

**SAN DIEGO POLICE DEPARTMENT
ORDER**

DATE/TIME: APRIL 02, 2019 – 1245 HOURS
NUMBER: OR 19-08
SUBJECT: MANDATORY REFRESHER TRAINING
COST CENTER: 1914161114
SCOPE: ALL FTO PERSONNEL
DEPARTMENT PROCEDURE AFFECTED:

The Field Training Administration will resume FTO quarterly refresher training beginning on April 22, 2019 and will conclude on May 3, 2019.

All FTOs and FTO Sergeants are **required** to attend this mandatory refresher training. **Lieutenants** are **not required** to attend. All refresher training will be held at the **Field Training Administration Office (Central Garage, 3940 Federal Boulevard, S/W corner 2nd floor)**. Please park in the dirt lot across the street from the central garage or on the street. The schedule will be the following:

April 22, 2019	Mon	0500 / 0630 / 1430 hrs.
April 23, 2019	Tues	0630 / 1430 hrs.
April 24, 2019	Wed	1430 / 2130 hrs.
April 25, 2019	Thurs	0630 / 2130 hrs.
April 26, 2019	Fri	0630 / 1430 / 2130 hrs.
April 29, 2019	Mon	0500 / 0630 / 1430 hrs.
April 30, 2019	Tues	0630 / 1430 hrs.
May 1, 2019	Wed	1430 / 2130 hrs.
May 2, 2019	Thurs	0630 / 2130 hrs.
May 3, 2019	Fri	0630 / 1430 / 2130 hrs.

(Training will last approximately 1 hour)

Please note: This refresher training will be conducted for a 2-week period only. **All FTOs and FTO Sergeants must attend** one of the meetings. Lieutenants are not required to attend. Excused absences, such as prolonged illness or extended military leave, can only be authorized by the FTO Administration on a case-by-case basis. ***FTOs in A/Sgt and A/Det. positions are not exempt from attending the sessions.*** Unexcused absence may result in release from the FTO program.

Overtime is not allowed except as authorized by the area commanding officer. For additional information, contact FTO Administration, (619) 446-1008 / 61004 / 61005. Please pass this memorandum on to your FTO Lieutenants for dissemination to their field training staff.

Any questions concerning this order should be directed to Lieutenant David Bautista at phone number (858) 449-6343.

Please read at squad conferences and give a copy to all FTO personnel.