

**The Essential Field Training Officer:  
Getting the Best Out of Your FTO Program**

**Course Overview**

This 2.5-day course is designed to provide new Field Training Officers (FTOs) with the knowledge, skills, and confidence needed to excel in their role. The course emphasizes **instructional techniques, proper evaluation methods, and professional development**, ensuring that FTOs can effectively train and mentor new officers.

Based on a modified “**San Jose**” **program**, widely used across U.S. departments, this course also addresses topics applicable to various FTO programs, providing participants with a strong foundation for success.

**Course Objectives**

By the end of this course, participants will be able to:

- Understand the differences between **lesson plans and check-off lists**
- Identify the **demands placed on FTOs as instructors**
- Recognize and avoid **common errors in rating**
- Apply the **basics of adult learning theory** to field training
- Understand and conduct **performance evaluations** effectively
- Utilize the **rating scale and reference numbers** accurately
- Complete the **Daily Observation Report (DOR)** correctly



Legal and Liability  
Risk Management Institute  
700 N. Carr Rd., #595  
Plainfield, IN 46168

Phone: 317-386-8325  
FAX: 317-386-8228  
[www.llrmi.com](http://www.llrmi.com)

October 6, 7 & 8, 2026 • St. George Utah



TRAINING SEMINAR  
**The Essential  
Field Training Officer:  
Getting the Best Out of  
Your FTO Program**

October 6, 7 & 8, 2026  
St. George, Utah

SPONSORED BY:  
St. George Police Department  
St. George, Utah



**LLRMI Experienced Instructors  
Make the Difference**



**Instructor**

**Steve Kellams**  
*Captain (Retired)*  
*Bloomington Police Department*  
*Bloomington, Indiana*

**Register On-Line at: [www.llrmi.com](http://www.llrmi.com)**



**Legal & Liability Risk Management Institute**  
**James R. Alsup, Director**  
[www.llrmi.com](http://www.llrmi.com)

| Seminar Agenda             |                                   |
|----------------------------|-----------------------------------|
| Tuesday, October 6, 2026   |                                   |
| 8:00 – 8:30 am             | Registration                      |
| 8:30 – 9:30 am             | Introduction                      |
| 9:30 – 11:00 am            | Duties of the FTO                 |
| 11:00 am –12:00 pm         | Coach Pupil Method of Instruction |
| 12:00 – 1:00 pm            | Lunch (On Your Own)               |
| 1:00 – 3:00 pm             | Theories of Learning              |
| 3:00 –4:30 pm              | Adult Learning Theory             |
| Wednesday, October 7, 2026 |                                   |
| 8:00 am – 9:00 am          | FTO Overrides                     |
| 9:00 – 10:00 am            | Evaluations                       |
| 10:00 – 11:00 am           | Scale Value System                |
| 11:00 am – 12:00 pm        | Standard Evaluation Guidelines    |
| 12:00 – 1:00 pm            | Lunch (On Your Own)               |
| 1:00 – 2:00 pm             | Using the DOR                     |
| 2:00 –3:00 pm              | Common Evaluation Errors          |
| 3:00 - 4:30 pm             | FTO Toolbox                       |
| Thursday, October 8, 2026  |                                   |
| 8:00 am – 11:00 am         | Scenario Based Training           |
|                            | Legal Issues                      |
| 11:00 am – 12:00 pm        | Practical                         |
| 12:00 pm                   | Certificate Presentation          |

### Instructor Bio

Steven Kellams retired in 2019 as the Administrative Captain for the Bloomington Police Department in Bloomington Indiana. Captain Kellams attended Indiana University from 1987 to 1991. In 1989, he graduated from the Indiana University Police Academy. In 1991, he was hired by the Bloomington Police Department and was assigned to night shift. After spending 10 years as a night shift patrol officer, Captain Kellams was promoted to Sergeant, and then Lieutenant. His final position with the department was as the Administrative Captain, responsible for a number of duties including internal affairs, public information, and CALEA Accreditation. During his time at the department, he served as a breath-test operator, bike patrol officer, field training officer, and senior field training officer. Captain Kellams has also served as a Patrol Supervisor, Detective Supervisor, Civil Disturbance Unit Commander, Motor Unit Supervisor, Field Training Manager, Field Training Coordinator, Special Investigation Unit Supervisor, and Public Information Officer.

In 2000, Captain Kellams was instrumental in redesigning the field training program for the Bloomington Police Department and has taught that program to hundreds of departments throughout the United States. He has also instructed on field training issues at the national level when he presented two courses at the 2002 National Association of Field Training Officers Conference. He also presented courses for NAFTO in 2008, 2010, and 2011. In 2000, he was elected state director for the Indiana Chapter of the National Association of Field Training Officers. He also served on the NAFTO National Executive Board and served as President of the board in 2009.

Captain Kellams was awarded the Monroe County Officer of the Year Award in 2005 for his work with the Bloomington Police Department Field Training Program.

In 2020 Captain Kellams started Blue Canary, a podcast for police officers. Tired of having other people tell our stories, Captain Kellams started Blue Canary to provide a voice for police officers everywhere to share their stories, thoughts, and ideas regarding all topics in law enforcement.

### Registration Form – The Essential Field Training Officer: Getting the Best Out of Your FTO Program - #17346

Names of Attendees

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Agency \_\_\_\_\_

Invoice To Attention of: (Must be completed.) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

### 3 Ways to Register

Register Online at [www.llrmi.com](http://www.llrmi.com)

Fax Form to: 317-386-8228

Mail Form to: Legal and Liability Risk Management  
700 N. Carr Rd., #595  
Plainfield, Indiana 46168  
Federal ID: 81-0692135



If you have any questions please call: **317-386-8325**

❖**PREPAYMENT IS NOT REQUIRED TO REGISTER**❖

Upon receiving your registration we will send an Invoice to your department or agency. Checks, claim forms, purchase orders should be made payable to LLRMI.

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|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Seminar Title:      | The Essential Field Training Officer: Getting the Best Out of Your FTO Program                                                                                             |
| Seminar ID:         | <b>#17346</b>                                                                                                                                                              |
| Dates:              | October 6, 7 & 8, 2026                                                                                                                                                     |
| Registration Time:  | October 6, 2026, 8:00 am                                                                                                                                                   |
| Instructor:         | Steve Kellams                                                                                                                                                              |
| Seminar Location:   | Dixie Technical College<br>610 South Tech Ridge Drive<br>St. George, Utah 84770                                                                                            |
| Hotel Reservations: | Best Western Plus Abbey Inn<br>1129 South Bluff Street<br>St. George, Utah 84770<br>1-435-642-1234<br>State Gov’t Rate                                                     |
| Group Code:         | <b>State Gov’t Rate - Must show State Gov’t ID at check in to receive rate</b>                                                                                             |
| Registration Fee:   | \$350.00<br>Includes The Essential Field Training Officer: Getting the Best Out of Your FTO Program Training, <b>Printed Training Manual</b> and Certificate of Completion |



### Legal & Liability Risk Management Institute

**James R. Alsup, Director**

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