



## Course Announcement

To: All Law Enforcement Agencies  
From: John C. Moses *John C. Moses*  
Director of Criminal Justice  
Date: September 28, 2020  
Re: **Field Training Officers (FTO) Course**  
CJA107-5043  
MPTC Approval #: Pending (21 hours)

**December 1 to 3, 2020**

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**Location:** Grand Hotel and Spa  
2100 Baltimore Avenue  
4<sup>th</sup> Floor Ballroom  
Ocean City, MD 21842

**Dates & Times:** Tuesday, December 1 0815 – 1600  
Wednesday, December 2 to Thursday, December 3 0830 – 1600

**Reservations:** Email Etta Smith at [esmith@worwic.edu](mailto:esmith@worwic.edu)

**Fees:** \$87 Wicomico/Worcester/Somerset Counties  
\$97 All other counties

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***If you have previously attended a Field Training Officers (FTO) Course you are not eligible to attend this training.***

This course is being co-sponsored with the Ocean City Police Department. This course will cover continuing training for entrance-level law enforcement personnel, which may be appropriately addressed by field training officers. Emphasis will be placed on observation of actual fieldwork, reporting and evaluating performance activity, counseling and motivation of the entrance-level law enforcement officer.

**Upon completion of this course, the student should be able to:**

1. Identify a training need within their agency and prepare an appropriate method of addressing the need.
2. Identify and explain methods of gathering performance data.
3. List and define the basic objectives of performance appraisal systems.
4. Identify and explain the elements of counseling.
5. Define the basic objectives of a field-training officer that should include productivity, efficiency, work quality and motivation of employees.

This course is designed to meet requirements as mandated by the Maryland Police Training Commission and to meet the annual in-service requirements.

**Class Size:** Seating limited.

**Attendance:** You must attend the entire course to receive in-service credit.

### **Dress Code:**

In order to maintain a professional appearance, all in-service officers/staff must follow the prescribed dress code to be admitted to any training held at the Academy.

- Uniform of the day recommended
- Shirt with a collar—**No** t-shirts or tank tops
- Docker style pants, BDU's or suit—**No** shorts or jeans
- Full shoe with socks—**No** sandals

**Firearms**—All officers wearing a handgun on campus in plain view MUST also wear his/her badge in plain view.

### **Failure to Adhere to the Dress Code**

Academy attendees will be denied admittance to the classroom or range and a report will be sent to the Chief/Sheriff/Warden/Director, stating the reasons the officer/staff was not permitted to attend the training session.



**Reservation Section**

***PLEASE PRINT ALL INFORMATION***

**Course:** Field Training Officers (FTO) Course

**Date:** December 1 to 3, 2020

**Reservations:** Email [esmith@worwic.edu](mailto:esmith@worwic.edu)

<u>Officer's Name</u>	<u>MPTC Certification # (Required)</u>	<u>Officer's Email</u>
1.		
2.		
3.		
4.		
5.		

<b>Sheriff/Chief/Warden/Director:</b>	
<b>Contact Person:</b>	
<b>Contact Phone #:</b>	
<b>Contact Email:</b>	
<b>Agency:</b>	
<b>Street Address:</b>	
<b>City, Zip</b>	
<b>Billing same as above (circle one)</b>	Yes    No
<b>Billing Address (if different than above address):</b>	
<b>Street Address</b>	
<b>City, Zip</b>	