Course Announcement

To: All Law Enforcement and Correctional Agencies

From: John C. Moses
Director of Criminal Justice

Date: August 7, 2015

Re: Field Training Officers (FTO) Course
CJA027-5032 (30 hours)
December 1 to 4, 2015
MPTC Approval # P21950/C13521

Location: Eastern Shore Criminal Justice Academy
Guerrieri Hall/Room 205
32000 Campus Drive
Salisbury, MD 21804
410-572-8750
FAX 410-572-8759

Dates & Times:
Tuesday, December 1 8:15 am to 4:00 pm
Wednesday, December 2 8:30 am to 4:00 pm
Thursday, December 3 8:30 am to 4:00 pm
Friday, December 4 8:30 am to 4:00 pm
(There will be 2 additional hours conducted outside the classroom)

Fee:
Wicomico/Worcester/Somerset Counties $103
Other Counties $113
Out of State $221

If you have previously attended a Field Training Officers (FTO) Course you are not eligible to attend this training.

This course will cover continuing training for entrance-level law enforcement personnel, which may be appropriately addressed by field training officers. Emphasis will be placed on observation of actual fieldwork, reporting and evaluating performance activity, counseling and motivation of the entrance-level law enforcement officer.

Upon completion of this course, the student should be able to:

1. Identify a training need within their agency and prepare an appropriate method of addressing the need.
2. Identify and explain methods of gathering performance data.
3. List and define the basic objectives of performance appraisal systems.
4. Identify and explain the elements of counseling.
5. Define the basic objectives of a field-training officer that should include productivity, efficiency, work quality and motivation of employees.
This course is designed to meet requirements as mandated by the Maryland Police and Correctional Training Commissions and to meet the annual in-service requirements.

**Class Size:** Restricted size, seating is limited.

**Reservations:** Email esmith@worwic.edu to reserve seats.

**Dress Code:** See the attached equipment list for details regarding attire. **NO JEANS, SHORTS or HOODIES**

**Attendance:** You must attend the full session in order to receive in-service credit.

**Firearms:** All officers wearing a handgun on campus in plain view **MUST** also wear his/her badge in plain view.

**Billing Inquires:** You will be billed by Wor-Wic Community College billing office, 410-334-2924.
Reservation Section

PLEASE PRINT ALL INFORMATION

Course: Field Training Officers (FTO) Course
Date: December 1 to 4, 2015
Reservations: Email reservation form to esmith@worwic.edu

<table>
<thead>
<tr>
<th>Attendees Name</th>
<th>MPCTC Certification # (Required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
</tbody>
</table>

Sheriff/Chief/Warden/Director:
Contact Person:
Contact Phone #:
Contact Email:
Agency:
Street Address:
City, Zip
Billing same as above (circle one) Yes No
Billing Address (if different than above address):
Street Address:
City, Zip