

	<b>The University of North Carolina Greensboro Police Department</b>	
	<b>General Order 2-7.2</b>	<b>Initial Employee Training</b>

**A. Basic Law Enforcement Training**

Pursuant to G.S. § 17C-10 (b), all probationary police officers will attend and successfully complete the prescribed course of studies in Basic Law Enforcement Training approved by the North Carolina Criminal Justice Training and Standards Commission. No probationary police officer will be authorized to exercise the powers of a criminal justice officer (including the power of arrest) prior to completing such formal academy training successfully.

**B. Academy Training Curriculum**

The North Carolina Basic Law Enforcement Training program includes: A curriculum based on job task analyses of the most frequent assignments of police officers who complete recruit training as mandated by the North Carolina Criminal Justice Training and Standards Commission. The use of evaluation techniques designed to measure competency in the required skills, knowledge, and abilities as mandated by the North Carolina Criminal Justice Training and Standards Commission.

**C. Handbook**

The Basic Law Enforcement Training Academy provides an orientation handbook to all new recruit personnel at the time training begins. This publication will provide information pertaining to academy organization, rules, testing proficiency, skill requirements, and daily training schedules.

**D. Employee Department Orientation**

All department employees will be oriented to the following areas immediately after being hired.

- Mission, Vision and Values with the Chief
- Agency's role, purpose, goals, policies, and procedures
- The job description for the position assigned
- Emergency Contact Information

- Systems, Applications and Passwords
- Accreditation
- Campus Security Authority

This orientation is outside and in addition to the University's Human Resources orientation.

### **E. Police Training Officer (PTO) Program**

The purpose of this policy is to establish the groundwork for the UNCG Police Department's Police Training Officer Program. This policy is to be utilized along with the issued PTO Manual published through Community Oriented Police Services under the U.S. Department of Justice. The Reno Police Department and the Police Executive Research Forum created the original PTO Manual because they recognized that many of the methods taught under the former Field Training Officer (FTO) Program were outdated. The PTO system uses problem-based learning as its model for teaching potential police officers how to do the job. The PTO system uses modern adult learning methods and places more focus on Community Oriented Policing. Because the creators of the PTO model recognized that the methods and tactics for the Reno Police Department might not be applicable to all police agencies, the model was designed to be flexible enough to use in any department.

The organization, administration, and training requirements of the Police Training Officer (PTO) Program are delineated in the Police Training Officer Manual. The UNCG Police Department employs a formal comprehensive Field Training Program for recruits with provisions as follows:

- Field training of a minimum of twelve (12) weeks for trainees
- PTO objectives include thirteen (13) core competency categories
- A selection process for PTO's
- Supervision of the PTO's
- PTO duties and responsibilities
- Training and in-service training of PTO's
- Guidelines for evaluation of recruits by PTO's
- Reporting and documentation responsibilities of PTO
- PTO program schedule

The PTO program is subject to recommended changes by the PTO Instructors and the command staff as new training issues and requirements arise. It should be reevaluated annually to ensure practicality and uniformity. Details regarding the PTO program are included in the PTO Manual.

#### PTO Eligibility

For an officer to be eligible for PTO, they must have:

- At least 2 years of experience with the UNCG Police Department
- OR
- At least 3 years of experience with a campus, municipal, or county law enforcement agency and 1 year with the UNCG Police Department
- Must demonstrate diverse work experience that includes self-initiated activity, campus safety measures, investigations, report writing, and call response.
- Must not have pending or active disciplinary actions

### Selection Process

The selection process for a PTO officer includes the following:

1. Eligible candidates will submit a letter of interest to the TDU officer. The letter must detail their interest in becoming a PTO, their work experience, statistics and/or explanations that are relevant to proving their work experience, and why they believe they will be an asset to the PTO program.
2. Letters of recommendation from direct supervisors will also be accepted with letters of interest.
3. Once the cutoff date for interest letter submission has passed, the TDU officer will turn over all letters of interest and letters of recommendation to the Field Operations Commander.
4. The Field Operations Commander will meet with other command staff members to review interest letters and select the most qualified candidate(s) to attend the next available PTO school.