

## **33.0 TRAINING AND CAREER DEVELOPMENT**

**PURPOSE:** To establish guidelines for a training function that will be responsible for coordinating, formulating, and procuring departmental training.

**REL:** The Washington County Sheriff's Office Probationary Deputy Manual is incorporated in this order by way of reference, as if entirely stated herein, and as may be amended from time to time.

### **33.1 Administration**

#### **33.1.1 Training Committee**

Training Committees will be established with the following responsibilities and characteristics:

- A. Members of the Law Enforcement Training Committee
  - 1. The committee will be comprised of the Chief Deputy, the Training Coordinator, and others as appointed by the Chief Deputy.
  - 2. The Chief Deputy shall select the members; the Chief Deputy will consider experience, previous training, and a demonstrated desire to excel in departmental operations.
  - 3. The committee will have authority to formulate training recommendations to the Sheriff taking into consideration past performance of the department, new developments in legal requirements and technology of the profession, job descriptions of departmental personnel, and responsibilities of the department.
  - 4. Responsibilities include, but are not limited to:
    - A. Review recommendations for training.
    - B. Develop and evaluate training.
    - C. Plan and research training.
  - 5. Recommendations and decisions of the Committee will be reported to the Sheriff.

B. Detention Division

1. The Detention Division Training Committee will consist of the Warden, Captain of Administration, Captain of Operations, Training Coordinator and the Professional Standards Coordinator.
2. The Training Committee will have the responsibility to research, develop, implement, review and revise divisional training programs that meet mandated and professional accreditation standards and provide staff training toward meeting same.
3. The Training Committee will devise an Annual Training Plan which will encompass all phases of training as follows:

Pre-Service Training;

Field Training;

In-Service Training; and,

Professional Development.

The Training Coordinator will be a member of the Training Committee and will implement decisions and recommendations of the committee with approval from the Sheriff.

**33.1.2 Training Attendance**

A. Attendance Signature Sheets

1. Personnel will attend training on dates and times specified.  
  
Failure to attend scheduled training without good cause will result in disciplinary action.
2. Each instructor will initiate a signature sheet at the beginning of his/her block of instruction and attach the sheet to tests submitted to their Training Coordinator.
3. Students will sign their names on the Attendance Sheet.
4. Instructors will be responsible for checking the signature sheet against personnel scheduled for the class.

5. The Training Coordinator will be responsible for initiating the sign sheet if the instructor is not with the department.
  6. Personnel will sign only their own name and will not sign in for other students.
- B. Excused Absence: Situations constituting legitimate excused absences will include:
1. Court Appearance: The Training Coordinator and Assistant Division Commander will be notified of conflicts between training and court, as soon as possible.
  2. Legitimate Emergencies: Personnel will be excused for legitimate emergencies; i.e., sickness, accidents, deaths.
  3. Vacation: If the vacation was approved before the training was scheduled.
  4. The Chief Deputy, or Division Commanders will receive and review requests for absences or changes in scheduled training. The Chief Deputy, or Division Commanders will make these decisions on a case-by-case basis.
- C. Make-Up Training
1. The Training Coordinators will schedule make up training for excused and unexcused absences, if at all possible.
- The Training Coordinators will maintain a reserve block of eight (8) hours instruction approved by the Training Commission for use in the event training is missed and cannot be made up. This training, however, cannot be substituted for firearms, expandable baton, sex crime investigation, or racially motivated crimes, or other training required or mandated by law or professional accreditation standards.

### **33.1.3 Training Expenses**

- A. Transportation: Departmental vehicles will be used for approved training outside of Washington County, if at all possible. If no departmental vehicle is available, mileage, as set by the Washington County Government, will be paid for use of private vehicles.
- B. Meals: Meals in conjunction with approved training outside Washington County will be paid by the department at a daily rate set by county policy.

- C. Lodging: Lodging in conjunction with approved training outside Washington County will be paid for by the department. Lodging will be approved as follows:
1. The necessity for lodging will be reviewed on a case-by-case basis by the Division Commander. As a general rule, lodging will be considered when training is 125 miles or more outside of Washington County. The length of the training will also be taken into consideration when considering the necessity for lodging.
  2. If lodging is approved, it is the responsibility of the employee attending the training to select an establishment for lodging unless lodging is provided or specified by the agency hosting the training. Establishments with moderate price ranges for the area will be considered. Prices will be reviewed by the Division Commander for final approval. After approval, it is the responsibility of the employee, or designated Office Associate in the Detention Division attending the training to make necessary reservations.
- D. Travel Time
1. Travel time to training, whenever possible, will be made during duty hours, (for example, training is approved at a location that requires five (5) hours travel time. The five hours would be made a part of the duty day prior to the training.
  2. Overtime or Compensatory Time will be granted for travel time to and from agency approved training in excess of one hour per day. The Division Commander or his designate may approve schedule modifications, when extensive time is involved in travel to training. Such instances will be on a case-by-case basis. Factors to be considered in making such modifications are distance of travel from department, and duration of training.
- E. Tuition
1. Tuition for approved training will be paid by the department, (except as in "F" below).
- F. Cooperative Payment of Expenses between Employee and Department
1. Such an arrangement must be approved by the Division Commander. As an example, training is requested but denied due to budget restrictions or because it appears the training would not significantly benefit the

department as a whole. The employee requesting the training may propose paying part of the expense; i.e., travel, lodging or tuition, etc.

- G. Receipts will be obtained for all expenses to include lodging, food, gas, tolls, etc., and submitted to the Administrative Assistant or designated Office Associate within three (3) working days after returning from training. Monies advanced for the training in excess of receipt totals must be returned to the department. The expense account will be approved by the Division Commander or higher authority. Expenses will not be paid without legitimate receipts. Personnel submitting expenses not supported by receipts or unauthorized purchases will be responsible for those expenses.

#### **33.1.4 Lesson Plans**

There will be a lesson plan for all training courses conducted by the office.

- A. Along with lesson plans, instructors will submit performance objectives for the training. Performance objectives will:
  - 1. Focus on the elements of the job description in relation to the training.
  - 2. Give clear statements of what is to be trained.
  - 3. Give basis for evaluating the students.
  - 4. Give the method for evaluating effectiveness of the training process.
- B. Lesson Plans
  - 1. A lesson plan will be submitted to the Training Coordinator for approval on all training before implementation. The Training Coordinator should attempt to have guest instructors provide lesson plans for approval by MCPTC, just as agency instructors.
  - 2. When material is to be submitted to the Training Coordinator for approval toward mandated hours of training, the following will apply:
    - a. Lesson plans will be submitted to the Training Coordinator by date requested.
    - b. Guidelines and format for lesson plans will be in accordance with materials sanctioned by the Training Commission.

- c. The lesson plan will state the content of the training and will list the performance objectives to be achieved.
- d. Instructional techniques will be listed.
- e. Resources to be used will be listed; i.e., films, handouts, charts, overheads, etc.

C. Lesson Plan Approval

- 1. The Training Coordinator will review lesson plans for content and form in accordance with the Maryland Police Corrections Training Commission Instructional Material. If the training is to be used toward the Commission mandated hours of training, the Training Coordinator will forward the lesson plan to the Commission for approval no later than 25 days before the training is scheduled to begin.

D. Testing

- 1. Testing will be given on all training mandated testing. Test questions may be true/false, fill in the blank, short answer, multiple choice, or essay. Material for the test questions will be taken from the lesson plan and lecture material. Whenever feasible, performance-based testing will be used; i.e., handcuffing techniques, evidence collection, traffic stops, etc., where the student will be required to put the instruction into practice. Tests will be given a numerical score. Practical tests will list definite performance objectives expected from students. Written tests will contain a minimum of ten questions.

### **33.1.5 Remedial Training**

A. Written Tests (In-Service)

- 1. Correct answers for written test questions will be covered after the test is given. Only pens will be used in answering test questions.
- 2. If an employee fails a test, remedial training will be given as soon as the instructor can arrange it. If the employee fails the remedial re-test, he/she will not be given credit for the training except as follows:
  - a. An employee who has failed remedial training, may, with the Sheriff's permission, pay expenses for instructor tutoring and re-testing. Such expenses will include any material or equipment necessary to complete the training. The contractual overtime rate

paid to deputies at the time of the training will be used as the instructor fee.

- b. An employee may attempt re-testing a maximum of two times under this section within a calendar year. If the testing is passed, the employee will be given credit for the training.
  - c. Consistent application of this section to obtain credit for training will result in a review by the Sheriff as to the employee's ability to perform responsibilities as specified in the job description.
3. If an employee does not pass mandated in-service training for a calendar year, their certification is in danger of being revoked by the Maryland Police and Correctional Training Commission. In that event, the Sheriff will take administrative action with options ranging from re-assignment to termination of employment for incompetence.

**B. Remedial Training (Firearms Range)**

- 1. A failure to qualify with the duty handgun shall be reported to the Maryland Police Training Commission in writing by the certifying firearms instructor within thirty days of the date of failure except if the failing deputy obtains a passing score on the same qualifying course within the thirty-day period.
  - a. The Senior Firearms Instructor will be notified on or before the next business day and will be responsible for notifying the Sheriff, via the chain of command.
- 2. Employees who fail to meet the minimum standard during a required qualification may be given remedial training as stated below.
- 3. This section applies to the issued on-duty weapon (annual on-duty, annual reduced light courses), the issued shotgun (annual on-duty course), the issued rifle (semi-annual on-duty course), and off-duty weapon(s) (annual off-duty course). Only handgun qualifications, and recertification will apply to the Detention Division.
- 4. If an employee fails in the first attempt at qualification during mandated training, an attempt will be made by the instructor to identify incorrect actions that may have caused the failure. Immediate remedial training will then be given, and qualification again attempted.

- a. An employee may attempt to qualify a maximum of two times during the initial training session.
5. If the employee fails to qualify on the second attempt, the Training Coordinator and the Division Commander will be notified for further action.
6. The employee will be given remedial training as soon as possible, but not more than 30 calendar days after the initial training session. After remedial training, the employee must attain a passing score on three consecutive qualification attempts.
  - a. If the employee fails to qualify with any off-duty weapon, the employee shall not carry that weapon until a passing score is attained.
7. If a sworn law enforcement member fails to qualify with his/her duty weapon within thirty days of the initial training date, the senior firearms instructor present will take possession of the sworn law enforcement members agency weapon and notify the divisional commander for whom the agency member is assigned. The divisional commander will notify the sheriff and the training coordinator. The training coordinator will notify the Maryland Police Training and Standards Commission who will change the sworn law enforcement members police credentials to Non-Officer-Status. The sheriff will review the inability of the sworn law enforcement members to qualify with the agency issued weapon and make a determination on the members employment status (COMAR 12.04.02.08)

C. Remedial Training (Job Performance)

1. Remedial training will be administered when deficiencies in job performance are evident. The Training Coordinator, in conjunction with the employee's supervisor, will arrange for remedial training. Deficiencies making such training necessary should be logged on the employee's annual performance evaluation.

