



FIELD TRAINING AND EVALUATION PROGRAM

WRITTEN DIRECTIVE: 12.8
EFFECTIVE DATE: 12-01-2016
REVISION DATE:
SUPERSEDES EDITION DATED:
REVIEW DATE:

Contents

- I. Purpose and Scope
- II. Legal Authority
- III. Definitions
- IV. Policy Statement
- V. Selection of/Designation as Field Training Officer
- VI. Field Training and Evaluation Program Coordinator
- VII. Field Training and Evaluation Program
- VIII. Field Training Required;
- IX. Supervision of Trainee During the Program
- X. Field Training and Evaluation Program Critique/Debriefing
- XI. Maintenance of Field Training and Evaluation Program Documentation/Records
- XII. Field Training and Evaluation Program Audit

I. Purpose

The purpose of this Written Directive is to establish policies and procedures regarding the Field Training and Evaluation Program (FTEP) curriculums for the University of Maryland, Baltimore Police Force (UMBPF).

II. Legal Authority

- A. Code of Maryland Regulations (COMAR): Title 12 – Subtitle 04 – Chapter 01 – Regulation 17 (A-I) “Field Training.”
- B. Public Safety Article § 3-201 (e) (3) (i) (ii) (Police Officer does not include...).

III. Definitions

The following terms used in this policy and procedure have the meanings as indicated:

- A. Code of Maryland Regulations (COMAR) - The official compilation of all administrative regulations issued by agencies of the state of Maryland. (State Government Article § 10-101 et al. applies).
- B. Commission - The Maryland Police Training Commission (MPTC) as established in PS § 3- 201, et al.

C. Field Training and Evaluation Program (FTEP)

1. The program adopted and/or developed by the UMBPF that is intended to assist newly hired sworn officers with learning the agency's various policies and procedures, the laws of Maryland and the laws and ordinances of this jurisdiction as they perform their policing duties and fulfill their law enforcement responsibilities to the community.
2. It is also intended to familiarize newly hired officers with the neighborhood(s) that they will be responsible for policing and also, whenever possible, to allow them to meet various members of the community with whom they will come in contact.
3. Successful completion of FTEP is required before certification/recertification as a law enforcement officer is given by the Commission. (See COMAR 12.04.01.17 A (1))
4. For purposes of this policy and procedure, a newly hired officer will be required to participate in a full FTEP or a modified FTEP as determined by the Chief of Police prior to certification/recertification as a law enforcement officer by the Commission.

D. Field Training Officer (FTO)

1. A sworn officer who meets the requirements set forth in this policy is designated by the Chief of Police as an FTO and is approved by the Maryland Police Training Commission as a Field Training Officer.
2. An FTO shall supervise, observe, evaluate, train and otherwise be responsible for an assigned newly hired officer, hereinafter referred to as a Trainee, during the FTEP as described in this policy.
3. An FTO shall meet the requirements set forth in COMAR 12.04.01.17 (D) and (E).

E. Field Training and Evaluation Program Coordinator – The Education and Training Lieutenant has been designated as the program coordinator and is responsible for coordinating, monitoring and otherwise overseeing the UMBPF FTEP. The FTEP Coordinator shall meet the standards set by the Commission for designation as an FTEP Coordinator as established in COMAR: 12.04.01.17 C, i.e., shall have attended a Commission-approved supervisor training course and field training officer training course.

F. FTEP Performance Evaluation Report - Any written document used by an FTO to record or otherwise note the performance of a Trainee during FTEP as described in this policy (see COMAR 12.04.01.17 F (2)(f) & G (3) (4) (7) (8)).

G. Trainee - Any newly hired sworn law enforcement officer of the UMBPF (See COMAR 12.04.01.17 B). A Trainee may be:

1. A newly hired recruit who has successfully completed a Commission-approved entrance level law enforcement training program; or

2. An officer who was previously a certified officer with another Maryland law enforcement agency and has been recertified by the Commission and has joined the UMBPF (lateral entry officer); or
3. An officer from another state or federal agency who has been granted a waiver from attending a full entrance level law enforcement training program by the Commission, but is required to attend a comparative compliance training program prior to receiving full certification by Maryland (comparative compliance officer).

IV. Policy Statement

It shall be the policy of the University of Maryland Baltimore Police Force (UMBPF) that all newly hired sworn police, regardless of rank, will receive the necessary instruction as required by the Maryland Police and Corrections Training Commission (MPCTC), the State of Maryland and this Written Directive.

V. Selection of / Designation as FTO

A. The selection, training, and oversight of Field Training Officers (FTOs) are key elements to a successful field training and evaluation program. The FTEP Coordinator (see VIII – FTEP Coordinator), shall develop, maintain, and oversee the selection process for FTOs. Administrative guidelines as well as minimum qualifications for individuals to be considered for the position of FTO are established and set forth below.

