

**SAN DIEGO POLICE DEPARTMENT  
ORDER**

**DATE/TIME:** AUGUST 26, 2019 / 0830 HOURS  
**NUMBER:** OR 19-19  
**SUBJECT:** MANDATORY REFRESHER TRAINING  
**COST CENTER:** 1914161114  
**SCOPE:** ALL FTO PERSONNEL

**DEPARTMENT PROCEDURE AFFECTED: N/A**

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The Field Training Administration will resume FTO quarterly refresher training beginning on September 3, 2019 and will conclude on September 16, 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 2<sup>nd</sup> floor)**. Please park in the dirt lot across the street from the central garage or on the street.

The schedule will be the following:

September 3, 2019	Tues	0630 / 1430 hrs.
September 4, 2019	Wed	1430 / 2130 hrs.
September 5, 2019	Thurs	0630 / 2130 hrs.
September 6, 2019	Fri	0630 / 1430 / 2130 hrs.
September 9, 2019	Mon	0500 / 0630 / 1430 hrs.
September 10, 2019	Tues	0630 / 1430 hrs.
September 11, 2019	Wed	1430 / 2130 hrs.
September 12, 2019	Thurs	0630 / 2130 hrs.
September 13, 2019	Fri	0630 / 1430 / 2130 hrs.
September 16, 2019	Mon	0500 / 0630 / 1430 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 memo 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.

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