D. Remedial Training (Academy)

1. The question of remedial training in entrance level academy will be left to academy policies. However, once an academy has decided that a student cannot graduate due to inability to pass set standards, the employee is subject to re-assignment or termination of employment by the Sheriff.

E. Remedial Training (expandable baton/Pepper Spray/Taser)



1. If an employee fails to recertify with any of the above issued weapons, he shall not carry/use the weapon until he has successfully completed remedial training and passed the required testing.
2. Remedial training/testing shall be completed within thirty days of the initial training date.

F. Structure of Remedial Training

1. Remedial training may be formal or informal. If it is a result of failed mandated in-service training, it will be formal along with the re-testing and will be given by a certified instructor.
2. Remedial training may be given in the form of additional lecture, or through hands on training.
3. All training requirements will be brought to the attention of the Training Coordinator. Remedial training will be documented in evaluation and training records. Employees must complete remedial training along with any other regularly scheduled training. Non -participation in remedial training will be a basis for disciplinary action.

G. Span of Remedial Training

1. While remedial training is a tool for correcting deficiencies, it is also a measure of desire to learn, and can be a measure of competency. If a pattern of remedial training becomes evident, the Sheriff may consider the employee to be incompetent and reassign or terminate employment.

**33.1.6 Update of Training Records**

- A. The Training Coordinator will update training records as soon as training is completed. Each employee who attends training outside the department is responsible for submitting a "Report of Training Received" form to the Training Coordinator along with a copy of any certificate or test result, within five (5) working days of completion.
- B. Training records will include, at a minimum, date and type of training, instructor, place of training, any certificates received, and test scores, if any.

**33.1.7 Office Training Records**

- A. The Office will maintain records of each training class it conducts. The record will include:
  - 1. Course content (lesson plan)
  - 2. Names of all attendees
  - 3. Any and all test or performance scores

## **33.2 Academy**

### **33.2.1 Training Academy**

#### **POLICY:**

The Washington County Sheriff's Office maintains a professional relationship with the Maryland Police and Standards Training Commission (MPSTC) and those certified agency academies providing entrance level police and correctional training in addition to the Washington County Police Academy.

#### **DEFINITIONS:**

- MPSTC:** The Maryland Police and Standards Training Commission. The COMAR regulations that dictate and approve entry level police academies in the State Of Maryland under Title 12, Subtitle 04
- WCPA:** The Washington County Police Academy (WCPA) is in compliance with the MPSTC standards.
- DIRECTOR:** The Sheriff, in conjunction with the Chief of Police of the Hagerstown Police Department, will designate the Director of the WCPA.
- INSTRUCTOR:** A police officer or civilian that has met the standards set forth by MPSTC to instruct and evaluate police cadets.

#### **PROCEDURES:**

### **33.2.1 Academy Administration and Operation**

- A. The goals and responsibilities of the Washington County Police Academy are to provide entrance level police training to new cadets who are selected to attend the academy. The academy staff is responsible for training the new cadets to the highest standards of law enforcement. The Director along with assigned MPSTC certified instructors will evaluate all cadets for performance of the MPSTC mandated curriculum standards. The MPSTC curriculum standards that will be

evaluated include knowledge-based testing, observable physical demonstration of skills and cognitive decision making under sometimes high stress situations. The goal of the academy and the assigned instructors is to develop the cadets both physically and mentally. From this, the cadets will become proficient law enforcement officers who can provide the highest standard of law enforcement services to the community they are sworn to serve.

- B. The Washington County Police Academy Governing Board is responsible for the overall operation of the Police Academy. The governing board consists of the President of the Hagerstown Community College, the Sheriff of Washington County and the Hagerstown Police Chief. The Director is only responsible for the day-to-day operations of the Police Academy. The Director position can be filled with either a member of the Washington County Sheriff's Office or the Hagerstown Police Department. The agency that does not assume the Directors role will be the liaison agency to the academy operations.
- C. The Director in conjunction with an appointed liaison from the Hagerstown Police Department or Washington County Sheriff's Office will work to ensure adequate academy instructor staffing and the operation of the academy. If deficiencies in staffing occur the Director will communicate directly with the Sheriff, Police Chief, or his/her designee to correct the staffing deficiencies.
- D. An academy handbook will be issued to every cadet at the start of the academy. The Director or designee will review the handbook within the first two days of class with the cadets.
- E. The Director will ensure that all contractual agreements from any agencies sending their cadets to the academy are properly signed and submitted prior to a cadet starting the academy. The contractual agreements will be comprehensive and reviewed to ensure that they meet all legally acceptable standards.
- F. The Director shall ensure that the curriculum meets the objective standards set forth by the MPSTC. The Director will ensure curriculum is in accordance with MPSTC Title 12, Subtitle 04.
- G. The Director shall ensure that a WCPA Administrative Standard Operating Procedures Manual is in place, up to date, and the edicts presented are followed.
- H. The Director is responsible for the fiscal management of the WCPA.
- I. The Director is responsible for the cadet and instructor's evaluations.

### **33.2.2. Academy Facilities**

The Washington County Police Academy is located at 18350 Public Safety Place, Hagerstown Maryland. The site has been approved by the Maryland Police and Standards Training Commission as the physical facility for conducting all police academy programs.

- A. The classroom setting for the academy portion of instruction is that of a typical classroom setting. The room is approx. 800 sq. foot and has adequate desks, chairs, forms and computer-based media services to conduct PowerPoint presentations and show illustrated instructional aids. In addition, there is a podium for speaker presentation and other electronic media equipment to deliver instructional aid. The academy classroom and setting is contained in the Hagerstown Community College, which is accredited by Middle States Commission on Higher Education.
  - 1. The academy has two off-site locations that are utilized for MPSTC mandated training. The one is the Warner Hollow Firing range located on Warner Hollow road located outside the town of Smithsburg.
  - 2. The second is the MPSTC driving track located at 6852 4<sup>th</sup>. Street in Sykesville Maryland.
  - 3. Other locations will be utilized as needed and will be approved in advance by the Director of the WCPA.
- B. The Director and academy instructors share an office space adjacent to the academy classrooms.

### **33.2.3 Outside Academy role**

The Sheriff's Office maintains a MPSTC approved training academy for entry level police training only. The Sheriff at his discretion can authorize new hire deputy recruits and or lateral hire deputies to attend another MPSTC approved police academy within the State of Maryland.

- A. The state of Maryland, specifically the MPSTC regulates and approves all entry level police academies in the State of Maryland. Without attending an academy being approved by MPSTC under COMAR Title 12, Subtitle 4, no police officer can be credentialed and approved for law enforcement duties within the state.
- B. The training coordinator will be the liaison between the outside academy director and this agency. The training coordinator will report directly to the Sheriff on progress, problems and needs of the agency police cadets in the academy.
- C. The Sheriff or his designee will enter into an agreement with the Outside Academy providing entry level police academy instruction. The agreement will include the cost for academy participation, equipment supplied for the agencies cadets that is needed during the time spent at the academy. The agreement will specify the legal liabilities associated with having agency personnel trained by the Outside Academy.
- D. New hire deputy cadets and or lateral hire police officers are employees of Washington County. Any worker compensation claims from injuries sustained during course participation in the academy by the employee will be filed through the Washington County government.

- E. The Sheriff or his designee can approve agency personnel that are MSPTC instructor certified to teach at the Outside Academy. These outside instructor assignments are beneficial for both this agency and the Outside Academy.
- F. This agency's instructors can provide valuable feedback to the Outside Academy Director on the curriculum taught. In turn agency instructors will be exposed to allied agency academy personnel and outside training, which can assist in professional growth.

#### **33.2.4 Outside Academy, Agency Specific Training.**

- A. The Training Coordinator will contact the Director of the Outside Academy to determine the allotted time slot that will be given to train agency personnel. The allotted time in the entry level academy will be utilized by agency instructors on the Sheriff's Office policies, procedures, rules and regulations.

#### **33.2.5 Orientation Training for New Deputies**

The Training Coordinator will formulate a training session for employees before they are assigned full responsibilities. Such training will include instruction in Departmental policies and procedures, along with any other supplemental training deemed necessary. Instruction will be given before the Field Training Process begins.

New Detention Deputies will complete Detention Division Pre-Service Training and Field Training before being assigned to a post by themselves or allowed to directly supervise inmates.

### **33.3 Training Instructors**

#### **33.3.1 Training Commission Requirements for Instructors**

- A. Instructors must meet all requirements as specified by the Training Commission to be certified as a Provisional, General, Firearms, or EVOC Instructor. Certifications are given by the Commission after a review of qualifications.
- B. To attain Commission Certified Instructor status, personnel must successfully meet Commission requirements under Title 12, Subtitle 04.06 Instructor Training and Certification for the Police and Standards Commission.

Detention Center instructors must meet Commission requirements under Title 12, Subtitle 10.06 Instructor Training and Certification for the Correctional Training Commission.

1. Lesson plan development

2. Performance objective development
  3. Instructional techniques
  4. Learning theories
  5. Testing and evaluation techniques
  6. Resource availability
- C. Considerations in the Selection of Instructors
1. Instructors must have a minimum of three (3) years of service.
  2. Instructors must have considerable experience or training in subject matter to be taught.
  3. Instructors must have received, at a minimum, satisfactory ratings in all areas of last evaluation.
- D. Tenure of Departmental Instructors
1. Personnel who request to be certified as instructors, are sent to necessary training and subsequently certified as instructors, will be required to serve as instructors for a minimum of four (4) years.
- E. Non-Departmental Instructors
1. The Training Coordinator, if necessary, may solicit instructors from outside the department to give instructions counting toward mandated training with the following requirements:
    - a. Instructors will be certified to teach by the Training Commission, or:
    - b. Be members of a profession licensed or certified by a State or nationally recognized certifying body; i.e., lawyer, doctor, college faculty, etc.
    - c. A lesson plan or detailed prospectus will be requested from the instructor. If the training is to be used as mandated hours, a lesson plan will be solicited from the instructor by the Training Coordinator at least 30 days before the class is to be held.

- d. Approval to ask for an outside instructor will be given by the Division Commander or higher authority. Compensation for an outside instructor will be approved by the Division Commander or higher authority before a formal request is made.

### **33.4 Recruit Training**

There are specific training requirements for the following groups of employees:

#### **A. Law Enforcement**

1. Newly hired deputies without current MPCTC certification as a police officer shall attend an entry level police academy and successfully complete the minimum requirements of the MPCTC as set in Title 12, Subtitle 04, Chapter 01, Regulation .09. The successful completion will occur prior to performing any police function, duties, or assignments in any capacity in which the deputy is allowed to carry a firearm or is in a position to make an arrest, except as part of a formal field training program.
2. Newly hired deputies with less than three (3) years break in service, as a prior police officer in Maryland or other states, with the approval of the MPCTC shall:
  - a. Attend training programs deemed necessary by the MPCTC as delineated in Title 12, Subtitle 04, Chapter 01, Regulation 07.
  - b. Attend training programs deemed appropriate by the Sheriff.
  - c. Complete necessary weapons qualifications in accordance with Sheriff's Office and MPCTC requirements prior to being issued a firearm.

