



# SYKESVILLE POLICE DEPARTMENT

## Field Training Program

General Order 4-3

Effective: 07/28/17

Authorized By: *Michael A. Spaulding* Chief of Police

---

### I. PURPOSE

To provide the policy and procedures for the Sykesville Police Department Field Training Program.

### II. POLICY

All new recruits will receive training in compliance with the Maryland Police and Correctional Training Commission (MPCTC). Sworn personnel shall receive mandated training prior to assignment to full duty.

### III. PROCEDURES

#### A. New Employees Training

##### 1. Law Enforcement

- a. Newly hired officers without current MPCTC certification as a police officer shall attend an entry level police academy and successfully complete the minimum requirements of the MPCTC as set in Title 12, Subtitle 04, Chapter 01, Regulation 09 (750 hours), prior to performing any police function, duties, or assignments in any capacity in which the officer is allowed to carry a firearm or is in a position to make an arrest, except as part of a formal field training program.
- b. Newly hired officers with less than three (3) years break in service as a prior police officer in Maryland or other states, with the approval of the MPCTC shall:
  - (1) Attend training programs deemed necessary by the MPCTC as delineated in Title 12, Subtitle 04, Chapter 01, Regulation 07 (B).
- c. Newly hired officers with more than 3 years separation of service as a prior police officer in Maryland but less than 5 years of separation of service, with the approval of MPCTC shall:
  - (1) Attend training program deemed necessary by the MPCTC as delineated in Title 12, Subtitle 04, Chapter 01, Regulation 07 (C).

- d. Newly hired officers with more than 5 years separation of service as a prior police officer in Maryland, with the approval of MPCTC shall:
  - (1) Attend training program deemed necessary by the MPCTC as delineated in Title 12, Subtitle 04, Chapter 01, Regulation 07 (D).
- e. Attend training programs deemed appropriate by the Chief of Police.
- f. Complete necessary weapons qualifications in accordance with Police Department and MPCTC requirements prior to being issued a firearm.

B. Recruit Training Program

Agency recruit training shall be conducted at one of several MPCTC certified police training academies.

C. Law enforcement recruit training shall comply with MPCTC regulation Title 12, Subtitle 04, Chapter 01, Regulation .09, and will include curricula which:

- 1. Are a minimum of 750 hours of training
- 2. Are based on job task analyses of the most frequent assignments of officers who complete recruit training
- 3. Include, but are not limited to instruction in the areas of:
  - a. Organizational principles and law;
  - b. Patrol;
  - c. Traffic;
  - d. Criminal investigation;
  - e. Emergency medical care;
  - f. Communications;
  - g. Report writing and composition;
  - h. Crime prevention;
  - i. Crisis intervention;
  - j. Protective strategies and tactics;
  - k. Emergency vehicle operations;
  - l. Prisoner processing and security;
  - m. Courtroom preparation and testimony;
  - n. Health and wellness; and
  - o. Terrorism and weapons of mass destruction.
  - p. Police officer firearms training and qualification:

- i. May be included in police officer entrance-level training; and
  - ii. If police officer firearms training and qualification is included in police officer entrance-level training, shall be separately approved by the Commission according to the requirements under COMAR 12.04.02.
4. Written tests and physical proficiency exercises, all of which are designed to measure the required skills, knowledge, and abilities of the recruits

D. Field Training

1. The Police Department shall provide a field training officer (FTO) program for law enforcement recruits with provisions for:
  - a. 240 hours of field training for newly sworn law enforcement officer
  - b. 160 hours of field training for individual who worked for an out-of-state law enforcement agency within 5 years and completed comparable entrance-level training
  - c. 80 hours of field training for a currently certified Maryland law enforcement officer who is hired by this agency
  - d. The length of the field training period shall be determined and scheduled prior to assignment to an FTO.
2. Field Training Officers will be trained in a formal FTO training program, as approved by the MPCTC.
  - a. The FTO application process shall be as follows:
    - (1) When the need arises for FTO's, an FTO class will be announced by the Chief of Police.
    - (2) Officers who meet the following criteria in their field may apply:
      - i. Meet all requirements as established by the MPCTC
      - ii. Be a police officer for at least 2 years immediately prior to being approved by the MPCTC to be a field training officer
      - iii. Be approved by the MPCTC as a field training officer

- iv. Have successfully completed the MPCTC field training officer course
      - v. Within every 3 years following initial completion of a field training course, 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.
      - vi. Other factors to include handling calls properly, making sound decisions, good organization skills, professionalism, conduct, etc., may be taken into consideration by the Chief when deciding who should be selected to be a Field Training Officer.
    - (3) Applicants shall forward a training request through their chain of command to the Chief of Police, indicating interest in the Field Training Program, addressing the points listed above.
  - b. The FTO selection process shall be as follows:
    - (1) Team supervisors shall endorse all applications which include supporting information, and forward them to the Chief of Police.
    - (2) The Chief of Police shall notify each applicant, advising of the class approval and scheduled date.
    - (3) An officer who has been selected as an FTO shall remain so unless he/she forwards a memorandum to the Chief of Police requesting to be removed from the program, or is otherwise administratively removed.
  - c. If a team supervisor recommends removal of an officer from the FTO program, he/she shall forward a memorandum to the Chief of Police supporting this position. The Chief of Police shall make the determination as to whether or not to retain or remove the officer.
  - d. Supervision of FTO'S shall be the responsibility of the Team Supervisors. Evaluation of FTO'S will be handled by the Chief of Police.
3. Training of FTO'S
- a. FTO'S shall attend an initial training session approved by the MPCTC. This training shall provide the FTO with:

