



MAINE STATE POLICE GENERAL ORDER

E-32

SUBJECT: MAINE STATE POLICE POLICY REGARDING THE FIELD TRAINING PROGRAM

EFFECTIVE DATE: 08.01.2020

EXPIRATION DATE: 08.01.2027

RECENT HISTORY: AMENDED (08.01.2020); TECHNICAL AMENDMENT (SPELLING CORRECTION)(11.02.2017); REVISED (09.26.2017); TECHNICAL CHANGE (10.04.2011); CONVERTED TO WEB FORMAT (02.05.2009); FORMERLY G.O. 33S; 08.31.1999

DISTRIBUTION CODE: 2 (MAY BE PUBLICLY DISCLOSED)

APPLICABILITY CODE: S

SIGNATURE OF COLONEL:

A handwritten signature in black ink, appearing to read "W. B. R.", is written over a light blue rectangular background.

I. PURPOSE

1. The purpose of this General Order is to establish the Maine State Police Field Training Program.

II. POLICY

1. The policy of the Maine State Police is:
 - A. To select and train experienced Troopers to be Field Training Officers.

- B. To require each probationary Trooper to participate in a Field Training Program, regardless of the probationary Trooper's prior law enforcement experience, to ensure that each probationary Trooper is consistently trained and fairly evaluated;
- C. To ensure that each probationary Trooper works with at least two (2) Field Training Officers during the duration of the Field Training Program; and
- D. To extend the duration of a probationary Trooper's Field Training Program when additional training needs or work performance deficiencies are identified.

III. DEFINITIONS

- 1. For the purposes of this General Order, the terms included in this section are defined as follows, unless otherwise indicated in the order.
 - A. Field Training Officer. "Field Training Officer" means a Maine State Police Trooper responsible for training and evaluating one or more probationary Troopers.
 - B. Field Training Officer Supervisor. "Field Training Officer Supervisor" means a Maine State Police Sergeant assigned by a Troop Commander to evaluate and document the performance of Field Training Officers and probationary Troopers working under the supervision of the Field Training Officers.
 - C. Recruit Training Troop ("RTT"). Recruit Training Troop ("RTT") means the advanced Maine State Police School conducted at the MCJA for the purpose of providing advanced training and skills to Recruits.
 - D. Training Staff. "Training Staff" means the sworn Maine State Police personnel, including the Commandant, assigned to the Maine State Police RTT as staff members.

IV. PROCEDURE

- 1. GENERAL
 - A. The Maine State Police Field Training Program creates the opportunity for probationary Troopers to work with Field Training Officers in order to learn and apply practical aspects of law enforcement.
 - B. The Field Training Program process must be duly supervised because initial experiences often shape a new Trooper's entire career.
 - C. Each Trooper designated to be a Field Training Officer shall attend a course of instruction conducted by the Training Staff prior to performing the duties of a Field Training Officer.

1. Troopers designated to be Field Training Officers shall attend refresher training each time a class of probationary Troopers graduates.
- D. Each Field Training Officer, Field Training Officer Supervisor, and Troop Commander shall receive a copy of the *Field Training Officers Program Instruction Manual*.
 1. During the course of a Fielding Training Program, each Field Training Officer, Field Training Officer Supervisor, and Troop Commander shall comply with the applicable duties and responsibilities established in the *Field Training Officers Program Instruction Manual*.
- E. Probationary Troopers shall work with, and be closely monitored by, at least two (2) Field Training Officers during the Field Training Program period.
2. PROGRAM DURATION AND WORK PERFORMANCE REQUIREMENT
 - A. Probationary Troopers shall participate in the Field Training Program for a minimum of forty-five (45) working days, excluding vacation, sick leave, and compensatory time off.
 1. After thirty (30) working days, a Troop Commander may allow a probationary Trooper to perform the duties of a Trooper, and without the close supervision of a Field Training Officer, if:
 - a. Such is the recommendation of the Field Training Supervisor and both Field Training Officers assigned to work with the probationary Trooper;
 - b. The probationary Trooper has performed up to that point at an “acceptable level” or higher throughout the Field Training Program;
 - c. Prior written approval is obtained from the Operations Major;
 - d. A Field Training Officer is on duty and available to assist the probationary Trooper should the need occur; and
 - e. All other requirements in the *Field Training Officers Program Instruction Manual* are followed.
 - B. During the Field Training Program, a probationary Trooper must perform basic police functions at an “acceptable level” or higher.

