

Police Training Officer Program

436.1 PURPOSE AND SCOPE

The Police Training Officer Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the Peoria Police Department.

It is the policy of this department to assign all new police officers to a structured Police Training Officer Program that is designed to prepare the new officer to perform in a patrol assignment and to acquire all of the skills needed to operate in a safe, productive and professional manner.

436.2 POLICE TRAINING OFFICER

436.2.1 PROGRAM MANAGER

The Program manager is a command officer responsible for the overall management of the PTO program. The Program Manager works closely with the Program Coordinator and Police Training Supervisors to ensure that members of the agency follow the policies and procedures of the program.

436.2.2 PROGRAM COORDINATOR

The Program coordinator is responsible for managing and facilitating the program on a daily basis. This person maintains all program records and reports, coordinates regular PTO monthly meetings, and facilitates and schedules all training and evaluation phases.

436.2.3 POLICE TRAINING SUPERVISOR (PTS)

Training Supervisors (PTSs) are usually police supervisors assigned to Patrol. The PTS will provide daily supervision and coaching to the PTO/trainee team and insure that the needs of that learning team are met.

In the PTO Program the PTS will:

- Participate in the selection and evaluation of Police Training Officers and Police Training Evaluators.
- Provide training in PBL to the PTOs and trainees.
- Administer the program according to local regulations.
- Meet weekly with the PTO and trainee.
- Keep the Program Manager and Coordinator informed of any unusual problems or activities related to the PTO/trainee team and the learning experience.

436.2.4 POLICE TRAINING OFFICER (PTO)

The PTO is the individual primarily responsible for guiding the trainee through the learning experience. The PTO provides daily coaching and training to the trainee, documents training provided, and keeps the Police Training Supervisors and Program Coordinator informed about any pertinent issues associated with the trainee and the learning experience.

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During the training program, the PTO will:

- Take ownership of the training experience.
- Provide a learning environment for the trainee.
- Provide a role model for the trainee.
- Learn how the PBL model works.
- Complete coaching and training reports on a weekly basis.
- Prepare material for the trainee, such as relevant community problems, within which the trainee frames his or her learning.
- Assist the trainee with the neighborhood portfolio and PBL exercises.
- Advise and counsel the trainee through the learning experience.
- Record the teaching and coaching experiences with the trainee and bring forward any persistent concerns to a Police Training Supervisor (PTS).
- Act in accordance with any organizational regulations regarding the training experience.
- Maintain a training journal that documents the trainee's progress.

436.2.5 POLICE TRAINING EVALUATOR (PTE)

Police Training Evaluators are experienced PTOs who have met established agency qualifications.

The PTE identifies, assigns, and records the daily performance of the trainee as it relates to the categories identified for each period of evaluation. The program offers two formal evaluation periods: mid-term and final evaluation. The PTE will evaluate the trainee during the mid-term evaluation on training received during phases A and B. For the final phase evaluation, the PTE will evaluate the trainee comprehensively on training received in Phases A through D.

436.2.6 TRAINEES' RESPONSIBILITIES

Trainees entering a PTO program are responsible for the following:

- Using the PBL Model €š Trainees must actively utilize the PBL processes in training. These include the PBLEs, the NPE, CTRs, and the learning matrix, and any other activities determined by the agency.
- Learning €š PTO's can teach and train but they can't make a trainee learn. Trainees must accept responsibility for their own learning as it applies to the job of policing.
- Resourcefulness €š Police trainees must learn how to utilize the many resources available to them inside and outside the agency.
- Initiative €š Trainees must take the initiative in the learning process. Program managers and trainers should understand that mistakes will occur from time to time in any training program. It is the PTO's responsibility to help the trainee correct mistakes through the process of failing forward.
- Self-Evaluation and Journaling €š Trainees will participate in self-evaluation and journaling. Honest self-evaluation will assist both the trainee and the PTO during the training process. Self-evaluation will also ensure that learning transfers from theory to practice. This process is vital to trainee development.

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436.3 POLICE TRAINING MANUAL

Each new officer will be issued a Police Officer Training Manual at the beginning of his/her Initial Training Phase. This manual is an outline of the subject matter and skills necessary to properly function as an officer with the Peoria Police Department. The officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

436.4 DOCUMENTATION

All documentation of the Police Training Program will be retained in the officer's training files and will consist of the following:

- Learning Matrix
- PTO's Daily Journal
- Coaching and Training Reports
- Neighborhood Portfolio Exercise
- Problem Based Learning Exercises
- Mid Term and Final Evaluations
- Prescriptive Training