

BALTIMORE POLICE DEPARTMENT – EDUCATION AND TRAINING SECTION

LESSON PLAN

COURSE TITLE: Field Training Officer Program

LESSON TITLE: COMAR Requirements

New or Revised Course

☐ **New**

☒ **Revised**

Prepared By: Tarsha Taru

Date: February 23, 2021

Academic Director Approval: Director Gary Cordner

Date:

PARAMETERS

Lesson hours: 60 minutes

Class size: 30

Space needs: Classroom

☐ Entry-level

☒ Continuing
Education

☐ Other

STUDENT/COURSE PREREQUISITES/QUALIFICATIONS (if any)

Students must be a certified police officer for a minimum of two years before being eligible to take this course.

LESSON HISTORY (previous versions, titles if applicable)

COMAR Requirements, prepared by Richard Duvall (FTO Coordinator) 2018

PERFORMANCE OBJECTIVES

1. Given a Mind Mapping activity and facilitated discussion, officers will identify and explain the purpose of the Field Training Program to the satisfaction of the facilitator.
2. Through a facilitated discussion, students will identify and explain the COMAR requirements of the Field Training Program to the satisfaction of the instructor.
3. Given an interactive web-based discussion tool, students will list the components of a good FTO policy to the satisfaction of the facilitator.

ASSESSMENT TECHNIQUE

1. Mind Mapping and Facilitated Discussion
2. Facilitated Discussion
3. Web-based discussion tool and facilitated discussion

<p style="text-align: center;">COURSE DESCRIPTION</p> <p>This course will review and discuss the minimum COMAR standards for a MPCTC approved Police Officer Field Training Program.</p>
<p style="text-align: center;">MPCTC OBJECTIVES</p> <ol style="list-style-type: none"> 1. Examine the goals and training objectives of the agency’s FTO training course. (Obj.1) (C-4) 2. Describe the COMAR requirements for law enforcement Field Training Program and FTOs. (C-2)
<p style="text-align: center;">INSTRUCTOR MATERIALS</p> <p>Chart paper Markers</p>
<p style="text-align: center;">TECHNOLOGY/EQUIPMENT/SUPPLIES NEEDED</p> <p>Computer/laptop video projector Power Point software Power Point file with embedded media Internet connection Smartphone</p>
<p style="text-align: center;">STUDENT HANDOUTS</p> <p>2 copies (per table group) of the COMAR Regulations Handout – Appendix A</p>
<p style="text-align: center;">METHODS/TECHNIQUES</p> <p>This lesson plan will be instructed by lecture with facilitated discussion and Power Point</p>
<p style="text-align: center;">REFERENCES</p> <p>The following books and other material are used as a basis for this lesson plan. The instructor should be familiar with the materials in these reference documents to effectively teach this module.</p> <ol style="list-style-type: none"> 1. COMAR 12.04.01.17 (as amended Nov 1, 2017) regulation adopted by MPCTC. Confirm regulation on MPCTC website. 2. Padlet Interactive Web-based tool https://padlet.com/danalee_potter7/j78lukrjqn2hb9jf

GENERAL COMMENTS

In preparing to teach this material, the instructor should take into consideration the following comments or suggestions.

- Before class, place a pack of sticky notes, 1 sheet of chart paper, and 2 markers at each table group
- Copy the Padlet link below and have it opened on the computer's web browser before class begins. Minimize this screen so it is ready for when Slide #7 is reviewed.
https://padlet.com/danalee_potter7/j78lukrjqn2hb9jf
- Have a pre-created flip chart available with a T-chart drawn on it and the word "Gots" on the left column and "Needs" on the right column. This chart should be placed somewhere near the front of the room – it will be used to wrap-up the lesson at the end of this instruction block.

