

TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: FIELD TRAINING PROGRAM		NUMBER: 633
EFFECTIVE DATE: March 24, 2015		REVIEW DATE: March 24, 2020
New <input checked="" type="checkbox"/> Amends <input type="checkbox"/> Rescinds		Dated: May 31, 2002
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01 Purpose: To outline and provide guidance on the Department’s Field Officer Training Program.

02 Policy: Field training is an important adjunct to formal classroom training. Accordingly, the Department will carefully organize, administer and evaluate all parts of this essential function. This department will follow at a minimum, standards from the Maryland Police Training and Standards Commission (MPTSC).

03 Duties and Responsibilities:

A. The Patrol Operations Division Commander will have primary responsibility for the Field Training Program.

1. Management of the program.
2. Coordinate, as necessary, with the Field Training Officers, Supervisors, and FTO Coordinator to determine the effectiveness of the program and its objectives.
3. Evaluate the program routinely so as to ensure efficient, relevant training procedures are utilized.
4. Meet with the Administrative Services Commander (monitors recruits in the training academy) one month prior to the recruit(s) graduation to assess the recruits progress and abilities.
5. Appoint a Field Training Coordinator to oversee the daily operations of the program at the supervisory level.
6. Meet bi-monthly with the Field Training Coordinator (during active recruit training periods) to evaluate the progress of the recruits.
7. Review the qualifications, and appoint nominees for the position of Field Training Officer and Field Training Supervisor. Maintain a copy of certifications and updated FTO training as recommended by MPTSC.

8. Assign Probationary Officers to a training shift.

B. Field Training Coordinator (FTC)

1. Will be appointed by the Chief of Police or the Patrol Operations Division Commander.

2. Will be the rank of Sergeant or Corporal.

3. Will have successfully completed a MPTSC or approved FTO supervisory and field training courses.

4. Will monitor all probationary officers assigned to the Field Training Program for the entire length of time the recruit is assigned to the program.

5. Will review all Field Training Officers daily reports, supervisor's weekly reports, and the probationary's training book for accuracy and completeness.

6. Forward copies of daily and weekly reports to the Patrol Operations Division Commander. After review by the Patrol Operations Division Commander, scan the report into a permanent electronic file and maintain the paper copies for a period of time as determined by the Chief of Police.

7. Assist with scheduling of Probationary Officers to specialized units during phase 2 of the Field Training Program.

8. Assist training shifts with training methods and with training when a Probationary Officer is placed in remedial training.

C. Selection of Field Training Officers:

1. Shift Supervisors will nominate officers from their squads to serve as Field Training Officers. Nominees must be a Maryland certified officer, have 24 months of police experience, and must demonstrate loyalty to the Department. They must also demonstrate superior human relation skills and a serious commitment to the training of new officers. If an officer is under investigation by the Department for a serious rules violation, he/she will not be considered.

2. Applications will be forwarded to the Field Training Coordinator to review for completeness, before going to the Patrol Operations Division Commander.

3. The patrol Operations Division Commander and the Chief or designee will interview and rate the nominees, based on their responses regarding questions pertaining to tasks of police officers, leadership, teaching and human relations skills.

4. After all of the nominees have been reviewed they will be placed on an eligibility list, according to score, and will be required to successfully complete a Field Training Officer Training Course prior to be assigned as a Field Training Officer. The eligibility list will be good for 2 years.

D. Field Training Officer training will include:

1. Methods for becoming a quality instructor,
2. Evaluating and documenting the field training process, and
3. Handling problems with the Probationary Officer, remedial training and Probationary certification.
4. Competition and passing a MPTSC approved FTO course and any updated training as required by MPTSC.

04 Field Training Officer Incentives: An FTO is significantly affected by the increased responsibility associated with training new officers. To recognize the value and appreciation of an FTO's contribution to the Department, all FTOs will receive an insignia to be worn on their uniforms identifying them as Field Training Officers. Upon completion/participation in the FTO training cycle of a Probationary Officer, or group of Probationary Officers, an FTO will receive two (2) administrative leave days for use in accordance with accepted leave policy.

05 Documentation of Probationary Training:

A. The FTO Training Guide contains Maryland Police Training and Standards Commission objectives, each of which will be reviewed by the FTO and the Probationary. The FTO will document the review by initialing the specific item. The Probationary will initial the item signifying his/her understanding of the topic. The FTO will demonstrate, and the Probationary Officer will perform, as many functions as possible. The FTO will document any continuing unsatisfactory performance. After the FTO Guide is complete, it will be given to the Patrol Operations Division Commander for review and filing.

