



FIELD TRAINING PROGRAM

INDEX CODE: 802.1
EFFECTIVE DATE: 01-20-26

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I. PURPOSE

The purpose of this directive is to outline, establish the standards, and provide the organizational structure for the Department's *Sworn Officer* Field Training Program. Under the Code of Maryland Regulations, the initial Field Training program is required to be successfully completed before an individual is fully certified as a police officer. Field Training is not required *for the Chief of Police, Assistant Chief, and Deputy Chiefs*.

II. DEFINITIONS

1. **Entry Level Recruit Officer:** An individual who *has completed entry-level training with Anne Arundel County Police for initial certification*.
2. **Comparative Compliance Officer:** An individual from a full-service police agency who was not Maryland Police and Correctional Training Commission (MPCTC) certified *through their prior agency*.
3. **Lateral Officer:** An officer who *was* Maryland Police and Correctional Training Commission (MPCTC) certified *through their prior agency*.
4. **Field Trainee (FT):** Any Entry level *recruit officer*, comparative compliance officer, or lateral officer who *has completed required police academy training and is assigned to the Field Training Program*.
5. **Field Training Software (FTS):** *The FTS is the system for documenting FT performance during the Field Training Program. Anne Arundel County Police uses ACADIS for FTS.*
6. **Field Training Officer (FTO):** *Officers assigned to provide one-on-one, on-the-job training to FTs.*
7. **Primary FTO:** *An officer assigned as the principal training officer for a FT.*
8. **Secondary FTO:** *An officer assigned as a backup or temporary training officer for a FT.*

III. GOAL

It is the goal of the Department to maintain the highest level of professionalism and service to the citizens of Anne Arundel County. To this end, each Field Training Officer (FTO) involved in the Field Training Program (FTP) must strive to adhere to the basic principles of good instruction, guidance, and unbiased evaluation. Likewise, each *field trainee (FT)* must work diligently to convey the knowledge he/she has acquired from the Academy into practical application and to be receptive to coaching provided by veteran officers. By doing so, each will help to ensure that the Department receives professional, highly skilled, and highly trained personnel as permanent members of the Anne Arundel County Police Department.

IV. PROGRAM OBJECTIVES

1. To produce highly trained and positively motivated police officers capable of meeting or exceeding the standards of performance required by the Anne Arundel County Police Department.
2. To provide equal and standardized on-the-job training to all newly hired police officers and to provide remedial training in areas where deficiencies are identified.
3. To build on the foundation of knowledge provided during recruit training by creating an environment in which the trainee may develop new skills as well as proficiency.
4. To increase the overall performance of the Department by utilizing well trained, qualified officers to serve as positive role models for our FTs.

V. PROGRAM ADMINISTRATION

A. Training Division Commander

The Training Division Commander is responsible for all of the following:

1. ***Overall command, supervision, and coordination of the FTP.***
2. ***Designation of a Field Training Coordinator.***
3. Certifying and decertifying all Field Training Officers.
4. Establishing selection criteria for Field Training Officers.
5. Providing initial training and in-service training for Field Training Officers ***in compliance with statutory and regulatory requirements.***
6. ***Completing required reporting in compliance with statutory and regulatory requirements.***
7. Developing guidelines for evaluation of FTs ***during the FTP.***
8. Establishing the reporting responsibilities of Field Training Officers.
9. ***Ensuring completion of appropriate certification paperwork as required by law and regulation.***
10. Ensuring that all appropriate documentation related to the FTP is retained and archived.
11. ***Ensuring the proper storage and archiving of all FTP documentation.***

B. Field Training Coordinator

The FTO Coordinator must have successfully completed first line supervisor training and a field training officer course approved by the Maryland Police Training Commission.

The Field Training coordinator is responsible for all of the following:

1. Ensuring that the department's ***FTP*** is in compliance with the standards required under ***law and regulation.***
2. Serves as a liaison between the Training Division and personnel ***involved in field training or supervising field trainees to ensure that field training is consistent with current entry-level, lateral, and comparative compliance training standards and techniques.***
3. ***Overseeing the operations of the FTP at the direction of the Training Division Commander.***
4. Monitor the ***FTP*** and assist FTOs as needed.

C. Field Training Officer

Field Training Officers (FTOs) are officers who have been selected completed the requirements of this policy and may be assigned to field training duties with FTs.