B. Selection of FTOs:

FTO candidates will be evaluated, selected, approved, and certified according to the below listed procedures:

1. Candidates for the position of FTO must be a law enforcement officer for at least two (2) years immediately prior to applying for the position (See COMAR 12.04.01.17 (D) (1) (b)).
2. Candidates for the position of FTO must possess outstanding interpersonal communication skills as demonstrated by their performance during their daily work activities including interaction with other members of the agency as well as the public. They should also possess a thorough knowledge of agency policy and procedure as demonstrated to their supervisor by their daily work activities and performance. Additional consideration will be given to officers who have demonstrated an aptitude for instructing, training, and motivating adults in the acquisition of job-related knowledge and skills.
3. Sworn officers who desire to be designated as a an FTO shall submit a request, through official channels, to the FTEP Coordinator requesting that they be considered for the position of FTO.
4. An FTO candidate's supervisory chain of command will indicate their concurrence/non-concurrence with the request based on their knowledge of the candidate's performance and daily activities and forward all requests to the FTEP Coordinator.

5. In order to determine if each FTO candidate is minimally qualified for the position of FTO, the FTEP Coordinator shall review each candidate's job performance evaluations, agency disciplinary record and other personnel records to include such records as:
 - a. Annual performance evaluation during the past two (2) annual rating cycles - All FTO candidates must have received, at a minimum, satisfactory performance ratings;
 - b. Agency medical leave records - All FTO candidates must maintain a medical leave use rate that is in keeping with or below the agency average;
 - c. Exception - The Chief of Police may make an exception for a an FTO candidate who exceeds the agency average but was injured in the line of duty or was on extended medical leave for an unusual medical condition/circumstance;
 - d. Agency driving record - had only one (1) preventable, non-personal injury, vehicular accident during the previous year;
 - e. Has no pending/outstanding disciplinary or administrative action;
 - f. Has not received an official reprimand or disciplinary action for using unnecessary or excessive force;
 - g. Has not received an official reprimand or disciplinary action for a violation of an agency equal employment opportunity (EEO) policy or an equivalent federal law or regulation;
 - h. Has not received an official reprimand or disciplinary action for willingly and knowingly making an untruthful statement, falsified an official record or report;
 - i. Has not received an official reprimand or disciplinary action for misuse of one's official position or unlawful coercion of an employee for personal gain or benefit;
 - j. Has not received an official reprimand or disciplinary action for unwarranted law enforcement action; and
 - k. Has successfully completed all agency in-service training courses during the past two (2) years including skills training.
6. After completing a review of the above files, the FTEP Coordinator shall establish a list of qualified FTO candidates and forward that list to the Chief of Police for action.
7. If more qualified FTO candidates apply for the position than FTO positions exist:

- a. the FTEP Coordinator shall convene an oral interview board consisting of current FTOs to interview, evaluate and rate the qualified FTO candidates as per agency-established oral interview procedures;
 - b. the FTEP Coordinator shall notify all qualified FTO candidates of the date, time and place of this interview;
 - c. the FTEP Coordinator shall develop a series of job-related questions that will be asked of each qualified FTO candidate; and
 - d. the FTEP Coordinator shall then forward a ranked list, based on the ranking of the oral interview board, to the Chief of Police for action.
8. Officers who are designated as FTOs shall be scheduled to attend a Commission approved FTO Training Course by the FTEP Coordinator at the agency's convenience but prior to serving as a an FTO (See COMAR 12.04.01.17 (D) (1) (d)).
9. Officers who are selected to be FTOs must, at a minimum, meet the following standards as listed in COMAR 12.04.01.17 D:
- a. Meet the requirements established under COMAR 12.04.01.17 D and by the Commission;
 - b. be approved by the Commission as a Field Training Officer;
 - c. Successfully completes a Commission-approved field training officer course unless excused by the Deputy Director of the Commission because:
 - i. The individual has successfully completed training that is equivalent to all or the minimum requirements for a Commission-approved FTO training course; and
 - ii. The documentation accompanying the request verifies the completed training is equivalent to all or the portion of the minimum requirements for a Commission-approved FTO training course.
 - d. Successful completion of an initial FTO training course requires that an individual:
 - i. Attends a minimum of 90% of the total hours of instruction established for the FTO training course; and
 - ii. Achieve at least a score of 70% on each test given as part of the FTO training course.

10. The FTEP Coordinator shall forward a completed copy of the “Application for Instructor Certification – Field Training Officer” to the Commission in order to have the individual approved as an FTO (See COMAR12.04.01.17 D (1) (c)).

C. Maintenance of FTO Designation

An officer who is designated as a FTO shall:

1. Maintain satisfactory performance as an FTO as determined by the FTEP Coordinator.
2. Within every 3 years following initial completion of an FTO training course, successfully complete a minimum of 7 hours of cumulative instruction that have been approved by the Commission to be provided to an individual who has been approved as an FTO (See COMAR 12.04.01.17 D (1) (e)).

D. FTO Training Course

Per COMAR 12.04.01.17 A (1) (d) requirements, each selected FTO candidate shall attend and successfully complete a Commission-approved FTO Training Course consisting of at least twenty-one (21) hours of instruction.

