


<b>PBP FORM 290</b>  <b>PITTSBURGH BUREAU OF POLICE</b> <i>"...honor, integrity, courage, respect, and compassion."</i>		<b>SUBJECT:</b> <b>"FIELD TRAINING OF PROBATIONARY OFFICERS"</b>	<b>ORDER NUMBER:</b> <b>70-02</b>
		<b>PLEAC STANDARD:</b> <b>1.10.4 a-h</b>	<b>PAGE 1 OF 10</b>
<b>RE-ISSUE DATE:</b> <b>10/19/2018</b>	<b>EFFECTIVE DATE:</b> <b>7/1/2014</b>	<b>ANNUAL REVIEW DATE:</b> <b>JULY</b>	<b>RESCINDS:</b> <b>ALL PREVIOUS</b>
			<b>AMENDS:</b> <b>NONE</b>

## 1.0 POLICY/PURPOSE

- 1.1 After a prescribed number of weeks of classroom training at the Training Academy as determined by the Chief of Police, and meeting Commonwealth of Pennsylvania Basic Recruit Training requirements, each Probationary Officer shall be assigned to the Field Training Program.
- 1.2 The purpose of Field Training is to compliment formal classroom instruction with supervised, practical experiences. Field Training provides a learning experience where the probationary officer can develop the knowledge, skills, and abilities to demonstrate a high degree of proficiency in judgement, conduct, appearance, job skills, problem solving, and interpersonal relationships.

## 2.0 DEFINITIONS

- 2.1 **Field Training - Probationary** – On the job training completed by a Probationary Officer under the guidance of a Field Training Officer.
- 2.2 **Field Training Officer (FTO)** – Veteran Officer who meets all FTO requirements assigned to train a Probationary Officer and/or acts as an Alternate FTO.
- 2.3 **Alternate Field Training Officer** – A currently certified FTO (not assigned a Probationary Officer), or any Officer certified as an Alternate FTO, who works with a Probationary Officer in the absence of assigned FTO
- 2.4 **Field Training Supervisor (FTS)** – Training Academy Supervisor who oversees Probationary Officer Field Training.
- 2.5 **Probationary Officer** – The official Probationary Officer status shall be deemed to exist for the six (6) month period commencing upon successful completion of the Basic Recruit Training Program mandated by the Commonwealth of Pennsylvania or the completion of the Pittsburgh Bureau of Police Academy Certified Police Recruit Training Program. During this six (6) month period, the just cause provisions of the collective bargaining agreement do not apply.
- 2.6 **Training Academy Director** – Supervisor assigned by the Chief of Police and approved by MPOETC as the Training Academy Director. Also known as the Director of Training.
- 2.7 **Field Training Manual** – The official manual that all Field Training Officers and Probationary Officers in field training must complete during the three (3) phases of field training.
- 2.8 **Alternate FTO Daily Observation Report** – A one page form which an Alternate FTO is required to complete.
- 2.9 **Certified Police Recruit** – Newly appointed or reinstated individuals to the Bureau of Police who have previously completed the Basic Recruit Training Program mandated by the Commonwealth of Pennsylvania and are currently MPOETC Act 120 certified. These individuals must have completed the Basic Recruit Training Program or have been employed as a full-time, paid Police Officer within the previous sixty (60) months at the time of their assigned Academy

class commencement to be considered as a Certified Police Recruit. Failure to meet this standard will require the individual to be assigned to and complete the Pittsburgh Bureau of Police Academy Basic Recruit Training Program.

