

DIRECTIVE 33.4 RECRUIT TRAINING

Issue Date: 05/21/2025	By Order of Chief of Police
Rescinds: (Issue 05/06/2021)	CALEA Standards
Pages: 6	Referenced: 33.4.1; 33.4.2; 33.4.3 & 33.4.4
	Review: December 2025

This directive consists of the following sections:

[33.4.1 Recruit Training Required](#)

[33.4.2 Recruit Training Program](#)

[33.4.3 Field Training Program](#)

[33.4.4 Limited Function Alternate Training Requirements](#)

POLICY AND PROCEDURE:

Miami Township provides a formal and uniform training period for newly hired sworn personnel. The program provides experience, guidance and supervision so the probationary officer may develop a high standard of judgment, conduct and appearance. Recruits are given specific direction regarding the skills, knowledge and abilities to be assessed, taught or performed with the field training officer. This direction aids in the evaluation of probationary personnel in their performance of basic police responsibilities, tasks and procedures.

[33.4.1 Recruit Training Required](#)

All newly sworn personnel will have successfully completed basic recruit training in accordance with the Ohio Revised Code and the rules and regulations of the Ohio Peace Officers Training Council (OPOTA Certification) or completed out of state reciprocity licensure in the State of Ohio according to Ohio Revised Code 4796.03, 4796.04, or 4796.05, prior to any routine assignment in any capacity in which the officer can carry a firearm or is able to make an arrest.

[33.4.2 Recruit Training Program](#)

Basic recruit training mandated by the Ohio Peace Officer Training Council is based on a job task analysis that has been performed in and by the State of Ohio based on actual tasks officers are called on to perform everyday.

The Ohio Peace Officer Training Council's training program uses evaluation techniques designed to measure competency in the required skills, knowledge and abilities of the

curriculum taught, including a final competency test of which a passing grade must be obtained.

The Basic Law Enforcement Training Academy provides an orientation handbook to all new recruit personnel at the time training begins.

33.4.3 Field Training Program

Field Training Program Overview and Duration

The Miami Township Field Training Program (FTP) consists of two phases.

Phase I

Orientation conducted during the probationary officer's first week of employment and prior to his/her assignment for Field Training.

Orientation consists of administrative tasks including employment and benefits, a tour with introductions to various functions of the department, a meeting with assigned field training officers for an overview of the field training program, review of Miami Township Personnel Policies and Procedures, Police Department Directives, Written Directives System, Collective Bargaining, Accreditation and Training & Career Development. Additionally, entry level testing for required ICS courses shall be provided, if needed.

The probationary officer shall also receive instruction in the department's Use of Force Policy and become qualified in the use of any authorized firearm and any issued less lethal weapon.

Phase II

Phase II of the Field Training Program commences upon assignment with a Field Training Officer (FTO) for field training for a period up to 18 weeks and a minimum of eight weeks for officers with documented prior experience.

During Phase II of the Field Training Program the probationary officer will be instructed by the assigned FTO according to the Field Training Guide. This guide requires the newly hired officer to successfully demonstrate basic police responsibilities, skills, tasks and procedures in accordance with the department guidelines.

During the first five shifts of Phase II the probationary officer will act as an observer, giving the new officer time to become familiar with the department, community and field training program requirements. During the first five shifts, the probationary officer shall not be rated/evaluated on daily evaluations from the FTO.

Starting with the sixth shift through completion of this phase the recruit shall receive daily evaluations (DER) from the FTO.

Upon completion of Phase II of the Field Training Program the Field Training Program

Coordinator (FTPC), Patrol Division Lieutenant and the probationary officer's primary supervisor will review all documentation pertaining to the officer's performance and training. Upon review of the facts, the FTPC and the Lieutenant shall make a recommendation to the Chief of Police to clear the officer for probationary solo patrol, continue the officer in Phase II of the FTP with specific remedial training to correct deficiencies, or terminate the employment of the officer.

The Patrol Division Lieutenant shall continue to monitor the progress of the probationary officer throughout his placement on regular assignment.

Field Training Program Coordinator

The Patrol Division Lieutenant may appoint a Field Training Program Coordinator (FTPC) with the concurrence of the Chief of Police. The FTPC shall exhibit the same characteristics as those required of an FTO with the following responsibilities:

- The FTPC shall prepare, disseminate, review and approve forms used in the Field Training Program.

Selection Process for Field Training Officers

Officers are encouraged to volunteer for selection as a Field Training Officer. Supervisors may solicit or recommend officers for participation in the program. Field Training Officers are appointed by the Patrol Division Lieutenant with the concurrence of the Chief of Police. The following selection criteria apply:

- The officer must have mastered the tasks of uniform patrol. All field-training officers must be able to demonstrate the proper techniques for accomplishment of both routine duties and unusual assignments.
- The officer must have a thorough working knowledge of the Directives, Policies, Procedures, Rules and Regulations of the department and Township.
- The officer must demonstrate a thorough working knowledge of the laws and criminal rules of procedure applicable to the performance of police patrol function.
- The officer shall maintain above average shift activity contacts.
- The officer shall be dedicated to department goals and objectives, embrace and embody the agencies' core values, and must have a good attitude toward their duties, fellow officers, and supervisors and consistently strive toward self-improvement. The officer should exhibit exemplary conduct both on and off duty.
- The officer must have the requisite skills necessary to become a reliable evaluator of a trainee's performance. The officer must have good communication skills to adequately communicate to the trainee and to clearly write evaluations of the trainee's performance, and any other documentation that may be required.
- The officer's age and length of service within law enforcement will be a factor in selection, although the officer's ability and attitude will be the predominate

factors relating to this portion of the selection criteria.