#### **B. Correctional Deputy**

1. Newly hired correctional deputies with no prior experience, or who have been out of the corrections profession in excess of three years, shall attend entry level correctional officer academy and successfully complete the minimum requirements of the MPCTC as delineated in Title 12, Subtitle 10, Chapter 01, Regulation .09.
2. Newly hired correctional deputies with less than three (3) years break in service as a prior correctional officer in Maryland, or in other states with the approval of MPCTC:

- a. Successfully complete the minimum requirements of the MPCTC as delineated in Title 12, Subtitle 10, Chapter 01, Regulation 07.
  - b. Attend training programs deemed appropriate by the Sheriff, as recommended by the Warden.
- C. Correctional Support Services Staff
  - 1. New Correctional Institutional support staff with no prior experience, or who have been out of the corrections profession in excess of three years shall attend entry level support staff academy and successfully complete the minimum requirements of the MPCTC as delineated in Title 12, Subtitle 10, Chapter 01, Regulation 09.
  - 2. New Correctional Institutional support staff with less than three (3) years break in service as a prior support staff in Maryland, or in other states with the approval of MPCTC. Successfully complete the minimum requirements of the MPCTC as delineated in Title 12, Subtitle 10, Chapter 07.
  - 3. Attend training programs deemed appropriate by the Sheriff as recommended by the Warden.

### **33.4.2 Recruit Training Program**

Agency recruit training shall be conducted at one of several MPCTC certified police and correctional training academies.

- A. Law enforcement recruit training shall comply with MPCTC regulation Title 12, Subtitle 04, Chapter 01, Regulation 09.
  - 1. Curriculums which
    - a. Are a minimum of 750 hours of training
    - b. Are based on job task analyses of the most frequent assignments of officers who complete recruit training
    - c. Include, but are not limited to instruction in the areas of:
      - (1) Law enforcement role, responsibilities, and relationships
      - (2) Administration



- (3) Operations
    - (4) Auxiliary and technical services
  - 2. Written tests and physical proficiency exercises, all of which are designed to measure the required skills, knowledge, and abilities of the recruits
- B. Correctional recruit training curriculums will comply with MPCTC regulation Title 12, Subtitle 10, Chapter 01, Regulation .09.
  - 1. Curriculums which
    - a. Are a minimum of 160 hours of training
    - b. Are based on job task analyses of the most frequent assignments of officers who complete recruit training
    - c. Include, but are not limited to instruction in the areas of:
      - (1) Administrative procedures
      - (2) Introduction to corrections
      - (3) Supervision, Interpersonal relations, and treatment of inmates
      - (4) Security, custody, and control of inmates
      - (5) Discipline of inmates
      - (6) Legal issues
  - 2. Written tests and physical proficiency exercises, all of which are designed to measure the required skills, knowledge, and abilities of the recruits
- C. Correctional Institutional Support staff recruit training curriculums will comply with MPCTC regulation Title 12, Subtitle 10, Chapter 01, Regulation 99.
  - 1. Curriculums which
    - a. Are a minimum of 88 hours of training
    - b. Are based on job task analyses of the most frequent assignments of support staff who complete recruit training

- c. Include, but are not limited to instruction in the areas of:
  - (1) Administrative procedures
  - (2) Introduction to corrections
  - (3) Supervision, interpersonal relations and treatment of inmates
  - (4) Security, custody, and control of inmates
  - (5) Discipline of inmates

- 2. Written tests and physical proficiency exercises, all of which are designed to measure the required skills, knowledge, and abilities of the participants.

#### D. Correctional Staff Training Requirements

- 1. All newly hired correctional deputies will receive 80 hours of Pre-Service Training and Field Training and a minimum of 160 hours of entrance level academy training in their first year of employment. They will receive a minimum of 18 hours of In-Service Training each year thereafter. At a minimum, this training will consist of:
  - security procedures;
  - supervision of inmates;
  - mental health issues and suicide awareness and prevention;
  - Use of Force Policy and Procedure and control/self defense tactics;
  - report writing;
  - inmate rules and regulations;
  - inmate rights;
  - emergency response procedures;
  - firearms training for designated personnel;
  - key, tool, and security equipment control;
  - interpersonal communications and relations;
  - inmate cultural and lifestyles profiles;
  - communications skills;
  - First Aid and CPR; and,
  - OHSA standards and regulations.)
- 2. Correctional Supervision will attend and successfully complete the Commission mandated employee supervisor training that is specific under Title 12, Subtitle 10, Chapter 01, Regulation 18 of the Department of Public Safety & Correctional Services.

3. Each civilian employee who has direct daily contact with inmates will receive a minimum of 80 hours of Pre-Service Training and Field Training within their first year of employment and 40 hours of annual In-Service training each subsequent year. Training topics will be relevant, to the extent possible, to their regularly assigned job duties.
4. Each civilian employee who has no direct daily contact with inmates will receive a minimum of 16 hours of Pre-Service Training within their first year of employment and a minimum of 18 hours of In-Service Training each subsequent year. Training topic will be, to the extent possible, relevant to their regularly assigned job duties.
5. Contractual and part-time personnel will receive Pre-Service Training and other training as may be deemed appropriate and/or necessary by the Warden.

### **33.4.3 Field Training Program**

- A. Patrol and Judicial personnel will complete a minimum of 500 hours Field Training before being considered for solo Division duties. Correctional personnel who have routine daily contact with inmates will receive a minimum of 80 hours of Field Training prior to being permitted to perform duties without the direct supervision of a Field Training Officer. At the conclusion of the Field Training process, the Field Training Officer will recommend solo Division duties, or, that the Field Training in which the recruit works with a Field Training Officer be continued. Field Training Officers will be as specific as possible in citing justification for their recommendations. The Field Training Officer (FTO) will be responsible for evaluating the recruit during Field Training, and for providing hands on training. The FTO Program Supervisor will be responsible for reviewing all FTO evaluations and FTO training documentation on a regular basis.
  1. Exception to Section A: Maryland lateral certified Police Officers and Comparative compliance Police Officers.
    - a. Maryland lateral Police Officers will successfully complete a minimum of 80 hours of field training. MPSTS Sec. 12.04.01.17 Field Training.
    - b. Comparative compliance Police Officers will successfully complete a minimum of 160 hours of field training. MPSTC Sec. 12.04.01.17 Field Training.

B. Selecting FTO's

1. Prospective FTO's will have at least three (3) years of service and will be selected on the basis of:
  - a. An expressed desire to serve in the position
  - b. A minimum of satisfactory ratings in all areas of their last evaluation.
  - c. Demonstrated ability to cooperate and relate to others
  - d. Initiative in job performance
  - e. Demonstrated competence in the performance of all duties under the job description.
  - f. Must satisfactorily complete a MPCTC approved FTO training course.

C. Supervision of Field Training Officers and Trainees

1. The FTO Program Supervisor will supervise Field Training Officers in their training duties.
2. The FTO Program Supervisor will be the immediate supervisor of all trainees until they are assigned to solo duties.

D. The Training Coordinators will act as the liaison with the academy, in reference to any recruit training issues.

E. Training and In-service Training for FTO's

1. Personnel serving as FTO's will be trained in these areas:
  - a. Evaluation techniques
  - b. Forms to be used in Field Training
  - c. Development of performance objectives
  - d. Review of departmental policies
2. FTOs will receive a minimum of 7 hours FTO training every three years.

F. Rotation of Field Assignments for Recruits

1. Trainees will be exposed to all areas of their Division assignment in order to receive a better understanding of operations.

G. Recruit Evaluations - Daily Trainee Evaluations

1. Daily evaluations will include, at a minimum:
  - a. Skills, knowledge, and abilities demonstrated by the trainee.
  - b. An assessment of the willingness and ability of the trainee to learn and perform duties as specified in the job description.
  - c. Identification of problems or lack of competency.
  - d. Recommendation as to additional training, an extension of the training period, retention or release of the employee.
2. FTO duties will include:
  - a. Providing instruction to trainee.
  - b. Maintaining liaison with the Training Coordinator on the trainee's progress.
  - c. Completion of daily evaluations on the trainee.

H. Patrol and Judicial Field Training Officers will provide daily evaluations to the FTO Program Supervisor in a timely manner. The FTO Program Supervisor will ensure that documentation required of the FTO on trainee progress is submitted. The Training Committee will address any deficiencies in the FTO program. The FTO Program Supervisor will maintain close contact with FTO's to monitor trainee progress.

Correctional Field Training Officers will maintain documentation of a new recruit's progress in a specifically formatted booklet, which will be forwarded to the Detention Division Training Coordinator at the end of the process. The Detention Division Training Coordinator will forward the booklet to the Captain of operations, Captain of Administration and Warden for review and approval. If the recruit is deemed to be in need of further training, the Warden will notify the Training Coordinator to initiate its implementation for a specified period of time. At the conclusion of the remedial Field Training, a further review of the recruit's

progress will be made, and a recommendation made to the Warden whether to assign the recruit to independent duties or move toward other action.

### **33.5 In-Service, Shift Briefing and Advanced Training**

#### **33.5.1 In-Service Training for Patrol and Judicial Deputies**

- A. All deputies below the rank of Captain will be required to successfully complete a minimum of 18 hours of Training Commission approved instruction each calendar year, (each year following the year entrance level training was completed). Firearms range training does not count toward the mandated 18 hours. In-service training for law enforcement personnel will be relevant to the employee's job responsibilities and will include Legal Update Training. The Training Coordinators will be responsible for In-Service requirements being met, maintaining proper records, and submitting training documentation required by the Training Commission to the Training Commission as and when required.
- B. Captains and above will attend firearms and legal update training annually.

#### **33.5.2 Roll Call Training**

- A. Between formal training sessions, Roll Call Training will be used to keep personnel current in:
  - 1. Departmental policies and operating procedures
  - 2. Pertinent judicial decisions
  - 3. Latest operational techniques
- B. Roll Call Training will be given by video or in the form of lecture or handout. The Shift Commander will be responsible for ensuring that subordinates view or receive the material. A signature sheet will accompany the training, which, in the case of visual aids, may be viewed when duties permit. Once all personnel have viewed the material, the signature sheet will be returned to the respective Divisional Training Coordinator.

