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Effective Date	January 1, 2010		



Wilkesboro Police Department

Electronic Written Directives Document

I. PURPOSE

To establish a procedure for post academy training to new police officers of the WPD using problem-based learning to address neighborhood problems in partnership with the communities. The PTO program offers invaluable training in helping new police officers to perform their duties and responsibilities in a more efficient, effective and equitable manner.

II. POLICY

A. Selection Process

The selection process takes place in the patrol division. An officer must have three years of police experience (calculated by date of hire) to participate in the process. The officer must have a letter of recommendation from their supervisor and be approved by the Administrative Staff.

B. PTO Evaluations

The PTO Coordinator will evaluate a PTO when training is completed with new trainees. Also, the trainee will evaluate each PTO that has trained him/her during the 2-week phases. These evaluations will be collected and stored in the PTO's file.

III. TRAINING PROGRAM

A. Training Tools and Aids

1. CTR (Coaching and Training Reports)

These reports are done by the trainee and the PTO. A CTR should be completed for each phase of training (A, B, C and D), for a total of 4 when training is complete. More than 5 CTR's can be completed if necessary or if circumstances call for it.

2. PBLE (Problem Based Learning Exercises)

There are 4 PBLE that will be completed during the PTO training. There is one PBLE for each phase of training (A, B, C and D). The PTO will use the PBLE in the manual unless otherwise directed by the PTO

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Coordinator. A minimum of four PBLE's are required. However, more could be completed if necessary or if (sharing of information and knowledge is encouraged). The PBLE will be presented to the PTO.

3. NPE (Neighborhood Portfolio Exercise)

This exercise will be performed in front of the PTO Evaluation Panel. During this presentation the trainee will discuss a geographical location within the town that they work. The trainee will identify a problem in that particular area and begin problem-solving efforts to correct it. This presentation on average should take 10-15 minutes.

4. Journals

Journals are designed to be a training tool for the PTO and the Trainee. When training is completed, the PTO's journal will be collected and placed in the evaluation file for that trainee. The trainee's journal will be kept by the trainee and continue to be used as a Training Tool and Reference Guide when the PTO training is completed. There is to be one PTO journal for each trainee, this journal is to be passed from PTO #1- to the PTE -then to- PTO #2 -then to the PTE, it will be turned in to the PTO Coordinator when training is completed.

5. Matrix

The purpose of the matrix is to teach the trainee to see the interrelationships of the Core Competencies to all activities and Calls for Service (CFS) which the trainees engage in. The matrix is an on-going learning tool that can be added too or deleted from when needed. The matrix is a critical tool that the trainee will use as a resource, to locate answers, and to learn to work through specific problems. The matrix is an essential part of the PTO training.

B. Evaluation Process

The trainee will be evaluated from their PTO's through weekly CTR's, PBLE's, a midterm evaluation, a final evaluation, and a NPE. The final evaluation will be the most important, in making sure that the trainee is ready to function as a police officer on his/her own. Daily journaling is a training tool that is also used to evaluate the trainee. The PTO sergeant will collect the following 12 items for each trainee: 4 -CTR's, 4- PBLE's (one for each phase), , 1-Mid-Term Evaluation, 1 -Final Evaluation, 1 -NPE and the PTO's Journal. When all items have been collected and approved the PTO coordinator, they will then be collected and archived.

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C. Phases of Training

There will be a two week Basic Training/Integration Phase, where the trainee will be integrated into the PTO program and the department. During these first two weeks the trainee will be involved with practical exercises related to search warrant entries, building searches, felony stops, etc. The trainee will be with his/her first PTO for the first 4 weeks (completing phases A&B), and then he/she is placed with a PTE (week 7-mid-term evaluation). Before the week 7 evaluation, it is very important that the PTO and the PTE meet to discuss any strengths or weaknesses that need to be addressed (this meeting should take place before the final evaluation also). The trainee will then be placed with their second PTO for the next 4 weeks (completing phases C&D), the trainee will then be placed with a PTE (week 12-final evaluation) note: if and when possible the PTE from week #7 will also be the PTE in week#12. There are 4 phases of training-A, B, C, &D. 2-weeks of Non-Emergency Response (A), 2-weeks of Emergency Response (B), then the Mid-Term Evaluation (1-week), continued by 2-weeks of Patrol Activities(C), 2-weeks of Criminal Investigations (D), then the Final Evaluation (1-week). During the Final Evaluation week the PTE will be in uniform.

D. Training Extension

A trainee that is experiencing problems in training after the mid-term evaluation (in most cases) will go before the PTO Coordinator and in most cases be granted a training extension of up to 2 weeks. During this time a PBLE (Problem Based Learning Exercise) will be given to the trainee to focus on areas of inexperience, weakness, or problems that the trainee is facing. After the extension, if improvement is shown in the problem areas, the trainee will continue onto the next 2 phases of training. After the final evaluation if the trainee is still not ready to be on his or her own, the case will be presented to the Administrative Staff. At this time another training extension of up to 2 weeks can be granted. After the remedial training period the trainee will be put on his or her own as police officer or the issue will be revisited by the Administrative Staff for possible termination.

E. Termination

A trainee can be terminated at any time during training; there is no civil service protection during this phase. In most cases after two 2-week extensions are granted if a trainee still is not prepared to be a police officer termination can be an option. If improvement is being shown the Administrative Staff will evaluate.

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F. Lateral Transfers

A lateral officer will go through the full 12 week PTO training.

G. The PTO Coordinator

The PTO Coordinator will monitor any and all PTO paperwork. The PTO Coordinator will sit on the PTO Evaluation Panel and will monitor the progress of the PTO's and Trainees.

H. The PTO School

The PTO School consists of a 40hr (one week) block of instruction that certifies an officer as a PTO.

I. PTO Updates

PTO update are conducted once a year each consisting of an 4hr block of instruction. All PTO's must complete their updates (4hrs) to keep their certification.

IV. REFERENCES

CALEA 33.2, 33.3.1 and 33.4