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## Field Training

### 409.1 PURPOSE AND SCOPE

This policy provides guidelines for field training that ensure standardized training and evaluation, facilitate the transition from the academic setting to the actual performance of general law enforcement duties; and introduce the policies, procedures and operations of the Montgomery County Sheriff's Office. The policy addresses the administration of field training and the selection, supervision, training and responsibilities of the Field Training Officer (FTO).

### 409.2 POLICY

It is the policy of the Montgomery County Sheriff's Office that all newly hired or appointed deputy trainees will participate in field training that is staffed and supervised by trained and qualified FTOs.

### 409.3 FIELD TRAINING

The Office shall establish minimum standards for field training, which should be of sufficient duration to prepare deputy trainees for law enforcement duties. The field training is designed to prepare trainees for a patrol assignment and acquire the skills needed to operate in a safe, productive and professional manner, in accordance with the general law enforcement duties of this office.

To the extent practicable, field training should include procedures for:

- (a) Issuance of training materials to each trainee at the beginning of his/her field training.
- (b) Daily and weekly evaluation and documentation of the trainee's performance.
- (c) A multiphase structure that includes:
  1. A formal evaluation progress report completed by the FTOs involved with the trainee and submitted to the Section Director through the FTOs supervisor.
  2. Assignment of the trainee to a variety of shifts and geographical areas.
  3. Assignment of the trainee to a rotation of FTOs in order to provide for an objective evaluation of the trainee's performance.
- (d) The trainee's confidential evaluation of his/her assigned FTOs and the field training process.
- (e) Retention of all field training documentation in the deputy trainee's training file including:
  1. All performance evaluations.
  2. Documentation that the trainee has successfully completed the required number of field training hours.

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**409.4 FTO SELECTION, TRAINING AND RESPONSIBILITIES**

**409.4.1 SELECTION PROCESS**

The selection of an FTO will be at the discretion of the Section Director. Selection will be based on the deputy's:

- (a) Desire, experience, knowledge and performance.
- (b) Demonstrated ability as a positive role model.
- (c) Evaluation by supervisors and current FTOs.

An FTO must remain in good standing and may be relieved from FTO duties due to discipline, inappropriate conduct or poor performance.

**409.4.2 TRAINING**

A deputy selected as an FTO should successfully complete the office-approved FTO course.

**409.4.3 TRAINING MATERIALS**

The FTO shall receive training materials outlining the requirements, expectations and objectives of the FTO position. FTOs should refer to their training materials or the FTO Training Officer regarding specific questions related to FTO or field training.

**409.4.4 RESPONSIBILITIES**

The responsibilities of the FTO include, but are not limited to:

- (a) Issuing his/her assigned trainee field training materials in accordance with the Training Policy.
  - 1. The FTO shall ensure that the trainee has the opportunity to become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.
  - 2. The FTO shall sign off on all completed topics contained in the training materials, noting the methods of learning and evaluating the performance of his/her assigned trainee.
- (b) Completing and reviewing daily performance evaluations with the trainee.
- (c) Completing a detailed weekly performance evaluation of his/her assigned trainee at the end of each week.
- (d) Providing the Section Director with a verbal synopsis of the trainee's activities at the end of each week or during any unusual occurrence needing guidance or clarification.