E. Documentation of Attendance at an FTO Training Course

1. An individual who attends an FTO training course approved by the Commission that is conducted by an outside law enforcement agency shall provide the FTEP Coordinator with a signed certificate of successful completion of the course (if available) and written documentation from the host agency that indicates successful completion of the FTO training course.
2. This documentation shall contain the Commission approved Course Number for the FTO training course and all test scores the individual received as part of the FTO training course.
3. If available, the FTO shall also provide a copy of the syllabus of the FTO training course.

F. Loss of FTO Status

1. The FTEP Coordinator, in concert with the FTO’s supervisors, will evaluate the performance of the FTO at the conclusion of each FTEP session.
2. The FTO will be apprised of the results. Continued designation as an FTO requires satisfactory performance of all duties and responsibilities of an FTO as determined by the UMBPF.
3. This performance evaluation is separate from the FTEP Critique and Debriefing described in Section **XII** of this WD.

4. Notwithstanding the above, officers who are designated by the Chief of Police as an FTO serve at the pleasure of the Chief and can be suspended or removed from FTO status at any time at the discretion of the Chief.
5. The Commission will be notified by the FTEP Coordinator when any individual is removed from FTO status for any reason.

VI. FTEP COORDINATOR

A. COMAR 12.04.01.17 C requires that either the head of a law enforcement agency or an individual designated by the head of the agency coordinate and monitor the agency's FTEP.

1. The Chief of Police will maintain the ultimate responsibility for the FTEP with the assistance of the Director of Public Safety & Support Services Commander who will be responsible to manage the development, coordination and implementation of the FTEP program.
2. The Education and Training Lieutenant is responsible for ensuring that all applicable mandated FTEP training requirements are met for sworn members. Scheduling training, coordinating entrance level training and planning, and development of FTEP programs are also the responsibility of the Education and Training Lieutenant.
3. The FTEP Coordinator shall have attended a Commission-approved supervisor training course and field training officer training course (See COMAR 12.04.01.17 C (2) (a) and (b)).

B. The role of the FTEP Coordinator is to ensure that the standards and objectives of the agency's FTEP are adhered to. In order to meet this responsibility, the FTEP Coordinator will often be required to perform such tasks as:

1. Assist in the selection of FTOs.
2. Ensure that FTOs receive the FTO training required by COMAR regulations including initial and in-service training.
3. Coordinate the conduct of an FTO Training Course according to COMAR regulations if delivered by the agency.
4. Assign Trainees to FTOs.
5. Provide orientation regarding FTEP to the Trainees, which may include development of FTEP Workbook.
6. Schedule alternate FTOs in the event that a Trainee's FTO is unavailable.
7. Periodically observes the interaction between Trainees and FTOs and provide feedback to the FTO regarding those observations.

8. Mediate/arbitrate any significant/serious disagreements/conflicts between a Trainee and assigned FTO.
9. Review as appropriate all Trainee performance reports generated by FTOs.
10. Coordinates any remedial training necessary for a Trainee to be completed by an FTO or other agency training staff.
11. Maintain liaison with the agency's training staff in order to respond to any remedial training needs.
12. Ensure FTOs are provided with any major changes to the Trainee's academic or skills training.
13. Maintain liaison with field supervisors who have a Trainee/FTO team assigned to them.
14. Extend a FTEP participation for any Trainee as warranted by his/her performance.
15. Maintain all documentation/correspondence/records associated with FTEP.
16. Debriefs the Trainees and FTOs at the conclusion of FTEP.
17. Makes recommendations for change and/or make changes to FTEP as warranted.
18. Ensure the agency's FTEP is in compliance with the standards established by the Commission.
19. Make recommendations for the termination of a Trainee to the Chief of Police as warranted based on the performance evaluations of the Trainee's FTO and supervisor (provide performance documentation to the Chief as required).
20. Participate in the periodic audits of FTEP as conducted by the Commission.
21. Complete any other FTEP-related task as needed.

VII. Field Training and Evaluation Program (FTEP)

A. Overview of FTEP

1. The UMBPF FTEP is a standardized, structured training technique that exposes newly hired and trained members of this agency to a variety of actual law enforcement activities and situations under the guidance and direction of an experienced FTO. The UMBPF FTEP will contain, at a minimum, the performance elements identified in Section **IX B** of this policy and COMAR 12.04.01.17 H (6).

2. Participation in the FTEP shall ensure the “on-the-street” performance of each Trainee will be monitored, evaluated, and discussed with the Trainee by his/her assigned FTO as described in this policy. If warranted, remedial training will be provided to Trainees in areas that require attention.
3. FTEP is intended to facilitate the transition of a Trainee from an academy setting to the performance of general law enforcement duties for the UMBPF so as to result in his/her certification as a law enforcement officer by the Commission.
4. Likewise, participation in the UMBPF FTEP is also intended to facilitate the assimilation into the agency of individuals with previous law enforcement training and experience whom the agency may, from time to time, hire. In the case of an individual with prior law enforcement experience who is hired as a sworn officer by the UMBPF, the FTEP is intended to introduce the new officer to the UMBPF policies and procedures, and its philosophy of community service commitment.
5. Participation in the UMBPF FTEP is mandatory for all newly hired sworn members of the agency whether they are entry-level recruits or officers with previous law enforcement training and experience according to the requirements laid out in this policy and COMAR 12.04.01.17 A (1).

