

6.2 Field Training Program

Field training is an essential part of the development of all newly-hired sworn employees. It serves to initially equip an employee with the critical knowledge base and skills needed to successfully enter and remain in the Office. Field Training Officers (FTOs) act as mentors and guides to ensure that new employees understand the full scope of the organization and experience a smooth and enjoyable transition into a new job. The field training experience is particularly important in acclimating new employees to the particular duties and operational environment since the Sheriff's Office does not operate its own police academy.

6.2.1 Orientation

Newly hired employees shall begin employment on the first day of a County designated pay period. Upon the first day of employment, the employee shall complete the required eight hours of County Orientation Training conducted by the Anne Arundel County Office of Personnel, unless he or she is a transfer from another county agency.

On the second day of hire, the employee shall report to the Administration office of the Sheriff's Office to begin their Office Orientation.

Upon completion of the Office Orientation, sworn employees will be assigned to the Training Administrator for the duration of the FTO period.

6.2.2 Bureau Assignment

Once a sworn trainee is assigned full-time to a Sheriff's Office Bureau, he/she shall complete Field Training. Trainees may be assigned to either the Security Bureau or the Operations Bureau. The Training Administrator shall assign up to three (3) FTOs to coordinate and evaluate the training for each trainee assigned. A trainee assigned to the Administrative or Operations Bureau will operate under the tutelage of at least one FTO during participation in the training program. During this time, the trainee will be exposed to all major tasks and functions of his/her unit of assignment. A trainee shall not engage in independent work assignments. Trainees shall work with a FTO until the completion of the field training. This includes a final and favorable evaluation conducted by FTOs and Supervisors.

6.2.3 Field Training Officer Responsibilities and Duties

Field Training Officer's shall be selected in accordance with standards set forth in negotiated union contract and/or at the discretion of the Sheriff or Chief Deputy. Deputies selected as FTOs should complete a structured FTO training course prior to mentoring a new employee. In their field training capacity, FTOs report directly to the Training Administrator, but are obligated to keep their unit supervisors apprised of relevant field training issues and progressions.

Field Training Officers shall periodically review the progress of a trainee. They shall communicate their observations, suggestions, and decisions to the trainee regularly. They shall document review meetings held between Field Training Officers and forward the documentation to the Training Administrator. In support of this effort, the Training Administrator may liaison with prior employee observers (e.g., police academy instructors) in an effort to identify employee skill trends, strengths, and weaknesses.

Each week, Field Training Officers shall forward completed Recruit Observation Report forms (Appendix A) and Field Training Records (Appendix B) to the Training Administrator.

6.2.4 Unsuccessful Completion of the Field Training Program

In the event a trainee is unable to perform an essential task or demonstrate clear knowledge of an essential concept to the satisfaction of the Training Administrator, remedial or repeat training may be recommended by the Training Administrator.

The Training Administrator shall forward documentation to the Sheriff and Chief Deputy of all repeat and remedial training. The Sheriff and Chief Deputy shall consider retaining the trainee or determine alternative solutions until such time they deem the trainee sufficiently trained.

Anne Arundel County Office of the Sheriff
Field Training Program
RECRUIT OBSERVATION REPORT

Trainee's Printed Name	ID#	Date Observation Period Began
Field Training Officer	ID#	Date Observation Period Ended

Rate only observed behavior. Select only one rating per category. Ratings of U (Unacceptable) or I (Improvement Needed) must be explained in the comments section. Use Evaluation Guidelines in selecting rating. All categories not observed must be marked N/O (Not Observed)

CRITICAL PERFORMANCE TASKS	U	I	A	N/O
1. Driving Skills				
2. Orientation: Stress				
3. Conflict Control				
4. Conflict Control: Verbalization				
5. Conflict Control: Physical Skill				

FREQUENT PERFORMANCE TASKS	U	I	A	N/O
6. Driving Skills				
7. Orientation: Non-stress				
8. Use of Forms				
A. Selection				
B. Completeness				
C. Accuracy				
D. Legibility				
E. Grammar/Spelling				
9. Problem Solving/Decision Making				
10. Use of Radio				
A. Use of Equipment				
B. Use of Radio				
C. Listens/Comprehends				

FREQUENT PERFORMANCE TASKS	U	I	A	N/O
D. Articulates				

KNOWLEDGE	U	I	A	N/O
11. Standard Operating Procedures				
12. Criminal Laws				
13. Traffic Laws				

ATTITUDE/RELATIONS	U	I	A	N/O
14. Accepts Feedback				
15. Attitude:				
A. Toward Duties				
B. Toward Co-workers				
C. Toward the Public				
16. Appearance				
A. Grooming				
B. Uniform				

COMMENTS

Trainee's Printed Name	Trainee's Signature	ID#
FTO's Printed Name	Trainee's Signature	ID#

Anne Arundel County Office of the Sheriff
Field Training Program
FIELD TRAINING RECORD

CRITICAL TASK: _____ **ORDER/SOP #:** _____
TRAINEE: _____ **FTO:** _____

EXPLAINED BY FIELD TRAINING OFFICER	
Trainee's Signature	Date:
FTO's Signature	Date:

DEMONSTRATED BY FIELD TRAINING OFFICER	
Trainee's Signature	Date:
FTO's Signature	Date:

ACCOMPLISHED BY TRAINEE	
Trainee's Signature	Date:
FTO's Signature	Date:

TRAINEE DEMONSTRATED COMPETENCE	
Trainee's Signature	Date:
FTO's Signature	Date:

COMMENTS