



# FIELD TRAINING PROGRAM

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## **I. PURPOSE**

The purpose of this directive is to outline, establish the standards, and provide the organizational structure for the Department's Field Training Program.

## **II. DEFINITIONS**

### **A. Entry Level Officer**

*An individual who is not certified as a police officer.*

### **B. Comparative Compliance Officer**

*An individual from a full service police agency who is not Maryland Police and Correctional Training Commission (MPCTC) certified.*

### **C. Lateral Officer**

*An officer who is currently Maryland Police and Correctional Training Commission (MPCTC) certified.*

### **D. New Officer**

*Any Entry level, Comparative Compliance, or Lateral Officer who is new to the Anne Arundel County Police Department.*

## **III. GOAL**

It is the goal of the Department to maintain the highest level of professionalism and service to the citizens of Anne Arundel County. To this end, each Field Training Officer (FTO) involved in the Field Training Program must strive to adhere to the basic principles of good instruction, guidance, and unbiased evaluation. Likewise, each *new* officer must work diligently to convey the knowledge he/she has acquired from the Academy into practical application and to be receptive to coaching provided by veteran officers. By doing so, each will help to ensure that the Department receives professional, highly skilled, and highly trained personnel as permanent members of the Anne Arundel County Police Department.

#### **IV. PROGRAM OBJECTIVES**

- A. To produce highly trained and positively motivated police officers capable of meeting or exceeding the standards of performance required by the Anne Arundel County Police Department.
- B. To provide equal and standardized on-the-job training to all newly hired police officers and to provide remedial training in areas where deficiencies are identified.
- C. To build on the foundation of knowledge provided during recruit training by creating an environment in which the trainee may develop new skills as well as proficiency.
- D. To increase the overall performance of the Department by utilizing well trained, qualified officers *to serve as positive* role models for *our new* officers.

#### **V. PROGRAM ELEMENTS**

- A. As a goal, there should be *a minimum of* 15 certified Field Training Officers in each district.
- B. Field Training Officers are considered extensions of the Training Academy staff and are subject to the Training Academy Standard Operational Procedures as well as the Department's Rules and Regulations. The Academy FTO Coordinator will monitor the program and assist FTOs as needed. However, the day-to-day supervision of the FTO remains the responsibility of the FTO's immediate supervisor.
- C. Upon successful completion of the Police Training Academy, the *new* officer will be assigned to a primary Field Training Officer. At a minimum, the primary Field Training Officer will conduct the first, second, and last shifts of the Field Training Program.
- D. *Entry Level* Officers will be exposed to a minimum of two (2), *with an optimum of three or more* different Field Training Officers during the Field Training program.
- E. *Comparative Compliance Officers will be exposed to a minimum of two different Field Training Officers during the Field Training Program.*
- F. *Platoon Commanders will complete PD Form 802.1 "Certification of Field Training" (Appendix A) to document completion of the field training for MPCTC purposes. Upon completion, the PD Form 802.1 will be immediately forwarded to the Training Academy Commander for submission to the MPCTC.*
- G. *Each Entry Level and Comparative Compliance Officer will be assigned to the Communications Section for at least one eight (8) hour work day during the field training process. In addition, the Entry Level Officer should be exposed to the Midnight Watch during Field Training.*
- H. *Upon completion of Field Training, the Training Academy will receive and archive the Field Training Guidebook and all related documents with the officer's training file.*

#### **VI. FIELD TRAINING DURATION**

- A. The minimum field training and evaluation program for Entry Level Officers will consist of *45 evaluated work days*, not including RDOs or leave, with the optimum program being *90 evaluated work days*, not including RDOs or leave. *The training time may be increased or decreased on an individual basis at the discretion of the Patrol Services Commander.*
- B. *The minimum field training and evaluation program for Comparative Officers will consist of 30 work days, not including RDOs or leave, with the optimum program being 60 work days, not including RDOs or leave. The training time may be increased or decreased at the discretion of the Commander of the Patrol Services Bureau.*
- C. The length of field training for Lateral Officers will *consist of a minimum of 12 evaluated workdays.*

