

20. FIELD TRAINING PROGRAM

(November 2007)

I. POLICY

The Field Training Officer is the means by which the goals of the Field Training Program are achieved. The Department recognizes that in order for the Field Training Program to be successful, careful consideration must be given to the selection of participants. Field training is a 60 working day program required for all probationary officers. It is an extension of the training provided by the Community Policing Institute, and provides probationary officers with instruction, direction, guidance, and experience. The program assists them in developing judgment, increasing efficiency, and establishing good habits with respect to conduct and appearance.

The Field Training Program aids the Department in determining whether or not a probationary officer meets the requirements to become a permanent member of the Department.

II. CHECKLIST (N/A) III. DEFINITIONS

Departmental Field Training

Coordinator: An officer assigned to the Community Policing Institute, Basic Training Section, appointed by the Director, CPI. Responsibilities include coordinating the FTO certification schools, facilitating debriefing sessions, and assignment of probationary officers to FTOs.

District Field Training Coordinator: An experienced field training officer appointed by a District Commander that serves as a liaison between the District Station and the Community Policing Institute's Basic Training Section.

Field Training Officer (FTO): An officer with at least three years experience as a Prince George's County Police Officer. FTOs display exemplary abilities, combined with a willingness to assume the role of trainer and coach.

FTO Steering Committee: Provides oversight and input to the FTO Program

Probationary Officer: An officer that has graduated from the Community Policing Institute's Basic Training Section.

Probationary Period: The probationary period is 12 months from the date of graduation from the Community Policing Institute.

IV. FORMS

- ⑨ FTO Daily Evaluation Form
- ⑨ FTO Supervisor's Monthly Evaluation

V. PROCEDURES

1. FTO Period: Sixty-Day Minimum Requirement

Upon graduation from the Community Policing Institute, probationary officers are required to complete a 60 working day course of instruction with a Field Training Officer. The probationary officer is a student, not a partner, in a two-person unit.

VOLUME I, CHAPTER 20. FIELD TRAINING PROGRAM

Probationary officers may take two days of sick or annual leave during the Field Training Program and receive credit for those days.

Probationary officers shall not ride with an officer that is not a certified FTO, including the senior corporal, for more than six days during the 60-day cycle. Days beyond six shall be made up with a certified training officer. A certified training officer includes a Field Training Officer, a Sergeant, or a Corporal formally appointed, in writing, as the “Officer in Charge” (OIC) of a squad.

Probationary officers are evaluated on the following numerical scale:

- 1 = Unacceptable
- 2 = Poor
- 3 = Satisfactory
- 4 = Above Average
- 5 = Outstanding

Probationary officers must have a rating of 3 or better in each category for the last 15 days of field training in order to be released from the program. Successful completion of the Field Training Program is required to be retained as a permanent employee.

2. Assignment of Probationary Officers

Prior to their graduation, the Community Policing Institute shall provide the Patrol Services with the number of probationary officers graduating from Basic Training. PS then provides CPI with the number of probationary officers to be assigned to each District Station.

Patrol Services will assign probationary officers to their Field Training Officers.

Two weeks prior to graduation, the probationary officer will meet their assigned FTO.

3. Rotation Process

Probationary officers shall rotate between two District Stations as follows:

- ⊙ 20 days, primary District Station
- ⊙ 20 days, secondary District Station ⊙ 20 days, primary District Station.

4. Debriefing Sessions

The Departmental Coordinator shall conduct three mandatory debriefing sessions during the probationary officer’s field training. Sessions will take place when probationary officers rotate assignments. Supervisors and District Station Coordinators are encouraged to attend these sessions.

Debriefing sessions are conducted to evaluate the Field Training Program, identify deficiencies, and provide a forum for the exchange of information. This enables the FTO and the probationary officer to evaluate their performance and review their training files. The Departmental Coordinator will meet with the FTOs and probationary officers individually to address any concerns.

5. Requirements for Releasing a Probationary Officer from Field Training

To be released from the Field Training Program, probationary officers must:

VOLUME I, CHAPTER 20. FIELD TRAINING PROGRAM

- ⑨ Complete 60 working days in the program
 - ⑨ Submit a completed Field Training Officer's Manual to CPI for their file
 - ⑨ Complete one working day at PSC
 - ⑨ Receive satisfactory ratings, 3 or greater, in each categories for the last 15 days of the program
 - ⑨ Have at least two monthly evaluations by a Supervisor on file at the CPI
 - ⑨ Complete an Inter-Office Memorandum entitled "Completion of the Field Training Program" as detailed in the
- ⑨ The completed Field Training Manual shall be reviewed and approved by the Assistant Chief, Patrol Services, prior to final review and release of the probationary officer from CPI. Field Training Manual.