1. If a probationary Trooper does not meet or exceed that standard, the duration of the program may be extended, at the Lieutenant Colonel's discretion, to a maximum of seventy-five (75) working days.

3. PROGRESS REVIEW

- A. The Troop Commander shall arrange to meet with both the Operations Major and the Lieutenant Colonel after at least thirty-five (35), but no more than forty (40), working days of the Field Training Program have elapsed.
- B. The Troop Commander shall bring each probationary Trooper's daily and weekly reports to the meeting and be prepared to discuss each probationary Trooper's progress in the program.
- C. The Lieutenant Colonel shall decide whether a probationary Trooper will be released from the Field Training Program after forty-five (45) working days, or whether alternative action should be taken, including:
 1. Extending the probationary Trooper's Field Training Program to a maximum of seventy-five (75) working days; or
 2. Making a recommendation to the Colonel that the probationary Trooper be dismissed.
- D. If the Lieutenant Colonel decides to extend the duration of a probationary Trooper's Field Training Program, the Lieutenant Colonel and the probationary Trooper's Troop Commander shall agree on specific remedial actions to be taken and a schedule for further review of the probationary Trooper's progress by the Lieutenant Colonel.

4. DISMISSAL FROM THE FIELD TRAINING PROGRAM

- A. Grounds for dismissal from the Field Training Program include, but are not limited to:
 1. Failure to perform basic police functions at an "acceptable level" or higher;
 2. Failure to comply with, or violation of, one or more Maine State Police General Orders;
 3. A deficiency in attitude, appearance, professionalism, demeanor, ethical conduct, or ability to communicate and work with others; or
 4. As applicable, engaging in any of the conduct described in 25 M.R.S. sec. 2806-A, subsec. 5, Disciplinary sanctions.

- B. A probationary Trooper may be dismissed, at the discretion of the Colonel, at any time during the Field Training Program.
5. PROBATIONARY TROOPER DISMISSAL NOTIFICATION AND PROCESSING
- A. When the Colonel determines that a probationary Trooper is to be dismissed, the Colonel shall inform the Troop Commander of the Troop to which the probationary Trooper is assigned; the Troop Command then shall notify the probationary Trooper of the Colonel's decision.
 - B. The Troop Commander shall comply with General Order E-83 and any other applicable State of Maine policies and procedures.
 - C. The Troop Commander shall forward all records of the probationary Trooper to the Department of Administrative and Financial Services, Security and Employment Service Center.
6. RESIGNATION OF PROBATIONARY TROOPER
- A. If a probationary Trooper asks to resign from the Maine State Police, the Troop Commander of the Troop to which the probationary Trooper is assigned shall interview the probationary Trooper in order to:
 - 1. Ascertain the reason or reasons for the request; and
 - 2. Determine whether the request is voluntary.
 - B. Upon resignation of a probationary Trooper, the Troop Commander shall comply with General Order E-83 and any other applicable State of Maine policies and procedures.
 - C. The Troop Commander shall forward all records of the probationary Trooper to the Department of Administrative and Financial Services, Security and Employment Service Center.

NOTICE

THIS GENERAL ORDER IS FOR USE OF THE MAINE STATE POLICE AND NOT FOR ANY OTHER AGENCY. THE GENERAL ORDER IS NOT INTENDED TO BE RELIED UPON BY ANY OTHER INDIVIDUAL OR PRIVATE OR PUBLIC AGENCY. THE GENERAL ORDER EXPRESSLY DOES NOT CREATE, AND IS NOT INTENDED TO CREATE, A HIGHER LEGAL STANDARD OF SAFETY OR CARE IN AN EVIDENTIARY SENSE WITH RESPECT TO THIRD-PARTY CLAIMS. VIOLATIONS OF THIS ORDER ONLY MAY FORM THE BASIS FOR ADMINISTRATIVE SANCTIONS BY THE MAINE STATE POLICE.