Lesson Plan Checklist (Part 1)



Format	Yes	No	N/A
1. All sections and boxes are completed.	X		
2. Performance objectives are properly worded and included in content.	X		
3. Assessment techniques are aligned with performance objectives.	X		
4. Copies of handouts and other instructional aids (if any) are included.	X		
5. References are appropriate and up-to-date.	X		
6. Instructions to facilitators are in the right-hand column.	X		
7. Content is in the left-hand column.	X		
8. Timing of instructional content and activities is specified.	X		
9. Instructional content and PowerPoint slides are consistent & properly aligned.	X		
10. Student engagement/adult learning techniques are included.	X		
a. Instructional content is not primarily lecture-based.	X		
b. Questions are posed regularly to engage students and ensure material is understood.	X		
c. Case studies, role-playing scenarios, and small group discussions are included where appropriate.	X		
11. Videos are incorporated.			X
a. Video introductions set forth the basis for showing the video and key points are highlighted in advance for students.			X
b. Videos underscore relevant training concepts.			X
c. Videos do not contain crude or offensive language or actions that are gratuitous or unnecessary.			X
d. Videos portray individuals of diverse demographics in a positive light.			X
12. Meaningful review/closure is included.	X		
a. Important points are summarized at the end of lesson plan.	X		
b. Assessments are provided to test knowledge of concepts.	X		

Lesson Plan Checklist (Part 2)

Integration	Yes	No	N/A
13. Does the lesson incorporate BPD technology?	X		
14. Does the lesson plan integrate BPD policies?	X		
15. Does the lesson reinforce BPD mission, vision, and values?	X		
16. Does the lesson reinforce the Critical Decision Making Model?			X
17. Does the lesson reinforce peer intervention (EPIC)?			X
18. Does the lesson incorporate community policing principles?			X
19. Does the lesson incorporate problem solving practices?			X
20. Does the lesson incorporate procedural justice principles?			X
21. Does the lesson incorporate fair & impartial policing principles?			X
22. Does the lesson reinforce de-escalation?			X
23. Does the lesson reinforce using most effective, least intrusive options?			X
24. Does the lesson have external partners involved in the development of training?		X	
25. Does the lesson have external partners in the delivery of training?		X	
Subject Matter Expert: Officer TarshaTaru	Date: March 1, 2021		
Curriculum Specialist: Danalee Potter	Date: March 15, 2021		
Reviewing Supervisor: Sgt. Kara Gladden	Date:		
Reviewing Commander: Lt. Michael Brinn	Date:		

COURSE TITLE: Field Training Program

LESSON TITLE: COMAR Requirements

PRESENTATION GUIDE	FACILITATOR NOTES
<p>I. ANTICIPATORY SET</p> <p>Slide 1:</p> <p>SAY: Hello, my name is.....and I have been working for the Baltimore Police Department foryears.</p> <p>Today, we will be discussing the COMAR requirements for the Field Training Program.</p> <p>Slide 2: SAY: Let's take a look at today's learning objectives.</p> <ol style="list-style-type: none">1. Given a Mind Mapping activity and facilitated discussion, officers will identify and explain the purpose of the Field Training Program to the satisfaction of the facilitator.2. Through a facilitated discussion, students will identify and explain the COMAR requirements of the Field Training Program to the satisfaction of the instructor.3. Given an interactive web-based discussion tool, students will list the components of a good FTO policy to the satisfaction of the facilitator. <p>ASK: By a show of hands, who knows if BPD has a written field training policy?</p>	<p>Time 10 minutes</p> <p>Slide 1:</p>  <p><i>The facilitator should introduce himself/herself and provide a brief summary of their background and experience with the Department.</i></p> <p>Slide 2:</p>  <p><i>Look for hands</i></p>

SAY: BPD has established its own Field Training Policy that was revised in 2020. Policy 212 Field Training Program. The department's policy explains that the FTO program has 5 phases. The program lasts a total of 10 weeks in which trainees will complete approximately 400 hours of field training, which is far beyond the state mandated requirement.

