



# Field Training Forms Manual

Revised January 2023

## **APPENDIX A – FTO SWORN EVALUATION ADDENDUM**

Please rate the officer's performance over the past 6 months as a Field Training Officer according to the four basic roles of an FTO.

	Unsatisfactory	Needs Improvement	Average	Above Average	Excellent
(a) <b>As a role model</b> (personal and professional values, leads by example, cultural competency, collaborative problem solving, community policing).					
(b) <b>As a teacher and mentor</b> (helps recruits learn, reinforces their accomplishments, recognizes their learning style, lets them lead, provides direction or assistance when needed).					
(c) <b>As an evaluator and counselor</b> (makes honest and objective assessments, provides effective feedback, provides hints/encouragement, lets recruits practice and work through problems).					
(d) <b>As a leader and supervisor</b> (shares responsibility, helps recruits develop professionally, establishes clear expectations, holds recruits accountable, models appropriate behavior, sets goals, oversees daily work).					

Record additional comments that would further qualify the rated officer's performance as a FTO.

*This space must not be left blank.*

## **APPENDIX B – TRAINEE EVALUATION OF FTO FORM**

Please rate the FTO's performance according to the four basic roles of an FTO.

	<b>1-5 rating (5 highest)</b>	<b>Please provide narrative comments</b>
(a) <b>As a role model</b> (personal and professional values, leads by example, cultural competency, collaborative problem solving, community policing).		
(b) <b>As a teacher and mentor</b> (helps you learn, reinforces your accomplishments, recognizes your learning style, lets you lead, provides direction or assistance when needed).		
(c) <b>As an evaluator and counselor</b> (makes honest and objective assessments, provides effective feedback, provides hints/encouragement, lets you practice and work through problems).		
(d) <b>As a leader and supervisor</b> (shares responsibility, helps you develop professionally, establishes clear expectations, holds you accountable, models appropriate behavior, sets goals, oversees daily work).		

Record any additional comments about the FTO's performance.

*This space must not be left blank.*


**APPENDIX C – FTO APPLICATION ADDENDUM, SERGEANT’S EVALUATION**

1. Has the applicant been rated above average or better on performance evaluations for the last two years?	Yes/No
2. Has the applicant had frequent unexcused tardiness incidents in the past year?	Yes/No
3. Does the applicant have an acceptable driving record, with no more than one preventable accident in the past year?	Yes/No
4. Does the applicant possess a superior knowledge of BPD policies and procedures?	Yes/No
5. Does the applicant possess a superior knowledge of the police district to which they are assigned?	Yes/No
6. Does the applicant display excellent interpersonal and communication skills?	Yes/No
7. Does the applicant exhibit a commitment to police integrity, including the code of ethics and duty to intervene?	Yes/No
8. Does the applicant demonstrate an aptitude for instructing, training, and motivating new officers?	Yes/No
9. Does the applicant complete reports and projects punctually?	Yes/No

**APPENDIX D – FTO APPLICATION ADDENDUM – PIB QUESTIONNAIRE**


Has the applicant received three or more sustained citizen complaints within the last three years?	Yes/No
Has the applicant received any of the following: official reprimand or adverse action for using unnecessary force; violation of a BPD equal employment opportunity (EEO) policy, or an equivalent federal law or regulation?	Yes/No
Has the applicant willingly and/or knowingly made any untruthful statement; falsified any official record or report; misused their official position, or unlawfully coerced an employee for personal gain or benefit?	Yes/No
Has the applicant received a sustained adverse action for conduct resulting in a fine, a reduction in rank or pay, or a suspension of more than five (5) days within the last three years?	Yes/No
Does the applicant have any <u>pending</u> adverse action(s) in any of the four categories listed above?	Yes/No

## APPENDIX E – DAILY OBSERVATION REPORT AND PERFORMANCE CHECKLIST

		BALTIMORE POLICE DEPARTMENT Field Training and Evaluation Program Daily Observation Report			F.T.E.P D.O.R.	
Area	District	Shift Hours	Date:	DOR #		
Officer Trainee (Last, First, MI)				Seq#		
Field Training Officer (Last, First, MI)				Seq#		
Any areas rated "Not Responding to Training "NRT" or Not acceptable "N/A" require comments in the Remedial Section				Total Driving Time This Shift		
Task / Skill / Behavior	Rating 1-5	N/A	NRT	Explanation of "N/A" and/or "NRT"		
<b>Critical Performance Tasks</b>						
1. Stress Control: Verbal Communications / Physical Behavior:						
2. Decision Making / Problem Solving						
3. Driving Skill: Moderate Stress/Emergency:						
4. Field Performance: Non-Stress Conditions:						
5. Field Performance: Stress Conditions						
6. Officer Safety: Contact/Cover/Pat-down:						
7. Prisoner Control or Investigative Detention:						
8. Location: Response time/Route/Map:						
9. Self-Initiated Field Activity:						
10. Vehicle/Pedestrian Stops:						
11. Interview/Interrogator Skills:						
<b>FREQUENT PERFORMANCE TASKS</b>						
12. Driving Skill: Normal/Speed Control:						
13. Radio: Transmission/Reception/Procedures/						
14. Report Writing: Accuracy / Organization:						
15. Arrest: Laws/P.C./Explanation/Disposition:						
16. Accident Investigation: Procedures/Policies/Techniques:						
<b>KNOWLEDGE</b>						
17. Of Departmental Policies and Procedures						
18. Of Criminal Codes:						
19. Of Vehicle Code:						
20. Patrol Procedures:						
<b>RELATIONSHIPS/ATTITUDES</b>						
21. Acceptance of Criticism / Feedback:						
22. Attitude Towards Police Work:						
23. Relationship With Citizens						
24. Relationship With Department Members:						
<b>APPEARANCE</b>						
25. General Appearance:						
<b>TESTING</b>						
26. Knowledge of Department Policies and Procedures:						
27. Knowledge of Criminal Statutes:						

BPT-FTO-DOR Form FTO-101 Revised" 9/2014

Remedial Section:							
Not Acceptable area of performance from Page 1 (Section(s))							
1. Most Acceptable performance of the day:							
2. Least Acceptable performance of the day:							
3. What direction/instruction did you provide to correct this unsatisfactory performance?							
4. What resources did you tell your trainee to access in the future to correct/improve the described unsatisfactory performance?							
5. What timeline did you establish to see results in the described unsatisfactory performance?							
6. Explain Not Responding to Training "NRT" entries							
Performance:							
1. What are your trainee's strengths?							
2. What areas have your trainee requested additional information/training?							
Trainee's Signature:					SEQ#	Date:	
FTO Signature:					SEQ#	Date:	
FTO Supervisor Signature					SEQ#	Date:	

