

**SAN DIEGO POLICE DEPARTMENT
ORDER**

DATE/TIME: NOVEMBER 14, 2019 – 1245 HOURS
NUMBER: OR 19-29
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 December 2, 2019 and will conclude on December 13, 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. Several training sessions are available to accommodate all work schedules. The training session will take approximately one hour. Those required to attend must attend one of the following sessions:

December 2, 2019	Mon	0500 / 0630 / 1430 hrs.
December 3, 2019	Tues	0630 / 1430 hrs.
December 4, 2019	Wed	1430 / 2130 hrs.
December 5, 2019	Thurs	0630 / 2130 hrs.
December 6, 2019	Fri	0630 / 1430 / 2130 hrs.
December 9, 2019	Mon	0500 / 0630 / 1430 hrs.
December 10, 2019	Tues	0630 / 1430 hrs.
December 11, 2019	Wed	1430 / 2130 hrs.
December 12, 2019	Thurs	0630 / 2130 hrs.
December 13, 2019	Fri	0630 / 1430 / 2130 hrs.

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.

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

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