


GENERAL ORDER

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|  | Effective: April 27, 2012 | Number: 12-50-001 |
| | Subject: FIRST AID/FIRST RESPONDER PROGRAM | |
| | Reference: Minn. Chap. 144E and Minn. Stat. secs. 169.751-.754 | |
| | Special Instructions: Rescinds 87-50-001 | Distribution: A, B, C, F, N |

I. PURPOSE

To provide procedures governing the First Aid training and certification of uniformed members of the Minnesota State Patrol.

II. CERTIFICATION

- A. First Responder training is regulated by the Minnesota Emergency Medical Services Regulatory Board (EMSRB). The State Patrol's Medical Director is Dr. Patrick Lilja of the North Memorial Medical Center. The State Patrol Director of Training shall coordinate First Responder training with North Memorial's EMS Education Department.
- B. Trooper Candidates must successfully complete the 40-hour Basic First Responder Course prior to entering Trooper Candidate School.
- C. Commercial Vehicle Inspectors and Capitol Security Guards are not legally required to be trained or certified in the use and application of first aid. However, first aid training shall be provided as directed by the District 4600 and District 4700 Commanders. A record of the first aid training shall be sent to the Training and Development Section according to GO 50-003.

III. RECERTIFICATION

The State Patrol Director of Training shall coordinate First Responder training with North Memorial's EMS Education Department to ensure that EMSRB certification requirements are met.

IV. APPLICATION


Members of the State Patrol shall administer first aid within the scope of their training.

Approved:

SIGNED 4/27/2012

**Colonel Kevin P. Daly, Chief
Minnesota State Patrol**

GENERAL ORDER

| | | |
|---|---|--------------------------|
|  | Effective: April 27, 2018 | Number: 18-50-002 |
| | Subject: BACKGROUND INVESTIGATIONS | |
| | Reference: Collective Bargaining Agreement; GO 10-051; DPS Policy 4060 | |
| | Special Instructions: Rescinds 12-50-002 | Distribution: G |

I. PURPOSE

To identify areas of responsibility and procedural requirements to properly conduct employee background investigations.

II. NON-SWORN POSITIONS

Background investigations of candidates for non-sworn positions will be conducted pursuant to DPS Policy 4060.

III. SWORN POSITIONS

Background investigations of candidates for sworn positions will primarily be conducted by State Patrol Troopers currently trained as background investigators. Some portions of the background investigation may require the involvement of other DPS members within the guidelines set forth in DPS Policy 4060.

IV. ROLES AND RESPONSIBILITIES

A. Director of Training and Development:

1. The Director of the Training is responsible to coordinate and provide background investigation training, oversee the background investigation process, and ensure that completed investigations meet agency and department expectations and policy requirements.
2. The Director of Training or designee will serve as liaison between background investigators and DPS Human Resources during the investigation process. At the conclusion of the background investigation process, the Director of Training will consult with and have DPS Human Resources assist in ensuring all background investigations are complete and meet department expectations.
3. The Director of Training will determine if a background investigation should cease before completion and will also provide feedback to the District Commanders regarding the quality of the investigations submitted from their personnel.

B. District Commander:

1. District Commanders are responsible to select background investigators based on established criteria and make assignments as necessary to ensure the fulfillment of the background investigation process at the district level.
2. The District Commander shall meet regularly with the district background investigation Lieutenant to ensure agency timelines and expectations are being met.
3. The District Commander will reassign background investigators to their previous assignments once investigations are completed and if necessary, may authorize an extension of a background investigation in coordination with the Director of Training.
4. The District Commander will immediately notify DPS Human Resources of the date the trooper returned to his/her previous assignment so that the trooper can be returned to the normal rate of pay.

C. Background Investigation Lieutenant:

1. Background investigation Lieutenants must attend background investigation training, supervisor background investigation training, and all subsequent refresher courses.
2. Background investigation Lieutenants will meet regularly with the District Captain and with background investigation troopers to monitor progress and ensure quality.
3. Background investigation Lieutenants will alter assignments based on workload and act as a liaison between background investigators and the Training and Development Section when conflicts or questions about background investigations arise. Background investigation Lieutenants are also responsible to review completed investigations to ensure agency expectations and deadlines are met.

