

FORT MYERS POLICE DEPARTMENT GENERAL ORDER 8.1

TITLE: Training

INDEXING: Training, Roll-Call Training, In-Service Training, Advanced Training, Specialized Training, Training Commander, Remedial Training, Instructor Training, Training Committee

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PURPOSE

The purpose of this general order is to establish procedures for the following:

- A. Developing and maintaining a comprehensive training program within the department by providing instruction at the department level in those subjects pertinent to established methods, techniques, and procedures.
- B. Ensuring that training is job-related.
- C. Providing remedial training where and when applicable.
- D. Scheduling department personnel to attend in-service, advanced training sessions, lectures, and seminars conducted at other institutions.
- E. Evaluating the effectiveness of training.

SCOPE

These procedures shall apply to all Fort Myers Police Department personnel.

POLICY

It shall be the policy of the Fort Myers Police Department to maintain a training function that directs the development of new skills and on-the-job training for new members. It is also the policy of the Fort Myers Police Department to improve and update the members' present skills and knowledge, to obtain recertification of performance in high liability areas, develop specialized skills, and create an awareness of new techniques and technologies for all agency employees. The department's training program shall encompass all phases of training, to include, but not be limited to:

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|------------------------|--------------------------------|
| A. In-service training | F. Mandatory retraining |
| B. Roll call training | G. Civilian personnel training |

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| C. | Advanced training | H. | Instructor training |
| D. | Specialized training | I. | On-the-job training |
| E. | Field Training and Evaluation | J. | New employee training |

SECTION I: TRAINING DIVISION RESPONSIBILITIES

- A. Staffing of the Training Division shall be at the discretion of the Chief of Police. The Bureau Commander shall be responsible for the Training Division. All department training shall be coordinated through the Training Division Commander/Supervisor.
- B. The Training Division Commander/Supervisor shall provide a central repository for all department training files for each employee.
- C. The Training Commander shall be responsible for the administration of the department's training program. The commander's responsibilities include, but are not limited to:
 - 1. Developing and distributing training schedules containing training subjects, dates, times, locations, personnel to attend, designated instructor(s) and assistant instructor(s), training uniform and/or required equipment.
 - 2. Monitoring attendance at department in-service training sessions and request mandatory retraining credit for completed in-service training.
 - 3. Coordinating training programs with other law enforcement agencies, the Southwest Florida Public Service Academy, Florida SouthWestern State College, Florida Gulf Coast University, Hodges University, Southwest Florida College, Criminal Justice Standards and Training Commission representatives, and outside training consultants and instructors.
 - 4. Conducting periodic in-service training audits/needs assessment to ensure that the training being conducted is consistent with requirements as established in this policy.
 - 5. Verifying that lesson plans are being developed and utilized, attendance is recorded, and tests are administered to measure the quality and effectiveness of instruction received.
 - 6. Notification of personnel of required training and of available school opportunities.
 - 7. The implementation of new training programs.
 - 8. Maintaining records of all training activities, both internal and external, involving participation by department members. Training activities shall be documented by training course and by individual participant. Training records shall include:
 - a. Course date, title, and content
 - b. Name(s) of participants
 - c. Performance of individual participants (if applicable)
 - d. Instructor(s)
 - 9. Updating employee ATMS files and records.

10. Facilitates the Student Internship Program.
11. Facilitates the Veterans Administration On-The-Job Training Reimbursement Program for eligible department employees.
12. Schedule driver improvement courses.
13. Submits quarterly training reports through the Bureau Commander to the Chief of Police, to include:
 - a. Completed training for the quarter.
 - b. Projected/scheduled training for the upcoming quarter.

