



# Northwest Illinois Criminal Justice Commission

Doug Coppotelli, Regional Director  
2308 E. Lincolnway, Suite E - Sterling, IL 61081  
Phone: 815-288-6695- Fax: 815-288-6787- [www.mtu1.com](http://www.mtu1.com)

Mobile Team Unit #1 is funded in partnership with the Illinois Law Enforcement Training & Standards Board

## 24 Hr. Basic Field Training Officer

**DATE:** January 19-21, 2021

**Registration Ends:** January 1, 2021

**TIME:** 8:00 AM—4:00 PM 24 Hours

**LOCATION:** Dixon Police Department, 220 S. Hennepin Ave, Dixon, IL

**INSTRUCTOR:** Jan Mirikitani, JBM Consulting Services, LLC.

**COURSE CONTENT:** This course is taught in a workshop format. Field Trainers will work in teams & discuss the significance of setting up the Field Training relationship with the Probationary Officer. They will discuss the most probable eight challenges Probationary Officers face, often due to differences in age, time on, experience, and time-on with different agencies. Participants will recognize the significance of tying all feedback and documentation to Department SOPs, federal & state statutes, city ordinances, jurisdictional geography, & community policy goals. The training will identify assertive verbal & nonverbal communication skills & neutral/unbiased documentation skills of Field. Field Trainers will practice debriefings, conflicted situations, & proofing/editing a report then giving feedback.

**Students should be familiar with their Department's current Field Training Program & Evaluation Process**

### LEARNING OBJECTIVES

1. Professional Communication Standards: Assertiveness vs Aggression & Passivity; Professional Relationship Constructs versus interpersonal buddies
2. Ethics for Character-driven professionalism with confidentiality standards.
3. Adherence through work practice, discussion, feedback, & DORs to key Department policies, underscoring all work alignment to Department SOPs.
4. Generational Impact on Work Attitude, Assignments, & Assessment
5. Challenge/resistance areas with laterals from other agencies, millennials, age & experience differences between the FTO and Probe, laziness, lying, freezing, & lack of job aptitude. Participants will identify methods for training & documenting each area
6. Strategies for helping probes learn & succeed. What helps? What interferes?
7. Coaching skills tied to training, review, feedback, & documentation. Giving timely feedback that is motivating, constructive, clear & concise.
8. Reducing Training Liability: Common Evaluation Errors
9. Daily Observation Report documentation: using unbiased neutral language. Writing documents for your Sergeant & Lieutenant regarding extended training or not retaining Probationary Officer, with sample documentation.
10. Proofing & editing narratives, elements of the crime, outline prototypes, chronological order, consistent verb tense, grammatical writing skills.

**This class is being co-sponsored by MTU#2 and MTU#1. Their member agencies will receive priority registration.**



Partial funding provided by Illinois Law Enforcement Training and Standards Board and MTU#1's request for certification of this course has been approved by the Illinois Law Enforcement Training and Standards Board

**REGISTRATION:**

All registrations are received on the [MTU#1 website](#). Find Registration instructions [here](#)

***This class has been approved by ILETSB for the following mandates:***

***Mandated Annually***

**Law Updates**     Use of Force (must include scenario based or similar approved)

**Mandated once every 3 years** (begin 1/1/16)

**Civil Rights**                       **Constitutional and proper use of law enforcement authority**

**Cultural competency**                       **Procedural Justice**                       **Human Rights**

**Mandated once every 3 years** (begin 1/1/17 all/ within 2 yrs. for investigators)

Sexual Assault Trauma Informed Response

Sexual Assault Trauma Informed Investigator

**Mandated once every 3 years** (begin?)

Mental Health Awareness

**Mandated 32 hours every four years after initial training**

Lead Homicide Investigator training