



The Aberdeen Police Department Policies & Procedures Manual Chapter Contents



Chapter 15 Training

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Chapter 15 Training
Section 01 Training Program

GO 19-018, 06/19/2019
Supersedes GO 18-006

A. Policy

1. The Aberdeen Police Department recognizes the importance of training and is committed to providing the best training available to all personnel.
2. The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis.

B. Training Coordinator

1. The Training Coordinator, appointed by the Chief of Police, supervises training activities under the direction of the Chief of Police.
2. The overall training function is administered on a part-time basis.

C. Training Committee

1. Duties of the Training Committee: (33.1.1d)
 - a. Meets at least annually to evaluate training needs of the Department; and
 - b. Develops a list of training topics consistent with the training needs of the Department.
2. The Training Committee reports to the Division Commander. (33.1.1e)
3. The Training Coordinator shall:
 - a. Chair the Committee, or appoint a member of the Committee to be the Chair; and
 - b. Appoint the Members of the Committee.
4. The Training Committee members may be composed of: (33.1.1a)
 - a. A Shift Sergeant;
 - b. A CIS Detective;
 - c. MPTSC-Certified and Non-Certified Instructors;
 - d. The Administrative Supervisor; and
 - e. The Accreditation Manager.
5. The Training Coordinator shall select or replace committee as needed. (33.1.1b)
6. The Training Coordinator shall submit the minutes, notes, and reports of the Training Committee meetings to the Chief of Police through the chain of command.

D. Annual Training Schedule

1. The annual training period shall be January to December.
2. Training Coordinator shall:
 - a. Produce a schedule of training which will include courses and in-service training recommended by the Training Committee, and other sworn and non-sworn training; and (33.1.1c)
 - b. Submit the schedule to the Chief of Police, through the chain of command, by December 1st of each year.



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3. The schedule may be amended or revised any time during the training year as training requirements change and as directed by the Chief of Police.

E. Training Responsibilities

1. Training responsibilities and duties include, but are not limited to:
 - a. Planning and developing training programs for sworn and non-sworn personnel;
 - 1) Writing lesson plans for every training course;
 - 2) Applying for a MPCTC P# for each training course; and
 - 3) Ensuring that all training is developed within the framework of Department goals;
 - b. Selecting instructors;
 - c. Coordinating and implementing training programs;
 - d. Notifying personnel of required training and specialized individual training available to Departmental personnel;
 - e. Ensuring that training programs are attended;
 - f. Evaluating training programs;
 - g. Maintaining liaison between the Department and other training organizations; and
 - h. Maintaining and securing Departmental training records;

F. Resources for Training Development

1. Personnel may use numerous resources to develop training courses. Resources may include and are not limited to:
 - a. Staff meetings;
 - b. Consultation with field personnel and field observations;
 - c. Officer course evaluation reports;
 - d. Complaint investigations;
 - e. Disciplinary actions; and
 - f. Incident, and vehicle accident reports involving officers.
2. Personnel may request training resources from other agencies.

G. Training Attendance (33.1.2)

1. Members of the Aberdeen Police Department are expected to attend all assigned training programs.
2. Attendance will be documented by either the instructor or in cases where the training is at a location other than the Department, documentation will be furnished by the agency responsible for the training.
3. Attendance at a training program may be excused for court appearance or sickness.
4. Any absence shall approved by the attendee's supervisor and shall be in compliance with the requirements of the class.



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5. The time lost must be made up before any certificate of completion will be issued.
6. A certificate of completion will be issued to those students who satisfactorily complete any training program.
7. A copy of such certificates will be provided to the Training Coordinator for inclusion in the MPTSC Program, and placed in the officer's personnel file.

H. Training Expenses (33.1.3)

1. Any expenses incurred by Department personnel while attending required or mandated training will be reimbursed based on actual expenditures that are supported by receipts within guidelines established and pre-approved by the Training Coordinator or Chief of Police, unless the personnel attending is receiving the standard *per diem* rate.

