

	DELMAR POLICE DEPARTMENT	
	Policy 3.2 Police Field Training Officer Program	
	Effective Date: 07/01/14	Replaces: N/A
	Approved: <u>Ivan Barkley</u> Chief of Police	
	Reference: DPAC: 1.10.4	

I. POLICY

It is the policy of the Delmar Police Department that all employees receive such training as mandated by the States of Maryland and Delaware followed by adequate and on-going additional instruction in all areas required for the proper performance of their specific job tasks.

Officers receive their basic police officer training in an academy setting. While this training is essential to the making of a competent police officer, additional training is needed to familiarize any officer, regardless of prior experience, with the operational policies, procedures, and practices of this department and this community.

II. PURPOSE

The purpose of this directive is to outline, establish the standards, and provide the organizational structure for the Department's Field Training Program.

III. 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), or Delaware Council on Police Training (COPT) certified.
- C. Lateral Officer - An officer who is currently Maryland Police and Correctional Training Commission (MPCTC), or Delaware Council on Police Training (COPT) certified.
- D. New Officer - Any Entry level, Comparative Compliance, or Lateral Officer who is new to the Delmar Police Department.

IV. GOAL

It is the goal of the Department to maintain the highest level of professionalism and service to the citizens of the Town of Delmar. 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 Delmar Police Department.

V. PROGRAM OBJECTIVES

- A. To produce highly trained and positively motivated police officers capable of meeting or exceeding the standards of performance required by the Delmar 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.

VI. PROGRAM ELEMENTS

- A. As a goal, there should be a minimum of 4 certified Field Training Officers in the Department.
- B. The Patrol Commander 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 primary Field Training Officer. At a minimum, the primary Field Training Officer will conduct the first, second, and last phase of the Field Training Program.
- 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. Patrol Commander will complete DPD Form 3.2 "Certification of Field Training" to document completion of the field training for MPCTC purposes. Upon completion, the DPD Form 3.2 will be immediately forwarded to the Administrative Commander for submission to the Chief of Police.

- G. Each Entry Level and Comparative Compliance Officer will be assigned to the Communications Section for at least one ten (10) hour work day during the field training process.
- H. Upon completion of Field Training, the Administrative Commander will receive and archive the Field Training Guidebook and all related documents with the officer's training file.

VII. FIELD TRAINING DURATION

- A. The minimum field training and evaluation program for Entry Level Officers will consist of 45 evaluated work days, not including days off or leave, with the optimum program being 90 evaluated work days, not including days off or leave. The training time may be increased or decreased on an individual basis at the discretion of the Patrol Commander.
- B. The minimum field training and evaluation program for Comparative Officers will consist of 30 work days, not including days off or leave, with the optimum program being 60 work days, not including days off or leave. The training time may be increased or decreased at the discretion of Patrol Commander.
- C. The length of field training for Lateral Officers will consist of a minimum of 12 evaluated workdays.

VIII. FIELD TRAINING GUIDE BOOK

- A. The Field Training Guidebook will provide the Field Training Officer (FTO) and the newly hired officer with general guidelines to assist with field instruction. This manual 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 Patrol.
- B. The major categories are:
 - 1. Officer Safety
 - 2. Post Familiarization/Service Response
 - 3. Radio Communication
 - 4. Traffic Enforcement
 - 5. Accident Investigation
 - 6. Court Preparation
 - 7. Criminal Law/Town Ordinances

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. Firearm Maintenance/Deadly 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 Guidebook also contains the following forms 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.
2. Performance Report - The Performance Report will be completed by the FTO every six (6) days throughout the field training process. It is an evaluation of the new officer's performance over the six (6) day period.
3. 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.
4. 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 Guidebook, evaluate progress, and discuss related issues. The supervisor will then complete the Supervisor's Weekly Progress Report.
5. Field Training Program Critique - The Field Training Program Critique will be completed by the new officer at the conclusion of Field Training. The critique will

then be forwarded directly to the Administrative Commander for review and consideration. (The critique does not need to be reviewed by the officer's chain of command.)

