



LESSON PLAN

SUBJECT: In-Service Training Program for new Field Training Officers (FTO)

LENGTH: 3 Hours

PREPARED BY: Cpl. Leon Ortiz-Gil and Sgt Randy Banales

DATE PREPARED: August 1, 2012

APPROVED BY: *Clifford J. Brown*

DATE APPROVED: 7/16/12

I. Performance Objectives/Job-Related Objectives:

The purpose of this training is to provide new field training officers with the tools and knowledge necessary to properly instruct and document the performance of a trainee using the department's L.E.F.T.A. software and POST approved FTO program.

Training will include such areas as how to correctly document field performance and knowledge; identifying and working with trainees on areas requiring remedial training; completion of the Field Training Program Guide; completion of end of phase reports; and instructing newly selected field training officers on their roles and expectations of the coveted field training officer position.

II. Type of Instruction:

The FTO Supervisor will review the L.E.F.T.A. program features and user interface controls with the FTO's. The FTO's will conduct sample daily observation reports using the test subject on L.E.F.T.A. Covered in this review FTO Supervisor will discuss how to properly document daily observation reports and end of rotation reports.

The FTO Supervisor will instruct the new FTO on the POST approved CSUN DPS Field Training Officer Program manual, provide exemplars of daily and end of phase reports, and educate on him/her on the responsibilities and expectations of both the FTO and trainee. Practical exercises will be developed and presented by the FTO supervisor to ensure the FTO has gained proper understanding and skills required to successfully teach probationary police officers.

III. Course Outline:

A. Review the POST video "The Qualities of a Good FTO" this video can be located on the police server and is about 1 hour and 39 minutes.

B. Comprehensive review of the department's POST approved FTO Program

C. Comprehensive review of the L.E.F.T.A. user Interface

1. Main Menu Bar
2. Select Recruit
3. Recruit Portfolio
4. Recruit Training Manual
5. Recruit Assigned to FTO
6. Calendar View
7. Daily Observation Reports
8. DOR Tracking
9. Safety Violation Reports
10. Additional Training Reports
11. End of Rotation Reports
12. Non-Training Daily Observation Reports
13. Probationary Officer Evaluation Reports
14. Supervisor Evaluation Reports

D. Comprehensive review of the Agency-Specific Supplement and FTO Program Guide

1. Review the Agency-Specific Supplement, the FTO Program Guide and discuss how to properly document progress made and set goals.
 - a. Agency Orientation and Department Policies and Procedures
 - b. The Agency-Specific Training Supplement
 - c. The FTO Program Guide
2. Helpful hints and recommendations for new field training officers.
 - a. How to counsel a trainee for poor performance
 - b. Helpful hints for improving trainee performance (Creating daily goals)
 - c. Do's and don'ts as an FTO
 - d. Discuss remedial training and documentation

IV. Practical Exercise

- A. Create sample daily observations report using the L.E.F.T.A. software.
 - 1. Breakdown the numbers in the SEG
 - 2. Discuss how to properly evaluate and determine the proper standardized evaluation guideline number (SEG).
 - 3. Review the sample daily observation report with the FTO
 - 4. Review the end of rotation reports with the FTO
 - 5. How to properly document Remedial Training
 - 6. Notifications, keeping the FTO Supervisor updated and aware of the trainees progress in the FTO program.

- B. Review and “sign-off” Agency-Specific Supplements and the FTO Program Guide
 - 1. Review the areas to be completed on the Agency-Specific Supplement
 - 2. Review the areas to be completed on the FTO Program Guide
 - 3. Discuss the expectations of each phase of training with the FTO
 - 4. Review the expectations of an FTO and proper documentation

- C. Present and discuss various scenarios and strategies, as well as potential resolutions, in dealing with the multitude of trials and tribulations an FTO most likely will encounter during the course of training a new officer.

V. Certification of Completion Statement

The above sections of this in-service FTO training program have been reviewed and instructed by the FTO Supervisor, to which the FTO has demonstrated knowledge and competency in applying the FTO knowledge and performance areas cited above.

FTO _____ FTO Supervisor _____ Date _____