

SCOTTSDALE POLICE DEPARTMENT

FIELD TRAINING THEN EVALUATION PROGRAM

OFFICER-IN-TRAINING



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EXPOSURE FORM																				
# of Exposures	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ADMIN ACTIVITIES																				
MDC Usage (Per Shift)																				
Radio Communication (Per Shift)																				
Labelling OBC Videos (Per Shift)																				
Webtime																				
POLICE ACTIVITIES																				
Traffic Stops (P1 - Minimum 10)																				
Field Interview Cards (P1 - Minimum 10)																				
Parking Citations																				
Civil Citations																				
Criminal Citations																				
Booking @ Jail																				
In-Custody Cases																				
Long Forms																				
Consent Searches (Vehicles or Persons)																				
Use of Force																				
Code 3 Driving																				
Emergency CFS Response (Hot Tones)																				
HOW MUCH IS THE OIT DOING? CRAWL (C) = 0 – 25% WALK (W) = 25 – 75% RUN (R) = 75 – 100%																				

EXPOSURE FORM																				
# of Exposures	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
INVESTIGATIONS																				
Other Investigations w/ Dept. Report																				
Domestic Violence Investigations																				
Narcotics Investigations																				
Auto Theft / RECAT Investigations																				
Death Investigations																				
Traffic Collision Investigations																				
DUI Investigations																				
SPECIAL SITUATIONS																				
Juvenile Procedures																				
Liquor Laws																				
Civil Matters																				
Emergency Committals																				
Impounds and Lab Requests																				
Community Policing Activities																				
Court Experiences																				
<div> <div>HOW MUCH IS THE OIT DOING?</div> <div> <div>CRAWL (C) = 0 – 25%</div> <div>WALK (W) = 25 – 75%</div> <div>RUN (R) = 75 – 100%</div> </div> </div>																				

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1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
CFS/RESPONSE ACTIVITY				
			MDC Acknowledgment/On-Scene	FLD 1005
			Two Units Assigned	FLD 1005
			Legal Authority	FLD 4014
			Vehicle Security	FLD 4101
			Parking Police Vehicles	FLD 4102
			Requesting Assistance as Needed (906/907)	FLD 1005
			Beat Assignment and Integrity	FLD 1004
			Common CFS Types (459A, CKWEL, 415, etc.)	SOP
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
SELF-INITIATED ACTIVITY				
			Community Policing/Problem Solving	SOP
			Working Your Beat	SOP
			General Deterrence (Close Patrols)	SOP
			Check (Subject, Residence, Business, Activity, etc.)	SOP
			Foot Patrols	SOP
			Traffic-Related Activity	FLD 4008
			Directed Activity (909)	SOP
			Backing Up Other Officers	SOP
			Other Common Self-Initiated Activities	SOP
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE

1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
TRAFFIC STOPS				
			Traffic Enforcement	FLD 4008
			Common Title 28 Violations	FLD 4200/4210
			Traffic Stop Procedures	FLD 4008
			Utilizing the Radio to Call a Traffic Stop	FLD 4008
			Identification of a Stop Location	FLD 4008
			Drive-Side/Passenger-Side Approaches	SOP
			Traffic Citations	FLD 4010
			Registration	FLD 4205
			Driver's License	FLD 4206
			Failure to Provide ID	FLD 4209
			Insurance	SOP
			MDC Usage on a Traffic Stop	SOP
			Towing Vehicles (28-872/28-3511)	FLD 4215
			Traffic Stop Officer Safety	SOP
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
CONTACTING SUBJECTS				
			Consensual Contacts	SOP
			Investigative Detention	FLD 1320
			Probable Cause Contacts (Miranda)	FLD 1302
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE

1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
FIELD INTERVIEW CARDS				
			Purpose of Field Interview Cards	SOP
			Common Uses of Field Interview Cards	SOP
			Entering a Field Interview Card in RMS	SOP
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
ON-BODY CAMERA - PATROL USAGE				
			Patrol On-Body Camera Storage / Upload	GO 2114
			When to Use the On-Body Camera	GO 2114
			When NOT to Use the On-Body Camera	GO 2114
			Tagging On-Body Camera Videos	GO 2114
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
MDC USAGE				
			Sign On/Off	GO 3118
			MDC Features (Map, Unit Summary, Messaging)	SOP
			Use MDC to Run People, Vehicle, etc.	SOP
			Summary of Pending / Active CFS	SOP
			Attaching to a CFS / Create a CFS	SOP
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE

1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
RADIO COMMUNICATION				
			Radio Features and Etiquette	GO 3119
			Changing Radio Zones and Channels	SOP
			Use Radio to Run People, Vehicle, etc.	SOP
			Vehicle Compared to Portable Radios	SOP
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
WEBTIME				
			Entering Time in Webtime	GO 2304
			Flex, Comp, and OT (OT Codes)	GO 2311
			Shift Differentials	GO 2312
			Types of Leave and Transitional Duty	GO 2315 / 2320
			Paid Holidays	GO 2312
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
IMPOUNDS AND LAB REQUESTS				
			General Impound Procedures	FLD 1111
			Unusual Item Impound Procedures	FLD 1112
			Release of Evidence	FLD 1114
			Submitting a Lab Request	SOP
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE

1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
PARKING CITATIONS				
			Common Parking Violations	FLD 2025
			Issuing Parking Citations	FLD 2025
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
CIVIL CITATIONS				
			Issuing Civil Citations	FLD 4010
			Utilizing Discretion	SOP
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
CRIMINAL CITATIONS				
			Issuing Criminal Citations (CLD)	FLD 2406
			Criminal Citation CLD Appropriateness	FLD 2408
			Mandatory Fingerprint Compliance	FLD 2406
			Issuing Criminal Citations @ Jail	FLD 2408
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE

1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
PROSECUTION PROCEDURES				
			In-Custody Case – County	FLD 1146
			In-Custody Case – City	FLD 1146
			Out-of-Custody Long Form – County	FLD 1146
			Out-of-Custody Long Form – City	FLD 1146
			Submittal Procedures	FLD 1013
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
USE OF FORCE				
			Use of Force Policy	FLD 1202
			Factors Influencing Using Force	FLD 1203
			Use of Force Continuum	SOP
			Officer Presence	SOP
			Verbal Direction	SOP
			Soft/Hard Empty Hand Tactics	SOP
			Intermediate Weapons	FLD 1210, -15, -21
			Deadly Force	FLD 1205
			Use of Force Reporting	FLD 1222
			Use of Force Review Board	GO 414
			Review Tennessee vs. Garner	Case Law
			Review Graham vs. Connor	Case Law
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE

1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
ARRESTS				
			Arrest Process	FLD 1305
			Probable Cause	FLD 1302
			Miranda Warnings	FLD 1302
			Arrest with Warrant	FLD 1306
			Arrest without a Warrant	FLD 1307
			Citation in Lieu of Detention	FLD 2406
			Booking Process at Jail	FLD 2409
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
SEARCHES				
			Probable Cause Search	FLD 1320
			Consent Search	FLD 1320
			Search Incident to Arrest	FLD 1320
			Stop and Frisk	FLD 1320
			Exigent Circumstances	FLD 1320
			Forced Entry	FLD 1308
			Search of a Vehicle	FLD 1320
			Vehicle Inventory (Towing)	FLD 1320
			Crime Scene Search	FLD 1320
			Opposite Sex Search	FLD 2405
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE

1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
INVESTIGATIONS				
			Identify All Involved Parties (V/, S/, W/, R/P)	FLD 1102
			Interview Procedure and Techniques	FLD 1102
			Crime Scene Preservation	FLD 1102
			One-On-One Identifications	FLD 1102
			Victim's Right Notifications	FLD 1121
			Title 13 Investigation Info (How to Locate)	FLD 1501 - 1554
			Taking a DR / Report Writing	SOP
			Domestic Violence Investigations	FLD 2100
			DV Relationships and DV Crimes	FLD 2101
			DV Arrests	FLD 2102
			DV Reports and Special Requirements	FLD 2103 – 2105
			Orders of Protection	FLD 2110
			Narcotics Investigations	FLD 1541
			Application of Search and Seizure	FLD 1320
			Utilizing K9 Units	FLD 1160
			Identifying Narcotics for Charging	SOP
			Proper Usage of PPE Gear	SOP
			Auto Theft / RECAT Investigations	FLD 1136
			Auto Theft DR Requirements	FLD 1136
			RECAT DR Requirements	FLD 1140
			Importance of NCIC Entry/Removal	FLD 1136 / 1140
			Automatic License Plate Reader (ALPR)	FLD 1137
			Lo-Jack, ESP, and Bait Vehicles	FLD 1132 - 1135

