State of Connecticut

Police Officer Standards and Training Council
Connecticut Police Academy

CERTIFICATION OF FIELD TRAINING REQUIREMENT

This is to certify that each of the probationary police officers listed below have satisfactorily completed the four hundred (**400**) hour field training portion of the Police Officer Standards and Training Council's **"Basic Recruit Training Program"** as required by the Connecticut General Statute Section 7-294d(5)

THIS TRAINING MUST BE COMPLETED WITHIN ONE (1) YEAR OF DATE OF APPOINTMENT.

NAME OF OFFICER	DATE TRAINING COMPLETED

A copy of the completed **Field Training and Evaluation Program (REV 03/09)** record has been placed in the training folder of each officer and is subject to Audit/Inspection.

Signed:_____
Name (PRINT)_____
Title:_____
Department :_____
Date Signed:_____

Return to:
Director, Basic Training Division
Police Officer Standard and Training Council
285 Preston Avenue
Meriden, CT 06450-4891

FTEP-4A

POLICE PERFORMANCE AREAS

This second part of the POSTC Field Training Program incorporates the essential tasks contained in the Connecticut Police Officer Job Task Description. These tasks were identified in the task analysis study as those, which the recruits should demonstrate to the satisfaction of the FTO that they can perform adequately. Consequently, as is shown on the "Recruit Proficiency Check-Off List" which follows, the recruit must demonstrate in real situations or in simulations that he or she is proficient in the task. The date when that is done should be noted. If the FTO provides training in a particular area or method, that date should be noted. Once proficiency is demonstrated, the FTO and the recruit should sign the form. Failure to demonstrate proficiency in any of these areas over the four-month term of the Program is grounds for dismissal and local termination proceedings should be instituted. These tasks will be identified by an asterisk placed next to them on the "Check-off Sheet."

In addition to those tasks identified in the Job Task Analysis, there are numerous other identifiable tasks that a recruit must be able to accomplish in order to perform competently as a police officer. Although all situations and tasks obviously cannot be included, the tasks that have been identified constitute the basis, which will help the recruits in building a good foundation for their future activities on the job.

Recruits will carry the "Check-Off Sheet" with them whenever they are on duty and be prepared to show it upon request. FTOs will regularly review the "Check-Off Sheet" to ensure that definite progress is being systematically made. Successful completion of the Program will not be acknowledged until each task has been signed off.

Although FTOs cannot predict what tasks will be encountered and addressed in a specific training week, they should always attempt to work from the easier tasks to the more difficult tasks in a logical progression. Likewise, there are some tasks that recruits will not be exposed to during the Program (Ex. A homicide). In these cases, the FTO will expose the recruit to the task through discussion and classroom training. When the FTO is satisfied that the recruit understands the material, then the FTO will initial and date the appropriate blocks.

Each page of the "Check-Off List" has an "Initials Block" within which are sections labeled "DISCUSSED," "DEMONSTRATED," and "UNDERSTOOD." In addition to their initials, FTOs shall indicate the date that each task was discussed, demonstrated, and understood. The dates may or may not be the same.

DISCUSSED: The ultimate aim of the program is to develop the trainee's competency. There are however, instances when actual task accomplishments cannot be achieved due to a lack of opportunity. An example might be a homicide investigation. It is likely that, in sixteen weeks, the trainee may not have the opportunity to investigate a homicide. When the FTO is unable to expose the trainee to a homicide investigation, he or she might decide to present a class using audio-visual aids and other props to maximize learning under these conditions. While the trainee, in this instance, will not have had the

opportunity to accomplish the investigative task at hand, a complete discussion of the task will, at least, be held. The FTO, when satisfied that the trainee understands the material, will then place his initials in the "DISCUSSED" section of the signature block.

DEMONSTRATED: - Refers to the FTO actually showing the recruit the desired method of accomplishing the task. In this case the recruit and the FTO will practice and/or simulate the task and repeat it until the trainee and the FTO feel comfortable with the skill shown. This term refers to either the FTO or the recruit as the demonstrator.

UNDERSTOOD: - Means the recruit was able to complete the task at a satisfactory level without assistance from the FTO.

PERFORMED: - Means the recruit performed the task in the field to a satisfactory level without assistance from the FTO.

Note: Most of the areas listed are general in nature. Departments should develop more in-depth specific check-off lists to accompany the general areas.

