

CAMBRIDGE POLICE DEPARTMENT

Procedure: 3.702

Title: ***TRAINING - FIELD TRAINING OFFICER PROGRAM, RECRUIT AND FIELD TRAINING***

Date Issued:

Revised: **August 25, 2014**

PURPOSE:

To provide for a formal and uniform on-the-job training period.

To provide experience, guidance and supervision so that the probationary officer may develop the skills, knowledge and abilities necessary to become a professional and productive Police Officer.

To aid in the evaluation of probationary personnel.

To serve as an aid in evaluating the police academy training program.

To outline the training of recruit police officers in a formalized manner

POLICY:

The Police Department recognizes the importance of providing a sound foundation for newly sworn members of the Department. All recruit officers will be given every opportunity to acquire the skills, knowledge and abilities necessary to become a competent and effective police officer.

All newly hired police officers will undergo field training prior to assignment as a solo patrol officer by completing a formalized field training program.

PROCEDURE:

DUTIES AND RESPONSIBILITIES OF THE CHIEF OF POLICE

1. Selection of Field Training Officers after receiving recommendations from the Command Staff.

2. Criteria to be considered in selecting Field Training Officers:

professional appearance

good attendance record;

above average job skills, knowledge and abilities;

ability to train on a one-to-one basis; and,

review of personnel file by Chief of Police.

DUTIES AND RESPONSIBILITIES OF THE FIELD TRAINING COMMANDER

1. Overall supervision and command of the Field Training and Evaluation Program and its personnel.

2. Keep the Chief of Police Apprised of recruit performance and status.

3. Make periodic contact with the training academy and recruit during Phase I of the Field Training and Evaluation Program.

4. Review all reports and evaluations pertaining to the recruit through the entire training program.

5. Assure cooperation between the shift supervisors and the Field Training Program personnel.

6. Insure written evaluations are completed on a timely basis as required.

7. Conduct timely review of all evaluations pertaining to the recruit's performance,

8. Review recruit critiques of Field Training Officers.

9. Confer with Field Training Officer Coordinator (Operational Lieutenant) in regards to Field Training Officer selection and assignments, recruit scheduling, recruit progress and program revisions.

DUTIES OF THE FIELD TRAINING OFFICER COORDINATOR

1. Daily supervision of the Field Training and Evaluation Program and its personnel.

2. Keep the Field Training Commander (Administrative Lieutenant) apprised of recruit performance.

3. Keep the Field Training Commander apprised of any problems pertaining to the Training Program or its personnel.

4. Review all daily observation reports submitted by Field Training Officers.

5. Conduct weekly meetings in order to discuss recruit progress while in Phase II of the training program.

6. Complete weekly meeting minutes and summary evaluations.

7. Insure all documentation pertaining to the recruit is complete and current.

8. Periodically monitor the recruit and the Field Training Officers to insure that fair, objective and thorough training is being accomplished.

9. Provide assistance and advice to the Field Training Officers pertaining to training and possible personality conflicts with recruits.

10. Review recruit's performance and make recommendations pertaining to the status of the recruit as it pertains to his need for continued, remedial, or special training or termination.

11. Confer with the Field Training Commander as to Field Training Officer selection and assignments, recruit scheduling, recruit progress and program revisions.

12. Assist the Department Training Officer with in-service and roll call training for Department members.

DUTIES AND RESPONSIBILITIES OF THE FIELD TRAINING OFFICERS

1. Direct, guide, explain and demonstrate the fundamentals of police work as dictated by the Field Training Officer's Manual and the Field Training Checklist.

2. Keep the Field Training Officer Coordinator apprised of recruit performance.

3. Keep the Field Training Office Coordinator apprised of any problems pertaining to the Field Training Program.

4. Complete written evaluation reports on the recruit's performance.

5. Confer with the Field Training Officer Coordinator in regards to program revisions.

RECRUIT TRAINING

1. Recruit training consists of three phases:

Phase I Initial indoctrination and equipment purchase and attendance at a certified training academy.

Phase II Assignment to the Field Training Program under the direct guidance of a Field Training Officer.

Phase III Assignment as a solo probationary patrol officer with supervisory guidance and evaluations.

2. All Police Department sworn personnel must comply with the state's mandatory basic training requirement. A recruit shall either:

Complete recruit training at one of the basic training academies

licensed by the Maryland Police Training Commission.

Receive a waiver of the basic training requirement as a result of the officer having already successfully completed the basic course prescribed by the training board.

