



SOUTH MILWAUKEE POLICE

GENERAL ORDER 19-25

INDEX AS: Firearms Ranges, Use of Firearms Training

REPLACES: G.O. 16-41
EFFECTIVE: 11-11-2016

WILEAG: 12.1.2, 12.1.3, 12.2.9

SUBJECT: Firearms Range and Training Policy

PURPOSE: The purpose of this General Order is to establish rules and guidelines concerning the use of the indoor and outdoor police ranges and to establish and maintain a comprehensive and documented firearms training program for all South Milwaukee Police Officers.

This order consists of the following numbered sections:

I. GOALS AND OBJECTIVES

II. RULES AND GUIDELINES

III. TRAINING SCHEDULE AND FORMAT

IV. EFFECTIVE DATE

I. GOALS AND OBJECTIVES

A. Goal One: To upgrade and/or maintain each officer's proficiency with police firearms; including handgun and rifle.

1. Objective:

a.) To ensure that each officer meets or exceeds a

standard of proficiency set by the Rangemaster.

- b.) To instill in each officer, complete confidence in their own ability to handle and use efficiently and safely, the firearm at hand.
- c.) Proficiency also means officers attain and demonstrate a knowledge of the laws concerning the use of firearms.

B. Goal Two: To establish a standard of proficiency that must be met by every police officer of the Department.

II. RULES AND GUIDELINES

- A. Rule One: The first and most important concern is safety on the range.
 - 1. A list of range rules and expected conduct will be posted in a conspicuous place in the Firearms Range.
 - 2. Neither the outdoor nor indoor range will be used without direct supervision of a Firearms Instructor.
- B. Rule Two: Only lead free ammunition is to be used on the indoor range.
- C. Rule Three: When on either range, all orders and commands given by the Firearms Instructor shall be adhered to.
- D. Rule Four: For safety reasons, all weapons in the range shall be unloaded and made safe until the shooter is on the firing line.
- E. Rule Five: Participants should wash their hands in cold water after firearms training (in order to remove lead or other contaminants).
- F. Rule Six: No food or drink will be allowed in the indoor range.

III. TRAINING SCHEDULE AND FORMAT

- A. All officers will train with Firearms Instructors four (4) times per year and shall shoot for qualification with each firearm (primary weapon, off-duty, and special) annually. Training will be conducted by a Firearms Instructor. This training and the officer's proficiency shall be documented. The records shall be kept by the Department Rangemaster.
- B. Training for the less lethal shotgun shall occur biennially for all officers authorized to use this weapon.
- C. The type of target and different formats of firearms training will be set by the Rangemaster, excluding the annual pistol qualification course as specified by the State of Wisconsin Training and Standards.
- D. Any officer who is unable to qualify with an authorized weapon shall receive remedial training from a firearms instructor.
- E. Officers unable to achieve the minimum firearms standards after remedial training will be evaluated by the Rangemaster. The Chief of Police will review the evaluation and prepare a recommendation for additional training, or progressive discipline, which may include termination.

IV. EFFECTIVE DATE

The effective date of this order is March 28, 2019

William Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 19-15

INDEX AS: Training

REPLACES: G.O. 16-22

EFFECTIVE: 03-11-2016

WILEAG: 12.1.2, 12.1.3, 12.2.1, 12.2.2, 12.2.3, 12.2.4, 12.2.5, 12.2.6, 12.2.8, 12.2.9

SUBJECT: Training

PURPOSE: The purpose of this General Order is to establish guidelines for Departmental training programs.

POLICY: The policy of the South Milwaukee Police Department is to provide training to all employees in order to promote efficiency and effectiveness, to establish and maintain standards of excellence in performance and service, and to achieve the maximum development of each employee=s potential.

The Department is committed to providing training for employees based upon an assessment of the needs of the Department, as well as an assessment of individual needs of employees.

