

# Field Training Program

**Index Code:** 803

**Effective Date:** 10/15/09 (Revised 8/9/2022)

## 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.

### C. Training Assignments

The Field Operations Commander will make each field training assignment. In making this assignment, the Field Operations Commander will consult with the available FTOs to ensure the assignment will be the most conducive to the new deputy. In relation to police academy trainees, the Field Operations Commander will communicate with the agency Training Coordinator regarding the trainee's progress. Upon each assignment, the Field Operations Commander will meet with each assigned FTO and provide them with the Field Training Manual and provide practical instruction on the following:

1. The importance of the Field Training Program.
2. Use of the Field Training Report, better known as the Daily Observation Report.
3. The necessity of communicating clearly and effectively with the new deputy and the Field Operations Commander, concerning the new deputy's progress.

### IV. Training Program

#### A. Length of Training Period

1. The length of field training is defined by the amount of time needed to allow a new deputy the ability to perform as a deputy. However, this should not be construed to allow extraordinary amounts of time to be spent field training a new deputy that is not learning at an appropriate rate.
2. A deputy that is being recertified as a law enforcement officer who previously served as an officer with another law enforcement agency shall receive between 80 and 480 hours of training depending on the deputy's learning ability and performance.
3. A deputy graduating from an MPCTC certified academy or with a comparative compliance waiver for an individual who completed entry level training within two years shall receive 240 to 480 hours of field training. A newly hired deputy who previously, within five years, was certified with an out of state law enforcement agency and who has completed MD Comparative Compliance training shall complete a minimum of 160 hours of field training.
4. At the end of the required field training program, the FTO and the Field Operations Commander will meet to review the progress of

the new deputy and decide if the trainee is ready to be released from the Field Training program or if additional time is needed for the training process. That consultation does not negate the need for weekly and/or monthly reviews of the new deputy's progress by the FTO and the Field Operations Commander.

#### B. Training Curriculum

1. During the field training period the new deputy will be thoroughly indoctrinated in Office policies, directives, procedures, and rules and regulations. The trainee will also be introduced and made aware of the different units within the agency as well as their roles and responsibilities. The written directives, via PowerDMS, and the Field Training Guide Manual will be immediately introduced to the new deputy with time allowed for review and discussion between the FTO and the new deputy.
2. New deputies who are fulfilling any training prior to the assignment of an FTO will have daily observation reports (DOR) completed by the individual responsible for that day's training and submitted to the Field Operations Division Commander. Those DORs will be reviewed by the FTO once assigned.
3. The new deputy will be instructed in all aspects of the patrol function, to include but not limited to, vehicle operations, (including radio, video recording if applicable, and mobile data terminal use), geographic beat assignments, criminal investigations, calls for service, response codes and procedures, traffic stops, report writing, records management system (ICIS), obtaining statements, accident scene investigations, evidence processing, transporting prisoners, temporary detention of individuals, processing arrests, and court testimony.
4. The FTO will review all reports written by the new deputy to identify deficiencies, especially spelling, grammar, neatness, and attention to detail, general organization of thoughts and proper and complete documentation through the use of the records management system.
5. The FTO will consider and utilize several methods of instruction of the above mentioned areas. Such methods may include, but are limited to, discussion, observation, demonstration, hands on performance, written evaluations, written examinations, and remedial/additional training if needed.

#### C. Evaluation of Trainees

1. The progress of new deputies assigned to the Field Operations Division training program will be evaluated and documented by the FTO. This progress will be discussed with the new deputy each day worked and documented on a daily observation report (DOR). The FTO will ensure that each DOR is completed daily, but no later than three days if extenuating circumstances exist. The FTO shall be compensated with 30 minutes of overtime pay for each full shift worked with his/her recruit to afford the FTO the time to complete DORs. These reports will be submitted to the Field Operations Commander for review. The Field Operations Commander will ensure copies of DORs are submitted to the Training Coordinator.

2. After completion of the field training program, and at the end of each phase report, the FTO will indicate in written format (Interoffice Correspondence) whether he/she feels the new deputy is ready to operate on his/her own. This indication will be documented in detail on the End of Phase report as well as the Interoffice Correspondence.

3. A recommendation by the FTO that a new deputy be released from field training, and allowed to operate alone, will be reviewed by the Field Operations Commander. If there are no objections, then the new deputy will be assigned in a capacity to operate independently and assume the remainder of the new deputy's two year probationary status.

4. The agency training coordinator shall notify the MPCTC that the new deputy has successfully completed all required training.

**V. Inability to Successfully Complete Field Training**

A. If a new deputy is not successfully responding to field training, then the Field Operations Commander will assign the new deputy to a different FTO in an attempt to rectify the problem for up to an additional 240 hours at the discretion of the Sheriff or designee.

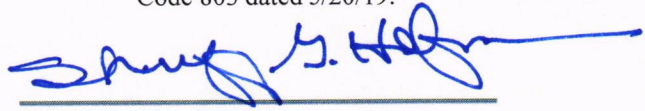
B. All new deputies will serve a minimum two year probationary period from the date of hire for lateral transfers and from the date of graduation from the police training academy for all others. If the new deputy still does not respond successfully to field training, then the Field Operations Commander will complete a

Field Training Assessment/Final Report on Interoffice Correspondence. This report, along with relevant documentation, will be submitted to the Senior Commander for review. The Senior Commander will present the findings to the Sheriff and provide a suggestion as to the outcome of the new deputy's employment status with the agency.

**VI. CALEA References:** 33.43

**VII. PProponent Unit:** Field Operations

**VIII. Cancellation:** This directive cancels Index Code 803 dated 5/20/19.



Sheriff Gary Hofmann