D. Resources to consider: The Training Division shall use the following resources in determining the training programs and needs for departmental personnel:

1. Command staff reports or meetings
2. Input from field personnel
3. Field observations
4. Inspection reports
5. Internal Affairs Investigations and/or Administrative Review summary reports
6. Use of Force Reports
7. Assault on Officers
8. Training class evaluations
9. Employee evaluations
10. Job Descriptions and / or Staff Inspection recommendations
11. Quality assurance surveys

E. New Employee Orientation: The Training Division Commander shall ensure that all newly appointed agency members receive training in the following areas prior to the assumption of duties: **(C.A.L.E.A 33.7.1a,b,c) (CFA 14.04)**

1. An orientation to the agency's role, purpose, goals, rules, regulations, policies, and procedures. (Power DMS)
2. Working conditions and regulations.
3. Rights and responsibilities of the members.
4. Accreditation process. (See G.O. 7.5)
5. All non-sworn personnel shall receive on-the-job training from qualified personnel, in addition to orientation, prior to assumption of duties. Community

Service Aides and Telecommunications Operators shall receive periodic retraining to update and increase abilities. **(C.A.L.E.A. 33.7.2)**

SECTION II: LESSON PLANS (C.A.L.E.A. 33.1.4 a-f)

- A. Lesson Plans: The purpose of the lesson plan is to ensure the topic of the presentation is thoroughly and accurately presented. The method of instruction shall be correlated to the subject matter being presented. A lesson plan shall be required for all training classes provided by the Fort Myers Police Department containing the following:
1. Proper lesson plan format
 2. Statement of student performance and job-related objectives
 3. Training content
 4. Instructor techniques
 5. List of resources used in the development of the curriculum
 6. List of resources required in the delivery of the training
 7. Identification of any tests utilized in the training process

All lesson plans must be submitted to the Training Division which shall ensure completeness, consistency with agency requirements and that they coincide with departmental policy. The Bureau Commander or designee shall approve lesson plans prior to implementation.

SECTION III: TRAINING ATTENDANCE (C.A.L.E.A. 33.1.2)

- A. Attendance at Training: Departmental personnel shall attend all required training. All personnel attending any training shall sign a training roster. Training rosters / logs shall be forwarded to the Training Division documenting attendance at all training classes.
- B. Absences: Excused absences shall be approved by the immediate supervisor and reported to the Training Division in writing. (Email notification acceptable)
1. Unexcused absences shall be reported to the employee's immediate supervisor for proper disposition.
 2. Persons who fail to attend required training shall contact the Training Division to schedule a make-up session.
- C. Attendance Documentation: Attendance shall be documented on a department training log. When attending outside training classes, the employee shall forward a copy of the certificate (if provided) to the Training Division to verify attendance and successful completion. Upon receipt of the certificate, the Training Division shall document the training received and place a copy of the certificate in the employee's training file.

SECTION IV: TRAINING RECORDS & COSTS

- A. Costs of Training: When an employee is selected to attend an approved school, the department shall provide for the following expenses pursuant to State Statute and City Ordinance:
(C.A.L.E.A. 33.1.3)

1. Tuition
 2. Transportation & Lodging
 3. Per Diem
 4. Additional expenses may be authorized by the Chief of Police
- B. Personnel Training Records: The Training Division shall be responsible for maintaining up to date training records for departmental personnel. Training records shall be updated for each member upon completion of a course of training and will include the dates of training, type of training received, certificates, attendance and test scores if applicable. Proof of attendance must be submitted by the employee to the Training Division in order for this to occur. **(C.A.L.E.A. 33.1.6)**
- C. Training Records: The Training Division shall maintain records on the following: **(C.A.L.E.A. 33.1.7a-d)**
1. Lesson plans on all classes conducted
 2. Training course contents, including handouts
 3. Name of attendees and instructor's name
 4. Test results as required
 5. All computerized training files
 6. Other information files as deemed necessary
- B. Training records are a departmental document and, as such, may be used by the training officer or departmental supervisory personnel. Release of training records to outside requests shall be in accordance with applicable Florida State Statutes. Training records will be retained in accordance with applicable Florida State Statutes.
- C. In-Service Training Records: A record for each in-service training class shall be kept and include at a minimum:
1. Course content and date
 2. Names of participants
 3. Performance of individuals, if applicable
 4. The instructor(s)

SECTION V: INSTRUCTORS (C.A.L.E.A. 33.3.1) (CFA 14.09 & 14.10M)

- A. Instructors: Departmental personnel who are selected to provide instruction in departmental training programs shall possess a CJSTC Instructor's Certificate. Agency instructors teaching CJSTC high liability topics will, at a minimum, meet CJSTC & FDLE requirements for high liability instructors, except employees fulfilling the internship requirement for CJSTC. This requirement may be waived by the Chief of Police, with the exception of firearms instructors, in

the event of an exceptional emergency or compelling need. The Training Division shall be responsible for recommending departmental instructors. Final approval shall be the responsibility of the Bureau Commander. All personnel designated as instructors shall serve at the discretion of the Chief of Police.