1. Selection of FTOs

- a. ***At the direction of the Training Division Commander, new FTO training will be conducted.***
- b. ***A department-wide announcement for FTO training, detailing required qualifications, must be disseminated throughout the Department by the Training Division Commander.***
- c. Officers ***may apply*** for selection as an FTO by inter-office correspondence to their ***district/division commander***, via the chain of command, detailing their qualifications and experience. The following qualifications and experience should be considered:
 - i. Assignment as a uniformed patrol officer with Anne Arundel County Police for a minimum of 24 months.
 - ii. Consistent satisfactory annual performance evaluations.

- iii. Lack of open internal affairs investigations.
 - iv. Lack of excessive complaints of misconduct.
 - v. No history of excessive sick leave.
 - vi. Maintenance of professional, uniformed appearance.
 - vii. Knowledge and experience in criminal and traffic law enforcement.
 - viii. Proficiency in working with the various aspects of the criminal justice system including courts, juvenile and advocacy services, and prosecutors.
 - ix. Good community policing and problem-solving skills.
- d. Upon review of applications, each District Commander must *select qualified officers to attend FTO training and forward the selections to the Training Division Commander via the commander of the Bureau of Patrol.*
- e. Once applicants have been selected, the District Commanders will forward a list of candidates' names to the Training Division Commander.

2. FTO Training

After selection, FTOs must: *complete* a Basic FTO training program and attend mandated FTP in-service requirements which *comply* with *statutory and regulatory requirements and* as directed by the Training Division Commander.

Exceptions to these requirements may only be granted upon approval of the commander of the Training Division in such cases when approved through statutory and regulatory requirements.

3. FTO Responsibilities

FTOs are responsible for all of the following:

- a. Adherence to the Training Division's Instructor Code of Conduct.
 - b. Providing diligent instructions and observation of FTs throughout the FTP.
 - c. Completing timely documentation of FT performance in the FTS including:
 - i. **Daily Observation/Note:**
 - (1) A brief synopsis of the FT's daily activities.
 - (2) *The FTO's notes regarding the FT's performance.*
 - (3) FTO's daily rating related to the categories that were observed.
 - ii. **Significant Strengths/Development Plan:** *A description of exceptionally positive FT performance and unsatisfactory performance with a description of the issue and planned corrective actions.*
 - d. Ensuring FTs receive opportunity, instruction, and evaluation in all mandatory major categories of field training objectives.
 - e. Provide remedial training and documentation of FTs.
4. Should the FTO, during the course of their instruction and observation, employ a plainclothes (ghost/shadowing) approach to evaluate *a* FT, the following guidelines *must* be followed:
- a. The Field Training Officer *must* be dressed in a neat, professional manner, wearing casual business attire.
 - b. The FTO *must* be able to quickly and easily identify themselves as a police officer if the need should arise. The FTO *must* have their Police Identification card readily accessible and their badge displayed in a manner which will quickly allow them to be readily identified.
5. *Upon successful completion of all mandatory major objectives, an FTO is responsible for certifying completion of the FTP by a FT assigned to the FTO.*

D. Field Trainees (FTs)

Each FT is responsible for the following:

- 1. Completing all assignments, including remedial training detailed by the Field Training Officer and/or the FT's chain of command.
- 2. *Satisfactory completion of all required FTP objectives.*

3. *Satisfactory performance of the field training criteria.*
4. *Completion of an FTP Critique after completion of the FTP to be forwarded directly to the Training Division Commander.*

E. Patrol Supervisor

Patrol supervisors who are assigned FTs are responsible for the following:

1. *Conducting weekly review of each FT's progress in the FTS.*
2. *Conducting weekly meetings with each FT assigned to the supervisor to review the FT's progress and discuss the continuing training plan.*
3. *Completing Supervisors Weekly Progress Reports in the FTS.*
4. *Assignment of secondary FTOs when a primary FTO is unavailable or to provide a FTO with specialized training or experience for the FT. (When no FTO is available, a FT may be assigned to be evaluated by a non FTO for a maximum of 10 percent of their field training time).*
5. *Ensure that each Entry Level Recruit Officers and Comparative Compliance Officers assigned to the supervisor work with at least 2 FTOs during the FTP period.*
6. *Provide day-to-day supervision of FTOs and FTs.*
7. *Completion of Weekly Progress Meetings with the FTO and FT and Weekly Progress Reports for each 40-hour period of FT training. This report must include a review of the FTO's documentation, an evaluation of the FT's strengths and weaknesses, and a continuing training plan.*
8. *Review of the FTS for completeness upon certification by an FTO of a FT's completion of FTP objectives.*
9. *Completing Certification of Release from the FTP upon a FT's satisfactory completion of the FTP objectives.*
10. *Completion of evaluations on Form PD639 for officers released from field training every 60 days from the end of the field training period until the expiration of the officer's probation. Refer to Index Code #707 III.B.*

