



FIELD TRAINING PROGRAM

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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 Field Training Program. Under COMAR, the initial Field Training program is required to be successfully completed before an individual is certified as a police officer. Field Training is not required for police chiefs, sheriffs, and one individual in each law enforcement agency who is designated as a deputy or assistant with supervisory authority.

II. DEFINITIONS

A. Entry Level Officer

An individual who is not certified as a police officer.

B. Comparative Compliance Officer

An individual from a full service police agency who is not Maryland Police and Correctional Training Commission (MPCTC) certified.

C. Lateral Officer

An officer who is currently Maryland Police and Correctional Training Commission (MPCTC) certified.

D. New Officer

Any Entry level, Comparative Compliance, or Lateral Officer who is new to the Anne Arundel County Police Department.

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 must strive

to adhere to the basic principles of good instruction, guidance, and unbiased evaluation. Likewise, each new officer 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

- A. 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.
- B. 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.
- C. 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.
- D. To increase the overall performance of the Department by utilizing well trained, qualified officers to serve as positive role models for our new officers.

V. PROGRAM ELEMENTS

- A. As a goal, there should be a minimum of 15 certified Field Training Officers in each district.
- B. Field Training Officers are considered extensions of the Training Division staff and are subject to the Training Division Standard Operational Procedures as well as the Department's Rules and Regulations. The Training Division FTO Coordinator will monitor the program and assist FTOs as needed. However, the day-to-day supervision of the FTO remains the responsibility of the FTO's immediate supervisor.
- C. Upon successful completion of the Police Training Academy, the new officer will be assigned to a Field Training Officer.
- D. Entry Level Officers will be exposed to a minimum of two (2), with an optimum of three or more different Field Training Officers during the Field Training program.
- E. Comparative Compliance Officers will be exposed to a minimum of two different Field Training Officers during the Field Training Program.
- F. Platoon Commanders will complete PD Form 802.1 "Certification of Field Training" (found in "Periodic Reports" in the ADORE software) to document completion of the field training for MPCTC purposes. Upon completion, the PD Form 802.1 will be immediately forwarded to the Training Division Commander for submission to the MPCTC.
- G. Each Entry Level and Comparative Compliance Officer will be assigned to the Communications Section for at least one eight (8) hour work day during the field training process. In addition, the Entry Level Officer should be exposed to the Midnight Watch during Field Training.
- H. Each Entry-Level and Comparative Compliance Officer will successfully complete basic RADAR training.
- I. Upon completion of Field Training, the Training Division will receive and archive the Field Training Guidebook and all related documents with the officer's training file.

VI. FIELD TRAINING DURATION

- A. The minimum field training and evaluation program for Entry Level Officers will consist of 60 evaluated work days (480 hours), not including RDOs or leave, with the **maximum** program being 90 evaluated work days (**720 hours**), not including RDOs or leave.

B. The minimum field training and evaluation program for Comparative **Compliance** Officers will consist of 30 evaluated work days (240 hours), not including RDOs or leave, with the **maximum** program being 60 work days (**480 hours**), not including RDOs or leave.

C. The length of field training for Lateral Officers will consist of a minimum of 12 evaluated work days (**96 hours**), **not including RDOs or leave, with the maximum program being 60 work days (480 hours)**.

II. ADORE Field Training Software

A. The ADORE Field Training Software will provide the Field Training Officer (FTO) and the newly hired officer with general guidelines to assist with field instruction. The software is not intended to be all inclusive of the subject matter taught at the Training Academy; instead, it contains 17 major categories of law enforcement responsibility for Entry Level and Comparative Compliance Officers, and 14 Major Categories of Law Enforcement responsibility for Lateral Officers that should be evaluated throughout the Field Training Program. These categories are of critical importance to officers assigned to the Bureau of Patrol.

B. The major categories are:

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

C. Each major category contains numerous objectives or tasks. These objectives/tasks must be successfully understood, demonstrated, and completed by each new officer during the Field Training Program. As they are completed, the FTO and new officer will place their initials next to the objective/task.

D. The software also contains the following sections that must be completed as part of the field training process:

1. Daily Observations/Notes

The Daily Observations/Notes will be completed by the FTO throughout the field training process. It contains the FTO's personal notes as well as a brief synopsis of the new officer's daily activities. FTO's will provide a daily rating related to the categories that were observed. Absent a certified FTO, a new officer may ride with and be evaluated by a non-certified FTO for a maximum of 10 percent of their field training time (example: six (6) days in a sixty (60) day evaluation period). COMAR (12.04.01.17 G, 2, a).

2. Significant Strengths/Developmental Plan

The Significant Strengths/Developmental Plan will be completed by the FTO when a new officer performs significantly well in an evaluated area and if he or she performs unsatisfactorily in an evaluated area. The FTO must describe the problem behavior and then list the corrective action taken to address the problem.

3. Supervisor's Weekly Progress Report

The FTO's immediate supervisor will meet with the FTO and new officer every six (6) work days throughout the field training process to review the FTO's daily observations, evaluate progress, and discuss related issues. The supervisor will then complete the Supervisor's Weekly Progress Report.