B. Evaluation will be performed daily by the FTO and Shift Supervisor, and bi-weekly by the Field Training Coordinator. The Supervisor will use these evaluations in preparing progress reports. Evaluations will be discussed with the Probationary. The Probationary Officer and the FTO will sign the evaluations. Evaluations will be forwarded to the FTC for review, and then forwarded to the Patrol Operations Division Commander. The evaluations will become part of the Probationary Officer's training file.

06 Probationary Training:

A. The Field Training program for Probationary Officers just out of a MPTSC certified police academy will be a minimum of 540 hours with a FTO. The last 60 hours will be under the supervision of the FTO observing the Probationary Officer, but not assisting or interfering with the Probationary Officer unless it is an emergency situation (Plain clothes by the FTO, is optional in this phase). The Field Training Program is responsible for identifying a Probationary Officer's inadequacies and strengths during this training. Perceived inadequacies will be addressed immediately, and corrected through approved training methods.

B. The Probationary Officer will ride only with a FTO. In the event that the FTO is granted leave or otherwise unavailable, the probationary officer will be assigned to ride with another FTO or an officer of supervisory rank. If this is not possible for some reason, then the Patrol Operations Division Commander, or in his/her absence the Duty Commander will be consulted.

C. A new Probationary Officer will be rated daily during the Field Training program. Areas to be addressed will include, but will not be limited to:

- * Agency policies, procedures, rules and regulations,
- * Federal, State and Local laws/ordinances, and
- * Familiarity with the City and its residents.

1. The first day the FTO will have the Probationary Officer review at a minimum the following general orders:

1. 202-Rules of the Department
2. 616-prisoners
3. 617-Use of force
4. 617a-Firearms
5. 617b.-Secondary Weapons

2. Prior to the Probationary Officer being allowed to operate a vehicle as the driver, the following general orders will be reviewed:

1. 701-Operation of Police Vehicle
2. 702-Vehicle Pursuits
3. 303-Departmental Collisions

D. A Maryland Certified officer may be given permission to work alone before the 540 hour FTO program is completed, but only when:

1. Meets the minimum number of hours required by MPTSC and the daily observations reports are completed and reviewed,

2. The entire FTO Guidebook has been reviewed and understood by the Probationary Officer.
3. The Probationary Officer has effectively demonstrated the abilities outlined in the FTO manual, and
4. The FTO, the Shift Supervisor and the Field Training Coordinator agree to certify, by memorandum to the Patrol Operations Divisions Commander, that the Probationary Officer is competent and able to perform all police functions.

E. Remedial Training: A Probationary Officer will not be released from the program if inadequacies exist. Alternatives include; additional training time with the same, or another FTO, additional remedial training, or a request for termination. Remedial Training can be up to an additional 240 hours in the FTO program. If after that additional time the Probationary Officer is not responding to training, the FTO, FTO Supervisor, and FTO Coordinator will advise the Operations Division Commander, who will advise the Chief of Police.

1. Shift Supervisors are encouraged to allow sufficient time during the work-day for the FTO and Probationary Officer to discuss the evaluation. All problems will be discussed with the Probationary Officer, the FTO, the Shift Supervisor, and, if necessary, the Field Training Coordinator. Identified problems will be recorded and a memorandum sent to the Patrol Operations Commander requesting a meeting.

2. The Patrol Operations Division Commander will schedule a meeting as soon as possible and will review all documentation to determine which course of action to undertake. Subsequent action taken will be documented and evaluated as related to the Probationary Officers progress.

3. Whenever possible, supervisors, officers, or other staff in the department is not to provide remedial instructions to the probationary Officer directly. All such corrective measures shall be delivered via the Field Training Officer.

Exceptions:

1. Urgent or serious corrections can be made directly by supervisory staff, with the FTO present.

2. Immediate corrective action is needed to avoid an imminent injury, damage to property, or preserve the integrity of a criminal investigation.

3. When the FTO directs the Probationary Officer to a supervisor, officer or other staff member with specific expertise to give additional instruction.

F. Termination: If the Probationary Officer is found to possess inadequacy, which cannot be overcome by documented remedial training, the FTO and Shift Supervisor will record all pertinent information in memorandum to the Patrol Operations Division Commander. All remedies attempted will be described so as to support the recommendation for termination.

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1. The Patrol Operations Division Commander will forward such documentation, along with his/her findings and recommendations to the Chief of Police.

2. The Chief will notify the Patrol Operations Division Commander and the Probationary Officer, in writing, of his/her decision.

G. Cancellation: This General Order amends General Order 633, dated May 31, 2002 and rescinds Special Order 2007-002 which been incorporated into this new General Order.