 <p style="text-align: center;">YALE UNIVERSITY POLICE DEPARTMENT GENERAL ORDERS <i>Serving with Integrity, Trust, Commitment and Courage Since 1894</i></p>	ORDER TYPE: NEED TO REFER	
	407 PROBATIONARY EMPLOYEES AND FIELD TRAINING OFFICER PROGRAM	
	EFFECTIVE DATE: 05 MAR 2019	REVIEW DATE: ANNUAL

GENERAL

Article XV of the Collective Bargaining Agreement establishes the probationary period for all new police officers as fifteen (18) months unless a leave of absence is granted during the probationary period. A newly hired police officer certified by the Police Officer Standards and Training Council (POST) shall be employed on a probationary basis for twelve (12) months from his/her date of employment. In such cases where a leave of absence is granted, probationary periods will be extended for a period of time equal to the length of the leave.

POLICE OFFICER CANDIDATES

The Chief may appoint as employees, prospective police officers who will be required to successfully complete the training as required by POST in accordance with 7-294d of the Connecticut General Statutes.

SWORN EMPLOYEES

Each prospective police officer will be nominated to the New Haven Board of Police Commissioners for appointment as a Yale University Police Officer. Upon confirmation by the Board, and prior to beginning the prescribed course of training, the newly appointed police officer will be administered the oath of office. From his or her date of appointment, each officer will be considered Probationary for the term of the probationary period.

FIELD TRAINING OFFICERS

The department will maintain a complement of certified Field Training Officers. Interested officers must meet the POST requirements and may apply to the Training and Professional Standards OIC when vacancies are announced.

In January of each year, the Chief will appoint an FTO Selection Committee consisting of:

- The Captain of Community Patrol & Emergency Services
- A Shift Commander
- A Patrol Supervisor
- Two current Field Training Officers

The FTO Selection Committee will review the performance of all FTOs no less than annually; (current FTOs retain their designation subject to the review) and appoint additional FTOs, as needed.

The FTO Selection Committee will base their decision on the minimum requirements of POST for FTOs, as well as:

- Interpersonal skills,
- Report writing skills,
- Knowledge of state and other applicable laws,
- Knowledge of department rules, regulations and procedures,
- Knowledge of University facilities.

Appointments of FTOs will be contingent upon the officers successfully completing an FTO training program meeting POST standards.

FIELD TRAINING OFFICER PROGRAM

Upon completion of the prescribed course of recruit training, each probationary police officer will engage in a Field Training Program. The probationary officer will be assigned to certified Field Training Officers for a period of time consistent with current POST requirements. The FTO program will be directly overseen by the FTO Coordinator.

- Leave and sick time will not be counted as working days.
- FTOs will submit a daily evaluation report on their trainee's progress or lack of progress as well as documentation supporting their evaluations to the FTO Coordinator.
- Subjective opinions as to potential for success as a Yale University Police Officer are valid as long as the opinions can be documented with examples.
- The Chief of Police may appoint supervisor(s) to act as FTO Coordinators to monitor the performance of FTOs and trainees on their respective shifts and to assist the Training and Professional Standards OIC in the administration and operation of the program.

FTO PROGRAM ADMINISTRATION

The Field Training Officer Coordinator is in charge of the FTO program and is responsible to:

- Collect and review the FTO's reports;
- Keep abreast of each trainee's progress, and provide counseling when necessary;
- Review reports on each trainee;
- Be responsible for scheduling trainee's shift assignments;
- Meet periodically with FTOs to monitor the trainee's performance and program requirements;
- Meet periodically with trainees to monitor FTO performance and program requirements.

DOCUMENTATION

- Daily evaluation reports will be submitted to the FTO Coordinator on the appropriate form(s) provided for this purpose.
- The FTO Coordinator will prepare and submit a monthly performance evaluation for each trainee while being trained (during field training) to the Training and Professional Standards OIC.
- Once the trainee has completed his/her field training, the Shift Commander or his/her designee will prepare and submit the monthly progress evaluation to the Training and Professional Standards OIC, using the same format as the FTO performance evaluations until their probation period is over.
- Each monthly performance evaluation will be discussed with the trainee by the FTO and/or Shift Commander or his/her designee.
- If a trainee wishes to contest an FTO daily evaluation report or a monthly progress report, the trainee will submit their comments in writing to the Training and Professional Standards OIC, who will have the final decision in the disputed evaluation.

PROGRESS REPORTS

- The FTO Coordinator will be responsible for the maintaining of daily observation reports and monthly reports for trainees until field training is completed. He/she shall also submit the "Recruit Proficiency Check-Off List", along with all of the other aforementioned documentation, to the Training and Professional Standards OIC upon the completion of field training. Additionally, upon completion of the

field training, the Training and Professional Standards OIC will submit a "Certification of Field Training Requirement" to POST.

ADMINISTRATION

FIELD TRAINING:

The Training and Professional Standards OIC will oversee the performance of the probationary officer. Prior to the completion of the field training, the Training and Professional Standards OIC will meet with the Captain of Community Patrol and Emergency Services and FTO Coordinator to make a recommendation as to whether the trainee will successfully complete the training program or recommend additional or remedial training or extension of field training time, if necessary.

PROBATIONARY PERIOD:

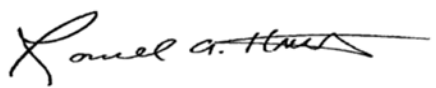
By the end of the first working week of the last month of the probationary officer's employment, the Captain of Community Patrol and Emergency Services, Training and Professional Standards OIC, and FTO Coordinator will meet to review the probationary officer's progress. They will review the monthly performance evaluations which were submitted by the FTO Coordinator and the Shift Commander or his/her designee. After reviewing all of the evaluations and any other pertinent documentation, they will submit a recommendation to the Chief and Assistant Chief regarding the fitness of the probationary officer for permanent appointment.

If the probationary officer successfully completes the probationary period, the Captain of Community Patrol and Emergency Services will certify that the probationary employee has successfully completed this working test period and is recommended for permanent appointment.

The Captain of Community Patrol and Emergency Services may recommend termination of the probationary officer's employment any time during the probationary period, or may recommend additional training in an effort to improve the marginal performance of the probationary officer.

The Chief of Police and Assistant Chief of Police will consider the recommendation of the Captain of Community Patrol and Emergency Services and will make the final decision as to permanent appointment of the probationary officer.

PER ORDER OF



RONNELL A. HIGGINS
DIRECTOR OF PUBLIC SAFETY AND CHIEF OF POLICE

THIS GENERAL ORDER REPLACES GENERAL ORDER 407 ISSUED ON 12/14/2000 AND REVISED IN NOVEMBER 2017. AND GENERAL ORDER 407 PROBATIONARY EMPLOYEES AND FIELD TRAINING OFFICER PROGRAM, ISSUED ON 8/20/2015.