### **3.0 GENERAL REGULATIONS – PROBATIONARY OFFICER RESPONSIBILITIES**

- 3.1 The Field Training Program shall consist of thirteen (13) weeks of training divided into three (3) phases.
- 3.1.1 The first phase will consist of five (5) weeks and will be an introductory phase. The second phase will consist of five (5) weeks in which the FTO, with the permission of their Commander, will be allowed to work different shifts and/or pass days in order to maximize the field training experience. The third and final phase will consist of three (3) weeks which will be a 95% evaluation phase.
- 3.2 Whenever possible, the Probationary Officer will be assigned to a different Zone, shift, and FTO during each phase of Field Training.
- 3.3 No Probationary Officer will be permitted to work alone during the Field Training phase of training. If a FTO is off, the Probationary Officer will be assigned to an Alternate FTO.
- 3.3.1 Generally, FTOs and their Probationary Officer in training should not be separated while in the field. If separation is necessary due to the situation/incident, the duty location shift supervisor must be notified as soon as possible.
- 3.4 Probationary Officers shall not schedule any discretionary or personal days without the approval of the FTS.
- 3.4.1 Requests must be made at least 72 hours in advance and will be approved/disapproved at the discretion of the FTS.
- 3.4.2 Requests must be made by PBP Form #4.10, "Special Report" to the FTS.
- 3.4.3 The FTS must notify the Zone supervisor and FTO of the Probationary Officer's absence.
- 3.5 Tardiness and/or unexcused absenteeism will not be condoned or tolerated and may constitute grounds for termination.
- 3.5.1 Unscheduled, excused, emergency absences shall include personal illness or injury, illness in the immediate family requiring the Probationary Officer's attention, or death in the immediate family.
- 3.5.1.1 The Probationary Officer must notify the Zone Supervisor at the zone where they are assigned to field training at least one hour prior to the start of their field training shift.
- 3.5.1.2 The Probationary Officer must notify the FTS prior to the start of their field training shift of the unscheduled absence.
- 3.5.1.2.1 A written explanation for the absence must be submitted to the FTS as soon as possible on a PBP Form #4.10, "Special Report." The original will be placed in the Probationary Officer's training file.
- 3.5.1.3 If the Probationary Officer is going to be late, they must call the Zone to which they are assigned to field training at least ten minutes prior to their start time.
- 3.5.1.3.1 A written explanation for the tardiness must be submitted to the FTS as soon as possible on a PBP Form #4.10, "Special Report." The original will be placed in the Probationary Officer's training file.

- 3.5.1.4 The FTS will note on the Special Report any previous incidents of tardiness or unexcused absenteeism and what action was taken (i.e. counseling, disciplinary action report).
- 3.6 Progressive discipline will be followed regarding incidents of tardiness and/or unexcused absenteeism.
- 3.7 Probationary Officers may be required to make up field training days missed before they will be released from the Field Training Program.
- 3.8 A Probationary Officer will not be granted extended leave for any reason other than injury, illness, military service or jury duty.
- 3.9 In the event of injury, illness, military service, jury duty, or assignment to modified or light duty, the probationary period shall be continued for the same number of days or hours that the Probationary Officer is absent from his/her regularly assigned duties.
- 3.10 Each Probationary Officer will be issued a Field Training Manual that will document training experienced during the Field Training Program. The Field Training Manual can be spot checked by members of the Training Academy with no notice.
- 3.11 The Field Training Manual must be completed before the Probationary Officer can complete field training and proceed to their initial assignment.
- 3.12 At the completion of Field Training, the Probationary Officer will submit his/her Field Training Manual to the Field Training Supervisor for review.
- 3.13 All vehicles assigned one (1) FTO/officer and one (1) Probationary Officer will be treated as a one-person unit for purposes of dispatching to high risk / high priority calls. Supervisors will ensure that units consisting of an FTO and a Probationary Officer will be given a one person unit call sign with an "R" at the end of the call sign (i.e. 3120R). At no time will an "R" car be assigned a two person unit call sign (i.e. 3112R). Supervisors will ensure dispatch sends the appropriate number of officers to high risk / high priority calls.
- 3.13.1 If special circumstances exist, such as two officers and one Probationary Officer are assigned to one patrol vehicle, supervisors will ensure that the call sign reflects the amount of officers within the vehicle (i.e. 3112R would be appropriate for this situation). As a general rule, Probationary Officers shall not count as manpower. Otherwise, supervisors should make every effort to keep Probationary Officers assigned to one Officer at a time.
- 3.14 Probationary Officers may attend court in an Overtime/Compensation Time status with their FTO on the FTO's case (FTO is the case constable).
- 3.14.1 If a Probationary Officer's case is scheduled before the Probationary Officer has attended a court hearing with their FTO, the FTO may attend court in an Overtime/Compensation Time status with the Probationary Officer on the Probationary Officer's case (Probationary Officer is the case constable). If the FTO attends court on the Probationary Officer's case;
- 3.14.1.1 The Probationary Officer and the FTO must notify the FTS via e-mail at least two (2) days prior to the hearing so that the FTS can make arraignments with the appropriate Court Liaison Officer.
- 3.14.2 FTOs and Probationary Officers should accompany each other when either Officer is scheduled court during their tour of duty
- 3.15 Probationary Officers will return to the Training Academy for the first Monday following their successful conclusion of their field training cycle for an Evaluation Day.

