

FROSTBURG CITY POLICE DEPARTMENT



Field Training Program Policy

Updated March 14, 2018

PURPOSE AND SCOPE

The purpose of this policy is to communicate to all Frostburg City Police Department personnel the administrative and operational requirements associated with Frostburg City Police Department FIELD TRAINING AND EVALUATION PROGRAM ("FTEP" or "Field Training Program").

The Frostburg City Police Department Field Training and Evaluation Program is intended to help newly hired sworn police officers apply the agency's various policies and procedures, the laws of Maryland, and the laws and ordinances of this jurisdiction as they perform their policing duties and fulfill their responsibilities to the community. It is also intended to familiarize newly hired officers with the community they will be responsible for policing and also, whenever possible, to meet various members of the community with whom they will come in contact. Successful completion of FTEP will allow them to be certified by the Maryland Police and Correctional Training Commission as law enforcement officers.

ALL newly hired sworn officers (entry-level recruits/lateral-entry officers/officers who complete comparative compliance training) are required to participate in either a full Field Training and Evaluation Program or, as permitted by COMAR regulations and approved by the Chief of Police of the Frostburg City Police Department or designee, a modified Field Training and Evaluation Program prior to being certified/recertified as law enforcement officers by the Commission and being eligible to be assigned to law enforcement duties on their own.

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Definitions

Commission - "Commission" means Maryland Police and Correctional Training Commission, also referred to as the Maryland Police Training and Standards Commission.

Certified Police Officer - "Certified Police Officer" means a person who holds a current certification card from the Commission showing certification as a police officer.

Field Training Officer - "Field Training Officer" means a police officer qualified by the Commission to serve as a Field Training Officer.

Trainee - "Trainee" means a police officer required to complete a Field Training Program to obtain full police certification.

Section 1. Length of Training

(1) The Field Training and Evaluation Program of the Frostburg City Police Department consists of the following number of hours of field training at the minimum:

- a. For Entry Level Police Officers: 240 Hours
- b. For Comparative Compliance Police Officers: 160 Hours
- c. For a Lateral Police Officer (Previously Certified in Maryland): 80 Hours
- d. COMAR 12.04.01.17 - Field Training outlines various scenarios where newly hired officers from different training backgrounds may be subject to various waivers from the Commission that impact the number of field training hours required. Any Field Training program must comply with the minimum requirements of that section and the Commission's regulations.

(2) All police officers required by the Commission to complete a field training program are required to complete and pass the Field Training and Evaluation Program required by the Frostburg City Police Department.

Section 2. Field Training Program: Purpose and Outline of Training Subjects

(1) The purpose of the Field Training and Evaluation Program is to familiarize officers new to the Frostburg City Police Department with the common and reasonably anticipated duties of a Frostburg City Police officer.

(2) Completion of the Field Training and Evaluation Program requires satisfactory evaluation in the following areas:

- a. Orientation;

- b. Agency Policies/Procedures;
- c. Law Enforcement Ethics;
- d. Professional Demeanor;
- e. Officer Safety;
- f. Use of Force;
- g. Radio Communications;
- h. Vehicle Operations: Routine and Emergency
- i. City Limits, City Streets, Patrol Area Familiarization;
- j. Response to Calls;
- k. Report Writing;
- l. Patrol Functions & Procedures;
- m. Criminal Law/local laws and ordinances;
- n. Civil Offenses and Civil Citations;
- o. Control of Persons: Prisoners; Mentally Ill;
- p. Juvenile Procedures;
- q. Search and Seizure;
- r. Community Policing, Public Interaction, Problem Solving;
- s. Tactical Communications: Conflict Resolution;
- t. Investigations;
- u. Interviews: Victim - Witness - Suspect
- v. Interrogations;
- w. Evidence Handling/Processing;
- x. Prisoner Processing and District Court Commissioner
- y. Charging Documents;
- z. Traffic: Enforcement; Accident Investigation; Control/Directing Traffic
- aa. Case/Court Preparation;
- bb. Self-initiated Activity.

(3) The Field Training Officer should explain and demonstrate to the assigned Trainee the correct procedures in each area.

(4) The Field Training Officer shall evaluate competency of the Trainee in each area, using the methods listed in APPENDIX 1.

- a. If a particular area listed in (2) does not arise during the Field Training and Evaluation Program, the Field Training Officer shall explain the proper procedures to the Trainee, and the Trainee may be evaluated by demonstrating competency in a simulated scenario, such as a mock interrogation, completing a model form, or through facilitated discussion and observation.

(5) The Trainee must show competency in each area to complete the Field Training and Evaluation Program.

Section 4. Field Training and Evaluation Program Coordinator ("FTEC")

(1) The Chief of Police shall appoint a Field Training and Evaluation Program Coordinator.