I. Performance Based Training

1. The MPTSC requires Performance Based Training during entrance level training.
2. The Aberdeen Police Department Field Training Program is based on a relationship of training to Job-Task Analysis.
3. This method of training is used in all training offered by the Department and requires that performance objectives be developed for such training.
4. Performance objectives will be submitted to the Chief of Police for approval before such training will commence. Performance objectives will include:
 - a. Focus on the elements of the job-task analysis for which training is needed;
 - b. Provide clear statements of what is to be learned;
 - c. Provide the basis for evaluation of the participants;
 - d. Provide the basis for evaluating the effectiveness of the training program.

J. Lesson Plans

1. The Training Coordinator shall maintain copies of lesson plans for all courses presented in the Department.
2. Lesson plans are required for all training classes.
 - a. Exception: Lesson Plans for Roll Call Training are not required.
3. The instructor shall submit to the Training Coordinator the original MPTSC-approved lesson plan before conducting any instruction.

K. Lesson Plan Approvals (33.1.4e)

1. Maryland In-Service Program Approvals – Instructors shall submit to the Training Coordinator an Approval Application with the Lesson Plan, according to MPTSC General Regulations.
2. In-House Training Courses Approval – Instructors shall submit to the Training Coordinator all in-house course Lesson Plans to the Training Coordinator for approval.



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L. Lesson Plan Development

1. Instructors should ensure that the subject to be covered in training is addressed completely and accurately and is properly sequenced with other training materials in the Lesson plans.
2. Lesson plans:
 - a. Establish the purpose of the instruction;
 - b. State the performance objectives; (33.1.4a)
 - c. Relate the training to critical job-tasks; (33.1.4a)
 - d. Identify the content of the training and instructional techniques; and (33.1.4b)
 - e. List the resources used to develop the training. (33.1.4c)
3. The lesson plans should include:
 - a. Responsibilities of the participants for the material taught; and
 - b. Plans for evaluation of the participants. (33.1.4f)
4. The instructional techniques that might be utilized are:
 - a. Conferences (debate, discussion groups, panels, and seminars);
 - b. Field experiences (field trips, interviews, operational experiences, and operational observations);
 - c. Presentations (lectures, lecture- discussion, lecture- demonstration);
 - d. Problem investigations (committee inquiry); and
 - e. Simulations (case study, game, and role-play).

M. Testing

1. The evaluation of in-house training is handled by testing which may be written, oral, etc.; the passing and failing grades are announced in advance.
2. The development of examinations directed and approved by the Training Coordinator, and are competency based, use performance objectives and measure knowledge and ability for job related skills.

N. Remedial Training (33.1.5) (26.1.4a)

1. Remedial training is directed at solving a particular problem or improving the performance of an employee in a particular area within a given time frame with the expectation of improved performance.
2. Criteria used to determine the need for remedial training may be obtained from the employee performance evaluation, counseling report or, in the case of new recruits, from the FTO/Supervisor's Evaluations.
3. Remedial training assignments, just as all other training assignments, are a duty assignment.
4. Employees who do not participate in remedial training as directed are in violation of Department Policies and Procedures.



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O. Training Records

1. The Training Coordinator will maintain updated records of training on all Department personnel as follows: (33.1.6)
 - a. Individual training records will reflect:
 - 1) Name of Trainee;
 - 2) Date of Training;
 - 3) Course Name or Number;
 - 4) Title of Training;
 - 5) Number of Hours;
 - 6) Score; and
 - 7) Status (Passed or Completed).
 - b. Training class records will reflect:
 - 1) Course content (lesson plans); (33.1.7a)
 - 2) Personnel attending; and (33.1.7b)
 - 3) Performance of individual attended as measured by tests, if administered. (33.1.7c)
2. Training records will be treated the same as personnel records.
3. Persons authorized by the Chief of Police or designee will have access to the records.

P. Outside Training Agencies and Area Academies

1. The Aberdeen Police Department utilizes recruit, in-service, and specialized training at MPTSC certified training academies and agencies.
2. The Training Coordinator is responsible for maintaining a positive relationship with the MPTSC certified training academy and/or agency by: (33.2.3)
 - a. Acting as the liaison officer;
 - b. Providing the academy with input based upon Department needs; and
 - c. Obtaining periodic status reports on the performance of a Department-hired recruit.

