



Commonwealth of Virginia
Virginia Department of Criminal Justice Services

Field Training Officer Reinstatement (Form FTO-1)

Please submit this form to your DCJS Field Services Coordinator

Name: (Last, First, Middle Initial)

TRACER Officer ID # (DOC Use State ID #):

Agency/Department:

Date of request:

Identify the type of Instructorship for which application for reinstatement is being submitted

Field Training Officer

A field training officer is a certified law enforcement officer who provides training to newly employed law enforcement officer for the purposes of training and measuring entry-level officer performance. Every law enforcement officer designated by the agency administrator to serve as a field training officer must meet the compulsory minimum training standards established in 6VAC20-280-20 after December 31, 2015. The law enforcement officer selected as a field training officer shall successfully complete a field training program designed by the certified criminal justice academy. All officers serving as field training officers prior to December 31, 2015, shall be exempted from compliance with 6VAC20-280 other than for recertification. A field training officer's initial certification is valid for three years and may be renewed by attending a field training officer recertification course. The recertification course must contain at least two hours of training, and the director of a certified training academy shall establish recertification criteria for that academy. By submission of this form, the agency requesting reinstatement of certification of the above-named individual as a field training officer is attesting to compliance with the requirements specified in 6VAC20-280.

Certification Requested by: _____

*Agency Administrator or Designee **Printed Name***

*Agency Administrator or Designee **Signature***

Employing Agency: _____

Contact Person: _____

Please print

Phone: _____

Email Address: _____

Fax: _____

DCJS Approval: _____

Date Entered: _____