

Note:

Upon completion of the training module "How To Develop, Supervise and Manage The Field Training Officers" each officer will receive:

- A. F.T.O. Student Manual
- B. F.T.O. Model Department Policy (One Per Department)
- C. F.T.O. Model Manual
- D. F.T.O. Leadership Manual



Public Agency Training Council
5101 Decatur Blvd, Ste. L
Indianapolis, Indiana 46241

Phone: 1-800-365-0119
Fax: 317-821-5096
Email: information@patc.com

Visit us on the Web at:
www.patc.com

October 5, 6, 7, 8 & 9, 2009 • Norman, Oklahoma

Public Agency Training Council

Jim Alsup, Director



National Criminal Justice
Public Safety Continuing Education

Sponsored By:
Absentee Shawnee Tribal Police
Shawnee, Oklahoma

**C.L.E.E.T. CONTINUING EDUCATION HOURS
WILL BE GIVEN**

Training Seminar
5 Day
**How To Develop, Supervise
and Manage**
**Field Training
Officers Program**

Based Upon The San Jose, California Model

Instructor:

James Currie

James "Jim" Currie (Retired) was a law enforcement professional who has served over 32 years in police related positions. Twenty-two years were served in the Supervision and Management Positions in the United States Marine Corps. Eight years as a Senior Criminology Instructor at South Carolina Criminal Justice Academy specializing in the areas of Police Supervision, Management and Training.

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Norman, Oklahoma

Register On-Line At: www.patc.com

5 Day How To Develop, Supervise and Manage Field Training Officers Program

Course Objective:

This course is designed to provide the departmental FTO manager with the knowledge and training necessary to research, develop and implement a Departmental FTO Program which will standardize the training by new officers and ensure their understanding and compliance to accept policies and procedures adopted by their department.

During this five (5) day course, officers will be presented with ideas and techniques which, when used, will result in a viable FTO training program which will ensure new officer and departmental executive staff that this training will result in a more proficient road officer which results in alleviating training liability. On the fourth and fifth day of this training module, the attendee will be introduced to two additional roles of the Field Training Officer: Leadership and Counseling.

Introduction:

Many senior officers believe that once a new officer completes basic training they are as ready to "hit the street, and survive by trial and error." In today's law enforcement environment, this is no longer the case. Liability is something every chief executive officer must be aware of and to guard against it, professional training is the key. The new officers street performance is directly reflected to the training he/she received prior to going alone on the street. Poor street performance equals poor training equals poor instruction

Motivation For Involvement:

The need for a supervised and structured field training program was first addressed and recommended as early as 1965 by the President's commission of Law Enforcement and Administration.

In 1973 the National Advisory Commission on Criminal Justice Standards and Goals recommended that a minimum of 12 weeks of coached field training be included as a regular part of the recruit training process. It further recommended a training program of at least 40 hours for the field training officer.

This concept of field training received its most support from the Commission of Accreditation for Law Enforcement Agencies, Inc. (CALEA) in 1983. This body requires that all agencies seeking accreditation or to professionalize must conduct a formal field training program for its recruits.

The ideal of FTO has been endorsed by four (4) major law enforcement associations in the United States:

- The Police Executive Research Forum
- The International Association of Chiefs of Police
- The National Sheriff's Association
- The National Association of Black Law Enforcement Executives

Upon Completion:

At the completion of this course, the attending officers will have received instruction for them to be able to:

1. Recognize the need for a field training and evaluation program.
2. Manage an FTO program for your agency.
3. Write FTO requirements.
4. Write the recruit officers evaluation program for the FTO program.
5. Design a 40 hour FTO training program.
6. Know and implement FTO leadership principles
7. Know and implement FTO procedures in the role of Counselor

Seminar Agenda 5 Day How To Develop, Supervise and Manage Field Training Officers Program

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Monday, October 5, 2009

8:00 a.m. - 8:30 a.m.
8:30 a.m. - 12:00 Noon

Registration
Purpose and Overview Of FTO Program

- Benefits
 - U.S. Department of Justice Research
 - Need for a Department FTO Program
- Lunch (On-Own)

12:00 Noon - 1:00 p.m.
1:00 p.m. - 3:00 p.m.