4. Background investigation Lieutenants shall approve completed investigations and return the investigator to his/her assigned station. District background investigation Lieutenants must notify the Training Academy Coordinator when the case is completed and forward the completed file to the Training and Development Section.
5. Background investigation Lieutenants shall notify the District Commander of the date the investigator returned to patrol duties so that the trooper can be returned to the normal rate of pay.
6. Background investigation Lieutenants shall submit a review of the background investigator's performance to their lieutenant for inclusion in the background investigator's annual performance review (GO 10-051.)

D. Background Investigator:


1. Troopers assigned to conduct background investigations must be available to work the majority of the background investigation period, and must be able to work out of their assigned station as dictated by the requirements of the individual background investigations.
2. Background investigators must attend background investigation training and all subsequent refresher classes.
3. The role of a background investigator requires proficiency in the areas of: interpersonal skills to develop relationships and obtain information, maintain confidentiality, adaptability, flexibility (including schedules), initiative, persistence, written communications, technology, and the ability to plan, prioritize and manage workload to meet strict deadlines.
4. Background investigators will be required to complete thorough, objective and unbiased investigations to ensure legal and policy requirements are met. Reports will be complete, accurate, well-written (proper grammar, spelling) and properly formatted. The completed investigation file will be properly assembled and summaries will accurately reflect all the material gathered. The background investigator will also be required to testify if necessary in any challenge.
5. Background investigators must demonstrate the MSP core values, follow the mission of the agency, and act in accordance to their training.
6. Background investigators may not have an overall unacceptable rating on a performance evaluation within the previous 36 months or a documented performance issue that would prohibit them from adequately performing the duties as a background investigator.
7. The agency prefers that background investigators wear the standard State Patrol work uniform, however professional business attire is acceptable when necessary.
8. Background investigators will be compensated according to Article 21 of the MLEA agreement. The differential paid is only for the duration of time actually spent conducting assigned investigations. Complicated cases may take more time, but investigators must make efficient use of their time to assure that the background investigation be completed as soon as reasonably possible.
9. Once the investigation is complete, the background investigator shall return to patrol duties as soon as possible.

Approved:

SIGNED 4/27/2018

**Colonel Matthew Langer, Chief
Minnesota State Patrol**

GENERAL ORDER

| | | |
|---|--|--------------------------|
|  | Effective: June 6, 2012 | Number: 12-50-003 |
| | Subject: TRAINING RECORD AND POST BOARD CONTINUING EDUCATION CRITERIA | |
| | Reference: Minnesota Rules 6700.0900 | |
| | Special Instructions: Rescinds GO 88-50-003 | Distribution: G |

I. PURPOSE

To provide a uniform procedure for complete reporting of training for all members including, but not limited to, POST-accredited continuing education credits for Troopers.

II. DEFINITIONS

Accreditation: authority granted by the POST Board to the agency to approve courses for Continuing Education credit.

Continuing Education Coordinator: a full time employee appointed by the Continuing Education sponsor to manage the day-to-day activities of the accreditation program. The person shall have professionally recognized training and experience in adult education activities.

Continuing Education Sponsor: means the agency which has received accreditation (MSP).

III. TRAINING RECORDS

- A. The State Patrol Training & Development Section (TDS) will maintain complete records on all training attended by employees that is on-duty and/or work related.
- B. The following required course information must be submitted to the TDS (CEC) for approval at least thirty (30) days in advance for any training originated, sponsored, or instructed by the State Patrol:
 1. Course date(s)
 2. Course location
 3. Course title(s)
 4. Course instructor(s) and resume
 5. Number of hours of instruction
 6. The lesson plan outlining course instruction, course objectives, course materials, timeline and schedule.
- C. The TDS (CEC) will notify the responsible supervisor, coordinator or instructor of course approval or denial in writing within five (5) days of receipt including the number of approved hours. A copy of the approval will also be maintained as part of the training record.
- D. Within ten (10) days of course completion, the responsible supervisor, coordinator or instructor will provide the TDS (CEC) with:
 1. The roster of attendees satisfactorily completing the course including name, agency & POST license number and total approved hours.
 2. Course evaluations.
- E. The following supervisors, coordinators or instructors are responsible for providing the required course information to the TDS(CEC) for any training provided within or outside the agency that is originated, sponsored or instructed by the State Patrol:
 1. TDS for TDS-sponsored training.
 2. Districts/Sections for District/Section-sponsored training.
 3. Individual supervisors/coordinators/instructors for training not sponsored by TDS or District/Section.
- F. Members attending outside agency training are responsible for submitting proof of attendance to the