3.15.1 During the Evaluation Day, each Probationary Officer will be debriefed by the Field Training Supervisor, who will also administer FTO evaluations to each Probationary Officer. The Probationary Officers will then be given their initial assignment to their respective zones, shifts and pass days.

3.15.2 The Probationary Officers who successfully complete field training will begin their initial zone assignments the day immediately following the Evaluation Day, and adhere to their respective shifts and pass days.

#### **4.0 CERTIFIED POLICE RECRUIT FIELD TRAINING CYCLE**

4.1 The Certified Police Recruit Field Training Cycle can be shortened based on an FTO's recommendation and the following stipulations:

4.1.1 MPOETC Act 120 Certified only (no Police experience): Probationary Officer shall complete the full thirteen (13) week field training cycle, no exceptions.

4.1.2 Previous Police Experience (any amount of time as an Officer): Probationary Officer shall begin field training as though going through a thirteen (13) week cycle, but FTOs will be allotted the opportunity and responsibility to determine whether the Probationary Officer is competent to work a one man unit at any time after the first four (4) weeks of the field training cycle.

4.2 FTOs shall complete a full week of Daily Observation Reports (DORs) with consistent information relating to the Probationary Officer's performance, and no less than grades of a "4" (Above Standards), or a "5" (Exceeds Standards) in all areas.

4.3 Upon receiving all DORs and a final special recommending the Probationary Officer to conclude field training and to begin their assignment, the Field Training Supervisor (FTS) will conduct an Evaluation Day to include a relevant competency test that will consist of questions and scenarios in which a thirteenth (13<sup>th</sup>) week officer is expected to know before being recommended for an initial assignment.

4.3.1 Competency tests will consist of a 25 question written test and a five question oral/scenario based test. The questions chosen for each section of the test will be taken from a pre-selected cadre of questions and scenarios. No Probationary Officer will be given the same test.

4.4 Upon receiving a score of 85% or above, the Probationary Officer will be given their initial assignment and begin their new zone the following day.

4.5 Should the Probationary Officer get an 84% or less, he/she will be sent back to their last phase FTO and will be required to complete the remainder of their thirteen (13) week field training cycle.

4.6 All Certified Recruits beginning field training will be mandated to complete the standard thirteen (13) week cycle unless they meet the criteria stated above.

4.7 Upon successful completion of the competency test, the Probationary Officer will be given their zone assignment and begin their new zone and shift the following day.

#### **5.0 FIELD TRAINING OFFICER AND ALTERNATE FTO SELECTION**

5.1 Any officer in good standing with the Pittsburgh Bureau of Police may apply for appointment as a Field Training Officer (FTO) or an Alternate FTO.

5.2 Officers applying to become an FTO or an Alternate FTO should have no history of sick leave (or personal leave used as sick leave) abuse for two years prior to the request to become a Field Trainer.