Slide 3:

SAY: Now that we've quickly discussed the policy, let's take a moment to see if you can identify what the purpose of the Field Training Program is. With your table group partners, I'd like for you to create a Mind Map. In center of your Mind Map, you will write "Field Training Program" just like I'm doing here and draw a circle around it. Then, you'll branch out your ideas around the circle by listing words or phrases that will answer the question "What is the purpose of a Field Training Program?"

I'll give you about three to five minutes to complete this activity.

ASK: Are there any questions?

SAY: You may begin.

SAY: Ok, time is up. Please hang your Mind Maps on the wall closets to your table group so we can review them together. Please choose one speaker from your group to share what you came up with.

Slide 3:

The facilitator should use chart paper in front of the class to model how to create a Mind Map chart. This chart will be used to add a few ideas that each group comes up with after they create their own Mind Map.



The facilitator should answer any questions posed by the students.

The facilitator should utilize the Management By Walking Around (MBWA) strategy to ensure that groups are on task and adding ideas/thoughts to their Mind Map.

The facilitator should call on each group to share their ideas. As ideas are shared, the facilitator should write a few on the chart paper in front of the classroom.

ASK: What ideas did you add to your Mind Map to answer the question, “What is the purpose of a field training program”?

Slide 4

SAY: The Field Training Program is designed to provide a training continuum which integrates the acquired knowledge and skills from academy training with the practical application of general police services.

SAY: When reviewing additional specifics under COMAR, it states that the FTO program

(1) shall include activities designed to familiarize the trainee with the duties of the police officer position, as defined and administered by BPD.

(2) may be conducted in conjunction with an entrance level training program or a separate training activity provided by a law enforcement organization

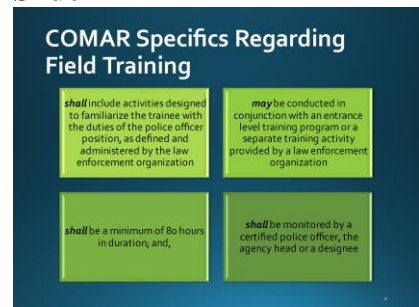
(3) shall be a minimum of 80 hours in duration; and,

(4) shall be monitored by a certified police officer, the agency head or a designee

Possible Responses:

- To coach/mentor an Officer Trainee
- To show an Officer Trainee how to perform various skills
- To teach an Officer Trainee how to correctly apply what they learned
- To evaluate an Officer Trainee’s abilities

Slide 4



II. INSTRUCTIONAL INPUT/CONTENT

Slide 5:

SAY: All agencies are required to have certain items regarding field training programs. These requirements are listed in COMAR, and state:

Title 12 – Subtitle 04 – Regulation 01 – Section 17 (Law Enforcement) states that each law enforcement employee shall successfully complete a Commission-approved field training program before receiving police officer certification by the Commission. BPD’s field training program has received such approval from the Commission.

SAY: At your table groups are copies of the revised COMAR policies and rules. We will be referencing these throughout this block of instruction, so feel free to reference this resource as we review today’s material. First we will take about the types of trainees, FTO requirements, and finally the FTO policy.

Slide 6:

SAY: Under COMAR, there are different requirements regarding how much field training is to be completed and minimum hours required (dependent upon entrance level):

SAY: There are three different levels of Officer Trainees you may be asked support as an FTO.

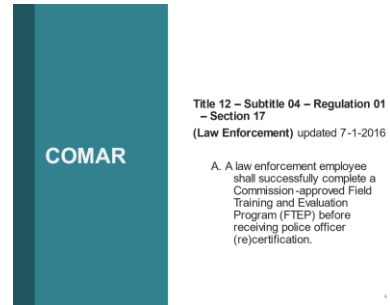
ASK: What are the three types of Officer Trainees?

For this question, refer students to item B. in the COMAR appendix (appendix A).

SAY: Entrance Level Training officers require a minimum of 240 hours, Comparative Compliance officers require a

Time: 45 minutes

Slide 5



NOTE: The “Commission” refers to the Maryland Police and Correctional Training Commission, or MPCTC, the governing body for police education.