Training & Development Section within 10 days of completing the training. Proof of attendance shall include the following:

1. The name of the training provider
2. The course title
3. Hours of instruction
4. Course Date(s)
5. Verification of attendance (i.e. certification of completion)

IV. POST BOARD CONTINUING EDUCATION CREDIT

POST Board regulations require each licensed peace officer to complete a minimum of 48 hours of continuing education during each 3-year licensing period in order to qualify for license renewal. The State Patrol will provide training necessary to meet POST Board continuing education requirements.

- A. The State Patrol has been approved by the POST Board as a continuing education sponsor and given accreditation to approve courses for continuing education credit.
- B. The Chief shall designate a "Continuing Education Coordinator" to manage the day-to-day activities of the accreditation program. The duties of the Continuing Education Coordinator shall be as follows:
 1. Approve the State Patrol's continuing education courses pursuant to criteria outlined in POST Board rules on continuing education.
 2. Calculate the number of continuing education hours for each course approved.
 3. Maintain required course information.
 4. Track individual hours and send notices out when appropriate.
 5. Copy and send the new licenses to Troopers successfully completing license renewals
- C. "Instructors who teach in continuing education courses shall possess professionally recognized training and experience in the assigned subject area; and Board-recognized instructor training or specialized academic preparation in the assigned subject area." Minn. R. [6700.0900, subp.3E](#).
 1. To be authorized to teach a POST Board-approved course of instruction, a Patrol member shall meet one of the two following standards:
 - a. Be certified as satisfactorily completing a POST-recognized course of police instructor training skills.
 - b. Have satisfactorily completed a course of training and utilized the knowledge acquired, reflecting experience in the proposed subject matter to be taught to others and be able to demonstrate the ability, developed through experience or other preparation, to perform the instructional skills of organizing a lesson plan and coordinating and teaching the course.
 2. Members planning to instruct a course can contact the TDS (CEC) for a course example packet of required information.
- D. The Course Statement shall be verbally read in the beginning of any POST Accredited Class pursuant to Minn. R. [6700.0900, subp.6a](#).
- E. MSP training records are subject to periodic audits from the POST Board and other state agencies to ensure all training and records are consistent with state law, rules and regulations.

VI. DOCUMENTATION PRESERVATION


Training records will be maintained so that they are consistent with the retention schedule as per GO 10-063 and POST Board rules and regulations.

Approved:

SIGNED 6/6/2012

Colonel Kevin P. Daly, Chief
Minnesota State Patrol

GENERAL ORDER

| | | |
|---|---|------------------------------|
|  | Effective: February 29, 2024 | Number: 24-50-004 |
| | Subject: PROBATIONARY TROOPER FIELD TRAINING PROGRAM AND OTHER REPORTING/EVALUATION REQUIREMENTS | |
| | Reference: FTO Manual; GO 10-051; Summary/Evaluation Reports | |
| | Special Instructions: Rescinds GO 18-50-004 | Distribution: A, B, C |

I. PURPOSE

To identify areas of responsibility and procedural requirements to effectively implement the probationary trooper Field Training Officer (FTO) Program and otherwise evaluate and report on troopers in a probationary status. All troopers are required to complete the FTO Program focusing on a curriculum of the most current and frequent patrol duty assignments after being sworn in as a Minnesota State Trooper.

II. DEFINITIONS

A. Field Training Officer (FTO):

The trooper(s) that are assigned to evaluate, train and report on the probationary trooper during the phases of field training.

B. Probationary Trooper (PT):

A sworn member who has successfully completed trooper candidate school and is participating in the FTO program or is on solo patrol, but has not yet achieved permanent appointment status.

C. Phase:

A specific timeframe within the Field Training Process when a PT is being trained and evaluated by a FTO.