B. Pre-FTEP Overview

Prior to the commencement of FTEP, the FTEP Coordinator shall conduct an “Overview” class for all newly hired officers who will be participating in FTEP.

C. FTEP Outline

The FTEP Coordinator shall obtain initial approval for the UMBPF Field Training and Evaluation Program from the Commission by submitting a Program Approval Application and obtaining Commission approval before FTEP begins. Once obtained, Commission approval for FTEP will remain valid unless the content of the UMBPF FTEP changes. If there is a substantive change to the UMBPF FTEP Commission approval must be obtained in accordance with COMAR 12.04.01.17 A (1) – “successfully complete Commission-approved field training...” The following outline for the UMBPF FTEP contains twenty-seven (27) major law enforcement areas/elements for which Trainees shall be evaluated during FTEP. These areas/elements have been determined to be of critical importance to officers assigned to the UMBPF as they perform their daily duties as stated in COMAR 12.04.01.17 F (2) (b) & H (6):

1. FTEP Orientation;
2. Agency Policies/Procedures;
3. Law Enforcement Ethics;
4. Professional Demeanor;
5. Officer Safety;

6. Use of Force;
7. Radio Communications;
8. Vehicle Operations, both routine and emergency;
9. Post/Assignment Familiarization;
10. Response to Calls;
11. Report Writing;
12. Patrol Functions & Procedures;
13. Criminal Law/local laws and ordinances
14. Civil Offenses;
15. Control of Persons, both prisoners and those who may be mentally ill
16. Juvenile Procedures;
17. Search and Seizure;
18. Community Oriented Policing/Problem Solving Policing, to include interaction with members of the community and problem identification/solving;
19. Tactical Communications and Conflict Resolution;
20. Investigations;
21. Interviews with victims, witnesses and suspects;
22. Interrogations;
23. Evidence Handling/Processing;
24. Charging Documents;
25. Traffic Procedures for Enforcement, Accident Investigation, and Control/Direction;
26. Case/Court Preparation; and
27. Self-initiated Activity.

28. Each major area/element contains numerous objectives or tasks that will be observed and evaluated by an FTO. These objectives/tasks must be successfully understood, demonstrated, and completed by each trainee during FTEP.

D. Phases of FTEP

1. As is stated in section XI - Field Training Required, of this policy and procedure, the UMBPF FTEP for entry-level recruits will be a minimum of 30 days (See COMAR 12.04.01.17 B). Trainees will participate in FTEP as outlined in the FTEP Performance Evaluation Process & Schedule of this WD.
2. Based on the total number of days of FTEP, the FTEP Coordinator shall determine how many separate phases will be included in FTEP. Each phase will coincide with the amount of independence of action and responsibility that an FTO has determined the Trainee merits based on the Trainee's performance to date.
3. Based on the total number of days of FTEP, the FTEP Coordinator shall determine the sequence in which the FTEP areas/elements shall be addressed. Based on the circumstances occurring during an FTO's and Trainee's tour of duty, FTOs shall attempt to address the areas/elements in the sequence developed by the FTEP Coordinator whenever practical.
4. After each phase of FTEP, the FTO shall complete the FTEP End of Phase Evaluation Form (Appendix 12.8.3).

E. Trainee FTEP Performance Evaluation Process

1. Trainees will be formally evaluated by their FTOs at regular intervals using the agency's FTEP performance evaluation reports. The FTO shall submit a Daily Observation Report (DOR) (Appendix 12.8.1) to the Shift Supervisor (FTO / Trainee Supervisor) at the end of each duty day when the Trainee was instructed and observed.
2. Any FTEP performance evaluation report completed by an FTO shall be reviewed during the same duty day and as soon as practically possible with the Trainee at the end of the shift.
3. Trainees are required to sign and date each DOR, acknowledging they have received the form and discussed the FTEP Performance Evaluation Report with their FTO.
4. The supervisor shall review and sign each DOR. After reviewing and signing each DOR, the form shall be forwarded to the FTEP Coordinator who will ensure those reports become a part of the Trainee's training file maintained by the agency.
5. If a Trainee disagrees with a DOR, the Trainee shall sign the DOR prepared by the FTO, and note the reason for his/her disagreement with the FTO's rating on the report.