#### **33.5.3 Training in the C.A.L.E.A. Accreditation Process**

- A. Patrol and Judicial personnel shall receive information regarding the accreditation process during the self-assessment phase associated with achieving initial accreditation. Newly hired agency personnel will receive the information during their Orientation Training. There will be retraining of all staff 60 to 90 days prior

to on-site assessments. This training may be provided through Roll Call or may be part of in-service.

- B. The Accreditation Manager and/or at the minimum one command member will attend the annual Commission on Accreditation for Law Enforcement Agencies, Inc. conference following an on-site assessment.

#### **33.5.4 Accreditation Manager Training**

- A. Accreditation Manager shall receive specialized accreditation manager training within one year of being appointed.

#### **33.5.5 In-Service Training for Detention Staff**

- A. Each new employee is provided with an orientation.
- B. A qualified individual, the Training Coordinator, shall coordinate the staff development and training. He must complete a **forty-hour** training-for-trainers course.
- C. New clerical/support employees with minimal inmate contact receive at least **16 hours of training** during each year of employment.
- D. All new professional and support employees, including contractors, who have regular inmate contact receive training during their first year of employment, **40 hours** prior to being independently assigned to a particular job, and **40 hours** each subsequent year.
- E. All new health care employees must complete a **40 hour** orientation program before undertaking their assignments.
- F. All new Detention Deputies must receive **160 hours** of training during their first year of employment, and **40 hours** of training each subsequent year.
- G. Facility management and supervisory staff must receive at least **40 hours** of management, and supervision training during their first year, and at least **24 hours** of management training each year thereafter."

#### **33.6 Specialized In-Service Training**

##### **33.6.1 Specialized Law Enforcement Training**

- A. Specialized training will be provided in the following areas before an employee is required to assume full job responsibilities:

1. Intoximeter
  2. Radar Operator
  3. Training Instructor
  4. K-9 Handler
  5. Polygraph/CVSA Operator
  6. Accident Re-constructionist
  7. Hostage Negotiator
  8. Computer Forensics Investigator
  9. SRT/SWAT members
  10. Other staff involved in NCIC/CJIS operations
- B. There will be periodic re-training for those individuals that have receive Specialized Law Enforcement Training as required in the area of specialization or as mandated.
- C. Specialized training provides knowledge and enhancement of selective skills above that received in entrance level and other in-service training. Specialized training will be given within 30 days, if at all possible, of being assigned to a component requiring specialized training. Examples of specialized training are:
1. Management training
  2. Executive development training
  3. Supervisory training
  4. Instructor training
  5. Other specialized training such as intoximeter, radar operations, SRT, K-9, etc.
- D. Specialized training should include the following:
1. Development and or enhancement of the skills, knowledge, and abilities particular to the specialization.



2. Management, administration, supervision, personnel policies, and support services of the function or component.
3. Performance standards of the function or component.
4. Agency policies, procedures, rules, and regulations specifically related to the function or component.
5. Supervised on-the-job training

### **33.6.2 Tactical Team and Negotiation Team**

- A. All members of these teams shall train periodically to practice their specialized skills. Operational simulations should be included in the training program.

### **33.6.3 Advanced Training**

- A. Advanced training is designed to improve the professional competence of personnel in administration and management positions who have demonstrated leadership abilities. Such training is available from the FBI National Academy, the Southern Police Institute, the Northwestern University Traffic Institute and National Institute for Corrections, or other comparable institutions.
- B. The Sheriff will use the following criteria in approving personnel for advanced training:
  1. Applicant must meet requirements of the training body.
  2. Applicant must currently be assigned to a management or supervisory position.
  3. Applicant must have demonstrated leadership and managerial abilities.
  4. Applicant has demonstrated excellence in job performance.
  5. Applicant has, at a minimum, satisfactory ratings in all categories of the last evaluation.
- C. The Sheriff will determine if any change of assignment will be forthcoming after successful completion of the training. Successful advanced training will be considered in future assignments.
- D. Advanced Training Counted as Mandated Training

1. Advanced training may serve as mandated in-service training after approval by the Training Commission. Such training exceeds Commission requirements for supervisory and administrative personnel. Advanced training includes material on:
  - a. Management theory
  - b. Personal utilization
  - c. Conflict management
  - d. Organizational models
  - e. Supervisory techniques
  - f. Program evaluation
  - g. Problem solving techniques

### **33.7 Civilian Training**

#### **33.7.1 Civilian Personnel Training**

- A. Within one month of appointment, all newly appointed civilian personnel will receive training consisting of, but not limited to:
  1. Orientation to the agency's role, purpose, goals, policies and procedures.
  2. Responsibilities and rights of employees.
  3. Working conditions and regulations.
  4. Civilians will receive, (at a minimum), three (3) weeks of on-the-job training before assuming responsibilities of the position. Such training may be extended if deemed necessary.
  5. The following civilian positions will receive mandated training before being assigned full job responsibilities:
    - a. Personnel working in positions requiring NCIC/CJIS access.

#### **33.7.2 Civilian Positions which receive training**

- A. All civilian employees will receive training on subjects that will benefit their job performance on an as needed basis.

### **33.8 Career Development**

**PURPOSE:** To improve skills, knowledge, and abilities within job specialties and to enhance growth within specialties along with job satisfaction. To encourage academic advancement as well as training in specific law enforcement and public safety areas that will result in growth of the public safety and law enforcement career.

**33.8.1** The authority and responsibility for administering the career development program will fall to the Training Coordinators. The Training Coordinators shall receive training in general counseling, skill assessment, salary and benefits training, and training opportunities within the agency.

#### **33.8.2 Training for all Newly Promoted Personnel**

- A. Within one year of promotion to the rank of Corporal or above, personnel will be required to attend the First Line Supervisor training administered by the Maryland Police and Corrections Training Commission.
- B. Within one year of promotion to the rank of Captain or above, personnel will be required to attend the First Line Administrator training administered by the Maryland Police and Corrections Training Commission.

#### **33.8.3 Career Development Program**

- A. It is a goal of the Sheriff's Office to improve the skills, knowledge, and abilities of personnel within their career specialties. The aim of career development through such improvements is to foster growth at all levels along with improved job performance and job satisfaction. Improvements rely mainly upon training and education to include, but not limited to:
  - 1. In-Service Training covering a broad spectrum of professional activities. Such training includes:
    - a. Completion of an entrance level academy approved by the Maryland Police and Correctional Training Commission before certification as a law enforcement officer or correctional deputy is granted by the Commission. Academies must present a curriculum approved by the Commission, which covers a broad range of topics.

- b. Annual In-Service Training given by the department to all sworn personnel. This training may cover a wide range of law enforcement and correctional topics and must be approved by the Training Commission. Departmental personnel will not be given In-Service Training that does not apply to their responsibilities.
- 2. Career Specialty Training: Training covering a specific topic within the law enforcement or corrections field, or in a field, which can be applied to the departmental mission. Such training may be identified and mandated by the department to improve or enhance job performance or may be training identified and requested by the employee. Training will be requested in accordance with General Orders. Employees requesting training must show that the training is relevant to their job description or to the departmental mission.
- B. Employees are encouraged to identify and request training that would improve their ability to perform their job duties. The department, within budgetary restrictions, will grant requested training to employees in accordance with General Orders.
- C. The department will ensure that appropriate training is provided to personnel within their specialty positions.
- D. The career development program will be evaluated annually and revised, if necessary.
- E. The Training Coordinators will maintain a record of all training received by departmental personnel.
- F. Educational Leave:
  - 1. All training mandated by the department will be considered as the employee's duty time.
  - 2. Requested training, approved by the department, and totally subsidized out of the departmental budget, will be considered as the employee's duty time.
- G. Tuition Allowance
  - 1. The department encourages all types of higher academic education and will assist whenever possible, such as with scheduling when to do so will not impair departmental operations. Due to budgetary restraints, however,

tuition assistance will only apply to courses directly related to current duty assignments.

2. Departmental personnel who have completed their probationary period and who have been given, at a minimum, a satisfactory rating on all categories of their last evaluation may request tuition assistance. The request will be submitted on a "Tuition Assistance / Reimbursement Program Form". Requests must be submitted to the Division Commander no later than 45 days prior to the start of the course. The Division Commander will forward the request to the Sheriff through the Chain of Command.
3. In addition to the training request, a cover letter will be included giving the following information:
  - a. Name and nature of the course.
  - b. Relation of course to duty assignment.
  - c. How attending the course will increase job skills / knowledge, and consequently benefit the department.
  - d. The cost of the course.
  - e. The school giving the course. If collegiate, the school must be accredited to be considered.
4. The processing of the request and subsequent agreements, if approved, will be in accordance with Washington County Policy.

Washington County  
Sheriff's Office



Probationary Deputy Manual

G2 (revised March 2014)

## Washington County Sheriff's Office

### Field Training Program

The WCSO Field Training Program is incorporated in General Order 33.4.3 as a whole, as a policy of this office.

The FTO Program is broken down into five (5) steps.

Step 1 will consist of a minimum five (5) weeks ( 25 working days) with a Field Training Officer (FTO) . The FTO will treat the first week of the training period as an "observation" period in which the FTO will handle all work. The Probationary Deputy will observed the FTO in all aspects of work. In the remaining weeks of Step1, a gradual transition of work load will be shifted from the FTO to the probationary deputy.

Steps 2 and 3 consist of a minimum of four (4) weeks (20 working days) with a Field Training Officer. During each step, there are minimum, mandatory training tasks that you and your FTO will work on. By the end of each step, you will be evaluated on your performance and, based on a recommendation by your FTO, you may be promoted to the next step or be given an extension of training.

One day at the end of steps 1-3, will be used as a classroom training day to address specific topics of concern or provide additional training as deemed necessary by the FTO and the Field Training Supervisor.

Step 4 is called the "Shadow Step". During that period, you will be doing all the work and the FTO will be dressed in civilian clothes. The reason for the shadow step is a civilian can usually identify a senior deputy and will gravitate towards that individual. Therefore, if you are the only one in uniform, the FTO can more easily observe your behaviors, actions and performance.

While you are assigned to steps 1-4, you and your FTO **will NOT** be considered as a two man patrol unit. You will not handle any calls designated by policy as two man calls without another police unit either with you or enroute to assist you.

Step 5 is when you are certified for solo patrol and lasts until you have completed your two year probationary period. After the FTP minimum training tasks have been satisfactorily completed, an evaluation will be written and a recommendation will be made to the Sheriff as to your training/employment status. You will continue to be evaluated by your shift supervisor on a quarterly basis until the end of your probationary period.

A decision as to promotion to the next step or to your continued employment can be

made at any time during the two year probationary period.

### Workload Distribution

Each step includes a percentage of Workload Distribution for you and your FTO. Workload distribution represents the activity handled by you as the Primary Contact Deputy in relationship to that handled by the FTO. For example, a probationary deputy without law enforcement experience may handle tasks and initiate field activity somewhere between 5% during week one/step one to approximately 25% by the end of week four/step one. The percentiles are not absolute. The percentage of workload handled by a probationary deputy as the primary contact deputy is directly impacted by what training tasks have been satisfactorily completed by you and your FTO's. In short, you will not be held accountable for performing tasks/activities that you have not been trained/certified to handle.