1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
INVESTIGATIONS CONTINUED				
			Death Investigations	FLD 1523
			Initial Response to Scene	FLD 1523
			Death Investigations DR Requirements	FLD 1523
			Doctor Sign / ME Case / Callouts	FLD 1523
			Traffic Collision Investigations	FLD 4006
			Initial Scene Response (Policing Priorities)	FLD 4006
			Scene Management and Safety	FLD 4006
			Roadway vs. Private Property Collisions	FLD 4006
			Investigating at Scene / Diagram Info	FLD 4006
			Traffic Collision Report Form	FLD 4006
			Fatal or Significant Injury Collisions	FLD 4006
			Hit and Run DR Requirements/Charges	FLD 4006
			DUI Investigations	FLD 4037
			Vehicle in Motion Phase (Stop Reason)	FLD 4037
			Personal Contact Phase (Observations)	FLD 4037
			Pre-Arrest Screening Phases (SFSTs)	FLD 4037
			DUI Charging Options (Adult / Juvenile)	FLD 4037, -39, -46
			DUI Processing (Jail, Task Force, Van)	FLD 4036 / 4037
			Blood/Breath Tests and Phlebotomists	FLD 4038 / 4041
			DUI Search Warrants	FLD 4040
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE

1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
TRAFFIC SCENE MANAGEMENT				
			Usage of Patrol Vehicle, Cones, and Flares	SOP
			Directing Traffic and Hand Signals	FLD 4025
			Traffic Control Safety Equipment	FLD 4025
			Use of Tow Trucks	FLD 4029 / 4030
			Handling Road Hazards / Motorist Assists	FLD 4005 / 4020
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
EMERGENCY DRIVING				
			Emergency Driving (Code 3)	FLD 4015
			Clearing Intersections	SOP
			Examples of Appropriate Code 3 Driving	SOP
			Pursuit Driving	FLD 4017
			Fail to Yield vs. Pursuit Defined	FLD 4017
			General Pursuit Procedures	FLD 4017
			Radio Communication During a Pursuit	FLD 4017
			Prohibited Pursuit Tactics	FLD 4017
			Voluntary Termination of a Pursuit	FLD 4017
			Mandatory Termination of a Pursuit	FLD 4017
			Pursuit Alternatives and Stop Sticks	FLD 4016 / 4017
			Examples of Appropriate Pursuit Incidents	SOP
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE

1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
EMERGENCY CFS RESPONSE				
			6 C's of Basic Emergency Response	SOP
			Utilizing the Policing Priorities	SOP
			Just Occurred Crime Response	FLD 1123
			RUET (Responding Unit Emergency Transmission)	FLD 1123
			Bullseye	FLD 1123
			Common Just Occurred Crime Types	SOP
			In-Progress Crime Response	FLD 1125
			Crisis Team Role and Responsibility	SOP
			Patrol Breaching Equipment/Shields	FLD 1144 / 1145
			Contact Team Role and Responsibility	SOP
			Containment Role and Responsibility	SOP
			Common In-Progress Crime Types	SOP
			Barricade Incident without Hostages	FLD 3211
			Barricade Incident with Hostages	FLD 3211
			Responding to Suicidal Subjects	FLD 1127
			Vehicle-Based Incidents (High Risk Stop Usage)	FLD 4016
			Responding to Hazardous Materials	FLD 1149
			Responding to Suspicious Mail/Packages	FLD 1150
			Responding to Biological Hazards	FLD 1151
			Missing Person Reports and Criteria	FLD 1170
			Amber and Silver Alerts	FLD 1171 / 1172
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE

1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
JUVENILE PROCEDURES				
			Juvenile Court Options (Citation, Referral, RIIP)	FLD 2211 / 2220
			Mandatory Juvenile Referral	FLD 2212
			Juvenile Arrest, Detention, and Booking	FLD 2214
			Restorative Justice Intervention Program	FLD 2206
			Juvenile Interview / Interrogation	FLD 2213
			Missing / Found Child / Runaways	FLD 2221 / 2222
			Difference between Juvenile/Adult DUI	FLD 4046
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
LIQUOR LAWS				
			Common Title 4 Liquor Law Violations	FLD 1402
			Disturbance at a Liquor Establishment	FLD 1403
			Juvenile-Specific Liquor Laws	FLD 2220
			Working Downtown and/or Bike Officers	SOP
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
SCOTTSDALE CITY CODES				
			Overview of Scottsdale City Codes	FLD 2001
			Common Scottsdale City Codes	FLD 2005 - 2040
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE

1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
CIVIL MATTERS				
			Civil Matters Goal – Keep the Peace.	FLD 2301
			Landlord Tenant Act - Residential	FLD 2301
			Landlord Tenant Act - Commercial	FLD 2301
			Civil Process Servers	FLD 2301
			Court Orders	FLD 2301
			Restraining Orders	FLD 2301
			Injunctions Against Harassment	FLD 1534
			Orders of Protection	FLD 2110
			Child Custody Orders / Parenting Plans	FLD 1505
			Civil Standbys	FLD 2301
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
EMERGENCY COMMITTAL ORDERS				
			Mental Health Petitions	FLD 2301
			Emergency Committal Order Procedures	SOP
			Use of Force on EMERGCO's	FLD 2301
			Forcing Entry on EMERGCO's	FLD 2301
			Local Mental Health Facilities	SOP
			Crisis Response Team (CRT)	SOP
			Police Crisis Intervention Services (PCIS)	SOP
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE

1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
COMMUNITY POLICING				
			SPD Community Policing Philosophy	SOP
			Policing with Purpose	SOP
			Solving Beat Problems	SOP
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
COURT EXPERIENCES				
			General Court Appearances	GO 2201
			Subpoenas and Failure to Appear	GO 2215
			Defense Interviews	GO 2204
			City Court Appearances (Civil / Criminal)	GO 2203 / 2213
			Superior Court Appearances	GO 2211
			Motor Vehicle Department Hearings	GO 2214
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE



SCOTTSDALE POLICE DEPARTMENT

FIELD TRAINING AND EVALUATION PROGRAM



PHASE 1 EXPECTATIONS

Overview

- Phase 1 sets the foundation for the rest of your field training. You will be required to show practical application in basic patrol tasks and demonstrate sound officer safety.
- You will be required to know and utilize your 10 codes and basic radio codes.
- You will be introduced to several different calls for service and multi-tasking situations. You are required to complete at least 10 traffic stops and 10 field information (FI) cards during this phase.
- You will go city-wide, if needed, to receive the best training experience possible.
- Your FTO is here for your success. It is imperative you also invest in your own success.
- Your decisions are expected to be based off the 4 Policing Priorities – Priority of Life, Priority of Stabilization, Priority of Time, and then the Priority of Apprehension.

Roles

- During Phase 1 you are to focus on *LEARNING*. You will be incorporating what you learned at the academy with the specific policies and procedures of Scottsdale PD. Your FTO will challenge you to do more and will let you work as much as you can handle. Expect to be handling almost all of the paperwork by the end of the phase. This will allow you to truly develop your notetaking ability and investigative skills.
- Your Phase 1 FTO is your *FOUNDATIONAL* trainer and will *TRAIN* you to do the job of a solo capable officer.
- Ask questions as needed, your FTO is always available as a resource. Begin to identify and utilize other resources such as other officers, policies, or any other provided materials. Demonstrate initiative and make your own decisions.
- Verbalize your plan to your FTO so you are on the same page before taking action and then make it happen.

