

# THURMONT POLICE DEPARTMENT

<b>GENERAL ORDER</b>	<i>Date Issued:</i> December 1, 2016	<i>Effective Date:</i> December 1, 2016	<i>Order No:</i> Chapter 26.1
<i>Authority: Chief of Police</i> <i style="text-align: center;">Gregory L. Eyer</i>		<i>Manual Page No:</i>	
<i>Subject: Field Training Evaluation Program</i>		<i>Replaces Page No:</i>	
<i>Accreditation Standard: Chapter</i>	<i>Distribution: ALL</i>	<i>Amends: Previous Policy</i>	<i>Number of Pages: 8</i>
<i>Related Documents:</i>		<i>Rescinds:</i>	

This Directive is for internal use only, and other than as contraindicated here this Directive does not create or enlarge this Department's, governmental entity's, any of this Department's officers, and/or any other entities' civil, criminal, and/or other accountability in any way. This Directive is not to be construed as the creation of a standard of safety or care in any sense, with respect to any complaint, demand for settlement, or any other form of grievance, litigation, and/or other action. Deviations from this Directive, if substantiated, can only form the basis for intra-Departmental administrative action(s) (including discipline and/or termination).

**I. PURPOSE:**

To establish guidelines for mandated Field Training for all newly hired officers. Thurmont Police Department Field Training Evaluation Program (FTEP) will be in compliance with COMAR and MPCTC Regulations.

**II. POLICY:**

It is the policy of the Thurmont Police Department to provide standardized Field Training for academy graduates and lateral police officers. All completed Field Training Evaluation Programs will be reported to MPCTC via form: (FieldTrngFormLe DPSCS-PCTC-13). Successful completion of a required field training program will enable a new officer to achieve a police officer certification for the state of Maryland.

**III. DEFINITIONS:**

**Maryland Police and Correctional Training Commissions (MPCTC):** The regulatory agency governing certification of police officers in the State of Maryland.

**Code of Maryland Regulations (COMAR):** Title 12; subtitle 04 – Department of Public Safety and Correctional Services outline the State of Maryland regulations for police training.

**Field Training Officer (FTO):** An experienced officer and First Line Supervisor who have completed a Field Training Officer class approved by MPCTC. The designated Field Training Officer and First Line Supervisor will complete a Commission approved training course. This course is to be a minimum of 21 hours and meet the training objectives established by the Commission. Thereafter, 7 hours of instruction are required to be completed every 3 years.

**Selection:** An experienced officer with a current “Exceeds Standards” performance rating will be selected to attend and complete a Field Training Officer class, and serve as the agency’s Field Training Officer. A Field Training Officer must maintain an “Exceeds Standards” rating during annual performance evaluations to continue as a Field Training Officer.

**Student Officer:** A sworn member of the agency who has not yet successfully completed the Field Training Evaluation Program.

**Lateral Officer:** A sworn member who has been hired by the Chief of Police as a Lateral Police Officer based on sufficient previous law enforcement experience.

#### IV. PROCEDURE:

##### A. Academy Graduates:

Upon the successful completion of a training academy, all newly hired police officers will successfully complete a Field Training and Evaluation Program prior to working solo as a Thurmont Police Officer. The TPD FTEP is a ten (10) week program (a minimum 240 hour program as mandated by MPCTC). The new officer will work with a trained FTO for eight weeks, and then with a supervisor for the remaining two weeks. This training program may be amended and/or extended as specifically outlined for each individual prior to the start of the program. At no time will a student officer be authorized to function without the guidance of a FTO or supervisor.

##### B. Lateral Police Officers:

Lateral Police Officers qualifying for re-certification, will successfully complete a 2 week (80 hour) Field Training Evaluation Program.

##### C. Comparative Compliance Waiver:

An officer qualifying for a Comparative Compliance Waiver, will successfully complete a FTEP as mandated by MPCTC.

