

*Maryland-National Capital Park Police
Prince George's County Division*

DIVISION DIRECTIVE

TITLE FIELD TRAINING AND EVALUATION			PROCEDURE NUMBER PG710.3
SECTION Administrative Procedures	DISTRIBUTION A	EFFECTIVE DATE 10/15/04	REVIEW DATE 10/15/06
REPLACES PG710.3 "Field Training And Evaluation", issued 02/15/02			
RELATED DIRECTIVES PG710.0, 710.4	REFERENCES CALEA 33	AUTHORITY Commander Larry M. Brownlee, Sr. – Division Chief	

I. PURPOSE

The purpose of this directive is to establish guidelines to serve as standards for the acceptance of police officer trainee(s) as a permanent officer at the end of the probationary period.

II. POLICY

It is the policy of this Division, in keeping with the strictest levels of performance requirements, to continually strive to maintain the highest standards of performance. To this end, the attainment of highly trained police officers shall remain a fundamental goal of this Division. This directive is to be utilized in conjunction with the Division's Field Training and Evaluation Program Manual.

III. OBJECTIVES

- A. To produce a highly trained and positively motivated police officer capable of meeting or exceeding the standards of performance required by this Division.
- B. To provide equal and standardized training to all newly hired police officers, and to provide remedial training in those areas where deficiencies are identified.
- C. To build on the foundation of knowledge received in the police academy, thereby creating an environment in which the trainee may develop new skills, and increase proficiency in those acquired in the academic setting.
- D. To provide on-the-job observation of each trainee's performance.

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- E. To establish an appraisal system that is valid and job-related, utilizing a standardized and systematic approach to the documented measurement of probationary officer performance.
- F. To establish career paths within the Department by providing qualified officers with additional training and opportunities to develop leadership skills.
- G. To ultimately increase the overall efficiency and effectiveness of the Division by enhancing the climate of professionalism and competency demanded by the ethical standards of law enforcement.

IV. PROCEDURES

- A. Training program will consist of fourteen (14) tours of duty, consisting of four (4) phases of instruction as outlined in the Police Officer Field Training and Evaluation Program.
 - 1. Field Training Officer and trainee are considered one unit until Phase IV of the program.
 - 2. Officers hired under the advanced entry (MPTC certified) program will proceed through the Field Training Program at a self-pace.
- B. Daily Observation Report (D.O.R.)
 - 1. The Field Training Officer will evaluate the trainee every working day on a Daily Observation Report.
 - 2. The Daily Observation Report will be turned in at the end of each shift to the Shift Supervisor who will review and forward to the F.T.O. Coordinator.
 - 3. A minimum of forty-eight (48) Daily Observation Reports will be submitted before the recruit is released from the Field Training Program for officers with no previous MPTC experience or approved training.
- C. The Supervisor's Observation Report (S.O.R.) will be submitted by the Squad Supervisor on a weekly basis to the F.T.O. Coordinator.
- D. Field Training Officer Coordinator
 - 1. The Field Training Officer Coordinator will chart the progress of the trainee throughout the program.

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2. At the end of each phase, the Field Training Officer and trainee will meet with the Field Training Coordinator, or designee, for an oral interview and/or written test.

- E. If remedial training extensions of any phase of the program is needed the F.T.O. will complete a "Request for Extension of Training" form and forward it through the Field Training and Evaluation Program's chain of command for approval. The trainee will be held over for a specific period of remedial training to allow for improvement in the identified areas needing improvement.

- F. If a trainee is not progressing in the program, and it has been determined that the progress to satisfactory level is not possible, termination is the only logical step.
 1. The termination process begins with the creation of the termination packet, which is prepared by the Assistant Chief, Field Operations or designee, and forwarded to the Division Chief. Included in this termination packet will be:
 - a. Copies of Daily Observation Reports.
 - b. Copies of Supervisor's Observation Reports, and;
 - c. Any other pertinent information contained in the trainee's program packet.

 2. Responsibility of individuals in the termination process
 - a. Each Field Training Officer, to whom the trainee was assigned, completes a memorandum stating:
 - * Recruits strengths and weaknesses.
 - * Remedial efforts provided.
 - * The Field Training Officer's recommendations.

 - b. The Field Training Coordinator and the affected Squad Supervisor will prepare a memorandum summarizing the reports that were forwarded by the Field Training Officer and recommendations for termination.
 - c. The Assistant Chief, Field Operations or designee, will attach a cover sheet, including a recommendation, with the termination packet, and forward it to the Division Chief.
 - d. The Division Chief will then sign off on the packet and forward it to the Director of Parks and Recreation.

 3. After all information has been forwarded to the Director of Parks and Recreation, the recruit is afforded the opportunity to have an

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administrative hearing before the Director of Parks and Recreation or designee.

- a. At this point in time, the recruit is presented with the facts concerning the termination and given an opportunity to respond to them.
4. The Director of Parks and Recreation will then make a determination regarding the status of the trainee.
5. Once the decision has been made to terminate, the recruit should be reassigned from the patrol assignment and not be allowed to perform normal police duties, or will be placed on Administrative leave, pending the completion of the termination process and the ultimate separation of the trainee from the Division.

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