4. Field Training Program Critique

The Probationary Officer Field Training Program Critique will be completed by the new officer at the conclusion of Field Training. The Field Training Officer Critique may be completed by the FTO at the conclusion of Field Training. The critique(s) will then be forwarded directly to the Training Division Commander for review and consideration. (The critique does not need to be reviewed by the officer's chain of command.)

5. Release from Field Training Form

The release from Field Training Form is found in "Periodic Reports" in the ADORE software. This form must be completed and signed by the FTO, the FTO's immediate supervisor, the Shift Commander, the District Training Lieutenant, and the District Commander prior to releasing the new officer to full service. The form will remain in the Guidebook and will be forwarded to the Training Division Commander.

E. If a new officer disagrees with an evaluation then he/she may sign in disagreement, and appeal the evaluation to the FTO's supervisor. That supervisor may support or change the initial assessment. In the event that the supervisor supports the initial evaluation and the new officer wishes to further appeal, he/she may schedule an appointment with the District Commander. The decision of the District Commander as to the evaluation is final and no further appeal is available to the new officer.

F. Finally, the Field Training ADORE Software is not meant to take the place of, nor does it supersede, the Anne Arundel County Police Department's Rules and Regulations, Written Directives, Special Orders, Criminal Codes, County Codes, etc.

VIII. FIELD TRAINING OFFICER SELECTION

A. At the direction of the Training Division Commander, new FTO training will be conducted. A written directive, announcing the training, will be disseminated throughout the Department.

B. Officers who are interested in applying for selection as an FTO will forward an inter-office correspondence to the District Commander, via the chain of command, detailing their qualifications and experience.

C. Supervisors in the officer's chain of command will provide written comments on the application and forward it to the District Commander.

D. The District Commander will review all applications and select the officers whom he/she believes to be the most qualified based on the information available and personal knowledge of each applicant. District Commanders may incorporate additional elements in the selection process, such as an oral interview. When doing so, the District Commander will ensure that the additional selection elements are prominently advertised and are uniformly applied to all applicants.

E. Once applicants have been selected, the District Commanders will forward a list of candidates' names to the Training Division Commander. The Training Division Commander will compile the lists from the District Commanders and forward them to the Commander of the Bureau of Patrol. The Commander of the Bureau of Patrol will approve the candidate list for training or retraining by the Academy.

F. The following factors should be considered by the District Commander when selecting Field Training Officers:

1. Candidates should have been assigned as a uniformed patrol officer with this Department for a minimum of 24 months.
2. Candidates should have consistently good Performance Evaluations and be of good character and reputation.
3. Candidates should not have an Open Internal Affairs investigation.
4. Candidates should not have excessive complaints against them.

5. Candidate should not have a history of excessive sick leave.
6. Candidates should consistently maintain a professional appearance in uniform.
7. Candidates should have knowledge and experience in the many aspects of policing to include: criminal and traffic enforcement.
8. Candidates should possess a proficient working knowledge of the Criminal Justice System and its processes, to include: Juvenile Services, Witness Advocacy, the Grand Jury, the District Court Commissioner, the State's Attorney's Office, and the District and Circuit Courts.
9. Candidates should work well with the public; i.e., attends community meetings when possible and/or demonstrates good community policing and problem solving skills.

IX. PROGRAM ADMINISTRATION

A. New Officer

1. The new officer is responsible for completing all assignments, including remedial training detailed by the Field Training Officer and/or the new officer's chain of command.
2. The new officer is responsible for the Field Training ADORE Software. The ADORE Software is considered to be a required piece of equipment during the field training program. The new officer will be held accountable for the Field Training ADORE Software during each tour of duty, unless it is in the possession of the FTO.
3. The new officer is responsible for completing all objectives in ADORE.
4. The new officer will complete the Field Training Critique at the completion of field training.

B. Field Training Officer

1. The Field Training Officer must complete a Basic FTO training program (minimum of 21 hours in length) and attend required in-service FTO training as directed by the Training Division Commander. 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.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.
 - (c) The Deputy Director of MPCTC 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:
 - (d) 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
 - (e) 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.
2. The Field Training Officer will adhere to the Training Division's Instructor Code of Conduct at all times.
3. The Field Training Officer will diligently instruct and observe the new officer throughout the field training process. The FTO must document the new officer's progression and any remedial training provided.
4. Should the Field Training Officer during the course of their instruction and observation decide to employ a plainclothes (ghost/shadowing) approach to evaluate their new officer, the following guidelines should be followed:
 - a. The Field Training Officer will be dressed in a neat professional manner wearing casual business attire.
 - b. The FTO will be able to quickly and easily identify themselves as a police officer if the need should arise. The FTO should have their Police Identification card readily accessible and their badge displayed in a manner which will quickly allow them to be readily identified.
5. The Field Training Officer should ensure that the new officer is exposed to the greatest number of experiences possible thereby providing opportunities to meet the training requirements.