The facilitator should pass out copies of Appendix A – COMAR Handout

Slide 6

The bulleted content is hidden with an animation. The facilitator should click the mouse to reveal this content AFTER the question is asked.

minimum of 160 hours, and Lateral Officers require a minimum of 80 hours

Slide 7:

For the two points below, refer the students to items D. and E. in the COMAR appendix (appendix A).

SAY: Field Training Officer requirements

1. Certified police officer for minimum 2 years
2. Successfully complete Commission-approved FTO course, 90%+ attendance, 70%+ test score.
3. Approved by Commission as FTO
4. Complete 7 hours of FTO specific In-service training within 4 years to maintain FTO status

SAY: FTO Course

1. Lesson plan(s) approved by the Commission, updated every 3 years
2. Minimum 21 hours of content taught by certified instructors.

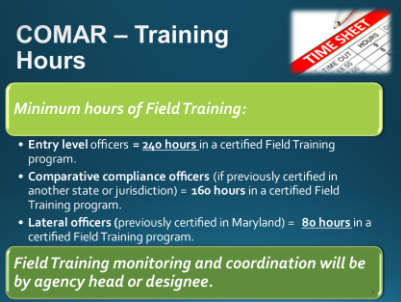
Slide 8:

For this slide, refer the students to item F. in the COMAR appendix (appendix A).

SAY: Per COMAR, an FTO policy is required, and it must be approved by MPCTC.

SAY: We are going to use an interactive Padlet to complete our next brainstorming activity. Using your smartphones and the camera, please scan the QR Code displayed on the screen.

Once you're on that screen, you will see the following question "What information should a good FTO Policy include? Click on the red "plus" sign to type in your response by including at least 2 things you believe should be in a good FTO policy. You may begin.



COMAR – Training Hours

Minimum hours of Field Training:

- Entry level officers = **240 hours** in a certified Field Training program.
- Comparative compliance officers (if previously certified in another state or jurisdiction) = **160 hours** in a certified Field Training program.
- Lateral officers (previously certified in Maryland) = **80 hours** in a certified Field Training program.

Field Training monitoring and coordination will be by agency head or designee.

Desired Response:

Entry Level Trainees, Comparative Compliance Officers, and Lateral Officers

Click the mouse to reveal the slide content

Slide 7:

Refer students to item F. in the COMAR appendix.



COMAR – FTO Requirements

FTO requirements

- Certified police officer for minimum 2 years
- Successfully complete Commission-approved FTO course, 90%+ attendance, 70%+ test score.
- Approved by Commission as FTO
- Complete 7 hours of FTO specific In-service training within 4 years to maintain FTO status.

FTO course

- Lesson plan(s) approved by the Commission, updated every 3 years
- Minimum 21 hours of content taught by certified instructors.

SAY: Ok, let's review some of your responses.

SAY: You included some great components regarding what the policy should include. Let's review what you may have missed.

SAY: As you can see here on the slide, the policy should include

1. Length of field training
2. Outline of FTEP
3. Supervision responsibilities
4. Selection and training of FTOs
5. Evaluation guidelines

Slide 9:

For this slide, refer the students to item G. in the COMAR appendix (appendix A).

SAY: There are several factors that impact the supervision during Field Training obligations. First, Officer Trainees will be under the DIRECT supervision of

Slide 8:

Content on this slide is hidden by the QR code. Once the Padlet activity is complete, the facilitator should click the mouse to reveal the content



The facilitator should pull up the Padlet

https://padlet.com/danalee_poter7/j78lukrjqn2hb9jf that has been minimized on the screen (from the beginning of the class) and display it to show student responses.

Give students a few minutes to add their replies.

The facilitator should read aloud student responses.

Possible Responses:

- Roles and responsibilities of the FTO
- Outline of the FTO plan
- How to evaluate
- Timeframes for program
- Criteria for selecting FTOs

Slide 8 Continued...