		<b>BALTIMORE POLICE DEPARTMENT</b> <b>Field Training and Evaluation Program</b> <b>Daily Trainee Performance Checklist</b>				<b>F.T.E.P</b> <b>D.O.R.</b>	
Area	District	Shift Hours	Date:		DOR #		
Officer Trainee (Last, First, MI)					Seq#		
FTO ( Last, First, MI)					Seq#		
<b>WHEN CHECKING THE "PERFORMED" BOXES, IDENTIFY THE TRAINEE'S PERFORMANCE AS "A" (ACCEPTABLE ) OR "U" (UNACCEPTABLE) FOR EACH C</b> Circle one							
TASK	EXPLAINED	PERFORMED	PERFORMED	PERFORMED	PERFORMED	PERFORMED	N/A
<b>GEOGRAPHY</b>							
Critical Infrastructures		U	A	U	A	U	A
Hospitals		U	A	U	A	U	A
State's Attorney		U	A	U	A	U	A
• City Court Buildings		U	A	U	A	U	A
• Department of Corrections Buildings		U	A	U	A	U	A
• Department of child and family services		U	A	U	A	U	A
• Municipal offices		U	A	U	A	U	A
• Major Arteries/Intersections		U	A	U	A	U	A
EMS/Fire Facilities		U	A	U	A	U	A
Schools		U	A	U	A	U	A
Shelters (homeless, youth, VA, etc.)		U	A	U	A	U	A
High crime areas / trouble spots		U	A	U	A	U	A
Learning address number system by "hundred blocks"		U	A	U	A	U	A
<b>USE OF FORCE</b>							
Force response to resistance		U	A	U	A	U	A
Agency's Use of Deadly Force Policy		U	A	U	A	U	A
Agency's Use of Force (Less than Lethal) Policy		U	A	U	A	U	A
<b>RADIO COMMUNICATIONS</b>							
Radio frequencies used		U	A	U	A	U	A
Use of radio during emergency and non-emergency situations		U	A	U	A	U	A
Calling for assistance		U	A	U	A	U	A
Wanted checks: Motor Vehicle		U	A	U	A	U	A
Wanted checks: Persons		U	A	U	A	U	A
Identify "dead" radio zones radio/cell phones		U	A	U	A	U	A
Putting out 10-36		U	A	U	A	U	A
10 Codes		U	A	U	A	U	A
<b>OFFICER SAFETY</b>							
Motor Vehicle Stops - Unknown Risk		U	A	U	A	U	A
Motor Vehicle Stops - Felony Stop		U	A	U	A	U	A
Domestic Violence Response		U	A	U	A	U	A
Cruiser Operation - Non-emergency		U	A	U	A	U	A
Cruiser Operation - Emergency		U	A	U	A	U	A
Agency's Pursuit Policy		U	A	U	A	U	A
Display and Retention of Firearm		U	A	U	A	U	A
Permitted Use/Carry of Firearms		U	A	U	A	U	A
Cruiser Carried Weapons (Lethal vs. Non-Lethal/ Agency's Policy)		U	A	U	A	U	A
Response to Crimes in Progress		U	A	U	A	U	A
Alarms - Banks/Private		U	A	U	A	U	A

BPD-FTO-DOR form #(FTO 102) 9/2014 Revisions:



Proper distance and positioning from persons		U	A	U	A	U	A		
<b>FIELD REPORTING</b>									
Reports Crimes Against the person CC#		U	A	U	A	U	A		
Reports Crimes against Property CC#		U	A	U	A	U	A		
Reports Miscellaneous Incident CC#		U	A	U	A	U	A		
Reports Accident (MAARS) CC#		U	A	U	A	U	A		
Notifications – Central records – HOT desk		U	A	U	A	U	A		
Towed Vehicle Form CC#		U	A	U	A	U	A		
Evidence Form CC#		U	A	U	A	U	A		
Victim Assistance/Incident form (92/309)		U	A	U	A	U	A		
Citizen Contact Receipt #		U	A	U	A	U	A		
Intelligence forms		U	A	U	A	U	A		
Custody/arrest forms		U	A	U	A	U	A		
<b>ARREST PROCEDURES/ PROCESSING PRISONERS</b>									
Search male prisoner		U	A	U	A	U	A		
Search female prisoner		U	A	U	A	U	A		
Double lock cuffs		U	A	U	A	U	A		
Warrantless arrest CC#		U	A	U	A	U	A		
C.B.I.F./ District processing		U	A	U	A	U	A		
Statement of Charges		U	A	U	A	U	A		
Statement of Probable Cause		U	A	U	A	U	A		
Traffic charges citation #		U	A	U	A	U	A		
Transporting prisoners (Use of Wagon)		U	A	U	A	U	A		
Transporting prisoners of opposite sex		U	A	U	A	U	A		
Prisoner transport techniques		U	A	U	A	U	A		
Traffic arrests CC#		U	A	U	A	U	A		
Guarding prisoner at hospital CC#		U	A	U	A	U	A		
Options other than arrest – Criminal Citation CC#		U	A	U	A	U	A		
Options other than arrest – Civil Citation CC#		U	A	U	A	U	A		
<b>COMMUNICATION</b>									
Scene control – use of verbal commands		U	A	U	A	U	A		
De-escalating a scene		U	A	U	A	U	A		
<b>JUVENILE ARRESTS</b>									
Juveniles taken into custody – when to detain		U	A	U	A	U	A		
Juvenile detention center		U	A	U	A	U	A		
Juvenile reports – custody CC#		U	A	U	A	U	A		
Juvenile report / curfew CC#		U	A	U	A	U	A		
Incident		U	A	U	A	U	A		
Warrant check		U	A	U	A	U	A		
Records		U	A	U	A	U	A		
Print card		U	A	U	A	U	A		
Summons		U	A	U	A	U	A		
<b>TRAFFIC ENFORCEMENT</b>									
Traffic stops- day stops		U	A	U	A	U	A		
• Proper positioning of patrol unit		U	A	U	A	U	A		
• Proper use of take-down lights at night		U	A	U	A	U	A		
• Awareness of surrounding traffic		U	A	U	A	U	A		
• Proper positioning at vehicle		U	A	U	A	U	A		
• Run warrant check away from driver/occupants		U	A	U	A	U	A		
Traffic stops – night stops		U	A	U	A	U	A		
• Effective lighting of stopped vehicle		U	A	U	A	U	A		

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• Proper use of flashlight		U	A	U	A	U	A		
• Proper positioning at vehicle		U	A	U	A	U	A		
• Run warrant check away from driver/occupants		U	A	U	A	U	A		
High risk stops		U	A	U	A	U	A		
• Request of EAT		U	A	U	A	U	A		
Motor Vehicle Accidents – determine if report required		U	A	U	A	U	A		
• Investigation		U	A	U	A	U	A		
• Traffic direction- request for tow truck		U	A	U	A	U	A		
Report / Citation		U	A	U	A	U	A		
Towing / Impounding motor vehicles		U	A	U	A	U	A		
• Parking violations		U	A	U	A	U	A		
• Recovered stolen vehicle		U	A	U	A	U	A		
• Abandoned vehicle		U	A	U	A	U	A		
• Vehicle inventory		U	A	U	A	U	A		
<b>ISSUANCE OF TRAFFIC/CRIMINAL CITATIONS – PARKING VIOLATIONS</b>									
Maryland Uniform Complaint and citation – proper completion Cit#		U	A	U	A	U	A		
Witness summons		U	A	U	A	U	A		
Parking violations Cit #		U	A	U	A	U	A		
<b>EVIDENCE COLLECTION</b>									
Crime lab CC#		U	A	U	A	U	A		
Photography		U	A	U	A	U	A		
Labeling/ packaging		U	A	U	A	U	A		
Chain of custody		U	A	U	A	U	A		
Special handling : Narcotics CC#		U	A	U	A	U	A		
Special handling: Currency CC#		U	A	U	A	U	A		
Special handling Firearms CC #		U	A	U	A	U	A		
Special handling Perishable Items		U	A	U	A	U	A		
Station House Drop Box CC #		U	A	U	A	U	A		
<b>CRIME SCENE PROCEDURES</b>									
Crime scene CC# Locating and marking Crime Scene		U	A	U	A	U	A		
Crime scene preservation		U	A	U	A	U	A		
Identify and separate witnesses		U	A	U	A	U	A		
Neighborhood canvass		U	A	U	A	U	A		
Interviewing techniques		U	A	U	A	U	A		
Obtaining statements/ note taking		U	A	U	A	U	A		
Victim referral information		U	A	U	A	U	A		
Crime scene log		U	A	U	A	U	A		
Marking evidence		U	A	U	A	U	A		
Witness transport		U	A	U	A	U	A		
Notification responsibilities – Shift Commander		U	A	U	A	U	A		
• Crime lab		U	A	U	A	U	A		
• Investigators		U	A	U	A	U	A		
• Media services		U	A	U	A	U	A		
• State's Attorney		U	A	U	A	U	A		
<b>DRIVING PROCESS</b>									
Pre-trip inspection – Attitude		U	A	U	A	U	A		
Damage		U	A	U	A	U	A		
Tires		U	A	U	A	U	A		
Spare tire		U	A	U	A	U	A		
Trunk equipment		U	A	U	A	U	A		