(2) The Field Training and Evaluation Program Coordinator shall have completed the following training:

- a. A Field Training Officer Training Course approved by the Commission; AND
- b. First Line Supervisor Training approved by the Commission.

(3) The Field Training and Evaluation Program Coordinator shall be assigned to the following duties:

- a. Recommend officers be appointed as Field Training Officers.
- b. Ensure that the training required by the Commission is completed by newly appointed Field Training Officers prior to performing FTO duties.
- c. Ensure that Trainees complete the required FTO program.
- d. Coordinate with Field Training Officers regarding any remedial training necessary.
- e. Ensure that Field Training Officers complete and submit all required reports documenting field training activities.

Section 5. Trainee Supervision and Evaluation

(1) A Field Training Officer will ensure that a Trainee is under the Field Training Officer's direct supervision at all times when performing a law enforcement function, with the following exceptions:

- a. The Trainee may perform a non-law enforcement function, such as dispatching and office duties, without being under the direct supervision of the FTO; however, non-direct supervision can account for no more than 5% of the Field Training Program
- b. In extenuating circumstances, a Trainee may be supervised by any police officer; however, this can account for no more than 10% of the Field Training Program.
- c. If a field training officer is not available, a Trainee may be under the direct supervision of an officer of supervisory rank.

i. A supervisor providing Field Training under this section shall complete the weekly Field Training report, or otherwise apprise the designated FTO of the Trainees activities and performance.

(2) The Field Training Officer shall complete weekly performance progress reports regarding the Trainee.

a. The progress report shall be reviewed with the Trainee, and signed by the Field Training Officer and the Trainee.

(3) A program outline report shall be reviewed with the Trainee, and signed by the Trainee and the Field Training Officer at the completion of the Field Training and Evaluation Program.

(4) All progress reports shall be forwarded by the Field Training Officer to the Field Training and Evaluation Coordinator for review and inclusion in the Trainee's Field Training and Evaluation Program file.

(5) The evaluation of Trainees will be documented on the Frostburg City Police Department field training reports included in APPENDIX 2 and APPENDIX 3.

(6) If a trainee receives a final unsatisfactory evaluation in any training area, the Field Training Officer will provide a written explanation of the deficiency to the Trainee and to the Field Training and Evaluation Coordinator. The Field Training and Evaluation Coordinator shall evaluate the written explanation of the deficiency, and may arrange for remedial training. The Field Training and Evaluation Coordinator may elect to extend the Field Training and Evaluation Program until the Trainee demonstrates competency in the area of deficiency.

a. Remedial training, including lesson plans, written tests, written evaluations, etc., will be documented in the Trainee's Field Training and Evaluation Program file.

(7) Upon successful completion of the Field Training Program, the Field Training Officer will complete a Field Training Program Completion Form. The form will be signed by the Trainee, the Field Training and Evaluation Program Coordinator, and the Chief of Police or designed administrator, documenting the completion of the program.

Section 6. Selection of Field Training Officers

(1) A police officer selected as a Field Training Officer must:

a. Be a certified police officer;

b. Have two years of law enforcement experience; AND

c. Meet the Commission standards for selection as a Field Training Officer.

(2) A police officer interested in becoming a Field Training Officer should notify the Field Training and Evaluation Program Coordinator, who will confirm whether or not the interested officer is eligible, based on the minimum standards in Section 6 (1)(a) and (b).

(3) The FTEC shall then make recommendations to the Chief of Police or designated administrator for appointment of Field Training Officers, who shall approve or deny the appointment.

a. Officers selected as Field Training Officers will have a history of satisfactory work performance, as determined by the Chief of Police.

b. Preference in selection shall be given to officers with outstanding communication skills, instructional backgrounds, and a habit of being a positive role model.

(4) Officers selected as Field Training Officers shall complete all Commission requirements, including completing a Commission-approved Field Training Officer course prior to serving as a Field Training Officer.

(5) Field Training Officers who desire or are required to maintain their status as Field Training Officers, must complete all Commission requirements, including attending Commission-approved updated Field Training Officer training every four years.

(6) It is the responsibility of the Field Training and Evaluation Coordinator to monitor the completion of Field Training Officer documentation.

a. If the Field Training and Evaluation Coordinator finds that a Field Training Officer is not completing the Field Training and Evaluation Program properly, the Field Training and Evaluation Coordinator shall notify the Chief of Police and make a recommendation as to the Field Training Officer's continued status as a Field Training Officer. The alternative is retraining or correcting deficiencies.

Section 7. Field Training Documentation and Commission Audits

(1) The Field Training and Evaluation Coordinator shall maintain all documentation of field training for each Trainee.

a. This documentation shall be maintained for no less than three years.

(2) The documentation of Field Training shall include weekly progress reports, training outline reports, any remedial training documentation, and any other memoranda or other documents related to the Trainee's progress.