Programs Presently In Use

- San Jose California Police Department
- Newport New Virginia Police Department
- Flagstaff Arizona Police Department

3:00 p.m. - 5:00 p.m.

Establishing An FTO Program For Your Agency

- Length of Program
- Program Structure
- Field Training Program Manual

Tuesday, October 6, 2009

8:00 a.m. - 12:00 Noon

Designing An FTO Program

- The FTO Supervisor
- The FTO
- Essential Tasks
- Training Phases
- Field Training Guide

12:00 Noon - 1:00 p.m.
1:00 p.m. - 3:00 p.m.

Lunch (On-Own)
FTO Evaluation Program

- Evaluation Schedule
- Evaluation Guidelines
- Daily Observation Reports
- Officer Remediation Procedures

Wednesday, October 7, 2009

8:00 a.m. - 12:00 Noon

FTO Training Program

- Course Overview
- FTO's Attitude
- Elements of a Successful Program
- Department Policies and Procedures
- FTO's Duties and Responsibilities

12:00 Noon - 1:00 p.m.
1:00 p.m. - 2:00 p.m.

Lunch (On-Own)
FTO Training Program - Continued

- The Evaluation Process
- Remedial Training
- Termination
- FTO Guide

Thursday, October 8, 2009

8:00 a.m. - 10:00 a.m.
10:00 a.m. - 12:00 Noon
12:00 Noon - 1:00 p.m.
1:00 p.m. - 2:30 p.m.
2:30 p.m. - 4:00 p.m.
4:00 p.m. - 5:00 p.m.

Field Training Officer Leadership Principles

F.T.O. Leadership Styles
Lunch (On-Own)

F.T.O. Leadership Traits
F.T.O. Leadership Responsibilities
F.T.O. Effective Leadership Styles

Friday, October 9, 2009

8:00 a.m. - 9:00 a.m.
9:00 a.m. - 10:00 a.m.
10:00 a.m. - 11:00 a.m.
11:00 a.m. - 12:00 Noon
12:00 Noon - 1:00 p.m.
1:00 p.m. - 2:00 p.m.
2:00 p.m. - 3:00 p.m.
3:00 p.m. - 4:00 p.m.
4:00 p.m.

F.T.O.'s As A Counselor
How To Approach Counseling
Preparing For Counseling
Counseling Officers (Practical Exercise)
Lunch (On-Own)
Counseling (Practical Exercise)
Officer Performance Appraisal
Leadership/Supervisor Liability
Certificate Presentation

Cut Along Dotted Line

3 Ways to Register for a Seminar!

1. **On-line Registration** at www.patc.com — Yellow/Blue link in corner
2. **Fax Form** to Public Agency Training Council **FAX: 1-317-821-5096**
3. **Mail Form** to

Public Agency Training Council
5101 Decatur Blvd, Ste. L
Indianapolis, Indiana 46241

Federal ID# 35-1907871

*** Pre-payment is **not required** to register ***

Upon receiving your registration we will send an invoice to the department or agency.

Checks, Claim Forms, Purchase Orders should be made payable to:

Public Agency Training Council

If you have any questions please call
317-821-5085 (Indianapolis)
800-365-0119 (Outside Indianapolis)



Seminar Title: Field Training Officer – Five Day

Instructor: James Currie

Seminar Location: Absentee Shawnee Tribal Events
Center/Casino
15700 E Hwy 9
Norman, OK 73069

When: October 5, 6, 7, 8 & 9, 2009

Registration Time: 8:00 A.M. (October 5, 2009)

Hotel Reservations: **NCED/Marriott**
2801 E Hwy 9
Norman, OK 73069
1-405-366-4104
\$78.00 single w/ breakfast

Registration Fee: \$375.00 Includes Hand-outs, 200 Page Field Training Officers Program Manual, F.T.O. Officer Evaluation Manual, Coffee Breaks, and Certificate of Completion.

Names of Attendees 1. _____

2. _____

3. _____

4. _____

Agency _____

Invoice To Attn: _____
(Must Be Completed)

Address _____

City _____ **State** _____ **Zip** _____

Email _____

Phone _____

Fax _____

Seminar ID
#7952

Note:
To receive discount room rates,
identify yourself with the FTO.