Check under hood		U	A	U	A	U	A		
Seat belts		U	A	U	A	U	A		
Emergency equipment		U	A	U	A	U	A		
Cards and certification		U	A	U	A	U	A		
Proper throttle control		U	A	U	A	U	A		
Hand positioning on wheel		U	A	U	A	U	A		
Proper turning radius and speed		U	A	U	A	U	A		
Scans road		U	A	U	A	U	A		
Proper following distance		U	A	U	A	U	A		
Increased following distance during inclement weather		U	A	U	A	U	A		
Night time speed discipline		U	A	U	A	U	A		
Proper braking control		U	A	U	A	U	A		
Selective driving		U	A	U	A	U	A		
Night time speed discipline		U	A	U	A	U	A		
<b>INCAPACITATED INDIVIDUALS</b>									
Protective custody criteria identified		U	A	U	A	U	A		
Crisis / detox center		U	A	U	A	U	A		
Lodging incapacitated individual		U	A	U	A	U	A		
Paperwork for commitment		U	A	U	A	U	A		
Involuntary hospitalization paperwork		U	A	U	A	U	A		
Identified resources( crisis workers, mental health, etc)		U	A	U	A	U	A		
<b>DOMESTIC VIOLENCE</b>									
Domestic assault		U	A	U	A	U	A		
Abuse protection orders (paperwork) application		U	A	U	A	U	A		
Abuse order service		U	A	U	A	U	A		
Protection from abuse order arrest CC#		U	A	U	A	U	A		
Domestic victim's rights		U	A	U	A	U	A		
Domestic violence victim shelter placement		U	A	U	A	U	A		
Domestics involving young children		U	A	U	A	U	A		
<b>CONSTITUTIONAL ISSUES</b>									
Search of individual incident to arrest CC#		U	A	U	A	U	A		
Consensual encounter		U	A	U	A	U	A		
Investigative detention CC#		U	A	U	A	U	A		
Protective pat-down CC#		U	A	U	A	U	A		
Dealing with protesters and right to assemble		U	A	U	A	U	A		
<b>FOUND PROPERTY</b>									
Inventory (policy)		U	A	U	A	U	A		
Inventory procedure		U	A	U	A	U	A		
Procedure for notifying owner		U	A	U	A	U	A		
<b>MISSING PERSONS</b>									
Paperwork completion		U	A	U	A	U	A		
NCIC entry		U	A	U	A	U	A		
Amber Alert		U	A	U	A	U	A		
<b>RELATIONSHIP WITH CITIZENS</b>									
Fair and impartial		U	A	U	A	U	A		
"walk and talk" out of vehicle		U	A	U	A	U	A		
Professional conduct and ethics		U	A	U	A	U	A		
<b>GENERAL TOPICS, INCIDENTS</b>									
Quality of life violations		U	A	U	A	U	A		
Narcotics violations		U	A	U	A	U	A		
Fire/rescue scenes		U	A	U	A	U	A		

BPD-FTO-DOR form #(FTO 102) 9/2014 Revisions:

## APPENDIX F – PHASE EVALUATION FORM

**BALTIMORE POLICE DEPARTMENT  
FIELD TRAINING AND EVALUATION PROGRAM  
END OF PHASE EVALUATION SUMMARY**



<b>TRAINEE NAME:</b>		<b>SEQ #</b>
<b>FTO</b>		<b>SEQ #</b>
<b>Phase #:</b>	<b>Date Phase Began:</b>	<b>Date Phase Ended:</b>
<b>COMMENT ON: Traffic Stop Proficiency</b>		
<b>COMMENT ON: Officer Safety</b>		
<b>COMMENT ON: Report Writing Ability</b>		
<b>COMMENT ON: Relationships with Citizens and Department Members</b>		
<b>COMMENT ON: Legal Standards (encounters, searches, arrests)</b>		
<b>COMMENT ON: Field Performance Under Stress</b>		
<b>COMMENT ON: Problem Solving and Decision Making</b>		

**BALTIMORE POLICE DEPARTMENT  
FIELD TRAINING AND EVALUATION PROGRAM  
END OF PHASE EVALUATION SUMMARY**



**Other Significant Strengths**

**Other Significant Weaknesses**

**Remedial Efforts:**

**Recommendations**

**This Trainee is Recommended For: Advancement ( ) Remedial Extension ( )**

**Trainee Signature \_\_\_\_\_ Sequence # \_\_\_\_\_**

**FTO Supervisor Signature \_\_\_\_\_ Sequence # \_\_\_\_\_**

**FTEP District Coordinator Signature \_\_\_\_\_ Sequence # \_\_\_\_\_**

BPD –FTO – Form (FTO-103) 9/ 2014 Revised:

## **APPENDIX G – REMEDIAL TRAINING PLAN**

BALTIMORE POLICE FIELD TRAINING AND EVALUATION PROGRAM		
REMEDIAL TRAINING PLAN		
DATE:	TRAINEE:	SEQUENCE #
FTO:		SEQUENCE #
<b>INSTRUCTIONS</b> This form is to be used by the FTO to document a remedial training plan for his or her trainee. An FTO will create a remedial training plan to effectively deal with an issue (or issues) that might be causing substandard performance in their trainee. The guiding principles of a remedial training plan include that it is: Specific, Measurable, Attainable, Realistic, and Tractable.		
<b>YOU HAVE BEEN EVALUATED BY YOUR FIELD TRAINING OFFICER AS NEEDING SPECIAL TRAINING IN THE SKILL, KNOWLEDGE, OR ATTITUDE AREA(S) OF:</b>		
<b>EXPLAIN THE SPECIFIC PERFORMANCE DEFICIENCIES AND GIVE EXAMPLES:</b>		

## APPENDIX H – FINAL RECOMMENDATION OF TRAINEE FORM

### Baltimore Police Department Field Training Officer's Final Recommendation of Trainee



Trainee	SEQ #	Date:
FTO	SEQ #	Date:

**Field Training and Evaluation Program:** Date began: \_\_\_\_\_

Date ended: \_\_\_\_\_

I hereby certify, that the listed trainee has participated in a Field Training and Evaluation Program (FTEP) which minimally meets the requirements proscribed by the Maryland Police Corrections Training Commission and Baltimore Police Department

I have attached the Daily Observation Reports (DORs) for each shift that the trainee worked during the FTEP and attest that the DORs are a fair evaluation of the trainee's performance while under observation. Further, I have also attached documents that indicate the trainee has received instruction in performing pertinent tasks.

