



FIELD TRAINING AND EVALUATION PROGRAM

FC No.: 343

Date: 10-21-14

If a provision of a regulation, departmental directive, rule or procedure conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract)

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I. Policy

The Field Training and Evaluation Program (FTEP) is an integral part of the overall training provided to police employees who successfully complete the entrance-level training. The policy of the department is to provide each probationary officer with field training under the guidance, direction, and evaluation of experienced officers and supervisors. Probationary officers who demonstrate proficiency in the performance of their duties at an acceptable level of achievement will be recommended for merit status. The Montgomery County Department of Police, in keeping with the strictest levels of performance requirements, must always strive to maintain the highest standard of professionalism. To this end, the attainment of highly trained police officers shall remain a fundamental goal of the department. FOP bargaining unit members should refer to Article 15, Section L, "Work Rule - Trainer-Trainee Relationships," of the current Collective Bargaining Agreement between FOP Lodge 35 and Montgomery County, Maryland, for additional information.

II. Responsibilities and Guidelines

- A. The FTEP has been established to develop and provide officers of the highest quality to meet the department's commitment of service to the community. The Chief, **Management Services Bureau (MSB)**, will provide executive responsibility for this program. The FTEP will be supervised by the Field Training Officer (FTO) Coordinator, **who will be a Sergeant**, directly responsible to the **Deputy Director of the Training and Education Division**, for all facets of the program operation. A FTO Steering Committee will be established by the FTO Coordinator and will consist of selected **station Lieutenants**, field training sergeants, FTOs, and a representative from the Training Academy. Responsibilities shall include, but will not be limited to, identifying and modifying problem aspects of the FTO program, devising training for participants, and oversight of the selection process.
- B. The Trainee Standardized Evaluation Procedure is an integral feature of the program, providing a sound structure and basic foundation for the learning process that each probationary officer will experience. The parameters of training and evaluation will be determined by the academy staff in conjunction with the FTO Coordinator. These parameters shall be carefully scrutinized on a regular basis to ensure that they are relevant, job related, and provide both standardized training and unbiased evaluation for all probationary officers. The standards of proficiency set by the FTEP are designed to ensure that each officer completing the training will have received the necessary instructions and guidance under field conditions to meet the

standards of the department. These guidelines shall also serve, in part, as standards for the acceptance of a probationary officer to receive merit status at the end of the probationary period.

III. Program Objectives

The FTEP has been designed so that the following objectives may be met:

1. To produce highly trained *police officers who take pride in themselves and their work, demonstrate respect for coworkers and the public, are dedicated to their duties, and are* capable of meeting or exceeding standards of performance required by the Montgomery County Department of Police.
2. To provide consistent standardized training to all newly hired police officers and to provide remedial training in those areas where deficiencies are identified.
3. To improve the department screening process by providing on-the-job observation of each probationary officer's performance.
4. To establish an appraisal system which is valid and job-related, utilizing a standardized uniform approach for documentation of a probationary officer's performance.
5. To provide qualified FTOs, supervisors, *and executive officers* with additional training and opportunities to develop leadership skills in order to enhance job satisfaction.
6. To ultimately increase the overall efficiency and effectiveness of the department by developing highly trained, professional police officers capable of meeting standards and ethics required by the community.
7. To provide *an excellent* level of service to the members of the department and the community.

IV. Field Training Officer Selection

- A. Periodic announcements will be made for the position of FTO. The need for FTOs is contingent upon the size of an academy class and a minimum number of FTOs needed to support the FTEP. One of the goals of the FTEP is to have a pool of qualified FTOs to meet the department's training needs. The announcement will include qualifications and selection criteria for the position of FTO. The position of FTO is voluntary in nature.
- B. Any officer who requests to be considered for the position of FTO must submit an *MCP 340, "Field Training Officer Application Form"* to the FTO Coordinator *via his/her chain of command*. All Police Officer IIIs, and Police Officer IIs with one year in grade, are eligible to participate in this program. Police Officer IIs with a minimum of six months in grade may be considered for the program only if their respective district commanders make such a request. Other eligibility waivers will be reviewed and granted on a case by case basis. There will be periodic FTO schools in order to establish a qualified pool of training officers.
- C. The application form will be used to determine a potential FTO's eligibility and suitability for the program based on an established selection process. The process will determine the officers who are best qualified to become FTOs.
- D. FTOs will receive a pay differential while engaged in training probationary officers in accordance with the agreement made by and between Montgomery County, Maryland, and Fraternal Order of Police Lodge #35.
- E. Training sergeants and corporals will be selected by their respective district commanders with input from the FTO Coordinator based on each individual's interest and ability. FTOs will be selected on a voluntary

basis. In order to be considered for this position, candidates must meet established criteria as well as undergo an established selection process as determined by the FTO Steering Committee.

- F. Upon selection of a training sergeant, corporal, or FTO, the individual will successfully complete a training program of instruction at the Academy covering areas such as program operation, evaluation, and supervision and training skills. Field Training personnel will also receive additional training on a yearly basis to remain current with their assigned responsibilities.

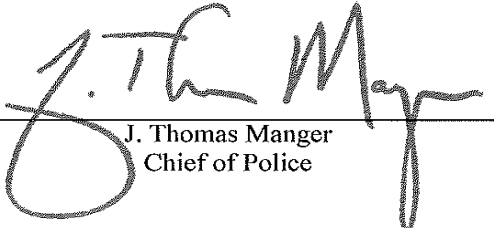
V. Operations

- A. Patrol shifts in each district will be designated as primary training shifts. Additional non-FTO officers will be assigned to the shift, enabling it to be totally operational. ***Each district will have a lieutenant oversee the training operations, by monitoring all documents, and attending weekly meetings as needed.***
- B. Upon successful completion of entry level training, a probationary officer will enter ***the*** FTEP. The FTO Coordinator, with input from the FTO Steering Committee, along with information gleaned from the probationary officer's entry level training records, will make a recommendation to the Chief, ***Patrol Services Bureau (PSB)***, regarding field training assignment. The Chief, ***PSB***, will make the final determination as to placement for field training. During this ***training*** period, the probationary officer will ***only*** ride with certified FTOs. This unit will be considered at all times as a single unit for purposes of receiving back-up on calls. As transport details are part of field training, supervisors may assign a transport detail to an FTO and a probationary officer based upon the location of the transport and the probationary officer's training progress.
- C. Probationary officers will be evaluated by their respective FTO on a daily basis and have weekly meetings with the training sergeant, corporal, and FTOs, during which training progress and problems will be addressed. If it is determined that a probationary officer is not responding to training, a remedial program of instruction will be formulated by the training sergeant, corporal, and appropriate FTO with input and guidance from the FTO Coordinator ***and station lieutenant.***
- D. Probationary officers who are not responding to training ***will receive remedial training and may be extended in the program for not more than 8 weeks.*** If the probationary officer is still performing at an unsatisfactory level ***during remedial training or*** extension period, termination procedures may be initiated.
- E. Probationary officers who have successfully completed FTEP will graduate from the program and receive their shift assignment.

VI. CALEA Standards: Chapter 33

VII. Proponent Unit: *FTO Coordinator*

VIII. Cancellation: *This directive cancels Function Code 343, effective date 8-31-98.*



J. Thomas Manger
Chief of Police