- 5.3 Any Officer wishing to serve as an FTO or Alternate FTO must successfully complete the "Field Training Officers Course," an "Instructor Development Course," the "Coaching Counseling, Mentoring Course" and the "Crisis Intervention Team Course".
- 5.3.1 No Officer will be permitted to conduct field training until they have successfully completed the "Field Training Officer's Course" taught by the staff at the PBP Training Academy.
- 5.3.2 Officers will be allowed to conduct field training without completion of the "Instructor Development Course" and the "Coaching Counseling, Mentoring Course" and/or the "Crisis Intervention Team Course," but must agree to enroll in and complete these courses at the earliest time they are offered.
- 5.3.2.1 Officers will be allowed to fill in as Alternates without completion of the "Coaching Counseling, Mentoring Course" and/or the "Crisis Intervention Team Course," but must agree to enroll in and complete these courses at the earliest time they are offered.
- 5.3.3 Failure to complete these three courses in a timely manner will result in the officer being removed from the Field Training Officer program.
- 5.4 An officer wishing to serve as an FTO or an Alternate FTO will submit a PBP Form #4.10, "Special Report" through the chain of command to the Chief of Police requesting appointment as an FTO or an Alternate FTO.
- 5.5 The officer's Lieutenant will review the request and recommend approval or disapproval. In the event the requesting officer is assigned to a unit that is not supervised by a Lieutenant, the Sergeant will review the request. The request will then be forwarded to the officer's Commander who will recommend approval or disapproval.
- 5.5.1 The Commander will review the PARS System and note if a 12-month review was conducted and the results of the review.
- 5.5.2 The Commander will note the number of sick/personal days, D.A.R.S, letters of recognition and awards on the officer's "Special Report."
- 5.5.2.1 The Commander will specifically address the nature and disposition of any sustained Disciplinary Action Report adjudicated within the previous 5 years as it relates to the Officer's suitability to become or remain a FTO or Alternate FTO.
- 5.5.2.2 An Officer's domestic violence history will be included when considering an officer for assignment to Field Training Officer positions (*Refer to General Order #40-12.1, "Police Officer Involved Domestic Violence"*).
- 5.5.3 The candidate's Sergeants and Lieutenants will be required to each submit a Pre-Service Evaluation form, which can be found in the Police Officer's Toolkit in the FTO folder.
- 5.5.4 The candidate will be required to gain at least one letter of recommendation from no less than one of their direct supervisors.
- 5.5.4.1 If none of the Officer's direct supervisors recommend him/her to become an FTO or Alternate FTO, no recommendation letter will be required.
- 5.5.5 The Commander will make sure all evaluation forms and a letter of recommendation (if completed) are attached to the Special Report.
- 5.5.6 The Commander will then forward the request to the Officer's Assistant Chief, the Deputy Chief, and the Chief of Police for approval or disapproval.

- 5.6 The Chief will forward the names of all approved Officers to the Field Training Supervisor (Copies of the approved/disapproved request should go to the Officer, the Officer's Commanding Officer and the Training Academy Director.)
- 5.7 All approved FTOs may be called upon to serve as a Probationary Officer FTO and/or an Alternate-FTO. Declination to serve as a Probationary Officer FTO and/or Alternate FTO may result in being removed from the Field Training Officer program.
- 5.8 The Training Academy shall initiate any in-service training required to maintain the initial certification or to update all Bureau FTOs concerning training goals, objectives, protocols, and/or modifications to policies or procedures which affect the Recruit or Probationary Officer training phases.
- 5.9 Active FTOs may wear the pin or patch designated by the Chief of Police in recognition of the Field Training Officer assignment.