### Self-Initiated Field Activity (SIFA)

At the conclusion of each shift you will be directed by your FTO to compute your SIFA. The SIFA computation is derived from the Patrol Activity Log which you are responsible for maintaining during the shift. At the end of the shift, you will be directed to: 1) count all documented activity on the PAL and enter it in the space provided for Total Activity, and 2) count all activity highlighted as SIFA by your FTO and enter that total in the space provided on the PAL, and 3) compute the percentage of your SIFA as follows: SIFA divided by Total Activity = the % of SIFA for the shift

For example, Total Activity = 22  
SIFA = 11

SIFA is 11 divided by 22 = 50% SIFA

You and your FTO will compare the SIFA % with the range of workload distribution. Numbers alone do not define SIFA! You and your FTO will discuss the *quality* of the SIFA by examining the diversity of the SIFA (investigative stops, property checks, traffic enforcement, citizen/merchant contacts, etc.). Simply making traffic stops when there are no other activities negatively affects the quality of the SIFA.

Your FTO will direct you to enter the SIFA % on the Daily Observation Report (DOR) in the space provided. It's important for you to recognize that SIFA also includes activity where you serve as the Primary Contact Deputy without prompting from your FTO.

### The Daily Observation Report



The Daily Observation Report (DOR) is a performance evaluation form which includes the ten(1) categories which the FTO uses to formally record and report job performance. The FTO will review your overall performance with you on a category by category basis at the end of the shift or immediately prior to the next shift's street assignment. The purpose of debriefing you is to assist you to correct areas of deficient performance and to further strengthen those areas in which you are performing acceptably. There are NO SECRETS in the Field Training and Evaluation Process; you will always know exactly where you stand in terms of formal performance assessment.

YOU ARE REQUIRED TO SIGN AND DATE EACH DOR AFTER YOU ARE DEBRIEFED AND THE DOR IS REQUIRED TO BE COMPLETED BY THE END OF THE SHIFT.

Your signature does not indicate that you necessarily agree with the assessment, it only indicates that you and the FTO discussed the performance assessment and actions during the assigned work shift, which measured against the Standard Evaluation Guidelines, represents your current level of performance proficiency.

In addition to the first days of Steps 1, 2 and 3, your FTO's may periodically direct you to complete a DOR by estimating your shift performance (no narrative entries) utilizing the Standard Evaluation Guidelines and the Evaluation Designators. The FTO will utilize the DOR to periodically gauge your assessment of your training and development.

### Open Communications

Effective instruction and guidance is built upon a foundation of open and frank discussions between you, the Field Training Unit members and the Sheriff's Office command/supervisory personnel. It is your responsibility to seek clarification (ask questions) and share your views/opinions at all times. If you have any questions regarding the FTO's assessment of your performance, you have an obligation to discuss it with the FTO. You may request a meeting with the Field Training Coordinator if the discussion between you and the FTO does not lead to a satisfactory resolution. You will have an opportunity to discuss the area(s) of disagreement with the Assistant Patrol Commander if the meeting with the FTO coordinator and the FTO does not resolve the issues.

Under no circumstances are you to go directly to the FTO Coordinator or the FTO Supervisor without discussing the matter with your FTO first. The simple rule is to follow the chain of command. If you are unsure if the item you want to discuss should be brought to the attention of the FTO Coordinator or the shift supervisor, ask your FTO, then follow his/her directions.

The chain of command is as follows:

Probationary Deputy

FTO

FTO Coordinator

Assistant Patrol Commander

At the end of your FTO period, your primary FTO will consult with the other FTO's and make a recommendation based on your performance. The recommendations the FTO may make are listed below.

1. **REMEDIAL TRAINING RECOMMENDED** - The FTO will indicate their recommendation as to any special or more intensive training needed by the recruit. This recommendation may be voiced at any time during the Field Training period.
2. **EXTENSION OF TRAINING PERIOD RECOMMENDED** - At the end of the minimum period of Field Training, the FTO will indicate his/her recommendation as to whether the recruit should be released to Certified Solo Patrol Status or whether the recruit should be re-assigned to an Field Training status.

Your FTO and the FTO Coordinator will meet on a regular basis to review your progress in satisfactorily meeting the Field Training and Evaluation Process requirements. They can recommend an extension of your training beyond the minimum number of scheduled days in each training and evaluation step. This extension is granted by the Sheriff when problems are identified which would hinder your performance, or if you are behind schedule to the extent that you could not be expected to catch up under normal circumstances. The extension of training allows the Field Training Unit and Training Unit to work with you on specific problems. You should view the extension, if it occurs, as if you have been placed in a holding pattern for a short time. No stigma is attached to a Probationary Deputy who receives an extension. The extension of training should be viewed as a positive decision to assist you in getting back on track.

When instruction and additional coaching has been provided but you are still unable to satisfactorily perform/demonstrate, or explain the knowledge/skill area(s), an NRT (not responding to training) notation will be made on the front side of the Daily Observation Report (DOR). Chronic NRT, in spite of additional coaching and training effort, is an indication that a performance deficiency exists that has the potential to place your continued employment in jeopardy. Chronic NRT generally results in an extension of training to further assist you get back to track. Persistent NRT may result in a

recommendation for and Employment Status Hearing to reassess your continued employment status.

3. RETENTION OR RELEASE OF RECRUIT – Within one week at the end of the minimum period of Field Training, the FTO Coordinator will schedule an exit meeting with the Probationary Deputy and the FTO. The FTO will indicate his recommendation as to whether or not the recruit should be retained as an employee of the Sheriff's Office.

### General Rules and Guidelines for Probationary Deputy

The rules and guidelines apply only while you are assigned to the Field Training Program, however, they may be extended at the discretion of the Sheriff. You are expected to comply with the following rules and guidelines at all times during your FTO period.

1. You will not wear or carry any firearms while off-duty, except to and from your regularly assigned shift, nor will you drive a marked Sheriff's Office vehicle without a non-probationary deputy with you.
2. You will not wear the Sheriff's Office uniform except while on duty.
3. You will follow all legal, lawful and moral orders of your Field Training Officer.
4. You may be assigned work to complete by your FTO while off duty. That work will be completed as instructed by the FTO and by the time he allows. In no case will the work assigned consume more than one (1) hour of your off duty time in a twenty-four (24) hour period. You will not receive any compensation for that time.
5. Under no circumstances will you be assigned any duty to perform without a non-probationary deputy with you, nor will you perform (on your own volition) any law enforcement duties without a non-probationary deputy with you.
6. You will be subject to and obey all rules, regulations, policies, General Orders, etc. of the Sheriff's Office at all times, whether on or off-duty.
7. You will not be allowed to take annual leave, personal days, etc. except in extreme emergencies. Any days off that are approved during your FTO period will have to be made up to ensure you have the minimum twenty (20) days in each step. Should you need to take time off, you will contact the FTO Coordinator as soon as possible with your request.
8. Your immediate supervisor during your FTO period will be the FTO Coordinator

Commander.

9. Probationary Deputies are evaluated daily during the Five (5) steps of FTO training. Probationary Deputy Evaluations will continue quarterly during the remainder of your two (2) year Probationary period. You will be evaluated on a Probationary Deputy Evaluation form by your assigned Shift Supervisor.

You will be required to sign the evaluation and you will be given the opportunity to make any written comments on the evaluation form. By signing the evaluation form, you are not agreeing with the evaluation, only that you reviewed it.

Anything else you need to know will be explained by your FTO or shift supervisor.. Please feel free to ask any questions. If your FTO does not know the answer, he/she will find it and let you know. Remember, the only stupid question is the one you don't ask.

#### DAILY REVIEW BY SUPERVISOR

The Field Training Program Coordinator and/or Supervisor will be reviewing all documentation during your FTO period on a daily basis.

At any time during the FTO period, if the FTO supervisor and/or coordinator disagree with a score given by the FTO in any particular category, they have the authority to state reasons, in writing, why they disagree. Should that happen, you and the FTO will be furnished a copy of the reasons and a copy will be placed with the DOR.

Under no circumstances will the score be changed by the coordinator and/or supervisor.

#### WEEKLY MEETINGS WITH FTO COORDINATOR

The Field Training Coordinator will meet with you and your FTO on a weekly basis. The purpose of these meetings is discuss your progress and make sure you are meeting all requirements of the FTO program. We will also discuss and try to solve any problems you or your FTO may have.

#### END OF STEP MEETINGS

Approximately one week prior to the end of each step, the FTO Coordinator and the Assistant Patrol Commander will meet and discuss your progress. This lets the

Administration know how you are progressing. A decision will be made at this time as to your promotion to the next step.

## MINIMUM TRAINING TASKS FOR THE PROBATIONARY DEPUTY

As stated in the title of this section, these are the minimum training tasks for the Probationary Deputy. This list is not all inclusive and does not cover all situations you will encounter, however, they are the minimum job knowledge/requirements you should acquire by the end of your FTO period.

The training tasks listed below are numbered and listed under Step 1, Step 2, and Step 3 later in this manual. This, however, does not preclude the FTO from presenting and instructing the Probationary Deputy in a training task prior to its scheduled instruction. This list does not prevent the FTO instructing in a subject not listed here.

1. **GENERAL APPEARANCE** - The recruit will be inspected at the beginning of each shift. The uniform should be clean and neatly pressed, all brass should be shined, the uniform gun belt should be polished, shoes should be polished, and the recruit's hair should be neatly combed and cut. Overall, the recruit should project a military bearing.
2. **ATTITUDE TOWARD POLICE WORK** - The recruit should possess an attitude conducive to good police work. The recruit should not think of police work as "just a job", but he should demonstrate an active interest in his new career and responsibilities.
3. **ATTITUDE TOWARD FTO PROGRAM** - The recruit should be willing to listen to all information given by the FTO. The recruit should not be resistant to constructive criticism. The recruit should want to do the job to the best of his ability and be willing to learn. The recruit should not rationalize mistakes, deny that a mistake was made, etc. The recruit should actively seek feedback from the FTO in order to improve performance.
4. **KNOWLEDGE OF WCSO POLICIES AND PROCEDURES** - The recruit should be routinely quizzed by the FTO on various WCSO policies and procedures. The FTO may want to use "what if" questions to make the recruit think about different scenarios the recruit may become involved in during his career as a police officer. The recruit should be familiar with the different units within the Patrol Division.
5. **KNOWLEDGE OF CRIMINAL/MOTOR VEHICLE LAW** - The recruit should be routinely quizzed by the FTO on different criminal and motor vehicle laws. The recruit should be able to apply his knowledge to field situations.
6. **KNOWLEDGE OF COUNTY ORDINANCES** - The recruit should be familiar with various county ordinances that he/she will be enforcing.