Q. Training Instructors

1. Instructors for all Department-operated training programs shall meet the following requirements:
 - a. Have a minimum of three years police experience; or
 - b. Have successfully completed an instructor's course and be certified as an instructor by the MPTSC; or
 - c. Possess a demonstrated skill in area of instruction; or
 - d. Be knowledgeable of teaching theories, methods and practices and have some knowledge of law enforcement practices.



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R. Instructors from Other Departments

1. The Training Coordinator is responsible to ensure that instructors for law enforcement subjects enlisted from outside the Department:
 - a. Are selected under guidelines of the MPTSC;
 - b. Have demonstrated skill in his/her area of instruction; and
 - c. Comply with mandates of MPTSC.

S. In-Service and Roll Call Training

1. Annually, all sworn personnel shall attend the following: (33.5.1)
 - a. In-Service Training as mandated by the MPTSC;
 - b. Firearms training and annual qualification;
 - c. Roll Call Training reviewing changes or revisions to Department Policies, and State and local Codes;
 - d. Classes required at the direction of the Chief of Police such as:
 - 1) Supervisory and management training;
 - 2) Policy and procedure training;
 - 3) Training required by CALEA (Commission on Accreditation for Law Enforcement Agencies);
 - 4) Accreditation Process Information training; and (33.5.3b)
 - 5) Any other training as the Chief of Police directs.
2. Roll Call
 - a. Officers of the Aberdeen Police Department normally report to the roll call room at the beginning of their assigned shift.
 - b. Roll Call should accomplish at a minimum the following five basic tasks:
 - 1) Briefing officers with information regarding daily patrol activity, patrol assignments and special details with particular attention given to persons, stolen vehicles, and major investigations.
 - 2) Notifying officers of changes in schedules and assignments.
 - 3) Notifying officers of new directives or changes in directives.
 - 4) Evaluating officer readiness to assume patrol.
 - 5) Providing officers with roll-call training. (33.5.2)
 - (a) Roll Call training is additional and supplemental to all other training.
 - (b) This training can be effective only if it is well-structured and reflects the needs or interests of the Department while being flexible enough to fit into the time limitations of a roll call setting.



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T. Specialized Training

1. Assignments or ancillary duties which require specialized training include, but are not limited to: (33.6.1a)
 - a. Accreditation Manager; (33.5.4)
 - b. Bicycle Patrol Officer;
 - c. Canine Team;
 - d. Certified Instructor;
 - e. Crime Analyst;
 - f. Field Training Officer; (33.4.3e)
 - g. Firearms Instructor;
 - h. Hostage Negotiator; (46.2.4)
 - i. Intoximeter Operator;
 - j. Certified Instructor;
 - k. Police Officer Recruit and Lateral;
 - l. Newly Promoted Personnel;
 - m. Police Communications Officer; (33.7.2)
 - n. Polygrapher;
 - o. Public Information Officer;
 - p. Reconstructionist;
 - q. Recruiter;
 - r. School Resource Officer;
 - s. Specialized Assignments; and
 - t. Supervisors.
2. Personnel shall undergo applicable retraining. (33.6.1b)
3. Department employees may request specialized training by submitting a written request to their supervisors who will forward the request through the chain of command to the Deputy Chief for final approval. (46.2.4)
4. Employees are responsible to submit documented completion of specialized training (non-MPTSC) to the Training Coordinator for entry into the employees' training records.
5. Specialized training provided to personnel may include, but is not limited to the following: (33.6.1a)
 - a. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialized training;
 - b. Management, administration, supervision, personnel policies, and support services of the function or component;
 - c. Performance standards of the function or component;
 - d. Supervised on-the-job training; (33.6.1c)
 - e. In addition to developing specialized skills, personnel assigned to specialized activities should be made aware of the administrative requirements and relationships of the specialized function or component to other parts of the Department; and
 - f. Each specialty has associated with it, certain legal and policy issues that should be included in training.
6. Where personnel are assigned to a specialized unit or task, training will be initiated at the first available opportunity.