##### D. Field Training Evaluation Program:

The FTEP will consist of three (3) Phases:

Phase I – Weeks 1 thru 4

Phase II – Weeks 5 thru 8

Phase III – Weeks 9 and 10

1. DOR- The FTO will complete a Daily Observation Report of the new officer's performance at the completion of each work day and submit the DOR to the first line supervisor.
2. The Daily Observation Report is a daily summary of the student-officer's performance as observed by the FTO on that particular day. The DOR consists of twenty seven (27) Activities in four (4) Categories to evaluate a new officer's performance. (Refer to Daily Observation Report form)
3. The FTO will review and discuss the contents of the DOR with the student-officer as soon as possible after its completion.
4. All activities in which a student-officer receives a rating below "satisfactory" must be documented in detail on the DOR or Daily Observation Report Continuation Form. Remedial action taken or planned must also be noted. Activities in which a student-officer received a rating of "satisfactory" may also be documented in detail, at the discretion of the FTO.
5. At the end of the fourth week, the supervisor will prepare an End of Phase I Report. This report will rate the student-officer's performance during that Phase. Any ratings below satisfactory must include a summary explaining the specific behavior which led to the rating. The supervisor is also encouraged to summarize any noteworthy incidents of satisfactory performance, but is not obligated to do so.
6. At the end of the eighth week, the supervisor will prepare an End of Phase II Report. This report will rate the student-officer's performance during that Phase. Any ratings below satisfactory must include a summary explaining the specific behavior which led to the rating. The supervisor is also encouraged to summarize any noteworthy incidents of satisfactory performance, but is not obligated to do so.
7. The student officer will train with a supervisor during weeks nine and ten. At the end of the tenth week the supervisor will prepare a Final Evaluation Report. The FER will be based on the observations of the FTO during the final two weeks of the Program and any other relevant information known to the FTO. The FER will specifically cite the preparedness and suitability of the student-officer to assume "solo" patrol duties.
8. Extension Period (If required): If the Student-officer shows through his/her performance that they are not ready to function alone as a patrol officer, the supervisor will recommend a four week extension period. During this period, daily and weekly observation reports are required to be completed by the Primary FTO and supervisor. The need for an extension of a student-officer's field training should

normally be evident to those evaluating his/her performance well before the completion of Phase II of the FTEP. When this occurs, those who have evaluated the student-officer will determine whether additional training might improve the student-officer's performance to a level that will meet established standards.

9. At the conclusion of the four-week extension, the Supervisor will assume direct supervision of the student-officer and will conduct the final evaluation. The supervisor will then make a recommendation to the Chief of Police.

10. Unfortunately, there will be times when a student-officer will be unable to successfully complete the Field Training and Evaluation Program. After being counseled, given the opportunity to participate in an extension of the Program and/or otherwise afforded remedial training as appropriate, such a student-officer will be recommended for termination.

11. If this occurs, the Supervisor will prepare a comprehensive report for review by the Chief of Police. This report will detail all the circumstances which led to the recommendation of the student-officer being terminated. The Chief of Police will make the determination to terminate a student officer.

**F. Supervision during Field Training:**

Exception: 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 an agency police officer who is not a field training officer or police officer of supervisory rank. During this period, any law enforcement related actions or duties performed by the student officer will not accrue as an FTEP training period.

**IV. G. ADMINISTRATION AND COORDINATION:**

A. Because the FTEP is considered part of the entry level training process, the administration, coordination and oversight of the Program will be the responsibility of the individual holding the rank of Sergeant or his/her designee. The Sergeant or their designee will be designated as the FTEP Coordinator.

B. The FTEP Coordinator will:

1. participate in the selection of Field Training Officers;
2. coordinate the assignment of student-officers to Field Training Officers;
3. monitor, maintain and inspect student-officer evaluation reports;

4. provide staff assistance to the FTO and/or first line supervisors in the preparation of remedial training for a student-officer;
  5. monitor the progress of all student-officers participating in the Program and provide the Deputy Chief of Police with periodic updates of their performance; and,
  6. assist the FTOs and/or first line supervisors as needed during the program.
- C. Throughout the FTEP, immediate supervision of FTOs will be the responsibility of the first line supervisors (Corporal) of Patrol to which the FTO is assigned. However, any supervisory concerns or actions, which will impact the FTEP, must be coordinated by the first line supervisor with the FTEP Coordinator.
- D. The FTEP Coordinator may add additional requirements to any FTEP session, such as tests, quizzes, specific lists or check off sheets of tasks to be performed or subjects to be trained in during FTEP. Whenever such additional requirements are added, all supervisors, FTOs, and student-officers participating in that FTEP session will be notified. Student-officers must successfully complete all such additional requirements prior to completion of the FTEP program.

