



Colorado Springs Police Department

General Order

810 Police Training Officer Program

Section 800 – Training & Development

Effective Date: 3/13/2025

Supersedes Date: 4/16/2024

.01 Purpose

The purpose of this directive is to outline the duties and responsibilities of a Police Training Officer (PTO), whose primary function is to train recruits in the field.

.02 Cross Reference

[GO 1860 Intra-Department Transfers](#)

[TRNG-14 Administrative Support Services](#)

[TRNG-02 Police Training Officer Program](#)

[PTO Manual](#)

.03 Discussion

The Colorado Springs Police Department (CSPD) PTO Program was designed to enrich and develop the career of the line officer in both patrol and specialized assignments. The program recruits and selects officers who are exceptionally skilled, demonstrate a high level of performance, and have shown that they are prepared for additional responsibilities.

The prospect of becoming a PTO may serve as a goal for officers who enjoy training. CSPD strives to encourage a sustained, above-average effort from Police Training Officers by compensating PTOs at a higher rate of pay while engaged in training.

These duties and responsibilities are uniform and consistent across division boundaries and comport with principles of command and control, and the department's philosophy, values, and intelligence led policing.

.04 Policy

The Police Training Officer Program is hereby established to train recruits in the field, enhance patrol officer effectiveness, and provide problem-based learning training programs to specialized units and civilian personnel.

There is no maximum number of certified PTO's the agency will maintain.

.05 Definitions

PTO Training Team: Each division consists of one PTO Lieutenant who is selected by the division commander, one PTO Sergeant from each shift who is selected by the PTO Lieutenant, and the PTOs that are assigned to each shift. A shift may designate one additional PTO Sergeant as needed and as approved by the division commander.

Board of Evaluators (BOE): A board of members that monitors and controls the PTO program. The BOE consists of the Training Division Commander, all PTO Lieutenants and PTO Sergeants.

PTO Coordinator: The CSPD Training Academy Lieutenant is designated as the department's PTO coordinator.

.06 Program Requirements

The PTO program will function in accordance with the procedures, forms, philosophies and expectations documented in the current Police Training Officer Manual issued through the training academy.

Any questions regarding the program can be directed to the PTO Coordinator or Training Division Commander.

It is required that each trainee change shifts once following the mid-term evaluation phase of the program to complete at least one half of the training program on a swing, power, or midnight shift.

Throughout the PTO program, the following forms will be completed:

- A daily PTO log will be completed to track who the PTO was on a daily basis.
- A Coaching and Training Report (CTR) will be completed weekly to track the overall performance of the new officers in several different competencies.
- The Mid Term and Final Evaluation CTRs.
- A location checklist, forms checklist and a call for service exposure form will be completed before the new officer is released to solo patrol.
- A PTO program/PTO evaluation form will be completed before they are released to solo patrol.
- A Trainee Status Recommendation Form

Non-Lateral Police Officer Graduates

The PTO Program encompasses 15 weeks of training, consisting of:

- Integration Phase (1 week)
- Non-emergency Response Phase (3 weeks)
- Emergency Response Phase (3 weeks)
- Mid-term evaluation (1 week)
- Patrol Activities (3 weeks)
- Criminal Investigations Phase (3 weeks)
- Final evaluation (1 week)

Lateral Police Officer Graduates

The PTO program for lateral officers is 10 weeks in length. The structure of the program and the problem-based learning philosophy remain in place while taking the lateral officer's experience into consideration. The lateral PTO program does not have an integration week, and each phase of training (non-emergency response, emergency response, patrol activities and criminal investigations) is two weeks instead of three. A mid-term and final evaluation **are still required**, and there are still procedures to extend training for laterals based on performance. This adjusted PTO Program is only designated for lateral officers.

The PTO Program for lateral officers encompasses 10 weeks of training, consisting of:

- Non-emergency Response Phase (2 weeks)
- Emergency Response Phase (2 weeks)
- Mid-term evaluation (1 week)
- Patrol Activities Phase (2 weeks)
- Criminal Investigation Phase (2 weeks)
- Final Evaluation (1 week)

.07 PTO Responsibilities

The following duties have been identified as specific responsibilities of a PTO. These duties are designed to be consistent and uniform across division and shift boundaries and are in addition to the duties outlined in the CSPD sworn job description for a police officer. They are not, however, all-inclusive of the expectations of PTOs.

Leadership

- **Demonstrate behavior and make decisions in accordance with the mission, vision, and values of the Colorado Springs Police Department.**
- Mentor and encourage recruit officers, newly assigned officers to specialized units, and co-workers.
- Serve as a liaison between the line officer and supervisors.

