

# Hosted by the Nicholasville Police Department!



## 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

**August 18-20, 2025**

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

**Register online at [www.IPTM.org](http://www.IPTM.org)**

### REGISTRATION AND FEES

Full payment must accompany all registrations. You may register online at [www.IPTM.org](http://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.

- Cancellations made less than 14 days before the course start date will incur a 25% administrative fee.
- Cancellations made less than 1 business day before the course start date will incur a 50% administrative fee.
- 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](http://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) 620-4786 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 travel arrangements 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: \_\_\_\_\_

### CANCELLATION/REFUND POLICY

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- Cancellations made less than 14 days before the course start date will incur a 25% administrative fee.
  - Cancellations made less than 1 business day before the course start date will incur a 50% administrative fee.
  - No refunds will be given for no shows.
  - No refunds will be given for online independent study and Videos on Demand (VoD) after registration. View the full policy online.

### 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  
Phone: (904) 620-4786 • Fax: (904) 620-2453 • E-mail: [info@iptm.org](mailto:info@iptm.org)