



Arizona Peace Officer Standards and Training Board

LESSON PLAN COVER SHEET

COURSE TITLE: Mesa PD FTO Program Forms		HOURS: 1.5	
DATE FIRST PREPARED: 12/10/1997		PREPARED BY: Ofc. Chris Hoerchler, Mesa PD	
DATE REVISED/REVIEWED: 10/24/2000		BY: Ofc. Chris Hoerchler, Mesa PD	
DATE REVISED/REVIEWED: 09/14/2002		BY: Ofc. Bill Everson, Mesa PD	
DATE REVISED/REVIEWED:		BY:	
DATE REVISED/REVIEWED:		BY:	
DATE REVISED/REVIEWED:		BY:	
DATE REVISED/REVIEWED:		BY:	
LIST ANY PREREQUISITES: N/A			
LEAD INSTRUCTOR: Ofc. Richard Encinas, Mesa PD		BACK-UP INSTRUCTOR: Ofc. Tony Fajardo, Mesa PD	
APPROVAL NUMBER:			
COURSE DESCRIPTION: The students will be introduced to the forms used in the FTO Program and be shown the proper procedure for completing the forms, when to use each form, when each form is due, and where the forms are to be filed when completed. Samples of both proper and poor forms are discussed.			
INSTRUCTOR REFERENCES: Field Training and Evaluation and concept Manual by Kaminsky & Assoc. Inc., 1991. Mesa PD FTO Forms		TRAINING AIDES, EQUIPMENT, MATERIALS: Handouts: <ol style="list-style-type: none"> 1. Calendar 2. Daily Observation Report (DOR) 3. Daily Rating Chart (Color Chart) 4. Sergeant's Weekly Report (SWR) 5. End of Phase Report 6. FTO Critique LCD projector	
		PRE-TEST: No	POST-TEST No
METHOD OF INSTRUCTION: Lecture Student participation			
SUCCESS CRITERIA: Students will be able to properly complete FTO paperwork.			
PERFORMANCE OBJECTIVES: <ol style="list-style-type: none"> 1. Verbally name each form used in the FTO Program with 100% accuracy. 2. Demonstrate the ability to complete each of the FTO Program forms with 100% accuracy. 3. List where each form is to be filed in the OITs' workstation files with 100% accuracy. 			
AGENCY APPROVAL	Name (Type or Print)	Signature	Date
AZPOST APPROVAL	Name (Type or Print) LYNDON A. "LYNN" LARSON Basic Training Administrator	Signature 	Date August 2, 2000

AZ POST Form LP (Revised 8/00)

OUTLINE

NOTES

A. INTRODUCTION

1. Instructor Background
 - a. Lead instructor
 - b. Secondary instructor
2. Purpose and Motivator
 - a. In order to be a successful FTO and do the job correctly, you must master the FTO Program forms and evaluation process.
3. Performance Objectives
 - a. Verbally name each form used in the FTO Program with 100% accuracy.
 - b. Demonstrate the ability to complete each of the FTO Program forms with 100% accuracy.
 - c. List where each form is to be filed in the OITs' workstation files with 100% accuracy.

TRANSITION: Let's begin by covering the forms used in the FTO Program.

B. FTO PROGRAM FORMS

1. FTO Program Calendar
 - a. Phase dates.
 - b. DOR/SWR/End of Phase Report due dates.
 - c. Jail/Callback/Communications dates.
 - d. DUI Taskforce dates.
 - e. Air Unit ride-a-longs.
 - f. Range practice.
2. Daily Observation Report (DOR)
 - a. Complete and discuss with OIT prior to the end of each shift if possible; have OIT sign DOR.
 - b. DOR #, Phase #, date.
 - c. OIT's & FTO's name and ID #.
 - d. If no evaluation is done, indicate why.
 - 1) Limbo Day.
 - 2) Sick day.
 - 3) Working Jail/Callback/ Communications.
 - 4) All signatures are still needed on black DORs.
 - e. Assign number score in each category observed.
 - 1) Indicate a score of 1-7.
 - 2) If not observed, check N.O. box.
 - f. Not Responding to Training.
 - g. Remedial Training time.