7. **KNOWLEDGE OF GENERAL POLICE PROCEDURES** - The recruit should be familiar with police procedures as they pertain to the WCSO.
8. **DRIVING SKILLS (NORMAL CONDITIONS)** - Observe the recruit driving the patrol car in all types of weather and road conditions (if possible). Is the recruit comfortable driving a police car or does he/she seem nervous? Observe the speeds he/she attains while driving, use of turn signals, etc.
9. **DRIVING SKILLS (MODERATE/HIGH STRESS)** - Observe the recruit driving the patrol car in moderate and high stress situations.
10. **ORIENTATION/RESPONSE TIME TO CALLS** - Does the recruit know where he/she is at all times or does he have a tendency to get lost? Does the recruit know the quickest route to a certain location?
11. **ROUTINE FORMS (ACCURACY/COMPLETENESS)** - The recruit should be able to completely and accurately complete all routine forms required by the WCSO.
12. **REPORT WRITING (ORGANIZATIONAL SKILLS)** - The recruit should be able to complete an investigative report accurately. The recruit should have all information necessary and in the right order.
13. **REPORT WRITING (APPROPRIATE TIME USED)** - The recruit should have reports submitted on or before the date they are due. The recruit should not take longer than is necessary to complete a report.
14. **REPORT WRITING (GRAMMAR/SPELLING/NEATNESS)** - The recruit's reports should be legible, all spelling should be correct and the report should use the correct grammar.
15. **FIELD PERFORMANCE (NON-STRESS SITUATIONS)** - The recruit's performance in the field (calls for service, traffic stops, etc.) should be observed. Does he/she seem nervous when contacting people, does the recruit give proper advice when called for, etc.?
16. **FIELD PERFORMANCE (STRESS SITUATIONS)** - The recruit's performance in the field during moderate or high stress situations should be closely observed. Does the recruit let emotions take over his/her thinking or actions, etc.?
17. **INVESTIGATIVE SKILLS** - The recruit should possess the minimum investigative skills to perform a criminal investigation and make any necessary arrests. Does the recruit follow a logical order during his investigations? Does the recruit know what to do and when to do it?

18. **INTERVIEW/INTERROGATION SKILLS** - Does the recruit possess the skills to perform a legal interview/interrogation. Does he/she ask for the proper information, etc.
19. **SELF-INITIATED FIELD ACTIVITY** - The recruit should not have to be told what to do all the time. The recruit should see things for themselves and be willing to perform tasks without being told.
20. **OFFICER SAFETY** - The recruit should practice officer safety skills at all times during the shift, not just on high stress calls.
21. **CONTROL OF CONFLICT (VOICE COMMAND)** - The recruit should speak with authority in a calm and clear voice. He should use proper wording in his speech.
22. **CONTROL OF CONFLICT (PHYSICAL SKILL)** - The recruit should possess the knowledge and skill in the use of restraints. The recruit should select the right amount of force for the situation.
23. **PROBLEM SOLVING/DECISION MAKING** - The recruit should be able to reason through a situation and come up with an acceptable solution. The recruit should make reasonable decisions based on the information available to them. The recruit should be able to make decisions without assistance from the FTO.
24. **RADIO (USE OF 10 CODES)** - The recruit should have a good knowledge of the 10 codes used by the WCSO. The recruit should follow policy and procedures when using the radio. Training should include instruction use of plain language and alpha codes.
25. **RADIO (LISTENS AND COMPREHENDS)** - The recruit should be able to listen to the radio and understand what is being said. The recruit should not miss any calls directed to them.
26. **RADIO (ARTICULATION OF TRANSMISSION)** - The recruit should be able to effectively and concisely relay transmissions. The recruit should speak clearly and calmly. The transmissions should be well thought out prior to transmitting.
27. **WITH CITIZENS IN GENERAL** - The recruit should be courteous, friendly and communicate in a professional and unbiased manner.
28. **WITH DIFFERENT ETHNIC GROUPS** - The recruit should not project a biased attitude when dealing with ethnic groups. The recruit should serve objectively.

29. **WITH WCSO MEMBERS** - The recruit should get along with his peers in the Sheriff's Office.

30. **WITH WCSO SUPERVISORS** - The recruit should adhere to the chain of command. The recruit should not patronize nor be insubordinate to supervisors. The recruit should follow orders to the best of his ability.

31. **PATROL CAR INSPECTION** - The vehicle will be thoroughly inspected prior to going on patrol. Oil and transmission fluids will be examined. The water level in the radiator, battery and windshield washer will be checked. A visual check of the exterior of the vehicle will be made for damage or excessive tire wear. All emergency and non-emergency lights will be inspected to ensure they are in good working order and free from any dirt, mud, etc. that could interfere with their proper operation. A check will be made of the trunk to ensure that all issued equipment is present and operable. The interior of the vehicle will be checked to ensure that there are no articles available which could be used as a weapon against the deputy or as an escape tool. A check will be made of the rear seat to ensure that there is no contraband hidden. All seatbelts, front and rear, will be inspected to ensure they are in good working condition.

32. **PURSUIT TURNING** - Demonstrate the "U" turn, the "Y" turn, the left and right hand intersection turns. Stress the hazards involved in all the turns. Remind the recruit periodically of the tendency of police officers to become preoccupied with a violator and forget safety during the pursuit turns. Show and have the recruit demonstrate the proper way to cross a median on a dual highway.

33. **PROPER USE OF EMERGENCY LIGHTS AND SIREN FOR MAXIMUM EFFICIENCY** - Discuss how and when the emergency lights and siren should be used. Explain the deficiencies and hazards of using these devices on various types of roadways, different times of the day, and weather conditions.

34. **METHOD OF PACING A SPEED VIOLATOR** - In the apprehension of speeding vehicles, the recruit should not be determined to clock the violator at the highest speed possible. The recruit should attempt to overtake and clock the violator as soon as possible. In pacing a speed violator, the recruit should try to first clock the speeding vehicle at some distance behind. Once the speed has been noted, slow down until the violator begins to pull away from the patrol car. Once this obvious speed violation has been noted, the recruit should close in on the violator for an accurate pace and maintain an even distance between the violator and the patrol car. It should be noted that the pace doesn't begin until the recruit is in a position to say conclusively that the violator was pulling away from the patrol car at some predetermined speed over the speed limit. Note the cruising speed of the violator and not short bursts of speed such as passing another vehicle. Give tips on taking advantage of curves or hills to close the gap during pursuit. Make sure the recruit understands the importance of maintaining visual contact on the violator's vehicle from the beginning of the pace to apprehension, if at all possible.



35. **HIGH SPEED PURSUIT/EMERGENCY DRIVING** - If the recruit proves they are capable of handling a patrol car adequately and you have confidence in his ability, have them drive at higher speeds. At the same time, have the recruit activate the emergency lights, siren and headlights. While traveling at high speeds, have the recruit simulate operating the police radio to broadcast a pursuit situation. The prime concern is the safety of the FTO and the recruit.

**\*\*The FTO will ensure that the patrol car is being operated safely by the recruit at all times. If the FTO is not confident in the recruit's ability or performance, discontinue at once. Also, the FTO will not have the recruit perform this portion of the program during peak traffic hours for the safety of the FTO, recruit and other motorists on the road.\*\***

36. **TRAFFIC STOP FROM THE REAR** - Always attempt to stop a violator from the rear using the four way flashers, emergency lights, headlights, take down lights, etc.

37. **TRAFFIC STOP FROM THE LEFT** - If the violator fails to respond to a signal to stop from a patrol vehicle directly behind, it may become necessary to approach the vehicle from the left. Explain the proper position of the patrol vehicle in relation to the violator's vehicle on the approach from the left. Stress the importance of position and timing in relation to sounding the horn/siren and pointing the violator to the right shoulder.

38. **TRAFFIC STOP FROM THE RIGHT** - Highways with two or more lanes in the same direction require special attention. If the violator is in any of the lanes to the left and he/she fails to respond to a signal to stop from a patrol vehicle directly behind, it may become necessary to approach the vehicle from the right. After checking to make sure the traffic is clear to the right and behind, the recruit should move up on the right of the violator vehicle. The recruit should then indicate to the violator that he/she is to move to the right side of the roadway. Care should be taken by the recruit not to indicate any urgency which would cause a sudden move from the violator. Drop back and use the patrol vehicle to clear each lane to the right as the violator moves ahead and over to the right shoulder.

39. **TRAFFIC STOP FROM THE FRONT** - Stopping certain types of vehicles such as tractor trailers, house trailers, etc. can create special problems. The recruit may find it necessary to pull in front of the vehicle and indicate it to pull to the right shoulder.

40. **PROPER VEHICLE POSITIONING ON NON-FELONY TRAFFIC STOPS** - Instruct the recruit on the proper positioning of the patrol vehicle on a non-felony traffic stop per Sheriff's Office standard procedure. The recruit should be instructed to stop the violator from behind if at all possible.

41. **APPROACHING THE VIOLATOR** - The proper approach to a violator per Sheriff's Office Policies and Procedures during the day and night should be explained and discussed in detail. Make the recruit aware of those situations when a violator wants to or exits a vehicle during the stop and how to deal with them.
42. **DEPUTY-VIOLATOR CONTACT** - the recruit should identify himself by name and Department, tell the violator why he/she has been stopped, what action is going to be taken and request the driver's license, registration card and insurance information.
43. **PROPER POSITION FOR TAKING ENFORCEMENT ACTION** - Explain and demonstrate the proper position while issuing a citation, warning, etc., to a violator. Explain the importance of remaining observant of the violator until the stop is terminated. Explain to the recruit the reasons why a violator should not be placed in the patrol vehicle as a matter of routine unless absolutely necessary.
44. **MOTOR VEHICLE CITATION** - The recruit will accurately complete and issue motor vehicle citations as the opportunities present themselves. Neatness, accuracy and legibility should be stressed. Explain the differences in payable and must appear offenses and who is entitled to sign the citations and who is not. (Both handwritten and by use of ETIX computer generated citations)
45. **WRITTEN WARNINGS** - The recruit will accurately complete and issue motor vehicle warnings as the opportunities present themselves. Neatness, accuracy and legibility should be stressed. (Both handwritten and by use of ETIX computer generated citations)
46. **SAFETY EQUIPMENT REPAIR ORDERS** - The recruit will accurately complete and issue Safety Equipment Repair Orders as the opportunities present themselves. Neatness, accuracy and legibility should be stressed. The recruit should be able to intelligently explain the procedures for satisfying the Repair Order to the violator. Explain the types of vehicles eligible to receive a Repair Order and that they can be issued only to vehicles registered in Maryland. Explain the types of defective equipment that can be certified as corrected by a police officer and the types of defects that must be certified as corrected by an inspection station. (Both handwritten and by use of ETIX computer generated citations)
47. **EXAMINATION OF VEHICLES FOR DEFECTIVE EQUIPMENT** - Explain and demonstrate to the recruit how to examine vehicles for defective equipment and the types of defects to look for.
48. **INTERVIEW OF VIOLATOR WITHOUT A DRIVER'S LICENSE/REGISTRATION CARD** - The recruit should be familiar with basic questions used to ascertain if a violator has a driver's license or if it is suspended or revoked. The recruit should be familiar with the basic questions used to ascertain if a vehicle is

registered. The student will demonstrate proper radio procedure during the interview/stop.

