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Field Training Officer

This cutting edge course is the first in the nation to be presented specifically for 21st century field training officers. We will use an innovative approach to deliver a dynamic, accelerated, hard-hitting and fast-paced classroom experience that will prepare you to successfully train and mentor a new recruit.

Using the San Jose Model as its core, this course features the “best practice” legally defensible evaluation process that is being used in public safety agencies across the country. This FTO program model has been successfully defended in Federal Court. We will explain the benefits of using the Field Training and Evaluation Program during employee selection and your specific roles as a field training officer will be presented and discussed.

Trainee documentation and legally defensible standardized evaluation procedures will be instructed through discussion and practical exercises. You will learn about the FTO program’s structure and how to modify it specifically for your agency. Remedial training action plans will be developed to address your trainee’s performance weaknesses.

We will also provide you with the information you need to make valuable improvements to your agency’s existing program.

Topics Include

- Basic FTO program concepts and philosophies
- Your roles as a field training officer
- Documenting your trainee during the shift
- Mandatory FTO program documents
- Supplemental FTO program forms
- Automating your FTO program
- The basic FTO program structure and how to make modifications

- Preparing your trainee for the FTO program
- Trainee responsibilities during the FTO program
- Handling calls with your trainee
- Adult learning, memory and how stress impacts your trainee's performance
- FTO program tests and quizzes
- Things you must know about FTO program-related legal concerns
- Concerns about your trainee's driving
- Dealing with difficult trainees
- The "Recruit Training Checklist"
- The "Daily Observation Report"
- The "Standardized Evaluation Guidelines" and rating scale application
- Ethical dilemmas facing all FTOs
- The "do and do not" aspects of writing narrative evaluations
- How to develop your "Remedial Training Action Plans"
- The proper use of the "N.R.T." designation

Audience

This course is designed for all categories of sworn law enforcement officers ranging from patrol and corrections to federal agencies, court houses, state officers, wildlife officers and law enforcement rangers; officers who conduct on-the-job field training of newly hired recruit officers; shift sergeants and corporals responsible for the daily supervision of FTOs and their trainees; watch commanders unfamiliar with FTO program processes; patrol managers; agency training officers; FTO program managers who have not attended the basic Field Training Officer course and FTOs whose basic FTO training was more than the "gold standard" of five years ago.

This course is restricted to sworn and non-sworn law enforcement personnel.

Course Length

20 hours

What Our Students Are Saying

- "Awesome instructor! She was able to teach, share info and keep attention. Very informative class and enjoyable too. Well done!" – Ptl. T.B.

- “I benefitted from learning how structured the FTO program is and how it can change our current program for the better. Very well taught class. Would highly recommend for future trainings.” – Ptl. C.H.
- “Instructional knowledge is superior; explained material effectively and efficiently. Great class overall.” – Chief A.W.
- “This course was a lot more interesting than I was expecting. Learning a structured program that adheres to standards was very beneficial.” – PSA T.D.
- “Great course. The PowerPoint was up front and straight to the point. A lot of new material was taught to future FTOs that’s essential to doing the job.” – Ptl. S.R.
- “The instructors were supremely knowledgeable on the topic and were extremely prepared. The insight they provided will be of great use in the future.” – L.G.
- “The instructors were amazing!! Very knowledgeable on the topics, kept the class interesting and our attention! One of the best classes I’ve attended.” – Ofc. K.M.

Field Training Officer

10/10/2022 - 10/12/2022	Jacksonville, Florida
Class times: 8:00 AM to 5:00 PM	Fee: \$595.00
<i>Hotel and Location Information: IPTM - University of North Florida</i>	
Adam W. Herbert University Center, 12000 Alumni Drive, Jacksonville, FL 32224	
Instructor(s): Ann Dorn	

Field Training Officer

1/24/2023 - 1/26/2023	Nicholasville Kentucky
Class times: 8:00 AM to 5:00 PM	Fee: \$595.00
<i>Location Information: Nicholasville Police Department</i>	
Community Room, 717 North Main Street Nicholasville, FL 40356	

Field Training Officer

Instructor(s): [Ann Dorn](#)

Field Training Officer

2/6/2023 - 2/8/2023

Jacksonville, Florida

Class times: 8:00 AM to 5:00 PM

Fee: \$595.00

Hotel and Location Information: [IPTM - University of North Florida](#)

Adam W. Herbert University Center, 12000 Alumni Drive, Jacksonville, FL 32224

Instructor(s): [Ann Dorn](#)

Field Training Officer

5/1/2023 - 5/3/2023

Jacksonville, Florida

Class times: 8:00 AM to 5:00 PM

Fee: \$595.00

Hotel and Location Information: [IPTM - University of North Florida](#)

Adam W. Herbert University Center, 12000 Alumni Drive, Jacksonville, FL 32224

Instructor(s): [Ann Dorn](#)

Field Training Officer

10/9/2023 - 10/11/2023

Jacksonville, Florida

Class times: 8:00 AM to 5:00 PM

Fee: \$595.00

Hotel and Location Information: [IPTM - University of North Florida](#)

Field Training Officer

Adam W. Herbert University Center, 12000 Alumni Drive, Jacksonville, FL
32224

Instructor(s): [Ann Dorn](#)

Policies

Schedule Changes

This schedule is subject to change without notice. If you have not received an official confirmation email prior to the first day of class, please contact us at (904) 620-4786 or info@iptm.org before traveling or making airline reservations.

Registration and Fees

Full payment must accompany all registrations. You may register online and pay with your Visa, MasterCard, Discover or American Express credit card, or you may download a [Registration Form](#) and mail it to IPTM with a check.

Cancellation/Refund Policy

Complete the [Cancellation Request Form](#) and return it to IPTM. No telephone cancellations will be accepted. A 20% administrative fee will be assessed to all refunds if the cancellation request is received within 14 days of the course start date. In lieu of a refund, student substitutions can be made or a credit can be issued for a future course. No refunds will be given for no-shows. If materials for an online course were sent to the student, the appropriate materials and shipping costs will be deducted from the refund amount. Materials may be returned to IPTM in their original condition at the student's expense. Once IPTM has received and inspected them, the refund will be processed.

Due to the automated format of online independent study courses and Videos on Demand (VoDs), no refunds or substitutions can be made after registration.

Course Confirmations

A minimum number of registrations must be received for an in-person class to run as scheduled. When the minimum criterion has been met, written confirmation will be emailed to you. **Please do not travel or make airline reservations until you receive**

written notification confirming that the course will run as scheduled.

Transportation and Lodging

Most locations are served by several major airlines. Ground transportation, food and lodging are the responsibility of the student. Special rates have been negotiated at select hotels in Jacksonville for IPTM students. For more information, please visit our [Locations/Lodging](#) page or call us at (904) 620-4786.

Contact Us

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Jacksonville, Florida 32224
(904) 620-4786
(904) 620-2453 FAX
info@iptm.org