

AMEND 6-D-201-33

1. REQUEST FOR <input type="checkbox"/> LOCAL LOOKOUT <input type="checkbox"/> INTERSTATE TT <input type="checkbox"/> ADMINISTRATIVE TT <input type="checkbox"/> DETAIL (See Reverse)	2. TYPE <input type="checkbox"/> ORIGINAL <input type="checkbox"/> EXPEDITE <input type="checkbox"/> ADDITIONAL <input type="checkbox"/> CANCEL <input type="checkbox"/> CORRECTION <input type="checkbox"/> REPEAT <input type="checkbox"/> REPLY	3. COMPLAINT NUMBER	6. DATE OF REQUEST June 9, 2006
		4. UNIT NUMBER 202-645-0073	7. REQUESTING ELEMENT TIPS
		5. <input type="checkbox"/> NOT FOR THE PRESS	8. <input type="checkbox"/> FLASH TT REQUESTED

9. TO
THE FORCE

10. NAME OF WANTED PERSON	11. WANTED BY	12. CHARGE
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13. COMPLAINANT=S NAME	14. COMPLAINANT=S ADDRESS
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Field Training Requirements

All FTO Coordinators (Captains) shall ensure that the following procedures are carried out by district personnel as it relates to executing the field training program in their respective districts:

- Ensure that probationary officers are working with officers who have attended the Field Training Officer training and have been designated as a FTO by the District Commander.
- A Field Training Sergeant is working every tour when a probationary officer is working and supervises all probationary officers during their tour of duty.
- Ensure that MPOs and FTO are submitting Daily Observation Reports as required
- Probationary Officers are assigned to work with a MPO or FTO daily until the completion of the field training cycle
- **** NEW PROCEDURE**** Daily, fax a copy of the roll call sheet to IPS indicating that the probationary officer is working with a MPO or FTO during that tour.
 - a. To be done by roll call sergeant or Field Training Sergeant
 - b. Faxed to the Attn IPS Director on 202/645-0057
 - c. To be faxed 7 days a week for all tours of duty where probationary officers are working
- Maintain a file on every probationary officer assigned to their districts
- Daily Observation reports are forwarded to IPS during the conclusion of each training cycle.

The requirements above shall be adhered to at all times when probationary officers are assigned to patrol districts. Refer to Field Training Officer Program Manual for additional information or contact the Director on 202/645 -0075.

SENDER-BADGE-ORG. ELM. Cmdr Cheryl Pendergast – IPS	AUTHORIZED BY-BADGE-ORG.ELM. Cmdr Cheryl Pendergast – IPS	BUREAU HEAD APPROVAL SED Eric Coard, Corporate Support
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