Test #1 Score:	Total Driving Hours:	# Make-up days
Test #2 Score:	Test Average:	DORs Completed:

\_\_\_\_\_ The trainee **has satisfactorily completed** the FTEP and has demonstrated proficiency in the performance of tasks pertinent to the duties and responsibilities of a Baltimore Police Officer. I recommend that the trainee be placed in full-duty status.

\_\_\_\_\_ The trainee **has not satisfactorily completed** the FTEP and/or has failed to demonstrate proficiency in the performance of tasks pertinent to the duties and responsibilities of a Baltimore Police officer. I recommend that the MPCTC **not** issue a law enforcement certification to the trainee. My reasons for this negative recommendation are as follows (attach additional page(s) as necessary to adequately document justification for your recommendation):

FTO's Signature:	SEQ #	Date:
FTEP Sergeant Signature	SEQ #	Date:
FTEP Coordinator:	SEQ #	Date:
Trainee's Signature:	SEQ #	Date:
District Coordinator's Signature	SEQ #	Date:

**Comments:**



# Neighborhood Portfolio Exercise (NPE)

Baltimore Police Department

9/1/2014



**TITLE:** Neighborhood Portfolio Exercise Assignment

**CLASS LEVEL:** Police Officer Recruit

**METHOD OF LEARNING:** Problem Based Learning

**METHOD OF EVALUATION:** Presentation and NPE Rubric

**TRAINING AIDS:** NPE Assignment and Worksheet

**WRITTEN DATE:** 09/01/2014

**REVISIONS BY:** NA

**DATE OF REVISIONS:** NA

**APPROVED BY:**

**DATE APPROVED:**

This form is completed by the trainee and their Coordinator during their final week of Field training and will be presented to Academy and Command staff.

**Trainee Name:** \_\_\_\_\_ **Sequence #** \_\_\_\_\_

**FTO:** \_\_\_\_\_ **Sequence #** \_\_\_\_\_

**Date:** \_\_\_\_\_

Objectives: At the end of this program trainees will be able to:

- By interacting with officers and community leaders, develop relationships within the agency and community
- While reviewing crime data sheet, attending roll-call, actively patrolling, recognize crime patterns and formulate response plans to these patterns
- Create a problem solving mindset.
- Relate law enforcement's role in the mitigation of issues within a community
- Develop fact patterns and the ability to articulate
- Familiarize themselves with daily operations
- Relate academy training to their work environments

### **Directions**

*The Neighborhood Portfolio Exercise is designed to give you a sense of the community and the Baltimore Police organization in which you will be serving upon your successful completion of the Field Training Program. It is designed to encourage you to develop contacts, understand geographical and demographic characteristics and begin to understand crime and social problems within the district you were assigned and the community. You have 10 weeks to provide an action plan in relation to the NPE problem listed below. At the conclusion of your Field Training you will be evaluated on how well you were able to address this problem. This assignment must be turned in to successfully complete basic training.*

### **NPE Problem**

You are a trainee assigned to complete the 10 week field Training Program. Upon completion of this training you will be assigned to work in a District within the City of Baltimore. You need to learn as much as possible about the dynamics of the community you serve.

*Your problem is: The Field Training Coordinator will provide the trainee with a specific problem occurring within the community. This problem may be an issue that is persistent or newly acquired. It can be related to criminal or social issues. The trainee will be instructed to interact with officers, specialized units, community leaders, etc. to create an action plan.*

### **Assignment**

Your District Commander has tasked you to complete a comprehensive portfolio exercise that will help you to have detailed knowledge of the Baltimore Police Department and community you serve. By speaking to members of the community and fellow officers you must generate a listing of contact information for other officers and community resources. You will create an action plan and be able to explain your responsibilities related to the problem. support materials that will be relevant to your presentation.

as part of your presentation if you wish. Be prepared to answer questions posed by the review board. This presentation will be a minimum of 10 minutes and maximum of 20 minutes.

**Evaluation:**

Your presentation format will be presented to a review board which may consist of academy instructors, District Commanders, supervisors, Police Commissioner, Deputy Commissioner.

## APPENDIX J – FIELD TRAINING LOG FORM

### BALTIMORE POLICE FIELD TRAINING EVALUATION PROGRAM (FTEP) LOG

Any 95s and overtime reports the trainee wrote during field training. Include any significant reports, significant cases, or significant citations the trainee wrote.

Date:	Report Type	Purpose
i.e. 00/00/0000	95	Lost property
00/00/0000	Supplement report	Criminal Invest. Location weapon
Date:	Report Type	Purpose

BPD FTO Form (FTO-111) 9/2014 Revised:

## APPENDIX K – TRAINEE FOLDER CHECKLIST FORM

### BALTIMORE POLICE DEPARTMENT FIELD TRAINING EVALUATION PROGRAM TRAINING FOLDER CHECKLIST



All documents listed below should be included in the Trainee's Training Folder for submission to the Field Training Coordinator. Attach this completed checklist as a cover sheet to the folder.

<b>Trainee Name:</b>	<b>Sequence #</b>
<b>District</b>	<b>Academy Class #</b>
<b>Document</b>	
Daily Observation Report (DOR)- Form (FTO-101)	
DOR Performance Checklist- Form (FTO-102)	
Phase Evaluation Form – Form (FTO-103)	
FTO Remedial Training Form – Form (FTO-104)	
Test #1 answer sheet	
Neighborhood Portfolio Exercise	
Final Exam Answer Sheet	
BPD Supervisor Roll Form	
95 Report Log- Form - (FTO-111)	
FTO - District Coordinator Reports – Form (FTO-112)	
FTO Critique Form- Form (FTO-115)	
Standardized Evaluation Guidelines	
Final Recommendation of Trainee – Form (FTO-105)	
Copies (Letters of Commendations)	
Copies (Discipline Reports)	
95 Reports	
Copies Traffic Citations	
Copies reports	
Total Hours/Days Limited Duty---insert to right-----	
Total Hours/Days Administrative Leave---insert to right -----	
Total Hours Sick Leave---insert to right-----	
Total Hours Court --- insert to right -----	

District FTEP Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FTO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FTEP Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

BPD FTO - FTO Form # (FTO-116) 9/2014 Revised:

**BALTIMORE POLICE DEPARTMENT  
FIELD TRAINING AND EVALUATION PROGRAM  
REPORT INDEX**

INCIDENT TYPE	CC#	CITATION #
Crimes Against Person		
Crimes Against Property		
Miscellaneous Incident		
Domestic Incident		
MAARS/Accident Report		
Towed Vehicle Report		
Evidence Form (Copy of report and form 56)		
309 Form (copy of form and report)		
Citizen Contact Receipt		
Warrantless Arrest Report		
Statement of PC and Report		
Processing :Traffic Charges Linked		
Traffic Arrest		
Hospital Detail		
Criminal Citation		
Civil Citation		
Juvenile Custody		
Traffic Citation		
Parking Citation		
Repair Order		
Crime Lab Request (copy of report)		
CDS Submitted (copy of report and form 56)		
Money Submitted (copy of report and form 56)		
Firearms Submitted (copy of report and form 56)		
Station House Drop Box/Found Property Report		
Crime Investigation (copy of Report)		

## **APPENDIX L – STANDARDIZED EVALUATION GUIDELINES**

### **I. CRITICAL PERFORMANCE TASKS**

**1. Stress Control - Verbal Communications / Physical Behavior:** In conflict situations, does the trainee use appropriate force skills necessary to effect an efficient and productive outcome? In stressful or potential conflict situations where voice commands were given, were the outcomes positive? Is the probationary officer able to give voice instructions?