**6.0 DUTIES & RESPONSIBILITIES OF THE FIELD TRAINING OFFICER AND THE ALTERNATE FIELD TRAINING OFFICER**

- 6.1 The FTO and Alternate FTO is the essential means by which the goal of the program is achieved, specifically, the production of a Police Officer who has the confidence and ability to work by his or herself in a safe, skillful, tactfully sound, productive and professional manner.
- 6.2 The FTO and Alternate FTO has two essential roles to fulfill; a Police Officer assuming full beat or sector responsibilities and a trainer/evaluator of the Probationary Officer's performance.
- 6.3 FTOs and Alternate FTOs are responsible for following all Bureau policies concerning tactics in the field and all orders given through the chain of command.
- 6.4 In the role of trainer, the FTO and Alternate FTO provides ongoing instruction to enhance the Probationary Officer's knowledge from the Academy while utilizing innovative and practical techniques to enhance such knowledge.
- 6.5 FTOs and Alternate FTOs will be responsible for remediating the Probationary Officer and, if necessary, coordinate remedial training with the Pittsburgh Bureau of Police Training Academy.
- 6.6 FTOs and Alternate FTOs will ensure that a conducive learning environment and an open line of communication exists between themselves and the Probationary Officer.
- 6.7 FTOs and Alternate FTOs will be expected to conduct themselves professionally at all times. During the Field Training period, if the FTO violates any of the rules set forth in this policy or demonstrates any conduct or attitude that is not consistent with the level of professionalism associated with such a position, the Officer may be removed from FTO status.
- 6.8 The FTO and Alternate FTO must be a reliable evaluator of the Probationary Officer's performance. The FTO is required to submit the proper reports to ensure that the chain of command is aware of the Probationary Officer's progress.
- 6.8.1 Guidelines and evaluation of recruits by the FTO will be in conjunction with the use of the criteria listed on PBP Form #51.1.1, "Field Training Officer Daily Observation Report" and the Standard Field Evaluation Guidelines.
- 6.8.2 The FTO will complete a daily evaluation of the assigned Probationary Officer. The FTO will review the evaluation with the Probationary Officer. At the end of the designated week, both the FTO and the Probationary Officer will sign the evaluation and the FTO will forward it to the Field Training Supervisor.

- 6.8.3 Under no circumstances will a Field Training Officer or an Alternate FTO require a Probationary Officer in training to sign a blank Daily Observation Report. The Probationary Officer should not sign any forms that have not been completed by their Field Training Officer and Alternate FTO.
- 6.8.4 During the three phases of field training, each FTO has equal responsibility to complete their respective parts of the Field Training Manual with the Probationary Officer.
- 6.8.5 The FTO and the Probationary Officer will meet periodically with the Field Training Supervisor to discuss the Probationary Officer's progress and/or training needs.
- 6.9 FTOs who train a Probationary Officer will receive one (1) AP days for every six (6) days they actively train a Probationary Officer accompanied by the required daily paperwork.
- 6.9.1 For every six (6) days an officer trains a Probationary Officer, he/she will be awarded one (1) AP day.
- 6.9.2 Any AP day that is awarded to an Officer shall be turned in by the receiving Officer at the end of the six days in which they have trained.
- 6.9.3 FTO's who expect to take off any amount of days during a field training phase must arrange for an Alternate FTO for those days they will be absent, or inform the FTS in order for him/her to arrange for an Alternate FTO.
- 6.9.3.1 Any Alternate FTO is required to complete the Alternate FTO Daily Observation Reports for the days they trained the Probationary Officer. When the Alternate FTO completes six (6) days of training along with the required daily paperwork, they earn one (1) AP day.
- 6.10 Alternate FTOs are required to meet with the Probationary Officer's assigned FTO to discuss the dates on which they have filled in.