This order consists of the following numbered sections:

- I. OBJECTIVES/GOALS
- II. DEFINITIONS
- III. PROCEDURES
- IV. RECRUIT TRAINING
- V. FIELD TRAINING
- VI. REMEDIAL TRAINING

VII. IN-SERVICE TRAINING

VIII. CAREER DEVELOPMENT

IX. CIVILIAN PERSONNEL TRAINING

X. TRAINING RECORDS

XI. RECORDS FOR ALL CLASSES

XII. EFFECTIVE DATE

I. OBJECTIVES/GOALS

Training Goals of the South Milwaukee Police Department are as follows:

- A. To meet the Department's needs.
- B. To field train new employees in regards to the Department=s basic responsibilities, tasks, and procedures.
- C. To provide job-related training for all members of the Department.
- D. To provide employees with training that will enhance individual growth and development.
- E. To minimize civil and/or criminal liability through training in proper police procedures.

II. DEFINITIONS

- A. Recruit Training: Entrance level training provided to new officers for the purpose of teaching them the proper knowledge, skills, and abilities necessary for them to perform effectively in the position for which they were employed.
- B. In-Service Training: Regularly scheduled training programs which provide an update of vital information concerning job tasks and responsibilities, teach new and/or different operational techniques, maintain and improve technical skills necessary for effective and efficient job performance, and

- C. provide opportunities for personal development.
- C. Advanced/Specialized Training: Training to develop and enhance the skills and knowledge of specialized skills. The purpose may be to introduce an individual to a new responsibility, review or update critical knowledge, or to provide specific skills.

III. PROCEDURES

- A. Schedules of upcoming schools are available and will be maintained by the Operations Commander.
- B. Personnel wishing to attend a specific school may submit a training request form via electronic mail, or via a printed paper copy, to their Shift Supervisor. The Shift Supervisor shall review the training request and make a recommendation to approve or deny the training based upon a number of factors. These factors include the Department=s needs, the individual=s training needs, assignment, budgetary restraints, overall performance, or career development objectives. Following a review by the Shift Supervisor the review will be forwarded to the Operations and Administration & Services Commanders. After their review the training request is forwarded to the Chief of Police who makes the final decision to either approve or deny the training request.
- C. Members who attend training that is required or paid for by the Department will attend the entire course. Exceptions will be granted for court appearances, sickness, or other emergencies.
- D. Upon completion of training all employees shall complete a Training Memorandum form and forward this to the Records Section Supervisor who will document the training. The Operations Captain will also ensure that the training is entered into ACADIS by either the sponsoring agency or by the SMPD. This form shall be placed in the employees training file. Requests for reimbursement of related expenses shall be included on the Training Memorandum.

IV. RECRUIT TRAINING

- A. Prior to any routine assignment in any capacity in which the recruit officer is allowed to carry a firearm, be in a position to make an arrest, or operate police vehicles in the performance of patrol or enforcement activities (except as part of a field

training program), the recruit shall complete the preparatory training requirements as mandated by the Wisconsin Department of Justice, Law Enforcement Standards Board.

- B. Officers who are certified in another state are required to complete a contingency program as established by the Training and Standards Board of the State of Wisconsin.
- C. The curriculum for recruit training consists of basic law enforcement training. The length of training, course curriculum and certification standards and procedures, are established by the Wisconsin Department of Justice, Law Enforcement Standards Board.
- D. During their attendance at the academy, recruits shall maintain a passing status in all phases of testing and training. Grading shall be in accordance with the standards determined by the State of Wisconsin and the certified recruit school attended.

V. FIELD TRAINING

- A. Upon completion of the academy and/or certified new hire, all new police officers will participate in the Department=s Field Training Program.
- B. Recruits shall be evaluated by the Field Training Officer daily. Such evaluations shall become part of the recruit=s personnel folder.
- C. Recruits will be trained by Firearms and DAAT instructors prior to release from the program.
- D. Also see General Order TNG - 3: Field Training Program.

VI. REMEDIAL TRAINING

- A. Remedial training is defined as personalized training used to correct a specific deficiency which may have been identified through:
 - 1. Annual performance evaluations.
 - 2. Evaluations during field training.

3. Observation by a supervisor during routine duties.
4. Following a sustained complaint by a citizen, or other source wherein the investigated complaint reveals a specific deficiency.