Click the mouse to reveal the hidden content

both an FTO and a police supervisor.

EXCEPTION: If an FTO and/or police supervisor are unavailable due to exigent circumstances, a trainee may still complete field training activities under the supervision of “regular” police officers and/or supervisors who are not certified as field trainers, but not for more than 10 percent of their total hours/time in field training.

SAY: Sometimes, trainees will need to perform non-enforcement functions such as a non-patrol detail or the completion of specialized training. However, it’s important to remember that per COMAR, a trainee cannot spend more than 5 percent of their total hours/time in field training performing such functions.

SAY: (Refer students to section H., item 7 of the COMAR appendix). It’s also important to keep in mind that per COMAR, a summary of trainee performance must be composed every two weeks.

COMAR

F. FTO policy required

- Adopt model policy approved by MPTC
- Policy to include
 - Length of field training
 - Outline of FTEP
 - Supervision responsibilities
 - Selection and training of FTOs
 - Evaluation guidelines

Slide 9:

COMAR – Supervision during Field Training



REVIEW/EVALUATION/CLOSURE

Slide 10:

SAY: We are going to take a moment to complete a Gots and Needs chart before we take a break. At your table group is a pack of sticky notes. I’d like each of you to take 2 sticky notes, and on one of them, write down one new piece of learning that you GOT, and on the other sticky note, I’d like for you to write down something you still NEED more information about or have a question about regarding COMAR regulations.

Once you have written down one Got and Need, please

Time: 5 Minutes

Slide 10:

Gots and Needs Wrap-Up



add your sticky notes to the T-chart here in the front of the room. After you come back from break, we will take a moment to review these.

The facilitator should point to the Gots/Needs T-Chart poster displayed in the front of the room.

These sticky notes should be reviewed after student return from break – before the next segment of learning begins.

APPENDIX A

COMAR Handout

COMAR 12.04.01.17 – Updated February 23, 2021

A. Field Training Required; Exceptions.

1. Except as provided by §A(3) of this regulation, an individual shall successfully complete Commission-approved field training as required under this regulation before receiving police officer certification or recertification under this chapter.
2. As provided by this regulation, field training shall be successfully completed by an individual for each law enforcement agency employing the individual.
3. If an individual holds a position listed under Public Safety Article, §3-201(e)(3)(i) or (ii), Annotated Code of Maryland, the individual may be certified or recertified as a police officer under this chapter for the law enforcement agency with which the individual holds the position without meeting the requirements of this regulation.

4. An individual may receive provisional or temporary certification as a police officer under this chapter without meeting the requirements of this regulation.

B. When Field Training Is to Be Completed and Minimum Hours for Field Training. The following table provides the minimum hours of field training to be successfully completed and when the field training is permitted to be undertaken by an individual for whom certification as a police officer is requested:

Training or Other Circumstances Under Which an Application Is Made for an Individual to Receive Police Officer Certification	Required Minimum Hours of Field Training	When Individual Is Permitted to Undertake Field Training
(a) Full Entrance-Level Training — For an individual required to complete a full course of entrance-level training	240	After successfully completing the entrance-level training
(b) Comparative Compliance Waiver for Individual Who Completed Entrance-Level Training Within 2 Years — For an individual required to complete portions of entrance-level training standards after receiving a waiver under Regulation .06H(2) or .14E(3)(b) of this chapter	240	After successfully completing the training requirements of Regulation .14E(7) of this chapter
(c) Comparative Compliance Waiver for Individual Who Worked for an Out-of-State Law Enforcement Agency Within 5 Years and Completed Comparable Entrance-Level Training — For an individual required to complete portions of entrance-level training standards after receiving a waiver under Regulation .06H(1) or .14E(3)(a) of this chapter	160	After successfully completing the training requirements of Regulation .14E(7) of this chapter
(d) Waiver of Training Standard under Regulation 14A of this chapter, based on individual's unique circumstances	80	After successfully completing training requirements prescribed by the Commission for the individual as a condition of granting the waiver
(e) Temporary Certification and Recertification — For an individual for whom an application is submitted for:		
(i) Temporary certification under Regulation .06I of this chapter;	80	Upon receiving temporary certification under Regulations .06I and .07B(2) of this chapter
(ii) Recertification under Regulation .07B of this chapter;	80	Upon receiving provisional certification under Regulation .03 of this chapter
(iii) Recertification under Regulation .07C of this chapter.	80	After successfully completing the training requirements of Regulation .14E(7) of this chapter
(f) Certification with Multiple Agencies – For an individual for whom police officer certification is requested by a second law enforcement agency, and	80	After completing the training requirement for certification with the second and each additional law

