

# duties and responsibilities



## Duties and Responsibilities

### Essential Personnel

Program Manager

Program Coordinator

Police Training Supervisor (PTS)

Police Training Officer (PTO)

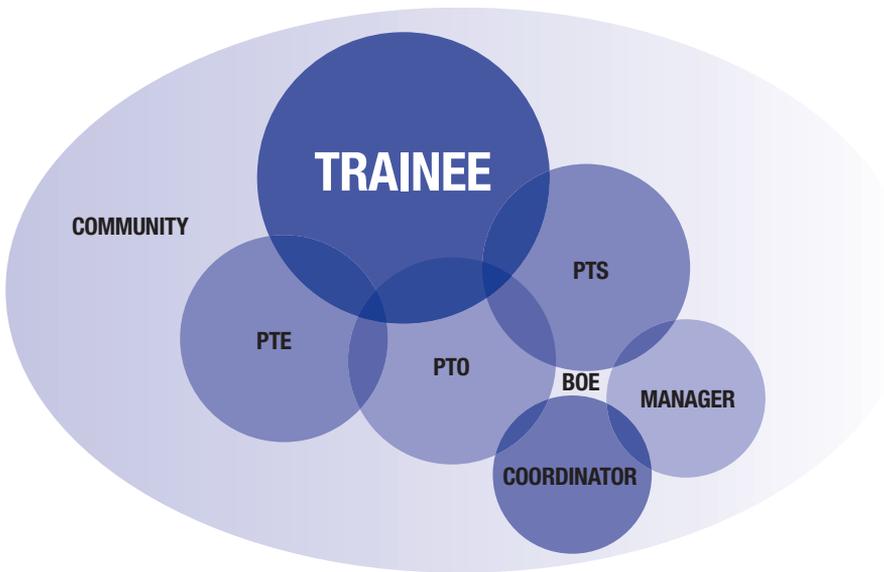
Police Training Evaluator (PTE)

The Board of Evaluators (BOE)

## Trainee's Responsibilities

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## duties and responsibilities

**T**his section describes the duties and responsibilities of key personnel in the program. Their tasks interrelate and are essential to the success of the program. Agencies must develop the necessary policies and procedures to support the leadership, administration and management of this program. In some cases, minor changes or additions to personnel to manage this program may be necessary to address the unique needs of some agencies.

## essential personnel

### Program Manager

The Program Manager is a command officer responsible for the overall management of the PTO program. The Program Manager works closely with the Program Coordinator and Police Training Supervisors to ensure that members of the agency follow the policies and procedures of the program.

### Program Coordinator

The Program Coordinator 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.

“agencies **must** develop the necessary **policies** and procedures to support the **leadership** of this **program**”

### Police Training Supervisor (PTS)

Police Training Supervisors (PTSs) are usually police supervisors assigned to an agency's Patrol Division. The PTS will provide daily supervision and coaching to the PTO/trainee team and ensure that the needs of that learning team are met.

In the PTO program, the PTS will do the following:

- Participate in selecting and evaluating Police Training Officers and Police Training Evaluators
- Provide training in PBL to the PTOs and trainees
- Administer the program according to local regulations

- Meet regularly (weekly is recommended) with the PTO and trainee
- Keep the Program Manager and Coordinator informed of any unusual problems or activities related to the PTO/trainee team and the learning experience

### **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.

During the training program, the PTO will do the following:

- Provide a learning environment for the trainee
- Act as a role model for the trainee
- Complete Coaching and Training Reports on a weekly basis
- Prepare material for the trainee, such as relevant community problems, within which the trainee frames his or her learning
- Assist the trainee with the NPE and PBLEs
- Advise and counsel the trainee through each of the problems provided in the manual
- Record the teaching and coaching experiences with the trainee and bring forward any persistent concerns to a Police Training Supervisor (PTS)
- Act in accordance with any organizational regulations regarding the training experience
- Maintain a training journal that documents the trainee's progress

**Police Training Evaluator (PTE)**

Police Training Evaluators are experienced PTOs who have been selected as evaluators by individual agencies.

The PTE identifies, assigns, and records the daily performance of the trainee as it relates to the categories identified for each period of evaluation. This program offers two week-long evaluation periods: Mid-Term and Final Evaluations. The PTE will evaluate the trainee during the Mid-Term Evaluation on training received during Phases A and B. For the final phase of evaluation, the PTE will evaluate the trainee comprehensively on training received in Phases A through D.

**The Board of Evaluators (BOE)**

The Board of Evaluators should consist of managers, supervisors, and trainers involved in the program. The BOE will do the following:

- Review all trainee and PTO performance as directed by the Program Manager or Program Coordinator
- Evaluate trainee and PTO performance (Evaluations may include a review of Coaching and Training Reports, PTE reports, or other written material relevant to the program. The BOE may also conduct interviews of PTOs and trainees before making any written recommendation to the Program Manager.)
- Provide a written recommendation to the Program Coordinator and Manager on what action to consider regarding training, remedial training, or termination of a trainee or PTO from the training program
- Conduct an exit interview of each trainee to assess the overall training experience

If needed, the PTO, PTE or any program supervisor can request that the Board of Evaluators convene. This board will be responsible for reviewing the trainee's progress in the program as well as the performance of the PTO. Individual agencies should determine the number of staff assigned to the BOE.

“trainees **must** actively use the  
**PBL** process in **training**”

### Trainee’s Responsibilities

Trainees entering a PTO program are responsible for the following:

- Using the PBL Model—Trainees must actively use the PBL processes in training. These include the PBLEs, the NPE, CTRs, the learning matrix, and any other activities determined by the agency.
- Learning—PTOs can teach and train but they can’t make a trainee learn. Trainees must accept responsibility for their own learning as it applies to the job of policing, and take initiative in the learning process.
- Resourcefulness—Police trainees must learn how to use the many resources available to them inside and outside the agency.
- Self-Evaluation and Journal Work—Trainees will participate in self-evaluation and maintain a journal. 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.

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 a process of failing forward.