III. PROGRAM PERSONNEL AND DUTIES

A. Director of Training and Development

1. Coordinate FTO training.
2. Oversee the FTO program.
3. Maintain FTO files.
4. Act as an academy staff liaison to State Patrol command staff.

B. District Commander

1. Meet with probationary trooper and give a review of district policies, procedures and reports; acquaint trooper with district station boundaries; provide work schedule and expectations.
2. Manage and oversee the FTO program at the district level, assigning necessary tasks to district personnel to fulfill the requirements.
3. Provide regular updates to the appropriate Regional Major during the FTO process.
4. Confer with the appropriate Major about performance deficiencies or the need for an extension to any phase of the process. The Director of Training shall be notified when training extensions occur.
5. Review the phase summary, consult with the FTO Lieutenant, and determine whether the Probationary Trooper advances to the next phase of field training. The FTO phase summary report shall be completed immediately after the completion of the FTO phase.
6. Upon conclusion of the assigned FTO period, recommend the approval of the Probationary Trooper to assume solo patrol duties if the Probationary Trooper meets standards and expectations.
7. Ensure prompt completion of all appropriate FTO paperwork within established timelines.

C. Field Training Officer (FTO) Lieutenant

1. Assigned by the District Commander to review the daily training reports, observe the Probationary Trooper in training, participate in end of phase evaluation sessions and review and approve the daily, weekly, and phase evaluation reports prepared by the FTO.
2. Responsible for scheduling the FTO with the Probationary Trooper.
3. Responsible for supervising and documenting the Field Training Officer's performance of duties during the field training process.
4. At the conclusion of each phase of field training, the FTO Lieutenant must interview the FTO and probationary trooper by phone or in person before approving the advancement of the probationary trooper to the next phase.

5. If a phase extension is recommended, the FTO Lieutenant shall submit a supplemental training plan and schedule to the FTO Coordinator for review.
6. Ensure the transfer of the appropriate information concerning the probationary trooper's performance to the next phase FTO.
7. Responsible for submitting a review of the FTOs performance to their direct supervisor for inclusion in the FTOs annual performance review (see GO 10-051.)

D. Field Training Officer (FTO) Coordinator

1. Responsible for developing, coordinating, and facilitating the statewide FTO program.
2. Develop and implement training for all FTOs and FTO Lieutenants.
3. Ensure all requirements are met for proper completion of the training by probationary troopers
4. Serve as the agency subject matter expert in the area of field training.
5. Facilitate consistency in academy and field training.
6. Review FTO and FTO Lieutenant Evaluation Reports.
7. Oversee the cloud-based FTO documentation system while maintaining complete and accurate training records.

E. Field Training Officer (FTO)

1. Assigned by the District Commander to take primary responsibility for the proper training and evaluation of the Probationary Trooper.
2. Complete and submit daily, weekly, and phase evaluation reports in a timely manner to the FTO Lieutenant and participate in such evaluation meeting sessions with the FTO Lieutenant as may be appropriate. At a minimum, these sessions should take place at the conclusion of each phase of field training.
3. FTOs must be willing to work out of their permanently assigned station to accommodate the training needs of the Probationary Trooper.
4. The FTO must serve as a professional example for Probationary Troopers by modeling agency values, following State Patrol general orders and procedures and ensuring the Probationary Trooper exemplifies these qualities. The FTO must be an effective teacher and mentor, ensuring the training tasks are explained, demonstrated and performance results are independently evaluated and shared. The FTO must use good judgment in ensuring the probationary trooper is given the level of responsibility and discretion appropriate for their individual level of job development.
5. FTOs will be required to complete thorough, objective and unbiased summary reports. Reports will be complete, accurate, well-written (grammar, spelling, punctuation) and properly formatted. The completed reports will be properly assembled, submitted on time, and will accurately reflect all observations behaviors and performance.

IV. SELECTION OF THE FTOS

- A. The Director of Training, in coordination with the District Commanders, will determine the necessary number of FTOs needed, with final approval provided by the Training and Development Section Major.
- B. FTOs must not have an overall unsatisfactory rating on their performance evaluation within the previous 36 months or a documented performance issue that would prohibit them from adequately performing the duties of an FTO. Additionally;
 1. FTOs must demonstrate the MSP core values, follow the mission of the agency and act in accordance with their training.
 2. FTOs must have a demonstrated proficiency in proactive enforcement and responding to calls for service.
 3. FTOs must have good verbal and written communication skills, be responsive to supervision and have good working relationships with local law enforcement agencies, court personnel and other stakeholders.
- C. FTOs will be compensated according to Article 21 of the MLEA agreement.

