

**PHASE I:**

- Plain clothes worn by trainee.
- 8 hrs per day being taught knowledge and skills.
  - Sections 1-6
- 4 hrs. per day Officer ride-along
  - observation only.
- 9 shifts.

**PHASE II**

- Trainee In uniform.
- 4 - 8 hrs. per day being taught knowledge and skills
  - Sections 7 - 21
- 4- 8 hrs. per day Officer ride-along.
  - Assisting the training Officer.
  - Applying skills and knowledge they have learned.
- Estimated 20 shifts

**PHASE III**

- Approximately 1 hr. per shift the FTO will provide the trainee with classroom instruction, reviewing the call response procedural manual. (Sections 22-33).
- Trainee will pass a written exam over all call responses in the procedural manual.
- Trainee should be exposed to the majority of the call responses (Sections 22-33) and work in assisting their FTO in the completion of those calls.
- As the FTO sees appropriate- the trainee will be assigned as the primary officers on call responses.
- Trainee should be driving the patrol car and engaged in self initiated police activity.
- 16 shifts.

**PHASE IV**

- Trainee should be operating as the primary officer with little to no assistance from the FTO.
- 6 shifts.

TASK	Date	FTO initial / Badge #
<b>1. ONBOARDING</b>		
Welcome to the P.D. / Tour of facilities		
City Hall H.R. employee paperwork		
Lt.'s Welcome. FTO overview and expectations		
City Hall Onboarding.		
Issuance of uniforms.		
Issuance of duty gear.		
Issuance of keys.		
Issuance of firearms.		
Locker Assignment		
Issuance / Review of Common Forms		
Issuance of FTO Procedural Manual		
TASK	Date	FTO initial / Badge #
<b>2. EMPLOYEE BASICS</b>		<b>Snoozy / Gerleman</b>
Logging into computers (desktop and MDC)		
City Handbook		
City HR		
EAP		
Time Card		
Schedule Soft (schedule expectations)		
Power DMS		
Department Organization / Chain of Command (4.1)		

Cell phone issuance / apps and usage		
<b>TASK</b>	<b>Date</b>	<b>FTO initial / Badge #</b>
<b>3. SPD FOUNDATIONS</b> <span style="float: right;"><b>Hill</b></span>		
Mission, Vision, Values (2.1)		
Department Culture		
Department Policy		
Divisions Overview (4.1)		
History of Policing		
Ethics		
Duty to Serve (8.1)		
Duty to Protect (8.1)		
Duty to Intervene (8.1)		
<b>4. WEAPONS</b> <span style="float: right;"><b>F. Ayers / Gerlelman</b></span>		
Firearms familiarization and qualifications (11.3.4)		
Issuance of Taser		
Taser familiarization and qualification (11.3.2)		
O.C. Familiarization and Exposure (11.3.1)		
<b>5. USE OF FORCE</b> <span style="float: right;"><b>Jorgensen / Murray</b></span>		
Why use of force		
Policy 11.1		
Use of Force Case Law		
Arrest Authority / Policy 10		
Written Test on Use of Force Class		

TASK	Date	FTO initial / Badge #
<b>6. CUSTODY AND CONTROL</b>		<b>Jorgensen / Hartman</b>
Handcuffing		
Pat Downs / Searches		
Prisoner Control / Transports		
Takedowns		
Strikes / Baton		
TASK	Date	FTO initial / Badge #
<b>7. PATROL BASICS</b>		<b>Keller</b>
Purpose driven patrol. Knowing, and working toward our mission.		
Allocated vs. Unallocated time (expectations)		
Performance Expectations		
Crime Prevention Tools		
Criminal Investigation Tools		
Traffic Safety Tools		
Community Engagement Tools		
General Call Response (when to take action)		
General Call Response (steps to follow)		
Officer Presence- taking and maintaining control		
When to search (consent, warrant, etc..)		
TASK	Date	FTO initial / Badge #
<b>8. REPORT WRITING (14.2.4)</b>		<b>F. Ayers / A Fischer</b>
Name Files		
Vehicle Files		
Evidence and Property Tables		
Arrest Records		

Writing a narrative (headers, case summary, content, etc..)		
Face Page Codes		
Routing		
Arrest Affidavits		
Written Test: Report Writing Class		
<b>9. DISPATCH OPERATIONS</b>		<b>B. Hartman</b>
Basic Radio Procedures (How to call and answer)		
Phonetics / 10 Codes		
Role and Purpose of Communication Center		
Resources Available		
NCIC limited user test		
<b>10. VEHICLE OPERATIONS</b>		<b>Hartman / Wood</b>
General Orientation (lights, sirens, etc...)		
Gun Locks		
Radar		
BWC / Watchguard		
Digiticket		
General Patrol Driving (19.1)		
How to make traffic stops		
High risk traffic stops (felony stop)		
Stop Sticks (19.3.4)		
Pursuit Policy (19.3.2)		
Traffic Stop and Vehicle Polices / Testing		
<b>TASK</b>	<b>Date</b>	<b>FTO initial / Badge #</b>
<b>11. PARTNER AGENCIES</b>		<b>C. Philipp</b>
Sheriff's Office		
County Attorney / Circuit Court		
City Attorney / Municipal Court		

