

Field Training Officer Certification

Instructors: Steve Kellams

Steven Kellams retired from the Bloomington Police Department after 27 years of service. His last rank was as the Administrative Captain for the Bloomington Police Department. One of his major job functions as Administrative Captain was to serve as the departments Public Information Officer. Captain Kellams attended Indiana University from 1987 to 1991. In 1989, he graduated from the Indiana University Police Academy and worked as a part time officer for the Indiana University Police Department. In 1991, he was hired by the Bloomington Police Department and was assigned to night shift. During that time, he has been a breath-test operator, bike patrol officer, field training officer, and senior field training officer. Captain Kellams has also served as a Patrol Supervisor, Detective Supervisor, Civil Disturbance Unit Commander, Motor Unit Supervisor, Field Training Manager, Field Training Coordinator, Special Investigation Unit Supervisor, and Public Information Officer. In 2000, Captain Kellams was instrumental in redesigning the field training program for the Bloomington Police Department and has taught that program to hundreds of departments throughout the United States. He has also instructed field training issues at the national level when he presented two courses at the 2002 National Association of Field Training Officers Conference. He also presented courses for NAFTO in 2008, 2010, and 2011. In 2000, he was elected state director for the Indiana Chapter of the National Association of Field Training Officers. He also served on the NAFTO National Executive Board and served as President of the board in 2009. Captain Kellams was awarded the Monroe County Officer of the Year Award in 2005 for his work with the Bloomington Police Department Field Training Program. Captain Kellams is a certified ILEA training instructor and teaches courses in Standardized Field Sobriety Tests, domestic violence, officer safety, firearms, and field training. Captain Kellams teaches a variety of courses for the Public Agency Training Council including a Managing the FTO Unit course. For more information go to www.ftosolutions.biz

Course Objectives:

This course is designed to provide knowledge and training to develop Field Training Officers' skills. Each new FTO will be presented with ideas and techniques to assist them in becoming more professional and confident in the application of their skills. This course is based on a modified "San Jose" program. Upon completion the FTO will be able to:

- Discuss the "San Jose" and Other Program Models
- Identify Demands on FTOs as Instructors
- List Five of the Errors in Rating
- Understand the Basics of Adult Learning Theory
- Identify Liability Issues
- Understand Performance Evaluations
- Instruct from Training Briefs
- Understand the Rating Scale and Reference Numbers
- Complete the Daily Observation Report

- Develop a Scenario and Additional Training Plans
- Understand the Purpose of Program Management and Control

Agenda

Day 1

- 8:00a.m.– 8:30a.m. Registration and Sign-In
- 8:30a.m.– 9:00a.m. Introduction
- 9:00a.m.– 10:00a.m. History of FTO
- 10:00 a.m.—12:00 p.m. FTO Program
- 12:00p.m.– 1:00p.m. Lunch (On Your Own)
- 1:00p.m.– 3:00p.m. Roles of the FTO
- 3:00p.m.— 4:00p.m. Methods of Instruction

