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- I. Policy
 - II. Objectives
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 - IV. Responsibility

- I. Policy

The initial training of a police officer candidate will be the foundation upon which a career will be based. Well-trained officers are more likely to be prepared to act decisively and correctly in a broad spectrum of situations. The Field Training and Evaluation Program (FTEP) is designed to ensure that each recruit attains a high level of skill, knowledge and ethics. This Directive is to be utilized in conjunction with the Division's Field Training and Evaluation Program Manual.

- II. Objectives

- A. To produce a highly trained and positively motivated police officer capable of meeting or exceeding the standards of performance required by the Maryland-National Capital Park Police.
- B. To build on the foundation of knowledge received at the police academy, thereby, creating an environment, in which the trainee may develop new skills, as well as increase proficiency in those acquired in the classroom training setting.
- C. To provide trainees who have prior police experience with the necessary training and experience for them to successfully integrate into the Maryland-National Capital Park Police.
- D. To provide equal and standardized training to all newly hired police officers and to provide remedial training in those areas where deficiencies are identified.
- E. To provide feedback to the trainee by the use of on-the-job observation and evaluation of each trainee's performance.
- F. To establish an appraisal system which is valid and job-related, utilizing a standardized and uniform approach for documentation of a trainee's performance.
- G. To provide qualified Field Training Officers with additional training and opportunities to develop leadership/evaluation skills in order to enhance career satisfaction.
- H. To provide the highest level of service to the members of the Division and the community.

- III. Procedures

- A. Field Training Officer (FTO) Selection - FTEP Supervisor selects the Primary FTO *and Secondary FTOs* for each trainee *and forwards to the Assistant Chief, Patrol Branch for their approval.*

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- B. Selection Criteria
1. Most recent and continual performance evaluations over the three (3) year period must have *attained a "2"* rating in, Dependability, Judgment, Dealing with the public, Application of Knowledge, Skills, and Abilities, Initiative, Safety, Working under pressure.
 2. Must complete a Field Training Officer training program after initial selection and be provided periodic retraining.
 - a. May be either a course designed and administered by the FTEP Supervisor or FTEP Coordinator, or a formal training course offered outside of the Division.
 - b. May be completed after selection as an FTO.
 3. Must pass a review of: past driving record, sick leave usage, disciplinary actions.
 4. Must receive a satisfactory recommendation from immediate supervisor.
- C. Duration - The standard duration of the Field Training & Evaluation Program will consist of *48 Daily Observation Reports for a Police Officer Candidate and 32 Daily Observation Reports for an Experienced Police Officer.*
1. The Field Training and Evaluation Program is divided into four phases consisting of three tours of duty each. The trainee will be assigned to a "Primary" Field Training Officer (FTO) for the first phase, assigned to different FTO's for the second and third phases, and then return to the Primary FTO for the final phase.
 2. The duration of the training may be amended by the Chief, Park Police Division.
 3. Officer Deployment:
 - a. The trainee and FTO will normally be considered a one-officer unit in the first three phases of training. The FTO and the trainee are normally considered to be a two-officer team in the final phase.
 - b. During the Field Training Program the trainee will work rotating shifts.
- IV. Responsibility
- A. All recruits who are in a MPCTC approved academy are supervised by *Management & Technology Section.*
 - B. Trainees - The trainee is expected to enter the Field Training and Evaluation Program with certain basic knowledge and skills that are required by an MPCTC approved academy for graduation. The trainee will be required to apply that knowledge, the skills and abilities learned to incidents encountered on patrol. The trainee will study the material needed to learn to perform the job of a police officer. It will be the sole responsibility of each trainee to work to the best of his/her ability. The trainee will complete all required assignments and forms in a timely manner. The trainee will be required to attend periodic conferences with FTEP personnel. The trainee will be required to meet or exceed all program objectives, standards, and performance levels.

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- C. Field Training Officer (FTO) - The Field Training Officer provides ongoing instruction of trainees, utilizing innovative and practical techniques. The FTO's professional and personal conduct should be exemplary.
1. The FTO will complete all required evaluations *and Daily Observation Reports utilizing the field training software program* and submit them to the FTEP Coordinator in a timely manner.
 2. The FTO will work closely with, and consult frequently, the FTEP Coordinator and the Shift Supervisor to discuss the trainee's performance and progress.
 3. The FTO will attend weekly conferences with the Shift Supervisor. Identified areas of deficiency regarding the trainee will be evaluated recommended methods of improvement will be developed. This information will be documented *in the bi-weekly report and training plan*.
 4. At the end of the final week, the FTO will prepare a comprehensive critique of the trainee's ability to function as a solo patrol officer.
 6. If remedial training efforts have been exhausted and the trainee has not achieved an acceptable level of performance the FTO will complete a Request for Extension of Field Training.
 7. The Field Training Officer serves as a role model for the trainee, especially in areas of professionalism and officer discretion. Trainees should be advised of situations where officer discretion can be used.
- D. Shift Supervisor - During the Field Training period, the Shift Supervisor has the dual responsibility of supervising a shift and monitoring the training of every trainee assigned to that shift. They will ensure that continuity is maintained between the FTEP Coordinator and other FTEP officers. They will assist both the FTEP Coordinator and the FTEP officers on their shift in attaining the goals of the Field Training and Evaluation Program. The Shift Supervisor:
1. Assists in attainment of program goals.
 2. Becomes familiar with the training history and background of each trainee
 3. Monitors FTO and trainee performance
 4. *Conducts* weekly conferences with FTO/Trainee teams
 5. Completes the *bi-weekly report and training plan*
 6. Attends periodic evaluation sessions with the FTEP personnel when appropriate
 7. Ensures the trainee is assigned to a wide variety of tasks and assignments.
 8. Maintains security of files and confidentiality of the trainee's performance and progress.
- E. Field Training and Evaluation Program (FTEP) Coordinator - The Field Training and Evaluation Program Coordinator plays a vital role in the successful training of trainees and ensures the training and evaluation process is accomplished.

