Your department’s future is in the hands of your FTO!

The field training officer (FTO) is a vital member of your department, responsible for training new recruits and determining the viability of these recruits as law enforcement officers. A properly trained FTO can help you make sound personnel decisions and avoid future performance and legal issues.

Make sure your FTO is up to the task.

Penn State’s Justice and Safety Field Training Officer is a powerful, three-day program designed to impart the knowledge needed to properly train and mentor recruits for work as law enforcement officers. The program provides instruction in areas such as supervision, one-on-one teaching, counseling and coaching theories, along with in-depth performance appraisal procedures.

For more information about this program and Penn State’s other law enforcement programs, visit: [www.jasi.outreach.psu.edu](http://www.jasi.outreach.psu.edu)
Program Benefits

Upon completion of the program, participants should be able to:

• assess the viability of recruits for work in law enforcement
• communicate more effectively with trainees
• evaluate and foster growth in the performance of recruits
• convey the importance of ethics in law enforcement
• serve as a role model and mentor for new hires
• motivate recruits to learn more and improve their performance
• understand and comply with legal issues in training and selection

University Policies

Access—Penn State encourages persons with disabilities to participate in its programs and activities. If you anticipate needing special accommodations or have questions about the physical access provided, please call 814-863-0079.

Cancellation—The University may cancel or postpone any course or activity because of insufficient enrollment or other unforeseen circumstances. If a program is canceled or postponed, the University will refund registration fees but cannot be held responsible for any other related costs, charges, or expenses, including cancellation/change charges assessed by airlines or travel agencies.

Key Topics

Elements of the Communication Process

• Description of effective communication and the breakdown of effective communication
• Description of effective communication between trainer and trainee
• Motivational communication between supervisor and employee

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 trainer on issues of ethics and the performance of duty

Job Task Analysis and Patrol Function

• Reviewing job task analysis as it applies to general principles of job task or specific issues based on department standards

Adult Learning Concepts

• Teacher-directed versus self-directed learning theory
• Motivating adults to learn
• Creating a learning environment