U. Non-Sworn Training

1. All newly appointed non-sworn personnel will receive the following training:



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- a. Orientation of the Department's role, purpose, goals, policies, and procedures; (33.7.1a)
 - b. Working conditions, rules and regulations; and (33.7.1b)
 - c. Responsibilities and rights of employees. (33.7.1c)
2. Police Communications Officers require training in addition to orientation, prior to the assumption of job responsibilities. (33.7.2)
 3. Accreditation Manager Training
 - a. Employees assigned to the accreditation manager position shall receive specialized accreditation manager training within one year of being appointed. (33.5.4)

V. College Attendance Records and Academic Improvement

1. Sworn officers attending accredited college classes are urged to forward transcripts of final semester grades to the Human Resource Representative for inclusion in their personnel records.
2. The Chief of Police, or designee, may adjust work schedules, consistent with duty requirements, to assist personnel in attending job-related courses.
 - a. No one will be permitted to attend class during duty hours.
 - b. This prohibition does not pertain to on-duty assignments in connection with in-service training, entrance-level training, or other training assigned by the Department.
3. The number of credit hours permitted during a semester will be in accordance with the *City of Aberdeen Personnel Policy Manual*.

W. Educational Tuition Assistance (33.8.4c)

1. Employees interested in attending educational courses provided for their specific work field may apply in writing to the City of Aberdeen Human Resource Manager for tuition assistance.
2. Employees shall submit the request for assistance, prior to enrolling in educational courses, to the Chief of Police.
3. The Chief of Police will submit the request to the Human Resource Manager.
4. Tuition reimbursement for approved courses will be disbursed after the employee successfully meets the requirements in the *City of Aberdeen Personnel Manual*.

X. Sworn Officer - Certification and Decertification Procedures

1. MPTSC is granted statutory power to authorize persons to serve as police officers, and to suspend, revoke or recall any such authorization given by it.
2. The Commission will certify authorization only for those persons who meet minimum standards established by it.
3. The Chief of Police, or designee, shall be responsible to schedule sworn officers to receive all required training and to certify to the Commission that its mandated standards have been met.



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4. A list of Department sworn officers certified by the Commission shall be maintained by the Training Coordinator in the MPTSC Program.
5. If an employee fails to meet a training standard established by the Commission, the Chief of Police will, if appropriate, request a waiver of the training standard.
 - a. Records of any such waiver and subsequent action by the Commission will be maintained in the officer's personnel file, and Training Coordinator's files.
6. The Chief of Police or designee shall notify an employee if the employee fails to meet a mandated standard, the Commission has not granted a waiver and the employee's certification is suspended, revoked or recalled.
7. Sworn officers whose certification are suspended, revoked or recalled by the MPTSC shall have their police powers suspended.
8. No employee's police officer authorization will be restored until the employee is re-certified.



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Chapter 15 Training
Section 02 Employee Orientation and Reorientation

A. Policy

1. The Department Orientation process will administered to:
 - a. New employees;
 - b. Newly-promoted employees;
 - c. Employees newly-assigned to selected specialized positions, as applicable;
 - d. Interns; and
 - e. Volunteers
2. The Department Reorientation process will be administered to:
 - a. Employees on extended leave in excess of 180 days (6 months), upon their return to work. (22.2.8a)

B. Orientation Program

1. The Orientation Program shall include but not be limited to:
 - a. The Department's role, purpose, goals, policies, and procedures (33.7.1a)
 - b. Working conditions and regulations (33.7.1b)
 - c. Responsibilities and rights of employees (33.7.1c)
 - d. Job Descriptions
 - e. Required Initial Training

C. Responsibilities

1. The Administrative Lieutenant shall be responsible to administer the New Employee Orientation Program.
2. The Administrative Lieutenant or designee will notify the Accreditation Manager prior to the affected person's start date, giving the Accreditation Manager enough time to prepare the Orientation Package.
3. The Administrative Lieutenant or designee will ensure that employees and volunteers complete their Orientation Programs
 - a. Within 30 days after their employment/new position begins,
 - b. Within 30 days after completing a recruit academy, or
 - c. As soon as required training is completed, if more than 30 days elapse.

