

Penn State Justice and Safety Institute

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Field Training Officer (FTO) Program

The future of a police department is significantly impacted by the field training officer (FTO). The FTO is a vital member of the department, responsible for training new recruits and determining the viability of these recruits as law enforcement officers. When FTOs are properly trained, they can help make sound personnel decisions and avoid future performance and legal issues.

The Penn State Justice and Safety Institute (JASI) is pleased to partner with our co-sponsor to offer this powerful three-day program, which is designed to prepare officers for field-training responsibilities. Rather than using a previously formulated method of instruction, we teach what we believe to be the best of each method, and then allow trainees to devise their own program. This highly interactive class places an emphasis on imparting the knowledge and skills needed to properly train and mentor recruits for work as law enforcement officers. All of our courses are instructed by current practitioners or recently retired executives. Key concepts and topics include, but are not limited to, the following:

- ✧ **Elements of the Communication Process**
 - ☑ Tailoring to departmental needs
 - ☑ Motivational and descriptive communication
- ✧ **Adult Learning Concepts**
- ✧ **Concepts of Appraisal**
 - ☑ Evaluating the trainee's performance based on policy procedures and guidelines
- ✧ **Evaluating Training Performance**
 - ☑ Evaluation based on an employee's performance while completing basic tasks
 - ☑ Counseling of a trainee based on positive or weak performance
- ✧ **Ethical Issues**
 - ☑ Counseling of the trainee on the issues of ethics and the performance of duty
- ✧ **Job-Task Analysis and Patrol Function**
- ✧ **Review of FTO forms**
- ✧ **Group and Individual Exercises**

Registration: Mail or fax registration to: Penn State Justice & Safety Institute, PO Box 410, State College, PA 16804-0410. Fax – 814-863-2765. Questions? Contact us at 814-863-0079.

Visit www.jasi.outreach.psu.edu for more information, future training schedules, registration forms, and our police program newsletter.

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