- B. Personnel assigned to the Training Division, or departmental personnel selected to provide instruction, shall possess an Instructor Techniques Certificate, and will receive training which includes at a minimum, the following: **(C.A.L.E.A. 33.3.1a-e)**
1. Lesson plan development
 2. Performance objective development
 3. Instructional techniques
 4. Testing and evaluation techniques
 5. Resource availability and use
- C. It is the department's philosophy to utilize the most qualified persons to train its members. Therefore, both public and private resources shall be considered. This shall include other criminal justice agencies.
1. If the subject matter is of a specialized nature, the instructor shall only be required to display subject expertise through years of experience in the subject field, formalized educational experience, and specialized training.
 2. Resumes and training records shall be submitted and kept on file for all instructors from entities outside the department, if available.
 3. Compensation to outside instructors may be provided.

SECTION VI: FIELD TRAINING & EVALUATION PROGRAM

- A. Prior to being assigned to any position within the department which would allow the officer to carry a firearm, non-lethal weapons, or evoke powers of arrest, officers shall have successfully completed a recruit training program and obtained certification from the State of Florida, F.D.L.E., and C.J.S.T.C. **(C.A.L.E.A. 33.4.1)**
- B. Field Training & Evaluation Program (F.T.E.P.): Upon completion of a basic Florida Public Service Academy, recruits shall be assigned to the Field Training & Evaluation Program. Each recruit will satisfactorily complete each phase as outlined in the Field Training and Evaluation Manual. **(C.A.L.E.A. 33.4.3 a-h)**
1. The Field Training & Evaluation Program Manual describes, in detail, the following:
 - a. Selection of Field Training Officers
 - b. Supervision of Field Training Officers
 - c. Training and in-service training of Field Training Officers
 - d. Rotation of recruit field assignments
 - e. Guidelines for the evaluation of recruits by Field Training Officers
 - f. Reporting responsibilities of Field Training Officers

- C. During the course of the Field Training & Evaluation Program, recruits may attend various in-service training programs. The curriculum for these courses will be based upon tasks that occur most frequently during the performance of routine assignments. Each training session will include the measurement of the recruit's skills, knowledge, and abilities in relation to the task and the expected outcome. **(C.A.L.E.A. 33.4.2a)**
- D. Use of evaluation techniques designed to measure competency in the required skills, knowledge, and ability. **(C.A.L.E.A. 33.4.2b)**

SECTION VII: REMEDIAL TRAINING (C.A.L.E.A. 33.1.5)

- A. Remedial training may be provided to a member anytime his or her job performance has been determined to be less than acceptable. Remedial training may be scheduled when: **(CFA 14.05Ma)**
 - 1. A member consistently demonstrates a lack of skill, knowledge, or ability in job-task performance.
 - 2. A member personally requests remedial training in specific areas that are perceived to be a problem area in performance.
 - 3. Formally requested by a member's supervisor as a matter of routine work observations, noted deficiencies, or disciplinary problems that can be corrected through remedial training.
- B. Supervisors may provide remedial instruction to assist members in overcoming a noted deficiency. The member's supervisor shall document all remedial training on an information sheet addressed to the Training Division. Remedial training documentation shall be retained in the members training file. The necessity of remedial training may be identified by several departmental mechanisms. The immediate supervisor shall consider:
 - 1. If the questionable action is a training issue
 - 2. If training has been given on the subject area in question
 - 3. If effective training can be provided
- C. All requests for remedial training that are beyond the immediate supervisor's capabilities shall be forwarded in writing to the Training Commander through the members' chain of command.
- D. Upon receipt of a specific request for remedial training, the Training Commander and immediate supervisor shall review all relevant information and develop a remedial training strategy for the member by: **(CFA 14.05M b,c)**
 - 1. Planning a course of training directed at the problem
 - 2. Establishing a timetable for achievement goals
 - 3. Remedial training will be completed within 30 days or as soon as possible.
- E. Failure to participate in or respond to remedial training may result in the member being placed on, or an extension of, a probationary period. If circumstances warrant, the member may also be subject to disciplinary action. **(CFA 14.05Md)**

