

	KANSAS CITY MISSOURI POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	<b>PERSONNEL POLICY</b>	06-03-2019	06-03-2019	507-8
SUBJECT			AMENDS	
Policy Series 500: Career Mobility 507 - Field Training Officer Program and Unit Training Member				
REFERENCE		RESCINDS		
PPBM: Personal Appearance Regulations; Extra (E) Time, Personal Leave (Y) Time, Quality (Q) Time, and Religious Holiday Time		PPBM 507-7		

## \*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. A Unit Training Member (UTM) provides training to newly assigned members in specialized units.

## 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 most recent appointment date as a police officer).
  2. Be able to effectively communicate instructions both orally and in writing.
  - \*3. Present a professional appearance, as outlined in the current written directive entitled, "Uniform and Personal Appearance Regulations".
  4. Be willing to work flexible hours and overtime.
  5. Accept a two year commitment upon activation as a FTO, while assigned to Patrol Bureau. This commitment will not prevent members from being promoted or accepting transfers to specialized units.
  - \*6. Any sustained complaints from the Office of Community Complaints, within the previous two years, will be considered.
  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 successfully complete the FTO training course.

- \*C. The Patrol Bureau will establish an eligibility pool of those members who successfully complete the FTO Training Program.
  - 1. Members who are not activated upon completion of the FTO Training Program will remain in the FTO pool until vacancies occur.
  - 2. Members who are deactivated may remain in the FTO pool at the discretion of the Patrol Bureau Commander or designee.
  
- \*D. Police officer's activated for this assignment will:
  - 1. Receive skill incentive allowance of \$100 per month.
  - 2. Receive a Trainer's 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.
  - 3. 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.
  - 4. Be given consideration for pre-approved leave time.
  - 5. Be awarded a minimum of one hour overtime for each shift spent training a recruit.
  - 6. Receive priority consideration for Continuing Education Training.
  - 7. Participate as an actor in a minimum of two Practical Integrated Exercises (PIE's) or Situational Training Sessions put on annually by the Regional Police Academy.
  
- \*E. A UTM will be appointed by the commander/supervisor and will receive one "E" day for each member trained.

### **III. PROCEDURE**

- \*A. FTO
  - 1. To request consideration to be a FTO, a member will submit an Interdepartment Communication, Form 191 P.D., accompanied by a resume, through the chain of command to the Patrol Bureau Office. A copy of the request will be forwarded to the Human Resources Division.

2. The member's commander/supervisor will attach the member's last two Performance Evaluations and an updated Demeanor Record to the request.
3. Commanders/supervisors will review requests and make recommendations regarding the member's qualifications with consideration given to the listed criteria.
4. The Patrol Bureau Commander or designee will review the requests and approve those qualified to attend the FTO training course.
5. The Patrol Bureau Commander or designee will activate FTOs from the eligibility pool and de-activate FTOs based on the needs of the Field Training and Evaluation Program.

**\*B. UTM**

1. When a UTM successfully trains a probationary member assigned to a specialized unit the UTM will be awarded an "E" day.
2. The commander/supervisor will specify the member to receive the "E" day in the status memorandum that is forwarded through the chain of command to HRD.

Richard C. Smith  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_day of \_\_\_\_\_, 2019.

Nathan Garrett  
Board President

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