WOR-WIC
COMMUNITY COLLEGE

**Course Announcement**

To: All Law Enforcement and Correctional Agencies

From: John C. Moses
Director of Criminal Justice

Date: November 20, 2026

Re: **Field Training Officers (FTO) Course**
CJA107-5025
MPTC Approval #: P52864 / C20912 (21 hours)

**March 15 to 17, 2027**

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**Location:**

- Wor-Wic Community College
  Eastern Shore Criminal Justice Academy
  **Hazel Center, Room 302**
  32000 Campus Drive
  Salisbury, MD 21804
  410-572-8750

**Dates & Times:**

- Monday, March 15 to Wednesday, March 17
- 7:45 AM – 5:00 PM

**Training Registration:**

- To register, email your request to: escjaregistration@worwic.edu

**Fees:**

- $95—Participants from Wicomico, Worcester, and Somerset Counties
- $105—Participants from other Maryland counties

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***Individuals who have previously completed a Field Training Officer (FTO) course are not eligible to attend this training.***

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 and Correctional Training Commissions and to meet the annual in-service requirements.

## Dress Code Policy for Training Sessions at the Academy

To ensure a professional appearance, all in-service officers and staff must adhere to the following dress code to gain admission to any training session at the Academy:

- **Uniform of the Day**: Recommended.
- **Shirt**: Must have a collar; no t-shirts or tank tops.
- **Pants**: Docker-style pants, BDUs, or suits; no shorts or jeans.
- **Footwear**: Closed-toe shoes with socks; no sandals.

**Firearms Policy**: Officers carrying a handgun on campus must also display their badge in plain view.

**Non-Compliance**: Attendees who do not follow the dress code will be denied entry to the classroom or range. A report will be submitted to the Chief/Sheriff/Warden/Director outlining the reasons for the denial.
Thank you for your cooperation in maintaining a professional environment.

## ESCJA Training Reservation Instructions

1. **Complete the ESCJA Reservation Form**: The fillable form is attached to the announcement email.
2. **Enter Information**: Please type, rather than handwrite, all required information onto the form.
3. **Save and Submit**: Save the completed form and email the saved file to escjaregistration@worwic.edu.

**You will receive a notification confirming your seat or informing you if you have been placed on standby.**

*This document is available in alternative formats to individuals with disabilities by contacting disability services at disabilityservices@worwic.edu, 410-334-2899 or TTY 410-767-6960. Wor-Wic Community College is an equal opportunity educator and employer. Visit www.worwic.edu/Services-Support/Disability-Services to learn more.*