

	Administrative General Order	3.03 Police Training Officer Program	PAGE 1 OF 4
	SUBJECT		EFFECTIVE DATE
	<b>Virginia Beach Police Department General Order</b> <b>Chapter 3 - Training</b>		<b>09/11/2018</b>
			ORIGINATOR/REVIEW Professional Development & Training
DISTRIBUTION	CALEA: 33.4.3, 82.3.5		
ALL			
BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>James A. Coonan</i>	

## Purpose

To establish guidelines for the implementation of the Police Training Officer Program (PTO).

## Policy

It is the policy of the Virginia Beach Police Department to provide on the job training to newly sworn officers, through the use of the PTO program. The curriculum for the PTO program will prepare newly sworn officers to function without close supervision in accomplishing the Department's Mission and in achieving its Vision. Newly sworn officers must successfully complete the PTO program before functioning as sworn police officers without close supervision.

## Timing and Duration of the PTO Program Following Entry Level Training or Certified Academy Training (CALEA 33.4.3 A)

PTO training will be conducted following successful completion of recruit academy or certified officer orientation. PTO training will be conducted for a period of at least 16 weeks for recruits, and 12 weeks for certified officers. A PPO/Officer experiencing problems may be extended for a period of 3 weeks during Phases A&B. After remediation, the PPO/Officer will complete the mid term evaluation prior to moving to Phases C&D. Failure to successfully complete the mid-term evaluation will result in the convening of the Board of Evaluators to make recommendations on additional training or possible termination. If the PPO/Officer successfully completes the extension, he or she will then continue on in the PTO program. A PPO/Officer that is experiencing problems in phases C&D may be extended for a period of 3 weeks. Remediation again, will be used and documented. If the PPO/Officer successfully completes the extension, he or she will then continue on in the PTO program and complete the final evaluation. If he or she is not successful, the Board of Evaluators will be convened to make a determination on their status. All cases of remediation shall be designed to address learning needs and will be documented using the department's Remediation Form PD-326. Remediation will not be more than 6 weeks total during the program without the approval of the Board of Evaluators.

## Remediation Plans

Remediation plans shall be completed and reviewed prior to the start of the remediation period. All plans shall be reviewed by the PTO Director at Professional Development & Training, Human Resources, and the City Attorney's Office.

**Selection of Police Training Officers (CALEA 33.4.3 B)**

Police Training Officers (PTOs) will be selected by a PTO Selection Board and in accordance with General Order 2.04, (Selection). This board will consist of the following personnel appointed by the Commander of Professional Development & Training:

- 2 Current Police Training Officers.
- 1 Professional Development and Training PTO Coordinator.
- 1 Precinct PTO Sergeant or designee

In order to serve as a Police Training Officer (PTO), a Police Officer or Master Police Officer must meet the following minimum criteria:

- Volunteer to become a PTO by applying in writing when notice is given by the Commanding Officer of Professional Development and Training that a PTO selection process will be conducted.
- Receive the written recommendation of his/her immediate supervisor.
- Have 2 years of law enforcement experience from the date of certification (successful completion of PTO)

The Police Training Officer Selection Board will consider the following in recommending applicants for the position of Police Training Officer:

- The applicant's experience is sufficient to ensure that the prospective PTO possesses the requisite knowledge, skills, and abilities to function effectively as a PTO.
- Any previous discipline will be evaluated by the PTO Selection Board to ensure that the disciplinary record wouldn't detract from the prospective PTO's ability to perform effectively as a PTO.
- Previous performance appraisals will be evaluated by the PTO Selection Board to ensure that the prospective PTO has performed for a sufficient lengthy period of time, in a manner that would be indicative of continued effective performance as a PTO.
- The prospective PTO will be evaluated by the PTO Selection Board utilizing any combination of interviews, written examinations, practical exercises, or evaluation of examples of prior work product that the Commander of Professional Development and Training deems appropriate.

The PTO Selection Board will recommend or not recommend any applicant for training to become a PTO. The PTO Selection Board will notify any applicant not recommended as to the reasons why the applicant wasn't recommended and suggest any actions that the applicant can take to improve the chances of subsequent selection.

**Police Training Officer Status**

Police Training Officers will be classified as active or inactive. Active status denotes that a PTO is actively engaged in or available to conduct training. Inactive status denotes that a PTO is not actively engaged in or available to conduct field training. Inactive status may be permanent or temporary and may be voluntary or involuntary. A PTO may request to remove himself/herself from active status permanently or temporarily. Such requests for removal shall be made in writing to the Precinct Commander through the Precinct PTO Sergeant. A Precinct Commander or the Commander of Professional Development and Training may remove a PTO from active status.