- Provide guidance, information, and training consistent with department goals and objectives.
- Bring to the attention of a supervisor any conduct that may require training.

Operational

- Ensure trainee is exposed to all functions of a police officer and the expectations of the PTO program are met.
- Evaluate the trainee's performance and work product to ensure they are performing at an appropriate level or make recommendations for training extensions.
- PTOs will continue to encourage, mentor and be a resource for the newly released officers, as well as other officers on their shift.
- At the discretion of a patrol supervisor, provide oversight and support to other officers during complex investigations, directed activity and/or problem-oriented policing projects.
- Serve as a "field resource" for officers (e.g., policies and procedures, criminal and traffic statutes, criminal procedures, and investigative tactics, etc.).
- Set a positive example by achieving and maintaining an exemplary work ethic.
- Remain current to changes in case law, policy, etc.
- At the discretion and direction of the shift lieutenant, serve as the training liaison for a shift (e.g., adjunct training academy staff instructor or in-service training instructor).
- Become familiar with daily divisional operations.

.08 PTO Sergeant Responsibilities

The divisional chain of command will select a PTO training sergeant for each shift within a division. Those selected must have completed the basic PTO certification course and are responsible for the following:

- Oversee the PTO training team / PTO officers assigned to their shift.
- Coordinate with the PTO lieutenant, divisional chain of command, PTO Program Coordinator, and the Department's Board of Evaluators (BOE) when appropriate.
- Organize and chair the required training team meetings.
- Review and approve all paperwork and training activities generated from their training team and assigned trainees.
- Participate as a member of the department's board of evaluators.
- Prepare recommendations to the BOE on termination of a trainee prior to the end of the training period after consulting with the PTO Coordinator.
- Provide recommendations on the retention of shift PTOs if necessary.

.09 PTO Lieutenant Responsibilities

Designated PTO lieutenants are responsible for the PTO training program's success for their division/unit. The designated PTO divisional lieutenant will serve as the division's representative at the BOE. The PTO lieutenant has the following responsibilities:

- Monitor the PTO training team and PTO program for their respective divisions.
- Monitor the PTO utilization and development for their respective divisions.
- Coordinate with other department lieutenants, PTO training teams, divisional chain of command, PTO Program Coordinator, and the Department's BOE when appropriate.
- Participate as a member of the Department's BOE.
- Coordinate the scheduling of training teams to meet the varied start times and ensure that the meetings are being held as scheduled.
- Approve the release of trainees from the PTO program upon completion.
- Review and ensure trainee folders are complete before submission to the PTO Program Coordinators.
- Review and/or assist with the preparation of recommendations to the BOE on termination of a trainee in consultation with the PTO Coordinator and Human Resources.
- Provide recommendations for the retention of PTOs if necessary.

.10 Program Coordinator

In the interest of maintaining department wide consistency with the PTO Program, the Training Academy Lieutenant will function as the Department's PTO Program Coordinator.

The PTO Coordinator will be responsible for the following elements of the program:

- Oversee the recruit training sergeants who pair the recruits to the division training teams near the end of a recruit training class.
- Assist the BOE commander with the BOE processes to include coordinating venues, agendas, and notifications for the BOE meetings.
- Provide the division training teams with program information and updates.
- Monitor the progress of recruit officers from each training cycle as they complete the PTO Program in the field. This will include assisting the PTO training teams with remedial training plans and attending training team meetings in the divisions when necessary for program consistency and maintenance.
- Collect and distribute information gleaned from the trainees' PTO Program evaluations following the completion of a field training cycle.
- The coordinator will review PTO training files for completeness after they are returned to the academy and prior to filing.
- Communicate with outside agencies regarding the PTO Program.
- Organize and facilitate the initial PTO training officer certification schools and PTO in-service courses.

.11 Board of Evaluators

The department's Police Training Officer Program will be monitored and controlled through the PTO Board of Evaluators (BOE). The BOE will be chaired by the Training Division Commander.

The BOE commander can convene the board when deemed appropriate for the program's maintenance, trainee termination recommendations, **discuss PTO reinstatement**, etc.

When convened, the BOE should consist of PTO lieutenants and PTO sergeants from each of the department's patrol divisions. At the discretion of the BOE commander, PTOs can be present during BOE meetings where personnel or performance issues are not on the agenda. If personnel or performance issues are on the agenda, the CSPD Human Resources Manager will be consulted.

A quorum will be established when the BOE is required to vote. A quorum will require the BOE commander, two PTO lieutenants, and a minimum of one PTO sergeant from each division. The PTO Coordinator should also be present to address any program questions or issues.