## VII. FIELD TRAINING GUIDEBOOK

A. The Field Training Guidebook will provide the Field Training Officer (FTO) and the *newly hired* officer with general guidelines to assist with field instruction. This manual is not intended to be all inclusive of the subject matter taught at the Training Academy; instead, it contains 17 major categories of law enforcement responsibility *for Entry Level and Comparative Compliance Officers, and 14 Major Categories of Law Enforcement responsibility for Lateral Officers* that should be evaluated throughout the Field Training Program. These categories are of critical importance to officers assigned to the *Patrol Services Bureau*.

B. The major categories are:

1. Officer Safety
2. Post Familiarization/Service Response
3. Radio Communication
4. Traffic Enforcement
5. Accident Investigation
6. Court Preparation
7. Criminal Law/County Ordinances
8. Emergency Vehicle Operations
9. Patrol Functions
10. Report Writing
11. Charging Documents
12. Investigation/Interview/Interrogation
13. Search and Seizure
14. Police Sensitivity
15. Juvenile Procedures
16. Firearm Maintenance/Deadly Force
17. Community Oriented Policing

C. Each major category contains numerous objectives or tasks. These objectives/tasks must be successfully understood, demonstrated, and completed by *each new* officer during the Field Training Program. As they are completed, the FTO and *new* officer will place their initials next to the objective/task.

D. The Guidebook also contains the following forms that must be completed as part of the field training process:

### 1. Daily Observations/Notes

The Daily *Observations/Notes* will be completed by the FTO throughout the field training process. It *contains the FTO's personal notes* as well as a brief synopsis of the *new* officer's daily activities.

### 2. Performance Report

The *Performance* Report will be completed by the FTO every three (3) days throughout the field training process. It is an evaluation of the *new* officer's performance over the three (3) day period.

### 3. Significant Strengths/Developmental Plan

The *Significant Strengths/Developmental Plan* will be completed by the FTO when a *new* officer performs *significantly well in an evaluated area and if he or she performs* unsatisfactorily in an evaluated area. The FTO must describe the problem behavior and then list the corrective action taken to address the problem.

### 4. Supervisor's Weekly Progress Report

The FTO's immediate supervisor will meet with the FTO and *new* officer every six (6) work days throughout the field training process to review the Guidebook, evaluate progress, and discuss related issues. The supervisor will then complete the Supervisor's Weekly Progress Report.

### 5. Field Training Program Critique

The Field Training Program Critique will be completed by the *new* officer at the conclusion of *Field Training*. *The critique will then be forwarded directly to the Training Academy Commander for review and consideration. (The critique does not need to be reviewed by the officer's chain of command.)*

## **6. Release from Field Training Form**

The release from Field Training Form is the last page in the Field Training Guidebook. This form must be **completed and signed** by the FTO, the FTO's immediate supervisor, the Shift Commander, the District Training Lieutenant, and the District Commander prior to releasing the **new** officer to full service. The form will remain in the Guidebook and will be forwarded to the Training Academy Commander.

E. If a **new** officer disagrees with an evaluation then he/she may sign in disagreement, and appeal the evaluation to the FTO's supervisor. That supervisor may support or change the initial assessment. In the event that the supervisor supports the initial evaluation and the **new** officer wishes to further appeal, he/she may schedule an appointment with the District Commander. The decision of the District Commander as to the evaluation is final and no further appeal is available to the **new** officer.

F. Finally, the Field Training Guidebook is not meant to take the place of, nor does it supersede, the Anne Arundel County Police Department's Rules and Regulations, Written Directives, Special Orders, Criminal Codes, County Codes, etc.

## **VIII. FIELD TRAINING OFFICER SELECTION**

A. At the direction of the Training Academy Commander, new FTO training will be conducted. A written directive, announcing the training, will be disseminated throughout the Department.