F. Platoon Commander

Platoon commanders who are assigned FTs under their command are responsible for the following:

1. *Assignment of a primary FTO to each FT under the supervisor's command.*
2. *Completing a PD Form #802.1 (Certification of Field Training – Appendix A) after required hours of field training are successfully completed and forwarded to the Training Division commander.*
3. *Ensuring each Entry Level and Comparative Compliance Officer is assigned to the Communications Section for at least one 4-hour period during the FTP.*
4. *Ensuring that each Entry Level and Comparative Compliance Officer is assigned to the Evidence Collections Unit for at least one 4-hour period during the FTP.*
5. *Ensuring that each Entry Level Officer works a Midnight Watch (See Index Code 716: Work Schedules and Assignments) during Field Training.*
6. *At the completion of field training, the Platoon Commander will review the FTS for accuracy and completeness. The Platoon Commander should include any appropriate comments concerning the FT and his/her field training. Upon the Platoon Commander being satisfied that the FT has successfully completed all program goals and all documentation is satisfactory, the Platoon Commander must sign the Release from Field Training Form.*

G. District Commander

District commanders with FTs under their command are responsible for the following:

1. *Monitoring the performance of FTOs under their command.*
2. *Ensure the Training Division commander is notified when the district commander assesses there are insufficient FTOs available to meeting training needs.*
3. *Upon a FT's completion of the FTP, review the FTS documentation and make final certification of release from the FTP.*
4. *Ensure that all FTP documentation for FTs assigned to the commander's district is forwarded to the Training Division Commander at the completion of each FT's field training.*

VI. FIELD TRAINING STANDARDS

A. FIELD TRAINING EVALUATION CRITERIA

The following categories of job functions and responsibilities contain the evaluation criteria, objectives, and tasks to be achieved or satisfied for FTs assigned to field training:

1. Officer Safety
2. Post Familiarization/Response to Calls
3. Radio Communication
4. Traffic Enforcement
5. Accident Investigation
6. Court Preparation
7. Criminal Law/County Code /Civil Offenses
8. Emergency Vehicle Operations
9. Patrol Functions
10. Report Writing
11. Charging Documents
12. Investigation/Interview/Interrogation
13. Search and Seizure
14. Police Sensitivity
15. Juvenile Procedures
16. Firearms Maintenance/Use of Force
17. Community Oriented Policing

B. FIELD TRAINING DURATION

Each FT must satisfactorily complete the objectives related to the above field training criteria within the required number of hours of training as noted below. FTs may not be permitted additional training hours beyond the maximum hours noted.

	Field Training Duration MINIMUM hours	Field Training Duration MAXIMUM hours
Entry Level Officers	540 (45 12-hr days; 60 8-hr days)	720 (60 12-hr days; 90 8-hr days)
Comparative Compliance Officers	300 (25 12-hr days; 30 8-hr days)	480 (40 12-hr days; 60 8-hr days)
Lateral Officers	144 (12 12-hr days; 18 8-hr days)	480 (40 12-hr days; 60 8-hr days)

C. RELEASE FROM FIELD TRAINING PROGRAM

FTs may be released from the FTP to full duty upon of all of the following:

1. *Participation in the FTP for the minimum number of field training hours as defined above.*
2. *Satisfactory completion of all training objectives and tasks which comprise the FTP.*
3. *A record of consistent satisfactory performance for all field training evaluation criteria in this policy.*
4. *Certification of these requirements by the FT's FTO, sergeant, and lieutenant.*

FTs who do not meet the above criteria for release and who have reached the maximum field training duration may not be granted additional training time and are subject to immediate dismissal from employment with the department.

VII. FIELD TRAINING OFFICER COMPENSATION

Field Training Officers will be compensated in accordance with the provisions in the current labor contract.

Index Code: 802.1
Effective Date: 01-20-26

VIII. PROPONENT UNIT: Training Division.

IX. CANCELLATION: This directive cancels Index Code 802.1, dated *12-13-22*.