

## Field Training Program - Sergeants

### 418.1 PURPOSE AND SCOPE

This policy provides guidelines for field training newly-promoted sergeants to ensure standardized training and evaluation. It has been developed for instruction in the technical duties sergeants need to master; it outlines the sergeant's responsibilities to the St. Mary's County Sheriff's Office, and the sergeant's obligation to guide and instruct deputies in the organization's mission.

### 418.2 POLICY

It is the policy of the St. Mary's County Sheriff's Office that all newly-promoted sergeants will participate in field training that is staffed and supervised by trained and qualified field training officers (FTOs).

### 418.3 SERGEANT FIELD TRAINING PROGRAM STRUCTURE

The St. Mary's County Sheriff's Office Sergeant Field Training Program will be divided as follows:

- (a) Each promoted sergeant will be assigned to the Office of Professional Responsibilities (OPR) for the first ten (10) days of the Sergeant Field Training Program. During this time, they will receive instruction and be assigned duties focused on key areas of responsibility and duty. At a minimum, instruction will be in the following areas:
  1. Office of Professional Responsibilities (OPR)
    - (a) Disciplinary Procedures
    - (b) OPR Procedures
    - (c) Use of Force/supervisory review
    - (d) Pursuit Policy
    - (e) Complaints against Personnel
    - (f) Employee Evaluation Process
    - (g) Counseling
    - (h) Risk Management/Forms and Procedures
    - (i) Employee Assistance Program
    - (j) Officer-Involved Shootings
    - (k) Ethics
    - (l) Blue Team
- (b) The next ten (10) days will be spent with the field training sergeant in their respective area of assignment. Daily Observation Reports for Sergeants (SMCSO Form # 73A) will be completed and submitted to the Division Commander to ensure the promoted sergeant is learning the skills needed to complete the training period. Training should include time spent both as an on-scene patrol supervisor and as a duty officer. Instruction during this phase will include the following areas:

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1. Field Training Sergeant/Patrol Lieutenants
  - (a) Job/Duty Officer Responsibilities
  - (b) Roll Call Responsibilities
  - (c) Agency vehicle accidents
  - (d) Field Reporting/Supervisory review
  - (e) On-call Commander notifications
  - (f) Critical Incident policy review
  - (g) Crime scene management
  - (h) Missing Persons – Amber Alert
  - (i) Domestic Violence policy review
  - (j) On-call detectives/crime lab procedure
  - (k) Field Training Program
  - (l) Guardian
  - (m) Crime Solvers Program & Command Central
  - (n) Nixle
  - (o) Inspections
  - (p) Audits
- (c) On completion of the twenty (20) day training program, a recommendation via chain of command to the Assistant Sheriff will be made for completion or extension. If the recommendation is for completion of the training program, a Release from Sergeant Field Training Program Report (SMCSO Form # 73B) will be forwarded for review and signature. If the recommendation is for extension of the training program, the promoted sergeant will complete up to ten (10) additional days. If the promoted sergeant is still not recommended for completion of the program, the Division Commander will schedule a meeting with the Assistant Sheriff to discuss a plan of action.

### **418.4 FTO SERGEANT SELECTION AND DUTIES**

Field Training Sergeants are assigned by a Division Commander to train and evaluate the promoted sergeant and are responsible for the documentation of the daily reports required within the training program guidelines. A Field Training Sergeant should have satisfactorily completed their sergeant probationary time period, prior to serving as a Field Training Sergeant (FTS).

#### **418.4.1 FIELD TRAINING SERGEANT (FTS)**

The F.T.S. completes a Daily Observation Report for Sergeants (D.O.R.S.), reviews it with the promoted sergeant, and then turns the D.O.R.S. into the Division Commander for his/her review and signature. The F.T.S. will keep all completed D.O.R.S. until the end of the program.

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At the end of the Sergeant Field Training Program, the F.T.S. will complete the front page of the Release from Sergeant Field Training Program Report (SMCSO Form # 73B). The report and all D.O.R.S. forms will be forwarded via chain of command to the Assistant Sheriff.

### 418.4.2 CAPTAIN

The promoted sergeant's Division Commander will make the selection of Field Training Sergeant for the promoted sergeant.

The Division Commander will keep the Assistant Sheriff apprised of the promoted sergeant's performance in the program.

### 418.4.3 DAILY OBSERVATION REPORTS FOR SERGEANTS

A Daily Observation Report (SMCSO Form # 73A) is completed daily by the F.T.S. and is used to document the promoted sergeant's performance. There are eleven (11) categories the F.T.S. will use to formally record and report performance. The F.T.S. will formally review overall performance on a category-by-category basis at the end of each shift worked or immediately prior to the next workday. Additionally, the F.T.S. will document comments indicating highlights and areas that may need improvement.

The F.T.S. and promoted sergeant will be required to sign and date each D.O.R.S. after the formal review. The signatures indicate the performance and action(s) taken during the assigned shift represent the current level of performance proficiency.

The Division Commander will be required to review and sign each D.O.R.S. The final document will be maintained by the F.T.S. until all D.O.R.S. are completed and submitted via chain of command to the Assistant Sheriff. All documents will then be retained by the Administrative Division.