



Law Enforcement Training Advisory Commission

3171 Greenhead Drive, Suite B • Springfield, IL 62711

Phone (217) 726-7014 • Fax (217) 726-7833 • Email letac@mtu10.com • Website www.letac.org

Ellen L. Petty, Director

Basic Field Training Officer

February 6-10, 2012

8:30 a.m. – 4:30 p.m.

LETAC Training Center

3171 Greenhead Drive, Suite B, Springfield, IL

(Please park in an unmarked space in our lot. Overflow parking is along the street. Ride sharing is strongly suggested.)

Instructor: “Coach” Bruce A. Sokolove. Bruce Sokolove earned a Bachelor of Arts from Massachusetts College of Liberal Arts and a Master of Science in Police Administration/Public Safety from Michigan State University in 1970. He is a former Police Officer and Patrol Commander. Bruce served the uniform in North Adams, Massachusetts and Ann Arbor, Michigan and served as Executive Officer and Undersheriff for the Washtenaw County (MI) Sheriff's Department. He is the former Director of the Southern Michigan Law Enforcement Training Center, a regional state police academy providing basic and in-service instruction/certification for Michigan law enforcement candidates.

Bruce currently serves as a member of the State of Michigan Commission on Law Enforcement Standards Curriculum Advisory Task Force. He has been published in The Police Chief Magazine (International Association of Chiefs of Police) and Law and Order Magazine and is a frequent speaker at law enforcement conferences, including the FBI National Academy in Quantico, Virginia, the International Association of Chiefs of Police, the Association of Law Enforcement Training Officers, and the National Association of Field Training Officers.

COURSE DESCRIPTION: This course provides experienced officers and supervisors with the hands-on instruction necessary to effectively serve as an in-the-field teacher, training and coach for probationary law enforcement personnel. This practical course is designed to equip the Field Training Officer with the necessary skills to provide structured on-the-job training and to comprehensively document the probationer's performance. This course will assist personnel in developing critical supervisory skills such as conducting a legally-sound performance appraisal, analyzing performance problems and taking corrective action (including termination recommendations).

COURSE INCLUDES: Conducting the Field Training and Evaluation Process at the patrol shift level. The formal components of the Field Training and Evaluation Process. Assessing probationers utilizing standardized performance evaluation guidelines. Techniques of performance assessment and performance documentation. Instructional techniques for Field Training Officers assigned with probationers. Performance coaching techniques. Assisting the not responding to training probationer. Reducing agency training liability claims of action. Completing the Employment Status Report.

BRING TO CLASS: Your Department's Field Training Manual including any currently utilized probationer evaluation forms and guidelines & a pocket calculator.

To Register: Email registration to register@letac.org. You may also fill out and submit our online registration form through the website at www.letac.org or call 217-726-7014 to register by phone with Sandy or Donna (be sure to include



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all pertinent information). MTU #10 local member department officers will be given registration preference until seven days prior to the date of class. After that date, registrations will be taken on a first-come, first-served basis, regardless of MTU status. We cannot accept registrations from individual officers. All registrations must go through your Chief, Sheriff, or department training office, even if you are attending class on your own time.

Cancellation: If a class must be canceled for any reason, every effort will be made to do so at least 2 weeks before the class is scheduled to begin. However, there are circumstances where last minute cancellation is out of our control. All officers who have been registered for training will be contacted at the email address given at registration, so please be sure to provide an email address which is checked often. If you are registered for a class and find that you will be unable to attend, please contact our office as soon as possible to let us know. We often have a waiting list for classes and another officer may be contacted to fill your newly vacated seat.