Debriefing

- You will be debriefed after calls based on Scottsdale PD's definition of a solo capable officer. Do not expect to be perfect. Instead, be willing to learn and always strive to do better with each call.
- Your FTO will tell you how you are doing and will do their best to go over your previous day's DOR at the beginning of the next shift. You will debrief calls for service utilizing the FTO Critical Thinking Questions – If/When/Then? (Pre), What?, How?, Why?, and If/When/Then? (Post) Your FTO will frequently ask these questions to assist you in developing your own decision-making process.



SCOTTSDALE POLICE DEPARTMENT

FIELD TRAINING AND EVALUATION PROGRAM



- Do not be afraid to ask questions. Your FTO cannot read minds, so verbalize your concerns and questions.
- Part of your FTO's job is to find your limits. You must trust that they have your best interests in mind and would never ask you to do something they would not do themselves.

Priorities

- You are a police officer and are expected to always act like a professional.
- Treat everyone with dignity and respect, but never compromise officer safety, tactics, or appropriate utilization of force.
- Your safety must never be taken for granted. Officer safety is of the utmost importance.
- Family comes first. If you need time off for your family, just let your FTO know, and they will make the appropriate notifications.
- Your FTO's job is to *TRAIN* you and keep you safe. So, relax and have fun. This is the best job in the world, and we must enjoy what we do.



**SCOTTSDALE POLICE DEPARTMENT
FIELD TRAINING THEN EVALUATION PROGRAM**



MID-PHASE SELF-EVALUATION FORM

OIT: _____

DATE: _____

FTO: _____

TRAINING PHASE: ☒ 1 ☐ 2 ☐ 3

What three performance areas did you excel in this week?

What three performance areas were the most challenging for you this week?

What were the three most important things you learned this week?

Is there any training your FTO or the FTO Program provide to you to help you be more successful?

Completed by FTO:

Review OIT input verbally with OIT. Were OIT's observations consistent with FTO's? If not, list inconsistencies and what was done to address them.

OIT SIGNATURE: _____

FTO SIGNATURE: _____



SCOTTSDALE POLICE DEPARTMENT

FIELD TRAINING THEN EVALUATION PROGRAM



PHASE BOARD FORM

CURRENT PHASE: 1 NEXT PHASE: 2 DATE: _____ TIME: _____

LOCATION OF PHASE BOARD: McKellips Downtown Via Linda Foothills

OFFICER-IN-TRAINING: _____

CURRENT FIELD TRAINING OFFICER: _____

NEXT FIELD TRAINING OFFICER: _____

COORDINATING SERGEANT: _____

FIELD TRAINING STATUS

OIT Status Debrief - How is the OIT doing?

☐ Yes

☐ No

Exposure Form Current:

☐ Yes

☐ No

Proficiency Task Forms Current:

☐ Yes

☐ No

Daily Observation Reports (DORs) Current:

☐ Yes

☐ No

Zeros Check Conducted/All Reports Current:

☐ Yes

☐ No

FTO RECOMMENDS OIT ADVANCE TO NEXT PHASE?

☐ Yes

☐ No

FIELD TRAINING OFFICER COMMENTS

OFFICER-IN-TRAINING STRENGTHS:

OFFICER-IN-TRAINING AREAS FOR IMPROVEMENT:



SCOTTSDALE POLICE DEPARTMENT

FIELD TRAINING THEN EVALUATION PROGRAM



OFFICER-IN-TRAINING SELF ASSESSMENT

OFFICER-IN-TRAINING STRENGTHS:

OFFICER-IN-TRAINING AREAS FOR IMPROVEMENT:

OFFICER-IN-TRAINING REQUEST(S) FOR ADDITIONAL TRAINING:

PHASE BOARD TOPICS FOR DISCUSSION

- ☐ Officer-In-Training New Schedule
- ☐ Officer-In-Training New Chain of Command
- ☐ Review Phase Expectations
- ☐ Phase Workload Expectations
 - Phase 1: 70% Learning – 30% Applying (Crawl)
 - Phase 2: 40% Learning – 60% Applying (Walk)
 - Phase 3: 10% Learning – 90% Applying (Run)
 - Phase 4: 100% Applying (Evaluation #1)
 - Phase 5: 100% Applying (Evaluation #2)
- ☐ Any Administrative/Equipment Issues?

OFFICER-IN-TRAINING SIGNATURE:		
FIELD TRAINING OFFICER SIGNATURE:		
COORDINATING SERGEANT:		
LIEUTENANT:		



SCOTTSDALE POLICE DEPARTMENT

FIELD TRAINING AND EVALUATION PROGRAM



PHASE 2 EXPECTATIONS

Overview

- Phase 2 is the core of police work. You will be introduced to several different types of investigations, have a lot of paper, and continue to increase the amount of work you are doing on your own.
- You will go city-wide, if needed, to receive the best training experience possible.
- Build upon the knowledge you gained in Phase 1 to further enhance your knowledge and skills.
- Your decisions are expected to be based off the 4 Policing Priorities – Priority of Life, Priority of Stabilization, Priority of Time, and then the Priority of Apprehension.

Roles

- During Phase 2 you are to *TRY* to demonstrate proper operating procedures of being a solo capable officer as much as you can. Your FTO will challenge you to do more and will let you work as much as you can handle.
- Your FTO is going to *EXPOSE* you to various calls for service or self-initiated activities. The FTO is there to *COACH* you as you attempt to take on more and more.
- Ask questions as needed, your FTO is always available as a resource. Begin to identify and utilize other resources such as other officers, policies, or any other provided materials. Demonstrate initiative and make your own decisions.

Debriefing

- You will be debriefed after calls based on Scottsdale PD's definition of a solo capable officer. Do not expect to be perfect. Instead, be willing to learn and always strive to do better each call for service.
- Your FTO will tell you how you are doing and will do their best to go over your previous day's DOR at the beginning of the next shift. You will debrief calls for service utilizing the FTO Critical Thinking Questions – If/When/Then? (Pre), What?, How?, Why?, and If/When/Then? (Post) Your FTO will frequently ask these questions to assist you in developing your own decision-making process.
- Do not be afraid to ask questions. Take every opportunity to ask your FTO about calls, experiences, and training. If something is not clear, ask about it.
- Part of your FTO's job is to find your limits. You must trust that they have your best interests in mind and would never ask you to do something they would not do themselves.



SCOTTSDALE POLICE DEPARTMENT

FIELD TRAINING AND EVALUATION PROGRAM



Priorities

- You are a police officer and are expected to always act like a professional.
- Treat everyone with dignity and respect, but never compromise officer safety, tactics, or appropriate utilization of force.
- Your safety must never be taken for granted. Officer safety is of the utmost importance.
- Family comes first. If you need time off for your family, just let your FTO know, and they will make the appropriate notifications.
- Your FTO's job is to *COACH* you and keep you safe. So, relax and have fun. This is the best job in the world and we must enjoy what we do.



**SCOTTSDALE POLICE DEPARTMENT
FIELD TRAINING THEN EVALUATION PROGRAM**



MID-PHASE SELF-EVALUATION FORM

OIT: _____

DATE: _____

FTO: _____

TRAINING PHASE: ☐ 1 ☒ 2 ☐ 3

What three performance areas did you excel in this week?

What three performance areas were the most challenging for you this week?

What were the three most important things you learned this week?

Is there any training your FTO or the FTO Program provide to you to help you be more successful?

Completed by FTO:

Review OIT input verbally with OIT. Were OIT's observations consistent with FTO's? If not, list inconsistencies and what was done to address them.