B. Upon the recommendation of an individual=s supervisor training shall be scheduled for those members or employees who:

1. Consistently demonstrate a lack of skill, knowledge, or ability in the performance of job-related tasks.
2. Have been disciplined for conduct which can be corrected through remedial training.

C. When police supervisors determine that an employee requires remedial training they shall advise the Chief of Police of the deficiency. The Chief of Police will make a determination of the stated need and recommend a course of action to correct any deficiency found.

D. Personnel in need of remedial training shall be notified in writing and informed of the reason for the need, as well as the date, time and location of the remedial training (if known at that time).

E. Upon completion of remedial training, all test scores, certifications or other pertinent documents shall be forwarded to the Operations Captain for evaluation and inclusion in the employee=s personnel file.

F. Failure to participate or respond to remedial training may result in a recommendation for disciplinary action.

VII. IN-SERVICE TRAINING

A. The intent of annual in-service training is to meet State mandated in-service training requirements (24 hours), as well as augment previous training and skills with current information regarding management, changes in legislation, advances in technology, and revisions in policy, procedures and rules which affect departmental personnel. Additionally sworn personnel are required to meet Department guidelines addressing qualifications of Firearms on a semi-annual basis.

This training may take place within the department, via online training sessions or at outside agency training, or any combination of the above.

- B. Utilizing job-task analysis and officer career counseling, supervisory personnel shall evaluate and determine appropriate areas of training for department personnel.
- C. Roll-call training
 - 1. Roll-call training is defined as a short training session (usually 15-20 minutes in length) administered by department personnel. It usually occurs at the start of an officer's tour of duty.
 - 2. The purposes of these sessions are:
 - a. Inform department personnel about changes in laws, policies, or procedures.
 - b. Review current laws, policies, or procedures.
 - c. Discuss actual or hypothetical police incidents.

VIII. CAREER DEVELOPMENT

- A. Career Development is a structured process that is utilized to provide opportunities for individual growth and development at all levels. It is designed to promote productive, efficient, and effective job performance and to improve the overall level of individual job satisfaction. It is through career development that upward mobility of personnel, professional growth, and improved job performance may be enhanced.
- B. Although the majority of department personnel are generalists, the Department will identify and provide appropriate training opportunities for all positions classified as specialties.
- C. Following promotion to a higher rank the promoted officer will, as soon as practicable, be provided such additional training as necessary to provide them with the supervisory, management, and administrative skills and knowledge to perform the duties of the job description for the new rank.

D. Specialized training consists of instruction for personnel assigned to new or specialized positions within the Department. Specialized training shall commence as soon as possible after assignment or appointment.

IX. CIVILIAN PERSONNEL TRAINING

A. Department supervisors in charge of civilian employees shall ensure they receive the following training prior to the assumption of job responsibilities.

1. Orientation to the agency=s role, purpose, goals, policies, and procedures, as applicable to their position with the Department.
2. Working conditions, regulations, and job responsibilities, as may be applicable to their position with the Department.
3. Responsibilities and rights of employees.

B. Supervisors in charge of civilian personnel shall be responsible for annual retraining as may be deemed appropriate or necessary. Training needs may be determined through observation, evaluation, job analysis or work performance. Annual retraining should be designed to update skills and to increase knowledge of job responsibilities.

X. TRAINING RECORDS

A. The Department will maintain a training record for each officer, which will include a record of all training received by the title of course, dates of training, and hours of training. This file will be updated after attendance at the training course is completed. All training for sworn officers will be documented by entry into ACADIS (or verification that the training has been entered into ACADIS by the sponsoring agency) by the Operations Captain.

B. Upon successful completion of a training course officers shall turn a copy of the certificate of completion (if one is issued) in to the Chief of Police for the employee=s personnel/training file.

XI. RECORDS FOR ALL CLASSES

The Department will maintain a record of each training class it conducts, to include:

- A. Course content (lesson plan).
- B. Names of attendees.
- C. The performance of individual attendees as measured by tests, if administered.

XII EFFECTIVE DATE

The effective date of this order is January 28, 2019.

William Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 18-20

INDEX AS: Field Training

REPLACES: G.O.16-23

EFFECTIVE: 03-14-2016

WILEAG: 12.2.4, 12.2.9

SUBJECT: Field Training and Evaluation of Probationary Officers

PURPOSE: The purpose of this General Order is to establish guidelines and requirements for Field Training and evaluating of probationary patrol officers.

POLICY: The policy of the South Milwaukee Police Department is to provide a period of formal on-the-job training, and performance assessment with the goal of developing an employee capable of delivering solo patrol services in accordance with South Milwaukee Police Department policy and procedure. All newly hired police officers must participate and successfully complete the Field Training Officer Program in order to remain employed as a South Milwaukee Police Officer.

This order consists of the following numbered sections:

I. OBJECTIVES & GOALS

II. DEFINITIONS

III. ORGANIZATION

IV. PROCEDURES

V. EVALUATION PROCESS

VI. FIELD TRAINING & EVALUATION DOCUMENTATION

VII. EFFECTIVE DATE

I. OBJECTIVES & GOALS

The following are the field training goals of the South Milwaukee Police Department:

- A. To provide standardized entry-level training for probationary officers.
- B. To provide remedial training in those areas where deficiencies are identified.
- C. To provide a standardized on-the-job training format with standardized performance documentation.
- D. To field train new officers in regards to the Department=s basic responsibilities, tasks, and procedures.
- E. To provide recommendations to the Chief of Police regarding the performance and status of probationary officers.
- F. To identify weaknesses or areas of improvement in candidate hiring, qualifications and training.

II. DEFINITIONS

- A. Probationary Police Officer (probationer): An officer hired by the Department with less than one year of service with the Department. New officers hired after January 2018 who are sent to the Academy have a probationary period that does not start until the completion of the academy. The one year of probation date begins after the completion of the academy.
- B. Field Training Manual: A manual outlining the field training program including a Specific Task List as well as a Checklist of tasks that the probationary officer must be able to perform.
- C. Daily Observation Report (DOR): A form which is completed daily by the Field Training Officer (FTO) and used to assess the probationary officer=s performance.

- D. Working Day: A shift during which the probationary officer is assigned with a FTO and completes a minimum of 50% of the scheduled patrol shift.
- E. Field Training Checklist: A set of tasks that all patrol officers could be called upon to perform during their normal course of duty. These tasks are reviewed and demonstrated to the probationer by the FTO. The probationer then performs these tasks, in order to demonstrate competence.
- F. Field Training Specific Task List: A compilation of tasks with very specific instructions that is used to assist in the training of the new officer.
- G. End of FTO Summary Report: A document completed by the Primary FTO after the second rotation with the trainee. This document is reviewed by the FTO and trainee to verify competencies in the areas listed on the summary report. This document must be initialed and signed by the FTO and the trainee prior to release to solo patrol.

III. ORGANIZATION

- A. Field Training Coordinator:
 - 1. The commander of the Operations Division is the Field Training Coordinator.
 - 2. The Field Training Coordinator will be responsible for the overall administration of the Field Training and Evaluation Process.
 - 3. The Field Training Coordinator, along with the FTO Patrol Supervisors, will be responsible for the supervision of all FTOs and will ensure that the instruction and evaluation being provided to the probationary officer is in accordance with program objectives. (see Section B)
 - 4. The Field Training Coordinator shall present on-going reports of probationer development/status at staff meetings on a regularly scheduled basis.
 - 5. The Field Training Coordinator shall ensure the

dissemination of pertinent information from the Training Academy (if applicable) regarding the probationary officer=s performance and disseminate it to the Field Training Unit.

6. The Field Training Coordinator will be responsible to evaluate the FTO=s performance in the Field Training Program based upon observation, critiques and feedback provided by probationers and supervisors. Continuation as a FTO will require the FTO to adhere to the objectives of the Field Training Program and satisfactory performance of the tasks associated with the position.