Supervision of Field Training Officers

It is the responsibility of the FTPC to review and approve all forms completed by the FTO for accuracy and completeness.

The FTPC will confer with the probationary officer's FTO on a monthly basis to determine problem areas and establish training programs to assist the probationary officer in correcting any noted deficiencies.

The shift supervisor is responsible for the supervision of any FTO on their shift. Every month (every 14 shifts) the shift supervisor shall complete a Shift Supervisor Monthly Evaluation form which will be reviewed by the trainee, the field training officer and the field training coordinator.

Liaison with Academy Staff

Miami Township Police Department conducts the field training program in-house and liaison with an Academy staff is not applicable.

Training and In-Service Training of Field Training Officers

It shall be the responsibility of the Training Coordinator to evaluate and maintain the training of all FTO's.

An officer who is selected to be an FTO, shall prior to being assigned a probationary officer, be required to attend and successfully complete a course of instruction in the fundamentals of being an FTO.

Periodic in-service training may be provided for designated FTO's to prepare them for and keep them current with their assignment as an FTO.

Rotation of Recruit Field Assignments

Probationary officers are assigned a primary and at least one secondary FTO's. The probationary officer may be assigned additional FTO's as needed. The primary and secondary FTO's shall be on different shifts, allowing the probationary officer to be scheduled for no less than two weeks on the secondary FTO shift.

Evaluation Guidelines

The FTO will explain and demonstrate the directives, policies, procedures, rules and regulations of the department, as well as those duties required for the probationary officer to gain the fundamental knowledge to perform the required tasks of a police officer. The field training officer will test the probationary officer's knowledge by asking relevant job-related questions and or administering written tests relevant to the job required tasks.

The FTPC is available to assist the FTO in creating written tests. The FTO will direct and guide the probationary officer through the field training period so that the

probationary officer obtains an understanding of how and why duties are performed. The field training officer will as appropriate allow the probationary officer to perform such tasks that the FTO feels the probationary officer is competent and ready to perform.

Each probationary officer's progress as they proceed through the training program is recorded by means of written evaluations. The evaluation process is an important as the training process, as one without the other is unworkable and makes the learning process impossible. Evaluations serve the following purposes:

- Record and document the probationary officer's progress.
- Inform the probationary officer of the performance level at a point in time.
- Identify training needs and document training efforts.
- Chronicle the skills and efforts of the FTO.
- Provides needed feedback to the FTPC, Shift Sergeant and Chief of Police.

Each probationary officer is evaluated in multiple categories. Miami Township Police Department utilizes standardized evaluation guidelines to ensure each probationary employee's training will be equal and standard throughout the program. The standardized evaluation guidelines must be applied to all probationary officers regardless of their experience level, time in the field training program or other incidental factors.

The Patrol Division Lieutenant shall confer with the FTPC and/or FTO concerning the probationary officer's progress throughout the evaluation period. The Chief of Police may periodically request a memo or email in relation to the probationary officer's progress.

[Reporting Responsibilities of the Field Training Program](#)

[Field Training Officer](#)

The FTO will complete forms required and used in the field training program. All forms shall be signed by the FTO and the probationary officer. These forms include:

Daily Evaluation Form (DER)
Bi-Weekly Evaluation Form
Shift Supervisor Monthly Evaluation Form
Final Evaluation Form (Primary FTO)

The FTO shall also maintain the Basic Police Responsibilities, Tasks and Procedures Checklist and the Field Trip Checklist.

[Field Training Program Coordinator](#)

The FTPC shall review, approve and sign the required forms of the field training program.

When the probationary officer has successfully demonstrated his/her ability to perform as a police officer on solo patrol, all necessary field training forms will be reviewed, completed and forwarded to the Patrol Division Lieutenant for his/her review and determination to release the probationary officer from the field training program.

Upon release, all field training forms shall be securely maintained by the department Accreditation Manager, in accordance with any applicable records retention requirements, and a copy forwarded to the Human Resource Director.

33.4.4 Limited Function Alternate Training Requirements

Miami Township Police Department requires all individuals charged with performing sworn law enforcement duties to complete an entry level recruit training program equivalent to that required of full-time sworn officers. Should Miami Township Police Department not wish to include certain employee classifications with law enforcement responsibilities in a full entry level recruit training program, they may opt that classification out of a full training program by accomplishing the following:

- Prepare a detailed job analysis for the position which identifies tasks that are law enforcement related; and
- Develop a matrix that identifies the training and hours of training provided, of that training for the classification.