being trained and evaluated by an FTO. The Probationary Trooper receives direct supervision in an uncontrolled environment.
    - III.H.2.a. Phase II Review Board – a Board that meets to determine a Probationary Trooper's ability to perform solo-patrol duties without the presence of the FTO.
    - III.H.2.b. Members of the Phase II Review Board consist of:
      - III.H.2.b.1) Troop Commander or designee
      - III.H.2.b.2) Statewide Field Training Program Coordinator

- III.H.2.b.3) Troop FTO Supervisor
  - III.H.2.b.4) FTOs who trained the Probationary Trooper. If the FTO cannot attend the Board Meeting, the FTO will submit written input to the Board on the Probationary Trooper's ability to perform solo-patrol duties.
- III.H.2.c. Phase II field training may be extended up to 22 weeks when training deficiencies have been identified through Daily Observation Reports and Weekly Summary Reports. If acceptable progress has not been achieved at the conclusion of 22 weeks, a Retention Review Board will be convened to evaluate the Probationary Trooper's employment status and/or make a recommendation on the continuation of training or recommend termination to the Director. If additional training is recommended, the Probationary Trooper will continue in Phase II for an additional four (4) weeks. At the conclusion of 26 weeks, a Retention Review Board will be convened to determine advancement to Phase III or recommend termination to the Director.
- III.H.3. Phase III - the solo-patrol training period between the completion of Phase II and the end of the probationary period. During Phase III, the Probationary Trooper is not directly supervised by a trainer at all times and performs the duties of a Trooper in an uncontrolled environment.

#### IV. RESPONSIBILITIES

- IV.A. The DOP Deputy Director will designate a Statewide Field Training Program Coordinator.
- IV.B. The Statewide Field Training Program Coordinator will:
- IV.B.1. Provide administrative coordination for the Field Training Program.
  - IV.B.2. Maintain all training records related to the program.
  - IV.B.3. Attend all Review Board hearings (except when impossible due to schedule conflicts).
  - IV.B.4. Coordinate the Department's FTO School and FTO In-Service training.
  - IV.B.5. Keep the DOP Deputy Director informed of the progress of all Probationary Troopers.
  - IV.B.6. Serve as the liaison with Academy staff to discuss training concerns related to Probationary Troopers.
  - IV.B.7. Create, update, and deliver FTO Curriculum for the FTO School.
- IV.C. The Region Commander will:
- IV.C.1. Consult with the Troop Commanders where the Department assigns Probationary Troopers.
  - IV.C.2. Notify the DOP Field Operations Assistant Deputy Director (ADD) and the Statewide Field Training Program Coordinator when a Probationary Trooper is experiencing problems in their training that rise to the level where it is appropriate to consider convening a Retention Review Board.
  - IV.C.3. Determine in consultation with the ADD, the Troop Commander, and the Statewide Field Training Program Coordinator whether to convene a Retention Review Board.
- IV.D. The Troop Commander will:
- IV.D.1. Appoint an FTO Supervisor with the hard rank of Master Sergeant, or above, to supervise FTOs within the Troop.
  - IV.D.2. Select troop personnel to serve as FTOs.
  - IV.D.3. Oversee the field training of Probationary Troopers in their troops.

- IV.D.4. Have sufficient awareness of the progress of individual Probationary Troopers to make an informed decision regarding advancement.
- IV.D.5. Determine and recommend to the Region Commander whether to extend or terminate the Probationary Trooper.
- IV.D.6. Attend Phase II Review Boards and Retention Review Boards if needed.
- IV.D.7. Immediately notify the Statewide Field Training Program Coordinator, Region Commander, and ADD of Field Operations concerning all disciplinary issues resulting in an investigation by the Division of Internal Investigation (DII).
- IV.E. The Troop FTO Supervisor will:
  - IV.E.1. Meet with the Troop FTO(s) and Probationary Trooper(s) periodically throughout the program.
  - IV.E.2. Use various sources of information to complete Weekly Summaries of the Probationary Troopers' performance and forward the summaries to the Statewide Field Training Program Coordinator.
  - IV.E.3. Review DORs, Weekly Summary Reports, and the Job Duty Task List (available in the Program Manual) completed by the Troop FTOs and submit the reports to the Statewide Field Training Program Coordinator within two weeks of the date of the DOR as well as review the reports written by the Probationary Trooper(s).
  - IV.E.4. Recommend early release from Phase II training for Probationary Troopers who are exhibiting sufficient progress to merit such consideration.
  - IV.E.5. Recommend extensions and/or terminations to the Troop Commander and notification to the Statewide Field Training Program Coordinator in writing.
  - IV.E.6. Upon receiving any reports of a Probationary Trooper's deficiencies in performance, determine the need for additional documentation of the deficiencies by the FTO Supervisor or the FTO.
  - IV.E.7. Attend training sessions with Probationary Trooper(s), whenever possible.
  - IV.E.8. Monitor the interaction of the Troop FTO and the Probationary Trooper to ensure the FTO maintains objectivity in the evaluation process. Provide immediate counsel to the FTO when required.
  - IV.E.9. Assist the Troop Commander in identifying qualified persons to serve as troop FTOs.
  - IV.E.10. Maintain video from in-car video camera recording equipment for all Probationary Troopers until the end of their probationary period, or if terminated, retain for 5 years, at the Office of the Statewide Field Training Program Coordinator.
  - IV.E.11. Should the question of termination of a Probationary Trooper arise, compile all documentation regarding the Probationary Trooper's performance and contact the Statewide Field Training Program Coordinator to schedule the Retention Review Board.
  - IV.E.12. Submit all negative/positive counseling forms to the Statewide Field Training Program Coordinator.
- IV.F. The FTO will:
  - IV.F.1. Successfully complete the Department's FTO School.

