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I. **Purpose:** The purpose of Police Training Officer (PTO) program is to provide newly hired University Law Enforcement Officers and new University Law Enforcement Apprentices a problem-based learning model constructed with community policing and collaborative problem solving principles. This model challenges newly hired officers to think creatively and to use community resources to respond to crime and disorder.

II. **Policy:** It is the policy of the University of Cincinnati Police Division (UCPD) to emphasize training as an essential component of employee development; this training begins with a minimum 16-week PTO program. The UCPD has adopted the National PTO Trainee Manual as a foundation of our PTO program in order to meet the needs of the UCPD. As such, all new officers are assigned to a structured PTO 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, impartial, and professional manner.

III. **Definitions and Descriptions:**

**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.

**PROBLEM-BASED LEARNING (PBL)**
PBL is a learner-centered teaching model that uses problem solving as the vehicle for learning. Traditionally, learning has involved a teacher or instructor delivering information as content to the learner. PBL, however, begins with presentation of a real-life problem that the trainee must attempt to solve. The trainee follows a pattern of discovery whereby he or she expresses ideas about resolving the problem, lists known facts, decides what information to use (including naming sources for that learning) and develops an action plan to solve the problem. Several evaluation methods follow the process to determine success or failure of the action plan.

**POLICE TRAINING SUPERVISOR (PTS)**
Training Supervisors (PTSs) are police supervisors, Sergeants and Lieutenants, assigned to patrol. The PTS will provide daily supervision and coaching to the PTO/trainee team and ensure that the needs of that learning team are met.

**PROGRAM COORDINATOR**
The Program Coordinator/Training Supervisor 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.

POLICE TRAINING EVALUATOR (PTE)
Police Training Evaluators are Sergeants or Lieutenants that have attended PTO training program.

POLICE TRAINING MANUAL
Each new officer will be issued a Police Training Officer 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 UCPD.

DAILY OBSERVATION JOURNAL (DOJ)
The Daily Observation Journal is a self-evaluation journal and evaluation that is completed by the trainee.

DAILY OBSERVATION REPORT (DOR)
The Daily Observation Report is a evaluation that is completed by the training officer.

LEARNING ACTIVITY PACKAGE (LAP)
LAPs are learning tools that serve as a supplemental resource for PTOs and trainees to support a trainee’s progress through the program when a deficiency is observed.

LEARNING MATRIX
The Learning Matrix is a table that combines all four phases with each core competency. The Learning Matrix contains 60 cells; each cell is defined and coordinates policies and procedures that are relevant to that cell. It serves as a guideline for learners and trainers during the training period. The matrix helps determine what trainees have learned and what they need to learn.

NEIGHBORHOOD PORTFOLIO EXERCISE (NPE)
The NPE’s role in the PTO Program is to teach trainees how to analyze a specific beat or area and develop skills that may be used in the future, including Problem-Oriented Policing (POP) projects. Typically, the NPE includes a full description of an area such as crime statistics, population, demographics, nodes, pathways, economics, problem areas, and more. Once the NPE is completed, then it may be used to identify those areas that may be suitable for a POP project.
SUPERVISOR WEEKLY REPORT (SWR)
Weekly evaluations of the trainee’s performance by a shift supervisor. A SWR documents the trainee’s identified strengths and weaknesses.

UNIVERSITY LAW ENFORCEMENT APPRENTICE
The University Law Enforcement Officer Apprentice is a newly hired officer without their Ohio Peace Officer Training Commission (OPOTC) certificate. This also includes any newly hired officer that applied for the position of an apprentice, even while having their OPOTC certificate.

UNIVERSITY LAW ENFORCEMENT 1
The University Law Enforcement Officer I is a newly hired officer with their OPOTC certificate who specifically applied for the University Law Enforcement Officer I position.

IV. Information:
All documentation of the PTO Program will be retained in the officer’s training file and will consist of the following:

- Learning Matrix
- PTO’s Daily Observation Journal
- Daily Observation Journal Report
- Supervisor’s Weekly Report
- Neighborhood Portfolio Exercise
- Problem Based Learning Exercises
- Mid Term and Final Evaluations
- Prescriptive Training

V. Procedure:
A. University Law Enforcement Officer Training
1. **Orientation (Weeks 1-2)**
   A person appointed as a ULEO will be required to complete 80 hours of orientation training prior, and in addition, to being assigned to their minimum 16 week Police Training Officer Program (PTO).
2. **Phase A (Weeks 3-5)**
   **Non-Emergency Incident Response**
   Phase A is the initial training and learning experience for the trainee. The Substantive Topic in this phase is Non-Emergency Incident Response.
3. **Phase B (Weeks 6-8)**
   **Emergency Incident Response**
Phase B is the second training and learning experience for the trainee. It covers the Substantive Topic of Emergency Incident Response.

