

### FIELD TRAINING RECORD

1. Name of Recruit			2. Recruit Class Number (If Appropriate)	3. Date of Recruit Class (If appropriate) and sponsoring dept.
LAST	FIRST	MIDDLE		
4. Name of Field Training Officer		5. Field Assignment	6. Field Training Dates (inclusive) FROM TO	
1.				
2.				
3.				
4.				
<p>This training guide is a listing of basic police responsibilities, tasks, and procedures. The Field Training Officer (F.T.O.) will use this guide during the field training of a recruit. The F.T.O. will explain each item, and whenever practical, demonstrate the task or procedure to the recruit. When the F.T.O. believes that the recruit is capable of handling a specific task, he will require the recruit to perform the task while he observes. The F.T.O. should pace himself to insure that sufficient time is allotted for explaining and/or performing each and every task. When an item has been satisfactorily performed, the F.T.O. will enter the date of completion in the proper column and initial. This is not an exhaustive list, and when unlisted situations arise, the F.T.O. should demonstrate the proper procedure for handling the situation and record such action at the end of the guide. IF A LISTED TASK DOES NOT APPLY TO YOUR DEPARTMENT, PLACE N/A (NOT APPLICABLE) IN THE ALLOTTED SPACE.</p>				
7. I have been instructed in all items as recorded in this Field Training Guide.			8.	
(Signature of Recruit)			Date	
9. Reviewed by:			10.	
(Signature of Training Reviewer - Title)			Date	
<p>11. I attest that the above-named recruit has satisfactorily completed the prescribed Field Training Program.</p> <div style="text-align: right; margin-top: 20px;"> <hr style="width: 30%; margin: 0 auto;"/> <p>DEPARTMENT HEAD</p> </div>				