49. **COMPLETION OF DISABLED VEHICLE FORM** - The recruit should be familiar with the proper way to complete the disabled vehicle tag and the motor vehicle law in reference to disabled vehicles.

50. **IDENTIFICATION OF ABANDONED VEHICLES** - The recruit should know what to look for in order to establish ownership of an abandoned vehicle, i.e. VIN plates, inspection certificates, etc. The recruit should be aware not to disturb evidence in case the vehicle is stolen or was used in the commission of a crime.

51. **COMPLETION OF VEHICLE STORAGE REPORT/RELATED FORMS** - The recruit should demonstrate the ability to complete the vehicle storage report and related forms. The recruit should explain and demonstrate the proper procedures for inventories and property held requirements.

52. **DUI/DWI ARRESTS** - The recruit must be completely familiar with the proper procedure to be used when a person is suspected of driving under the influence (including sobriety tests) and the ensuing arrest and reports.

53. **ROLLING ROADBLOCK** - The recruit should have explained to him how a rolling roadblock works and all the hazards present during a rolling roadblock.

**\*\*The Washington County Sheriff's Office General Orders do not allow rolling roadblocks, however, the concept should still be explained to the recruit.\*\***

54. **FELONY STOPS** - The recruit should have explained and demonstrated the proper procedures for a one and two man felony stop. Stress the importance of officer safety during the stop.

55. **ROADSIDE SEARCH TECHNIQUES** - The recruit should have explained and demonstrated the proper procedures for a roadside search. Explain proper positioning of the person and officer safety.

56. **TRAFFIC CONTROL** - The recruit should handle traffic control at various points. Safety factors of seeing all traffic and pedestrians should be stressed. Hand signals should be explained and demonstrated to the recruit.

57. **USE OF IN CAR MOBILE DATA COMPUTER**- Use of Police Mobile program, report writing and other available databases available through use of in car mobile computer

58. **CRIMINAL ARREST PROCEDURES** - The recruit should be familiar with all WCSO policies and procedures, and legal aspects in reference to making a criminal arrest.
59. **FINGERPRINTING PROCEDURES** - The recruit should be familiar with the various cards used, when persons are to be fingerprinted and what cards to use.
60. **EVENT/REPORT NUMBERS** - The recruit should be familiar with the differences between an event number and a report number and when to use each one on official documents.
61. **PROPERTY HELD AND RELEASE** - The recruit should be familiar with the WCSO property held forms and regulations. The recruit should be able to accurately complete the forms and know when the PH forms are required.
62. **REQUEST FOR LAB EXAMINATION FORMS** - The recruit should be able to accurately complete the Western Maryland Crime Lab, Maryland State Police Crime Lab and the FBI Crime Lab forms.
63. **FIELD INTERROGATION REPORT** - The recruit should be able to accurately obtain information and record it on the FIR. He should be familiar with the purpose of the FIR and how to use them in investigations.
64. **WARRANT PROCEDURES AND SERVICE** - The recruit should be familiar with WCSO policy and procedures on the service of warrants. The recruit should know where the warrants are stored and how to obtain information on the location of suspects.
65. **CRIME SCENE INVESTIGATION** - The recruit should possess the necessary skills to investigate a crime and make any arrests necessary and possible. The recruit should possess the skills necessary to process a crime scene for evidence.
66. **JUVENILE PROCEDURES** - The recruit should be familiar with WCSO policies and procedures as well as the legal requirements for dealing with juveniles accused of committing crimes. The recruit should be familiar with the status offender.
67. **HANDGUN SEARCH FORM** - The recruit should be able to accurately complete the handgun search form and explain the proper distribution.
68. **STATEMENT OF CHARGES, ETC.** - The recruit should be able to accurately complete all types of District Court charging documents. The recruit should also be able to serve said documents and explain the proper distribution of the charges.
69. **STOP AND FRISK PROCEDURES** - The recruit should be able to explain and

perform proper stop and frisk searches. The recruit should be able to articulate the legal boundaries for such searches.

(#70-deleted)

71. **COMPUTER AIDED DISPATCH** - The recruit should be familiar with the CAD system and what the system can provide in the way of investigative assistance.

72. **PRISONER SEARCH AND SECURITY** - The recruit should demonstrate the proper techniques of prisoner searches and he should be familiar with the WCSO policies and procedures regarding prisoner security.

73. **COURT DECORUM AND TESTIMONY** - The recruit should be evaluated on his courtroom demeanor and testimony. Does he seem sure of his case or is he projecting a very unsure/nervous image, etc.?

74. **VARIOUS FORMS AND REPORTS** - The recruit should be familiar with all the various forms and reports used by the WCSO, their purpose, and distribution once completed.

75. **RULES AND REGULATIONS** - The recruit should be familiar with the rules and regulations as they relate to daily operations within the Judicial Division.

76. **RELATIONS WITH CITIZENS** - The recruit should be able to maintain good relations at all times with the general public and assist them whenever necessary.

77. Metal Detector Screening-Deleted

78. Court Security- Deleted

79. **PRISONER TRANSPORT** - The recruit should demonstrate proper techniques necessary to safely transport prisoners from one location to another, both by vehicle and on foot.

#### **OFFICER SAFETY IS OF THE UTMOST IMPORTANCE.**

80. **JUDICIAL PROCESS** - The recruit should be able to serve various types of process while adhering to time constraints that are placed on them.

81. **BOOKING PROCEDURES** - The recruit should be exposed to the booking area of the Detention Center and the various policies and procedures will be explained to them. The recruit should understand what is expected of them when prisoners are brought in

the Detention Center for incarceration.

82. **DETENTION CENTER WEAPONS PROCEDURES** - The recruit will be exposed to the Detention Center weapons policy, i.e., firing at escapees, etc.

83. **EMERGENCY PROCEDURES** - The recruit will be exposed to the Detention Center rules that govern emergency procedures and the Patrol participation in the procedures.

84. **DEPUTY/INMATE CONTACT** - The recruit will be exposed to the proper Deputy/inmate contact. Impress upon the recruit that the inmates are treated as any other citizen would be treated.

85. **DETENTION CENTER PAPERWORK** - The recruit will be familiar with the various paperwork that is required in order to incarcerate a prisoner in the Detention Center and that the Detention Center can refuse to accept a prisoner if the proper paperwork is not completed.

86. **DETENTION CENTER ASSISTANCE TO PATROL** - The recruit will be familiar with the assistance that is available to them from the Detention Center, i.e., manpower in certain circumstances, equipment, etc.

87. **RELATIONS BETWEEN THE DIVISIONS** - It will be impressed upon the recruit that we all work for the Sheriff of Washington County, regardless of job assignment. One division is not superior to the other simply because of duties performed.

Step 1 minimum, mandatory training tasks

- 1. Review General Orders
- 2.0 Jurisdiction and Mutual Aid
- 40.0 Use of Force/Weapons Policy
- 6.0 Departmental Vehicles
- 53.0 Inspection Activities
- 41.2 Emergency Vehicle Operations
- 41.6 Dress Code and Personal Appearance
- 41.2.5 Missing Persons

1, 2, 3, 10, 11, 19, 24, 25, 26, 27, 28, 29, 30, 31, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 60, 66, 72, 74, 75, 76,

Step 2 minimum, mandatory training tasks

- 1. Review General Orders
- 6.0 Departmental Motor Vehicle Garage
- 71.0 Patrol Building and Holding Facility
- 37.0 Substance Abuse Policy
- 22.0 Departmental Sick Leave Policy
- 82.0 Written Reports
- 61.4.3 Towed Vehicles
- 41.4.3 Canine Activities
- 61.1.13 County Parking Citation Enforcement
- 42.0 Patrol Investigations
- 44.0 Juvenile Arrests and Contacts
- 1.2.5G Warrant Maintenance, recording, and service
- 83.0 Collection/Preservation/Disposition of Evidence and Recovered/Abandoned Property

4, 5, 6, 7, 8, 9, 12, 13, 14, 15, 16, 17, 18, 20, 21, 22, 23, 32, 33, 34, 35, 51, 52, 53, 54, 55, 56, 58, 59,

Step 3 minimum, mandatory training tasks

- 1. Review General Orders
- 42.0 -Criminal Investigation Unit
- 41300-Emergency Plan Manual
- 41900-Washington County Regional Airport Security
- 61.5 Traffic Law Enforcement
- 70.0 Prisoner Transports
- 42800 Walk-Away Patients from Brooklane Psychiatric Hospital
- 70.3.2 Guarding Arrestees Requiring Hospital Admittance
- 41.2.7 Emergency Evaluations
- 41.6 Criminal Citations
- 61, 62, 63, 64, 65, 67, 68, 69, 71, 73, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87,

WASHINGTON COUNTY SHERIFF'S OFFICE  
FIELD TRAINING OFFICER'S PROGRAM

### PROGRAM EVALUATION FORM

The purpose of this evaluation is to provide a structured manner of continued evaluation and subsequent improvement in the WCSO Field Training Officer's Program. Having recently completed the FTOP, you are in the best position to help the Sheriff's Office refine the FTOP. Please complete the following questionnaire and please be candid. Use a separate form for each FTO you were assigned to. This information will remain confidential and will only be used to refine the Field Training Officer's Program. You do not have to provide your name unless to want to.

FTO \_\_\_\_\_

Did the FTO meet your needs? (explain)\_\_\_\_\_

\_\_\_\_\_

Did you feel the FTO was sincere in his instructions?\_\_\_\_\_

Please comment on the FTO's methods of instruction.\_\_\_\_\_

\_\_\_\_\_

What are this FTO's strong points?\_\_\_\_\_

\_\_\_\_\_

What are this FTO's weak points?\_\_\_\_\_

\_\_\_\_\_

What steps could we take to refine the FTOP?\_\_\_\_\_

\_\_\_\_\_

What is your opinion of the FTOP?\_\_\_\_\_

\_\_\_\_\_

Please use the rest of this page to make any comments not covered above.

**DAILY TRAINING PLAN** - WRITTEN ON INDEX CARD AND LISTS THE "HOMEWORK" FOR RECRUIT TO COMPLETE. THE HOMEWORK IS COMPLETED BY RECRUIT PRIOR TO THE NEXT REGULARLY SCHEDULED SHIFT. SOMETIME DURING THAT SHIFT, THE FTO AND RECRUIT WILL REVIEW THE HOMEWORK AND BOTH WILL SIGN THE DTP AND ATTACH IT TO DOR.