- F. Remedial training will be initiated for, but not limited to, the following job performance deficiencies: (CFA 14.05Mb)
1. Vehicle Driving Skills: Members who demonstrate poor driving habits, or are found “at fault” in crashes while operating police department vehicles, may be required to attend the next scheduled Defensive Driving Course. Law enforcement officers may also be required to attend a “Tactical Driving” Course (Refer to General Order 25.1 Police Vehicle Operation & Pursuits).
 2. Firearms Proficiency: Officers must demonstrate proficiency with their primary service and / or back-up weapon. This is accomplished during in-service training. Failure to show proficiency will result in further training under the direction of the Training Commander & Head Range Instructor (Refer to General Order 6.2 Authorized Firearms & Ammunition). **(CFA 14.05Me)**
 3. Defensive Tactics/Impact Weapon Proficiency: Officers must demonstrate proficiency in use of force, use of defensive tactics, and less lethal weapons annually. This is accomplished during in-service training. Failure to qualify in either of these areas will result in further training under the direction of a certified defensive tactics, impact weapons, or range instructor (Refer to General Order 6.1 Use of Force).
 4. Cardiopulmonary Resuscitation (CPR), First Aid, & AED: This is normally accomplished during in-service training.

SECTION VIII: IN-SERVICE TRAINING

- A. In-service and advanced training: The Training Division shall schedule and facilitate the department’s annual in-service program.
- B. In-service training for sworn personnel: All sworn personnel shall receive in-service training annually, unless otherwise stated, to maintain proficiency in the following areas: **(C.A.L.E.A. 33.5.1)**
1. Any CJSTC/FDLE mandated classes or topics.
 2. Review of departmental general orders, regulations, policies, and procedures relating to high-liability topics with emphasis on changes.
 3. Leadership, ethics, integrity, officer discretion and policy compliance **(Biennially CALEA 1.1.2)**.
 4. Statutory and legislative updates with emphasis on changes.
 5. Biased Based Profiling. **(Annually CALEA 1.2.9)**
 6. Interview and Interrogation techniques, new innovative investigative or technology techniques or methods, intelligence techniques and gathering.
 7. Crime prevention policies, procedures and programs.
 8. Collection and preservation of evidence.
 9. Victim/Witness rights, policies and procedures.

10. Firearms qualifications, use of force and deadly force.
11. Defensive tactics, O.C. Spray, batons, less-lethal shotguns (**Biennially**)
12. Tasers
13. Hazardous materials and exposure control training.
14. Other topics deemed mandatory by Command Staff.

C. In-service training for non-sworn personnel: Non-sworn personnel shall receive periodic retraining as deemed appropriate by the Bureau Commander. This training shall be designed to update skills and to increase knowledge in areas of like skills. Non-sworn and sworn personnel may be scheduled together for in service training.

SECTION IX: EXTERNAL / ADVANCED TRAINING

- A. Any member desiring to enroll in any external training program regardless of it incurs any expense, shall enroll via the PowerDMS Training module. If the training program is not available for enrollment in the PowerDMS Training module the member shall provide all relevant documentation of the course to the Training Division so that it may be entered. The member can then enroll via the PowerDMS Training module. Approval shall be through the member/s respective chain of command.
1. To allow for timely processing, requests should be submitted through the PowerDMS Training module at least thirty (30) working days prior to the date the training begins.
 2. Upon approval by the appropriate staff members in PowerDMS the request is automatically returned to the Training Division Commander for final approval and registration.
 3. It shall be the member's responsibility to ensure that a copy of the course certificate, if provided, is submitted to the Training Division within five (5) working days after returning to work for inclusion in the employee's training file. If no certificate is provided, an email shall be sent by the member to the Training Division confirming attendance.
 4. It shall be the member's responsibility to ensure that the following documentation is submitted to the respective Administration Staff Assistant within five (5) working days after returning to work:
 - a. A copy of the course certificate or other acceptable proof of course completion, for inclusion in the employee's personnel file. (Chief's Office)
 - b. Receipts for all expenses other than meals. (**Administrative Services**)
 5. Travel and/or per diem expenses will be processed in accordance with City policy.
 6. If the proper documentation is not submitted as required above, the Administration Staff Assistant will forward a request for said information to the affected member's immediate supervisor, via the chain of command. The

affected member shall provide the proper documentation within three (3) days of receipt of the request.

