

1.10.4 Field Training

I. POLICY

It is the policy of the Johnstown Police Department to follow the provisions of this general order. The department will organize and administrate an agency training component, which is responsible and responsive to the operational task requirements of the department and the employees.

II. PURPOSE

Johnstown Police Department personnel perform their job responsibilities in a social environment, which is multi-dimensional and dynamic. The complexities with which personnel are presented in their problem-solving and enforcement activities are often plagued with uncertainty. Therefore, education through training, as a specific component of the learning process, is paramount in the continuous development of employees' knowledge, skills and abilities. Training provides for employees to be better prepared to act decisively and correctly in a broad spectrum of situations.

III. PROCEDURES

The Johnstown Police Department will record, maintain and update all training records that officers attend. This information shall be recorded for each officer and it shall include the type of training, any certificates received and if any their test scores.

A. Field Training – Benefits and Procedures

Upon successful completion of a certified basic law enforcement/ police academy training [Act 120], the training program for new recruits, regardless of prior experience is being assigned to a Field Training Officer. The training shall last six to ten weeks, which the new recruit is required to successfully complete.

1. Familiarization with the items listed below:
 - a. Employee benefits
 - i. Salary

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- ii. Medical
 - iii. Dental
 - iv. Vision
 - v. Vacation
 - b. Department policies
 - c. Department procedures
 - d. General orders
 - e. Weapon familiarization
 - f. Range qualification
 - g. 9-1-1
 - i. CLEAN/NCIC instruction
 - ii. CAD instruction
 - iii. Telephone/radio recording procedures
 - h. Records department
 - i. Complaint/incident reports
 - ii. Filing system
 - i. Detective Bureau
 - i. Evidence procedures
 - ii. PSP Lab procedures
 - iii. Narcotics test kits
 - j. Arrest procedures
 - i. Photographing
 - ii. Fingerprinting
 - iii. Booking sheets
 - iv. Criminal complaints
 - v. Citations
 - vi. Affidavit of probable cause
 - vii. Arrest folder
 - k. Miscellaneous forms and documents
2. Ride along with a Field Training Officer [FTO] as an observer

B. Field Training – Job Functions and Participation

The new recruit will be under close supervision by the Field Training Officer. He/she will observe and participate in answering calls. The new recruit will also become familiar with the below job functions:

- 1. Patrol Car
 - a. Operation

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- b. Radios
- c. Emergency lighting and siren
- d. Equipment
- e. Car wash procedures
- 2. Answering calls for service
 - a. Make arrests
 - b. Issue traffic citations
 - c. Accident reports
 - d. Handle calls
 - e. Escort's for City Hall
 - f. Foot patrols
 - g. Parking issues
 - h. Abandoned vehicles
- 3. Court appearances
 - a. District Court
 - i. Summary
 - 1. Criminal
 - 2. Traffic
 - ii. Arraignments
 - iii. Preliminary hearings
 - b. County Court
 - i. Suppression hearing
 - ii. Pleas
 - iii. Trial
 - 1. Jury
 - 2. Non-jury
 - iv. Summary appeal
 - v. PFA [Protection from Abuse] hearing
 - c. Juvenile Court
 - i. Detention hearing
 - ii. Adjudication hearing
- 4. Prisoner handling
 - a. Adult
 - i. Handcuffs
 - ii. Shackles
 - iii. Waist belt
 - b. Juveniles
 - i. Secure detention
 - ii. Non-secure detention

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- c. Transportation
- d. Processing
 - i. Photograph
 - ii. Fingerprinting
 - iii. Booking
- e. Cells
- 5. Familiarization of:
 - a. Roadways
 - b. Zones – wards
 - c. Schools
 - d. Housing complexes
 - e. Hospital
- 6. Traffic
 - a. Traffic citations
 - b. ACUTRAK familiarization
 - c. Accident reports

C. Evaluation Period

During this time the Field Training Officer will observe and allow the recruit to take charge of calls. The FTO will step in when a safety issue arises; there is a violation of department policies, procedures, state law, federal law or civil rights.

1. Upon a successful completion the FTO will notify the Chief of Police.
2. If the recruit has noted weaknesses remedial training may be recommended by the FTO.
3. Failure to successfully complete the training within their first year of employment will result in termination.

D. Johnstown Civil Service Commission

1. At the end of the twelve [12] month probationary period, if the conduct of the recruit has not been satisfactory to the City, the recruit shall be notified in writing that the appointment will not be permanent.

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2. Any recruit who is notified in writing that the appointment will not be made permanent has no rights of appeal under these Rules and Regulations.

Effective Date:

Date: June 13, 2006

By Order Of:

Craig Foust
Chief Of Police