

# Field Training Program

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## I. Purpose

The purpose of this directive is to establish the organizational structure and standards for the Queen Anne's County Office of the Sheriff Field Training Program.

## II. Policy

It is the policy of the Queen Anne's County Office of the Sheriff to establish and maintain an effective Field Training Program. The Field Training Program is a process in which deputies new to the Office of the Sheriff receive information and training to become a competent member of this agency. The program is designed to allow new deputies a transition period from the academy, and/or their former law enforcement agency, to become a fully functional deputy.

During the field training process the new deputy will be thoroughly indoctrinated in Office policies, directives, procedures, rules and regulations, and standard operating procedures. The Commander of the Field Operations Division will supervise the Field Training Process. The agency Training Coordinator will maintain communications with the Maryland Police Training Commission for all deputy certifications and requirements.

## III. Field Training Officers

### A. General Guidelines

An integral part of the Field Training Program is the Field Training Officer (FTO). The FTO is a Deputy chosen to serve as a trainer, mentor, and evaluator of the newly hired deputy. The FTO is responsible for ensuring that the new deputy receives instruction and training in areas essential to his/her performance as a member of the agency. While performing the duties of the FTO, the deputy will gain experience and knowledge that increases their leadership, training, and evaluation skills which may enhance their career opportunities.

## B. Selection

1. Due to the fact that the FTO is crucial to the success of the Field training Program, deputies serving as an FTO will be selected through a fair and impartial process. Minimum requirements that must be considered for the selection of an FTO are as follows:

a. The deputy must be a certified police officer through the Maryland Police Training Commission.

b. The deputy must be currently assigned to the Field Operations Division unless otherwise directed by the Field Operations Division Commander or a superior.

c. The deputy must have completed their probationary period (Exceptions for Lateral Entry Deputies may be made).

d. The deputy must have at least two (2) years of law enforcement experience with the Office of the Sheriff or combined equivalent experience with another law enforcement agency.

2. The Field Operations Commander will maintain a group of available FTOs. Deputies interested in serving as an FTO and meeting the minimum requirements shall submit a letter of interest on Interoffice Correspondence to their immediate Supervisor, who will in turn submit same to the Field Operations Division Commander.

3. The Field Operations Division Commander will choose FTOs from the deputies interested based on their experience relevant to the position sought. Once selected the new FTO(s) will as soon as practical attend a Field Officers Training Course sanctioned by the Maryland Police and Correctional Training Commission (MPCTC).

4. Existing FTOs will complete a minimum of seven hours of FTO update training every four years.