

Supervising and Managing the FTO Unit

Course Overview

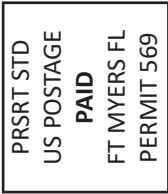
This course is specifically designed for **line supervisors and administrators** tasked with overseeing a Field Training Unit. While many programs focus on training Field Training Officers (FTOs), they often overlook the need to prepare supervisors for the complex responsibilities of coordinating, administrating, and leading the program.

Success in a field training program depends not only on the quality of the FTOs but also on the ability of the Field Training Manager (FTM) and Field Training Coordinator (FTC) to provide strong leadership, oversight, and accountability. This course provides the knowledge and tools necessary to effectively manage a field training unit, ensuring program integrity, compliance, and professional development of new officers.

Course Objectives:

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

- Describe the San Jose Model FTO Program
- Identify the duties of the FTM and FTC
- Explain the importance of leadership in a field training program
- Apply proven training methods to correct poor performance
- Properly review Daily Observation Reports (DORs)
- Utilize the Weekly Manager’s Report effectively
- Understand the importance of FTO management and selection
- Recognize legal issues related to field training programs



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

March 16, 17 & 18, 2027 • New Braunfels, Texas

TRAINING SEMINAR

Supervising and Managing the FTO Unit

March 16, 17 & 18, 2027
New Braunfels, Texas

SPONSORED BY:
Comal County Sheriff’s Office
New Braunfels, Texas

TCOLE Credit Will Be Provided to Each Attendee

★ **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, March 16, 2027

8:00 – 8:30 am	Registration
8:30 am – 12:00 pm	Introductions Program Structure Field Training Manager
12:00 – 1:00 pm	Lunch (On Your Own)
1:00 – 4:30 pm	Field Training Coordinator Evaluating/Modifying Your FTO Program

Wednesday, March 17, 2027

8:00 am – 12:00 pm	Correcting Poor Performance Reviewing the DOR
12:00 – 1:00 pm	Lunch (On Your Own)
1:00 – 4:30 pm	Manager’s Weekly

Wednesday, March 18, 2027

8:00 am – 12:00 pm	Managing the FTO Legal Issues
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:	Supervising and Managing the FTO Unit
Seminar ID:	#17478
Dates:	March 16, 17 & 18, 2027
Registration Time:	March 16, 2027, 8 am
Instructor:	Steve Kellams
Seminar Location:	Comal County Sheriff’s Office 3005 W San Antonio Street New Braunfels, Texas 78130
Hotel Reservations:	Fairfield Inn & Suites New Braunfels 1465 IH 36 N New Braunfels, Texas 78130 1-830-626-3133 State Gov’t Rate (Plus Tax)
Group Code:	State Gov’t Rate - Must show State Gov’t ID at check in to receive rate.
Registration Fee:	\$350.00 Includes Managing and Supervising the FTO Unit Training, Printed Training Manual and Certificate of Completion



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Registration Form – Supervising and Managing the FTO Unit #17478

Names of Attendees

1. _____

3. _____

2. _____

4. _____

Agency _____

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

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____ Fax _____