#### **V. Field Training Officer Course – Application, Requirements, and Approval**

- A. A field training officer course shall be approved by the commission, and provided by law enforcement agency or academy that has received the course approval by MPCTC.
- B. 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:
1. At least 20 days before the field training officer course begins; and
  2. In the format required by the Commission
- C. The application for approval for a field training officer course shall include the:
1. Number of hours of instruction to be provided by the course;
  2. Names and qualifications of the instructors for the course;
  3. Testing and evaluation methods for an individual enrolled in the field training officer course; and
  4. Other information require by the Commission
- D. If the Commission approves the field training officer course:
1. The Commission shall assign the approved field training officer course an identification number; and
  2. Commission approval of the field training officer course is valid for 3 years following the approval date.
- F. Proposed Change to Commission-Approved Field Training Officer Course.
1. 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.

- G. NOTE: Agencies who wish to do multiple FTO programs dependent upon the new officer's prior experience/training must submit separate In-Service Program Approval Applications for each specific program, ie., 240 hrs., 160 hrs., or 80 hrs. Separate applications are ONLY necessary if new officers are going to receive different amounts of training. If a new officer is required to complete 240 hours of FTO training per your agency, even though COMAR only requires 80 hours of FTO training there is no need for a separate program approval since completing 240 hours covers the requirements for 80 hours of training.

## **VI. Application For Instructor Certification**

- A. For current, prior to 7/1/2016, FTO Instructor Certification:
1. A copy of a certificate of completion of a FTO Trainer course indicating type and hours of training;
  2. If no certificate of training is available a written signed correspondence on the Department/Agency's letterhead indicating the successful completion of a FTO Trainer course, indicating date completed and number of hours or
  3. Written statement from Head of the Agency or designee that the individual is an "active" FTO who has provided a minimum of eighty (80) hours of FTO training within the last three (3) years.

## **VII. Documentation Retention:**

- A. The Thurmont Police Department will maintain all FTEP Records for a minimum of three (3) years, in accordance with MPCTC regulations. The original copies of all DORs, and End of Phase Reports will be forwarded to the FTEP Coordinator and then to the Deputy Chief of Police. Upon final review, all original FTEP reports will be placed in the student-officer's Training File. No other copies, either paper or electronic will be maintained of any FTEP evaluation reports.
- B. Retained Documentation shall include:
1. Rosters of individuals participating in the field training officer course;
  2. The tests, scores, and evaluations of individuals participating in the field training officer course;
  3. Description of the evaluation process for individuals participating in the field training officer course;
  4. Field training officer course lesson plans; and
  5. Other documentation required by the Commission.

**VIII. Audit**

A Commission-approved field training officer course and Commission-approved field training are subject to review and audit by the Commission. The Commission may suspend or revoke approval of a field training officer course or law enforcement agency's field training if the Commission determines that the field training officer course or agency field training fails to meet the Commission requirements.

**DOCUMENTS:**

**These related forms can be found on the Department's "R" Drive under Patrol Forms – "New FTO Paperwork."**

**Daily Observation Report  
Daily Observation Continuation Form  
Weekly Evaluation Report  
End of Phase Report  
Final Evaluation Report**

*Amended Date: November 17, 2016*

*Review Date:*

*Review Date:*

*Review Date:*

*Rescinds:*

*Order Written By: Lt. P.A. Droneburg*

*Order Edited and Approved By: Chief Gregory L. Eyer*

*Accreditation Standards Included in this Order*

**CHAPTER**