4. **Mid-term Evaluation (Week 9)**
   The Mid-Term Evaluation is the first formal independent evaluation of the trainee. The trainee transfers from his or her PTO to a Police Training Evaluator (PTE) and participates in a Mid-Term Evaluation to determine progress.

5. **Phase C (Weeks 10-12)**
   **Patrol Activities**
   Phase C is the third training and learning experience for the trainee. The Substantive Topic in this phase is Patrol Activities.

6. **Phase D (Weeks 13-15)**
   **Criminal Investigation**
   The final phase of training and learning is Phase D. The Substantive Topic in this phase is Criminal Investigation.

7. **Final Evaluation (Week 16)**
   The Final Evaluation is the final formal independent evaluation of the trainee. The trainee transfers from his or her PTO to a PTE and participates in the Final Evaluation to determine his or her progress before assuming a police assignment. The Final Evaluation also includes the trainee’s presentation of their completed Neighborhood Portfolio Exercise (NPE).

8. **Police Assignment**
   Following successful completion of the PTO program, the trainee is transferred to a police assignment.

**B. Duties of Trainee’s**

1. Participate fully in all phases of training. Failure to do so may require extension of the trainee period or failure of probation.
   a. Time off during any phase is limited to emergency situations and must be made up.

2. Attend at least two community meetings with a community engagement officer or their PTO. It is the responsibility of the trainee to schedule their attendance at these meetings; one meeting must be off campus and one meeting must be on campus.

3. Complete all paperwork in a timely manner. This includes, but is not limited to, their daily journal, comments in the Daily Observation Report (DOR), Neighborhood Portfolio Exercise (NPE), Problem Based Learning Exercises (PBLEs), and Learning Activity Packages (LAPS).
   a. Upon completion, all forms should be routed through the training section to the Training Supervisor/Program Coordinator.

4. Trainees entering a PTO program are responsible for the following:
a. Using the PBL Model - Trainees must actively utilize the PBL processes in training. These include the PBLEs, the NPE, the learning matrix, and any other activities determined by the agency.

b. Learning - PTO's can teach and train but they cannot make a trainee learn. Trainees must accept responsibility for their own learning as it applies to the job of policing.

c. Resourcefulness - Police trainees must learn how to utilize the many resources available to them inside and outside the agency.

d. Initiative - 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.

e. Self-Evaluation and Journaling - 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.

C. Duties of Police Training Officers

1. During the training phases the PTO will complete DORs with the trainee and review on a weekly basis; the review will also consist of the daily journal entries. Any cause for concern will be brought to the immediate attention of the Training Supervisor/Program Coordinator.
   a. In the event that a trainee has the training period extended beyond 16 weeks, the PTO will continue to complete the proper paperwork and review with the trainee.

2. Direct, guide, explain, and demonstrate the fundamentals of university policing within an urban area so that the trainee comprehends how and why duties are performed in a certain manner. This shall be done in support of the UCPD's Vision Statement, Mission Statement, and Core Principles.
   a. Allow the trainee to perform tasks they are competent to perform and ready to assume.
   b. Check all paperwork for completeness, accuracy, legibility, etc.

3. The primary PTO is responsible for maintenance, care, custody and control of the PTO Manual.

4. Attend all scheduled meetings to discuss the trainee’s performance with all officers involved in the PTO program.

5. During the training program, the PTO will:
   a. Take ownership of the training experience.
   b. Provide a learning environment for the trainee.
   c. Provide a role model for the trainee.
d. Learn how the Problem-Based Learning (PBL) model works.

e. Complete Officer Skills Checklist

f. Prepare material for the trainee, such as relevant community problems, within which the trainee frames his or her learning.

g. Assist the trainee with the neighborhood portfolio and PBL exercises.

h. Advise and counsel the trainee through the learning experience.

i. Record the teaching and coaching experiences with the trainee and bring forward any persistent concerns to a Police Training Supervisor (PTS).

j. Act in accordance with any organizational regulations regarding the training experience.

k. Maintain a training journal that documents the trainee’s progress.

D. Duties of PTO Sergeants/Lieutenants/Police Training Evaluators (PTE)

1. All trainees assigned with PTOs will be identified on the daily line-up sheet as an “A” unit through Phase B. Beginning with the mid-term Evaluation, the trainee will then be the primary unit with the PTE now becoming the “A” unit. Any beat with an “A” will be considered a single person unit and will be dispatched as such.