.12 Trainee Termination Recommendations

In the event a division training team determines that a trainee is not responding to training and is failing to meet the core competency requirements of the PTO Program, the affected division's PTO lieutenant and PTO sergeants will meet with their Division Commander and brief the CSPD Human Resources (HR) Manager. After consulting with HR, if approved by the Division Commander, the training team may request that the BOE be convened.

When the BOE is convened, the PTO sergeant **and/or lieutenant** that requested the BOE meeting will present information on the trainee's performance to the BOE. The Program Coordinator may also present relevant information pertaining to the trainee's performance while the trainee was at the Training Academy. In relation to the PTO Program's core competencies, the presentation needs to detail what training issues exist and the remedial training efforts that took place. The BOE may also review the trainee's PTO folder. The involved employee/trainee may be **offered an opportunity** to speak to the BOE during the recommendation review process.

For a termination recommendation **hearing**, the BOE must establish a quorum as outlined in section .11. In addition, the CSPD **Human Resources Manager** will be present.

If the members of the BOE vote to recommend termination, the BOE Commander will prepare a Memorandum to the Chief of Police outlining the details pertinent to the recommendation. **The CSPD Human Resources Manager will present the memo to the Chief of Police. The Chief of**

Police will make the final determination. The trainee's termination will be coordinated through CSPD Human Resources.

If the BOE recommends additional training, the BOE will outline specific training requirements and guidance for the training team involved. If approved by the BOE commander, the trainee will be returned to the division training team for remediation.

.13 PTO Selection Criteria

To establish an equitable process for the selection of Police Training Officers, the following criteria must be met:

- If assigned to the patrol bureau and performing the duties of a patrol officer, candidates must be a police officer second class. An officer third class may be selected as a PTO upon the recommendation of the shift supervisors and with the approval of the division commander.
- Candidates must have received an overall score of 2.0 or higher on their most recent mid-year/year-end performance evaluation and may not have a "does not meet expectations" rating in any category in the competency sections or a "not achieved" in the goals section. A recommendation to appeal may be submitted by the affected PTO's sergeant through the chain of command to the division commander. If approved by the division commander, the recommendation will be forwarded to the department BOE for consideration.
- PTO sergeants will review the candidate's personnel record and make a recommendation to the division PTO lieutenant for selection approval. Final selection approval lies with the division commander.
- Candidates cannot have received a sustained disciplinary action resulting in a written reprimand or higher within one year of the date of application; however, a recommendation to appeal may be submitted by the affected PTO's sergeant through the chain of command to the division commander. If approved by the division commander, the recommendation will be forwarded to the department BOE for consideration.

Once selected, the PTO candidate must successfully complete the PTO certification school.

.14 PTO Retention/Removal Criteria

PTO supervisors will review the performance of each PTO as part of the normal **year-end performance** evaluation process. The evaluation will assist in determining whether the PTO **should be** retained as a trainer. A PTO Retention form will be completed and forwarded to the **PTO Coordinator no later than day 1, period 1 of the upcoming year**. To be retained as a PTO, the following criteria must be met:

- Any PTO that received an overall score of 2.3 or higher on their most recent mid-year/year-end performance evaluation will be automatically retained barring no other mitigating factors.
- Any PTO that received an overall score ranging from 2.0 – 2.29 on their most recent mid-year/year-end performance evaluation and no “does not meet expectations” ratings in the competency section or a “not achieved” in the goals section will be brought to the attention of the division commander. The BOE will hear recommendations from the PTO’s chain of command to assess whether to retain or dismiss the PTO from the program.
- Any PTO that received an overall score of 2.0 or higher but received one or more “does not meet expectations” ratings in the competency section or a “not achieved” in the goals section will maintain an active PTO status pending a review by the division commander. If the division commander approves the retention, the recommendation will be forwarded to the BOE for consideration.
- Any PTO that received an overall score of 1.99 or below on their most recent mid-year/year-end performance evaluation will be automatically removed as a PTO. A recommendation to appeal may be submitted by the affected PTO's sergeant through the chain of command to the division commander. If approved by the division commander, the recommendation will be forwarded to the BOE for consideration.

The chain of command for specialized units will make determinations for selection and retention of PTOs within their sections.

If a PTO separates from the department, for any period, and then comes back to the department, they will not automatically return as a PTO. They must request to have their PTO status reinstated. The division training team will evaluate the officer for a period of twelve (12) months before making a recommendation to reinstate them as a PTO to the division commander. The division commander will determine if the officer should be reinstated as a PTO. If approved, the division training team will submit a memo that will be reviewed by the BOE to determine if the officer will be reinstated as a PTO. If denied reinstatement by either the division chain of command or the BOE, the officer will have to wait an additional six (6) months before requesting reinstatement.