\*AT NO TIME WILL THE HOMEWORK CONSUME MORE THAN ONE HOUR PER DAY OF THE RECRUIT'S OFF-DUTY TIME. THE RECRUIT WILL NOT RECEIVE ANY COMPENSATION FOR THIS TIME\*

**PROBATIONER STEP REPORT** - COMPLETED BY RECRUIT PRIOR TO THE END OF STEP



## MEETING WITH FTO SUPERVISOR

**END OF STEP REPORT** - COMPLETED BY FTO PRIOR TO END OF STEP MEETING WITH FTO SUPERVISOR

**FIELD TRAINING STEP REPORT** - COMPLETED BY FTO AT END OF EACH STEP AND PLACED IN RECRUITS FILE AT THE END OF THE FTO PERIOD

**PATROL ACTIVITY LOG** - COMPLETED BY RECRUIT DAILY. INCLUDES ALL POLICE ACTIVITY PERFORMED THAT DAY

**WEEKLY SUMMARY REPORT** - COMPLETED BY RECRUIT AT END OF EACH SHIFT. AT THE END OF THE WORK WEEK, RECRUIT WILL AVERAGE EACH CATEGORY, TOTALS TRAINING TIME AND CALCULATES THE SIFA. THE FTO COMPLETES THE REVERSE SIDE PRIOR TO THE WEEKLY MEETING WITH FTO SUPERVISOR

**DAILY OBSERVATION REPORT** - THE NARRATIVE IS COMPLETED AND SCORED BY THE FTO AS INSTRUCTED. THE RECRUIT THEN TOTALS/AVERAGES THE SCORES (USING THE PERFORMANCE ASSESSMENT WORKSHEET, DESCRIBED BELOW) AND TRANSFERS THEM TO THE FRONT OF THE PAGE. THIS WILL BE COMPLETED DAILY, SIGNED BY THE FTO AND RECRUIT AND PLACED IN CPL. WILLIS= BOX.

**PERFORMANCE ASSESSMENT WORKSHEET** - THE RECRUIT WILL ENTER EACH SCORE FOR EACH CATEGORY IN THE APPROPRIATE SPACE, THEN AVERAGES THE SCORES PER CATEGORY. THAT AVERAGE IS THEN TRANSFERRED TO THE FRONT OF THE DAILY OBSERVATION REPORT.

1. Please place all DOR's in envelopes before you send them to me. They should not be seen by anyone except those involved.
2. Attached is a DOR for your convenience.
3. You get one hour OT for each day you have a recruit with you. This is in addition to any shift differential and shift differential will not be applied to the one hour OT. Submit one sheet for your OT to me on Thursday of each week. Only put on the OT sheet that OT which you worked since the last Thursday.

If you are off or you do not have a recruit with you, you do not get the hour OT for that day.

4. Make sure you get the DOR's to me on a daily basis.
5. I will be keeping the DOR notebooks in my office. If you want to see them for any reason, let me know.

Any report completed by the Recruit will be submitted to his FTO for corrections. After the FTO has made his corrections, a copy will be made of the report and the copy will be given to me for inclusion with the proper DOR. The Recruit will correct the report as directed by the FTO then resubmitted to the FTO. If the report is OK, a copy will be made of that report and given to me for inclusion with the proper DOR. The finished report will be submitted to the appropriate CPL or SGT.

10-0 - Caution  
 10-1 - Unable to copy  
 10-2 - Good radio signal  
 10-3 - Stop transmitting except emergencies  
 10-4 - Acknowledged  
 10-5 - Relay  
 10-6 - Busy unless urgent  
 10-7 - Out of service  
 10-8 - In-service  
 10-9 - Repeat message  
 10-10 - Fight in progress  
 10-11 - Animal bite  
 10-12 - Stand by  
 10-13 - Weather/road report  
 10-14 - Prowler report  
 10-15 - Civil disturbance  
 10-16 - Domestic complaint  
 10-17 - Meet the complainant  
 10-18 - Quickly  
 10-19 - Return to  
 10-20 - Location  
 10-21 - Call by telephone  
 10-22 - Disregard  
 10-23 - Arrived at scene  
 10-24 - Assignment completed  
 10-25 - Report in person  
 10-26 - Detain subject, expedite  
 10-27 - Drivers license info  
 10-28 - Vehicle reg. info  
 10-29 - Check for wanted  
 10-30 - Unnecessary use of radio  
 10-31 - Crime in progress  
 10-32 - Person with gun  
 10-33 - EMERGENCY  
 10-34 - Riot  
 10-35 - Major Crime alert  
 10-36 - Correct time  
 10-37 - Suspicious veh.  
 10-38 - Stopping vehicle  
 10-39 - Urgent, use light/siren  
 10-40 - Silent run  
 10-41 - Beginning tour of duty  
 10-42 - Ending tour of duty  
 10-43 - Information  
 10-44 - Permission to leave for  
 10-45 - Animal carcass at  
 10-46 - Assist motorist  
 10-47 - Emergency road repair at  
 10-48 - Traffic standard repair  
 10-49 - Traffic light out at  
 10-50 - Traffic accident  
 10-51 - Wrecker needed  
 10-52 - Ambulance needed  
 10-53 - Road blocked at  
 10-54 - Livestock on highway  
 10-55 - Intoxicated driver  
 10-56 - Intoxicated pedestrian  
 10-57 - Hit and run (PD, PI, F)  
 10-58 - Direct traffic  
 10-59 - Convoy or escort  
 10-60 - Squad in vicinity  
 10-61 - Personnel in area  
 10-62 - Reply to message  
 10-63 - Copy information  
 10-64 - Message to deliver  
 10-65 - Net message assignment  
 10-66 - Message cancellation  
 10-67 - Clear for net message  
 10-68 - Dispatch information  
 10-69 - Message received

10-70 - Fire alarm  
 10-71 - Advise nature of fire  
 10-72 - Report progress on fire  
 10-73 - Smoke report  
 10-74 - Negative  
 10-75 - In contact with  
 10-76 - Enroute  
 10-77 - ETA  
 10-78 - Need assistance  
 10-79 - Notify medical examiner  
 10-80 - Chase in progress  
 10-81 - Breathalyzer operator  
 10-82 - Reserve lodging  
 10-83 - Work school crossing at  
 10-84 - If meeting, advise ETA  
 10-85 - Delayed, due to  
 10-86 - Operator/officer on duty  
 10-87 - Pickup/distribute checks  
 10-88 - Present telephone number  
 10-89 - Bomb Threat  
 10-90 - Bank/burglar alarm  
 10-91 - Pick up prisoner/subject  
 10-92 - Improperly parked veh  
 10-93 - Blockade  
 10-94 - Drag racing  
 10-95 - Prisoner in custody  
 10-96 - Mental subject  
 10-97 - radio test  
 10-98 - Prison/jailbreak  
 10-99 - Wanted/stolen indicated

# WASHINGTON COUNTY SHERIFF'S OFFICE PHONETIC ALPHABET

A: Alpha	N: November
B: Bravo	O: Oscar
C: Charlie	P: Papa
D: Delta	Q: Quebec
E: Echo	R: Romeo
F: Foxtrot	S: Sierra
G: Golf	T: Tango
H: Hotel	U: Uniform
I: India	V: Victor
J: Juliet	W: Whiskey
K: Kilo	X: X-ray
L: Lima	Y: Yankee
M: Mike	Z: Zulu

# WASHINGTON COUNTY CAUTION CODES

A	ARMED
B	DANGEROUS
C	MENTAL
D	ARMED/MENTAL
E	SUICIDAL
F	ARMED/SUICIDAL
G	RESISTS ARREST
H	ARMED/RESISTS ARREST
I	DANGEROUS/RESISTS ARREST
J	MENTAL/RESISTS ARREST
K	SUICIDAL/RESISTS ARREST
L	APPROACH WITH CAUTION
M	ASSAULTS POLICE OFFICERS
N	DRUG USER/SELLER
P	CONTAGIOUS DISEASE

WASHINGTON COUNTY SHERIFF'S OFFICE

PROBATIONARY DEPUTY MANUAL

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge I have received a copy of the Washington County Sheriff's Office Probationary Deputy Manual.

I understand it is my responsibility to read this manual. If I have any questions or do not understand anything in the manual, it is my responsibility to contact the Training Coordinator, a Field Training Officer or a supervisor for clarification.

\_\_\_\_\_  
Signature of Probationary Deputy

\_\_\_\_\_  
Date

I acknowledge I have reviewed the information contained in the Washington County Sheriff's Office Probationary Deputy Manual with the above probationary deputy.

We reviewed the forms and what is expected of the Deputy during the FTO period.

\_\_\_\_\_  
Signature of Training Coordinator

\_\_\_\_\_  
Date

### PART 1 CRIMES

Criminal Homicide  
Rape  
Robbery  
Aggravated Assault  
Burglary  
Breaking and entering  
Theft over \$500  
Auto Theft

### PART 2 CRIMES

Suicide  
Attempted suicide  
Other assaults  
Forgery and counterfeiting  
Fraud  
Bad checks  
Weapons (illegal-carry, posses, etc.)  
Handgun permit violation  
Sex offenses (except rape)      traffic complaint  
Offenses against family and children  
Drug abuse laws  
Arson  
Credit card offenses  
Littering  
Disorderly conduct  
Malicious destruction of property  
Fugitives  
Escapees  
Bombings  
Bomb threats  
Telephone misuse  
Unauthorized use  
Gambling  
Untaxed cigarettes violations  
Trespassing  
Vagrancy  
Misc. fire investigations  
All other offenses

### PART 3 CRIMES

Abandon vehicles  
vehicle accidents  
animal complaints  
assist other PD  
alarms  
traffic court  
crowd control  
deceased person  
transports  
firearms complainant  
lost and found  
missing persons  
notifications  
special checks  
prowlers  
road hazards  
suspicious person/vehicle  
training  
vehicle storage  
DUI arrest  
criminal court  
warrant/summons service  
runaway  
special assignments

## **TRAFFIC CODES**

A – Marked Patrol Car  
B – Unmarked Patrol Car  
C – Marked Car, VASCAR  
D – Unmarked Car, VASCAR  
E – Marked Car, Stationary RADAR  
F – Unmarked Car, Stationary RADAR  
G – Marked Car, Moving RADAR – Stationary  
H – Unmarked Car, Moving RADAR – Stationary  
I – Marked Car, Moving RADAR  
J – Unmarked Car, Moving RADAR  
K – Aircraft Assist  
L – Motorcycle  
M – Marked Car, Off Duty  
N – Unmarked Car, Off Duty  
O – Foot Patrol  
Q – Marked Car, Stationary LASER  
R – Unmarked Car, Stationary LASER