also for each additional law enforcement agency.		enforcement agency
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C. Field Training Monitoring and Coordination.

- (1) A law enforcement agency's field training shall be coordinated and monitored by:
 - (a) The law enforcement agency head; or
 - (b) An employee of the law enforcement agency designated by the law enforcement agency head.
- (2) If an employee of the law enforcement agency designated by the law enforcement agency head is responsible for coordinating and monitoring the agency's field training, the employee is required to have successfully completed:
 - (a) A Commission-approved supervisor training course under Regulation .13 of this chapter; and
 - (b) A Commission-approved field training officer course as provided by §E of this regulation.

D. Field Training Officer Requirements.

- (1) A field training officer shall:
 - (a) Meet the requirements established under this regulation and by the Commission;
 - (b) Be a police officer for at least 2 years immediately prior to being approved by the Commission to be a field training officer;
 - (c) Be approved by the Commission as a field training officer;
 - (d) Except under provisions of §D (4) of this regulation, successfully complete a Commission-approved field training officer course; and
 - (e) Within every 3 years following initial completion of a field training officer course, successfully complete a minimum of 7 hours of cumulative instruction that have been approved by the Commission to be provided to an individual who has been approved as a field training officer.
- (2) To successfully complete an initial field training officer course, an individual shall:
 - (a) Attend a minimum of 90 percent of the total hours of instruction established for the field training officer course; and
 - (b) Achieve at least a score of 70 percent on each test given as part of the field training officer course.
- (3) The law enforcement agency or academy conducting a field training officer course shall report to the Commission the name of each individual who successfully completes the field training officer course.
- (4) The Deputy Director may excuse an individual from completing all or a portion of the minimum requirements for a Commission-approved field training officer course required by this regulation if:
 - (a) The individual submits to the Deputy Director documentation that the individual has successfully completed training that is the equivalent to all or the portion of the minimum requirements for a Commission-approved field training officer course; and
 - (b) The Deputy Director finds the documentation provided verifies that the completed training is equivalent to all or the portion of the minimum

requirements for a Commission-approved field training officer course.

E. Field Training Officer Course - Application, Requirements, and Approval.

- (1) A field training officer course shall be approved by the Commission, and provided by the law enforcement agency or academy that has received the course approval under this section.
- (2) An application for a field training officer course approval shall be submitted to the Commission by a law enforcement agency or academy that requests approval of the course:
 - (a) At least 20 days before the field training officer course begins; and
 - (b) In the format required by the Commission.
- (3) The application for approval for a field training officer course shall include the:
 - (a) Number of hours of instruction to be provided by the course;
 - (b) Names and qualifications of the instructors for the course;
 - (c) Testing and evaluation methods for an individual enrolled in the field training officer course; and
 - (d) Other information required by the Commission.
- (4) If the Commission approves the field training officer course:
 - (a) The Commission shall assign the approved field training officer course an identification number; and
 - (b) Commission approval of the field training officer course is valid for 3 years following the approval date.
- (5) Proposed Change to Commission-Approved Field Training Officer Course.
 - (a) If a law enforcement agency or academy that has received Commission approval for a field training officer course proposes to change the format, an instructor, the content, or the testing or evaluation methods of the course as most recently approved by the Commission, an application for approval of the change shall be submitted to the Commission by the law enforcement agency or academy at least 20 days before the change to the field training officer course is proposed to be implemented.
 - (b) The proposed change becomes effective when approved by the Commission.
- (6) An approved field training officer course shall provide instruction:
 - (a) Conducted only by individuals who are certified by the Commission under COMAR 12.04.06.08 or who possess an exemption under COMAR 12.04.06.04;
 - (b) For a minimum of 21 hours; and
 - (c) On the training objectives required by the Commission for the Commission-approved field training officer course.
- (7) For a minimum of 3 years, a law enforcement agency or academy conducting a Commission-approved field training officer course shall maintain the following documentation related to the course:
 - (a) Rosters of individuals participating in the field training officer course;
 - (b) The tests, test scores, and evaluations of individuals participating in the field training officer course;