Handout and/or use LCD projector

Handout and/or use LCD projector

OUTLINE	NOTES
<ul style="list-style-type: none"> h. Document satisfactory and unsatisfactory performances each day. <ul style="list-style-type: none"> 1) Complete and thorough documentation. <ul style="list-style-type: none"> a) Set the stage/scene. b) Consider verbatim quotes. c) Critiques performance. d) Use lists as appropriate e) Report facts, avoid conclusions. f) Check spelling, grammar, etc. g) Think remedial. h) Consider your audience. i) Do not predict. 3. Daily Rating Chart (Color Chart) <ul style="list-style-type: none"> a. FTO ID# and DOR # across top. b. Transfer scores from DOR to Daily Rating Chart. <ul style="list-style-type: none"> 1) Color code the chart with highlighters <ul style="list-style-type: none"> a) 1, 2, & 3: color pink. b) 4: color yellow. c) 5, 6, & 7: color green. c. Keep Daily Rating Chart current <u>daily</u>. 4. Supervisor's Weekly Report (SWR) <ul style="list-style-type: none"> a. OIT's and sergeant's name and ID #. b. Date, week # (continuous, do not start over with each phase), and phase #. c. FTO's name and ID #. d. Check "have" or "have not" discussed with OIT. e. Narrative. <ul style="list-style-type: none"> 1) Remedial training. 2) OIT's progress/performance to date. 5. End of Phase Report <ul style="list-style-type: none"> a. OIT's and FTO's name and ID #. b. Phase #, date phase began, date phase ended c. Narratives <ul style="list-style-type: none"> 1) Traffic stop proficiency 2) Accident proficiency 3) Citation proficiency 4) DUI proficiency 5) Report writing proficiency 6) Officer safety 7) Significant strengths 8) Significant weaknesses 9) Remedial efforts 10) Recommendations: advance or extension 11) Exemplary report indicating positive and negative aspects of OIT report writing ability. 	<p>Handout and/or use LCD projector</p> <p>Handout and/or use LCD projector</p> <p>Handout and/or use LCD projector</p>

OUTLINE	NOTES
<p>6. Daily Rating Chart</p> <ol style="list-style-type: none"> a. To be filled out by FTO each day. b. OIT's name, phase #, FTO's ID #, and week # across top of the chart. c. 1-3: red, below solo officer status. d. 4: yellow, at solo officer status, goal of the program. e. 5-7: green, above solo officer status f. Chart gives supervisors an "at a glance" look into an OIT's progress. g. When the chart is up to date, supervisors have a gage of an OIT's progress even when the DORs have not been added to the workstation file yet. 	<p>Handout and/or use LCD projector</p>
<p>7. FTO Critique</p> <ol style="list-style-type: none"> a. Completed by OIT at the end of each phase. <ol style="list-style-type: none"> 1) Honest evaluation of FTO abilities 2) Used as constructive criticism for FTOs to improve their abilities. b. FTO Unit holds critique until one month after OIT graduates the FTO Program. c. FTO Unit sends critiques to the FTOs' sergeants who in turn give them to the FTOs. 	<p>Handout and/or use LCD projector</p>
<p>TRANSITION: Now let's cover where the completed forms are to be filed.</p>	
<p>C. FILING OF COMPLETED FORMS</p>	
<ol style="list-style-type: none"> 1. Turn into sergeant. 2. File in OITs' workstation files. <ol style="list-style-type: none"> a. DORs and SWRs are filed in appropriate phase section. b. End of Phase Reports are filed at the end of each phase section. c. Daily Rating Charts are filed at the beginning of each phase section. 	
<p>TRANSITION: In conclusion, review and answer questions.</p>	
<p>D. CONCLUSION</p>	
<ol style="list-style-type: none"> 1. Review Performance Objectives 2. Answer students' questions. 	