



# HOST AGENCY: CENTRAL VIRGINIA CRIMINAL JUSTICE ACADEMY

## SUPERVISING AND MANAGING THE FTO UNIT

# AUGUST 11-13, 2025

### REGISTRATION INFORMATION

Register at [www.PATC.com](http://www.PATC.com) or [click here](#) to view more course information and register.

### COURSE OVERVIEW

This course is designed for line supervisors and administrators responsible for overseeing field training units. It focuses on preparing Field Training Managers (FTM) and Field Training Coordinators (FTC) to effectively coordinate, administrate, and lead field training programs. Topics include the San Jose Model FTO Program, the duties of the FTM and FTC, leadership in field training, methods to correct poor performance, reviewing the DOR, using the Weekly Managers Report, managing and selecting FTOs, and addressing legal issues related to field training programs.

### TRAINING LOCATION

Central Virginia Criminal  
Justice Academy  
1200 Church St.  
Lynchburg, VA 24504

### QUESTIONS?

[www.PATC.com](http://www.PATC.com)  
1-800-365-0119



### TRAINING COST

# \$475



**MIKE HEISINGER**  
Instructor

### HOTEL ACCOMODATIONS

Courtyard Lynchburg  
4640 Murray Pl.  
Lynchburg, VA 24502  
Phone: 434-856-7900  
Contact Hotel for State Govt. Rate

# Supervising and Managing the FTO Unit

Instructor: Michael Heisinger

Mike Heisinger is the former Chief of Police for the Tularosa Police Department in Southern New Mexico, where he oversaw a team of 6 officers, 4 dispatchers, and 3 animal control officers. He began his law enforcement career as a Sheriff's Deputy in Johnson County, Indiana, where he held various roles, including Narcotics Detective, SWAT team member, Motor Officer, and Patrol Officer. Mike also served as an instructor for reserve school courses and as a Field Training Officer for reserves and new officers. After retiring from Johnson County, he joined the University of Indianapolis Police Department as a Detective, SWAT team leader, and FTO Coordinator. Mike later moved to Alamogordo, New Mexico, where he worked for two years before assuming the position of Chief of Police in Tularosa.

## Course Objectives:

This class is designed for the line supervisors and administrators assigned the responsibility of overseeing a field training unit. One of the key elements of success in a field training program is program management. Often programs will train the FTO but fail to prepare the supervisor for the variety of tasks required to properly coordinate, administrate, and lead the field training unit. This course will prepare the Field Training Manager (FTM) and Field Training Coordinator (FTC) for the requirements of their positions.

At the end of this course, students will be able to:

- Describe the San Jose Model FTO Program
  - List the Duties of the FTM and FTC
  - Describe the importance of Leadership in FT Program
  - Utilize proven training methods to correct poor performance
  - Properly review the DOR
  - Utilize the Weekly Managers Report
  - Describe the importance of proper management and selection of the FTO
  - List legal issues regarding Field Training Programs
- Each student is asked to bring a copy of their department FTO manual for reference.

## Day 1

- 8:00a.m.–8:30a.m. Registration
- 8:30a.m.–9:00a.m. Introduction
- 9:00a.m.–10:00a.m. Program Structure
- 10:00a.m.–11:00a.m. Field Training Manager
- 11:00a.m.–12:00p.m. Field Training Coordinator
- 12:00p.m.–1:00p.m. Lunch (On Your Own)
- 1:00p.m.–3:00p.m. Leadership in the FTO Program
- 3:00p.m.–5:00p.m. Correcting Poor Performance

# Supervising and Managing the FTO Unit

## Day 2

8:00a.m.–10:00a.m. Reviewing the DOR

10:00a.m.–12:00p.m. Manager's Weekly

12:00p.m.–1:00p.m. Lunch (On Your Own)

1:00p.m.–3:00p.m. Managing the FTO

3:00p.m.–5:00p.m. FTO Program as a Retraining Tool

## Day 3

8:00a.m.–10:00a.m. Evaluating Your FTO Program

10:00a.m.–11:00a.m. Modifying the San Jose Model

11:00a.m.–12:00p.m. Legal Issues

12:00p.m. Certificate Presentation