## **7.0 FIELD TRAINING OFFICER AND ALTERNATE FTO CONDUCT WHILE TRAINING**

- 7.1 Any officer who becomes a Field Training Officer and Alternate FTO must commit to the philosophy of teaching. The FTO and Alternate FTO must realize that training is the first priority and the evaluation is secondary. The FTO and Alternate FTO should be willing to bear the responsibility for the progress of the Probationary Officer, or lack of it, until he or she is sure that other factors are the cause of the Probationary Officer's performance. The following conduct will be adhered to at all times:
- 7.1.1 The FTO and Alternate FTO will make every effort to train and direct each Probationary Officer in ways to maximize the opportunities for the Probationary Officer to succeed.
- 7.1.2 FTOs and Alternate FTOs will attempt to set a positive training atmosphere for the Probationary Officer in which learning is maximized and in which the Probationary Officer will be able to perform to the best of his or her ability.
- 7.1.3 FTOs and Alternate FTOs must and will conduct themselves in a professional manner at all times ("lead by example").
- 7.1.4 FTOs and Alternate FTOs will set a good example by virtue of their knowledge, their appearance, and their overall job performance.
- 7.1.5 FTOs and Alternate FTOs will make use of down time and will adhere to the stipulations set forth in the Working Agreement between the Fraternal Order of Police and the City of Pittsburgh with regard to lunch breaks.

7.1.6 FTOs and Alternate FTOs will consistently test the Probationary Officer's knowledge in all job tasks and will use down time to conduct these evaluations.

7.1.7 FTOs and Alternate FTOs will return to their duty station 30 minutes prior to the end of their shift and ensure that all paper work is correctly and completely filled out.

7.2 FTOs and Alternate FTOs will not set up training scenarios or training exercises in the field.

7.3 FTOs and Alternate FTOs will not, at any time, agitate a real situation to better evaluate a Probationary Officer or to determine how the Probationary Officer will react under stress.

7.4 FTOs and Alternate FTOs will conduct knowledge-based tests as well as field performance tests and evaluations.

## **8.0 FTO/PROBATIONARY OFFICER RELATIONS**

8.1 The relationship between the FTO, Alternate FTO and the Probationary Officer will be a teacher/student relationship. As a part of this relationship the following will be expected:

8.1.1 The relationship will be one of mutual respect.

8.1.2 Probationary Officers will be treated with respect at all times, and they will be expected to respect the FTO and Alternate FTO and follow his or her directions.

8.1.3 Probationary Officers will not be harassed, intimidated, intentionally embarrassed or treated in a demeaning manner. Name-calling, abusive language, or the use of derogatory terms is unacceptable.

8.1.4 FTOs and Alternate FTOs and their Probationary Officers will not socialize while off-duty so as to maintain a proper teacher/student relationship and to ensure that objectivity is maintained at all times.

8.2 Probationary Officers who fail to adhere to the direction of their FTO and Alternate FTOs will be considered insubordinate.

8.3 Probationary Officers who experience any problems with their Field Training Officers and Alternate FTOs and/or when they witness conduct they believe to be illegal or unethical should contact the Zone Supervisor or Field Training Supervisor as soon as possible.

## **9.0 PROBATIONARY OFFICER'S CONDUCT WHILE TRAINING**

9.1 Probationary Officers will make sure they are well groomed, present a professional appearance, and conduct themselves in a professional manner at all times.

9.2 Probationary Officers will obey any reasonable instructions given by their FTOs and Alternate FTOs.

9.3 Probationary Officers will maintain their Field Training Manual in good order and will become completely familiar with its contents.

9.4 Probationary Officers will be open to constructive criticism given to them by their FTOs and Alternate FTOs.

9.5 Probationary Officers will not engage in any enforcement of the law while off duty, unless their life or the life of another is in jeopardy.

9.6 Probationary Officers are not permitted to work any details off duty or City details unless authorized by the Assistant Chief of Administration.



- 9.7 Participation in any extracurricular activities by the Probationary Officer during their field training program is highly discouraged because of the possibility of injury (i.e. softball, hockey, etc.). Injury may affect the Probationary Officer's status of employment.
- 9.8 Probationary Officers are to adhere to the rules and regulations of the Pittsburgh Bureau of Police at all times.
- 9.9 Any violation of the above rules will be documented and appropriate action will be taken. Continual disregard of the above listed rules or any violation of the rules and regulations set forth by the Bureau of Police may result in disciplinary action.