- a. The Trainee may appeal the DOR to the FTO's supervisor who may agree with, comment on, or disagree with the FTO's initial assessment.
 - b. In the event that the supervisor supports the initial evaluation and the Trainee wishes to further appeal the rating, the Trainee, through the FTEP Coordinator, may schedule an appointment with the FTO and the FTO's supervisor's commanding officer for review and discussion of the matter.
 - c. The decision of the FTO's supervisor's commanding officer regarding the evaluation is final and no further appeal is available to the Trainee.
6. On a weekly basis, the shift supervisor shall submit the Supervisor's Weekly Observation Report (SWOR) (Appendix 12.8.2). The content of the week's DOR will be used by the FTO's supervisor to complete the SWOR.

F. Remedial FTEP Training

1. FTOs shall complete the Remedial Training & Documentation Form (Appendix 12.8.4), and submit it to the FTEP Coordinator to report the need for remedial training.
2. After reviewing the Trainee's performance evaluations submitted by the FTO and consulting with the FTO and members of the agency's training staff, the FTEP Coordinator shall determine the appropriate remedial training steps/program the Trainee will participate in:
 - a. The contents and method used for any FTEP remedial training program, including but not limited to, any lesson plan, exercises, tests/quizzes, or other material will be documented and maintained by the FTEP Coordinator, as found in COMAR 12.04.01.17 H (3); and
 - b. The results of any Trainee testing shall be documented and maintained in the Trainee's FTEP file.
3. Any Trainee determined to need remedial training shall participate in such training as determined by the FTEP Coordinator.
4. Any "homework" assignment given as part of remedial training is time-sensitive and must be completed in the manner and in the timeframe established by the FTEP Coordinator.
5. Successful/satisfactory completion of remedial training shall be determined by the FTEP Coordinator in consultation with the Trainee's FTO and any participating member of the agency's training staff.
6. Successful/satisfactory completion of Remedial Training is required before a Trainee can advance in FTEP.

G. Lateral Entry Officers / Comparative Compliance Officers

1. Newly hired officers who are required to attend comparative compliance training or those who are lateral entry officers are required to participate in FTEP as outlined in Section **XI** – Field Training Required and in compliance with COMAR 12.04.01.17 B.
2. These officers will participate in a modified version of FTEP under the direction and guidance of an FTO.
3. The FTEP Coordinator shall be responsible for developing a modified FTEP schedule for the Lateral Entry Officers/Comparative Compliance Officers and obtain Commission approval for the modified FTEP using the Program Approval Application form (See wording in COMAR 12.04.01.17 A (1) – “successfully complete Commission-approved field training...).
4. The modified FTEP outline, schedule and Commission approval number used for each Lateral Entry Officer/Comparative Compliance Officer shall be retained in their FTEP file.
5. Because a modified FTEP will normally be of a limited duration, FTOs will be only required to complete an End of Phase Evaluation Report (Appendix 12.8.4) and a release from FTEP form (Appendix 12.8.5) for each Lateral Entry Officer/Comparative Compliance Officer unless the FTEP Coordinator determines that the Lateral Entry Officer’s/Comparative Compliance Officer’s FTEP should be extended (See COMAR 12.04.01.17 F (2) (f)).

H. Extension of FTEP

1. At the direction of the FTEP Coordinator, a Trainee’s participation in the agency’s FTEP may be extended. Extension of FTEP shall be for cause cited by the Trainee’s FTO on the Latest End of Phase Evaluation with the concurrence of the FTO’s supervisor.
 - a. The Trainee shall be advised of the reason for the extension of FTEP and will be given remedial training to ensure that steps have been taken to correct the cited performance deficiency(ices).
 - b. The Trainee will also be informed of the anticipated length of the FTEP extension if possible.
2. Following the FTEP extension phase, the FTO shall complete another End of Phase Evaluation.
 - a. The FTO’s supervisor will review the End of Phase Evaluation and either concur/not concur with the FTO’s assessment of the Trainee’s performance and make a recommendation as to whether the Trainee should continue with or be terminated from the agency.

- b. The End of Phase Evaluation will then be forwarded to the FTEP Coordinator who will review the evaluation and recommendation of the FTO's supervisor and make his/her own recommendation.
3. The FTEP Coordinator shall forward the End of Phase Evaluation along with any additional relevant FTEP documentation to Chief of Police or his designee for a final decision.

I. Conclusion of / Release from FTEP/ Certification of Completion

1. At the conclusion of FTEP, the FTEP Coordinator shall ensure that a Final FTEP Report has been completed, by each FTO and trainee (Appendix 12.8.3).
 - a. The Final FTEP Report attests the Trainee has demonstrated the ability to perform the duties required of an officer of this agency and is able to perform them by him/herself.
 - b. This assurance is based on the Trainee's demonstrated ability to satisfactorily perform all of the functional areas or categories listed in the agency's FTEP.
2. The FTO shall complete the Final FTEP Report and review it with the Trainee who shall sign and date the form.
3. Each Final FTEP Report form shall then be reviewed and signed by the chain of command for each FTO and Trainee prior to releasing each Trainee to full service.
4. The Final FTEP Report form shall then be forwarded to the FTEP Coordinator. After review by the FTEP Coordinator, all completed Final FTEP Report forms shall be forwarded to the Chief of Police or designee for his/her review, signature and date.
5. The FTEP Coordinator shall also provide a copy of the Certification of Completion/Release from FTEP form to the Chief of Police for signature. The Certificate of Completion shall be sent to the Commission; and
6. The original, signed Certification of Completion/Release from FTEP form shall be maintained in the Trainee's training file as stated in COMAR 12.04.01.17 G (4) (a) & (b).