1. The FTEP Coordinator is responsible for developing training programs in conjunction with the FTO and Shift Supervisor that meet the individual needs of the trainee within the guidelines of the program.
 - a. Reviews the training academy's records and consults with the staff to determine the trainee's progress.
 - b. Assists the FTEP Supervisor in determining the primary *and secondary* Field Training Officer for each trainee and rotation schedule.
 - c. *Recruit and recommend patrol officer for program.*
 - d. Coordinates needed training for the FTO's.
 - e. Monitors and evaluates the effectiveness of FTO's in an attempt to identify any problems.
 2. The FTEP Coordinator is directly responsible for monitoring the progress of the trainee.
 - a. Reviews the Daily Observation Reports, *Bi-weekly* Reports and Training Plans.
 - b. Coordinates the trainee's remedial training if needed.
 - c. Forwards all administrative reports to the FTEP Supervisor.
 3. The Coordinator should make as many on-scene observations of the FTO and trainee as possible during the training period.
 4. The Coordinator may occasionally assume the duties of the FTO in order to more closely observe the progress of the trainee.
 5. Upon completion of each phase of training, the FTEP Coordinator will complete a Phase Training Report for each trainee and, when necessary, hold a review session with each FTO and trainee. *The Phase Training Report will be forwarded through the respective Patrol Commander to the Assistant Chief, Patrol Branch and Chief of Police for their approval to continue to the next phase.*
 6. After successful completion of the Final Evaluation Phase by the trainee, the FTEP Coordinator will forward a written recommendation to the *Chief through the respective Patrol Commander and Assistant Chief, Patrol Branch* as to the readiness of the trainee to function as a solo unit.
- F. Field Training and Evaluation Program (FTEP) Supervisor - the FTEP Supervisor ensures the training and evaluation processes are accomplished. The FTEP Supervisor plays a vital role in the successful training of new officers and assists in the attainment of program goals.
1. *Recommends* Primary FTO for each trainee
 2. Identifies the training needs of the FTO's.
 3. With the FTEP Coordinator, monitors and evaluates the FTO's effectiveness in an attempt to identify any problems.
 4. Recommends retention or removal of Field Training Officers from the program.
 5. Monitors and evaluates the FTEP Coordinator's effectiveness.

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6. Reviews Phase Training Reports and ensures that conferences are conducted, when necessary, upon completion of each phase of training in order to determine the progress of the trainee.
 7. Develop plans of action to remedy problems that have developed in the training *process*.
 8. Monitors training plans for the trainee in conjunction with the FTEP Coordinator and FTO.
 9. Develop plans in conjunction with the Coordinator & FTO for remedial training for the trainee.
 10. Contacts the *Patrol Commander* when unusual problems have developed in the program.
 11. Recommends any extension of trainees in the Field Training and Evaluation Program, *as needed*.
 12. Recommends to the Chief, *Park Police Division* through the *proper chain of command* the termination of trainees when the prospect of retention is no longer reasonable.
 13. Maintains security of files and confidentiality of each trainee's performance and progress.
 14. Ensures the completion of required reports.
- G. Assistant Chief, *Patrol* Branch
1. *Oversees* the overall Field Training and Evaluation Program, including the selection of FTO officers.
 2. Works closely with, and receives reports from, the FTEP Supervisor and initiates whatever action is appropriate.
 3. When warranted, prepares the termination recommendation packet that is forwarded to the Chief, Park Police Division. The packet will consist of:
 - a. A report from the FTEP Coordinator and FTEP Supervisor summarizing reports from each Field Training Officer to whom the trainee was assigned, documenting the trainee's strengths, weaknesses, improvements and lack thereof, and remedial efforts provided.
 - b. A recommendation from the FTEP Coordinator and FTEP Supervisor.
 - c. A cover sheet, including a recommendation.

**Approved Park Police Document
Signed Original on File**

End of Directive