

## INSTRUCTIONS (F-15)

These instructions are intended to answer the questions which most frequently arise in the use of this form.

Following are detailed instructions for the completion of each numbered item on the form.

1. **NAME OF RECRUIT:** Last name first. Full name required.
2. **RECRUIT CLASS NUMBER:** Insert the number assigned to the recruit class attended by the trainee. If the trainee has not attended a basic recruit class, leave this space blank.
3. **DATE OF RECRUIT CLASS AND SPONSORING DEPARTMENT:** Insert the beginning and ending date of the basic recruit class attended by the trainee. Show which department conducted the recruit class. If the trainee has not attended a basic recruit class, leave this space blank.
4. **NAME OF FIELD TRAINING OFFICER:** List each F.T.O. assigned to coach the recruit.
5. **FIELD ASSIGNMENT:** List each assignment of the F.T.O. and recruit, i.e. patrol, accident investigation, traffic, etc.
6. **FIELD TRAINING DATES:** Indicate the date the recruit was assigned to each F.T.O. and date he was released.
7. **RECRUIT'S SIGNATURE:** Recruit must **sign when** he has been instructed in all items recorded in the Field Training Guide (F-16).
8. **DATE OF RECRUIT'S SIGNATURE:** Show date recruit completed the Field Training Program and signed the record.
9. **SIGNATURE OF REVIEWING OFFICER:** The person reviewing the recruit's progress would sign here. This would be the Unit Commander, Training Division Commander or Department Head.
10. **DATE OF SIGNATURE OF REVIEWING OFFICER.**
11. **DEPARTMENT HEAD SIGNATURE:** Department Head signs when he has received documentation and is satisfied the recruit has satisfactorily completed the Field Training Program.

**NOTE: THIS IS NOT A SAMPLE FORM.** It should be executed as soon as is practical after the field training period is satisfactorily completed. Upon attesting and signing of the form by the department head, the Field Training manual should be mailed to Commission on Law Enforcement Standards and Training office without delay.