Only original documents shall be accepted at the CPI. Both the probationary officer and the FTO must personally appear at the CPI to request release from the Field Training Program.

6. Extensions to the Field Training Program

The Field Training Program is 60 working days at a minimum. If a probationary officer's performance is less than satisfactory in any category during the last 15 days of the program, it may be extended.

If the Field Training Program is extended, the probationary period may also be extended. The CPI will be responsible for completing the Personnel Notification Form required for extension by MPCTC. The District Commander shall be responsible for completing the appropriate paperwork to

request the probation extension from the Personnel Director.

FTOs may request extension of the Field Training Program via an Inter-Office Memorandum forwarded through the chain of command to the District Commander. A copy shall be sent directly to the CPI for inclusion in the probationary officer's training file. The FTO Steering Committee will review all requests, and determine the likelihood of improvement if an extension is granted.

If the probationary officer's deficiencies are significant, they may immediately be reassigned to the Community Policing Institute.

7. Remedial Training

The Field Training Officer may provide remedial training during the Field Training Program. Examples of this include:

- ⑨ Requiring the probationary officer to repeat tasks
- ⑨ Having the probationary officer observe the FTO performing certain tasks
- ⑨ Temporarily reducing the responsibilities of the probationary officer
- ⑨ Having the probationary officer provide verbal accounts of incidents

Remedial training must address deficiencies displayed by the probationary officer. Included in the Field Training Manual is a Remedial Training Plan worksheet. This worksheet shall be used to document all remedial training. It shall be completed, in addition to the daily evaluation, and forwarded through the chain of command to CPI.

VOLUME I, CHAPTER 20. FIELD TRAINING PROGRAM

If the probationary officer has deficiencies that cannot be remedied during the Field Training Program or an extension of the program, re-training shall be coordinated through the Departmental Coordinator.

If the probationary officer does not perform satisfactorily during re-training, they will either be recycled through Basic Training or terminated.

If a determination to recycle the probationary officer is made, their police powers shall be suspended and the probationary period extended.

If a determination to terminate the probationary officer is made, their police powers shall be suspended pending termination.

8. Field Training for Experienced Officers

Experienced police officers, and those that return to the Department after resignation or a leave of absence, shall complete the entire Field Training Program.

Officers that have completed the program and subsequently separate from the Department for less than one year must ride with an FTO for 30 working days. They shall meet all requirements of the Field Training Program.

9. FTO Selection Process

The Field Training Officer has two primary roles:

- ⑨ A police officer with full patrol responsibilities, and
- ⑨ A trainer, coach, and role model to the probationary officer

Candidates for the position of Field Training Officer must:

- ⑨ Be nominated by their immediate Supervisor and District Commander
- ⑨ Have at least three years experience with the Department
- ⑨ Take and pass the physical agility test
- ⑨ Be willing to perform the FTO function
- ⑨ Have an exemplary work history

PS will verify the nominated officer's work history by contacting the Internal Affairs Division. The Early Identification System and active or sustained investigations shall be reviewed. Based on this review, PS will forward the names of the eligible candidates to the Commander, CPI, for verification of their training history and to confirm their completion of the physical agility test. Eligible candidates will be scheduled for an oral interview conducted by the CPI.

Selection to attend Field Training Officer School shall be based on the recommendation of the Supervisor; District Commander; Assistant Chief, Patrol Services Bureau; the officer's training history; and their performance in the oral interview.

Final selection of Field Training Officers shall be based upon each officer's performance in the Field Training Officer School.

If an officer is the subject of an open or pending investigation for force or serious misconduct, he or she shall be suspended

VOLUME I, CHAPTER 20. FIELD TRAINING PROGRAM

from eligibility as a Field Training Officer until the matter is resolved.

The following shall disqualify an officer from serving as an FTO:

- ⑨ Criminal misconduct investigations with sustained or non-sustained charges
- ⑨ Sustained Use of Force violations
- ⑨ Investigations concerning questionable conduct pertaining to character, ethics, or morality with sustained or nonsustained charges
- ⑨ Patterns of conduct or job performance that reflect negatively on the Department. Examples include multiple sustained Failures to Appear, Departmental Accidents, or multiple allegations of force or language violations

10. FTO Training

FTO candidates shall complete a five-day school. They shall also attend FTO inservice training, as scheduled by the Community Policing Institute. Inasmuch as FTO debriefings are educational, these, too, are considered training and shall be attended by field training officers when the debriefings are announced.

