

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT
MANUAL OF GENERAL ORDERS**

General Order: 22.14	Effective: 04/28/2020	Supersedes: 12/20/2017	Number of Pages: 2
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TRAINING: PERFORMANCE REPORTS FOR SWORN MEMBERS

- A. Performance reports, including Field Training Officer Reports, are to provide a detailed accounting of the duties performed by the trainee officer as well as an evaluation of that officer's interest and aptitude toward their new career.
- B. All Academy performance reports will be forwarded to the Academy for file retention purposes for forwarding as may be deemed necessary to the trainee's supervisor, etc.
- C. The Field Training Officer or supervisor to whom the trainee is assigned shall complete and submit those reports required as part of the Field Training Manual.
- D. After completion of Academy training, the Field Training Officer or supervisor to whom the trainee is assigned shall complete and submit Weekly Evaluation Reports until such time that a determination is made that the trainee be released to solo duty. At that time, the Field Training Officer, or supervisor to whom the trainee is assigned, shall complete and submit a "final" Weekly Evaluation Report.
- E. Following the trainee's release to solo duty, it shall be the duty of their squad supervisor to submit a monthly report concerning the trainee's progress, or lack thereof, and any other information that may be beneficial in assisting staff in determining if the trainee should, or should not, be released from probationary status (conditional employment) and granted permanent employment with this Department. These reports shall continue until such time that the trainee is granted permanent employment. For most cases, this will be one (1) calendar year after the date sworn; however, the Chief of Police or designated representative may extend the conditional employment (probationary status) of any member as set forth in Section 10.5 of the County Personnel Regulations.

Those members who are appointed to a sworn position prior to being released from their initial probationary period shall routinely have the probationary period extended. Such extension will be for the same length of time in which the member served as a non-sworn capacity or for three months, whichever is shorter. Such an extension will not preclude any other extensions allowed by County personnel regulations.

- F. Performance reports, on forms provided by the Academy, shall be submitted in a timely manner by the Field Training Officer, or any supervisor, to document the trainee's progress, or lack thereof, as may be necessary and appropriate. Any lack of progression in performance, shall be brought to the attention of the Field Training Coordinator as soon as possible so that Academy remedial training may be scheduled if deemed necessary.

- G. All Weekly Evaluation Reports will be forwarded through the chain of command to the office of the District Commander, who will in turn forward them to the Field Training Coordinator. Weekly Evaluation Reports noting probate performance deficiencies at a “Not Acceptable” rating will be first routed through the Division Commander before forwarding to the Field Training Coordinator. Each reviewing supervisor will acknowledge these reports by dating and initialing the same and by making comments as may be appropriate.
- H. If, at any point during the supervised field training program, the FTO and the squad supervisor feel that the probationary officer is not progressing as expected or is not prepared to be released to solo duty, a memorandum will be prepared by the squad supervisor requesting an extension of the trainee’s field training. The memorandum will advise the reasons for the requested extension and address the deficient areas as well as the methods used to remediate the trainee. The length of the extension requested should be listed in the memorandum. Once complete, the memorandum will be forwarded to the Chief of Police through the chain of command, with a copy to the Field Training Coordinator. If approved, a separate memorandum will be generated from the Office of the Chief of Police to the affected probationary officer outlining the extension and the duration.
- I. All performance reports will be returned to the Academy for file retention purposes.