**(1) Unacceptable:** [0101] Uses too little or too much verbal force for the situation. [0102] Uses too much physical force for the situation. [0103] Is unable to maintain control on routine matter. [0104] Improper voice inflections, i.e. too soft, too loud. [0105] Confuses or angers listeners by what is said or how it is said. [0106] Indecisive. [0107] Poor officer bearing (aggressive posture / violates personal space of others). [0108] Outwardly emotional and unable to maintain order. [0109] Other.

**(3) Acceptable:** [0110] Speaks with authority in a calm, clear voice. [0111] Proper selections of words and knowledge of when and how to use them. [0112] Obtains and maintains control through the use of proper amounts and techniques of force application. [0113] Maintains composure and bearing. [0114] Uses correct amount of physical force for the situation. [0115] Exhibits the ability to control the situation verbally. [0116] Other.

**(5) Superior:** [0117] Excellent knowledge and ability in the use of restraining holds. [0118] Properly adjusts amount of force for the given situation. [0119] Prepared and able to use necessary force. [0120] Completely controls a situation with voice tone, word selection and voice inflection. [0121] Gives appearance of complete command even under highly stressful conditions. [0122] Other.

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**2. Decision Making / Problem Solving -** To what degree of acceptability does the trainee possess and employ knowledge of the Department and good judgment in police situations? How capable is the trainee's ability to understand the problem and develop a course of action?

**(1) Unacceptable:** [0201] Has difficulty making appropriate decisions. [0202] Too quick to act or indecisive, naive. [0203] Cannot recall previous situations and apply them in like situations. [0204] Does not recognize or is unable to comprehend the problem. [0205] Is unable to make an independent decision on his/her own. [0206] Does not care about others. [0207] Takes excessive amount of time to reach a decision. [0208] Unable to reason out a problem. [0209] Inflexible or demonstrates biased judgment. [0210] Other.

**(3) Acceptable:** [0211] Is able to reason out a problem, relate what is taught and experienced. [0212] Good perception and ability to make own decision. [0213] Is able to grasp the information, develop a solution and apply it in a timely manner. [0214] Maintains flexibility. [0215] Listen to all sides before making his/her decision. [0216] Solicits other opinions/views. [0217] Other.

**(5) Superior:** [0218] Excellent perception in foreseeing problems and arriving at advance solutions. [0219] Relates past solutions to present problems. [0220] Uses his/her training and experience to



quickly understand the problem. [0221] Develops an appropriate course of action. [0222] Is able to make decisions correctly under normal and stressful conditions. [0223] Other.

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**3. Driving Skill - Moderate Stress/Emergency:** Are the driving behaviors safe and prudent for the situation?

- (1) Unacceptable:** [0301] Misuses red lights and siren. [0302] Drives too fast for the situation. [0303] Drives too slow for the situation. [0304] Fails to slow for intersections, loses control of the vehicle. [0305] Disregards public safety while driving at times. [0306] Other.
- (3) Acceptable:** [0307] Maintains control of the vehicle. [0308] Evaluates driving situations and reacts properly, i.e. proper speed for conditions. [0309] Appropriate use of emergency equipment. [0310] Exercises appropriate responsibility to other traffic and traffic control devices. [0311] Other.
- (5) Superior:** [0312] High degree of reflex ability and competence in driving skills. [0313] Practices defensive driving techniques, anticipates driving situations in advance and acts accordingly. [0314] Responds very well relative to the degree of stress present. [0315] Other.
- 

**4. Field Performance: Non-Stress Conditions** - How acceptable is the trainee's general field performance under non-stress conditions? Does trainee possess the necessary coordination skill for police work?

- (1) Unacceptable:** [0401] Confused and disoriented as to what action should be taken when confronted with a routine task. [0402] Takes wrong course of action. [0403] Avoids taking action. [0404] Lacks motivation or initiative, only reacts if required. [0405] Clumsy performing routine tasks. [0406] Has difficulty performing several associated actions. [0407] Unable to perform necessary physical tasks. [0408] Other.
- (3) Acceptable:** [0409] Properly assesses routine situations and takes appropriate action. [0410] Able to perform physical skills as needed. [0411] Performs several associated actions at a time. [0412] Other.
- (5) Superior:** [0413] Properly assesses aspects of routine situations including the more complex ones. [0414] Is able to perform in unusual situations and takes appropriate action. [0415] Other.
- 

**5. Field Performance: Stress Conditions** - How acceptable is the trainee's field performance under high and moderately high stress conditions?

- (1) Unacceptable:** [0501] Performance deteriorates in stressful conditions, becomes emotional, panic stricken, loses temper, cannot function, displays cowardice, underreacts or overreacts. [0502] Makes improper decisions. [0503] Has "tunnel vision" or gets caught up in the activity. [0504] Fails to protect crime scene. [0505] Other.

**(3) Acceptable:** [0506] Exhibits calm and controlled attitude. [0507] Does not allow the situation to further deteriorate. [0508] Demonstrates acceptable reaction to the situation. [0509] Demonstrates good crime scene protection skills. [0510] Other.

**(5) Superior:** [0511] Maintains calm and self-control, even in the most extreme situations. [0512] Quickly restores control and takes command. [0513] Exceptional performance under stressful conditions. [0514] Uses better than average skills and thinks ahead. [0515] Other.

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**6. Officer Safety: Contact/Cover/Pat-down** - To what degree of acceptability does the trainee employ the principles of Officer Safety? Does the trainee demonstrate the understanding and use of consistently utilizing principles of officer/public safety?

**(1) Unacceptable:** [0601] Becomes paranoid or overconfident. [0602] Exposes weapons to suspect (during interview/booking). [0603] Fails to keep gun hand free during enforcement situations. [0604] Fails to control suspect's movements. [0605] Fails to keep suspect/violator in sight during investigation. [0606] Fails to use illumination properly or when necessary. [0607] Fails to advise Dispatch when leaving patrol vehicle. [0608] Fails to utilize or maintain personal safety equipment properly. [0609] Does not foresee potentially dangerous situations. [0610] Is careless or unsafe with handgun or other weapons. [0611] Stands in front of door when knocking. [0612] Fails to have weapon ready when appropriate. [0613] Fails to cover other officers. [0614] Fails to search police vehicle prior to duty or after transporting persons. [0615] Fails to check equipment. [0616] Fails to use seatbelt while in police vehicle. [0617] Cannot identify hazards. [0618] Actions create hazardous conditions. [0619] Conducts poor searches. [0620] Slow to handcuff when arresting. [0621] Other.

**(3) Acceptable:** [0622] Utilizes good officer safety principles when in the Contact role [0623] Utilizes good officer safety techniques while in the Cover Role. [0624] Performs searches and pat-downs [0625] Safely recovers evidence [0626] Safely writes citations and handles radio communications [0627] Responsible for surveillance and control of all other subjects. [0628] Neutralizes the possibility of assault and/or escape. [0629] Safely and effectively conducts arrest situations, field interviews, and disturbances. [0630] Maintains a good defensive posture and consistently applies principles of officer safety. [0631] Properly uses safety training. [0632] Recognizes potential hazards and acts. [0633] Other.

