

Laurel Police Department – General Order
Chapter VI, Section 100, Order 103 – Field Training Program
October 14, 2012

6 / 103.05 POLICY

It is the policy of this Department to maintain a Field Training Program for the development and education of recruit probationary officers

6 / 103.10 PURPOSE

The purpose of the Field Training Program is the successful training of recruit probationary officers.

6 / 103.15 DEFINITIONS

Field Training Commander	An officer of the rank of Lieutenant or higher who oversees the Field Training Program.
Field Training Coordinator	An officer of the rank of Sergeant who is responsible for the monitoring and supervision of the Field Training Program.
Field Training Officer	An officer of the rank of Corporal or Patrolman First Class, with at least three years experience, that has completed a MPCTC approved Field Officer Training course.
Recruit Probationary Officer	An officer that has graduated from an approved MPCTC Training Academy basic training program and who is in the Field Training Program process.
Probationary Period	The probationary period is twelve months from the date of taking the Oath of Office.
Training Committee MPCTC	Provides oversight and input to the Field Training Program. Maryland Police and Corrections Training Commission.

6 / 103.20 PROCEDURES

A. GENERAL

1. The Field Training Program will provide structured and standardized training, as outlined in this General Order, to a recruit probationary officer and to provide additional training to a recruit probationary officer in the areas where deficiencies are identified.
2. The Field Training Program will be conducted in accordance with the procedures set forth in the Department's Field Training Manual.
3. Refer to the Field Training Manual for procedures not covered in this General Order.

B. FIELD TRAINING PROGRAM PERIOD

1. The Field Training Program shall last a minimum period of thirteen (13) weeks for a recruit probationary officer with no prior law enforcement experience.

Laurel Police Department – General Order
Chapter VI, Section 100, Order 103 – Field Training Program
October 14, 2012

2. The Field Training Program shall last a minimum period of seven (7) weeks for a recruit probationary officer with prior law enforcement experience.
3. A recruit probationary officer shall not ride with an officer that is not certified as a Field Training Officer by MPCTC.
 - 1) Exceptions
 - a) Sergeants and Corporals

C. EXTENSION TO THE FIELD TRAINING PROGRAM

1. The Field Training Program may be extended upon less than satisfactory performance in any category of training during the last fifteen days of the program.

D. REMEDIAL TRAINING

1. The Field Training Officer may provide remedial training during the Field Training Program
 - a. Examples of Remedial Training include:
 - b. Requiring the recruit probationary officer to repeat tasks
 - c. Having the recruit probationary officer observe the Field Training Officer performing certain tasks
 - d. Temporarily reducing the responsibilities of the recruit probationary officer
 - e. Having the recruit probationary officer provide verbal accounts of incidents
2. Remedial Training must address deficiencies displayed by the recruit probationary officer
3. Non-satisfactory performance during the re-training could lead to disciplinary action which includes the possibility of termination.

E. SELECTION AND REMOVAL PROCESS FOR FIELD TRAINING OFFICER

1. Selection process for Field Training Officers is covered in the Field Training Manual.
2. Field Training Officer may be removed from Field Training Program if the officer:
 - a. Requests removal in writing;
 - b. Is subject of an active or sustained internal investigation; or
 - c. Receives unacceptable performance evaluations based on their duties as either a patrol officer or a Field Training Officer.

F. DUTIES AND RESPONSIBILITIES

1. Duties and Responsibilities of the listed positions are covered in the Field Training Manual.
 - a. Field Training Commander
 - b. Field Training Coordinator
 - c. Field Training Officer

Laurel Police Department – General Order
Chapter VI, Section 100, Order 103 – Field Training Program
October 14, 2012

- d. Squad Supervisor
- e. Recruit Probationary Officer

G. EVALUATION GUIDELINES

1. The purpose of Evaluation Guidelines is to improve the reliability and validity of the assessment system of the Field Training and Evaluation Program by ensuring that there is standardization with respect to the elements for the performance to be evaluated.
2. Each of the rating categories should be completed in accordance with the guidelines in the Field Training manual and the Evaluation Guidelines standard.

H. REPORTING RESPONSIBILITIES

1. The Field Training and Evaluation Program is totally reliant of the Field Training Officer's documentation of the relevant observations of the recruit probationary officer's performance.
2. The Field Training Officer's 'Weekly Evaluation Form' should be completed each day of the tour of duty and all comment categories should contain written comments.
 - a. The 'Weekly Evaluation Form' will be submitted to the Patrol Division Commander no later than the first day of return to duty after a shift break.

I. TRAINING COMMITTEE

1. The Training Committee will be consulted and provide insight on any changes to the Field Training Manual.

6 / 103.25 GOVERNING LEGISLATION AND REFERENCES

Maryland Police and Corrections Training Commission, Field Training Officers' Course
Laurel Police Department Field Training Manual
CALEA Standard 33.4.3

6 / 103.30 ANNEX

None