

FIELD TRAINING OFFICER COURSE
BLOCK 1
INTRODUCTION AND ORIENTATION
General Course Outline

TOPIC OUTLINE	INSTRUCTIONAL CLUES
INTRODUCTION: CAPT. KIHMM/SGT. LONAC/OFC. WHITE Welcome, Program Background, History Instructors Background and Qualifications Students Identify student's background Identify levels of experience Ground Rules/Housekeeping (Lonac) A. RECOGNIZE POST FTO COURSE GOALS AND OBJECTIVES, INCLUDING THE DEVELOPMENT OF A NEW FTOs ABILITY TO: 1. Provide training and coaching while integrating trainees into the mission, goals and operation of the agency a. Contribute to the agency and the community 2. Provide trainees with a means to apply their knowledge and skills in the work environment a. <i>Application of academy training</i> b. <i>Knowledge of job specifics</i> c. <i>Knowledge of resources</i> 3. Provide ongoing, constructive feedback and timely written evaluations, based on agency performance standards a. Debrief calls for service, scenarios, etc. b. Complete timely DORs, Daily Training Notes, etc 4. Recognize different learning styles and respond appropriately to the needs of the trainee a. 'Telling is not teaching, listening is not learning' b. 'You can't build a skill through lecture' 5. Apply communication and counseling skills to assist trainees in resolving conflicts relating to, and arising from, their assignments	<i>FTO Introductory Video</i> <i>Storm trooper Range Video</i> <i>1972 FP creation etc...</i>

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a. Establish a communication channel for learning b. Establish a communication channel for counseling B. MEET PRESENTER-SPECIFIC ATTENDANCE/BEHAVIOR REQUIREMENTS 1. 10% Rule a. Cannot miss more than 10% of the hours/classes b. Must make up any time missed 2. Complete any agency specific written tests/assessments required 3. Arrive late/leaving early requires instructor notifications C. SUCCESSFULLY COMPLETE ALL POST AND PRESENTER-SPECIFIC ACTIVITIES AND TESTING REQUIREMENTS INCLUDING: 1. POST-required Teaching/Training demonstration a. The student must successfully present a one-on-one training demonstration (simulating a FTO-Trainee situation). The student will select from a list of law enforcement training topics and provide training in the selected topical area to a trainee or role player. The student is expected to develop a training plan that uses varied adult learning styles and communication techniques. Using the Standardized Evaluation Guidelines developed specifically for this exercise, the demonstration will be evaluated by another student. 2. Case Study Analysis a. The student must participate in a small group presentation of their trainees to the rest of the class covering the following aspects of the trainee's behavior and their final outcome: 1) Did issues arise that no one in the group had previously dealt with/ heard about? 2) Were there findings during the discussions that clarified your role(s) as a FTO?	

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3) Were you able to reach a consensus as to the success of this trainee in the program? 3. Presenter-developed activities/tests D. IDENTIFY AND DISCUSS KEY COMPONENTS OF A SUCCESSFUL FIELD TRAINING PROGRAM, WHICH MAY INCLUDE: 1. Commitment of department head and administrative staff a. Allow time to train b. Time/personnel provided to effectively run the program c. Support of remedial and/or termination recommendations 2. Clearly articulated organizational structure/chain of command a. Smooth information flow (up and down) b. Must have FTP SAC (Lonac./White) c. Ensure decisions are made at the appropriate level 3. Well-organized and effective field training program guide/manual a. System for regular review and revisions 4. Regular field training staff meetings a. Instills strong, positive communication 5. FTO and program critique by trainees a. Provides important feedback b. Quality assessment 6. Clearly defined roles/expectations for trainees, Field Training Officers (FTOs), and Field Training Program Supervisors/Administrators/Coordinators (FTP SACs) E. IDENTIFY AND DISCUSS THE IMPACT OF FIELD TRAINING PROGRAMS, INCLUDING:	

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1. As the 'introduction' to agency's law enforcement patrol duties, the field training program exposes trainees to the agency's culture, values, and ethics: a. Lays the foundation upon which careers will be built; b. Establishes organizational loyalty 2. Uses only approved methods, procedures, and techniques to present training a. Learn it the right/accepted way the first time 3. The future of the agency is significantly impacted by values established in field training a. Sets the tone for years to follow	
F. CASE STUDY INTRODUCTION Students will receive/review their assigned fictitious trainee with their workgroup while the facilitator explains the case study process and final presentation.	