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|  | <b>STANDARD OPERATING PROCEDURE</b><br>State Form 39870(R/S-06)             | Reference Number<br><b>ENF-024</b>     |
|   | Subject<br><b>Field Training Program for Newly Promoted Squad Sergeants</b> |  |
|   | Special Instructions<br>Replaces TRA-022 dated January 1, 2012              | Effective Date<br><b>March 1, 2015</b> |

**I. PURPOSE**

Establish guidelines for the training of newly promoted squad sergeants.

**II. POLICY**

The applicable commander shall be responsible for the training of newly promoted squad sergeants (regardless of assignment). The designated field training officer coordinator (FTOC) shall conduct the training program.

**III. PROCEDURE**

**A. Field-Training Program for newly promoted squad sergeants.**

1. Designed to train an officer to perform the job of squad sergeant through one-on-one instruction and regular performance evaluation.
2. Shall begin on the new sergeant's first workday after the promotion is effective.
3. Shall last 180 days; but may be extended by the employee's commander, with approval of the applicable division/area commander, if the sergeant is not making adequate progress.
4. Based on an agreement between the employee's commander and the FTOC, the FTOC shall work as close as possible to the newly promoted sergeant's schedule to allow the FTOC adequate time to train and evaluate the new sergeant.
5. Training and evaluation.
  - a. The training program shall consist of instruction regarding all aspects of a squad sergeant's job. The squad sergeant's task list and job description shall be used as the curriculum guide.
  - b. The FTOC must have training and evaluative contact with the new sergeant at least two (2) times per week during the training period.
  - c. The FTOC shall use the "Indiana State Police Evaluation and Observation Report" (Stock #369, State Form #45738) to evaluate and document the new sergeant's performance in the various skills, tasks, knowledge, and abilities essential to adequate job performance.

d. Evaluations shall be made by the FTOC when any training contact is made or when any performance relating to the job is observed.

e. At the end of each week, the FTOC shall summarize the new sergeant's performance on the weekly summary section of the evaluation report.

#### 6. Reporting.

a. The FTOC shall submit evaluation reports to the applicable commander at the end of each month.

b. The commander shall review the report, including the monthly summary, and maintain a copy of the report.

c. At the end of six months (180 days), the FTOC shall make a final summary of the sergeant's performance. This summary shall be forwarded, through the chain of command, to the Assistant Chief of Staff (AC/S) Operations.

d. The completed monthly reports shall be retained at the facility conducting the sergeant's training for one (1) year from the end of the training period, at which time the file will be purged.

#### 7. Remediation training.

a. Each FTOC shall be responsible for conducting remedial training in any area in which the new sergeant may be having difficulty. Refer to TRA-015 for remedial training requirements.

b. It shall be the employee's commander's responsibility to cause notification, thru channels, to the AC/S Operations of any continued difficulty or problems the new sergeant may be having and where no improvement is observed.

B. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.