



MARYLAND STATE POLICE PERSONNEL DIRECTIVE



Field Training - Troopers

Distribution: All Personnel

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.01 Purpose

To provide guidelines for field training graduates of the MSP Academy.

.02 Policy

MSP will provide field training for recent graduates from the MSP Academy before they are permitted to patrol unsupervised.

.03 Definitions

FIELD TRAINING: the second phase of training following graduation from the MSP Academy, where a newly-appointed trooper is required to ride with a certified field training trooper. The trainee is evaluated on a daily basis for 320 hours while he receives hands-on training on mandated skills.

FIELD TRAINING TROOPER (FTT): a non-probationary trooper who has completed FTT school and who has been selected by his commander to train a recent graduate of the MSP Academy for all or part of a that trooper's initial post-academy training.

TRAINEE: a newly-graduated trooper who is participating in the Field Training Program.

.04 References

[COMAR 12.04.01.21](#)

[COMAR 12.04.01.09](#)

.05 CALEA Standards

LE:

33.1.5 33.1.7 33.4.3
33.8.3

TA:

6.3.1 6.4.3

CM:

N/A

.06 Procedures

A. Goals of Field Training

1. Field training and daily evaluations:
 - a. allow a trainee to demonstrate proficiency in the knowledge, skills and abilities needed to perform the job functions of his position; and
 - b. provide the trainee with hands-on experience under the guidance of an experienced trooper which help the trainee build a foundation for his future with the MSP.¹
2. The Field Training Program also allows the Field Training Trooper (FTT) to gain leadership and training/evaluation skills, which may enhance his career opportunities.²

B. Education & Training Division Responsibilities

ETD will train field training troopers (FTT) and oversee the FTT program.³

C. Field Training

1. Trainees will:
 - a. participate in a 320-hour field training program prior to conducting patrol, investigative or other activities as an MPCTC-certified law enforcement officer without direct supervision of an FTT;⁴ and
 - b. be evaluated during each shift and the observations will be documented on a Form 147, Field Training Trooper Report.⁵
2. Field training may be extended at the recommendation of the FTT, the barrack Field Training Supervisor (FTS), the trooper's commander or ETD representatives.
3. The FTT must direct, guide, explain and demonstrate the fundamentals of police work until he is satisfied the trainee completely understands how and why duties are performed in a certain manner.
4. During a field training session, FTTs will assess the trainee based on the five categories listed on the Form 147.⁶
5. The FTT's daily evaluation will include 29 benchmarks, as well as the most and least acceptable performance factor of each day.⁷
6. Benchmarks include: acceptance of feedback, initiative, knowledge of policy/procedures, knowledge of the Transportation Article, knowledge of Criminal Law, driving skills, navigation, response to calls, communications (written and verbal), stress management, conflict control, use of equipment, officer safety, judgment, care and use of MSP equipment and interaction with citizens and coworkers.⁸

¹ LE: 33.4.3(g) TA: N/A CM: N/A

² LE: 33.8.3 TA: N/A CM: N/A

³ LE: 33.4.3(d) TA: N/A CM: N/A

⁴ LE: 33.4.3(a) TA: N/A CM: N/A

⁵ LE: 33.4.3(h) TA: N/A CM: N/A

⁶ LE: N/A TA: 6.4.3(c) CM: N/A

⁷ LE: N/A TA: 6.4.3(c) CM: N/A

⁸ LE: N/A TA: 6.4.3(b) CM: N/A

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7. A trainee is considered “trained” only when the FTT has explained the task or form to the trainee and the trainee has correctly demonstrated the technique or use.
8. If the FTT does not have an opportunity to observe the trainee complete a certain task or form, the FTT must complete a mock exercise to evaluate the trainee in the task or skill.
9. When the trainee has the opportunity to demonstrate his proficiency in a given area, the FTT will:
 - a. initial and record the date of the occurrence; and
 - b. evaluate the performance of the trainee using a rating of acceptable or unacceptable as indicated in the Field Training and Evaluation Program.⁹
10. After the trainee has completed approximately 160 hours of field training, he will meet with his commander, assistant commander and FTT for an informal discussion of his progress.
 - a. The goal of this meeting should be to highlight positive aspects of the trainee’s performance.
 - b. If issues are identified in this meeting that should be addressed with additional training, the commander will contact ETD to arrange for the necessary training.
11. If an unacceptable rating in any area is given, the FTT must document specifics in the Field Training Guide; the FTS will record his comments concerning the performance of the trainee during the training period.
12. Any trainee who scores an unacceptable in the evaluation section of the evaluation guide must be provided with remedial training.¹⁰
 - a. The FTT will document the subject matter and date trained when remedial training is given; training includes explanation and demonstration.
 - b. The same evaluation system used for the initial training evaluation will be used for remedial training.
13. Any trainee who the FTT deems cannot patrol alone after the initial 320-hour training period will:
 - a. have his field training extended for up to 320 additional hours with the concurrence of the trainee’s FTT, the FTS and the barrack commander;
 - b. train with two different FTTs, neither of whom was his original FTT, to afford the trainee every opportunity to learn;
 - c. be moved to another barrack if his performance is unacceptable after the first 160 hours of remedial field training.
14. The FTT will document all steps taken to train the trooper during the extended FTT training the same as for initial training.
15. When the decision is made to allow the trainee to patrol alone, either after 320-hours or the conclusion of an extension, the FTT will complete the Field Training Guide and forward to the FTS for review.
 - a. The FTT and FTS must sign Field Training Guide where required, to certify training was provided.
 - b. At the conclusion of the field training period, the training guide will be placed in the trainee’s auxiliary personnel file and a copy forwarded to ETD.^{11,12,13}

⁹ LE: N/A TA: 6.3.1(c) CM: N/A
¹⁰ LE: 33.1.5 TA: N/A CM: N/A

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16. The commander will contact the Director of the Human Resources Division to request that a Probation Board be convened as described in [PER 06.01](#) if:
- a. the trainee is unsuccessful after his initial and remedial field training; or
 - b. at any time during field training the commander believes that additional counseling or training would serve no constructive purpose.

Approved:

Colonel Marcus L. Brown
Superintendent 01/01/2014

¹¹ LE: 33.1.7(a) TA: N/A CM: N/A
¹² LE: 33.1.7(b) TA: N/A CM: N/A
¹³ LE: 33.1.7(c) TA: N/A CM: N/A