6. The primary Field Training Officer will be responsible for ensuring that all mandatory major categories and their objectives are successfully completed and evaluated. Upon completion of the new officer's field training, the primary Field Training Officer will sign off on the Release from Field Training Form.
7. Under COMAR a field training officer is required to have been a police officer at least 2 years immediately before being approved by the Commission to be a field training officer. The field training officer must also have successfully completed a field training officer course approved by the Commission.
8. FTO's are required to complete mandatory FTO In-Service Training under COMAR. Within every 3 years following initial completion of a field training officer course, the FTO must 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.

C. Patrol Supervisor

1. The patrol field supervisor will meet with the new officer and FTO every six (6) days and review ADORE and ensure that the objectives are being fulfilled.
2. After meeting with the new officer and FTO, the patrol supervisor will complete the Supervisor's Weekly Progress Report that is contained in the Field Training ADORE Software.
3. In the event that a new officer's assigned Field Training Officer is on leave or special assignment, supervisors should, in the following order, assign:
 - a. A certified Field Training Officer who has been or will be part of the new officer's training.
 - b. Any FTO on the platoon, or
 - c. Any other officer on the platoon. If a non-certified FTO is utilized, the new officer will not be evaluated for that time period.
4. Patrol supervisors should assist in the process by allowing the Field Training Officer to expose the new officer to as many experiences as possible.
5. Upon completion of the new officer's field training, the supervisor will review ADORE for completeness and make any necessary comments concerning the individual new officer and his/her training.
6. The supervisor will sign off on the Release from Field Training Form.
7. Additionally, first-line supervisors are responsible for completing an evaluation of new employees every sixty (60) days from the end of the field training period until the expiration of probation, normally one year from the date of hire. Form PD#639 will be used for this purpose. Refer to Index Code #707 III B.

D. Platoon Commander

1. PD Form #802.1 (Certification of Field Training – Appendix A), cited in Section V.F. of this Index Code, must be filled out in its entirety after required hours of field training are successfully completed and forwarded to the Training Division commander.
2. At the completion of field training, the Platoon Commander will review ADORE for accuracy and completeness.
3. The Platoon Commander should include any appropriate comments concerning the new officer and his/her field training.
4. The Platoon Commander will then sign off on the Release from Field Training Form.

E. District Training Lieutenant

The District Training Lieutenant, as designated by the District Commander, will serve as a liaison between the Field Training Officer and the Training Division. They are responsible for:

1. Ensuring that the FTO Program is functioning properly in the District.
2. Coordinating the flow of reports between the District and the Training Division.
3. Ensuring that the District Commander is aware of the new officer's development.
4. Review ADORE for accuracy and ensure that it is complete. He/she will forward it to the District Commander for review.

F. District Commander

1. Once selected, the District Commanders will monitor the performance of the Field Training and new officers. District Commanders will take immediate steps to decertify any FTO who fails to meet his/her responsibilities under the program.
2. After the new officer completes all of the requirements of field training, the District Commander will review the ADORE and make the decision as to releasing the new officer to full service or extending the length of field training.
3. When the District Commander makes the decision to release the new officer from field training, he/she will sign off on the Release from Field Training Form.

G. Training Division Field Training Coordinator

1. Serves as a liaison between the Training Division and the Districts.
2. Oversees the Field Training Program and ensures that it is operating in the prescribed manner.
3. Compiles the data and reports to the Training Division Commander any training concerns or recommendations for future training.

H. Training Division Commander

1. The Training Division is responsible for establishing a written field training program for Entry Level Officers that will consist of a minimum of 60 work days *and a maximum of 90 work days*, Comparative Compliance Officers that will consist of a minimum of 30 work days *and a maximum of 60 work days*, and Lateral Officers that will consist of a minimum of 12 work days *and a maximum of 60 work days*.
2. The Training Division Commander is responsible for certifying and decertifying all Field Training Officers as well as:
 - a. Establishing selection criteria for Field Training Officers;
 - b. Supervision of Field Training Officers;
 - c. Providing initial training and in-service training for Field Training Officers;
 - d. Developing guidelines for evaluation of new officers by the Field Training Officer; and
 - e. Establishing the reporting responsibilities of Field Training Officers.
3. The Training Division will complete the MPCTC form DPSCS-PCT-9 (01/03) "Certification of Fielding Training," and forward the completed form to the MPCTC as required by COMAR 12.04.01.21 for each Entrance Level Training Class.
4. The Training Division Commander is designated to coordinate and monitor the agency's FTO Program.
5. The Training Division Commander will designate a staff FTO Coordinator who will ensure that the department's FTO program is in compliance with the standards required under COMAR. The FTO Coordinator must have successfully completed first line supervisor training and a field training officer course approved by the Maryland Police Training Commission.
6. The Training Division Commander is responsible for ensuring that all appropriate documentation related to the Field Training Program is retained and archived. This documentation is subject to audit by the Police Training Commission.

X. FIELD TRAINING OFFICER COMPENSATION

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

XI. CHIEF OF POLICE

The Chief of Police reserves the final authority over the selection or removal of any Field Training Officer participating in the Field Training Program.

XII. PROPONENT UNIT: Training Division.

XIII. CANCELLATION: This directive cancels Index Code 802.1, dated *02-08-22*.