OIT SIGNATURE: _____

FTO SIGNATURE: _____



SCOTTSDALE POLICE DEPARTMENT

FIELD TRAINING THEN EVALUATION PROGRAM



PHASE BOARD FORM

CURRENT PHASE: 2 NEXT PHASE: 3 DATE: _____ TIME: _____

LOCATION OF PHASE BOARD: McKellips Downtown Via Linda Foothills

OFFICER-IN-TRAINING: _____

CURRENT FIELD TRAINING OFFICER: _____

NEXT FIELD TRAINING OFFICER: _____

COORDINATING SERGEANT: _____

FIELD TRAINING STATUS

OIT Status Debrief - How is the OIT doing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Exposure Form Current:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Proficiency Task Forms Current:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Daily Observation Reports (DORs) Current:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Zeros Check Conducted/All Reports Current:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
FTO RECOMMENDS OIT ADVANCE TO NEXT PHASE?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

FIELD TRAINING OFFICER COMMENTS

OFFICER-IN-TRAINING STRENGTHS:

OFFICER-IN-TRAINING AREAS FOR IMPROVEMENT:



SCOTTSDALE POLICE DEPARTMENT

FIELD TRAINING THEN EVALUATION PROGRAM



OFFICER-IN-TRAINING SELF ASSESSMENT

OFFICER-IN-TRAINING STRENGTHS:

OFFICER-IN-TRAINING AREAS FOR IMPROVEMENT:

OFFICER-IN-TRAINING REQUEST(S) FOR ADDITIONAL TRAINING:

PHASE BOARD TOPICS FOR DISCUSSION

- ☐ Officer-In-Training New Schedule
- ☐ Officer-In-Training New Chain of Command
- ☐ Review Phase Expectations
- ☐ Phase Workload Expectations
 - Phase 1: 70% Learning – 30% Applying (Crawl)
 - Phase 2: 40% Learning – 60% Applying (Walk)
 - Phase 3: 10% Learning – 90% Applying (Run)
 - Phase 4: 100% Applying (Evaluation #1)
 - Phase 5: 100% Applying (Evaluation #2)
- ☐ Any Administrative/Equipment Issues?

OFFICER-IN-TRAINING SIGNATURE:		
FIELD TRAINING OFFICER SIGNATURE:		
COORDINATING SERGEANT:		
LIEUTENANT:		



SCOTTSDALE POLICE DEPARTMENT

FIELD TRAINING AND EVALUATION PROGRAM



PHASE 3 EXPECTATIONS

Overview

- Phase 3 focuses on refining your skills. You will be introduced to some new and more complex investigations. You will spend one week with the DUI Squad to provide you accurate instruction on an investigation that has many moving parts.
- You will go city-wide, if needed, to receive the best training experience possible.
- You should be getting comfortable handling any call for service on your own that you have previously experienced. Your FTO will still be available to assist with any calls for service you have not previously experiences, but you are encouraged to try and solve the problem on your own first.
- Your decisions are expected to be based off the 4 Policing Priorities – Priority of Life, Priority of Stabilization, Priority of Time, and then the Priority of Apprehension.

Roles

- You are expected to be *DOING* nearly 100% of all the work on your own by the end of Phase 3.
- Your FTO will help you, if needed, but will become more of a *MENTOR as your progress through this phase*. The FTO will continue to expose you to as much as possible and try to get you calls for service that you have not previously experienced.
- Continue to ask questions, but work as if your FTO is not there. Take charge of investigations and make your own decisions.

Debriefing

- You will be debriefed after calls based on Scottsdale PD's definition of a solo capable officer. Do not expect to be perfect. Instead, be willing to learn and always strive to do better each call for service.
- Your FTO will tell you how you are doing and will do their best to go over your previous day's DOR at the beginning of the next shift. You will debrief calls for service utilizing the FTO Critical Thinking Questions – If/When/Then? (Pre), What?, How?, Why?, and If/When/Then? (Post) Your FTO will frequently ask these questions to assist you in developing your own decision-making process.
- Do not be afraid to ask questions. Take every opportunity to ask your FTO about calls, experiences, and training. If something is not clear, ask about it.
- Part of your FTO's job is to find your limits. You must trust that they have your best interests in mind and would never ask you to do something they would not do themselves.



SCOTTSDALE POLICE DEPARTMENT

FIELD TRAINING AND EVALUATION PROGRAM



Priorities

- You are a police officer and are expected to always act like a professional.
- Treat everyone with dignity and respect, but never compromise officer safety, tactics, or appropriate utilization of force.
- Your safety must never be taken for granted. Officer safety is of the utmost importance.
- Family comes first. If you need time off for your family, just let your FTO know, and they will make the appropriate notifications.
- Your FTO's job is to *MENTOR* you and keep you safe. So, relax and have fun. This is the best job in the world and we must enjoy what we do.



DUI SQUAD FIELD TRAINING CHECKLIST



MISSION: To assist Officers-In-Training in developing a comfort level with traffic enforcement, recognition of impaired drivers, and the processing of DUIs.

OFFICER-IN-TRAINING: _____

DUI FIELD TRAINER: _____

- ☐ Discuss the OITs prior experience and current comfort level with DUI investigations.
- ☐ Conduct Standardized Field Sobriety Test Practice. (OITs may use the SFST card.)
 - ☐ Day 1 SFST Practice - FTO demonstration and OIT practice.
 - ☐ Day 2 SFST Practice - OIT practice with adjustments from previous shift.
 - ☐ Day 3 SFST Practice - OIT practice with If/When/Then Scenarios.
 - ☐ Day 4 SFST Practice - OIT practice with If/When/Then Scenarios.
- ☐ Discuss step-by-step "Typical" DUI Investigations. (See Pages 2 and 3)
- ☐ Discuss and create DUI Packets.
- ☐ DUI Investigation Field Training
 - ☐ DUI Field Trainer Demonstration ☐ ☐ ☐ ☐ (Minimum one demo.)
 - ☐ Officer-In-Training Investigations ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
- ☐ Discuss Unique DUI Situations
 - ☐ DUI Drug Investigations ☐ Hit/Run DUI Investigations
 - ☐ Aggravated DUI Investigations ☐ DUI Search Warrants
 - ☐ Juvenile DUI Investigations ☐ Hospital DUI Investigations
- ☐ Discuss DUI MVD Hearings, Defense Interviews, Court Process, and Testifying
- ☐ Update Field Training Workbook Exposure Form
- ☐ Update Field Training Workbook Proficiency Task Pages

“TYPICAL” DUI INVESTIGATIONS

Before going on the road for the first shift of DUI Week, complete this “Typical” DUI Investigations discussion page and the Day 1 SFST Practice.

- **PHASE 1: Vehicle in Motion**

- Initial Observations of the Vehicle
 - *Discuss common DUI traffic stop violations and good DUI locations.*
 - *Discuss Actual Physical Control.*
- **PHASE 1 QUESTION: Should I stop the vehicle? (Reasonable Suspicion)**
- Observation of the Stop

- **PHASE 2: Personal Contact**

- Interview and Observations of the Driver
 - Obtain DL, Registration, and Proof of Insurance
 - *Discuss good interview questions to ask the driver.*
 - *Discuss key observations to look for on the driver.*
 - Return to Patrol Car to Check DL Status, KQ if Major Prior, and Warrants.
- **PHASE 2 QUESTION: Should I have the driver exit? (Reasonable Suspicion)**
 - Request backup before having driver exit.
 - *Discuss if driver says “no” to exiting the vehicle. (Do I have enough probable cause?)*
- Observation of the Exit
 - *Discuss safety concerns with exiting vehicle.*
 - *Discuss good locations for doing SFSTs and distance concerns.*

- **PHASE 3: Pre-Arrest Screening**

- Standardized Field Sobriety Tests (Go over SFST Cards.)
 - *Discuss how to transition into doing the SFSTs.*
 - Horizontal Gaze Nystagmus
 - Walk and Turn – Standardized and Validated
 - One Leg Stand – Standardized and Validated
 - Finger to Nose – Standardized
 - Romberg Modified – Standardized
 - *Discuss if driver says “no” to doing SFSTs. (Do I have enough probable cause?)*
- Preliminary Breath Test
 - *Discuss purpose of and demonstrate how to operate PBT.*
 - *Discuss what to consider if PBT reading is inconsistent with SFST results.*
 - *Discuss legal aspects of PBT results.*
- **PHASE 3 QUESTION: Should I arrest for DUI? (Probable Cause)**
 - *Discuss options for drivers that are not arrestable, but should not be driving.*
 - *Discuss how to transition from SFSTs to arrest procedure.*