#### **10.0 FIELD TRAINING SUPERVISOR (FTS)**

- 10.1 The Field Training Supervisor will review the daily observation reports completed by the FTO and Alternate FTO for every Probationary Officer under his/her supervision.
- 10.2 The FTS will monitor the field training of all Probationary Officers under their supervision.
- 10.3 The FTS will evaluate each FTO and Alternate FTO under their supervision at the completion of each Field Training Cycle.
- 10.4 The FTS will meet periodically with the FTOs and Probationary Officers under their supervision to discuss the Probationary Officer's progress, lack of progress, and/or need for additional training.
- 10.5 The FTS will ensure that all field training records are properly completed and filed.
- 10.5.1 The FTS will review all reports and maintain a field training file on each Probationary Officer that will include all field training Daily Observation Reports, any Training Referrals, D.A.R.s, e-mails regarding the Probationary Officer, etc.
- 10.6 The FTS will conduct FTO evaluations consistent with the FTO Evaluation Plan.

#### **11.0 TRAINING ACADEMY DIRECTOR**

- 11.1 The Training Academy Director will oversee the FTO program. The Training Academy Director will monitor the progress of each Probationary Officer throughout the Field Training program.
- 11.2 The Training Academy Director will schedule remedial training for the Probationary Officers on an as-needed basis.
- 11.3 The Training Academy Director will schedule remedial training for the FTOs and Alternate FTOs on an as-needed basis.
- 11.4 The Chief of Police or his/her designee will serve as the liaison with the Training Academy Director throughout the training period as provided when probationary officers are assigned to Field Training.
- 11.4.1 During this time, the Chief of Police, or his/her designee, may review the Probationary Officers' grade and discipline records, Daily Observation Reports and request reports from the Academy staff to determine the status and progress of the Probationary Officer.
- 11.4.1.1 Probationary Officers in Field Training are under the direct supervision of the duty location supervisor while on duty.
- 11.4.1.2 Issues concerning scheduling, evaluations, payroll, or other Training Academy matters are to be handled by the Field Training Supervisor.

**12.0 RECOMMENDATION FOR DUTY ASSIGNMENT**

- 12.1 Upon satisfactory completion of the Field Training Program, the Probationary Officer will be recommended for duty assignment.
- 12.2 The FTO assigned to the Probationary Officer during Phase 3 training will ensure that the Probationary Officer's Field Training Manual is complete. Both will sign and submit the manual to the Training Academy Supervisor.
- 12.3 The FTO assigned to the Probationary Officer during Phase 3 training will submit a PBP Form #4.10, "Special Report" to the Training Academy Director recommending/not recommending the Probationary Officer for duty assignment.
- 12.4 The Field Training Supervisor will review, sign and forward each Probationary Officer's FTO recommendation and Field Training Manual to the Training Academy Director for review.
- 12.5 The Training Academy Director will review each Probationary Officer's Field Training Manual and recommend to the Chief of Police that the Probationary Officer return to their duty assignment.
- 12.6 If the Training Academy Director feels that a Probationary Officer needs additional field training, he/she shall make that recommendation to the Chief of Police.
- 12.7 The Chief of Police will make the final determination as to whether a Probationary Officer receives additional field training, is assigned to a duty location, is retained, or dismissed.

**13.0 TERMINATION**

- 13.1 At the direction of the Chief of Police or their designee, any Recruit or Probationary Officer pending termination will be placed on immediate paid administrative leave until a final decision is made by the Director of Public Safety.
- 13.2 The City of Pittsburgh may terminate a Recruit or a Probationary Officer without a right of appeal or grievance.
- 13.2 All Recruits or Probationary Officers who are dismissed or leave the employ of the Bureau of Police for any reason while in training at the Academy or in their probationary period shall return all items of uniform, equipment, insignia, identification, etc., to the office of the Quartermaster upon termination of their employment.

Approved By:



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Scott Schubert  
Chief of Police