

In order to successfully complete the Washington State Police Training Officer Course #5601, the pre-course materials must be fulfilled by the start of class on the first day. Failure to complete these requirements will result in your dismissal from class without credit. It is estimated that this assignment will take approximately four hours. The classroom portion consists of 40 hours of work. Students are credited 44 hours for completing this course.

## Pre-course Requirements

1. Take the PTO Course Overview online at: <https://elearning.cjtc.state.wa.us> If you do not already have a login, retrieve and submit the form at: <https://fortress.wa.gov/cjtc/www/images/elearning%20registration%20form.doc> You will be unable to complete this or the requirement of your pre-work until you are issued a login. You must score a minimum of 80% on the exam at the end of the pre-work. If you have not been assigned a login and password at least two weeks before the start of your class, contact Lee Brandt 425-239-8322.
  
2. Familiarize yourself with the COPS PTO materials found here: <http://www.cops.usdoj.gov/default.asp?item=461>  
Compare your training program with the COPS PTO model. **Type** and **attach** answers to the following questions using your training program materials and the assigned reading.
  - a. In the PTO program, the trainer (PTO) role is separate from the evaluator (PTE) role. There is a distinct difference between training and evaluation; what are the benefits and negative aspects of separating training & informal feedback from formal evaluation? Does your current training program separate training/feedback from evaluation; if so, how?
  
  - b. Describe a competent police officer (what would you want in your back-up?). In other words, describe the skills you would expect the student to have before working independently.

- c. How is the student's achievement and progress documented or verified in your current program? List the documents and forms used and provide a timeline of meetings and evaluation periods for your program.
  - d. If your agency current uses the PTO method, who is your Board of Evaluators comprised of?
3. Research Assignment: The following components are important to the training and evaluation of students in the PTO program:
  - a. Learning Matrix/Cells
  - b. Coaching and Training Report
  - c. Mid-Term / Final Evaluations
  - d. Prescriptive Training / Performance Assessment Meetings
  - e. Neighborhood Portfolio Exercise

To determine which topic you have been assigned: on the PTO webpage at:

[https://fortress.wa.gov/cjtc/www/index.php?option=com\\_content&view=article&id=109&Itemid=10](https://fortress.wa.gov/cjtc/www/index.php?option=com_content&view=article&id=109&Itemid=10) open the document titled "Research Assignments by Name" under the STATUS/COST/DOWNLOADS column for your class. Research the topic to be able to instruct four to five other students about your subject. You may use any resources available (websites, your agency's manual and/or previous class manuals). Prepare any materials that you may need to teach your topic to the other students. You will get a brief amount of time during class to collaborate with other students assigned the same subject to prepare for your presentation.

Questions? Contact Lee Brandt, [lbrandt@cjtc.state.wa.us](mailto:lbrandt@cjtc.state.wa.us) , 425-239-8322