Example: Under the general area of Motor Vehicle Stops the following more in-depth specific tasks could be listed:

- Stop location selection
- Radio procedures
- Recording plate number
- Cruiser positioning
- Watching for furtive movement
- Lighting the scene
- Proper approach
- Officer positioning
- Motorist/passenger positioning
- Cover officer position
- Contacting the violator
- Proper demeanor
- Explaining reason for stop
- Requesting documents
- Substantiating documents
- Explaining summons/ warning procedure
- Towing procedures
- Clearing the scene

It is also recommended that recruits be given a copy of all rules, regulations, operating procedures, special orders, etc; and that specific sections dealing with specific tasks be explained and reviewed prior to the specific task being performed. For example, all rules, regulations and operating procedures dealing with motor vehicle stops would be explained and reviewed prior to and immediately after the stop.

RECRUIT PROFICIENCY CHECK-OFF LIST

Recruit Name & Badge #:_____

Skill Areas

Department Orientation	Discussed	Demonstrated	Understood	Performed
Chain of Command				
Rules & Regulations				
Standard Operating Procedures				
Emergency Plans–Special Orders				
All Applicable Department Forms				
Employee Assistance Programs				
Employee Benefits				
Injury Reporting Procedures				
Discipline Procedures				
Grievance Procedures				
Ethical Responsibilities				
Sexual Harassment				
Civilian Complaint Procedures				

Community Orientation	Discussed	Demonstrated	Understood	Performed
Demographics				
Officials				
Public Buildings				
Community Service Organizations				
Beat Layouts				
Town/City Boundaries				
Recreational Areas				
Citizen Groups				
City/Town Agencies & Services				
Local Potential Trouble Spots				

Communications Equipment

Police Radio – (Mobil/Portable)	Discussed	Demonstrated	Understood	Performed
Transmitting				
Receiving				
Knowledge of Codes				

Collect	Discussed	Demonstrated	Understood	Performed
License Check				
Registration Check				
Wanted Person Check				
Stolen Item Check				
Knowledge of Codes				
Confidentiality				

Mobil Data Terminal (if applicable)	Discussed	Demonstrated	Understood	Performed
Transmitting				
Receiving				

Issuing Documents	Discussed	Demonstrated	Understood	Performed
M.V. Summons				
Written Warning				
M.V. Infractions				
Misdemeanor Summons				
Subpoena				
Arrest Warrant				
Parking Tickets				

Traffic Direction	Discussed	Demonstrated	Understood	Performed
Hand Signals				
Manual Traffic Light Operation				
Use of Traffic Cones / Barricades				

Patrol Vehicle Operation	Discussed	Demonstrated	Understood	Performed
Exterior Check				
Interior Check				
Vehicle Equipment Check				
Use of seat Belts				
Motor Vehicle Stop				
Felony M. V. Stop*				
Routine Patrolling				
Emergency Response*				
Road Blocks				
Securing				
Vehicle Pursuits				

Arrests	Discussed	Demonstrated	Understood	Performed
Peyton v. New York				
Misdemeanor				
Felony*				
DWI*				
With Warrant*				
Without Warrant*				
Search of Arrestee*				

Investigations (Includes Completing Necessary Reports)	Discussed	Demonstrated	Understood	Performed
Officer Safety Routine Calls				
Officer Safety Felony Calls				
1. Building Search*				
M.V. Accident*				
Hazmat Incident*				
Prowler				
Burglary				
Robbery				
Noise Complaint				
Deceased Person				
Missing Adult				
Missing Juvenile				
1. State Law				
2. Federal Law				
Suspicious Person / Vehicle				
Larceny				
Sexual Assault*				
1.Sexual Assault Kit w/complaint				
2. Sexual Assault Kit w/o complaint				
Weapons Call				
Vehicle Theft				
Sick / Injured Person*				
Mentally Disturbed Person				
Forgery				
Bad Check				
Narcotics				
Bomb Threat				
Residential Burglar Alarm				
Commercial Burglar Alarm				
Barricaded Suspect				
Hostage Situations				
Lost / Found property				
Neighborhood Investigation				
Juvenile Referral				
Juvenile “Serious Offender”				
Family W/ Service Needs (FWSN)				
Domestic Violence*				
1. Protective Orders				
2. Restraining Orders				
Fire Scene				
Criminal Lockout				
Custody Dispute				
Property Repossession				
Check on Welfare of Resident				