B. Officers who are interested in applying for selection as an FTO will forward an inter-office correspondence to the District Commander, via the chain of command, detailing their qualifications and experience.

C. Supervisors in the officer's chain of command will provide written comments on the application and forward it to the District Commander.

D. The District Commander will review all applications and select the officers whom he/she believes to be the most qualified based on the information available and personal knowledge of each applicant. District Commanders may incorporate additional elements in the selection process, such as an oral interview. When doing so, the District Commander will ensure that the additional selection elements are prominently advertised and are uniformly applied to all applicants.

E. Once applicants have been selected, the District Commanders will forward a list of candidates' names to the Training Academy Commander. The Training Academy Commander will compile the lists from the District Commanders and forward them to the **Commander of the Patrol Services Bureau**. The **Commander of the Patrol Services Bureau** will approve the candidate list for training or retraining by the Academy.

F. The following factors should be considered by the District Commander when selecting Field Training Officers:

1. Candidates should have been assigned as a uniformed patrol officer with this Department for a minimum of 24 months.
2. Candidates should have consistently good Performance Evaluations and be of good character and reputation.
3. Candidates should not have an Open Internal Affairs investigation.
4. Candidates should not have excessive complaints against them.
5. Candidate should not have a history of excessive sick leave.
6. Candidates should consistently maintain a professional appearance in uniform.
7. Candidates should have knowledge and experience in the many aspects of policing to include: criminal and traffic enforcement.
8. Candidates should possess a proficient working knowledge of the Criminal Justice System and its processes, to include: Juvenile Services, Witness Advocacy, the Grand Jury, the District Court Commissioner, the State's Attorney's Office, and the District and Circuit Courts.
9. Candidates should work well with the public; i.e., attends community meetings when possible and/or demonstrates good community policing and problem solving skills.

**IX. PROGRAM ADMINISTRATION**

**A. New Officer**

1. The *new* officer is responsible for completing all assignments, including remedial training detailed by the Field Training Officer and/or the *new* officer's chain of command.
2. The *new* officer is responsible for the Field Training Guidebook. The guidebook is considered to be a required piece of equipment during the field training program. The *new* officer will be held accountable for the Field Training Guidebook during each tour of duty, unless it is in the possession of the FTO.
3. The *new* officer is responsible for completing all objectives in the Field Training Guidebook.
4. The *new* officer will complete the Field Training Critique at the completion of field training. The critique will then be detached from the Field Training Guidebook and forwarded directly to the Training Academy Commander by the *new* officer.

**B. Field Training Officer**

1. The Field Training Officer must complete a Basic FTO training program and attend required in-service FTO training as directed by the Academy Commander.
2. The Field Training Officer will adhere to the Training Academy's Instructor Code of Conduct at all times.
3. The Field Training Officer will diligently instruct and observe the *new* officer throughout the field training process. The FTO must document the *new* officer's progression and any remedial training provided.
4. The Field Training Officer should ensure that the *new* officer is exposed to the greatest number of experiences possible thereby providing opportunities to meet the training requirements.
5. The primary Field Training Officer will be responsible for ensuring that all mandatory major categories and their objectives are successfully completed and evaluated. Upon completion of the *new* officer's field training, the primary Field Training Officer will sign off on the Release from Field Training Form and forward the entire Field Training Guidebook to his/her immediate supervisor.

**C. Patrol Supervisor**

1. The patrol field supervisor will meet with the *new* officer and FTO every six (6) days and review the Field Training Guidebook and ensure that the objectives are being fulfilled.
2. After meeting with the *new* officer and FTO, the patrol supervisor will complete the Supervisor's Weekly Progress Report that is contained in the Field Training Guidebook.
3. In the event that a *new* officer's assigned Field Training Officer is on leave or special assignment, supervisors should, in the following order, assign:
  - a. A certified Field Training Officer who has been or will be part of the *new* officer's training.
  - b. Any FTO on the platoon, or
  - c. Any other officer on the platoon. If a non-certified FTO is utilized, the *new* officer will not be evaluated for that time period.
4. Patrol supervisors should assist in the process by allowing the Field Training Officer to expose the *new* officer to as many experiences as possible.
5. Upon completion of the *new* officer's field training, the supervisor will review the Field Training Guidebook for completeness and make any necessary comments concerning the individual *new* officer and his/her training.
6. The supervisor will sign off on the Release from Field Training Form and forward the Field Training Guidebook to the Platoon Commander for review.
7. Additionally, first-line supervisors are responsible for completing an evaluation of *new* employees every sixty (60) days from the end of the field training period until the expiration of probation, normally one year from the date of hire. Form PD#639 will be used for this purpose. Refer to Index Code #707 III B.

