



“Field Training Officers (FTO) Course”

Course Duration:	40 hours
Max. Number of Students:	20
Instructors:	MLEOTA Staff
Dates:	April 28 – May 1, 2025
Cost:	\$500.00

COURSE DESCRIPTION

A systematic approach to training between FTOs (Field Training Officers) and trainees provides a structured, predictable method for transferring knowledge and skills. It begins by clearly identifying the specific learning objectives for the trainee and breaking those down into manageable steps. The FTO's role is to guide, coach, and observe the trainees as they develop their skills in real-world situations, ensuring the training meets established standards. A key component of this approach is the provision of regular feedback—both positive and constructive—which helps the trainee understand their strengths and areas for improvement. As the trainee progresses, the FTO gradually transitions more responsibility to them, allowing for greater independence while maintaining close supervision.

The Importance of a Systematic Training Approach in Law Enforcement

This structured approach ensures consistency throughout the Field Training process, covering all core competencies in the correct order and at an appropriate pace. It accommodates various teaching methods—from direct instruction to problem-solving exercises—making the training adaptable to different learning styles. Tools like Daily Observation Reports (DORs) are essential for tracking progress, while clear learning goals help keep the focus on key developmental milestones. The systematic framework also allows flexibility, enabling the FTO to adjust the training if a trainee is struggling with specific tasks, maintaining an adaptable and responsive learning environment. Ultimately, both the FTO and the trainee benefit: the FTO follows a clear, organized structure, while the trainee receives a comprehensive education that prepares them for real-world law enforcement duties.



Topics Include:

- An Overview of a Successful FTO Program
- Understanding the benefits of a systematic approach to training
- How to Design and Create Learning Sessions and Establish Learning Objectives
- How to Prepare Complete and Comprehensive DORs
- Understanding the Importance of Phase-Format Training to Track Performance
- Identify the critical Policies of a Model FTO Program
- How to Properly Use the Rating Scales in the Evaluation Process
- Using a Step by Step Approach for Counseling Sessions
- Creating Training Scenarios and Identify Learning Goals
- Communication and Listening Skills for the FTO
- How to Apply Important Leadership Attributes while Serving as an FTO

INSTRUCTIONAL GOAL:

The primary goal of this training is to instill professional attitudes in Field Training Officers (FTOs), Supervisors, and Managers, equipping them with the essential skills, techniques, and foundational concepts of modern FTO principles. These concepts are vital for FTOs to thrive as mentors, trainers, and leaders within their agencies. A well-trained FTO is one of the most valuable assets any law enforcement agency can have. They play a crucial role in passing on critical knowledge and instilling professional attitudes in younger officers. In an era of increasing litigation risks, effective training can be the key to avoiding costly legal challenges related to “failure to train” or “improper training.” By providing officers with the right tools and skills, we ensure they are prepared to function effectively in today’s complex law enforcement environment. MLEOTA is committed to upholding the principle of "Instilling professionalism through training" for the benefit of both the officers and the communities they serve.

Registration for the course:

Contact Barbara for questions at bloyd@dps.ms.gov

