



KANSAS CITY MISSOURI POLICE DEPARTMENT

PERSONNEL POLICY

DATE OF ISSUE

7-10-13

EFFECTIVE DATE

7-10-13

NO.

507-7

SUBJECT

Policy Series 500: Career Mobility
507 - Field Training Officer Program

AMENDS

REFERENCE

703-5 Extra (E) Time

RESCINDS

PPBM 507-6

I. INTRODUCTION

The Field Training Officer Program was established to provide training and evaluation of probationary police officers upon their graduation from the Regional Training Academy.

II. POLICY

A. A member seeking assignment as a Field Training Officer (FTO) must meet the following criteria:

- *1. Have three years of field experience as a police officer (three year period begins on appointment date as a police officer).
2. Be able to effectively communicate instructions both orally and in writing.
3. Present a positive professional appearance.
4. Be willing to work flexible hours and overtime.
5. Accept a two year commitment upon activation as a FTO.
- *6. Have not received any sustained complaints from the Office of Community Complaints within the previous two years.
7. Have no more than one preventable vehicular within the previous 12 months.
8. Obtained a satisfactory evaluation for the previous two years.
9. Successful completion of the FTO selection process.

B. Police officers selected for this assignment will:

- *1. Successfully complete the FTO training course.
2. Receive skill incentive allowance of \$100 per month.

3. Receive a Trainers Ribbon denoting FTO status to be worn while in the program and permanently after one year in the program. A star will be awarded for every five primary recruits trained.
 4. Be awarded Extra (E) days as follows:
 - a. One "E" day for each primary recruit trained.
 - b. Two "E" days upon completion of every twelve months in the program, this will not be cumulative.
 5. Be given consideration for pre-approved leave time.
 6. Be awarded a minimum of one hour overtime for each shift spent training a recruit.
 7. Receive priority consideration for Continuing Education Training.
 - *8. Participate as an actor in a minimum of two Practical Integrated Exercises (PIE's) or Situational Training Sessions put on by the Regional Police Academy, annually.
- *C. The Training Division Commander will establish an eligibility pool of those members who successfully complete the FTO Training Program. Members who are not activated upon completion of the FTO Training Program will remain in the FTO pool until vacancies occur. Members who are deactivated may remain in the FTO pool at the discretion of the Training Division Commander.

III. PROCEDURE

- *A. To request consideration to be a FTO, a member will submit a Form 191 P.D., Interdepartment Communication, accompanied by a resume, through the chain of command to the Training Division. A copy of the request will be forwarded to the Human Resources Division.
- *B. The member's commander/supervisor will attach the member's last two Performance Evaluations and Demeanor Record to the request.
- C. Commanders/supervisors will review requests and make recommendations regarding the member's qualifications with consideration given to the listed criteria.
- *D. The Training Division will review the requests and approve those qualified to attend the FTO training course.

- *E. The Training Division will select FTOs as needed from the eligibility pool and forward their selections to the Chief of Police.
- *F. The Training Division will forward the proposed list to the Chief of Police for activation and deactivations of FTOs.

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this ____day of _____, 2013.

Lisa Pelofsky
Board President

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