(3) The documentation shall also include the release from Field Training form, signed by the Field Training Officer, Field Training and Evaluation Program Coordinator, Trainee, and Chief of Police or designee.

(4) The Field Training and Evaluation Coordinator shall maintain copies of the Field Training Program policies, an outline of the training program, and copies of any supporting documents, such as field training guides, model forms, etc.

a. If a training material is eliminated or updated, the Field Training and Evaluation Coordinator shall maintain copies of the Field Training materials for a period of not less than four years after their final use.

Section 8. Conclusion of the FTO Program

(1) At the conclusion of the Field Training Program, and following the Completion of Field Training form (APPENDIX 4), the Chief of Police or designee shall submit a written statement to the Commission, certifying that the Trainee has successfully completed the program.

APPENDIX 1 - OUTLINE OF FIELD TRAINING PROGRAM

Training Objectives and Evaluation Outline

240 HOURS - ENTRY-LEVEL POLICE OFFICERS

150 HOURS - COMPARATIVE COMPLIANCE OFFICERS

80 HOURS - LATERAL TRANSFER (MARYLAND ONLY) OFFICERS

Objective	Method of Evaluation
Agency Policies/Procedures;	Facilitated discussion; Practical Application
Law Enforcement Ethics	Facilitated discussion; Practical Application
Demonstrate Professional Demeanor;	Facilitated discussion; Practical Application
Demonstrate proper officer safety techniques;	Facilitated discussion; Practical Application;
Demonstrate good judgment on the proper use of force;	Practical Application under circumstances presented; Facilitated Discussion
Demonstrate proper radio communications;	Facilitated discussion; Practical Application
Demonstrate proper vehicle operations: Routine and emergency	Facilitated discussion; Practical Application
Recognize city limits, city streets, patrol area familiarization;	Facilitated Discussion; Practical Application
Demonstrate proper response to calls;	Facilitated discussion; Practical Application
Demonstrate proper report writing;	Facilitated discussion; Practical Application
Demonstrate familiarity with patrol functions & procedures;	Facilitated Discussion; Practical Application
Exhibit functional knowledge of criminal laws/local laws and ordinances;	Facilitated Discussion; Practical Application
Demonstrate knowledge of Civil Offenses and Civil Citations;	Facilitated Discussion; Practical Application
Demonstrate proper control of persons: prisoners; mentally ill;	Facilitated discussion; Practical Application

Demonstrate correct juvenile procedures;	Facilitated discussion; Practical Application
Describe/Demonstrate lawful and correct search and seizure;	Facilitated Discussion; Practical Application
Demonstrate community policing, public interaction, problem solving;	Facilitated Discussion; Practical Application
Demonstrate tactical communications: Conflict resolution	Practical Application; Facilitated Discussion;
Demonstrate correct police investigations;	Facilitated Discussion; Practical Application
Demonstrate proper Interviews: Victim - Witness - Suspect	Facilitated Discussion; Practical Application
Demonstrate/Explain Interrogations;	Facilitated Discussion; Practical Application
Demonstrate/Explain correct Evidence Handling/Processing;	Facilitated Discussion; Practical Application
Demonstrate Prisoner Processing and District Court Commissioner process	Facilitated Discussion; Practical Application
Demonstrate proper completion of Charging Documents;	Facilitated discussion; Practical Application
Demonstrate correct Traffic procedures: Enforcement; Accident Investigation; Control/Directing Traffic, Parking	Facilitated Discussion; Practical Application
Demonstrate Case/Court Preparation;	Facilitated Discussion; Practical Application
Exhibit Self-initiated Activity.	Facilitated discussion; Practical Application

**APPENDIX 2 - PROGRAM EVALUATION AND WEEKLY PROGRESS FORM
(Attachment)**



**FROSTBURG POLICE DEPARTMENT
FIELD TRAINING OFFICER'S WEEKLY REPORT**

Last Name (Officer)	First	Initial	ID #
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Last Name (FTO)	First	Initial	ID #
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Last Name (FTO's Supervisor)	First	Initial	ID #
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Rating Instructions: Rate observed behavior according to "Acceptable" or "Unacceptable" standards. You may comment on any observed behavior. Use the appropriate category number next to your narrative.