Investigations (Includes Completing Necessary Reports)	Discussed	Demonstrated	Understood	Performed
Suicide				
Attempted Suicide				
Shoplifting				

Animal Calls	Discussed	Demonstrated	Understood	Performed
Bites				
Attack on Domestic Animals				
Lost				
Injured				
Barking Dogs				
Cruelty To				

Use of Force	Discussed	Demonstrated	Understood	Performed
When Permitted				
First Aid				
Reporting Procedures				
Break-up Fight*				
Subdue Attacking/Resisting Subject*				
Weaponless Defense Tactics*				
Disarm Suspect*				
Vehicle Extrication of Resisting Subject*				
Weapons Qualification*				

Prisoner Processing	Discussed	Demonstrated	Understood	Performed
Bail Interview				
Photographing				
Fingerprinting				
Booking				
Phone Calls				
Searching / Strip				
Securing Property				

Prisoner Transportation & Handling	Discussed	Demonstrated	Understood	Performed
Male				
Female				
Juvenile				
Multiple				
Restraint Devices*				
Cellblock /Detention Areas				
Mentally Ill				
Intoxicated / Incapacitated				
Injured				
Searching Prisoner				
Vehicle Inspection After Prisoner Transport*				

Incarcerating Local Lock-Up	Discussed	Demonstrated	Understood	Performed
Males				
Females				
Juveniles				
Visitors				
Attorneys				
Release Procedures				
Hospital Detainees				

Incarcerating State Facilities	Discussed	Demonstrated	Understood	Performed
Juvenile Detention Centers				
Correctional Centers				
Visitors				
Attorneys				
Release Procedures				
Hospital Procedures				

Legal Issues	Discussed	Demonstrated	Understood	Performed
Penal Code				
Motor Vehicle Code				
Local Ordinances				
Criminal Statutes				
Criminal Procedure Statutes				
Stop & Frisk (Terry Stop)				
Perform Frisk (Pat Down)*				
Search Incident To Lawful Custodial Arrest				
1.In Building				
2. In Vehicle				
Probable Cause Search				
Inventory Search				
Consent Search				
Protective Search (Michigan v. Long)				
Protective Sweep				
Open Fields / Curtilage				
Plain View				
Emergency Doctrine Search				
Exigent Circumstances Search				
Preparing Search Warrant				
Executing Search Warrant*				
Diplomatic Immunities				

Chemical Tests	Discussed	Demonstrated	Understood	Performed
DWI at Headquarters				
1. Blood				
2. Urine				
3. Breath				
DWI at Hospital				
1. Blood				
2. Urine				
Opiates				
Cocaine / Crack				
Marijuana / Hashish / THC				
Barbiturates				
Other (Specify)				

Identifications	Discussed	Demonstrated	Understood	Performed
Field Identifications (Show-up)				
Line-up				
Photo Identification				

Photography	Discussed	Demonstrated	Understood	Performed
Crime Scene				
Accident Scene				

OSHA Safety Regulations	Discussed	Demonstrated	Understood	Performed
Personal Protection Devices				
Safety Data Sheets				
NIMS				

Towing Vehicles	Discussed	Demonstrated	Understood	Performed
Abandoned				
Parking Violations				
Accident Scenes				
Demonstrations/Civil Disturbances				

Court and Administrative Hearing Procedures	Discussed	Demonstrated	Understood	Performed
Attendance				
Dress				
Testifying*				

Crime Scenes	Discussed	Demonstrated	Understood	Performed
Securing*				
Processing*				

Handling Evidence	Discussed	Demonstrated	Understood	Performed
Chain of Custody				
Securing				
Packaging*				
Tagging				
Seizing Contraband*				
Weapons				
Interviewing				

Advice of Constitutional / Statutory Rights*	Discussed	Demonstrated	Understood	Performed
Arrestee				
Suspect				
Juvenile				
Victim				

Signed (Field Training Program Coordinator) Date

* Note: Asterisk denotes "essential tasks" contained in the Connecticut Police Officer Job Description. Consequently, the recruit must demonstrate in real situations or in simulations that he or she is proficient in these tasks. Failure to demonstrate proficiency in any of the noted areas over the term of the FTO program should be considered as grounds for dismissal.