- B. Officers may be selected to attend advanced training institutions specializing in the law enforcement field. These institutions include but are not limited to the FBI National Academy and the Southern Police Institute.
1. Officers who are selected to attend advanced institutional training must possess the following minimum qualifications:
 - a. The prospective candidate should have achieved the rank of Lieutenant or above.
 - b. The prospective candidate will have completed any applicable probationary period.
 - c. The prospective candidate shall have no formal discipline on file for the three (3) years immediately preceding the application.

SECTION X: SPECIALIZED, ROLL CALL, & CIVILIAN TRAINING

- A. Specialized Training: Members assigned to the following duties shall receive specialized training through an academy-based program or through participation in supervised on-the-job training, field operational and readiness exercises. **(C.A.L.E.A. 33.6.1)**
1. Detectives
 2. Special Weapons and Tactics – (SWAT Team) **(C.A.L.E.A. 33.6.2)**
 3. Traffic Motorcycle Officers, Traffic Homicide Investigators
 4. Canine Handlers
 5. Marine Unit
 6. Bike Unit
 7. Crime Scene Technicians
 8. Critical Incident Negotiation Team – (Hostage Negotiators) **(C.A.L.E.A. 33.6.2)**
 9. Communications
 10. Community Service Aides
 11. Field Training Officers
- B. Personnel promoted or transferred into special assignments shall receive specialized training related to their new responsibilities within thirty days of the new assignment, or as soon as practical. The immediate supervisor shall be responsible for training in the following: **(C.A.L.E.A. 33.6.1a,b,c & 33.8.2)**
1. Development and/or enhancement of the skills, knowledge, and abilities that are relevant to the specialization.

2. Performance standards of the function or component.
3. Department policies, procedures, rules, and regulations specifically related to the function, unit, or component.
4. Management, administration, supervision, personnel policies, and support services of the function of the component.
5. Supervised on-the-job training.

Post-assignment retraining for specific assignments shall be accomplished as mandated by state or local requirements.

C. Roll Call Training: Some forms of training lend themselves to the shorter periods of time available at roll call. Roll Call Training shall be on a continual basis, utilizing training bulletins and other pertinent materials and sources of information. Supervisors may provide this form of training to their personnel. A briefing training log shall be completed documenting who received the training. The records of roll call training shall be maintained within the Training Division.
(C.A.L.E.A. 33.5.2)

1. The Training Division may select any member or person who has acquired special skill or knowledge in an area requiring such specific expertise to instruct training.
2. The Roll-Call Instructor shall:
 - a. Study the training bulletin or other information that will be presented to become sufficiently informed to conduct intelligent, interesting and informative discussion sessions.
 - b. Subject material which has been presented during prior training sessions, shall be prepared as refresher training to ensure an ongoing awareness.
 - c. Review and explain the subject material for that week in depth, and direct meaningful questions to the group.
 - d. Encourage questions and discussions from subordinates during the time allotted.
 - e. Forward in writing, through official channels, to the Training Division, all questions or concerns which cannot be answered from their own knowledge or from the information provided by the Training Bulletin.
3. The Training Division shall provide supervisors and instructors with the necessary information to conduct roll-call training to include:
 - a. Updated training bulletins
 - b. Training videos
 - c. Legal updates
 - d. Any other information deemed important by the Training Division
4. The Training Division will monitor and adjust the roll-call training program in order to maintain or improve its effectiveness.

- D. Civilian Training: All new civilian personnel shall receive specific, relevant, job-related training related to their position. Training will include: **(C.A.L.E.A. 33.7.1a,b,c)**
1. Orientation to the Police Department's role, purpose, goals, policies and procedures.
 2. Working conditions and regulations.
 3. Responsibilities and rights of employees.
 4. All non-sworn personnel shall receive on-the-job training from qualified persons, in addition to orientation, prior to assumption of duties. All non-sworn personnel shall receive retraining as deemed necessary by Command Staff.
 5. In addition to any other types of training, Community Service Aides shall receive periodic retraining in legal issues, safety, and community relations.
 6. Communication personnel shall, in addition to any other types of training, receive training in community relations, customer relations, and telephone etiquette.

