



CROWN POINTE TECHNOLOGIES

P.T.O. SYSTEM

POLICE TRAINING OFFICER

Many organizations are using the very effective Police Training Officer's (PTO) program to train new officers. This method of field training calls for the frequent creation, editing and exchange of documents by trainees, trainers, evaluators, and supervisors involved in the program. Experienced PTO personnel will be familiar with the time and effort required to manage this type of training.

The Crown Pointe Technologies PTO System radically simplifies the processes associated with PTO training, provides instant access to PTO documents, and improves reporting accuracy and efficiency. It provides the central control your organization needs in an easy to use multi-user document management system and reduces the effort expended on managing the process so you can concentrate on training and evaluation. The system supplies all of the integrated tools you need to create, catalog, edit, spell-check, evaluate, print, secure, and archive your PTO Documents.

Significant benefits for your PTO Program!

- **Enforces Standards:** PTO documents are formatted consistently and automatically. Users can forget formatting issues altogether. Makes editing and reviewing of documents easier and faster.
- **Manages Document Flow:** Users see only the documents that pertain to them, all others are suppressed. Documents needing attention (work, rework, submission, approval) are visually flagged so each person knows where to focus their effort. This keeps the process moving and helps avoid loose ends.
- **Flexible/Customizable:** Standard PTO document templates are provided to get you up and running fast. Customize these templates to fit your needs and preferences, even create new user-defined documents to extend the standard curriculum.
- **Easy to Use:** A simple and intuitive interface presents users only with the functions they need to fulfill their role in your PTO program. Irrelevant menus, forms, and reports are suppressed. Little training is required for operation.
- **Secure:** Easily manage security through the software rather than setting constraints on network folders and individual documents. Software access requires a personal password. Access to features and documents within the software is determined automatically by the user's role in your PTO program: Trainee; Training Officer; Evaluator; Supervisor. "Electronic Signatures" let you know precisely who approved various documents. Lock selected documents to prevent further changes.
- **Centralized Database:** All documents are stored in a centralized database for complete security, backup protection, and control. No individual files to manage or keep track of. You have one comprehensive depository of all field training data for historical reference.

Spend more time training and evaluating and less time managing the process!

Live Online Demonstration!

Call **480-396-6289** today to schedule a live PTO demonstration direct to your computer and see for yourself how much more effective and efficient your PTO program can become.

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FEATURES

Types of PTO Documents

- Coaching and Training Report (C.T.R.)
- Daily Journal
- Neighborhood Portfolio Exercise (NHPE)
- Problem-Based Learning Exercises (PBLE)
- Mid-term Evaluation Report
- Final Evaluation Report
- Create User-Defined Documents such as Task Lists

General Features

- Enforces Consistent Document Format
- Modifiable / Extensible Training Curriculum
- Allows Phase Specific Details in Curriculum
- Manages Multiple Training Programs
- Supports Catalog of Exercises
- Optional Rating System within Selected Documents
- All Documents Stored in a Central Database
- Integrated Word Processor
- Spell Checks Document Contents
- Preview Reports before Printing
- Requires User Authentication (User Id / Password) for System Access
- Restricts Access to Features by User Role

Supervisor Features

- Identify Overdue Documents
- Insert Supervisor Comments / Questions into Documents
- Provide Final Approval of Documents
- Return Documents to PTO for Re-evaluation or Changes
- Lock Selected Documents to Prevent Further Changes
- Manage Multiple PTO's / Evaluators
- Sort Trainees in Various Orders

Training Officer Features

- Manage Daily Journals
- Evaluate Coaching and Training Reports (C.T.R.)
- Manage Neighborhood Portfolio Exercises (NHPE)
- Manage problem Based Learning Exercises (PBLE)

Trainee Features

- Manage Daily Journals
- Manage Coaching and Training Reports
- Review Training Program / Curriculum
- Set Personal Preferences

Evaluator Features

- Manage Mid-term and Final Evaluation
- View Daily Journals and Weekly C.T.R's

Data Entry Features

- Browse Document Contents
- Filter Documents on Content
- Standardized Comments Reduce Entry Time
- "Duplicate Last Comment"
- "Hot Key" Navigation
- Pop-up Tool Tips
- Industry Standard Spell Checking
- One-Click Access to Related Documents

Document Handling Features

- Control Flow of Documents between Users
- Supports "Electronic Signatures"
- Isolate and Protect Document Sections by User (or User Role)
- Flag Documents and Document Sections Needing Attention

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