11. Incentives for Field Training Officers

While training a probationary officer, FTOs shall receive:

- ⑨ An increase in hourly pay, as determined by the current contract
- ⑨ Two hours of compensatory leave for each day they train a probationary officer

- ⑨ Preferential consideration for training that enhances their performance as a FTO
- ⑨ A FTO pin to be displayed on their uniform

12. Retention of Field Training Officers in the Field Training Program

To remain in the Field Training Program, FTOs must:

- ⑨ Attend required FTO in-service or refresher courses
- ⑨ Receive acceptable evaluations based on their performance as a FTO
- ⑨ Complete the required Field Training Officer evaluations

The FTO's performance, both as a patrol officer and a FTO, shall be reviewed prior to each new training assignment. Evaluations by the Supervisor and the prior probationary officer shall be considered, and the final determination made by the Commander, CPI in consultation with the appropriate District Commander.

13. Removal of Field Training Officers from the Field Training Program

FTOs may be removed from the Field Training Program if the officer:

- ⑨ Requests removal in writing
- ⑨ Is the subject of an active or sustained internal investigation
- ⑨ Receives unacceptable performance evaluations based on their duties as either a patrol officer or an FTO

VOLUME I, CHAPTER 20. FIELD TRAINING PROGRAM

- ⑨ Fails to attend FTO in-service or a refresher course
- ⑨ Fails FTO re-certification

The Commander, CPI may remove a FTO from the program after consultation with the appropriate District Commander.

14. Shift Supervisor's Responsibilities

The Shift Supervisor is responsible for supervising both the Field Training Officer and the probationary officer during the Field Training Program to ensure that all requirements are being met.

The Shift Supervisor shall complete a weekly review of the probationary officer's Field Training Manual. They shall ensure it is up to date and properly completed.

The Shift Supervisor is also responsible for evaluating the probationary officer on a monthly basis. These evaluations shall occur every 30-days during the 12-month probationary period.

He or she shall ensure that the probationary officer spends one working day at PSC prior to release from the Field Training Program.

The probationary officer shall ride with the Shift Supervisor for one day during the last 10 days of field training. The Shift Supervisor shall document this on the FTO's daily evaluation form.

15. Required Documentation

FTOs shall provide feedback and informal evaluations to the probationary officer throughout each shift. They are required to

complete a written evaluation daily. Once every five days, a written evaluation must be forwarded through the chain of command to the District Commander for review and concurrence at each level.

16. District Field Training Coordinator

The District Field Training Coordinator is appointed by the District Commander. They must have served as a Field Training Officer and performed in an exemplary manner. He or she should be the rank of Corporal or below.

The District Field Training Coordinator shall:

- ⑨ Assist with the assignment of probationary officers to FTOs
- ⑨ Facilitate the rotation of probationary officers to their secondary District Station
- ⑨ Serve as a liaison between the District Station and the Community Policing Institute

17. District Commander's Responsibilities

District Commanders are responsible for formal recommendations to release, retrain, remediate, or terminate the probationary officer. They shall review all performance evaluations for completeness and accuracy, and forward them to the Community Policing Institute.

18. Departmental Field Training Coordinator

The Departmental Field Training Coordinator is responsible for:

VOLUME I, CHAPTER 20. FIELD TRAINING PROGRAM

- ⑨ Coordinating FTO certification schools
- ⑨ Coordinating de-briefing sessions
- ⑨ Assignments of probationary officers to FTOs
- ⑨ Serving as a point of contact for the District
- ⑨ District Field Training Coordinators, FTOs, and probationary officers
- ⑨ Maintenance of all field training files

VI. GOVERNING LEGISLATION & REFERENCE

Reference:

- ⑨ Strategic Management Bureau, Community Policing Institute, Field Training Officer Protocol

This General Order addresses:

- ⑨ Commission on Accreditation for Law Enforcement Agencies, Standard 33.4.3
- ⑨ Memorandum of Agreement Between the United State's Department of Justice and Prince George's County, Maryland, January 22, 2004

Governing Legislation:

- ⑨ Prince George's County Personnel Procedure 213, August 28, 2003

VOLUME I, CHAPTER 20. FIELD TRAINING PROGRAM