2. The Sergeant(s) and Lieutenant will review the daily DORs and journal entries with the PTO assigned to any trainee. Review of the PBLEs will also occur throughout each Phase to ensure it is being completed; each PBLE must be completed within the phase it is assigned.

3. 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.

4. The Lieutenant and a Sergeant will confer with the trainee on a weekly basis to note their progress and to identify strengths and weaknesses. This will be done in the Supervisor Weekly Reports.

5. Review the Neighborhood Portfolio Exercise with the trainee and the PTO prior to its presentation to the Chief, Assistant Chief, a Police Captain, and the Training Supervisor.

6. In the PTO Program the PTS will:


   b. Provide training in PBL to the PTOs and trainees.

   c. Administer the program according to policy

   d. Meet weekly with the PTO and trainee.

   e. Keep the Program Coordinator informed of any unusual problems or activities related to the PTO/trainee team and the learning experience.
E. Duties of the Training Supervisor
1. Recommend personnel for assignment as PTOs, with input from the Field Services Commander, using criteria outlined in section F.
2. Evaluate each PTOs performance based on the PTO duties outlined in section C. The evaluation will be forwarded to the PTOs direct supervisor for inclusion in the PTOs annual performance evaluation.
3. If necessary, after consultation with the Standards and Strategic Development Captain, remove a PTO from the program. Final approval of the PTO being removed will be at the discretion of the Chief.
4. Assign the trainee to their primary and secondary PTO with input from the Field Services Commander.
5. Consult with the shift lieutenants during each phase to determine if any problem areas exist. If a problem area is identified, a Learning Activity Package (LAP) will be developed to address the issue; once completed an additional evaluation will be completed to ensure the trainee has satisfactorily demonstrated an improvement in the desired area.
6. If a current PTO is the subject of a sustained complaint, the PTO’s suitability to continue as a PTO will be immediately reviewed by the Standards and Strategic Development Captain. Based upon the review, the Standards and Strategic Development Captain will then make a recommendation whether the PTO should remain part of the program. The Standards and Strategic Development Captain will forward the recommendation to the Assistant Police Chief. The Assistant Chief will then make a final recommendation on the PTOs suitability to the Police Chief. The Police Chief will then make final determination whether the PTO remains with the program.

F. Criteria and Method for Selecting Police Training Officers and Sergeants
1. Police Training Officers must maintain proficiency in all core competencies identified within the Training and Professional Development Policy, 6.1.100.

Additional factors to be considered in the selection of Police Training Officers include:
2. Selection process for choosing police officers for the PTO program.
   a. When there is a need for additional PTOs, a correspondence will be made to all police officers by the Training Section Supervisor advising those who are interested to submit an Internal Correspondence Memo Form 5, expressing their interest and qualifications for the PTO position to their shift Lieutenant. The Form 5 will then be forwarded to the Training Section Supervisor (TSS) with the recommendation and reasoning from their shift Lieutenant.
      1) If an insufficient number of qualified officers express interest to the TSS in open PTO positions, the TSS will consult with the Police Chief and the Field Services Commander to identify potential PTOs. The PTOs will then be selected based upon the PTO selection criteria. Final supervisory nominations will be made by the Police Chief.
   b. Once the Form 5 is received by the TSS, the TSS will add the PTO Selection Criteria Rankings to each PTO applicant packet. The TSS will use the performance evaluations from the last three years of each applicant. Personnel jackets will also be reviewed to determine any disciplinary issues. Additionally, training records will be reviewed to verify stated qualifications. The TSS will then make a recommendation based upon the review and summary of each applicant’s packet. The recommendation will be forwarded on a Form 5 to the Standards and Strategic Development Captain. The Standards and Strategic Development Captain will either approve or reject the recommendation, and will forward the Form 5 to the Assistant Police Chief. The Assistant Chief will then make a final recommendation to the Police Chief.
   c. Once approved by the Police Chief, the selected PTO(s) will attend a 40-hour Basic Police Training Officer Course as designated by the TSS.

G. PTO Insignia
   1. Only those officers who are active PTOs may wear the PTO insignia. Any officer removed from serving as a PTO, regardless of the reason, will immediately return the insignia to the TSS.
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a. The insignia will be worn in accordance to the uniform policy.

H. Compensation
1. Compensation will be given to Police Training Officers, Police Training Evaluators, and the Training Supervisor in accordance to what is agreed upon within their respective Collective Bargaining Agreement. Any additional compensation is at the discretion of the Chief, in accordance with Human Resources policies and Division budget.

References:

UCPD Policy 6.1.100 Training and Professional Development