



**FIELD TRAINING AND EVALUATION REVIEW BOARD**



<b>ISSUE DATE:</b>	16 June 2022	<b>EFFECTIVE DATE:</b>	
<b>RESCINDS:</b>	31 December 2021 Version		
<b>INDEX CATEGORY:</b>	11 - Training		
<b>CALEA:</b>	Law Enforcement Standards Chapter 33		

**I. PURPOSE**

This directive establishes:

- A. procedures to request a review by the Field Training and Evaluation Review Board (Review Board).
- B. notifications of affected Department members.
- C. procedures for Field Training and Evaluation Review Board.

**II. POLICY**

- A. The primary objective of the Field Training and Evaluation Program (FTEP) is to:
  - 1. ensure that all probationary police officers (PPOs) receive effective field training, predicated upon staffing the field training officer (FTO) position with qualified officers.
  - 2. instill in PPOs safe principles and lawful policing that will guide them throughout their career.
  - 3. ensure through proper training and evaluation that only competent, motivated, and ethical individuals become Chicago police officers.
- B. The Field Training and Evaluation Review Board is responsible for oversight of the FTEP.
- C. It is the policy of the Department to ensure that PPOs are adequately performing their duty. If a commanding officer requests a performance review of a PPO under his or her command, the Review Board may be convened to determine whether the PPO is adequately performing the functions of their assignment.
- D. It is the responsibility of the Chief, Bureau of Patrol, or designee to make the determination whether to convene the Review Board before a PPO's 1st remedial cycle or assign them to a remedial cycle without convening the board.
- E. The Review Board may convene at any time during a PPO's probationary period.
- F. The process for initiating the Review Board by an FTO or a supervisor is via To-From-Subject Report through the chain of command to the Chief, Bureau of Patrol, or designee.

**NOTE:** The requesting Department member must include supporting documents attached the To-From-Subject Report.

**III. REQUEST FOR THE REVIEW BOARD**

- A. The Review Board should be requested for PPOs that are not adequately performing the functions of their assignments or who are not competent, motivated, or ethical individuals.
- B. The Review Board will **automatically** convene if the PPO fails to become field qualified after both their 1st and 2nd remedial cycles.
- C. If an evaluating sergeant indicates that a PPO is deficient in **any** category for the PPO's fifteenth-month evaluation, the sergeant will submit a request for the Review Board to convene.

- D. It is imperative, if feasible, that FTOs notify the Bureau of Patrol via email at FTES@chicagopolice.org seven days before the end of the final cycle or any remedial cycles if a PPO is not going to be deemed field qualified to allow the Bureau of Patrol to have enough time to convene a Review Board.

**REMINDER:** FTOs will submit a To-From-Subject Report through the chain of command to the Chief, Bureau of Patrol documenting the factors contributing to the request.

#### IV. NOTICE OF HEARING BEFORE THE REVIEW BOARD

- A. The affected PPO must be made aware that the Review Board is convened.
- B. The PPO will not be present for the Review Board.
- C. The Review Board may require the involved field training officers or supervisors to attend any related meetings.

#### V. REVIEW BOARD PROCESS

- A. The Review Board is comprised of:
1. voting members:
    - a. the Chief, Bureau of Patrol, who will act as chairperson.
    - b. the Deputy Chief, Training and Support Group, who will act as vice-chairperson.
    - c. the Commander, Training Division.
    - d. the Commander, Bureau of Patrol Administration.
    - e. the commanding officer of Recruit Training, Training Division.
  2. advisory members:
    - a. the supervisor of Field Training and Continuing Education Section, Training Division;
    - b. the supervisor of the Field Training and Evaluation Section, Bureau of Patrol;
    - c. one supervisor assigned to the Labor Relations Division, as designated by the General Counsel;
    - d. one supervisor assigned to the Legal Affairs Division, as designated by the General Counsel; and
    - e. an officer identified by the Chief, Bureau of Patrol, who will serve as the secretary of the Board.
- B. The Chief, Bureau of Patrol, will convene a Review Board within 14 days of a request for a review received from an FTO or supervisory member.
- C. A quorum consisting of the Chairperson or Vice-Chairperson and two other voting members must be present to conduct a Review Board hearing.
- D. After reviewing all relevant documentation and statements, the Review Board will deliberate and arrive at a determination by conducting a poll of voting Review Board members.
- NOTE:** Polling will begin with the lowest ranking voting member and end with the highest ranking.
- E. A majority of the Review Board voting members comprising a quorum is required for consensus.
- NOTE:** If a majority cannot be reached, the attending Chairperson or Vice-Chairperson will make the final decision.

- F. When the Field Training and Evaluation Review Board convenes, the Review Board will review the PPO's performance. All recommendations by the board will be sent to the Chief, Bureau of Patrol, for review and forwarded through the chain of command to the Superintendent. The Review Board has several options to address problematic behavior including, but not limited to:
1. **retraining** at the Training Division. If the Review Board recommends a specific training plan with objectives and goals, the Bureau of Patrol, Field Training and Evaluation Section (FTES) will initiate a Remedial Training Notification ([CPD-21.187](#)). The FTES will complete the appropriate fields on the notification. The FTES will email the Remedial Training Notification to the designated sergeant-liaison at the Training Division for final completion.
  2. **extension** of field training by adding a remedial cycle. A specific training plan will be identified and approved by the Chief, Bureau of Patrol, or designee.
  3. **separation** when it is determined that separation is the appropriate course of action. The Review Board will submit its recommendation to the Superintendent.
- G. In cases where the board recommends separation, the Superintendent will have the authority to affirm or reverse the Review Board decision within fourteen days after the meeting of the Review Board.

Authenticated by KC

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