



## MONTGOMERY COUNTY, MARYLAND DEPARTMENT OF POLICE

### FIELD TRAINING AND EVALUATION PROGRAM

**DIRECTIVE NO:**

**FC 0343**

**EFFECTIVE DATE:**

**07/18/2025**

**REPLACES:**

FC 343, dated October 21, 2014

**ACCREDITATION STANDARDS:**

CALEA Standards: 6th Edition, 33.4.3

**PROPONENT UNIT:**

**Field Training Officer Coordinator**

**AUTHORITY:**

  
**Marc R. Yamada, Chief of Police**

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, Article 61).

#### I. POLICY

The Field Training and Evaluation Program (FTEP) is an integral part of the overall training provided to **officers** who complete the entrance-level training. The department's policy 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 performing 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, attaining highly trained police officers shall remain a fundamental goal of the department. For additional information, **the Fraternal Order of Police (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.

**This policy requires the Field Training Officer (FTO) Coordinator to maintain a Field Training and Evaluation (FTEP) Manual. The FTEP Manual should be reviewed every two years by the FTO Coordinator and updated as necessary. The FTO Coordinator should coordinate with the Training and Education Division (TED) employees and other department executives to complete the updates.**

#### II. RESPONSIBILITIES AND GUIDELINES

- A. The FTEP has been established to provide the highest quality **training to probationary officers** to meet the department's commitment to service to the community. **The Chief of Police has appointed the FTO Coordinator as the individual who is responsible for coordinating, monitoring and otherwise overseeing the FTEP.** The FTO Coordinator, is a Sergeant **reporting to the Deputy Director of the Training and Education Division (TED).** **The TED Deputy Director reports to the TED Director, a Captain with executive responsibility for the program.** **The FTO Coordinator ensures the Department's FTEP complies with Section 12.04.01.17 of the Code of Maryland Regulations (COMAR) and meets Maryland Police and Correctional Training Commission (MPCTC) guidelines.** The FTO Coordinator will establish an FTO Steering Committee **consisting of selected district Lieutenants, field training sergeants, FTOs, and a TED representative.** 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 **TED employees** in conjunction with the FTO Coordinator. These parameters shall be **regularly** scrutinized to ensure they are relevant **and** job-related and provide standardized training and unbiased evaluation for all probationary officers. The standards of proficiency set by the FTEP **and approved by the TED Director** are designed to ensure each officer completing the training receives the necessary instructions and guidance under field conditions to meet the department's standards. 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.
- C. **The FTEP provides probationary officers with training in core law enforcement tactics, techniques, and procedures. Officers will receive training related to active listening, civic engagement, communications, community policing, conflict resolution, critical thinking, de-escalation, decision-making, diversity, ethics, officer health, resiliency, wellness, and problem-solving. Section V of this policy contains 27 law enforcement areas/elements for which probationary officers will be evaluated.**
- D. **To ensure a positive and effective training experience, any conflict of interest that arises between the Field Training Officer (FTO) and the trainee during the training process should be immediately communicated to the Field Training and Evaluation Program (FTEP) supervisor.**
- E. **Refer to the FTEP Manual for additional responsibilities and guidelines.**

### III. PROGRAM OBJECTIVES

- A. The FTEP has been designed so that the following objectives may be met:
  - 1. Produce highly trained officers **aligned with the mission, vision, and values of the department, capable of meeting the performance standards of the FTEP** 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. Provide **effective** training to all newly hired officers and remedial training in areas where deficiencies are identified.
3. Provide **fair and objective** on-the-job observation of each probationary officer's performance.
4. Establish valid, job-related appraisal system utilizing a standardized, uniform approach for documenting probationary officers performance.
5. Provide qualified FTOs, supervisors, and executive officers with additional training and opportunities to develop leadership skills enhance job satisfaction.
6. Increase the overall efficiency and effectiveness of the department by developing highly trained, professional police officers capable of meeting **the** 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 (FTO) SELECTION AND TRAINING

- 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 **the** 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 **MPCTC** 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 MCP **Form** 340, "Field Training Officer Application Form" to the FTO Coordinator via **their** 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.
- C. The application form will 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 training probationary officers **per** the agreement made by and between Montgomery County, Maryland, and **the** Fraternal Order of Police Lodge #35.
- E. Training sergeants and **training** corporals will be selected by their respective district commanders. **Training sergeants and corporals must meet MPCTCs' criteria for field training.**

- F. Upon selecting a training sergeant, corporal, or FTO, the individual will complete a training program of instruction **approved by MPCTC**. Field Training personnel **must meet MPCTC's initial FTO and continuing training requirements**.

## V. OPERATIONS

- A. Each district will have a lieutenant oversee the training operations by monitoring all documents and attending weekly meetings as needed.
- B. Upon completing 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 assignments. The Chief, PSB, will make the final determination **regarding** field training placement. During this training period, the probationary officer **should** only ride with certified FTOs. **Exceptions to probationary officers only riding with certified FTOs are provided in COMAR Sec. 12.04.01.17.** This unit will **always** be considered a single unit to receive backup on calls. As transport details are part of field training, supervisors may assign a transport detail to an FTO and a probationary officer based on the location of the transport and the probationary officer's training progress.
- C. **The Department's FTEP requires a minimum of 560 hours for new officers, 280 hours for lateral/comparative compliance officers, and 80 hours for rehired officers.**
- D. **The FTEP contains 27 law enforcement areas/elements for which probationary officers will be evaluated: FTEP Orientation; Agency Policies/Procedures; Law Enforcement Ethics; Professional Demeanor; Officer Safety; Use of Force; Radio Communications; Routine and Emergency Vehicle Operations; Post/Assignment Familiarization; Response to Calls; Report Writing; Patrol Functions and Procedures; Local Laws/Ordinances and Criminal Law; Civil Offenses; Control of Persons, People Experiencing Behavioral Health Crisis, and People who are Incarcerated; Juvenile Procedures; Search and Seizure; Community Oriented Policing/Problem Solving Policing, Interactions with Community Members, and Problem Identification/Solving; Tactical Communications and Conflict Resolution; Investigations; Interviews with Victims, Witnesses, and Suspects; Interrogations; Evidence Handling/Processing; Charging Documents; Traffic Enforcement, Traffic Control and Direction, and Accident Investigations; Case/Court Preparation; and Self-initiated Activity.**
- E. Probationary officers will be evaluated by their respective FTO daily and have weekly meetings with the training sergeant, corporal, and FTOs, during which training progress and problems will be addressed. If a probationary officer is not responding to training, the training sergeant, corporal, and appropriate FTO will formulate a remedial program of instruction with input and guidance from the FTO Coordinator and station lieutenant.
- F. Probationary officers not responding to training will receive remedial training and may be extended in the program for 8 weeks. Termination procedures may be initiated if the

probationary officer still performs unsatisfactorily during the remedial training or extension period.

- G. Probationary officers who have completed FTEP will graduate from the program and receive their shift assignment.
- H. **Officers, FTOs' and Field Training teams may be eligible for an award for their distinguished performance during their training. See FC 0362 (Awards) for criteria and instructions on how to apply for the award.**
- I. **For additional responsibilities and guidelines, refer to the FTEP Manual. The FTEP Manual provides additional information on the responsibilities of the individual(s) supervising field training, guidelines for a field training officer's evaluation of an individual's performance during field training, reporting responsibilities of FTOs, and guidelines for the evaluation of FTOs.**