- (c) Description of the evaluation process for individuals participating in the field training officer course;
- (d) Field training officer course lesson plans; and
- (e) Other documentation required by the Commission.

F. Agency Field Training Policy Required.

1. A law enforcement agency shall adopt a written policy on the agency's field training based on a model policy approved by the Commission.
2. The policy, at a minimum, shall include:
 - a. Length of the agency's field training;
 - b. An outline of the training subjects, orientation, and other activities to be provided as part of field training;
 - c. Responsibilities of the individual supervising field training;
 - d. Selection process for field training officers;
 - e. Training of field training officers;
 - f. Guidelines for a field training officer's evaluation of the performance of an individual participating in field training;
 - g. Reporting responsibilities of field training officers; and
 - h. Guidelines for evaluation of field training officers.

G. Supervising an Individual during Commission-Approved Field Training.

1. Except for provisions under §G(2) and (3) of this regulation, during Commission-approved field training, an individual shall be under direct supervision of:
 - a. A field training officer from the law enforcement agency employing the individual; or
 - b. If a field training officer is not available, a police officer of supervisory rank from the law enforcement agency employing the individual.
2. Exception to Supervision during Field Training.
 - a. For a period that does not exceed 10 percent of the total time of an individual's field training, the individual may be under the direct supervision of a police officer of the law enforcement agency who is not a field training officer or police officer of supervisory rank.
 - b. Under extenuating circumstances when a field training officer or officer of supervisory rank is not available for at least 89 percent of the total time of an individual's field training, the agency head may request the Deputy Director to approve alternative supervision during the individual's field training.
 - c. The Deputy Director may approve an alternative to the supervision required by this section during Commission-approved field training:
 - I. For a limited period of time, as determined by the Deputy Director; and
 - II. Under conditions and circumstances specified by the Deputy Director.
3. During field training, an individual who is engaged in specialized training or orientation duties that do not entail enforcement functions:
 - a. May engage in that training or those duties for up to 5 percent of the total time of the individual's field training; and
 - b. While engaged in that training or those duties is not required to be under the direct supervision of a field training officer or police officer of supervisory rank.

4. If an individual successfully completes the law enforcement agency's field training, the law enforcement agency head, or the individual designated to supervise field training shall:
 - a. Complete and submit a written statement to the Commission indicating that the individual has successfully completed the required Commission-approved field training; and
 - b. Sign and date the statement.

H. Documentation to Be Maintained Related to a Law Enforcement Agency's Field Training for a minimum of 3 years, a law enforcement agency shall maintain the following documentation related to the law enforcement agency's field training:

1. The agency's written policy for field training;
2. Rosters of individuals participating in field training;
3. The tests, test scores, and evaluations of individuals participating in field training;
4. Description of the evaluation process for individuals participating in field training;
5. Field training lesson plans and guides;
6. An outline of the training for individuals participating in field training;
7. At least once every 2 weeks during the individual's field training, summaries of the performance the individual participating in field training;
8. The field training officer's final competence report on each individual participating in field training; and
9. Other documentation required by the Commission.