D. Orientation Process and Recordkeeping

1. The Accreditation Manager shall prepare the Orientation Package (Orientation Checklist with required documents), using the appropriate form:
 - a. Form 108 – Orientation Checklist – New Civilian Employee
 - b. Form 107 – Orientation Checklist – New Sworn Employee
 - c. Form 156 – Orientation Checklist – New Crossing Guard Employee



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- d. Form 157 – Reorientation Checklist – Employee Returning from Extended Absence
2. The Administrative Lieutenant or designee shall be responsible to acquire the Orientation Package from the Accreditation Manager and track Orientation and Reorientation Checklist Process.
3. The Administrative Lieutenant or designee shall
 - a. Meet with the employee and perform all actions on the checklist; and
 - b. Submit the completed Orientation Checklist and signed documents, as soon as they are completed, to the Accreditation Manager.
4. The Accreditation Manager will review and sign the checklists, verify the signed documents, and submit the completed Orientation Package to the Executive Assistant, for filing in Personnel folders.

E. Reorientation Program

1. The Administrative Lieutenant shall be responsible to administer the Reorientation Program for employees returning from military deployment.
2. Supervisors shall be responsible to administer the Reorientation Program for non-military returning employees, which will include but not be limited to:
 - a. Updating the employee on Department Policies and Procedures Manual changes
 - b. Updating the employee's certifications if applicable
 - c. Introducing the employee to specific Division or Section changes



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Chapter 15 Training
Section 03 Field Training Program

GO 18-001, 1/30/2018
Supersedes GO 17-023

A. Field Training Program

1. The Aberdeen Police Department has a Field Training Program which will be the responsibility of the Patrol Lieutenant who will utilize the Field Training Officer to coordinate and ensure the administration of the program.
2. Provisions of the Field Training Program are provided below:
 - a. Field training for sworn recruit and lateral personnel will be no less than 4 weeks. (33.4.3a)
 - b. Field Training will commence as soon as possible upon completion of entrance level training for recruit and as soon as possible after the start date for a lateral officer.
 - c. The time frame for field training for lateral personnel will be at the discretion of the Patrol Lieutenant based on recommendations of first line supervision.
3. The shift supervisor has the responsibility of supervising the FTO and recruit. (33.4.3c)
4. Recruits should be assigned to and remain with a single Field Training Officer for the duration of field training. (33.6.1c)
5. Recruits should further perform and be exposed to all aspects of police work (desk duty, prisoner transportation, court appearance, etc.) while accompanied by their Field Training Officer. (33.6.1c) (33.4.3f)
6. The Patrol Lieutenant or designee may initiate and maintain or conduct liaison activities with the staff members of the graduating police academy of the field trainee. (33.4.3d)
 - a. This liaison will be for the purpose of ensuring that the trainee is provided with additional resources and that the FTO is instructing skills that are in accordance with the graduating academy curriculum.

B. Recruit Training

1. Recruit and Lateral Training includes
 - a. A curriculum based on tasks of the most frequent assignment associated duties of officers who complete recruit training and task frequently associated with lateral officers. (33.4.2a)
 - b. Use of evaluation techniques designed to measure competency in the required skills, knowledge, and abilities (33.4.2b)
2. Any Aberdeen Police Department recruit must successfully complete a certified police academy covering the objectives set forth by the MPCTC. (33.4.1)
 - a. The academy provides for entrance-level instruction as mandated by the MPCTC; pertinent practical problems are incorporated.
 - b. All Aberdeen officers attending the entrance level training will comply with all academy policies, and procedures.
 - c. Entrance Level training academies provide performance-based training and evaluation as mandated by the State of Maryland.
3. All newly sworn officers of the Aberdeen Police Department who have graduated from entrance level training must complete the Departmental FTO Program.



