

Master FTO Class

Professional Development for Field Training Officers

To: [Chief / Sheriff / Training Commander / Supervisor]

From:

Date:

Subject: Request to Attend Master FTO Training

I respectfully request approval to attend the **Master FTO** class on **[course dates]** in **[location]**. The registration cost for this two-day course is **\$325**, in addition to lodging, travel, and per diem expenses.

Purpose of the Training

The Field Training Officer position extends well beyond teaching policy, procedure, and basic job skills. Trainers significantly influence how new officers develop professionally, make decisions, respond to stress, understand organizational expectations, and ultimately become part of the culture of the agency.

The Master FTO course is designed to advance experienced Field Training Officers beyond the traditional role of trainer and help develop them as leaders, mentors, decision-makers, and culture builders within the organization. The program focuses on developing trainers who are confident, capable, and intentional about the influence they have on the next generation of officers.

Benefit to the Agency

- **Improved trainee development:** Apply leadership and adult-learning principles to improve how probationary officers are coached, evaluated, and developed.
- **Stronger FTO leadership:** Develop FTOs who understand that daily behavior, communication, decision-making, and professionalism establish expectations for new officers.
- **Better decision-making:** Strengthen the ability to coach officers through uncertainty, ethical challenges, stress, and situations where there may not be an obvious answer.
- **Greater consistency:** Encourage consistent expectations, accountability, communication, and professional standards throughout the field training process.
- **Culture development:** Help FTOs recognize their influence on organizational culture and the informal behaviors and standards new employees learn during field training.
- **Improved mentorship:** Move beyond evaluating performance to intentionally developing officers who can think independently, solve problems, and accept responsibility.
- **Leadership development:** Prepare experienced FTOs for increased leadership responsibilities within the agency, regardless of formal rank.
- **Knowledge transfer:** Provide concepts and exercises that can be shared with other FTOs and supervisors after the course.

Return on Investment

The financial investment in this training extends beyond the individual attending the course. A well-developed trainer influences each new officer assigned to them and can have a positive effect on those officers throughout their careers.

Field training is one of the most important stages of an officer's professional development. Improving the leadership ability of a trainer can help improve trainee performance, reinforce agency expectations, identify problems earlier, promote professional decision-making, and strengthen the overall effectiveness of the field training program.

Estimated Training Expense

Class Registration	\$325.00
Hotel	Approximately \$[amount]
Per Diem / Meals	Approximately \$[amount]
Mileage / Transportation	Approximately \$[amount]
Estimated Total	\$

I believe the knowledge and leadership skills developed through the Master FTO class would directly benefit my performance as an FTO and provide long-term value to **[Agency Name]** and the officers we are responsible for developing. Thank you for considering my request to attend this training.

Respectfully,

[Name]

[Rank / Assignment]

[Agency]