



Training in Nicholasville, Kentucky!

Field Training Officer

(20 Hours)

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 class is restricted to sworn and non-sworn law enforcement personnel.*

Course Fee: \$695

July 15-17, 2024

**Nicholasville Police Department
717 North Main Street
Nicholasville, KY 40356**

Register online at www.IPTM.org

REGISTRATION AND FEES

Full payment must accompany all registrations. You may register online at www.IPTM.org 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. Credit must be used within one year and cannot be refunded. No refunds will be given for no-shows.

LODGING

Most locations are served by several major airlines. Ground transportation, food and lodging are the responsibility of the student. For more information, please visit our website at www.IPTM.org or call us at (904) 620-4786.

COURSE CONFIRMATIONS

A minimum number of registrations must be received for a class to run as scheduled. When the minimum criterion has been met, you will receive confirmation by email.

Please do not make airline reservations until you receive written notification confirming that the course will run as scheduled.



Institute of Police Technology and Management

University of North Florida

Registration Form

STUDENT INFORMATION

First Name: _____ Day Phone: _____
 Middle Initial: _____ Student Fax Number: _____
 Last Name: _____ Student Email: _____
 Address: _____
 Address 2: _____
 Zip Code: _____
 City: _____
 State: _____
 Occupation (Rank): _____
 Employer (Agency Name): _____

Americans with Disabilities Act Program Accessibility:
 Individuals who require reasonable accommodation in order to participate must notify the registrar at (904) 620-IPTM at least five working days prior to the class.

COURSE INFORMATION

Course Title: _____
 Course Dates: _____
 Course Location: _____
 Course Fee: \$ _____

Full payment must accompany all registrations!

Please do not make airline reservations until you receive written notification confirming that the course will run as scheduled.

PAYMENT INFORMATION

Payment must be submitted with your registration.

Check enclosed for: \$ _____ *Make check payable to: Institute of Police Technology and Management*
 Bill my: Visa MasterCard American Express Discover for \$ _____
 Card #: _____ 3- or 4-digit security code: _____
 Name as it appears on card: _____ Expiration Date: _____
 Email receipt to: _____

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REGISTERING PERSON'S INFORMATION (If different than student)

Registering Person's Name: _____
 Registering Person's Title: _____ Phone Number: _____
 Registering Person's Email: _____

Return to: Institute of Police Technology and Management/University of North Florida
 12000 Alumni Drive • Jacksonville, Florida 32224-2678
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