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GO 18-001, 1/30/2018

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Supersedes GO 17-023

4. A copy of the Regulations of the MPCTC may be reviewed through the Training Coordinator.
5. The Aberdeen Police Department shall be responsible to provide recruits with training on policies and procedures specific to this Department. (33.2.4)

C. Field Training, Recruit Officer (33.4.2a)

1. Week One - the recruit will be introduced to administrative functions of the Department including but not limited to:
 - a. Receiving issued equipment,
 - b. Touring local service area,
 - c. Meeting City staff and elective officials.
 - d. Police Communications, Records, Criminal Investigations and Special Operations Unit.
 - e. The recruit's compliance will be documented by checks and initials on the Week One Forms in the FTO booklet.
2. Weeks Two, Three, and Four - the recruit officer will be assigned to a department FTO.
 - a. The FTO will monitor the process of the recruit throughout the remainder of the Field Training process. (33.4.3c)
 - b. The FTO will record the recruits daily activity on the forms provided.
 - c. The FTO should summarize the daily activities and observations and comments should be brief and focus on behaviors.
 - d. On the last day of the work week the FTO will complete the Recruit Competency Observation Report. (33.4.2b)
 - 1) The FTO will only rate observed behavior.
 - 2) Unsatisfactory performance will be noted.
 - 3) In cases of unsatisfactory performance, the FTO, working with the recruit will complete a FTO Development Plan the plan should identify the area of unsatisfactory performance and address how the performance will be addressed and corrected.
 - 4) The shift supervisor may assist in the plan's development.
 - 5) The plan will be documented on the FTO Development Plan in the FTO booklet.
3. Weekly, the shift supervisor will complete the Supervisors Weekly Observation Report. (33.4.2b)
 - a. The supervisor will evaluate the Field Training Officer's performance as the new officer's trainer. (33.4.3c)
 - b. The supervisor will rate only observed behavior of the officer.
 - 1) The supervisor shall document unsatisfactory and outstanding performance.
4. On the last day of field training the FTO will complete the Final Competency Report.
 - a. The FTO will note if the recruit is Qualified, Not Qualified or need Additional Training.



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- b. The report will be forwarded to the shift supervisor and up the Chain of Command for final review.

D. Field Training, Lateral Officer (33.4.2a)

1. Week One - the lateral will be introduced to administrative functions of the Department including but not limited to:
 - a. Receiving issued equipment,
 - b. Touring local service area,
 - c. Meeting City staff and elective officials.
 - d. Spending time with Police Communications, Records, Criminal Investigations and Special Operations Unit.
 - e. The lateral's compliance will be documented by checks and initials on the Week One Forms in the FTO booklet. (33.4.2b)
2. Weeks Two, Three, and Four (if needed) the lateral officer will be assigned to a department FTO.
3. The FTO will monitor the process of the lateral throughout the remainder of the Field Training process.
 - a. The FTO will record the lateral's daily activity on the forms provided.
 - b. The FTO should summarize the daily activities and observations and comments should be brief and focus on behaviors.
 - c. On the last day of the work week the FTO will complete the Lateral Competency Observation Report. (33.4.2b)
 - 1) The FTO will only rate observed behavior.
 - 2) Unsatisfactory performance will be noted.
 - d. In cases of unsatisfactory performance, the FTO, working with the lateral will complete an FTO Development Plan the plan should identify the area of unsatisfactory performance and address how the performance will be addressed and corrected.
 - 1) The shift supervisor may assist in the plans development.
 - 2) The plan will be documented on the FTO Development Plan in the FTO booklet.
4. Weekly, the shift supervisor will complete the Supervisors Weekly Observation Report. (33.4.2b)
 - a. The supervisor will evaluate the Field Training Officer's performance as the new officer's trainer. (33.4.3c)
 - b. The supervisor will rate only observed behavior of the officer.
 - 1) The supervisor shall document Unsatisfactory and outstanding performance.
5. On the last day of field training the FTO will complete the Final Competency Report. (33.4.3g)
 - a. The FTO will note if the lateral is Qualified, Not Qualified or need Additional Training.



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- b. The report will be forwarded to the shift supervisor and up the Chain of Command for final review.

