

**APPENDIX O**  
**SAMPLE FORM**

**POLICE TRAINING PROGRAM (PTP)**  
**AGENCY ORIENTATION / DEPARTMENT POLICIES**

During the orientation period, the trainee shall be given an opportunity to become familiar with the specific training requirements of his/her agency. The trainee shall be scheduled for and successfully complete the following training prior to starting the uniformed patrol field training program.

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Trainee Name (Last, First MI):	Badge/ID:
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**Section 1.0 QUALIFICATION**

**1.1 FIREARMS QUALIFICATION**

PTO Name – Badge/ID	Competency	Date	How Demonstrated?
	No.:		
Reference:			
[Hatched Area]			
PTO Name – Badge/ID	Remediated	Date	How Remediated?
	<input type="checkbox"/> Y <input type="checkbox"/> N		
Comments:			

**1.2 ARREST & CONTROL TECHNIQUES QUALIFICATION**

PTO Name – Badge/ID	Competency	Date	How Demonstrated?
	No.:		
Reference:			
[Hatched Area]			
PTO Name – Badge/ID	Remediated	Date	How Remediated?
	<input type="checkbox"/> Y <input type="checkbox"/> N		
Comments:			

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**1.3 IMPACT WEAPON QUALIFICATION**

PTO Name – Badge/ID	Competency	Date	How Demonstrated?
	No.:		
Reference:			
PTO Name – Badge/ID	Remediated	Date	How Remediated?
	<input type="checkbox"/> Y <input type="checkbox"/> N		
Comments:			

Additional Comments for Section 1.0 (*refer to topic numbers*)

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**Section 2.0 AGENCY ORIENTATION****2.1 GENERAL KNOWLEDGE**

Trainee will discuss his/her duties and obligations and demonstrate a working knowledge of the agency's:

- |                  |                          |
|------------------|--------------------------|
| A. Organization  | D. Chain of command      |
| B. Functions     | E. Rules and regulations |
| C. Work schedule |                          |

PTO Name – Badge/ID	Competency	Date	How Demonstrated?
	No.:		
Reference:			
PTO Name – Badge/ID	Remediated	Date	How Remediated?
	<input type="checkbox"/> Y <input type="checkbox"/> N		
Comments:			

**2.2 AGENCY-SPECIFIC RULES AND REGULATIONS**

Trainee shall review and briefly explain agency directives, rules, and regulations pertaining to:

- |   |  |
|---|--|
| A. Standard of conduct on and off duty (values, ethics, principles) | E. Interaction with associated law enforcement agencies              |
| B. Rules governing outside employment                               | F. News media release laws, rules, and regulations                   |
| C. Regulations on carrying weapons off duty                         | G. Security of agency facilities                                     |
| D. Hours of all shifts and absence reporting requirements           | H. Any additional agency-specific directives, rules, and regulations |

PTO Name – Badge/ID	Competency	Date	Case/Report No.:	How Demonstrated?
	No.:			<input type="checkbox"/> 1–Field Perform <input type="checkbox"/> 3–Written Test
Reference:				<input type="checkbox"/> 2–Role Play <input type="checkbox"/> 4–Verbal Test
PTO Name – Badge/ID	Remediated	Date	How Remediated?	
	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> 1	<input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Comments:				

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**2.5 AUTHORIZED EQUIPMENT**

Trainee shall know the operation of and agency policy regarding authorized equipment, including:

- A. Personal equipment
- B. Safety equipment
- C. Agency equipment used by field officers

			Case/Report No.:
PTO Name – Badge/ID	Competency	Date	How Demonstrated?
	No.:		<input type="checkbox"/> 1–Field Perform <input type="checkbox"/> 3–Written Test <input type="checkbox"/> 2–Role Play <input type="checkbox"/> 4–Verbal Test
Reference:			
PTO Name – Badge/ID	Remediated	Date	How Remediated?
	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Comments:			

**2.6 UNAUTHORIZED EQUIPMENT**

Trainee shall review and explain what constitutes unauthorized equipment:

			Case/Report No.:
PTO Name – Badge/ID	Competency	Date	How Demonstrated?
	No.:		<input type="checkbox"/> 1–Field Perform <input type="checkbox"/> 3–Written Test <input type="checkbox"/> 2–Role Play <input type="checkbox"/> 4–Verbal Test
Reference:			
PTO Name – Badge/ID	Remediated	Date	How Remediated?
	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Comments:			

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**2.7 UNIFORMS AND EQUIPMENT DAMAGE**

Trainee shall review and explain agency policy on uniforms and equipment damage.

PTO Name – Badge/ID			Competency		Date	Case/Report No.:
			No.:			How Demonstrated?
						<input type="checkbox"/> 1–Field Perform <input type="checkbox"/> 3–Written Test
Reference:						<input type="checkbox"/> 2–Role Play <input type="checkbox"/> 4–Verbal Test
PTO Name – Badge/ID			Remediated		Date	How Remediated?
			<input type="checkbox"/> Y <input type="checkbox"/> N			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Comments:						

**2.8 USE OF EQUIPMENT**

Trainee shall demonstrate the procedures for obtaining and using the following items.

- |                       |   |
|-----------------------|---|
| A. Vehicle            | E. Special equipment (helmet, mace, gas mask, etc.) |
| B. Hand-held radio    | F. Flares   |
| C. Firearms / Weapons | G. Report forms                                     |
| D. Ammunition         |   |

PTO Name – Badge/ID			Competency		Date	Case/Report No.:
			No.:			How Demonstrated?
						<input type="checkbox"/> 1–Field Perform <input type="checkbox"/> 3–Written Test
Reference:						<input type="checkbox"/> 2–Role Play <input type="checkbox"/> 4–Verbal Test
PTO Name – Badge/ID			Remediated		Date	How Remediated?
			<input type="checkbox"/> Y <input type="checkbox"/> N			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Comments:						

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Additional Comments for Section 2.0 (*refer to topic numbers*)

Below is a list of the remaining topics:

**Section 3.0 Community Orientation / Geographic Locations**

- 3.1 Agency Jurisdiction
- 3.2 Roadways
- 3.3 Assignments

**Section 4.0 Support Services**

- 4.1 Special Teams and Units
- 4.2 Federal, State, and Municipal Functions and Locations