**(5) Superior:** [0634] Maintains a safe position in all circumstances, including chaotic and confusing ones. [0635] Watchful on approach. [0636] Utilizes survival tactics, cover and concealment. [0637] Tactical planning prior to call or exit of vehicle [0638] Exceptional use of cover when approaching unknown situations. [0639] Proper use of hand signals when necessary. [0640] Is able to foresee coming hazards and reacts. [0641] Other.

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**7. Prisoner Control or Investigative Detention** - Verbal/Physical/Search: Does the trainee employ the principles and techniques of Officer Safety during encounters?

- (1) **Unacceptable:** [0701] Fails to "pat search". [0702] Confronts suspicious persons while seated in police vehicle. [0703] Fails to handcuff potentially hazardous persons, prisoners or felons. [0704] Fails to thoroughly search persons, prisoners or their vehicles when required. [0705] Fails to maintain position of advantage to prevent attack or escape. [0706] Poor handcuffing techniques. [0707] Incites prisoner. [0708] Poor or no search. [0709] Other.
- (3) **Acceptable:** [0710] Displays an awareness of potential danger from prisoners, suspicious persons, suspects, etc. [0711] Follows accepted safety principles. [0712] Maintains a position of advantage/stance. [0713] Conducts visual and physical searches. [0714] Proper handcuffing is used. [0715] Uses proper transportation for suspect and citizens. [0716] Other.
- (5) **Superior:** [0717] Foresees potential danger and takes steps to eliminate or control it. [0718] Is alert to changing conditions. [0719] Always maintains a position of advantage. [0720] Evaluates need for cover officer. [0721] Encourages prisoner to willingly cooperate. [0722] Recognizes evidence during search. [0723] Other.
- 

**8. Location - Response time/Route/Map:** Does the trainee know where they are? Can the trainee use a street guide and map? Can the trainee respond to a location within a reasonable length of time?

- (1) **Unacceptable:** [0801] Unaware of location while on patrol. [0802] Does not understand proper use or does not use street guide or map when appropriate. [0803] Unable to relate location to destination. [0804] Gets lost. [0805] Not familiar with major streets in the city. [0806] Expends too much time to reach destination. [0807] Becomes disoriented when responding under stress. [0808] Does not know sector or beat. [0809] Other.
- (3) **Acceptable:** [0810] Is aware of location while on patrol. [0811] Properly uses the street guide or map. [0812] Can relate location to destination. [0813] Arrives within reasonable amount of time. [0814] Can provide others, directions to their location. [0815] Provides needed directions under stress conditions. [0816] Knows sector and beat area. [0817] Other.
- (5) **Superior:** [0818] Remembers location from prior runs. [0819] Rarely needs to use street guide or map. [0820] Is aware of shortcuts and utilizes them to save time. [0821] Knows locations by name of business or land mark. [0822] Considerations are made in directions when in a tactical situation. [0823] Other.
- 

**9. Self-Initiated Field Activity:** Without benefit of direct instruction from the FTO, does the trainee initiate field activity, recognize problems and generate action, which may cause a possible solution? When it is apparent that some action has to be taken, does the trainee delay in initiating this problem solving action for no apparent reason? Is time used well by a self-motivated trainee?

- (1) **Unacceptable:** [0901] Does not see or avoids activity. [0902] Does not follow-up on situations. [0903] Rationalizes suspicious activity or circumstances. [0904] Does not take action unless FTO directed. [0905] Avoids problems (drives around without locating any activity or relies upon other officers to

handle the activity). [0906] Demonstrates a failure to understand problem-solving techniques by not using them or not applying them effectively given the opportunity. [0907] Other.

**(3) Acceptable:** [0908] Recognizes, initiates and investigates suspicious activities and law violations. [0909] Displays inquisitiveness. [0910] Develops cases from routine activity. [0911] Is Independently Motivated. [0912] Has initiated activities during all available time. [0914] Generally able to choose a solution, and analyzes response for further action by trainee, other officers or other agencies. [0915] Stays up-dated on current criminal information, such as wants and warrants lists or vehicle theft hot sheets. [0916] Other.

**(5) Superior:** [0917] Continuous productivity throughout the shift. [0918] Makes quality arrests from observed activity. [0919] Catalogs, maintains and uses information given at roll call and briefings for reasonable cause to stop vehicles and persons. [0920] Is always looking for new ways to complete his/her patrol activity more effectively. [0921] When confronted with a problem is able to identify root causes and not just symptoms, takes control and acts. [0922] Other.

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**10. Vehicle/Pedestrian Stops:** Tactics/Techniques: When coming in contact with subjects does the trainee use necessary skills as instructed by the FTO? Uses Officer Safety techniques?

**(1) Unacceptable:** [1001] Does not log or call-off contacts. [1002] Takes actions that lead to believe the vehicle/pedestrian is not a risk. [1003] Does not request assistance from others when it is needed. [1004] Loses control of the stop. [1005] Fails to use all Standardized Procedure safety practices. [1006] Fails to spot-check for movement with vehicle / pedestrian during encounter. [1007] Other.

**(3) Acceptable:** [1008] Chooses the proper location for the contact. [1009] Notifies dispatch of the location, license/pedestrian in question, year / race-gender/age of the subject and reason for stop when necessary. [1010] Records information on his/her log. [1011] Takes a position of advantage behind the vehicle/pedestrian. [1012] Uses all lighting to his/her advantage. [1013] Maintains visual contact. [1014] Uses proper approach. [1015] Other.

**(5) Superior:** [1016] Recognizes a dangerous situation when it develops and takes necessary action to remove him/her or citizens from the danger. [1017] Knows the location of cover and/or concealment and uses it if needed. [1018] Is able to for-see a dangerous situation and is able to overcome the danger and complete his/her goal. [1019] Other.

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**11. Interview/Interrogator Skills:** Does the trainee obtain the necessary information at the time of the initial contact? Are they able to ask pertinent questions relating to the contact? Does the questioning follow a logical plan?

**(1) Unacceptable:** [1101] Fails to recognize or take advantage of the opportunity to develop necessary or complete information regarding his/her inquiry. [1102] Must have facts repeated 1 or 2 times

to understand. [1103] Is unable to diagnose information timely. [1104] Does not conduct a basic interview. [1105] Other.

**(3) Acceptable:** [1106] Recognizes and investigates the incident by obtaining a complete understanding of the facts. [1107] Separates facts from opinions. [1108] Maintains control of the proceeding. [1109] Connects evidence with suspect when apparent. [1110] Elicits most available information and records same. [1111] Other.

**(5) Superior:** [1112] Seldom misses an opportunity to develop complete information. [1113] Is able to develop relevant information regarding assigned cases through extensive use of his/her experience and skills as an investigator and interrogator. [1114] Demonstrates skill level to create cognitive interviewing. [1115] Consistently develops rapport with suspect to minimize conflict. [1116] Understands and uses trauma-informed interviewing skills. [1117] Other.

## II. FREQUENT PERFORMANCE TASKS

### 12. Driving Skill - Normal/Speed Control: Are the driving behaviors safe and prudent for the situation?

**(1) Unacceptable:** [1201] Violates traffic laws (red lights, stop signs, etc.). [1202] Involved in chargeable accidents. [1203] Lacks dexterity and coordination during vehicle operation. [1204] Runs over curbing. [1205] Vandalizes police vehicle. [1206] Inappropriate use of lighting equipment. [1207] Excessive and inappropriate speed. [1208] Is a jerky driver. [1209] Other.