V. TRAINING REQUIREMENTS FOR FTO & FTO LIEUTENANTS

- A. Training session for all FTOs and FTO Lieutenants will be conducted prior to the conclusion of the Trooper Candidate School. FTOs must attend the basic FTO class and all subsequent refresher classes.

FTO Lieutenants must have attended the basic FTO class and the FTO supervisor training course.

VI. REPORTING TO TRAINING AND DEVELOPMENT SECTION

- A. All forms will be contained within the cloud-based FTO documentation system.
- B. All forms will be retained according to the agency retention schedule.
- C. All forms shall be completed in a timely manner and without delay.
- D. The Minnesota State Patrol FTO program shall consist of three phases.
- E. The FTO Phase Summary Report must be reviewed with the Probationary Trooper and signed by the Probationary Trooper, FTO, and Field Training Lieutenant at the end of each phase.
- F. The Field Training Lieutenant will prepare a Supervisor End of Phase Report on each probationary trooper following the completion of each phase. The Supervisor End of Phase Summary Report will be completed after the FTO Phase Summary.

VII. OTHER EVALUATION/POST FTO REPORTING REQUIREMENTS


- A. At the conclusion of FTO, a Completion Record form will be filled out and signed by the Field Training Lieutenant. This form will be reviewed with and signed by the Probationary Trooper. The Director of Training will sign off on the completed form. Following the successful completion of the FTO program, the District Commander will assign a Lieutenant(s) to ride with each probationary trooper during the remainder of the probationary period. The ride-alongs will cover at least three, full eight-hour shifts and shall be completed prior to the completion of the trooper's probationary period.
 - 1. The Field Training Lieutenant will prepare a Probationary Trooper Monthly Evaluation Report on each probationary trooper for each month that is not included within Field Training Phases I, II, III. The Probationary Trooper Monthly Evaluation Report will be ready for review for the District Commander and the Training and Development FTO Coordinator by the 30th of each month.
- B. The Eleventh Month Report shall include a narrative containing detailed reasons for the Field Training Lieutenant's recommendation of either their recommended approval or disapproval for permanent appointment of the probationary trooper. Once signed by the Field Training Lieutenant and District Commander, notification of completion shall be submitted to the Chief, within seven days of completion, by the Director of Training.
 - 1. In the event a Probationary Trooper's permanent appointment date is extended, the appropriate Major will be notified by the District Commander of the new projected permanent appointment date. The effected probationary trooper will be notified of the extension in writing. Notification of completion shall be submitted upon reaching the new permanent appointment date.

Approved:

SIGNED 2/29/2024

**Colonel Matthew Langer, Chief
Minnesota State Patrol**

GENERAL ORDER

| | | |
|---|---|----------------------------|
|  | Effective: March 28, 2018 | Number: 18-50-005 |
| | Subject: IN-SERVICE TRAINING | |
| | Reference: | |
| | Special Instructions: Rescinds 12-50-005 | Distribution: A,B,C |

I. PURPOSE

To establish uniform procedures to conduct, coordinate and schedule In-Service Training.

II. GENERAL PROCEDURES

- A. The uniform must be worn while traveling to and from training sessions unless otherwise authorized by proper authority.
- B. The uniform must be worn while attending classes unless specifically authorized. Personnel attending authorized non-patrol conducted classes (e.g. MMB, BCA) may wear appropriate clothing of a type worn by other class attendees.
- C. When appropriate, District Commanders should require carpooling to and from training sessions.
- D. Any employee unable to attend training as scheduled must notify his/her supervisor immediately. Supervisors shall inform the Incumbent Training Supervisor.
- E. Troopers shall be in sufficient physical condition to and must actively participate in training. Any employee unable to actively participate in training exercises for medical or other reasons shall notify their immediate supervisor beforehand and must be rescheduled to complete the training when able to participate.