J. FTO/Trainee Relationships

1. During FTEP, the relationship between the FTO and the Trainee will remain professional at all times. It is a teacher-student / supervisor-subordinate relationship, with all the restrictions that those relationships imply. As part of this relationship the following is expected:
 - a. FTO - The hallmark of an FTO-Trainee relationship will be mutual respect. Trainees will be treated with respect at all times, and they will be expected to respect the FTO and to follow his/her directions. Trainees will not be harassed,

intimidated, intentionally embarrassed, or treated in a demeaning manner. Name-calling or the use of derogatory terms by the FTO towards a TRAINEE are not acceptable.

- b. While Trainees are participating in FTEP, FTOs will not associate with/socialize with any Trainees during off-duty hours except for FTO and Trainees who have a blood or marital relationship prior to FTEP. Any relationship between non-related FTOs and Trainees will be strictly professional; and
 - c. FTO personnel will neither date, nor attempt to date, any Trainee while the Trainee is in FTEP.
2. If an FTO or FTO Supervisor is related to a Trainee, or if he/she has had a special relationship (friendship, romantic interest, etc.) with a Trainee prior to when the Trainee was hired by the UMBPF, the FTEP Coordinator will be notified as soon as practicable so that consideration can be given to placing the Trainee with an FTO and/or Supervisor with no apparent or perceived conflict of interest.
 3. FTOs/FTO Supervisors will not make discriminatory or sexist remarks towards any Trainee, as per agency policy.
 4. FTOs/FTO Supervisors will not make sexual remarks or sexual advances toward any Trainee, as per agency policy.
 5. FTOs/FTO Supervisors will neither live with nor rent a habitat to any Trainee while they are in FTEP and will refrain from entering into any financial transactions or arrangements with them while they are in FTEP.
 6. FTOs/FTO Supervisors will neither accept gifts from nor give gifts to any Trainee while they are participating in FTEP.
 7. While on-duty, a Trainee is always under the direct supervision of his/her assigned FTO while in the field. In the event that the Trainee's assigned FTO is unavailable, the Trainee will be assigned to another FTO. In the event no other FTO is available a sworn member of the agency with supervisory standing will temporarily supervise the Trainee (See COMAR 12.04.01.17 G (2)).
 8. While on duty, an FTO shall always maintain visual contact with a Trainee while the Trainee is performing a law enforcement function/activity.
 9. An FTO is a Trainee's direct supervisor during FTEP. During FTEP, an FTO's directions are to be followed at all times, in particular during emergency situations.
 - a. If a Trainee believes that a specific instruction or order was improper or that a performance evaluation is not fair, the Trainee should request a meeting with the FTO's Field Supervisor to discuss the matter.

- b. If this meeting can practicably be conducted prior to completing the assigned task, the FTO's Field Supervisor may intervene in the matter. However, if the assigned task must be completed by the Trainee immediately, the Trainee will follow the directions and orders of his/her FTO, criminal conduct excepted, and question the order's appropriateness at a later time with the FTO's supervisor.
 - c. If after discussing the matter with the FTO's supervisor, the Trainee still has a concern or problem, he/she may request a meeting with the FTEP Coordinator to discuss the matter. The FTO's Field Supervisor will notify the FTEP Coordinator and a meeting will be convened to discuss and evaluate the situation. The decision of the FTEP Coordinator is final.
10. Trainees will complete all assignments in a prompt, timely manner and will follow all applicable agency policies and procedures, directives and orders.
11. With the approval of the FTEP Coordinator, Trainees may be given homework assignments, at the discretion of their FTOs, in order to assist in accomplishing a training objective. Such assignments will be completed in the manner prescribed by and according to the time table established by the FTO. Homework assignments are viewed the same as academic assignments given during entry-level training.
12. Incident reports pertaining to calls for service that occurred during a tour of duty may be completed by a Trainee on overtime as long as the FTO can justify a training need or concern. Such justification may be based on the Trainee's phase of training, performance, the complexity or length of the report/incident and/or the level of the Trainee's experience in such cases. The FTO will be held accountable for any abuses of overtime.
13. While off-duty, Trainees in FTEP will not respond to police calls or initiate any law enforcement action except in a situation that is life-threatening or involves the potential for serious injury and occurs in the Trainee's presence. In such cases, they are authorized to take action necessary to stabilize the situation. Once the situation has been stabilized, they must immediately notify the law enforcement agency having jurisdiction for assistance. They are to stand-by until relieved by the officer who responds to handle the situation. Additionally, they are to notify their FTO, FTO's supervisor, or FTEP Coordinator as soon as possible of their involvement in this emergency situation. If unavailable, the Trainee will notify the on-duty agency supervisor of the situation.
14. If encountering a crime related incident that calls for law enforcement action, a Trainee will contact 911, identify himself/herself and request law enforcement response. The Trainee shall remain at the scene until a law enforcement officer arrives and then provide information or assistance as directed by said law enforcement officer. The Trainee shall report his involvement in the incident to his/her FTO, FTO's supervisor, or FTEP Coordinator upon return to duty.
15. While off-duty, Trainees will not conduct investigations or perform routine enforcement activity.