B. Field Training Patrol Supervisor(s):

1. The Patrol Supervisors have the dual responsibility of their main duties plus the monitoring and evaluating of the FTO and the trainee assigned to their shift. The Supervisor must ensure that the FTO and his/her trainee have the time and resources to complete their training program.
2. The Supervisor must evaluate the progress of the trainee by checking the Daily Observation Reports, visually observing the trainee's performance during complaint handling, checking written reports and oral communications with both the FTO and with the trainee. Any problems between the FTO and the trainee should be brought forward to the FTO Coordinator.
3. The Supervisor must also accept the responsibility for formal evaluation of the trainee during Step 6, the solo patrol portion of the Field Assignment. The documentation which the Supervisor must complete is extremely important both to the success of the FTO Program, and to the process and eventual formal review of the new officer's trainee period.

C. Field Training Officers (FTO):

1. The FTO has two primary roles to fulfill: that of patrol officer assuming full patrol responsibilities and that of a trainer/assessor of probationary officers.

2. The FTO shall be directly responsible for the training and evaluation of the probationary officer assigned, as directed by the Field Training Coordinator.
3. The FTO shall be a sworn officer who has met all posted qualifications and successfully completes the Field Training Officer=s selection process.
4. All FTOs shall receive formal FTO instruction prior to assuming probationer training and assessment responsibilities.
5. FTOs shall attend in-service training in order to review and update critical knowledge and skills.
6. FTO selection process:
 - a. The FTO Coordinator will make the Police Department Command staff aware of the need for additional FTOs to be trained.
 - b. Command Staff members may inquire of interest in the FTO position from members on their shifts. Command Staff members will offer suggestions of officers for FTO training whom they feel exhibit the characteristics needed to be a successful FTO.(See c 2 below)
 - c. FTO minimum qualifications:
 - 1). A minimum of two years' experience as a South Milwaukee Police Department Officer, of which not less than six months prior to the FTO application were served in uniform patrol operations.
 - 2). Acceptable performance evaluations and input from current and immediate supervisors (those having direct observation/knowledge of the FTO candidate=s work habits, leadership skills, decision making skills, etc.).

- 3). Review of personnel file entries (e.g., complaints, civil litigation filings, etc.).
- d. The final selection of FTO candidates shall be made by the Chief of Police or their designee.

IV PROCEDURES

A. Assignment of Trainees:

1. Trainees will be assigned to the uniformed patrol division.
 - a). Trainees assigned to the patrol division shall be placed in a field training assignment under the supervision of the Patrol Shift Supervisor and FTO.
 - 1). The field training assignment will be a minimum of forty five (45) training days, and can be extended with the approval of the Chief of Police. In the case of new hires that are lateral transfers, or have previous law enforcement experience, the duration may be shorter at the discretion of the Chief or his/her designee. The minimum duration of field training, however, shall not be less than 4 weeks (20 days) in any circumstance.

B. Field Training and Assessment Process:

1. ORIENTATION: Consists of in-house administrative processing and agency orientation, training and proficiency testing/assessment.
 - a. The following areas should be reviewed prior to assignment with a FTO:
 - 1). Use of Force Policy/Procedures: to include firearms qualifications.

- 2). Municipal Lockup Orientation and Policy/Procedures
- 3). Operation of Emergency Vehicles Policy/Procedures

b. Orientation of Field Training including providing the trainee with the Probationer Field training manual as well as the Field Training Checklist and the Field Training Specific Task List. These items outline the areas in which the trainee must show competency.

c. Orientation will also include responsibilities and requirements for continued employment status, a review of Department General Order ADM - 11: Rules and Regulations. Each trainee will be provided with a General Orders manual to be reviewed during the Field Training period. (The GO manual in Report Room #1 will be used for this purpose) The FTO will ensure that the trainee has reviewed all Department policies and signed the General Order Manual review sign-off sheet. After the field training period the officer will have access to all current policies which are maintained on the Department computer system.

2. FIELD TRAINING AND ASSESSMENT

- a. The trainee will be assigned a primary FTO but will be rotated to other FTO's and shift assignments to allow for full exposure during the training process.
- b. Training of the officer will be divided into phases: where the trainee primarily observes the FTO performing a task, where the trainee performs the task with assistance from the FTO, and where the trainee performs the task with no assistance from the FTO.
- c. After all policies have been reviewed, all the

task lists have been completed, and the trainee has displayed the appropriate level of competence, the primary FTO will recommend their release from the FTO program.