SECTION XI: TRAINING COMMITTEE (C.A.L.E.A. 33.1.1a,b,c,d,e)

- A. To assist in the development of training programs, a Training Committee is established and shall meet periodically, or as directed by the Bureau Commander. The Training Committee shall:
1. Assist and review departmental training needs.
 2. Establish performance objectives for each individual training program.
 3. Formulate a training calendar to ease scheduling of personnel.
 4. Review departmental training on a regular basis to evaluate, update and revise programs as needed.
 5. Select and evaluate departmental instructors.
- B. The Training Committee reports to the Training Commander and will be composed of agency members whose training and experience furthers the mission of the Training Division. A list of committee members shall be maintained by the Training Commander.
- C. Selection and replacement of committee members will be made by the Bureau Commander based upon recommendations and the needs of the agency.
- D. It shall be the Training Commander's responsibility to schedule the committee meetings and to keep appropriate records pertaining to the meetings.
- E. The Training Committee shall use, at the minimum, the following resources in determining the training program for departmental personnel:
1. Department staff reports or meetings
 2. Input from field personnel

3. Field observation
 4. Training reports
 5. Bureau reports
 6. Training class evaluations
 7. Employee evaluations
 8. Job task analysis
 9. Staff Inspection recommendations
 10. State and accreditation requirements
- F. The resulting programs developed from these resources shall be presented to the Bureau Commander for approval.
- G. Each training program developed by the committee shall have written lesson plans and objectives' focusing on the elements of job task analysis, providing clear statements of what is to be taught. An evaluation of the participants and class effectiveness shall be included.
- H. The Training Committee is a special program of the training function and has no authority to formulate departmental policy.

SECTION XII: SOUTHWEST FLORIDA PUBLIC SERVICE ACADEMY (C.A.L.E.A. 33.2.4)

- A. Southwest Florida Public Service Academy: The Southwest Florida Public Service Academy will provide a training program for basic employment certification for individuals hired by the department for the position of police officer, in accordance with guidelines set forth by the Division of Standards, Criminal Justice Standards and Training, and as authorized in Florida State Statutes 943.14, as well as other applicable statutes. **(C.A.L.E.A. 33.2.3)**
1. The Southwest Florida Public Service Academy staff will be responsible for instructing recruits in the training program content and the testing of recruits regarding their understanding and retention of that material. This includes issuing recruit officer's an orientation handbook at the beginning of the Recruit Officer Training Program. **(CALEA 33.4.2c)** The Bureau Commander shall be responsible for the supervision of the training component, ensure support as it relates to the academy, and will ensure that all recruits are properly equipped, informed, and supervised while not in attendance at the Southwest Florida Public Service Academy. In addition, the Bureau Commander will have the final responsibility for the correction of problems associated with attendance or discipline of recruit personnel in the academy.
 2. The Training Division Commander will represent and act in the capacity of liaison between the department training component and the Southwest Florida Public Service Academy. It is essential that an open line of communication and understanding be maintained in order to accomplish the basic training mission.
 3. The Fort Myers Police Department does not have its own training academy and utilizes the Southwest Florida Public Service Academy.

- B. Academy Tuition: The department is responsible for providing the Southwest Florida Public Service Academy tuition for each recruit attending, as specified in Florida State Statute 943.16.
- C. Liability: Recruits attending the Southwest Florida Public Service Academy who are injured while in attendance may receive benefits under Worker's Compensation.

REFERENCES:

CJSTC Rules & Guidelines

Florida State Statutes 943.14 & 943.16

Southwest Florida Public Service Academy Curriculum

Fort Myers Police Department General Order 6.1 Use of Force

Fort Myers Police Department General Order 5.1 Reserve & Auxiliary Officers

Fort Myers Police Department General Order 6.2 Authorized Firearms & Ammunition

Fort Myers Police Department General Order 25.1 Police Vehicle Operation & Pursuits

Fort Myers Police Department Field Training & Evaluation Manual

APPROVED:

[SIGNATURE ON FILE]

08/28/2024

Jason Fields, Chief of Police
Fort Myers Police Department

Date