16. Trainees will be receptive to counseling given by FTOs. They may verbalize an explanation for their actions; however, repeated rationalization, excessive verbal contradictions, becoming argumentative and/or hostile with their FTO is not acceptable behavior.
17. Trainees are prohibited from participating in agency social functions and/or functions in which FTOs might be present until they have either completed FTEP or have received authorization from the FTEP Coordinator.
18. Information regarding the performance and/or progress of a Trainee while in FTEP should not be shared with individuals outside of the FTEP.
19. All Trainees will abide by all policy, procedures, regulations and directives of the UMBPF.

K. Violation of FTEP Rules

1. Violations of FTEP policy and/or any directives of the UMBPF by a Trainee may result in disciplinary action, up to and including removal from FTEP and/or termination from the agency.
2. If a violation is observed by an FTO, the FTO shall document the violation and report it to his/her direct Supervisor. The FTO's Supervisor shall then review the documentation of the violation and forward the report along with his/her recommendation to the FTEP Coordinator. After reviewing the documentation, and if necessary conferring with the FTO and FTO's Supervisor, the FTEP Coordinator shall determine if administrative action is warranted and follow through as per established agency policy and procedure.
3. Any formal disciplinary action taken against a Trainee during FTEP will be documented and maintained in the Trainee's training file, personnel file, and the disciplinary action data base.
4. Any violation of FTEP policy by an FTO shall be reported to the FTEP Coordinator and shall be handled in accordance with existing agency disciplinary policy and procedure if warranted.

VIII. Field Training Required

A. Completion Requirements

COMAR 12.04.01.17-A (1) requires, in part, that an individual successfully complete Commission-approved field training before receiving police officer certification or recertification. Additionally, it also requires that field training be successfully completed by an individual for each law enforcement agency employing the individual unless that individual holds a position listed under Public Safety Article, § 3-201 (e)(3)(i) or (ii). (See COMAR 12.04.01.17 – A (3)).

B. Recruit Officer Requirements

Newly hired sworn recruit officers shall participate in the UMBPF Field Training and Evaluation Program immediately upon graduation from their entrance level training program or prior to graduation, based upon the program where they are attending entrance level training. Recruit officers shall participate in FTEP for a minimum of 30 days as established by the agency.

C. Extension on Program for Cause

Participation may be extended in FTEP for cause on the recommendation of the Trainee's FTO with the concurrence of the FTEP Coordinator and the approval of the Chief of Police. The length of an FTEP extension shall be recommended by the FTEP Coordinator and approved by the Chief of Police.

D. Recommendation for Recruit Officers

Based on documentation of the Trainee's performance provided by the FTO and his/her recommendation and the recommendation of the FTO's chain of command, the FTEP Coordinator shall recommend to the Chief of Police whether the Trainee has successfully completed FTEP.

E. Sworn Officer with a Commission Waiver Requirements

Newly hired sworn officers who have been granted a waiver by the Commission regarding entrance level training shall participate in a modified version of FTEP for a minimum of 10 days unless extended for cause by the FTEP Coordinator with the approval of the Chief of Police.

F. Recommendations for Officers with Commission Waivers

The FTEP Coordinator, based on the FTO's documentation of the newly hired officer's performance and the FTO's recommendation, shall recommend to the Chief of Police whether the newly hired officer has successfully completed FTEP. (See COMAR 12.04.01.17 (B).)

G. Lateral Officer Requirements

Sworn officers who serve with another law enforcement agency and who are seeking certification as an officer with the UMBPF shall also participate in FTEP for a minimum of 10 days, unless extended for cause by the FTEP Coordinator with the approval of the Head of the agency.

H. Recommendations for Lateral Officer

The FTEP Coordinator, based on the FTO's documentation of the officer's performance and the FTO's recommendation, shall recommend to the Chief of Police whether the officer has successfully completed FTEP. (See COMAR 12.04.01.17 (B))

I. Officers with Special Circumstances Waiver Requirement

Sworn officers who are granted a waiver for entrance level training by the Commission because of an individual's "unique circumstances" shall participate in FTEP for a minimum of 10 days unless extended for cause by the FTEP Coordinator with the approval of the Chief of Police.

J. Recommendations for Special Circumstance Officers

The FTEP Coordinator, based on the FTO's documentation of the officer's performance and the FTO's recommendation, shall recommend to the Chief of Police whether the officer has successfully completed FTEP. (See COMAR 12.04.01.17 (B))

IX. Supervising A Trainee During FTEP (See COMAR 12.04.01.17 G)

A. Supervision

During FTEP, a Trainee shall normally be under the direct supervision of his/her assigned FTO.