- d. The trainee will then report to the Shift Supervisor. The supervisor will accompany the trainee for a 4 day period of duty during which the trainee will assume "primary contact officer" responsibilities (handling 100% of the workload distribution). The supervisor will evaluate the trainee's performance and determine his/her fitness for duty. Upon successful completion, the trainee shall be released from the FTO program and shall begin solo patrol duties at the discretion of the Operations Commander.
- e. In the event that the trainee=s performance is not acceptable at any level, the following protocols shall be followed:
 - 1). The trainee=s field training and assessment period may be extended upon the recommendation of the FTO to the Field Training Coordinator with approval of the Chief of Police and/or their designee.
 - 2). All extensions of training shall be administered with a formal *Performance Improvement Plan* developed by the trainee, FTO, and Field Training Coordinator during an *æxtension of training meeting@*.

V. EVALUATION PROCESS

A. Performance Assessment Scale:

1. FTOs will initial and date all appropriate places on the "Field Training Specific Task List" as well as the Field Training Checklist for each task/concept they have given instruction and/or demonstrated to the trainee. When the trainee has satisfactorily demonstrated the task to the FTO, the trainee will initial and date the

checklist in the appropriate space. FTO=s will also document assessments on the Daily Observation Report (DOR) as well as complete the Weekly Performance Summary.

2. The performance assessment scale for the DOR's shall be composed of numerical values on a scale of one (1) through seven (7).

A high-contrast, black and white image showing a series of horizontal bars of varying lengths and positions. The bars are composed of black pixels on a white background. The top bar is the longest and is positioned near the top of the frame. Below it are several shorter bars of varying widths, some with internal white spaces. The bars are arranged in a staggered, non-overlapping pattern across the frame.

B. Daily Observation Report (DOR) / End of Step Reports:

FTOs shall complete an electronic DOR form by the end of each shift they were assigned a trainee, using the rating scale provided to document not acceptable, acceptable, and superior performance by the trainee. The FTO will also note any pertinent comments concerning the trainee=s performance during the shift, then date and sign the DOR. The trainee will be required to read the DOR and initial it electronically. The Weekly Performance Summary is also signed and dated electronically and saved in the trainee's electronic file. On a weekly basis Field Training Coordinator reviews the submitted DOR's and Weekly Performance Summaries.

- C. All DORs, the Field Training Specific Task List and the Field Training Checklist shall be completed and saved electronically to the Trainee's electronic file as the items are completed. FTO's should be sure that all documents are up to date at the completion of their assignment with the trainee. Any significant strengths and weaknesses, remedial efforts and recommendations for either advancement to the next phase of training or remedial extension of the step will be noted on the End of Step Report, which is to be completed at the end of each step (completion of a rotation with an FTO). Trainees will also be asked to complete an End of Step Self- Assessment in accordance with the FTO Field Training Manual.
- D. Each trainee will be required to demonstrate at least a minimum department firearm qualification competency, when evaluated by a Department Firearms Instructor, prior to being released from the Field Training Program.
- E. After the final training program has been completed, the FTO will review and complete the End of FTO Summary document with the trainee. The FTO will then make a recommendation whether the trainee should be released from field training or whether a training extension should be given to the trainee. The FTO will forward this recommendation to the Field Training Coordinator.
- F. The Supervisor assigned to assess the trainee in Step 6 will make a recommendation to the Chief (via email memo) based on this ride along as to whether or not the trainee is ready to be released to solo patrol.
- G. The Field Training Coordinator will make a recommendation to the Chief of Police, based upon the supervisor ride along, a review of performance and other available information including input from the FTOs and patrol supervisors, whether a trainee should be released from the Field Training Program for solo patrol duties, extended in the Field Training Program or dismissed from the Department.

VI. FIELD TRAINING & EVALUATION DOCUMENTATION

Upon successful completion the officer=s Field Training and Evaluation reports will become a permanent record in their personnel file.

VII. EFFECTIVE DATE

The effective date of this order is August 28, 2018

William R. Jessup
Chief of Police

Addendum: Copy of Probationer Field Training Manual