- IV.F.2. Maintain exemplary professional and personal conduct and be a positive role model for the Probationary Trooper(s).
- IV.F.3. Receive periodic in-service training and participate in applicable Cadet training, as required by the Statewide Field Training Program Coordinator.
- IV.F.4. Train Probationary Troopers by completing the Job Duty Task List, evaluate the performance of Probationary Troopers, complete DORs and Weekly Summary Reports, and when required, assist in the development of a Remedial Action Plan in accordance with the Program Manual.
- IV.F.5. Notify the Troop FTO Supervisor of any deficiencies in the Probationary Trooper's performance.
- IV.F.6. Attend Review Board meetings as required by the Statewide Field Training Program Coordinator.

## V. PROCEDURES

- V.A. The Troop Commander or Troop FTO Supervisor will assign FTOs to train Probationary Troopers.
- V.B. The FTO(s) will complete and submit training documents in a timely manner to the Troop FTO Supervisor. The Troop FTO Supervisor will review and forward the documents to the Statewide Field Training Coordinator within two weeks.
- V.C. Between 10 and 12 weeks after the Probationary Trooper's assignment to the Troop, the Troop Commander will convene a Phase II Review Board.
  - V.C.1. The Board will determine a Probationary Trooper's fitness to perform duties without the presence of the FTO.
  - V.C.2. Probationary Troopers deemed fit to perform duties without the presence of an FTO will be released to Phase III.
  - V.C.3. When a Probationary Trooper is unfit for release to solo patrol, the Board will determine whether the Probationary Trooper would benefit from additional training.
    - V.C.3.a. If the Board determines the Probationary Trooper would benefit from additional training, the Board will determine what training would be appropriate for the Probationary Trooper.
    - V.C.3.b. If the Board determines the Probationary Trooper would not benefit from additional training, the Board will request a Retention Review Board be convened.
- V.D. When a Probationary Trooper makes inadequate progress in Phase II or Phase III of their Field Training:
  - V.D.1. The Troop FTO Supervisor will contact the Statewide Field Training Program Coordinator and the Troop Commander via email.
  - V.D.2. The Troop Commander will decide, in consultation with the Troop FTO Supervisor and the Statewide Field Training Program Coordinator, whether the Probationary Trooper is experiencing problems to the level that warrants considering a referral to the Retention Review Board.
  - V.D.3. If the Troop Commander decides that termination consideration is appropriate, the Troop Commander will notify the Region Commander in memorandum format. The Region Commander will notify the ADD of Field Operations.
  - V.D.4. The ADD of Field Operations, or designee, in consultation with the DOP Deputy Director, will decide whether:
    - V.D.4.a. The Probationary Trooper is proceeding satisfactorily;

- V.D.4.b. To require the Probationary Trooper to complete additional training; or
- V.D.4.c. To convene a Retention Review Board.

V.E. When a Probationary Trooper displays unsatisfactory performance or commits a violation of ISP Directive ROC-002, "Rules of Conduct," a Retention Review Board will be convened. Additionally, anytime a Complaint Against Department Member Form has been filed against a Probationary Trooper for a Violation Level 2 Misconduct or greater, an extension of the Probationary Trooper's probation period will be submitted to ensure DII has sufficient time to complete an investigation on the charge(s).

V.E.1. When a Probationary Trooper behaves in a manner that may result in discipline for an officer, the Director may terminate the Probationary Trooper providing:

V.E.1.a. The ROC Violation is Level 2 Misconduct or greater under ISP Directive ROC-002, "Rules of Conduct."

V.E.1.b. A Retention Review Board has been convened to provide due process to the Probationary Trooper.

V.E.2. During the Retention Review Board, the DOP Deputy Director will explain to the Probationary Trooper:

V.E.2.a. The reason for convening the Retention Review Board, such as ROC violation(s) or unsatisfactory performance allegations.

V.E.2.b. That the Probationary Trooper has an opportunity to respond to the Retention Review Board regarding the ROC Violation or unsatisfactory performance allegations.

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

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

V.E.3. If the Ruling from the Retention Review Board is in favor of terminating the Probationary Trooper, the DOP Deputy Director will forward this recommendation to the Director for consideration.

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

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

| Indicates new or revised items.

**-End of Directive-**