3. Newly sworn officers shall complete academy training prior to any routine assignment, in any capacity, where the officer is required to carry a firearm or make arrests, except as part of a formal field training program.
4. Recruit officers, during Academy Training Phase I, shall be under the direction of the Field Training Commander.
5. The Field Training Commander shall arrange for each recruit to receive orientation in the policies, procedures, rules and regulations of the Department.
6. Officers attending a training academy shall be expected to observe all rules and regulations set forth by the academy staff, and must maintain passing grades on academy examinations. The Field Training Commander shall make periodic contact with the Academy staff to determine the recruit's progress.
7. Serious violations of training academy rules, or failure to maintain a passing grade shall result in dismissal from the Department.
8. Recruit officers shall maintain periodic contact with the Field Training Commander during their training academy session, keeping him apprised of their progress and any problems encountered.
9. Recruit officers must graduate from the training academy and pass the academy's mandatory firearms training course required by law. The graduated recruit will pass any Police Department's weapons training course not given by the academy prior to the issuance of the same weapon. Any newly hired certified officer, will pass the police department's firearm's

training course and any other weapon course before the issuance of the same weapon.

10. Recruits will be provided with orientation material explaining basic information regarding the academy.
11. Police Department recruits shall attend only those academies that are approved by the Maryland Police Training Commission and whose curriculum includes, at a minimum, the following:

Recruit training will include a curriculum based on job task analysis of the most frequent assignments of officers who have completed recruit training.

Recruit training will include the use of evaluation techniques designed to measure competency in the required skills, knowledge, and abilities required of a solo patrol officer.

The Maryland Police Training Commission must certify the minimum basic training curriculum for recruit programs.

TRAINING ACADEMIES

1. In accordance with the Police Training Act, the Police Department shall participate with the training programs of academies approved by the Maryland Police Training Commission.
2. The Training Officer shall establish and maintain an ongoing liaison with the Training Board and approved academies in order to provide input from this Department and express our concern, appreciation and cooperation with the Board and training staff.
3. The Training Officer shall monitor training results of Department personnel to ensure minimum performance standards are being achieved.
4. The Training Officer shall make available, to academies, the facilities, staff

and resources of this Department in an effort to enhance the basic training program. However, the staffing, facilities, instructors and other resources required to operate these academies will be the responsibility of that institution.

5. Tuition costs for training at these academies shall be paid by the Police Department.

6. The Police Department shall assume all normal liabilities of its personnel being trained at outside academies.

7. Recruits who incur physical injuries during scheduled training shall notify the Department immediately and submit a report detailing the nature and extent of the injuries.

FIELD TRAINING

1. Police Department recruits shall complete, at the minimum, 250 hours of field training under the guidance and supervision of Field Training Officers, prior to assignment as a solo patrol officer. Any newly hired previously Maryland certified officer shall complete, at the minimum 80 hours of field training under the guidance and supervision of Field Training Officers, prior to assignment as a solo patrol officer. Any newly hired officer who must complete comparative compliance training to obtain Maryland certification shall complete, at the minimum, 160 hours of field training under the guidance and supervision of Field Training Officers, prior to assignment as a solo patrol officer.

2. Assignment as a solo patrol officer shall be based on the ability of the recruit to learn, and his ability to work independently, without direct intervention.

3. Field training officers are selected on the basis of experience, work performance, dedication and loyalty, and a personality which enables the Field Training Officer to effectively relate information outlined in the Field Training and Evaluation Program.

4. The Department Field Training Coordinator shall be responsible for the daily supervision of personnel performing training, as it relates to the recruit training function. This distinction shall not preclude nor interfere with regular police duties.

5. The Field Training and Evaluation Program must be closely allied with the academy so that Field Training Officers are aware of what skills and knowledge have been taught and what roles the Field Training Officers are to assume. The Field Training Coordinator shall be the liaison between the Department and the academy for obtaining any useful information in regards to recruit training that should be passed on to the Field Training Officers.

6. Prior to assuming their duties, Field Training Officers shall attend and pass one of the Field Training Officers training programs approved and certified by the Maryland Police Training Commission.

7. It will be the responsibility of the Field Training Officer to familiarize the recruit with a rotation of field assignments, and ensure the recruit acquires a working knowledge and the ability to perform in all field assignments as indicated in the Field Training Manual.

8. The relevance of the field training experience shall be enhanced by providing guidelines, through the Field Training Manual. The Field Training Manual provides specific direction about the skills, knowledge and abilities to be assessed, taught or performed.

9. Field Training Officers will submit written evaluations of the recruit officer's progress to the Field Training Coordinator through his Supervisor, every 77 hours.

10. The supervisor to whom the recruit is assigned shall continue to monitor the progress of the recruit, after the recruit has been assigned as a solo patrol officer, until the probationary period has expired.