



5055 Santa Teresa Blvd  
Gilroy, CA 95023

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### Course Outline

**COURSE:** JLE 233                      **DIVISION:** 50                      **ALSO LISTED AS:**

**TERM EFFECTIVE:** Spring 2021                      **CURRICULUM APPROVAL DATE:** 06/8/2021

**SHORT TITLE:** FTP SAC

**LONG TITLE:** Field Training Program-SAC

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
.5	18	Lecture:	.45	8.1
		Lab:	.89	16.02
		Other:	0	0
		Total:	1.34	24.12
		Total Learning Hrs:	40.32	

#### **COURSE DESCRIPTION:**

This course is designed for students entering the Field Training Program as supervisors and/or managers. It emphasizes techniques for the proper selection, training and supervision of FTO's. It meets the training requirements for effective management of the Field Training Program required by California Commission on Peace Officers Standards and Training (POST). Pass/No Pass Prerequisite: JLE 100.

#### **PREREQUISITES:**

Completion of JLE 100, as UG, with a grade of C or better.

#### **COREQUISITES:**

**CREDIT STATUS:** D - Credit - Degree Applicable

#### **GRADING MODES**

P - Pass/No Pass

**REPEATABILITY:** N - Course may not be repeated

## SCHEDULE TYPES:

- 02 - Lecture and/or discussion
- 03 - Lecture/Laboratory
- 04 - Laboratory/Studio/Activity
- 05 - Hybrid
- 71 - Dist. Ed Internet Simultaneous
- 72 - Dist. Ed Internet Delayed
- 73 - Dist. Ed Internet Delayed LAB

## STUDENT LEARNING OUTCOMES:

1. Develop supervision and leadership skills needed to effectively manage an agency's field training program, provide ongoing constructive feedback and timely evaluations, and incorporate the field training program into the mission, goals, and operation of the agency.

Measure of assessment: Skills demonstration, scenario training, POST written exam

## CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 06/8/2021

### Lecture content:

- I. Development and update of a POST approved program and manual
  - A. Trainee preparation to the Field Training Program (FTP)
  - B. Update of POST Basic Training
  - C. Standardized Curriculums
  - D. Performance Objectives
  - E. POST terminologies
  - F. Trainee Performance
- II. Legal and Liability Issues
  - A. Various liability concepts related to field training
  - B. Concepts of risk management and methods for reducing civil liability
- III. Local Issues and Discussions Related to Individual Department Policies and the Field Training Program
  - A. Potential MOU issues
  - B. Agency personnel regulations for personnel selection, and trainee termination
  - C. SUGGESTED individual representative agency reports on updated evaluation of their FTP

**Lab Content:**

## III Adult Learning Theory

- A. Components of effective training
- B. Adult learning Styles
- C. Factors that may impact the learning process
- D. Personal strengths and weaknesses as a trainer/teacher
- E. Training methods, within a field training environment

## IV Program Management and Supervisory Procedures

- A. The importance of aligning the management of the FTP with agency goals and mission
- B. Key components of a successful field training program
- C. Types of reports that the FTP Supervisor, Administrator, Coordinator (SAC) may be required to submit to agency administrators.
- D. Proper management/auditing of documents pertaining to the FTP
- F. The FTP SAC's responsibility to provide training to FTOs and trainees to ensure compliance
- V. FTP Personnel Roles, Responsibilities and Conduct
  - A. The roles and responsibilities of the trainee during the field training program
  - B. The roles and responsibilities of the Field Training Officer within the field training program
  - C. The roles and responsibilities of the FTP SAC within the field training program
  - D. FTP SACs are expected to ensure the professional conduct of those participating in the field-training environment.
  - E. The role of the FTP SAC as a coach/mentor to trainees and FTOs

## F. INSTRUCTIONAL ACTIVITY

## VI. Documentation and Evaluation

- A. POST requirements for documentation in the Field Training Program
- B.Th. FTP SACs role in ensuring the appropriate application of the agency's evaluation system.  
Standardized Evaluation Guidelines (SEGs) and daily evaluation forms
- D. Assessing various levels of performance and assign a numeric or alphabetic value for the trainee based on the SEGs
- E. Written record/narrative based on observed performance, using the SEGs
- Delivery of trainee evaluations
- Performance deficiencies vs training deficiencies
- Alternative evaluation and documentation methods approved by POST
- I. Review/evaluation of both the agency's FTOs and the program itself.
- J. Instructional Activities

**METHODS OF INSTRUCTION:**

Lecture, Lab, Discussion, Skills Demonstration, Scenarios

**OUT OF CLASS ASSIGNMENTS:**

Required Outside Hours:

Assignment Description:

Reading:

Students will review their agency's Field Training Program (FTP) manual for compliance with POST regulations.

Required Outside Hours:

Assignment Description:

Writing

Students will document trainee performance through daily journaling, training notes, or Daily Observation Reports (DOR)

**METHODS OF EVALUATION:**

Writing assignments

Percent of total grade: 20.00 %

Evaluation reports Trainee Performance Objectives/Checklists Daily Observation Reports

Objective examinations

Percent of total grade: 40.00 %

POST Written Exam

Skill demonstrations

Percent of total grade: 40.00 %

**REPRESENTATIVE TEXTBOOKS:**

Department. FTP Manual. Department,2018.

Reading Level of Text, Grade: 12 Verified by: Doug Achterman

**Recommended Other Texts and Materials**

Instructor Handouts

**ARTICULATION and CERTIFICATE INFORMATION**

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

**SUPPLEMENTAL DATA:**

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: C

Maximum Hours: 24.12

Minimum Hours: 24.12

Course Control Number: CCC000588172

Sports/Physical Education Course: N

Taxonomy of Program: 210550