

NEXTGEN FIELD TRAINING

Customization Guide

1. Customize the Nextgen Field Training Manual to your department.

Review the following sections...

- ☐ Page 11 Review the Field Training Officer Expectations.
- ☐ Page 23-29 Review the Standard Evaluation Guidelines. Minor customizations may be made, but keeping the SEGs to a simple set of 6 categories is a key component of the Nextgen Field Training Program.
- ☐ Page 33-37 Review the Training Phase explanations. Customize Administrative Tasks for each phase once those have been set.
- ☐ Page 39-43 Review the Evaluation Phase explanations. Customize Administrative Tasks for each phase once those have been set.
- ☐ Page 45 Review the Field Training Workbook and decide on how to implement it for your program. Review each of the Field Training Workbook Forms.
 - ☐ Page 47 Exposure Form
 - ☐ Page 49 Proficiency Tasks
 - ☐ Page 51 Mid-Phase Self-Evaluation Form
 - ☐ Page 53 Phase Expectations for each Phase
 - ☐ Page 55 Phase Board Form
 - ☐ Page 57 Release from Field Training Form
- ☐ Page 59 Review the Daily Observation Report section. Customize how your department wants to write and administratively handle DORs.
- ☐ Page 67 Edit the DOR Standard Evaluation Guideline Questions to match any changes made to the Standard Evaluation Guidelines.
- ☐ Page 71 Review the Field Training Supervisor Expectations. Customize to how your department wants supervisors to interact with the program.
- ☐ Page 73 Review the Extension Plan section.

- ☐ Page 75 Review the Performance Training Plan section. Customize how your department wants to write and administratively handle PTPs.
- ☐ Page 77 Review the Field Training Review Committee Section and define your department's process for handling probationary OITs struggling in the program.

2. Format the appearance of the Nextgen Field Training Manual after making customizations.

- ☐ Verify that the page numbers are still running in sequential order.
- ☐ Verify that each main section begins on an odd numbered page.
- ☐ Verify that the Table of Contents has all of the correct page numbers for each section of the Nextgen Field Training Manual.
- ☐ Verify that all page references are correct, if any page numbers changed. For example, "See page 23 for further."

3. Customize the body of the [forms](#) you plan to use with the Nextgen Field Training Program.

- ☐ [Exposure Form](#)
- ☐ [Proficiency Tasks](#)
- ☐ [Mid-Phase Self-Evaluation Form](#)
- ☐ Phase Expectations for Phases [1](#) – [2](#) – [3](#) – [4](#) – [5](#)
- ☐ [Phase Board Form](#)
- ☐ [Release from Field Training Form](#)
- ☐ [Performance Training Plan](#) (Unprotect this form to edit it – no password.)
- ☐ [DOR SEG Questions](#) (if the SEGs were customized)
- ☐ [Daily Observation Report - Blank](#) (Unprotect this form to edit it – no password.)

4. Replace the header image of each form using the [Nextgen Form Headers](#) document.

- ☐ Replace “Nextgen Police Department” with your agency’s name on each slide.
- ☐ Replace the badge images with your agency’s badge or patch image on each slide.
- ☐ In the File Menu, click “Save As” and select PNG as the file type. Select Save.
- ☐ Select All Slides. This will create a folder with a title header image for each form.
- ☐ Replace the header image in each form with the ones just created for your agency.

5. If you would like Nextgen Field Training to create a Field Training Workbook using your department’s customized forms, email all forms to nextgenfto@gmail.com.

A Field Training Workbook is a single PDF file you can print to create a workbook of all the Nextgen Forms needed for a trainee at one time. See [Field Training Workbook Example](#).

- ☐ These are made to be printed and put into ½” 3-ring binders.
- ☐ Type the trainee’s name on the first page. This will auto-fill their name on every form in the document.
- ☐ Print the entire document double-sided.
- ☐ Put the first page in the front cover of the binder.
- ☐ Put the last page in the back cover of the binder.
- ☐ 3-hole punch all the remaining pages and put them into the binder.
- ☐ Lastly, add tabs to divide out the phases. (ie. Tab 1 is for Phase 1, etc.)