



**STATE OF CONNECTICUT**  
**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION**

**Police Officer Standards and Training Council**  
**Connecticut Police Academy**

TO: Police Chiefs, Chief Law Enforcement Officers, All Training Officers, All Field Training Officers, and POSTC-approved Training Academies

FM: William E. Klein, Certification Manager  
Certification Division

RE: **POST COUNCIL CERTIFICATION DIVISION ADVISORY, 2012-01**

**RESTRICTIONS ON PROBATIONARY POLICE OFFICERS WHILE ON  
THE DEPARTMENT SUPERVISED FIELD TRAINING PROGRAM**

It has come to the attention of the Certification Division that police departments are allowing Probationary Officers (Probationary Candidates), while on their department supervised field training program (which is still considered part of their basic training program) to work department sponsored or private duty assignments, such as "road jobs," school crossing guard posts, etc., alone and unsupervised.

This is a violation of POST Council regulations Section 7-294e-1 (c) entitled Limitations on Probationary Candidates which clearly states, "Probationary candidates, while undergoing basic training, may not have contact with citizens unless such probationary candidates are accompanied by, and working in concert with, a currently certified law enforcement officer." (The officer does not necessarily have to be a field training officer).

Your department may be liable for any police action taken by a Probationary Officer, while acting alone, and who has not attained police officer certification.

In addition, POST Council regulations Section 7-294e-3 states, "The Police Basic Training Program shall consist, at a minimum, of the curriculum, skill training and hours deemed necessary by the Council, and of the supervised departmental training program adopted by the Council. Currently, the Council requires a minimum of 400-hours of field training. After completion of all basic training, the POST Council issues appropriate certification to police officers who have satisfactorily completed the minimum basic training program.

Police Departments or Law Enforcement Agencies are required to send in the Certification of Field Training Requirement (FTEP-4A forms) to the Basic Training Division attesting to the date the minimum 400-hours of field training has been completed. We find that these forms are being received *days, weeks, or even months*

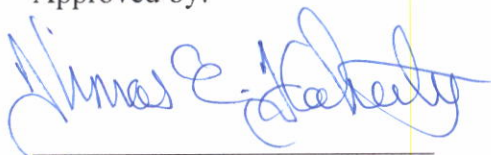
after the field training has been completed; however, the Probationary Officer (Probationary Candidate) is already working independently in his/her department under the assumption that s/he is certified. By definition, once the officer successfully completes ALL basic training s/he is eligible for police officer certification.

On occasion, once the Basic Training Division processes the FTEP-4A form(s), it is determined that the probationary candidate has NOT completed all facets of the basic training academy and either failed to make-up and successfully pass a particular academic test or a practical skills test. Therefore, a probationary candidate is ineligible for police officer certification until such deficient training is rectified. Again, your department may be liable for any police action taken by a Probationary Officer, while acting alone, and who has not attained police officer certification.

Therefore, it is highly recommended that once your Probationary Officer (Probationary Candidate) completes his/her field training requirement after attending the Basic Training Academy at the Connecticut Police Academy to contact either Basic Training Director William J. Schultz (203) 427-2608, [WilliamJ.Schultz@po.state.ct.us](mailto:WilliamJ.Schultz@po.state.ct.us), Administrative Assistant Nancy Satalino (203) 427-2609 [Nancy.Satalino@po.state.ct.us](mailto:Nancy.Satalino@po.state.ct.us), IT Analyst Linda Nido (203) 427-2604 [Linda.Nido@po.state.ct.us](mailto:Linda.Nido@po.state.ct.us), or Certification Manager William E. Klein (203) 427-2606 [William.Klein@po.state.ct.us](mailto:William.Klein@po.state.ct.us), to confirm that ALL basic training has been successfully completed before the Probationary Candidate is released on his/her own.

If your Probationary Candidate had attended one of the POST Council-approved basic training satellite academies, you would have to contact the Director of the particular satellite academy, who retains those basic training records.

Approved by:



Thomas E. Flaherty  
Police Academy Administrator