

NOTHERN ILLINOIS TRAINING ADVISORY BOARD

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FIELD TRAINING FOR CORRECTIONS OFFICER

Date: August 25-27, 2025 Registration Deadline: July 25, 2025

Times: 0800-1600 hours (2.5 Days)

Location: Dekalb County Outreach Building – Five Season Room
2500 N. Annie Glidden Road
Dekalb, IL

Instructor: Legal Liability Risk Management

Member Fee: \$0 Non-MTU Member & NON-Sworn Fee: \$150

CORRECTIONS PERSONNEL ONLY

Course Description:

This is a 2.5-day course. This course is designed to provide knowledge and training to develop Field Training Officer's skills with a focus on Corrections Officers. 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 common in most departments across the US. Many of the topics will also apply to a variety of different FTO programs.

Objectives

At the end of this course, students will be able to:

- Discuss the "San Jose" and other program models
- Understand differences from Lesson Plans and Check-off List
- 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
- Understand the Rating Scale and Reference Numbers
- Complete the Daily Observation Report
- Counsel the new officer/deputy

- Have a working knowledge of Problem Solving
- Mentor the new officer/deputy.

Prerequisites

There are no prerequisites for this class; however, it is recommended that the student be familiar with their agency's field training program.

Teaching Methodology/Class Format:

Lecture format in a classroom style with "hands-on" applications allowing students to participate in practical exercises to generate immediate results during class.

Class Size & Instructor/Student Ratio:

Generally, the maximum class size is 40 students at a ratio of 1 instructor to 40 students. Classes may be larger with special approval.

Handouts:

Course Manual Blank DORs

Training Aids:

Power Point Presentation

Videos

Special requirements of facility/equipment restrictions:

Classroom, projector, speakers, large screen, whiteboard or flip chart

Safety Requirements

Not applicable

References:

The Field Training Concept in Criminal Justice Agencies – Glenn Kaminsky

Student Requirement:

Each student should bring a copy of their department FTO manual for reference.

Methods of evaluation

A Pre-test written exam must be taken by each student to gauge the knowledge of the student officer coupled with Frequent Oral quizzes, Practical In-classroom Exercises, continual evaluation of skills learned throughout the course, and concluded with a Final Exam.

Course Outline**Day One**

Introduction

FTO Program Structure

Basic Goal of Supervised Field Training

Nine Roles of the FTO
Coach Pupil Method of Instruction
Theories of Learning
Training Briefs
Adult Learning Theory
Effective Feedback

Day Two

Creating the Learning Environment
Motivational Theory
FTO Overrides
Evaluations
Scale Value System
Standard Evaluation Guidelines
Using the DOR
Common Evaluation Errors
Additional Training

Day Three

Legal Issues
Nancy Fahdl Case
Practical Exercise
Final Exam