



Subject: Field Training and Evaluation Program (FTEP)

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I. Purpose

Field Training is one of the most critical stages of a new officer's career. The goal of the Field Training and Evaluation Program (FTEP) is to enhance professionalism, job skills, and ethical standards of the Ocean City Police Department by producing competent, new police officers capable of working a solo patrol assignment in a safe, skillful and productive manner. This policy will:

- A. Ensure standardization of the FTEP
- B. Ensure efficient operation of the program
- C. Meet or exceed the requirements for program certification set by the Maryland Police and Correctional Training Commissions.

II. Definitions

- A. **ADORE:** A field training management software program.
- B. **Daily Observation Report:** An electronic report completed by the FTO critiquing the performance of a trainee on a given training day.
- C. **Field Training Officer (FTO):** A Police Officer First Class (for full time officers), who has attended an approved Field Training Officer course and has been selected by the FTEP Coordinator and FTEP Administrator and approved by the Patrol Division Commander.
- D. **FTEP Administrator:** A Patrol Division Lieutenant, selected by the Patrol Division Commander.
- E. **FTEP Coordinator:** A Patrol Division Sergeant, selected by the Patrol Division Commander.
- F. **FTEP Supervisor:** A Patrol Division shift Corporal, who will be responsible for monitoring the progress of the Trainee. The FTEP Supervisors will be selected by the FTEP Coordinator and FTEP Administrator and approved by the Patrol Division Commander.
- G. **Periodic Knowledge Test:** A test administered by the FTEP Coordinator to evaluate the performance of the trainee at any time during the FTEP.
- H. **Shift Rotation Evaluation Session:** An evaluation conducted at the conclusion of a trainee's assignment to a specific shift to critique the performance of the trainee over the preceding two (2) week period.
- I. **Trainee:** A newly hired full time Ocean City Police Officer, who has not yet completed the Ocean City Police Department's Field Training and Evaluation Program.



V. Policy

The FTEP shall provide clear standardized training and evaluation to all trainees. This policy applies to all new police academy graduates, sworn personnel newly hired as “lateral police officers”, and personnel responsible for field training those officers.

VI. Procedure

A. Field Training and Evaluation Program (FTEP)

1. Upon completion of required Maryland Police and Correctional Training Commissions’ entry level training requirements and /or comparative compliance requirements, the trainee shall be immediately assigned to the Ocean City Police Department’s FTEP.
2. The FTEP is a standardized eight (8) week course of instruction and evaluation and is considered an extension of entry level police training. Successful completion of the FTEP is mandatory for all police trainees.
3. During the FTEP a trainee may not work any secondary employment.
4. The FTEP will consist of four (4) phases:
 - a. Phase I – Administrative Training
 - i. The trainee will be assigned to the Training & Recruiting Section.
 - ii. During this time the trainee will receive training on specific General Orders, Town Code, and Town Policy. The trainee will also attend an approved MP-5 Training Course.
 - iii. The trainee will be tested on all matters taught.
 - iv. Phase I may be completed at any time during the FTEP but must consist of a minimum of forty (40) hours of training.
 - b. Phase II - Shift Assignments
 - i. The trainee will rotate through all three (3) patrol shifts.
 - ii. Each shift rotation will be at least two (2) weeks in duration.
 - iii. The trainee will be assigned to a different FTO during each rotation.
 - iv. Shift assignments shall be the responsibility of FTEP Administrator.



- v. The trainee shall begin his/her shift rotation on the shift he/she will be assigned upon completion of the FTEP.
 - vi. At the conclusion of each shift rotation, a shift rotation evaluation session shall be completed.
 - vii. Periodic knowledge tests may be administered by the FTEP Coordinator during any shift rotation.
- c. Phase III – Final Evaluation
- i. The trainee will complete the final evaluation week assigned to the same shift that they began their shift rotation.
 - ii. The FTO shall wear civilian clothes (as prescribed through Patrol Memorandum) during this phase.
 - iii. Evaluation of the trainee is the primary purpose of this phase.
 - iv. This phase shall be one (1) week in duration.
- d. Phase IV - Final Examination
- i. This phase shall consist of a written competency test.
 - ii. The trainee must achieve a minimum score of 85% on the test and must be remediated to a 100% understanding of all information contained in the test.
- B. Miscellaneous Regulations
- 1. Trainees may not graduate from any phase until an End of Phase Evaluation Session is completed.
 - 2. Throughout the FTEP, the assigned first line supervisors of the Trainees shall be responsible for their immediate supervision.