Probation and Parole		
D.C.I.		
Ambulance Service		
D.F.S.		
Fire Department		
<b>12. CID INVESTIGATIONS</b>		<b>Hill / Snoozy</b>
Purpose of CID / Types of Investigations		
Recognizing the need for CID involvement (when) (28.1.4)		
CID Notification (how) (28.1.4. D-E)		
Securing the scene / major cases (28.1)		
Death Investigations (28.12)		
Patrol interviews of Victim, Witness, and Suspect.(20.2)		
Sexual Assault / Patrol responsibilities (28.5)		
Evidence Recovery (12.1)		
Phone Forensics (12.2.5)		
<b>13. COMMUNITY POLICING</b>		<b>Gerleman / Snoozy</b>
Why we need public support (Peel Principles)		
Working with community partners to solve crime		
Working with community members to prevent crime		
<b>TASK</b>	<b>Date</b>	<b>FTO initial / Badge #</b>
<b>14. MEDICAL</b>		<b>K. Phillips / Bass</b>
CPR / First Aid certification		
Tourniquet use and issuance		
AED		
Narcan		
<b>15. GEOGRAPHY</b>		<b>Ayers</b>
Block numbering system		
GIS Systems		

Bars and Gambling Establishments		
Schools		
Courthouses / Govt. Buildings		
Major Apartment Complexes		
City Limits		
MOU w/ County- jurisdiction		
9 major roads / Block number divisions		
Written Test over Geography Test		
<b>16. DWUI</b> <span style="float: right;"><b>M. Philips / A. Fischer</b></span>		
Intoximeter Certification		
SFST's		
Drug Impairment / DRE use.		
Blood Draws		
PBT		
<b>TASK</b>	<b>Date</b>	<b>FTO initial / Badge #</b>
<b>17. TACTICAL RESPONSE</b> <span style="float: right;"><b>Ayers / Philipp</b></span>		
Setting a perimeter		
Approaching an incident		
Room Entries / When to breach (21.7-8)		
Searching a Room		
Active Shooter Response (21.7-8)		
Contact / Cover roles		
Shields / Helmets		
Breaching Equipment		
ICS 100 (21.2)		
ICS 700 (21.2)		
<b>18. EVIDENCE</b> <span style="float: right;"><b>Board</b></span>		
Preservation (12.1)		

Collection (12.1)		
Packaging (12.1)		
NIK Testing		
Photographing		
Digital Evidence (12.2.6)		
<b>TASK</b>	<b>Date</b>	<b>FTO initial / Badge #</b>
<b>20. COMMUNICATION (20.2)</b>		Stanley / Maholick
Knowing your goal		
With the General Public		
With Department members		
Witness Interviews		
Victim Interviews		
Suspect Interviews		
<b>21. MENTAL HEALTH (28.9)</b>		Gerleman / Board
Response: Policy( 28.9.4)		
Community Resources		
Title 25 Procedures (28.9.3)		
BLANK		



## CALL RESPONSE

TASK	Date	FTO initial / Badge #
<b>22. Domestic</b> / Review Procedures- Testing		
Domestic / Demonstrated by another Officer		
Domestic / Successfully Demonstrated by Trainee		
<b>23. Curfew</b> / Review Procedures- Testing		
Curfew / Demonstrated by another Officer		
Curfew / Successfully Demonstrated by Trainee		
<b>24. Traffic Accident</b> / Review Procedures- Testing		
Traffic Accident / Demonstrated by another Officer		
Traffic Accident Successfully Demonstrated by Trainee		
<b>25. Fights</b> / Review Procedures- Testing		
Fights / Demonstrated by another Officer		
Fights / Successfully Demonstrated by Trainee		
<b>26. DUI</b> / Review Procedures- Testing		
DUI / Demonstrated by another Officer		
DUI / Successfully Demonstrated by Trainee		
<b>27. Mental Health</b> / Review Procedures- Testing		
Mental Health / Demonstrated by another Officer		
Mental Health / Successfully Demonstrated by Trainee		
<b>28. Warrant Service</b> / Review Procedures- Testing		
Warrant Service / Demonstrated by another Officer		

Warrant Service / Successfully Demonstrated by Trainee		
<b>TASK</b>	<b>Date</b>	<b>FTO initial / Badge #</b>
<b>29. Drugs</b> / Review Procedures- Testing		
Drugs / Demonstrated by another Officer		
Drugs / Successfully Demonstrated by Trainee		
<b>30. Theft</b> / Review Procedures- Testing		
Theft / Demonstrated by another Officer		
Theft / Successfully Demonstrated by Trainee		
<b>31. Public Intox</b> / Review Procedures- Testing		
Public Intox / Demonstrated by another Officer		
Public Intox / Successfully Demonstrated by Trainee		
<b>32. Stalking- Harassment</b> / Review Procedures- Testing		
Stalking- Harassment / Demonstrated by another Officer		
Stalking- Harassment / Successfully Dem. by Trainee		
<b>33. Civil Issues</b> / Review Procedures- Testing		
Civil Issues / Demonstrated by another Officer		
Civil Issues / Successfully Demonstrated by Trainee		