**D. Platoon Commander**

1. PD Form #802.1 (Certification of Field Training – Appendix A), cited in Section V.F. of this Index Code, must be filled out in its entirety after the 80 hours of field training is completed and forwarded to the Commander of the Training Academy.
2. At the completion of field training, the Platoon Commander will review the Field Training Guidebook for accuracy and completeness.
3. The Platoon Commander should include any appropriate comments concerning the *new* officer and his/her field training.

4. The Platoon Commander will then sign off on the Release from Field Training Form and forward the Field Training Guidebook to the District Training Lieutenant.

**E. District Training Lieutenant**

The District Training Lieutenant, as designated by the District Commander, will serve as a liaison between the Field Training Officer and the Training Academy. They are responsible for:

1. Ensuring that the FTO Program is functioning properly in the District.
2. Coordinating the flow of reports between the District and the Academy.
3. Ensuring that the District Commander is aware of the *new* officer's development.
4. Review the Guidebook for accuracy and ensure that it is complete. He/she will forward it to the District Commander for review.

**F. District Commander**

1. Once selected, the District Commanders will monitor the performance of the Field Training and *new* officers. District Commanders will take immediate steps to decertify any FTO who fails to meet his/her responsibilities under the program.
2. After the *new* officer completes all of the requirements of field training, the District Commander will review the Field Training Guidebook and make the decision as to releasing the *new* officer to full service or extending the length of field training.
3. When the District Commander makes the decision to release the *new* officer from field training, he/she will sign off on the Release from Field Training Form and forward the Field Training Guidebook to the Academy Field Training Coordinator.

**G. Academy Field Training Coordinator**

1. Serves as a liaison between the Training Academy and the Districts.
2. Oversees the Field Training Program and ensures that it is operating in the prescribed manner.
3. Compiles the data and reports to the Training Academy Commander any training concerns or recommendations for future training.

**H. Training Academy Commander**

1. The Commander of the Training Academy is responsible for establishing a written field training program for *Entry Level Officers that will consist of 45 work days, Comparative Compliance Officers that will consist of 30 work days and Lateral Officers that will consist of 12 work days.*
2. The Training Academy Commander is responsible for certifying and decertifying all Field Training Officers as well as:
  - a. Establishing selection criteria for Field Training Officers;
  - b. Supervision of Field Training Officers;
  - c. Providing initial training and in-service training for Field Training Officers;
  - d. Developing guidelines for evaluation of *new* officers by the Field Training Officer; and
  - e. Establishing the reporting responsibilities of Field Training Officers.
3. The Commander of the Training Academy will complete the MPCTC form DPSCS-PCT-9 (01/03) "Certification of Fielding Training," and forward the completed form to the MPCTC as required by COMAR 12.04.01.21 for each Entrance Level Training Class.

**X. FIELD TRAINING OFFICER COMPENSATION**

- A. Field Training Officers will be compensated in accordance with the provisions in the current labor contract.
- B. Vouchers for incentive pay will be submitted by the FTO in a timely fashion to the appropriate District Commander.

**XI. CHIEF OF POLICE**

The Chief of Police reserves the final authority over the selection or removal of any Field Training Officer participating in the Field Training Program.

**XII. PROPONENT UNIT:** Training Academy.

**XIII. CANCELLATION:** This directive cancels Index Code 802.1, dated 01-15-05.