E. FTO Selection Process

1. Field Training Officers are very critical to the program, as their attitude, values and tactics set the example for recruit officers.
2. The selection process for FTO's is crucial and will meet the following criteria: (33.4.3b)
 - a. The FTO should be recommended by his immediate supervisor;
 - b. The FTO candidate must have a minimum of one year's experience as a police officer; and,
 - c. The FTO candidate must possess a current satisfactory evaluation.
3. All selected Field Training Officers shall (33.4.3e)
 - a. Attend a basic field training officer course of instruction prior to performing any FTO duties, and
 - b. Undergo in-service training periodically.
4. FTO's will not deviate from using the agency approved Field Training Officer Evaluation Packet.
 - a. This FTEP Packet is structured to depict actual training events accomplished and any relevant training comments.
 - b. This FTEP packet is considered to be a legal document and as such is subject to review and retention by the agency on a permanent basis.
5. The FTO will compile an accurate and complete training assessment that will include all training accomplishments performed as well as any remedial training provided. (33.4.3g)
6. Upon completion of the FTEP packet, the FTO will make a formal recommendation to the Patrol Commander, who will review the FTEP packet and make an additional recommendation to the Chief of Police. (33.4.3h)
7. The Chief of Police will make a final determination of the trainee's status.



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Chapter 15 Training
Section 04 Specialized Training

GO 15-075, 04/08/2015
New Policy

A. Policy

1. Department employees are encouraged to develop specialized skills to enhance the level of services provided to the community.

B. Specialized Training

1. Assignments or collateral duties which require specialized training include, but are not limited to: (33.6.1a)
 - a. SWAT- Officers will complete a basic SWAT school and will participate in training a minimum of 5 training days during 5 different months during any 6-month period.
 - b. Supervisors- Newly promoted Corporals are required to successfully complete the Maryland Police Training and Standards Commission (MPTSC) first line supervision school within 1 year of promotion. Newly promoted Lieutenants are required to successfully complete the MPTSC first line administrator school within 1 year of promotion.
 - c. Polygrapher- Initial certification through either the American Polygraph Association or American Association of Police Polygraphers and must complete 40 hours of training every 2 years and abide by industry recognized standards.
 - d. Police Communications Officer- Will be certified through departmental on the job training. Certified through State and National Associations (NCIC/METERS) and will maintain recertification every two years as required.
 - e. Crime Analyst- Initial training of Crime Analysis for Smaller Jurisdictions and take available training through International Association of Crime Analysts (IACA) and Portland State University. Additionally, one training class per year.
 - f. Bicycle Patrol Officer- Officers will be required to successfully complete initial training based on the standards set by the International Police Mountain Bike Association (IPMBA).
 - g. Certified Instructor- Officers will be required to successfully complete the Maryland Police Correctional & Training Commission (MPTSC) basic instructor course.
 - h. Field Training Officer- will successfully complete a recognized Field Training Instruction Program that should examines but is not limited to the roles of the field training officer, fundamentals of effective communication, counseling, training liability and legal issues. The FTO should attend periodic in service or advanced training.
 - i. Firearms Instructor- Officers will complete a Maryland Police Correctional & Training Commission (MPTSC) mandated Firearms Instructor Certification Course and a MPTSC mandated Basic Instructor certification course. Will complete both the classroom and practical MPTSC re-certification process every 4 years.
 - j. Hostage Negotiator- Officers will complete a basic Hostage Negotiator School.
 - k. Intoximeter Operator- Initial certification through Maryland State Police and will attend in-service training annually and conduct a simulation test monthly.
 - l. Less Lethal Instructor- Will be a certified Firearms Instructor for the Aberdeen Police Department and will attend a basic Instructor certification program for each Less Lethal



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Weapons platform the individual is responsible for teaching. I.e. TASER, Pepper Spray, ASP baton, Impact Projectiles, and/or chemical munitions.