**(3) Acceptable:** [1210] Ability to maintain control of vehicle while being alert to activity outside of vehicle. [1211] Practices good defensive driving techniques. [1212] Adherence to vehicle code. [1213] Maintains speed control for conditions. [1214] Other.

**(5) Superior:** [1215] Sets good example of lawful, courteous driving. [1216] Displays dexterity and coordination while driving a police vehicle, i.e. operating radio, checking businesses and observing surrounding activity. [1217] Is not involved in accidents. [1218] Uses defensive driving in emergencies and avoids what would have been an accident. [1219] Other.

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### 13. Radio - Transmission/Reception/Procedures/MDT: How well does the trainee know and use radio procedures? Are the trainee's radio transmissions clear and understandable? How acceptable is the trainee's ability to listen to and comprehend radio transmissions? Is trainee able to use Mobile Data Terminal/Mobile Data Computer (MDT)? Is aware of the location of other officers in the Sector?

**(1) Unacceptable:** [1301] Misinterprets information given by the dispatcher or fails to follow proper radio procedure. [1302] Does not preplan transmissions. [1303] Improper voice inflections (too soft/too loud). [1304] Repeatedly misses radio number. [1305] Is not aware of radio traffic in adjoining beats. [1306] Frequently has to ask for repeat transmissions or does not accurately comprehend transmissions. [1307] Is unable to use functions of the MDT. [1308] Fails to use computer to assist investigation or suspicions. [1309] Poor retention of radio transmissions. [1310] Other.

**(3) Acceptable:** [1311] Follows policy and accepted procedure. [1312] Has good working knowledge of radio procedures. [1313] Uses short concise transmissions (proper voice control). [1314] Copies radio transmissions directed to him/her and is aware of traffic in adjoining beats. [1315] Rarely requires the dispatcher to repeat radio information. [1316] Knows and uses proper radio terms. [1317] Is able to use MDT in a timely manner. [1318] Is aware of the location of other officers in the Sector. [1319] Hears ATLS and Dispatches when busy. [1320] Other.

**(5) Superior:** [1321] Always follows policy, direction and radio procedure. [1322] Uses radio with ease in all receiving and sending situations. [1323] Has clear voice even under stress situations. [1324] Transmissions are well planned and need not be repeated. [1325] Aware of, and reacts to, traffic in adjoining beats. [1326] Uses previously broadcast information to his/her advantage. [1327] Understands all functions of the MDT and uses it routinely. [1328] Rarely misses any radio traffic. [1329] Other.

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**14. Report Writing: Accuracy / Organization:** To what degree of acceptability does the probationary trainee prepare written/computerized reports/forms accurately and completely? Does the trainee expend an acceptable, appropriate amount of time in completing necessary forms / reports? Reference the trainee's level of English usage, can they efficiently and clearly communicate in writing the events which have occurred? Is the trainee's grammar acceptable? Are the trainee's reports and completed forms neat and legible? How acceptable is the trainee's ability to organize his/her reports? Does the trainee obtain the details necessary to complete a proper report?

**(1) Unacceptable:** [1401] Unable to determine proper form for given situation. [1402] Forms are incomplete or inaccurate. [1403] Requires an excessive amount of time to complete reports or other forms. [1404] Illegible. [1405] Misspelled words. [1406] Incomplete sentence structure. [1407] Unable to organize information and/or events into written form. [1408] Inaccurate. [1409] Unsigned reports are submitted. [1410] Elements of the crime missing or incomplete. [1411] Does not maintain written chain of evidence. [1412] Omission or misstatement of facts. [1413] Does not have needed forms or reports. [1414] Cannot use computerized system in a timely manner. [1415] Other.

**(3) Acceptable:** [1416] Knows most standard forms and understands format. [1417] Completes forms accurately and thoroughly with little assistance. [1418] Completes reports and forms in appropriate time. [1419] Level of usage of grammar, spelling, and neatness are satisfactory. [1420] Errors in this area are rare and do not impair understanding. [1421] Converts field situations into a logical sequence of thought with all required information. [1422] Uses computerized systems in a timely manner. [1423] Other.

**(5) Superior:** [1424] Consistently completes even detailed forms without assistance and makes proper form selection. [1425] Completes reports or other forms in no more time than that of a skilled, veteran officer. [1426] Reports and forms are very neat and legible. [1427] No misspelling, excellent grammar. [1428] Prepares complete and detailed accounts of what occurred from

beginning to end. [1429] Written and organized so that any reader understands what occurred. [1430] Other.

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**15. Arrest: Laws/P.C./Explanation/Disposition:** Does the trainee have the ability to apply the laws, or probable cause for arrest to the situation?

**(1) Unacceptable:** [1501] Student understands the knowledge required of a police officer, but is unable to apply this knowledge to the situation. [1502] They cannot relate this knowledge to others or in a report. [1503] Is unable to relate all needed elements of probable cause for arrest. [1504] Other.

**(3) Acceptable:** [1505] Has a good working knowledge of the law and applies probable cause to the situation, before an arrest is made. [1506] Can explain his / her action in a written or oral report. [1507] Is able to explain the disposition of the action, to the subject, dispatch or others. [1508] Applies the law in a fair manner. [1509] Other.

**(5) Superior:** [1510] Has a working knowledge of most laws or codes and can apply them to the situation. [1511] Understands elements of search. [1512] Enhances probable cause with field test or proper evidence collection at crime scenes. [1513] Is able to explain actions in detail on paper or in court. [1514] Other.

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**16. Accident Investigation: Procedures/Policies/Techniques:** Does the trainee have the ability to conduct a basic accident investigation? To what degree of acceptability does trainee complete the necessary paperwork? Is the trainee capable of completing the investigation in a timely manner?

**(1) Unacceptable:** [1601] Trainee does not properly assess the situation and act accordingly. [1602] Trainee fails to properly protect the scene using squad car or other means. [1603] Fails to recognize opportunities to develop complete and necessary information. [1604] Does not conduct a basic investigation, or improperly conducts investigation. [1605] Other.

**(3) Acceptable:** [1606] Trainee properly assess the situation and acts accordingly. [1607] Trainee utilizes squad car or other means to properly protect the scene. [1608] Obtains the necessary information for completing the investigation. [1609] Properly explains process to individuals and provides them with necessary paperwork [1610] Other.

**(5) Superior:** [1611] Trainee utilizes all necessary elements to properly control a major accident scene. [1612] Trainee is capable of conduct investigation including photographs and measurements. [1613] Other.



### III. KNOWLEDGE

**17. Departmental Policies and Procedures** - Does the trainee demonstrate an acceptable level of knowledge of departmental policies, procedures, and tactics.

**(1) Unacceptable:** [1701] Fails to display a knowledge of department policies, regulations and procedures or violates same. [1702] Fails to review policies or procedures when given the time to do so. [1703] Other.

**(3) Acceptable:** [1704] Familiar with most commonly applied department policies, regulations and procedures and complies with them. [1705] Is willing and able to look up unknown subjects or material. [1706] Other.

**(5) Superior:** [1707] Exceptional working knowledge of department policies, regulations and procedures including ones seldom used. [1708] Other.

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**18. Criminal Codes** - Does the trainee possess an acceptable level of knowledge of the Maryland Criminal Code or county/city ordinances?

