

FTO for the Jail and Corrections Officer

Course Overview

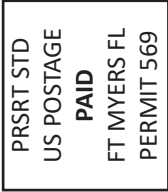
This course prepares participants to serve as Field Training Officers (FTOs) for correctional staff. It is built around a modified “San Jose” model, one of the most widely adopted frameworks for FTO programs across the U.S.

The training equips new FTOs with the knowledge, techniques, and instructional skills needed to train, evaluate, and mentor correctional officers effectively. The focus is on building professionalism, confidence, and accountability in both trainers and trainees, ensuring that correctional facilities maintain high operational standards.

Although tailored to corrections, many of the lessons apply broadly to other FTO programs in law enforcement.

Course Objectives

- **Program Models** – Compare the “San Jose” model with other common FTO program approaches.
- **Lesson Plans vs. Check-Off Lists** – Understand how structured lesson planning differs from simple evaluation checklists
- **Role & Demands of FTOs as Instructors** – Recognize the instructional, supervisory, and leadership responsibilities of an FTO
- **Common Rating Errors** – Learn five frequent mistakes in performance rating and how to avoid them
- **Adult Learning Theory** – Apply principles of how adults learn to make training more effective and engaging
- **Liability Issues** – Understand the legal and administrative risks tied to training and evaluations
- **Performance Evaluations** – Gain proficiency in applying rating scales and reference numbers to assess trainees fairly and accurately
- **Daily Observation Reports** – Learn how to properly document training and trainee performance each shift
- **Counseling New Officers/Deputies** – Develop communication skills to provide constructive feedback and address performance issues
- **Problem-Solving Skills** – Acquire techniques to help trainees overcome challenges in the correctional environment
- **Mentorship** – Learn how to serve as both a trainer and a role model for new officers



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

May 18, 19 & 20, 2027 • Stapleton, Alabama

TRAINING SEMINAR

FTO for the Jail and Corrections Officer

May 18, 19 & 20, 2027
Stapleton, Alabama

SPONSORED BY:

APOSTC Law Enforcement Academy
Baldwin County
Bay Minette, Alabama

★ **LLRMI Experienced Instructors** ★
Make the Difference

Instructor

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

Register On-Line at: www.llrmi.com



Legal & Liability Risk Management Institute
James R. Alsup, Director
www.llrmi.com

Seminar Agenda	
Tuesday, May 18, 2027	
8:00 – 8:30 am	Registration
8:30 – 10:00 am	Introduction FTO Program Structure Basic Goal of Supervised Field Training
10:00 am – 12:00 pm	Nine Roles of The FTO Coach Pupil Method of Instruction
12:00 – 1:00 pm	Lunch (On Your Own)
1:00 – 3:00 pm	Theories of Learning Training Briefs
3:00 – 4:30 pm	Adult Learning Theory Effective Feedback
Wednesday, May 19, 2027	
8:00 – 10:00 am	Creating The Learning Environment Motivational Theory
10:00 am – 12:00 pm	FTO Overrides Evaluations
12:00 – 1:00 pm	Lunch (On Your Own)
1:00 – 3:00 pm	Scale Value System Standard Evaluations Guidelines
3:00 – 4:30 pm	Using the DOR Common Evaluations Errors Additional Training
Thursday, May 20, 2027	
8:00 am – 12:00 pm	Legal Issues Nancy Fahdl Case Practical Exercise Final Exam
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.

3 Ways to Register

Register Online at 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.

Seminar Title:

FTO for the Jail and Corrections Officer

Seminar ID:

#17427

Dates:

May 18, 19 & 20, 2027

Registration Time:

May 18, 2027, 8 am

Instructors:

Steve Kellams

Seminar Location:

APOSTC
15950 Mosley Road
Stapleton, Alabama 36578

Hotel Reservations:

Holiday Inn Express Daphne
29725 Woodrow Lane
Daphne, Alabama 36526
1-251-621-1223
\$135.00 Single or Double (plus tax)

Group Code:

LLRMI
To receive special room rates, please identify yourself with this group code.

Registration Fee:

\$350.00
Includes FTO for the Jail and Corrections Officer Training, **Printed Training Manual** and Certificate of Completion

Registration Form – FTO for the Jail and Corrections Officer #17427

Names of Attendees

1. _____

2. _____

3. _____

4. _____

Agency _____

Invoice To Attention of: (Must be completed.) _____

Address _____

City _____

State _____

Zip _____

Email _____

Phone _____

Fax _____

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