III. PROCEDURES—CENTRALIZED AND DISTRICT IN-SERVICE TRAINING

- A. The following procedures shall be adhered to in regard to Centralized In-Service Training:
 1. Centralized In-Service Training shall be held annually at a location chosen by the Training and Development Section and approved by Headquarters
 2. All State Patrol Troopers and Supervisors shall be assigned and in attendance unless excused by authority of the Chief.
 3. All courses shall be considered mandatory for all sworn personnel.
 4. The Director of Training will provide the training curriculum and schedule to District/section Commanders sixty (60) days prior to the start of CIST to make scheduling adjustments.
 5. District/Section Commanders shall be responsible for scheduling the personnel attached to their respective Districts/Sections.
 6. District Captains will assign a district supervisor of their choice to attend pre-designated sessions of in-service training. The in-service supervisor will be responsible for recording attendance, ensuring decorum, and adherence to the classroom schedule, and other responsibilities as needed.
 7. Districts will provide the District Trooper and Instructor Schedule to the Director of Training thirty (30) days prior to the start of CIST.

- B. The following procedures shall be adhered to in regard to the District In-Service Training:
1. All State Patrol Troopers and Supervisors shall be assigned and in attendance unless excused by authority of the Chief.
 2. All courses required by the Director of Training are considered mandatory. District/Section commanders may mandate other classes with approval from Headquarters.
 3. The training shall be conducted once annually and approximately six months from Centralized In-Service training.
 4. District Commanders shall be responsible for securing an adequate training facility capable of accommodating district personnel.
 5. The Director of Training shall provide a minimum curriculum and requirements to all District/Section Commanders. District Commanders shall ensure that training curriculum and instructor requirements are fulfilled.
 6. District/Section Commanders shall accommodate the attendance of local District 2000, 4600, 4700, and ISS personnel.
 7. Each session must be attended by the District Commander or a District Lieutenant. The supervisor shall be accountable to provide appropriate introduction of all instructors, ensure that all requested training aids are available and serviceable and be responsible for attendance and classroom decorum.
 8. An attendance roster shall be forwarded by the District Commander to the Director of Training immediately following completion of the training.

IV. PROCEDURE – E-LEARNING

The Director of Training will determine which courses may be delivered via E-Learning. Members must successfully complete e-learning courses within 30-days of the course posting unless another date is specified.

V. CERTIFICATION OF IN-SERVICE TRAINING

- A. The Director of Training shall certify to the Chief that all personnel completed Centralized and District In-Service training:
1. By December 30 for training that occurred in the fall
 2. By June 30 for training that occurred in the spring
 3. For personnel whose completion cannot be certified, the document shall also indicate:
 - a. Name and assignment
 - b. Type(s) of training not completed
 - c. The reason(s) training was not attended as scheduled
 - d. Date(s) of make-up training
 4. The Director of Training shall notify District/Section Commanders of any personnel who did not complete training and ensure that training is completed without delay and before the next annual training cycle.
 5. District/Section Commanders shall notify the Director of Training when troopers return to duty status after any absence which prevented them from attending and completing training in sections III or IV. The notice shall include the date the trooper(s) will return to regular work status.

VI. PROCEDURE—DISTRICT/SECTION SPONSORED TRAINING

“District/Section Sponsored Training” includes supplemental training to MSP members at the district or section level and training provided to non-MSP members.

1. Approval to conduct district-sponsored training must be secured in writing from the Director of Training.
2. The requesting District Commander must provide the Training Director a POST-acceptable lesson plan (for the training of licensed officers) and résumé for each proposed instructor at least 45 days prior to the training date.
3. Once approved, it shall be the responsibility of the District/Section Commander to secure a proper training site and keep a record of attendance.
4. Upon completion of the training, the District/Section Commander shall forward to the Director of Training a record of:
 - a. Course date(s),
 - b. Course location,
 - c. Course title(s),
 - d. Course instructor(s) and résumés,
 - e. Number of hours of instruction,
 - f. Roster of attendees, and
 - g. The lesson plan outlining course instruction, course objectives, course materials, timeline and schedule.

Approved:

SIGNED 3/28/2018

**Colonel Matthew Langer, Chief
Minnesota State Patrol**