If a PTO requests to be removed as a PTO, they will be removed from the program and the PTO coordinator will be notified. If the officer later requests to be a PTO again, they will be required to take any mandatory PTO training they missed during their absence. Once all training is complete, the officer may request it to be reinstated through the division PTO training team chain of command if they meet the selection criteria. The division PTO Lieutenant will make a recommendation to the division commander. If approved, the PTO Lieutenant from the division will notify the PTO Coordinator of the change in status.

.15 Discipline

If a PTO received a sustained disciplinary action resulting in a written reprimand or higher during the training cycle or the timeframe since the last review, the PTO will be automatically removed as a PTO. The commander serving the discipline will indicate their PTO status on the discipline form and notify the academy. A recommendation to appeal may be submitted by the affected PTO's sergeant through the chain of command to the division commander. If approved by the division commander, the recommendation will be forwarded to the BOE for consideration.

If a PTO loses their PTO status as part of disciplinary action, or because they received a rating of 1.99 or below on their performance evaluation, they must wait a period of twelve (12) months before they can request to be reinstated as a PTO. The request for reinstatement must go through the division chain of command. If the division chain of command agrees with the request, the division commander will send the request to the BOE for consideration. If the BOE agrees with the request, the PTO status will be reinstated. If the division chain of command, or the BOE do not approve reinstatement, the officer must wait a minimum of six (6) additional months before applying for reinstatement.

.16 PTO Tabs

After selection and successful completion of the PTO school, officers will be deemed certified by the BOE and will be qualified to wear PTO tabs on their epaulets or load bearing vest carrier. The PTO tabs are a symbol of completion and a visual indicator for other employees of the officer's status as trainer and leader. The tabs represent the PTO's commitment to training and the PTO's standing as a resource of information. Wearing the tabs is mandatory once certified. Failure to wear the tabs as directed will result in the loss of their active PTO status.

.18 PTO Program for Specialized and Civilian Units

The commanders of specialized units may select PTOs at their discretion however, a PTO must have successfully completed PTO school. Selected candidates should have a good understanding of the unit's skills, tasks, and operations and meet the selection criteria stated in this directive.

Each specialized unit and civilian personnel are responsible for producing a problem-based learning training program and submitting that program to the PTO coordinator for approval. Upon approval of the program, the specialized unit will provide training to their new members using personnel that have been certified through the PTO school. Those sworn trainers will be compensated while training new detectives or personnel assigned to the respective unit.

The unit's chain of command will make determinations for extensions, remedial training, termination, or successful completion of the program for their personnel. Specialized units and civilian employees will not have representation on the BOE and will instead use the unit's chain of command to evaluate the program and make recommendations for course improvements. Any changes to the structure or content of the training program must be submitted to a PTO coordinator for approval.

.19 Compensation Process

The purpose of Police Training Officer (PTO) pay is to compensate for additional responsibilities required of a certified sworn employee, as they must still perform all of their own job duties while actively engaged in the training of our new officers.

PTOs are eligible for special compensation at an additional rate of 5% for each hour worked when they are engaged in one or more of the following:

- Serving as a PTO to a recruit or lateral during the PTO program as described in GO 810.
- Serving as a PTO to an employee newly assigned to a specialized unit during the approved PTO program of the specialized unit.
- Serving as a PTO during reintegration training to patrol for an officer returning to the department or returning from a specialized unit.

PTO pay is not authorized for:

- Employees on light/limited duty status.
- Employees who provide training to their section or unit on policies, practices, processes, or procedures.
- Employees assigned to the Training Academy.
- Employees assisting the academy as role players or instructors.
- Employees that have not gone through the PTO training class and are not certified trainers.

As special pay is an administrative pay increase, it may be removed with no recourse. The removal of special pay is not a reduction in compensation or grade requiring an appeal process under the rules of the Civil Service Commission.

Civilian personnel are not eligible for training compensation for providing training.

.20 Prohibited Relationships

Those involved in the training of or with influence over a new or transferring employee's training program are responsible for creating and maintaining a professional relationship throughout the training process. Those involved in the training of or who have influence over a

trainee's training/performance are prohibited from engaging in a romantic, intimate, or sexual relationship throughout a trainee's training program. This includes the trainee, any PTO/trainer, any PTO (or back-up PTO) Sergeant/supervisor, a division's PTO Lieutenant/manager, and the division commander/civilian equivalent.

Employees who have an established relationship will immediately notify their supervisor of the relationship. The supervisor receiving this notification will work with the chain of command to ensure the relationship does not create a conflict of interest. If necessary, the training program will be augmented to avoid a conflict that detracts from the training program.