VII. Duties and Responsibilities

- A. Patrol Division Commander
- 1. Administer, coordinate and oversee the FTEP.
 - 2. Select an FTEP Administrator and FTEP Coordinator.



B. FTEP Administrator

1. Actively manage the entire FTEP.
2. Review shift rotation evaluations and end of phase evaluations.
3. Administer and/or coordinate all Phase IV competency examinations.
4. Participate in the selection of FTO's and assignment of trainees to particular FTO's.
5. Not socialize off-duty with any trainee currently completing the FTEP.
6. Not be involved in any type of relationship with any trainee, currently completing the FTEP other than the professional relationship required under this policy. This includes but is not limited to romantic relationships and landlord/tenant type relationships.

C. FTEP Coordinator

1. Monitor, maintain and inspect trainee evaluation reports.
2. Provide staff assistance to the FTO and/or FTEP Supervisors in the preparation of remedial training for the trainee.
3. Monitor the progress of the trainee and provide periodic reports to the Commanders of the Patrol Division.
4. Assist the FTOs, trainees, and FTEP Supervisors as needed during the program.
5. Provide training to FTOs and FTEP Supervisors on the use of the ADORE software program.
6. Schedule shift rotation evaluation sessions and end of phase evaluation sessions. He/she shall attend and participate in these sessions as directed by the FTEP Administrator.
7. Assist in the administration and/or coordination of the Phase IV competency examinations
8. Participate in the selection of FTO's and assignment of trainees to particular FTO's.
9. Not socialize off-duty with any trainee currently completing the FTEP.
10. Not be involved in any type of relationship with any trainee currently completing the FTEP other than the professional relationship required under this policy. This includes but is not limited to romantic relationships and landlord/tenant type relationships.



D. FTEP Supervisor

1. Complete weekly evaluations on the trainee. These evaluations shall be completed within forty-eight (48) hours after the week has ended.
2. Conduct the end of shift rotation evaluation sessions and end of phase evaluation sessions.
3. Assist in the selection of assignments of FTO/Trainees.
4. Not socialize off duty with any trainee currently under his/her supervision while in the FTEP.
5. Not be involved in any type of relationship with any trainee currently under his/her supervision while in the FTEP other than the professional relationship required under this policy. This includes but is not limited to romantic relationships and landlord/tenant type relationships.

E. Field Training Officer

1. Provide instruction to the trainee on various job tasks, ensuring that the trainee is prepared for periodic knowledge exams.
2. Carefully evaluate the trainee's performance.
3. Complete Daily Observation Reports on the trainee, every day prior to the end of the shift.
4. Participate in end of shift rotation evaluation sessions and end of phase evaluation sessions.
5. Not be involved in any type of relationship with a trainee assigned to the FTO other than the professional relationship required under this policy. This includes but is not limited to romantic relationships, business relationships, and landlord/tenant type relationships.

VIII. Selection Process for Field Training Officers (FTOs):

- A. The knowledge and experience of competent officers, coupled with their ability to instruct and evaluate others, is the foundation of the FTEP.
- B. Minimum Requirements for FTO's
 1. Must be a Police Officer First Class.
 2. Must have received a Meets Standards or Exceptional rating in all categories on their last two (2) performance evaluations.
 3. Must not have a sustained excessive force Internal Affairs Complaint in the past thirty-six (36) months.



4. Must not have a sustained Internal Affairs Complaint that exceeds summary punishment in the past twelve (12) months.
- C. Prior to the completion of each Academy class or whenever FTO's are needed, The FTEP Administrator and the FTEP Coordinator shall examine all potential FTO candidates. The examination will include, at least;
1. The FTO candidate's willingness to participate in the program, including his/her willingness to minimize the use of non-emergency leave when scheduled as a FTO.
 2. The FTO candidate's understanding of the goals and objectives of the program and duties of the FTO.
 3. The FTO candidate's ability to effectively communicate and interact with others, by means of an oral presentation and assessment.
 4. The FTO candidate's attitude toward the department and the law enforcement profession.
 5. The candidate's ability to recommend remedial training or extended field training or in extreme cases termination from service for a trainee.
 6. A review of the FTO Candidate's:
 - a. Internal Affairs File, and
 - b. Past performance evaluations.
 7. Input from the FTO candidate's supervisor and/or Patrol Division Commander.
- D. Upon review of the FTO candidates, the FTEP Administrator and FTEP Coordinator shall select and assign FTO's to each trainee.

IX. Training

- A. FTEP Supervisor and FTO
1. The FTEP Administrator and FTEP Coordinator shall develop all training for FTO's and FTEP Supervisors.
 2. The Chief of Police and the Patrol Commander shall approve all training developed by the FTEP Administrator and FTEP Coordinator.
 3. FTO's and FTEP supervisors shall be required to attend an approved basic FTO program.