**(1) Unacceptable:** [1801] Lacks knowledge of elements of basic offenses. [1802] Does not recognize criminal offenses when encountered. [1803] Is uncertain if a crime has been committed and, if so, which type of crime. [1804] Other.

**(3) Acceptable:** [1805] Has a working knowledge of commonly encountered criminal offenses. [1806] Relates elements to observed criminal activity. [1807] Other.

**(5) Superior:** [1808] Outstanding knowledge of criminal codes and ability to apply it to both normal and unusual criminal activity. [1809] Other.

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**19. Vehicle Code** - Does the trainee possess an acceptable level of knowledge of the Maryland Vehicle Code? Can demonstrate minimal knowledge of basic sections and their elements? Does trainee relate elements to observed activity?

**(1) Unacceptable:** [1901] Does not recognize violations when committed and/or incorrectly identifies the violation. [1902] Lacks knowledge of the most commonly used traffic violations. [1903] Other.

**(3) Acceptable:** [1904] Has a working knowledge of commonly encountered offenses. [1905] Relates elements to observed traffic activity. [1906] Knows where to find lesser known violations. [1907] Other.

**(5) Superior:** [1908] Outstanding knowledge of commonly encountered offenses and lesser known offenses. [1909] Relates it and applies it to both normal and unusual traffic situations. [1910] Other.

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**20. Patrol Procedures** - Does the trainee exhibit a working knowledge of patrol tactics and procedures?

- (1) Unacceptable:** [2001] Lacks knowledge of patrol procedures. [2002] Fails to observe suspicious persons or activity. [2003] Does not check business or neighborhoods. [2004] Sees suspicious things/acts but fails to react. [2005] Other.
- (3) Acceptable:** [2006] Has knowledge of patrol procedures and tactics and applies knowledge to duties. [2007] Actively patrols his/her beat. [2008] Other.
- (5) Superior:** [2009] Has exceptional knowledge of patrol procedures and tactics. [2010] Does an exceptional job of patrolling area. [2011] Other.

#### IV. RELATIONSHIPS & ATTITUDES

**21. Acceptance of Criticism / Feedback** - Does the trainee respond with a positive and learning attitude upon evaluation and critique?

- (1) Unacceptable:** [2101] Becomes hostile to criticism. [2102] Becomes argumentative about critique or evaluation. [2103] Displays a negative attitude upon evaluation. [2104] Sees suspicious things/acts but fails to react. [2005] Other.
- (3) Acceptable:** [2106] Has knowledge of patrol procedures and tactics and applies knowledge to duties. [2107] Actively patrols his/her beat. [2108] Other.
- (5) Superior:** [2109] Has exceptional knowledge of patrol procedures and tactics. [2110] Does an exceptional job of patrolling area. [2111] Other.

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**22. Attitude Towards Police Work** - Does the trainee have a positive attitude to training and policing?

- (1) Unacceptable:** [2201] Trainee displays a negative attitude to police and its role in society. [2202] Trainee has a negative attitude about the BPD. [2203] Displays a negative attitude about aspect of police work necessary in patrol. [2204] Actively resists completing assignments. [2205] Other.
- (3) Acceptable:** [2206] Displays positive attitude towards policing and the BPD. [2207] Displays willingness to learn the skills necessary for patrol officer. [2208] Other.
- (5) Superior:** [2209] Demonstrates a willingness and dedication to become better officer on and off duty. [2210] Shows initiative in patrol and learning skill for the job. [2211] Other.

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**23. Relationships with Citizens** - Does the trainee communicate well during citizen contacts and calls for service.

- (1) **Unacceptable:** [2301] Abrupt, belligerent, overbearing, arrogant, and/or uncommunicative. [2302] Overlooks or avoids service aspects of the job. [2303] Introverted, insensitive and uncaring. [2304] Poor non-verbal skills. [2305] Other.
- (3) **Acceptable:** [2306] Courteous, friendly and empathetic. [2307] Communicates in a professional, unbiased manner, and is service oriented. [2308] Has good non-verbal skills. [2309] Other.
- (5) **Superior:** [2310] Is very much at ease with citizen contacts. [2311] Quickly establishes rapport and leaves people with the feeling that the officer was interested in serving them. [2312] Is objective in all contacts and has excellent non-verbal skills. [2313] Other.
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**24. Relationships with Department Members** - Does the trainee associate well with coworkers and the chain of command.

- (1) **Unacceptable:** [2401] Patronizes FTO, superiors, peers or is antagonistic towards them. [2402] Gossips, sarcastic, belittles others. [2403] Resists instructions or does not work as a team. [2404] Other.
- (3) **Acceptable:** [2405] Adheres to the chain of command and accepts role in the organization. [2406] Has good peer and FTO relationships and works well in a team. [2407] Other.
- (5) **Superior:** [2408] Excellent communication with all members of the organization while displaying proper consideration for their position. [2409] Understands superiors' responsibilities, respects and supports their position. [2410] Group leader, actively assists others, and is loyal to the agency. [2411] Other.
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**25. General Appearance:** Uniform must be appropriate for varying situations, must be clean and pressed. Hygiene, offensive body odor and/or bad breath? Hair is neatly trimmed and cared for. Does grooming indicate professional pride? Condition of personal equipment?

- (1) **Unacceptable:** [2501] Dirty or unkempt shoes and/or uniform. [2502] Uniform fits poorly or is improperly worn. [2503] Hair poorly groomed and/or in violation of policy. [2504] Equipment dirty, missing or inoperative. [2505] Improper personal hygiene, offensive odors. [2506] Other.
- (3) **Acceptable:** [2508] Uniform neat, clean. [2509] Uniform fits and is worn properly. [2510] Weapon, equipment and leather is clean and operative. [2511] Hair is within regulations. [2512] Shoes are shined. [2513] Other.
- (5) **Superior:** [2514] Tailored, clean uniform. [2515] Spit-shined shoes and leather. [2516] Brass well shined. [2517] Command bearing. [2518] Other.
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**26. Knowledge of Department Policies and Procedures:** Evaluates trainee's knowledge of department procedures and ability to recall information contained within these areas.

**(1) Unacceptable** – [2601] When tested, verbally or written, answers with 20% or less accuracy. [2602] Fails to display knowledge of department policies or procedures, or violates same. [2603] Other.

**(3) Acceptable** – [2604] When tested, verbally or written, answers with 70% accuracy. [2605] Familiar with most commonly applied department policies/ regulations/ procedures and complies with same. [2606] Other.

**(5) Superior** – [2607] When tested, verbally or written, answers with 100% accuracy. [2608] Has an excellent working knowledge of department policies/ regulations/ procedures, including lesser known and seldom used ones. [2609] Other.

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**27. Knowledge of Criminal Statutes:** Evaluates trainee's knowledge of criminal statutes and ability to recall information contained within these areas.

**(1) Unacceptable** – [2701] When tested, verbally or written, answers with 20% or less accuracy. [2702] Fails to display knowledge of criminal statutes when verbally questioned [2703] Other.

**(3) Acceptable** - [2704] When tested, verbally or written, answers with 70% accuracy. [2705] Familiar with most commonly applied criminal statutes and can identify when verbally questioned. [2706] Other.

**(5) Superior** - [2707] When tested, verbally or written, answers with 100% accuracy. [2708] Strong working knowledge of commonly applied criminal statutes and is able to identify elements when verbally questioned. [2709] Other.