

## CPI Tracking and Outcome Report – Field Training Process

### Project Summary Information

<b>Department</b>	<b>Police</b>	<b>Date Launched</b>	<b>9/30/14</b>	<b>Project Status</b>	<b>Completed/Control</b> (Highlight One)	<b>Open</b>
<b>Project Description</b>	The Field Training Process and Field Training Manual have not been fully reviewed and updated in 10 at least years. They need to be brought up to current needs and improvements made to process.					
<b>Problem Statement</b>	The Field Training Manual is not current and training content and quality differs between FTO's. This impacts training consistency and the ability to thoroughly document training.					
<b>Customers</b>	All Field Training Officers and New Officers.					
<b>Stakeholders</b>	Other officers across the department, PD Divisional staff and the public					

### Phase Updates DMAIC - (Define, Measure, Analyze, Improve, Control)

#### Define

Date	Action/Outcome	Comments	Action Item Outcome
	Review the status of the current manual and the effectiveness of the process	Document is not currently searchable.	Sections assigned to each participant to review and update

#### Measure

Date	Action/Outcome	Comments	Action Item Outcome
	Verbal and written feedback reviewed. Overall FOT training rating to be used as base line for improvement evaluation.	Significant input on what to update from FTO's and recent recruits. Most recent recruits good source of where focus could be given	

### Analyze

Date	Action/Outcome	Comments	Action Item Outcome
	Review the Field Training Manual and update, page by page	Occurred over several meetings	
	Training content and timing analyzed to ensure effectiveness	Length of traffic training needs to be changed and format of training.	
	<ol style="list-style-type: none"> <li>1. Proposed Solutions</li> <li>2. Review the Field Training Manual and update, page by page</li> <li>3. Put it in a Word searchable document               <ol style="list-style-type: none"> <li>a. Provides added accountability to the Guide Sheet</li> </ol> </li> <li>4. Add reference points for focus of FTO and New Officer for penal code reference numbers overall references</li> <li>5. Revise Sign Off sheets for greater accountability by FTO               <ol style="list-style-type: none"> <li>a. Re-evaluate the timing and length of the in-service</li> <li>b. Implement and measure outcomes</li> </ol> </li> <li>6. Add time for skills required by not covered fully at the academy               <ol style="list-style-type: none"> <li>a. Traffic Stops-focus on this area for practice                   <ol style="list-style-type: none"> <li>i) Measure # of stops/officer/day to ensure learning-skill only</li> <li>b. learned with practice</li> </ol> </li> </ol> </li> <li>7. Have Dispatch and Command Staff view FTO/New recruit as not counted</li> <li>8. in minimum manning plan-time needed for training</li> <li>9. Provide In Processing for Duty Check List to recruits while in service to</li> </ol>		

	10. ensure readiness for Field Training 11. Break down training into phases in well-defined learnable blocks. 12. Add in forms that were missing a) Make a list of all forms b) Include instructions for each		
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### Improve/Implementation

Date	Action/Outcome	Comments	Action Item Outcome
	Implemented proposed solutions and reviewed suggestions at each meeting	Each Officer took a section and the training procedures that were part of the section to update	Revisions after each meeting based on input from team members
	Increased the in-service field training from 1 week to 4 weeks to address training needs		
	Traffic Stops-time added for practice <ul style="list-style-type: none"> <li>Measure # of stops/officer/day to ensure learning-skill only learned with practice</li> </ul>		

### Cost Mitigation

<b>Area for Cost Savings</b>	None-focus on improving quality of training & effectiveness.	Estimated Annual Cost Savings
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### Completion

<b>Presentation Date</b>	1/27/15	<b>Completion Date</b>	On going	<b>Celebration Date</b>		<b>On Going Project</b>	Yes	No
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**Control**

Date	Action/Outcome	Comments	Action Item Outcome
	Gather feedback from evaluation by FTO's, recruits, and sergeants on how well trained the recruits came out of the process compared to previous cycles	Current group ready to graduate shortly after last meetings.	All parties involved complete the evaluations
	Reconvene to review and go through improvement identification process again.		Open Item