4. FTO's and FTEP Supervisors shall be required to attend FTO in-service training conducted at the direction of the FTEP Administrator. The in-service training will focus on:
 - a. Law and authority.
 - b. Department policy, practice, and procedures.
 - c. Use of the ADORE Field Training Software.

B. Trainee Remedial Training

1. All remedial training will be supervised or conducted by the FTEP Coordinator.
2. The decision to conduct remedial training, for non-critical issues will be based on information contained in daily activity reports and information obtained during evaluation sessions.
3. Remedial training for non-critical issues will be conducted between shift rotation switches.
4. Remedial training for critical issues will be conducted as soon as possible and prior to any shift rotation or progression to the next phase.
5. Critical issues include, but are not limited to the following areas;
 - a. Any use of force related issue.
 - b. Any emergency driving related issue.
 - c. Any serious violation of law or Agency rules and regulations.
6. All remedial training will be documented by the FTEP Coordinator on a daily observation report.

X. Extension of Field Training and Evaluation Program:

- A. Occasionally a trainee will show, through his/her job performance that he/she is not yet ready to function alone as a patrol officer. The need for an extension of a trainee's field training will be a joint determination by the Patrol Division Commander, the FTEP Administrator, and the FTEP Coordinator based on the end of shift rotation evaluation sessions or the end of Phase III evaluation session.
- B. A trainee's FTEP may be extended a maximum of four (4) weeks.
- C. The first extension shall be a period of two (2) weeks.



- D. Two additional one week extensions may be granted, provided the trainee has shown improvement during the initial two (2) week extension.
- E. The Patrol Division Commander shall notify the Chief of Police of all recommended FTEP extensions.

XI. Termination of a Trainee:

- A. Some trainees will be unable to successfully complete the FTEP. After being counseled, given the opportunity to participate in an extension of the FTEP, and having been afforded remedial training as appropriate, such trainees will be recommended for termination.
- B. If a trainee is unable to successfully complete the FTEP, the FTEP Coordinator shall prepare a comprehensive report for review by the FTEP Administrator, the Patrol Division Commander, and the Chief of Police. This report will detail all the circumstances which led to the recommendation of the trainee being terminated, including but not limited to:
 - 1. The trainee's performance problems.
 - 2. Remedial training provided to the trainee.
 - 3. Recommendations of the FTO's, and the FTEP Supervisors.
- C. The FTEP Coordinator shall forward this report to the FTEP Administrator for review. The FTEP Administrator shall review the report and indicate whether or not he/she agrees with the recommendation or disagrees. The FTEP Administrator shall then forward this information to the Patrol Division Commander and Chief of Police.
- D. If the FTEP Administrator agrees with the recommendation for termination the trainee shall immediately have his/her police powers suspended and be placed on administrative duties until a final determination is made by the Chief of Police.
- E. If the Chief of Police agrees with the termination recommendation the trainee shall be terminated from employment in accordance with existing Department/Town policy.
- F. Upon termination of employment the Training and Recruiting Section shall immediately notify the Maryland Police and Correctional Training Commission, via approved method, of the termination of employment.



XII. Successful Completion of Field Training and Evaluation Program:

- A. Upon successful completion of all phases of the FTEP the trainee shall be assigned to a Patrol Division shift and permitted to work independent of a FTO.
- B. Upon successful completion of all phases of the FTEP the trainee may now be permitted to work secondary employment.
- C. Upon successful completion of the FTEP the FTEP Administrator will notify the Training and Recruiting Section and the Chief of Police. The Training and Recruiting Section shall then be responsible for notifying the Maryland Police and Correctional Training Commission, via approved method, that the trainee has successfully completed the FTEP.

XIII. Quality Control of Field Training and Evaluation Program:

- A. During the FTEP the FTEP Coordinator and FTEP Administrator will carefully monitor the performance of the FTO's and FTEP Supervisors.
- B. After each shift rotation the trainee will complete an evaluation form, evaluating his/her FTO and FTEP Supervisor.
- C. During the final exam phase the FTEP Administrator shall meet privately with the trainee, to discuss and evaluate the FTO's, FTEP Supervisors, the FTEP Coordinator and the FTEP in general.
- D. After each FTEP cycle, the FTEP Coordinator shall schedule a meeting with all FTO's and FTEP Supervisors to discuss issues and possible improvements in the program.

Reference(s): CALEA Standard 33.4.3G.O. 200 D-1

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