A= Acceptable

U= Unacceptable

**N/O= Not observed this reporting period
training**

NRT= Not responding to

(Requires Narrative)

M= Marginal

<u>Attitude</u>	<u>Week# & Dates</u>
------------------------	---------------------------------

- | | |
|---|-------|
| A. Acceptance of Feedback – Verbal/Written | _____ |
| B. Initiative/Motivation | _____ |
| C. Enthusiasm | _____ |
| D. Flexibility | _____ |
| E. Personal Appearance in Uniform | _____ |
| F. Physical Conditioning | _____ |

Knowledge

- | | |
|--|-------|
| A. Department Rules/Regulations | _____ |
| B. Patrol policies/procedures | _____ |
| C. Motor Vehicle Law | _____ |
| D. Criminal Law | _____ |
| E. Interview/Interrogation Techniques | _____ |

Performance

- A. Driving Skills** _____
- B. Stress Tolerance** _____
- C. Understanding of MILES/NCIC** _____
- D. Oral & Written Communications** _____
- E. Radio Operations** _____
- F. Report Writing: Organization/Details** _____
- G. Report Writing: Grammar/Spelling/Neatness** _____
- H. Interpersonal Skills** _____
- I. Officer Safety** _____
- J. Team Orientation** _____
- K. Control of Conflict: Voice Command** _____
- L. Control of Conflict: Physical Skills** _____
- M. Use of Common Sense & Good Judgment** _____
- N. Care of Department Equipment** _____

Narrative Comments

Areas of Strength:

Areas in Need of Improvement:

Additional FTO Comments:

Has officer been observed during this rating period?

Yes _____ No _____

Number of Hours _____

Has officer been counseled on deficiencies?

Yes _____ No _____

Have these deficiencies required remedial training?

Yes _____ No _____

If yes, describe the training:

Overall status of Officer's progress to date:

Acceptable _____ Unacceptable _____

Officer's Signature _____ **Date** _____

FTO's Signature _____ **Date** _____

FTEC Signature _____ **Date** _____

Chief/Designee Signature _____ **Date** _____

**APPENDIX 3 – OUTLINE OF TRAINING REPORT
(Attachment)**



FROSTBURG CITY POLICE DEPARTMENT

FIELD TRAINING & EVALUATION PROGRAM OUTLINE REPORT

Last Name (Officer)	First	Initial	ID#
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Last Name (FTO)	First	Initial	ID#
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Last Name (FTEC)	First	Initial	ID#
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Trainee Status (Circle One): Entry-Level / Comparative Compliance / Lateral Transfer

Total Hours of Field Training: _____

COMPETENCY AREA FINAL EVALUATIONS

	Proficient (Circle One)		Date
Agency Policies/Procedures	YES	NO	_____
Law Enforcement Ethics	YES	NO	_____
Professional Demeanor	YES	NO	_____
Officer Safety	YES	NO	_____
Use of Force	YES	NO	_____
Proper Radio Use	YES	NO	_____
Vehicle Operations	YES	NO	_____
City limits, City Streets, Patrol Area	YES	NO	_____
Response to Calls	YES	NO	_____
Report Writing	YES	NO	_____
Patrol Functions & Procedures	YES	NO	_____
Knowledge of Laws	YES	NO	_____
Civil Offenses & Civil Citations	YES	NO	_____
Control of Persons	YES	NO	_____
Juvenile Procedures	YES	NO	_____

Search and Seizure	YES	NO	_____
Community Policing	YES	NO	_____
Tactical Communications	YES	NO	_____
Police Investigations	YES	NO	_____
Interviews: Victim - Witness - Suspect	YES	NO	_____
Interrogations	YES	NO	_____
Evidence Handling/Processing	YES	NO	_____
Prisoners; District Court Commissioner	YES	NO	_____
Charging Documents	YES	NO	_____
Traffic Procedures	YES	NO	_____
Case/Court Preparation	YES	NO	_____
Self-initiated Activity	YES	NO	_____

NOTE: *The Field Training & Evaluation Program requires on-going facilitated discussion and practical application in each competency area during the training period. Problem areas should be addressed and any necessary remedial training utilized prior to the completion of this form. A Trainee must be receive a final evaluation of proficient in each area to complete the Field Training and Evaluation program.*

Field Training & Evaluation Training Program Outline Report completed by:

FTO Signature	FTO Printed Name	Date
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I have reviewed the above Field Training & Evaluation Program Outline Report:

Trainee Signature	Trainee Printed Name	Date
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FTEC Signature	FTEC Printed Name	Date
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Chief of Police/Designee Signature	Printed Name	Date
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**APPENDIX 4 - COMPLETION OF FIELD TRAINING FORM
(Attachment)**



FROSTBURG CITY POLICE DEPARTMENT

FIELD TRAINING & EVALUATION PROGRAM

RELEASE FROM FIELD TRAINING

Last Name (Officer)	First	Initial	ID#
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Last Name (FTO)	First	Initial	ID#
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Last Name (FTEC)	First	Initial	ID#
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Trainee Status (Circle One): Entry-Level / Comparative Compliance / Lateral Transfer

Total Hours of Field Training: _____

The above-listed officer has successfully completed the Field Training & Evaluation Program and is released from field training.

FTO Signature	FTO Printed Name	Date
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FTEC Signature	FTEC Printed Name	Date
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Chief of Police/Designee Signature	Printed Name	Date
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Acknowledged by:

Trainee Signature	Trainee Printed Name	Date
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