- **Post-Arrest**

- Vehicle Disposition Options
- Read Admin Per Se/Implied Consent Affidavit Verbatim
 - *Have OIT read the Admin Per Se and discuss its meaning.*
 - *Discuss various Admin Per Se issues. (Attorney Request, Outright Refusal, Won't Answer, Doesn't Understand, Passed Out, etc.)*
 - *Discuss the Blood and Breath Testing Options.*
- Transport to DUI Testing Location
 - *Discuss available locations and when to use. (D2 Jail, DUI Van, Hospital, etc.)*
 - *Discuss entry process upon arrival at these locations.*
- Conduct DUI Evidentiary Test – Blood, Breath, or Both.
 - *Discuss phlebotomist options and blood draw process.*
 - *Ask OIT if they are Intox Certified.*
 - *Discuss Breath Test Process.*
 - *Discuss Search Warrant Process, if needed.*
- Read Miranda Warnings, if not done so already.
- Complete Alcohol Influence Report
 - *Have OIT read the AIR Interview Questions.*
 - *Discuss best practice for completing the AIR Interview.*
 - *Discuss transposing SFST Notes onto AIR.*
- Complete Appropriate Disposition
 - *Discuss charging statutes for various DUI scenarios.*
 - *Discuss when to cite and when to long form DUI cases.*
- Impound Blood in Secure Evidence Refrigerator
 - *Discuss labelling blood kits.*
 - *Discuss proper blood impound procedure.*

After discussing this form, the DUI Field Trainer should do the first DUI as a demonstration for the Officer-In-Training and relate that demonstration back to the topics discussed on this form.



SCOTTSDALE POLICE DEPARTMENT
FIELD TRAINING THEN EVALUATION PROGRAM



MID-PHASE SELF-EVALUATION FORM

OIT: _____

DATE: _____

FTO: _____

TRAINING PHASE: ☐ 1 ☐ 2 ☒ 3

What three performance areas did you excel in this week?

What three performance areas were the most challenging for you this week?

What were the three most important things you learned this week?

Is there any training your FTO or the FTO Program provide to you to help you be more successful?

Completed by FTO:

Review OIT input verbally with OIT. Were OIT's observations consistent with FTO's? If not, list inconsistencies and what was done to address them.

OIT SIGNATURE: _____

FTO SIGNATURE: _____



SCOTTSDALE POLICE DEPARTMENT FIELD TRAINING THEN EVALUATION PROGRAM



PHASE BOARD FORM

CURRENT PHASE: 3 NEXT PHASE: 4 DATE: _____ TIME: _____

LOCATION OF PHASE BOARD: McKellips Downtown Via Linda Foothills

OFFICER-IN-TRAINING: _____

CURRENT FIELD TRAINING OFFICER: _____

NEXT FIELD TRAINING OFFICER: _____

COORDINATING SERGEANT: _____

FIELD TRAINING STATUS

OIT Status Debrief - How is the OIT doing?

☐ Yes

☐ No

Exposure Form Current:

☐ Yes

☐ No

Proficiency Task Forms Current:

☐ Yes

☐ No

Daily Observation Reports (DORs) Current:

☐ Yes

☐ No

Zeros Check Conducted/All Reports Current:

☐ Yes

☐ No

FTO RECOMMENDS OIT ADVANCE TO NEXT PHASE?

☐ Yes

☐ No

FIELD TRAINING OFFICER COMMENTS

OFFICER-IN-TRAINING STRENGTHS:

OFFICER-IN-TRAINING AREAS FOR IMPROVEMENT:



SCOTTSDALE POLICE DEPARTMENT

FIELD TRAINING THEN EVALUATION PROGRAM



OFFICER-IN-TRAINING SELF ASSESSMENT

OFFICER-IN-TRAINING STRENGTHS:

OFFICER-IN-TRAINING AREAS FOR IMPROVEMENT:

OFFICER-IN-TRAINING REQUEST(S) FOR ADDITIONAL TRAINING:

PHASE BOARD TOPICS FOR DISCUSSION

- ☐ Officer-In-Training New Schedule
- ☐ Officer-In-Training New Chain of Command
- ☐ Review Phase Expectations
- ☐ Phase Workload Expectations
 - Phase 1: 70% Learning – 30% Applying (Crawl)
 - Phase 2: 40% Learning – 60% Applying (Walk)
 - Phase 3: 10% Learning – 90% Applying (Run)
 - Phase 4: 100% Applying (Evaluation #1)
 - Phase 5: 100% Applying (Evaluation #2)
- ☐ Any Administrative/Equipment Issues?

OFFICER-IN-TRAINING SIGNATURE:		
FIELD TRAINING OFFICER SIGNATURE:		
COORDINATING SERGEANT:		
LIEUTENANT:		



SCOTTSDALE POLICE DEPARTMENT

FIELD TRAINING AND EVALUATION PROGRAM



PHASE 4 EXPECTATIONS

Overview

- Phase 4 is your first Evaluation Phase. You are to demonstrate your ability to function as a solo capable officer.
- You are to be signed off on all critical tasks. Take the initiative to get involved in as many different calls for service as possible while you still have an FTO with you to maximize your learning.
- You should be able to demonstrate proficiency multi-tasking, a good working knowledge of ARS, understanding of SPD policy and procedures, and sound officer safety skills.
- Your FTO is here to catch you if you fall, but short of putting yourself or someone else in harm's way, violating laws, rights, or policies your FTO will be hands off.
- Your decisions are expected to be based off the 4 Policing Priorities – Priority of Life, Priority of Stabilization, Priority of Time, and then the Priority of Apprehension.

Roles

- You will be evaluated against the expectations of a solo-capable officer per the Standard Evaluation Guidelines. You'll be operating on your own, but this does not mean you have to do everything. Utilize your resources and delegate tasks, but you will be the primary case officer on many calls.
- Your FTO is there merely to ensure your safety and redirect you for any potential law or policy violations.
- Take charge of investigations and make your own decisions.
- Be responsible for keeping up on your administrative tasks, paperwork, and the approval process. Complete all investigations and follow up.

Evaluation

- You will be evaluated based on Scottsdale PD's definition of a solo capable officer. Do not expect to be perfect. Instead, be willing to learn and always strive to do better each call for service.
- There are no secrets in the evaluations. Your FTO will tell you how you are doing and will do their best to go over your previous day's DOR at the beginning of the next shift. You will still debrief calls for service utilizing the FTO Critical Thinking Questions – If/When/Then? (Pre), What?, How?, Why?, and If/When/Then? (Post) Your FTO will frequently ask these questions to assist you in developing your own decision-making process.



SCOTTSDALE POLICE DEPARTMENT

FIELD TRAINING AND EVALUATION PROGRAM



- Do not be afraid to ask questions when not on calls for service. Take every opportunity to ask your FTO about calls, experiences, and training. If something is not clear, ask about it.
- Phase 4 Scoring: (5) Exceeds Expectations, (4) Solo Capable, (3) Nearly Solo Capable, (2) Not Solo Capable, and (1) Unacceptable: Not Solo Capable. The scores you receive are not based upon good and bad. They merely represent your ability to perform the calls for service you go on at a solo capable officer level on your own.

Priorities

- You are a police officer and are expected to always act like a professional.
- Treat everyone with dignity and respect, but never compromise officer safety, tactics, or appropriate utilization of force.
- Your safety must never be taken for granted. Officer safety is of the utmost importance.
- Family comes first. If you need time off for your family, just let your FTO know, and they will make the appropriate notifications.
- Your FTO's job is to *EVALUATE* you and keep you safe. So, relax and have fun. This is the best job in the world and we must enjoy what we do.



SCOTTSDALE POLICE DEPARTMENT FIELD TRAINING THEN EVALUATION PROGRAM



PHASE BOARD FORM

CURRENT PHASE: 4 NEXT PHASE: 5 DATE: _____ TIME: _____

LOCATION OF PHASE BOARD: McKellips Downtown Via Linda Foothills

OFFICER-IN-TRAINING: _____

CURRENT FIELD TRAINING OFFICER: _____

NEXT FIELD TRAINING OFFICER: _____

COORDINATING SERGEANT: _____

FIELD TRAINING STATUS

OIT Status Debrief - How is the OIT doing?

