



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

<b>TOPIC OUTLINE</b>	<b>INSTRUCTIONAL CLUES</b>
<ul style="list-style-type: none"> <li>a. Establish a communication channel for learning</li> <li>b. Establish a communication channel for counseling</li> </ul> <p><b>B. MEET PRESENTER-SPECIFIC ATTENDANCE/BEHAVIOR REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>1. 10% Rule           <ul style="list-style-type: none"> <li>a. Cannot miss more than 10% of the hours/classes</li> <li>b. Must make up any time missed</li> </ul> </li> <li>2. Complete any agency specific written tests/assessments required</li> <li>3. Arrive late/leaving early requires instructor notifications</li> </ul> <p><b>C. SUCCESSFULLY COMPLETE ALL POST AND PRESENTER-SPECIFIC ACTIVITIES AND TESTING REQUIREMENTS INCLUDING:</b></p> <ul style="list-style-type: none"> <li>1. POST-required Teaching/Training demonstration           <ul style="list-style-type: none"> <li>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.</li> </ul> </li> <li>2. Case Study Analysis           <ul style="list-style-type: none"> <li>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:               <ul style="list-style-type: none"> <li>1) Did issues arise that no one in the group had previously dealt with/ heard about?</li> <li>2) Were there findings during the discussions that clarified your role(s) as a FTO?</li> </ul> </li> </ul> </li> </ul>	

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<p style="text-align: center;">3) Were you able to reach a consensus as to the success of this trainee in the program?</p> <p>3. Presenter-developed activities/tests</p> <p><b>D. IDENTIFY AND DISCUSS KEY COMPONENTS OF A SUCCESSFUL FIELD TRAINING PROGRAM, WHICH MAY INCLUDE:</b></p> <p>1. Commitment of department head and administrative staff</p> <p style="padding-left: 20px;">a. Allow time to train</p> <p style="padding-left: 20px;">b. Time/personnel provided to effectively run the program</p> <p style="padding-left: 20px;">c. Support of remedial and/or termination recommendations</p> <p>2. Clearly articulated organizational structure/chain of command</p> <p style="padding-left: 20px;">a. Smooth information flow (up and down)</p> <p style="padding-left: 20px;">b. Must have FTP SAC (Lonac./White)</p> <p style="padding-left: 20px;">c. Ensure decisions are made at the appropriate level</p> <p>3. Well-organized and effective field training program guide/manual</p> <p style="padding-left: 20px;">a. System for regular review and revisions</p> <p>4. Regular field training staff meetings</p> <p style="padding-left: 20px;">a. Instills strong, positive communication</p> <p>5. FTO and program critique by trainees</p> <p style="padding-left: 20px;">a. Provides important feedback</p> <p style="padding-left: 20px;">b. Quality assessment</p> <p>6. Clearly defined roles/expectations for trainees, Field Training Officers (FTOs), and Field Training Program Supervisors/Administrators/Coordinators (FTP SACs)</p> <p><b>E. IDENTIFY AND DISCUSS THE IMPACT OF FIELD TRAINING PROGRAMS, INCLUDING:</b></p>	

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<ol style="list-style-type: none"> <li>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:               <ol style="list-style-type: none"> <li>a. Lays the foundation upon which careers will be built;</li> <li>b. Establishes organizational loyalty</li> </ol> </li> <li>2. Uses only approved methods, procedures, and techniques to present training               <ol style="list-style-type: none"> <li>a. Learn it the right/accepted way the first time</li> </ol> </li> <li>3. The future of the agency is significantly impacted by values established in field training               <ol style="list-style-type: none"> <li>a. Sets the tone for years to follow</li> </ol> </li> </ol> <p><b>F. CASE STUDY INTRODUCTION</b></p> <p>Students will receive/review their assigned fictitious trainee with their workgroup while the facilitator explains the case study process and final presentation.</p>	