1. In the event that a Trainee cannot be directly supervised by his/her assigned FTO, the FTEP Coordinator shall be notified.
2. After consultation with the FTO's supervisor, the FTEP Coordinator shall temporarily assign the Trainee to the direct supervision of:
 - a. Another available FTO;
 - b. A member of the agency who holds a supervisory rank;
 - c. Under unusual/extenuating circumstances a Trainee may be under the direct supervision of an individual who is not an FTO or who does not hold a supervisory rank for a brief period of time;
 - d. This exception cannot exceed ten percent (10%) of the total amount of time in FTEP;
 - e. Under the unlikely event that an FTO or a member who holds a supervisory rank is not available to directly supervise a Trainee for at least eighty-nine percent (89%) of FTEP, the Chief of Police will seek a waiver from the Commission to allow another member of the agency to conduct FTEP with the Trainee for a limited period of time and under certain conditions (See COMAR 12.04.01.17 G (2)).
3. During FTEP, a Trainee may participate in specialized training or orientation that does NOT entail enforcement activity for up to five percent (5%) of FTEP such as dispatcher duty, administrative duties ("desk" duty, etc.) or other non-enforcement duties. During such assignments, the Trainee does not have to be under the direct supervision of an FTO or member holding a supervisory rank (See COMAR 12.04.01.17 G (3) (a) & (b)).

X. FTEP Critique / Debriefing

A. Form Completed

The FTEP Coordinator shall ensure that a FTEP Critique / Debriefing form (Appendix 12.8.5) is completed by each trainee as soon as practical.

B. Form Submission

1. The FTEP Critique / Debriefing form should be submitted directly to the FTEP Coordinator. In an effort to improve FTEP, the FTEP Coordinator shall review each FTEP Critique / Debriefing.
2. In the event that there are any negative comments or observations about the agency's FTEP or suggestions for significant changes to the program, the FTEP Coordinator shall contact the trainee who made the comments/suggestions to clarify the comments/suggestions:
 - a. The FTEP Coordinator shall bring to the attention of the Chief of Police or his/her designee any negative comments made on the forms or the need for any significant changes to the agency's FTEP.
 - b. Each FTEP Critique / Debriefing shall be maintained by the FTEP Coordinator for a minimum of three (3) years following each FTEP and be available for inspection by members of the agency command staff or the Commission as required.
3. The FTEP Coordinator may also request participating FTOs and FTO supervisors summarize their experiences during FTEP.

XI. Maintenance of FTEP Documentation and Records

A. FTEP Coordinator Responsibilities

The FTEP Coordinator shall be responsible for collecting and maintaining all FTEP evaluations and correspondence pertaining to the Trainee in the Trainee's FTEP file.

B. Retention Requirement

For a minimum of three (3) years the following documentation related to the agency's FTEP shall be maintained in file:

1. A copy of the agency's current FTEP policy and procedure;
2. Rosters of the individuals (Trainees) participating in FTEP;
3. Tests, test scores and evaluations of individuals (Trainees) participating in FTEP;
4. A description of the evaluation process used for individuals (Trainees) participating in FTEP;
5. Any FTEP lesson plan and/or guides;
6. An outline of the training for individuals (Trainees) participating in FTEP;
7. At least two-week summaries of the individual's (Trainee's) performance during FTEP;

8. The FTO's Final Competence Report for each individual (Trainee) participating in FTEP;
9. A copy of the Release from FTEP signed and dated by the Chief of Police or designee;
and
10. Any other documentation required by the Commission (See COMAR 12.04.01.17 H).

XII. FTEP Audit

Both the agency's FTO Training Course and its FTEP are subject to review and audit by the Commission (See COMAR 12.04.01.17 I (1)).

A. Failure to Meet Program Requirements

The Commission may suspend or revoke approval of the agency's FTO Training Course or its FTEP if the Commission determines that the FTO Training Course or its FTEP fails to meet the Commission's requirements (See COMAR 12.04.01.17 I (2)).

B. Maintaining Compliance

The FTEP Coordinator is responsible for ensuring the agency's FTO Training Course and its FTEP remain in compliance with the Commission's requirements as described in COMAR (See COMAR 12.04.01.17 H).

REFERENCES:

Code of Maryland Regulations [COMAR]: Title 12 – Subtitle 04 – Chapter 01 – Regulation 17 (A-I) "Field Training," et al (Appendix 12.8.6).

"FTP Field Training Program Guide" by the California Commission on Peace Officers Standards and Training, 2014

"Training for the Field Training Officer" Student Manual – Maryland Police and Correctional Training Commissions, 2008

Written Directive System Impact

Upon approval and publication, WD 12.8 shall be a new WD in the Policy and Procedure Manual. The information contained therein shall supersede all other published information on the subject matter.

Antonio Williams, MS
Chief of Police / Associate Vice President for Public Safety

CALEA Standard (s): 33.4.3