☐ Yes

☐ No

Exposure Form Current:

☐ Yes

☐ No

Proficiency Task Forms Current:

☐ Yes

☐ No

Daily Observation Reports (DORs) Current:

☐ Yes

☐ No

Zeros Check Conducted/All Reports Current:

☐ Yes

☐ No

FTO RECOMMENDS OIT ADVANCE TO NEXT PHASE?

☐ Yes

☐ No

FIELD TRAINING OFFICER COMMENTS

OFFICER-IN-TRAINING STRENGTHS:

OFFICER-IN-TRAINING AREAS FOR IMPROVEMENT:



SCOTTSDALE POLICE DEPARTMENT

FIELD TRAINING THEN EVALUATION PROGRAM



OFFICER-IN-TRAINING SELF ASSESSMENT

OFFICER-IN-TRAINING STRENGTHS:

OFFICER-IN-TRAINING AREAS FOR IMPROVEMENT:

OFFICER-IN-TRAINING REQUEST(S) FOR ADDITIONAL TRAINING:

PHASE BOARD TOPICS FOR DISCUSSION

- ☐ Officer-In-Training New Schedule
- ☐ Officer-In-Training New Chain of Command
- ☐ Review Phase Expectations
- ☐ Phase Workload Expectations
 - Phase 1: 70% Learning – 30% Applying (Crawl)
 - Phase 2: 40% Learning – 60% Applying (Walk)
 - Phase 3: 10% Learning – 90% Applying (Run)
 - Phase 4: 100% Applying (Evaluation #1)
 - Phase 5: 100% Applying (Evaluation #2)
- ☐ Any Administrative/Equipment Issues?

OFFICER-IN-TRAINING SIGNATURE:		
FIELD TRAINING OFFICER SIGNATURE:		
COORDINATING SERGEANT:		
LIEUTENANT:		



SCOTTSDALE POLICE DEPARTMENT

FIELD TRAINING AND EVALUATION PROGRAM



PHASE 5 EXPECTATIONS

Overview

- Phase 5 is your second evaluation phase. Continue demonstrating your ability to function as a solo capable officer with your FTO serving merely as a safety net.
- You are to be signed off on all critical tasks. Take the initiative to get involved in as many different calls for service as possible while you still have an FTO with you to maximize your learning.
- You should be able to demonstrate proficiency multi-tasking, a good working knowledge of ARS, understanding of SPD policy and procedures, and sound officer safety skills.
- Your FTO is here to catch you if you fall, but short of putting yourself or someone else in harm's way, violating laws, rights, or policies your FTO will be hands off.
- Your decisions are expected to be based off the 4 Policing Priorities – Priority of Life, Priority of Stabilization, Priority of Time, and then the Priority of Apprehension.

Roles

- You are expected to be completing 100% of the work. You will be evaluated against the expectations of a solo-capable officer per the Standard Evaluation Guidelines. You'll be operating on your own, but this does not mean you have to do everything. Utilize your resources and delegate tasks, but you will be the primary case officer on many calls.
- Your FTO is there merely to ensure your safety and redirect you for any potential law or policy violations.
- Take charge of investigations and make your own decisions.
- Be responsible for keeping up on your administrative tasks, paperwork, and the approval process. Complete all investigations and follow up.

Evaluation

- You will be evaluated based on Scottsdale PD's definition of a solo capable officer. Do not expect to be perfect. Instead, be willing to learn and always strive to do better each call for service.
- There are no secrets in the evaluations. Your FTO will tell you how you are doing and will do their best to go over your previous day's DOR at the beginning of the next shift. You will still debrief calls for service utilizing the FTO Critical Thinking Questions – If/When/Then? (Pre), What?, How?, Why?, and If/When/Then? (Post) Your FTO will frequently ask these questions to assist you in developing your own decision-making process.



SCOTTSDALE POLICE DEPARTMENT

FIELD TRAINING AND EVALUATION PROGRAM



- Do not be afraid to ask questions when not on calls for service. Take every opportunity to ask your FTO about calls, experiences, and training. If something is not clear, ask about it.
- Phase 5 Scoring: (5) Exceeds Expectations, (4) Solo Capable, (3) Nearly Solo Capable, (2) Not Solo Capable, and (1) Unacceptable: Not Solo Capable. The scores you receive are not based upon good and bad. They merely represent your ability to perform the calls for service you go on at a solo capable officer level on your own.

Priorities

- You are a police officer and are expected to always act like a professional.
- Treat everyone with dignity and respect, but never compromise officer safety, tactics, or appropriate utilization of force.
- Your safety must never be taken for granted. Officer safety is of the utmost importance.
- Family comes first. If you need time off for your family, just let your FTO know, and they will make the appropriate notifications.
- Your FTO's job is to *EVALUATE* you and keep you safe. So, relax and have fun. This is the best job in the world and we must enjoy what we do.



SCOTTSDALE POLICE DEPARTMENT FIELD TRAINING THEN EVALUATION PROGRAM



PHASE BOARD FORM

CURRENT PHASE: 5 NEXT PHASE: SOLO DATE: _____ TIME: _____

LOCATION OF PHASE BOARD: McKellips Downtown Via Linda Foothills

OFFICER-IN-TRAINING: _____

CURRENT FIELD TRAINING OFFICER: _____

RECEIVING SUPERVISOR: _____

FIELD TRAINING STATUS

OIT Status Debrief - How is the OIT doing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Exposure Form Current:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Proficiency Task Forms Current:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Daily Observation Reports (DORs) Current:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Zeros Check Conducted/All Reports Current:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
FTO RECOMMENDS OIT ENTER SOLO EVALUATION?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

FIELD TRAINING OFFICER COMMENTS

OFFICER-IN-TRAINING STRENGTHS:

OFFICER-IN-TRAINING AREAS FOR IMPROVEMENT:



SCOTTSDALE POLICE DEPARTMENT

FIELD TRAINING THEN EVALUATION PROGRAM



OFFICER-IN-TRAINING SELF ASSESSMENT

OFFICER-IN-TRAINING STRENGTHS:

OFFICER-IN-TRAINING AREAS FOR IMPROVEMENT:

OFFICER-IN-TRAINING REQUEST(S) FOR ADDITIONAL TRAINING:

PHASE BOARD TOPICS FOR DISCUSSION

- ☐ OIT New Schedule
- ☐ OIT New Chain of Command
- ☐ Solo Evaluation Phase Expectations - You will be operating as a solo capable police officer.
- ☐ Field Training Program Assistance
- ☐ Field Training Program Critique
- ☐ Verify OIT is Administratively Clear - OBC Labels, Power DMS, Long Forms, etc.
- ☐ Any Administrative/Equipment Issues?

OFFICER-IN-TRAINING SIGNATURE:		
FIELD TRAINING OFFICER SIGNATURE:		
RECEIVING SERGEANT:		
FTO PROGRAM REPRESENTATIVE:		
LIEUTENANT:		



SCOTTSDALE POLICE DEPARTMENT

FIELD TRAINING THEN EVALUATION PROGRAM



RELEASE FROM FIELD TRAINING

DATE: _____

OFFICER: _____

SERGEANT: _____

OFFICER STATUS

Officer is Operating at a Solo Capable Officer Level:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Officer Demonstrates Good Officer Safety Practices:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Officer Demonstrates Good Search/Seizure Practices:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Officer Demonstrates Good Decision-Making:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Officer Demonstrates Knowledge of Policy/Procedures:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
SERGEANT RECOMMENDS RELEASE FROM FTO:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

* If "NO" is marked for any response above, contact the Field Training Program Manager immediately to discuss options.

* Meet with officer to review and sign this form. Once signed, return the Field Training Workbook to the Field Training Staff or notify them that it is ready to be picked up.