Day 2

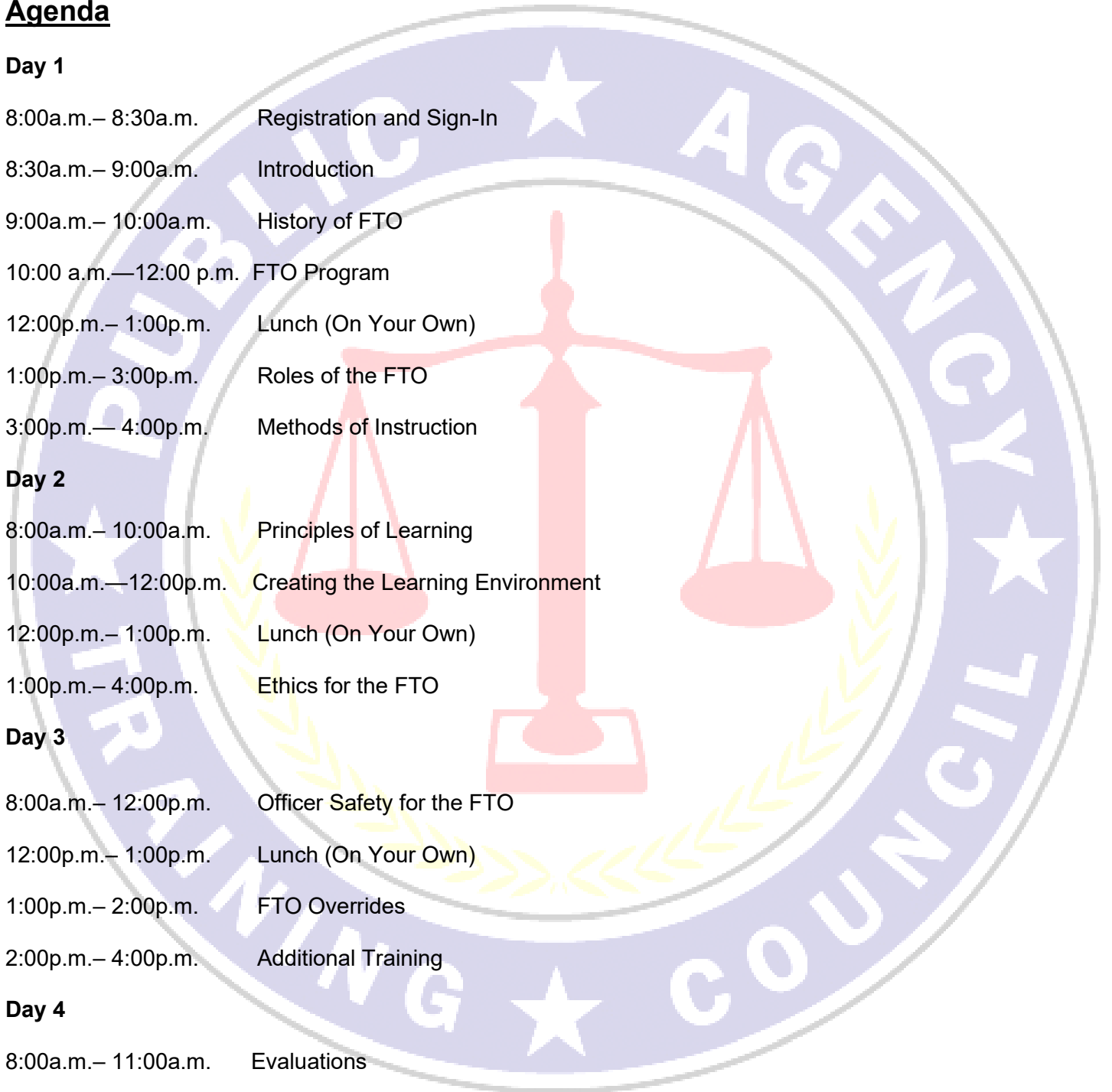
- 8:00a.m.– 10:00a.m. Principles of Learning
- 10:00a.m.—12:00p.m. Creating the Learning Environment
- 12:00p.m.– 1:00p.m. Lunch (On Your Own)
- 1:00p.m.– 4:00p.m. Ethics for the FTO

Day 3

- 8:00a.m.– 12:00p.m. Officer Safety for the FTO
- 12:00p.m.– 1:00p.m. Lunch (On Your Own)
- 1:00p.m.– 2:00p.m. FTO Overrides
- 2:00p.m.– 4:00p.m. Additional Training

Day 4

- 8:00a.m.– 11:00a.m. Evaluations
- 11:00a.m.– 12:00p.m. Using the DOR
- 12:00p.m.– 1:00p.m. Lunch (On Your Own)
- 1:00p.m.– 3:00p.m. Using the DOR (Cont.)



3:00p.m.– 4:00p.m. Legal Issues

Day 5

8:00a.m.– 9:00a.m. Practical Exercise 1

9:00a.m.– 10:00a.m. Practical Exercise 2

10:00 a.m.—11:00 a.m. Written Test

11:00a.m.– 12:00p.m. Certificate Presentation

A professional training, education, and certification program offered by Public Agency Training Council (PATC). Successful completion of certification requirements will designate the attendee as a certified Field Training Officer through Public Agency Training Council.

Mission:

To provide public safety practitioners who specialize in on-the-job training the opportunity to gain recognition for their education and professional dedication to the field training concept. Field training develops new employees into professional and ethical members of the organization. Agencies lacking a properly functioning field training program agencies are open to discredit and liability. A properly organized, supervised, and functioning field training program is critical to the development of an agency.

Purpose:

- To provide public safety agencies with a training and education program that will enhance the performance of field training.
- To encourage and facilitate continued education and learning in the essential agency function.
- To assist agencies in placing the proper emphasis on post-academy and on-the-job assessment tools.
- To provide Field Training Officers with the skills necessary to adequately train new employees.

Certification Validity:

Certification will be valid for two years. The successful candidate will receive special recognition for this achievement.

What you will receive upon completion:

- A certificate declaring status as a Certified Field Training Officer
- Three-month free trial membership to Agency360 Field Training Software

Testing Requirement:

Certification will require each candidate to attend PATC “How to be an Effective Field Training Officer” course and successfully pass the associated written and practical tests.

Re-Certification:

Graduates of the certification program who desire to maintain current status as a certified Field Training Officer you will be required to attend one PATC Field Training Officer related training program during the 2-year validity period. Courses include;

- Advanced Field Training Officer Course
- Leadership for the FTO
- FTO Refresher
- Supervising and Managing the FTO Program

Submit three completed Daily Observation Reports with all accompanying paperwork. (with identifying information redacted)