



Southern Illinois Criminal Justice Training Program

Mobile Team Unit 15

Training Announcement

Name of Training			Class ID#	Course ID#
Field Training Seminar			107734	69619
Date(s) of Training	Time	Hours	Location	
February 16-18, 2021	0830 – 1630 hrs.	24	The Pavilion 1602 Sioux Drive, Marion, IL	

Course Description

This course is designed and intended to enhance the skills of the officer who is already a trained and certified Field Training Officer. This class is not the necessary initial training for one to become an FTO.

In this class FTO's discuss the significance of setting up the constructs and expectations for the FTO's relationship with the Probationary Officer. They will discuss the probable challenges they will face with probes, due to differences in age, work experience and service with another agency. This class will emphasize the importance of the Probationary Officer's learning to communicate effectively, face-to-face with the public. FTOs will recognize the significance of tying all feedback and documentation to Department SOPs, federal and state statutes, city ordinances, jurisdictional geography, community policing, and customer service goals. This training identifies the need for FTOs to be assertive and professional during training and how to document with neutral/unbiased language. Field Trainers will practice incident debriefings, a disciplinary situation with the probe and proofing/editing a report narrative when giving feedback.

Course Objectives

- ✓ Professional Communication Standards: assertive vs aggressive or passive, Professional duties versus Interpersonal (pals).
- ✓ Ethics for character-driven professionalism with confidentiality standards
- ✓ Adherence through work practice, daily discussion, ongoing feedback, & Daily Observation Reports, underscoring work alignment to Department SOPs
- ✓ Generational impact on communication skills (verbal & nonverbal), work attitude versus whining, work product (not cutting corners), & being a team-player.
- ✓ Major challenge/resistance areas with laterals from other agencies: age/experience difference between FTO & Probe, laziness, lying, freezing, lack of job aptitude, unsafe practices, resistance to training. How to coach & document each area
- ✓ Strategies for helping probes learn & succeed. What helps? What interferes?
- ✓ How to coach to improve skill sets, interviewing, writing, receiving feedback. Giving timely feedback that is motivating, constructive, clear & concise
- ✓ Reducing training liability: common evaluation errors
- ✓ Daily Observation Report documentation: using unbiased neutral language. How to write request for extended training or not retaining the Probe
- ✓ Proofing & editing narratives, elements of the crime, outline prototypes, chronological order, consistent verb tense, grammatical writing skills.

Instructor

Jan Mirikitani teaches leadership principles for organizational communication competency with realistic applications. She has worked with federal, state, county, and municipal governments (primarily law enforcement) as well as corporations and school districts. Jan has been a continuing education trainer for the St. Louis County & Municipal Police Academy for nearly 30 years. She is considered a friend to law enforcement officers in every jurisdiction in which she had delivered training.

Mandates Met by This Training

- Civil Rights
- Cultural Competency
- Legal Updates
- Procedural Justice

This class is partially funded and certified by the Illinois Law Enforcement Training and Standards Board