SERGEANT COMMENTS

OFFICER STRENGTHS:

OFFICER AREAS FOR IMPROVEMENT:

OFFICER SIGNATURE:

SERGEANT SIGNATURE:



SCOTTSDALE POLICE DEPARTMENT

FIELD TRAINING THEN EVALUATION PROGRAM



CRITICAL TASKS

CRITICAL TASKS: Tasks that could potentially get the OIT or someone else hurt/killed or put the department in significant liability:

- Officer Safety
- Use of Force
- Engagement
- Search and Seizure
- Multi-Tasking

Repeated issues demonstrating proficiency in these areas will be grounds for the creation of a Performance Training Plan. If the OIT is having significant difficulty grasping any of the above listed Critical Tasks, a 2-week Performance Training Plan will be developed by the FTO and Field Training Staff to address the specific issue(s).

A Performance Training Plan is essentially a “pause” in the OIT’s progress to allow time to focus specifically on the identified Critical Task issue(s). OITs will continue to get exposure to Proficiency Tasks during this time, but the emphasis will be improving the identified Critical Task(s) that are affecting the OIT’s performance.

My signature is an acknowledgement that I fully understand the importance of the Critical Tasks and the purpose of a Performance Training Plan.

Officer-In-Training: _____ Date: _____



SCOTTSDALE POLICE DEPARTMENT

FIELD TRAINING THEN EVALUATION PROGRAM



PROFESSIONAL BEHAVIOR CONTRACT

The health and wellbeing of the organization is contingent on the professional conduct of its employees. In an effort to ensure professional relationships are maintained all trainees will be advised of the following:

OIT sexual conduct or romantic involvement with any Field Training Officer or supervisor is expressly prohibited and constitutes grounds for immediate dismissal from employment.

Sexual Harassment will not be tolerated at any time, regardless of form. Sexual Harassment may be defined as unwanted or unsolicited sexual comments, gestures, or actions. These may include jokes, teasing, name calling, or invitations of a sexual nature. The use of sexually suggestive language or actions with any other officer or supervisor will not be tolerated. Any OIT found to have engaged in an act of Sexual Harassment will be grounds for immediate dismissal from employment.

I agree to maintain a professional relationship with all of my Field Training Officers and supervisors throughout my field training process. This means that I will not engage in relationships with any Field Trainer or supervisor outside the scope of my regular duties until I have successfully completed the program. These include, but are not limited to, Facebook, Twitter, Snapchat, Instagram, social functions, etc.

My signature is an acknowledgement that I have fully reviewed this contract and agree to abide by its guidelines.

Officer-In-Training: _____ Date: _____

Standard Evaluation Guideline Categories

FTO DAILY OBSERVATION REPORT (DOR) CATEGORIES

- **CFS/Response Performance**
 - CFS-related Activities
 - Cognitive Abilities/General Multi-Tasking
 - CFS-related Compol
- **Self-Initiated Activity Performance**
 - Self-Initiated Activity
 - Cognitive Abilities/General Multi-Tasking
 - Self-Initiated Compol
- **Communication and Relationships**
 - Written, Verbal, and Non-Verbal Communications
 - Interpersonal Relationships (Sworn, Non-Sworn, Citizens)
 - Attitude
- **Officer Safety Skills/Tactical Safety**
 - Officer Safety Skills
 - Officer Safety Multi-Tasking
 - Tactical Safety
 - Emergency Traffic Response
- **Law Enforcement Decision-Making**
 - Proper Application of Arizona Laws and City Codes
 - Scottsdale PD Policies and Procedures
 - Adaptive/Creative Problem Solving
- **Motor Vehicle Operation/Orientation**
 - Basic Vehicle Operation and Vehicle Multi-Tasking
 - Code 3/Emergency Response Driving
 - Orientation Skills

Standard Evaluation Guideline Scoring Rubric

This is the scoring rubric utilized for Evaluation Phases 4 and 5:

(5) Exceeds Standards: Trainee was able to accomplish solo capable officer task(s) with no assistance from Field Training Officer and went above and beyond what the typical officer would have done if presented with the same circumstances.

(4) Solo Capable: Trainee was able to accomplish solo capable officer task(s) with no assistance from Field Training Officer as proficiently as a typical officer presented with the same circumstances. The trainee may use all other resources normally available to a solo patrol officer.

(3) Nearly Solo Capable: Trainee was able to do most of the solo capable officer task(s), but required some assistance from Field Training Officer to be at an acceptable level. Trainee had some difficulty identifying available options and/or making a decision, but reached an acceptable decision on their own. Assistance could be based upon lack of knowledge, skill, and/or appropriate application.

(2) Not Solo Capable: Trainee was able to do some of the solo capable officer task(s), but required significant assistance from Field Training Officer to be at an acceptable level. Trainee had significant difficulty identifying available options and/or making a decision, but only reaches an acceptable decision with Field Training Officer assistance. Assistance could be based upon lack of knowledge, skill, and/or appropriate application.

(1) Unacceptable – Not Solo Capable: Trainee could not complete the solo capable officer task(s) without the Field Training Officer being required to significantly intervene. Intervention may have been necessary due to failure to identify options, failure to make any decision, failure to engage, committed or was about to commit a significant rights violation, and/or committed or was about to commit a significant officer safety violation.

CFS/Response Performance

- CFS-related Activities
- Cognitive Abilities/General Multi-Tasking
- CFS-related Community Policing (Compol)

Solo Capable Officer Tasks

- Responds to calls for service, investigates, and takes enforcement action (when appropriate) upon suspicious situations or while handling compol activities.
- Appropriately applies policing priorities of Life, Stabilization, Time, and Apprehension.
- Demonstrates the ability to address multiple tasks or issues effectively while applying listed Policing Priorities.
- Thinks through problems by identifying multiple options or alternatives for handling situations.
- Recognizes the need to interview parties and identify who has relevant information.
- Identifies the need to elicit information to clarify circumstances or facts, locate potential evidence, and protect potential evidence.
- Does not hesitate to take action.
- Uses department resources, interacts positively with the community, and incorporates the best interest of the community into his/her problem solving.
- Recognizes compol opportunities and makes appropriate referrals.
- Uses appropriate discretion when deciding to enforce laws, maintain order, utilize social resources, or educate the public.

Self-Initiated Activity Performance

- Self-Initiated Activity
- Cognitive Abilities/General Multi-Tasking
- Self-Initiated Community Policing (Compol)

Solo Capable Officer Tasks

- Appropriately utilizes uncommitted patrol time to initiate enforcement, take investigative action upon suspicious situations, or initiate compol activities.
- Appropriately applies Policing Priorities of Life, Stabilization, Time, and Apprehension.
- Demonstrates the ability to address multiple tasks or issues effectively while applying listed Policing Priorities.
- Thinks through problems by identifying multiple options or alternatives for dealing with situations.
- Self-initiates to back up other officers.
- Recognizes the need to interview parties and identify who has relevant information.
- Identifies the need to elicit information to clarify circumstances or facts, locate potential evidence, and protect potential evidence.
- Does not hesitate to take action.
- Uses department resources, interacts positively with the community, and incorporates the best interest of the community into his/her problem solving.
- Uses appropriate discretion when deciding to enforce laws, maintain order, utilize social resources, or educate the public.
- Recognizes compol opportunities and makes appropriate referrals.

Communication and Relationships

- Written, Verbal, and Non-Verbal Communications
- Interpersonal Relationships (Sworn, Non-Sworn, Citizens)
- Attitude

Solo Capable Officer Tasks

- Communication skills (written, verbal, and non-verbal) are appropriate, clear, professional, and accurate to the circumstances.
- Ensures all applicable/relevant information is obtained prior to concluding investigative contacts.
- Documents the events and circumstances accurately and without relying solely on the On-Body Camera (OBC).
- Ensures grammar, spelling, word usage, and sentence structure errors do not compromise clarity of meaning.
- Ensures reports are complete for given set of facts and information.
- Proofreads reports and forms for errors and corrections before submittal.
- Ensures written work meets standards of acceptable submittal quality to the point reports are rarely returned for correction.
- Responds to the radio and computer in an accurate, brief, and clear fashion.
- Listens to transmissions of other patrol units and responds accordingly.
- Uses appropriate codes, etiquette, and provides his/her location when transmitting and receiving information or data.
- Effectively and efficiently uses computers for accomplishing work-related tasks.
- Interactions with sworn, non-sworn, and citizens are based upon dignity and respect to all, without compromising safety, tactics, or utilization of appropriate force.
- Is open to learning and responds positively to feedback while taking responsibility for his/her actions, attitude, and effort.
- Builds and maintains good working relationships with all coworkers and citizens through actions that are not biased in any manner.