Each Precinct PTO Sergeant will be responsible for notifying the Professional Development & Training PTO Coordinator of any change in PTO status. The Professional Development and Training PTO Coordinator will be responsible for maintaining a roster of all active and inactive PTOs.

### **Supervision of Police Training Officers (CALEA 33.4.3 C)**

The PD&T Training Director shall serve as the PTO Program Director. The PTO Program Director is responsible for developing and implementing the PTO program.

The on duty Sergeant in a Precinct shall be responsible for the direct supervision of any PTO conducting training in that Precinct on that shift. The Precinct Commander shall appoint a Lieutenant who shall be responsible for implementing the PTO program in his or her precinct. The Precinct Commander will appoint a Sergeant to the position of Precinct Police Training Sergeant. The PTS (PTO Sergeant) in each Precinct will be responsible for the administrative supervision of all PTOs in that Precinct.

### **Academy Liaison (CALEA 33.4.3 D)**

The Commander of Professional Development & Training will appoint a member of the Professional Development and Training staff to serve as the PTO Coordinator. The PTO Coordinator will also be responsible for ensuring that all active PTOs are familiar with the entry level training that Professional Development & Training provides and the knowledge, skills, and abilities that newly sworn officers should possess upon successful completion of that entry level training.

### **Police Training Officer Training (CALEA 33.4.3 E)**

The Professional Development & Training Commander will be responsible for developing and implementing initial and refresher PTO training programs. All sworn officers must complete initial PTO training before they are placed on active PTO status. All PTOs on active PTO status, and those on temporary inactive status, shall complete annual PTO refresher training. The curriculums for initial and refresher PTO training shall be established by the Commander of Professional Development & Training and the Professional Development & Training PTO Program Director.

### **Rotation of Assignments for Newly Sworn Officers (CALEA 33.4.3 F)**

Each newly sworn officer will be trained by at least 3 different PTOs during the 16 week training period. Each newly sworn officer will be assigned to a Precinct and shift that best meets the objectives of the PTO program. Following the 16 week period of training, the officer will be assigned in accordance with General Order 11.01, (Patrol Coverage and Scheduling.)

### **Rotation of Assignments for Certified Sworn Officers (CALEA 33.4.3 F)**

Each new certified officer will be trained by at least 3 different PTOs during the 12-week training period. Each newly sworn officer will be assigned to a Precinct and shift that best meets the objectives of the PTO program. Following the 12-week period of training, the officer will be assigned in accordance with General Order 11.01, (Patrol Coverage and Scheduling.)

### **Evaluation Guidelines (CALEA 33.4.3 G)**

The Commander of Professional Development & Training will be responsible for promulgating a Police Training Officer Field Guide. The PTO Field Guide will establish guidelines for conducting and evaluating training. These guidelines will establish at a minimum:

- The knowledge, skills, and abilities that the field training is designed to develop.
- The methods by which PTOs will conduct training.
- The methods by which PTOs will evaluate the successful completion of training.

### **Board of Evaluators (BOE)**

The purpose of the BOE will be the following:

- Review all trainee and PTO performance as directed by the Program Manager or Program Coordinator.
- Evaluate trainee and PTO performance. Evaluations may include a review of coaching and training reports, Police Training Evaluation Reports, Problem Based Learning Exercises', Neighborhood Portfolio Exercise or other written material relative to the program. The BOE may also conduct interviews of PTO's and trainees before making any written recommendation to the Program Manager.
- Provide a written recommendation to the Program Coordinator and Manager on what action to consider regarding training, remedial training, or termination of a trainee or PTO from the training program.
- If needed, a BOE may be convened upon request through the Commanding Officer of PD&T. This board will be responsible for reviewing the trainee's progress in the program, as well as, the performance of the PTO.

Decisions will be made based upon a majority rule and;

Will consist of the following members:

- Captain of PD&T (Program Manager) or Lieutenant of PD&T (Program Director)
- Department PTO Coordinator (MPO or Sgt)
- PTO Lieutenant (not from precinct of PPO)
- (1) PTO Sergeant (not from Precinct of PPO)
- (1) PTO (not from precinct of PPO)
- (1) PTO (not from precinct of PPO)
- 1 HR representative (Non-Voting Member, remediation Boards only)

### **Police Training Reporting (CALEA 33.4.3 H, 82.3.5)**

The PTO Field Guide will establish guidelines for documenting the conduct and evaluation of training, as well as, any remedial training afforded to the probationary police officer. The Commander of Professional Development & Training will be responsible for maintaining all records completed during PTO training in accordance with General Order 3.01, Professional Development and Training.