- (1) Information concerning techniques and procedures to conform with expectations of the Police Department.
    - (2) The knowledge necessary to assist the recruit officer in the performance of his/her job
  - b. The Chief of Police shall provide refresher training to all FTO'S on an as-needed basis. However, within every 3 years following initial completion of a field training 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.
4. Rotation of recruit field assignments shall be accomplished as follows:
- a. Law enforcement field training for probationary officers shall encompass a six (6) week or 240 hour field training program in Patrol Operations, which shall occur after successful completion of the academy.
  - b. For lateral transfers and reinstatements, law enforcement field training requirements will be decided on a case-by-case basis by the Chief of Police, and according to MPCTC requirements.
5. Guidelines for evaluation of recruits by FTO'S
- a. The Daily Observation Report, SPD Form #15 has been developed to cover as many facets of police work as possible, and should serve as a reminder to direct training in those areas. The "Daily Observation Report" must be completed by the end of each day, and is the primary responsibility of the Field Training Officer. The reports shall be saved and organized chronologically to be submitted at the end of the Field Training period.
6. Reporting responsibilities of FTO'S
- a. At the end of each week of field training:
    - (1) The Supervisor's Weekly Observation Report, SPD Form #15, will be completed at the end of each week of field training, and is the responsibility of the supervisor. These reports will be saved and organized as above, and submitted at the end of field training.

b. At the end of field training:

- (1) The Final FTEP Report, SPD Form # 15, will be completed by the supervisor and forwarded to the Chief of Police at the end of the first phase of field training, along with the supervisor's recommendation for continuing/discontinuing field training. If the FTO feels that the recruit has progressed well enough to be released from the field training program, the FTO shall indicate so on the Final FTEP Report, along with his/her supporting documentation.
- (2) If the FTO believes that an extension in the program is justified and that additional training would benefit the recruit and the Department, he/she shall indicate so on the Final FTEP Report, along with his/her supporting documentation.
- (3) If the FTO submits a recommendation calling for the termination of a recruit, the Final FTEP Report should indicate so and shall include all documentation and evaluations of said recruit. The team supervisor will add his/her endorsements, and forward the documentation to the Chief of Police, who will make the final decision.

E. Program Responsibilities

1. The Chief of Police will serve as the Field Training Coordinator, and will be responsible for the following duties:
  - a. Disseminate notices for FTO openings as the need arises.
  - b. Maintain a list of all active FTO's.
  - c. Participate in the selection of FTO's as explained in "A" above.
  - d. Coordinate MPCTC FTO training which will maximize overall effectiveness of recruits assigned to them.
  - e. Develop evaluation reports for recruits, to be completed by FTO's.
  - f. Coordinate the return of completed recruit evaluations from FTO's.
  - g. Review and file recruit evaluation reports which are completed by FTO's.

- h. Arrange for remedial training of recruits on a case by case basis when deficiencies arise.
  - i. Assist in the resolution of problems which may arise during the FTO Program.
  - j. Act as the liaison to academy staff. The field training program must be closely allied with the academy so that FTO'S are aware of what skills and subjects have been taught, and what roles the FTO'S are to assume.
  - k. Conduct an annual evaluation of the FTO Program to ensure that the program is properly coordinated and operationally effective.
2. Supervisory personnel shall:
- a. Encourage talented veteran officers to apply for FTO positions as they arise.
  - b. Endorse FTO applications and forward to the Chief of Police.
  - c. In the event of an absence of a FTO, assign a temporary FTO.
  - d. Supervise and assist FTO's and recruits in the performance of their duties.
  - e. Meet with FTO's and assigned recruits on a weekly basis to review recruit performance.
  - f. Assist in offering remedial training to the recruit if it can be accomplished at the operational level.
  - g. Evaluate the FTO in his/her role, and note such performance in the officer's performance rating.
3. FTO's shall:
- a. Be selected and trained to integrate the recruit officer into his/her new work environment.
  - b. Train the recruit in the established curriculum as identified by the Chief of Police, and the FTO.
  - c. Complete evaluations of recruits and forward them to the Chief of Police, and provide the recruit a copy of the evaluation form.

- d. Identify and report significant recruit problems to the Chief of Police as they arise.
  - e. Provide an initial recommendation for termination or retention of the recruit with supporting documentation.
  - f. Ensure compliance of the recruit with all Department rules and regulations.
  - g. Be identified as a Field Training Officer by wearing an FTO insignia attached to their uniform shirt/vest carrier.
4. Recruits shall:
- a. Respond to all directions received from the FTO and/or team supervisors.
  - b. Maintain a copy of all evaluation reports completed by the FTO.
- F. During the FTO program, probationary officers will be evaluated on their performance, knowledge, skills, and abilities.
- G. The Chief of Police recognizes formally that the major goal of field training is to provide practical experience and training in agency operations. Field training is a major part of recruits' formal training, and all efforts on the part of agency employees will be made to ensure that it is a productive and valuable experience.

#### **IV. CANCELLATIONS**

This General Order cancels and replaces the following policies: General Order 33.4.3, entitled Field Training, dated August 2, 2016.