Officer Safety Skills/Tactical Safety

- Officer Safety Skills
- Officer Safety Multi-Tasking
- Tactical Safety
- Emergency Traffic Response

Solo Capable Officer Tasks

- Actions reflect the Policing Priorities of Life, Stabilization, Time, and Apprehension.
- Utilizes common patterns of law enforcement encounters to make predictions with If, When, Then thinking.
- Does not place self or others at unnecessary risk.
- Reactive to the movements and comments of others and are accompanied by levels of verbal and nonverbal response that control, neutralize, or de-escalate a situation.
- Does not hesitate to provide physical or verbal assistance to other officers when necessary.
- Maintains control of reporting parties, witnesses, and suspects during questioning or interviews.
- Demonstrates officer safety in the listed areas:
 - Does not expose weapons (baton, handgun, TASER, etc.) to suspect(s) or other potential threats.
 - Keeps gun hand free during enforcement situations.
 - Uses tactical positioning when contacting violators and/or vehicles.
 - Influences subject's movement, and places the subject in positions of disadvantage, when possible.
 - Maintains sight of the violator while writing citation(s).
 - Searches the police vehicle backseat before duty and after transporting prisoners.
 - Properly searches and/or handcuffs prisoners.
 - Safely and legally conducts pat down searches of suspicious persons when circumstances justify it.
 - Recognizes potential threats and has good situational awareness; utilizes distance, physical barriers, cover, concealment, and other basic officer safety techniques.

Law Enforcement Decision-Making

- Proper Application of Arizona Laws and City Codes
- Scottsdale PD Policies and Procedures
- Adaptive/Creative Problem Solving

Solo Capable Officer Tasks

- Demonstrates knowledge of and the ability to take appropriate actions based upon State of Arizona and City of Scottsdale criminal, civil, and traffic statutes.
- Can distinguish between criminal, non-criminal, and civil activity.
- Understands and appropriately applies search, seizure, and arrest laws.
- Utilizes his/her knowledge of and application of traffic laws to make subject contacts and potentially lead to next level investigations.
- Demonstrates the ability to manage vehicle and pedestrian traffic in complex situations, utilizes appropriate safety equipment, and directs other support resources as needed.
- Manages accident investigation scenes and secures pertinent accident reporting information.
- Uses his/her knowledge to apply appropriate Scottsdale Police Department policy and procedure when interacting with others.
- Is familiar with how to access and the Scottsdale Police Department General Orders, Field Orders, and applicable Operations Orders, memorandums, and training guidelines.
- Can apply state law, department policy, and city codes to solve problems.
- Uses appropriate discretion when enforcing laws, maintaining order, utilizing social resources, or educating the public.

Motor Vehicle Operation/Orientation

- Basic Vehicle Operation and Vehicle Multi-Tasking
- Code 3/Emergency Response Driving
- Orientation Skills

Solo Capable Officer Tasks

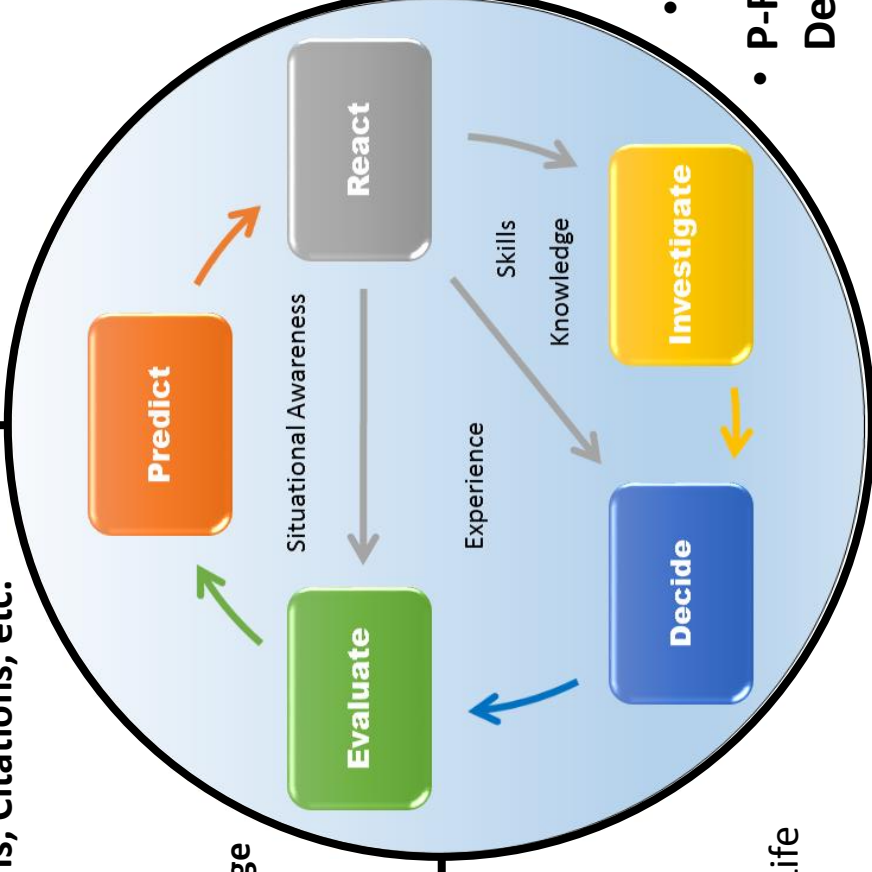
- Maintains safe vehicle control while responding to calls for service, self-initiating activity, and during general patrol operations.
- Patrol vehicle speed and operation is reasonable or within emergency response policy guidelines and matches road/traffic conditions.
- Promptly responds to pedestrian and driver action/error by taking evasive action.
- Conducts a pre-use and post-use vehicle inspection and ensures equipment is in good working order.
- Demonstrates knowledge of major streets, intersections, locations, landmarks, hundred block numbering sequence, and patrol area boundaries.
- Determines locations and destinations in a timely manner, with or without the use of maps.
- Is consistently aware of his/her current location.

TRAINING ACTIVITIES

- No Cost Quiz (Beginning/End of Shift)
- Briefing Training Outline (Topical)
- Search Training Practice
- Imagine Perfection (Procedural/Situational)
- Mirror Reports, Investigations, Citations, etc.
- On-Body Camera Coaching
- Learning Journal
 - 3 Things You Learned
 - High's/Low's for the Week
 - Start, Stop, Continue, Change
- Commentary Driving
- FTO-OIT Role Reversal
- Reverse Engineer Reports

CRITICAL THINKING QUESTIONS

- These questions are utilized to encourage better predicting, reacting, adaptive decision-making, and evaluation in OITs.
- If, When, Then? (Pre)
- What?
- How?
- Why?
- If, When, Then? (Post)



POLICING PRIORITIES

- Priority of Life
 - **WHO** is in danger?
 - **WHAT** is the danger?
 - **HOW** much danger?
 - Apply to Hierarchy of Life
- Priority of Stabilization
 - What can be done to limit the danger and make the scene safer to work in?
- Priority of Time
 - Transition between Urgent & Patient Action
 - Identify, Run, and Investigate
- Priority of Apprehension
 - What solves the problem?

DEBRIEFING OPTIONS

- Chronological Debrief
- Key Decision Points Debrief
- P-R-I-D-E Decision-Making Debrief
- Critical Thinking Questions Debrief
- Justification Debrief
- Start, Stop, Continue, Change Debrief
- Standard Evaluation Guidelines Debrief