- m. Public Information Officer- will attend a basic PIO school covering but not limited to the following emphasis is on the basic skills and knowledge needed for emergency management public information activities. Topics include the role of the PIO in emergency management, conducting awareness campaigns, news release writing public speaking, and television interviews.
 - n. Accident Reconstructionist- will be certified through state and/or national associations.
 - o. School Resource Officer- will be certified through state and/or national associations.
 - p. Criminal Investigator- Will attend a Maryland Police Correctional & Training Commission (MPTSC) Certified Basic Investigators certification course within one calendar year of selection to the position and will attend training designated to the development and/or enhancement of the skills, knowledge, and abilities particular to an investigator as they become available.
 - q. Crime Scene Investigator-Will attend a Maryland Police Correctional & Training Commission (MPTSC) Certified Basic Investigators course within one calendar year of selection to the position and will attend an MPTSC Certified Basic Crime Scene Investigation certification course within one calendar year of selection to the position. Will attend training designated to the development and/or enhancement of the skills, knowledge, and abilities particular to a crime scene investigator as they become available. (83.2.1b)
 - r. Harford County Task Force Investigator- Specialized Training will include at minimum the attendance of training designated to the development and/or enhancement of the skills, knowledge, and abilities particular to a Narcotics Task Force investigator as they become available. Will also attend any specialized training deemed necessary by the governing agency of the Harford County Joint Narcotics Task Force.
 - s. Special Operations Investigator- Specialized Training will include at minimum the attendance of training designated to the development and/or enhancement of the skills, knowledge, and abilities particular to a Special Operations Unit investigator as they become available. Will also attend any specific specialized training as needed at the direction of the unit supervisor or CID commander.
 - t. Accreditation Manager- Initial training from a Commission on Accreditation for Law Enforcement Agencies (CALEA) approved course of instruction; annual refresher training when available.
2. Personnel will undergo applicable retraining. (33.6.1b)
 3. Department employees may request specialized training by submitting a written request to their supervisors who will forward the request through the chain of command to the Deputy Chief for final approval. (46.2.4)
 4. Employees are responsible to submit documented completion of training (non-MPTSC) to the Training Coordinator for entry into the employees' training records.



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5. Specialized training provided to personnel may include, but is not limited to the following: (33.6.1a)
 - a. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialized training.
 - b. Management, administration, supervision, personnel policies, and support services of the function or component.
 - c. Performance standards of the function or component.
 - d. In addition to developing specialized skills, personnel assigned to specialized activities should be made aware of the administrative requirements and relationships of the specialized function or component to other parts of the Department.
 - e. Each specialty has associated with it, certain legal and policy issues that should be included in training.
 - f. Supervised on-the-job training. (33.6.1c)
6. Where personnel are assigned to a specialized unit or task, training will be initiated at the first available opportunity.

C. Civilian Training

1. All newly appointed civilian personnel will receive the following training:
 - a. Orientation of the Department's role, purpose, goals, policies, and procedures. (33.7.1a)
 - b. Working conditions, rules and regulations; and (33.7.1b)
 - c. Responsibilities and rights of employees. (33.7.1c)
2. Police Communications Officers require training in addition to orientation, prior to the assumption of job responsibilities. (33.7.2)
3. Accreditation Manager Training
 - a. Employees assigned to the accreditation manager position shall receive specialized accreditation manager training within one year of being appointed. (33.5.4)

D. College Attendance Records and Academic Improvement

1. Sworn officers attending accredited college classes are urged to forward transcripts of final semester grades to the Human Resource Representative for inclusion in their personnel records.
2. The Chief of Police, or designee, may adjust work schedules, consistent with duty requirements, to assist personnel in attending job-related courses.
 - a. No one will be permitted to attend class during duty hours.
 - b. This prohibition does not pertain to on-duty assignments in connection with in-service training, entrance-level training, or other training assigned by the Department.
3. The number of credit hours permitted during a semester will be in accordance with the *City of Aberdeen Personnel Policy Manual*.



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E. Educational Tuition Assistance (22.2.2e)

1. Employees interested in attending educational courses provided for their specific work field may apply in writing to the City of Aberdeen Human Resource Manager for tuition assistance.
2. Employees shall submit the request for assistance, prior to enrolling in educational courses to the Chief of Police.
3. The Chief of Police will submit the request to the Human Resource
4. Tuition reimbursement for approved courses will be disbursed after the employee successfully meets the requirements in the *City of Aberdeen Personnel Manual*.