



WRITTEN DIRECTIVE	No. FO16-0703	Page: 1 of 2
Subject: SELECTION OF POLICE TRAINING OFFICERS	Effective	01-28-16
	Date:	
	Supersedes/ Amends:	FO11-0703
	Reference:	33.4.3



I. Purpose

The purpose of this directive is to establish guidelines for the selection of Police Training Officers for the Field Operations Bureau.

II. Policy

It shall be the policy of the Field Operations Bureau to select and develop candidates for the position of Police Training Officer in an equitable, fair, and consistent manner.

III. Procedure

A. ELIGIBILITY

1. To serve as a Police Training Officer, the candidate must be a Senior Officer or Senior Specialist Officer.
2. The candidate must be assigned to one of the two patrol divisions at the time of appointment.
3. The candidate must have completed two years of sworn law enforcement service with the Lynchburg Police Department.
4. The Deputy Chief of the Field Operations Bureau, with input from the Division Captains, may choose to select a candidate with previous law enforcement experience that has not completed two years of sworn law enforcement service with the Lynchburg Police Department.

B. SELECTION

1. Selection of Police Training Officers will be at the discretion of each Divisional Captain and will be based on the following:
 - a. demonstrated maturity during their career,
 - b. ability to lead and mentor other employees,
 - c. initiative and willingness to get things done,

2. The Deputy Chief of the Field Operations Bureau, with input from the Division Captains, may reassign selected candidates to the other Divisions based on the needs of the Bureau.
3. Those selected as Police Training Officers should expect:
 - a. assignment to a particular platoon by the Division Captain,
 - b. days-off schedules to be modified to meet Division and training needs, and
 - c. to work various assignments due to training needs, including other platoon or other operational/administrative functions as needed.

Original Signed

Major K.T. Swisher, Deputy Chief
Field Operations Bureau

January 28, 2016

Date