6. Release from Field Training Form - The release from Field Training Form is the last page in the Field Training Guidebook. This form must be completed and signed by the FTO, the FTO's immediate supervisor, the Patrol Commander, the Administrative Commander, and the Chief of Police prior to releasing the new officer to full service. The form will remain in the Guidebook and will be forwarded to the Administrative 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 Patrol Commander. The decision of the Patrol Commander as to the evaluation is final and no further appeal is available to the new officer.
 - F. Finally, the Field Training Guidebook is not meant to take the place of, nor does it supersede, the Delmar Police Departments Policy Manual and or any, Written Directives, Special Orders, Criminal Codes, Local Ordinances, etc.

IX. FIELD TRAINING OFFICER SELECTION

- A. At the direction of the Chief of Police, new FTO training will be permitted. 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 Administrative 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 Administrative Commander.
- D. The Administrative Commander will review all applications and select the officer(s) whom he/she believes to be the most qualified based on the information available and personal knowledge of each applicant. The Administrative Commander may incorporate additional elements in the selection process, such as an oral interview. When doing so, the Administrative Commander will ensure that the additional selection elements are prominently advertised and are uniformly applied to all applicants.
- E. Once applicant(s) have been selected, the Administrative Commanders will enroll the officer(s) into FTO training.
- F. The following factors should be considered by the Administrative 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, Grand Jury's, the District Court Commissioner, the State's Attorney's Office, the Office of the District Attorney General, District and Circuit Courts, Justice of the Peace Courts, Court of Common Pleas and the Superior Court.
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.

X. 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 Guidebook. The guidebook 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 Guidebook 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 the Field Training Guidebook.
4. The new officer will complete the Field Training Critique at the completion of field training. The critique will then be detached from the Field Training Guidebook and forwarded directly to the Administrative Commander by the new officer.

B. Field Training Officer

1. The Field Training Officer must complete a Basic FTO training program and attend required in-service FTO training as directed by the Administrative Commander.

2. The Field Training Officer will adhere to the Departments 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. 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.
5. 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 and forward the entire Field Training Guidebook to his/her immediate supervisor.

C. Patrol Supervisor

1. The patrol field supervisor will meet with the new officer and FTO every six (6) days and review the Field Training Guidebook 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 Guidebook.
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 other FTO, or
 - c. Any other officer. 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 the Field Training Guidebook 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 and forward the Field Training Guidebook to the Patrol Commander for review.

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.

D. Patrol Commander

1. At the completion of field training, the Patrol Commander will review the Field Training Guidebook for accuracy and completeness.
2. The Patrol Commander should include any appropriate comments concerning the new officer and his/her field training.
3. The Patrol Commander will then sign off on the Release from Field Training Form and forward the Field Training Guidebook to the Administrative Commander.

E. Administrative Commander

1. Ensuring that the FTO Program is functioning properly.
2. Once selected, the Administrative Commander will monitor the performance of the Field Training and new officer(s). Administrative Commander will take immediate steps to decertify any FTO who fails to meet his/her responsibilities under the program.
3. After the new officer completes all of the requirements of field training, the Administrative Commander will review the Field Training Guidebook and make the decision as to releasing the new officer to full service or extending the length of field training.
4. When the Administrative Commander makes the decision to release the new officer from field training, he/she will sign off on the Release from Field Training Form and forward the Field Training Guidebook to the Chief of Police.

F. Chief of Police

1. The Chief of Police is responsible for establishing a written field training program for Entry Level Officers that will consist of a minimum of 45 work days; Comparative Compliance Officers will consist of a minimum of 30 work days and Lateral Officers will consist of a minimum of 12 work days.
2. The Chief of Police will review the Completed Field Training Guide Book and make the final decision as to releasing the new officer to full service or extending the length of training.
3. When the Chief of Police makes the decision to release the new officer from field training, he/she will sign off on the Release from Field Training Form and forward the Field Training Guidebook back to the Administrative Commander to file.

4. The Chief of Police will complete the MPCTC form, FieldTrngForm LE2, DPSCS-PCTC-14 (04/2016) “Certification of Field Training for Law Enforcement Personnel,” and forward the completed form to the MPCTC as required by COMAR 12.04.01.17.
5. The Chief of Police reserves the final authority over the selection or removal of any Field Training Officer participating in the Field Training Program.