ODOC PROBATION & PAROLE DIVISION

FIELD TRAINING OFFICER PROGRAM

FOUR-PHASE TRAINING STRUCTURE

Program Objective:

The ODOC Probation & Parole Field Training Program is designed to progressively develop newly hired Probation and Parole Officers from initial orientation and foundational instruction to supervised field performance and demonstrated competency. Each phase builds upon the previous phase and provides structured instruction, practical application, observation, evaluation, and documented feedback.

PROGRAM PHASES

Phase	Training Component	Duration
Phase 1	Initial Training & Orientation	1 Week
Phase 2	Officer Development	2 Weeks
Phase 3	Shadowing & Supervised Application	4 Weeks
Phase 4	Field Training & Demonstrated Competency	1 Week

Total Scheduled FTO Program: 8 weeks

Minimum Required Training Hours: 320 Hours prior to independent field release, unless otherwise authorized by ODOC policy or applicable requirements.

PHASE 1 – INITIAL TRAINING & ORIENTATION May occur before or after completion of CLEET

Training Method: Instruction / Demonstration / Guided Practice / Mentoring

Training Objective:

The recruit will receive an introduction to ODOC, Probation & Parole, agency expectations, applicable policies, legal requirements, technology systems, officer-safety principles, and the fundamental responsibilities of the Probation and Parole Officer.

Required Training Activities

- Complete New Employee Checklist

- Review OP-160103
- Review ODOC Mission/Vision/Values/Pillars
- Review Attachment A – Evidence-Based Offender Management Guidelines
- Review Evidence-Based Offender Management Guidelines
- Discuss principles and application
- ICON Introduction/ Basic Navigation
- Review Case Types
- Statutory Termination/Supervision Dates
- RAPS Introduction
- ICOTS Introduction
- GPS Introduction
- Interpretation of Legal Documents
- Rules & Conditions- Review and application
- Job Expectations
- POSSE/CLEET Requirements
- Officer Safety Introduction
- Ethics Review
- Search & Seizure Introduction
- SVOR Introduction
- VINELink Introduction
- Explain legal significance of “SHALL” in Oklahoma Statutes
- FTO Mentoring/Establish FTO relationship

Phase 1 Performance Standard

The recruit should demonstrate a foundational understanding of ODOC Probation & Parole operations and the basic responsibilities of the position before progressing to Phase 2.

PHASE 2 – OFFICER DEVELOPMENT

Training Method: Classroom / Practical Exercise / Scenario / Guided Practice

Training Objective:

The recruit will develop the knowledge and practical skills necessary to perform the core responsibilities of a Probation and Parole Officer.

Required Training Areas:

Systems:

- ICON
- ICOTS
- GPS Software

Case Management:

- Opening cases
- Closing cases
- Case documentation (Treatment, employment verification, etc.)
- Case notes
- Rules and conditions
- Offender communication
- Office visits
- Case management resources
- Case transfer notice
- RAPS

Specialized Supervision:

- Sex offenders
- Violent offenders

LSI/ASUS

- Risk and needs considerations

Investigations:

- Pre-sentence investigations
- Investigations involving new charges
- Transfers

- Locators
- Investigative documentation
- Evidence / Documentation
- Proper photographs
- DNA
- Gang photographs
- Evidence collection
- Field reports

Report Writing:

- Narrative reports
- Search-warrant documentation
- Affidavits
- Investigative notes

Phase 2 Performance Standard

The recruit should demonstrate sufficient knowledge and practical understanding of the curriculum to safely progress into supervised field application.

PHASE 3 – SHADOWING & SUPERVISED APPLICATION

Training Method: Observation / Participation / Guided Performance / Field Application

Training Objective:

The recruit will transition from classroom and practical instruction to supervised application of Probation & Parole duties.

The recruit will shadow the FTO and progressively perform duties while receiving coaching and corrective instruction.

Law Enforcement / Field Activities

The recruit will receive exposure to:

- Arrests
- Transports
- Restraining/control procedures
- Court hearings
- Meetings with court/government officials
- Sex offender registration
- Violent offender registration
- DNA collection
- GPS
- Searches
- Warrant checks
- Field report
- Evidence/seizure collection
- Law-enforcement resource coordination
- Home visits

Minimum Required Exposure

Activity	Minimum
Office/Field Arrests	2
Day Home Visits	10
Night Home Visits	10
Searches	1
Transport	1
Court Testimony	1

DNA	1
GPS	1
Field Reports	2
SVOR	1
Locators	3–5

- Duty Readiness Demonstrated
- Case Management Demonstrated
- Unexcused Absences, Address as applicable

The recruit will demonstrate practical experience in:

- Report writing
- LSI/ASUS
- Roster review
- Opening/closing cases
- Office visits
- Reviewing legal documents
- Case noting
- Utilizing available resources
- Applying rules and conditions

Phase 3 Performance Standard

The recruit should demonstrate the ability to perform assigned duties with appropriate FTO guidance and progressively reduced assistance.

Minimum exposure requirements do not, by themselves, establish competency. The recruit must demonstrate acceptable performance of the applicable task.

PHASE 4 – FIELD TRAINING

Training Method: Observation / Independent Performance / Evaluation

Training Objective:

Phase 4 is the final stage of the FTO program. The recruit will demonstrate the ability to apply previously learned knowledge and skills in actual Probation & Parole operations.

By this phase, the recruit should have completed the CLEET Basic Academy and, when applicable, should be commissioned.

FTO Responsibilities:

During Phase 4, the FTO will transition primarily into the role of:

- Observer
- Evaluator
- Coach
- Mentor
- Safety resource
- Performance assessor

The FTO should allow the recruit to perform duties independently unless intervention is necessary for:

- Public safety
- Officer safety
- Legal compliance
- Policy compliance
- Case integrity
- Protection of the recruit or agency

Recruit Expectations:

The recruit will perform duties introduced during Phases 1–3.

- Apply applicable law and ODOC policy.
- Demonstrate appropriate judgment.
- Demonstrate officer-safety awareness.
- Complete required documentation.
- Demonstrate effective communication.
- Manage assigned cases appropriately.

- Perform field duties with minimal prompting.
- Demonstrate increasing independence.
- Meet the applicable DOR performance standards.

PHASE 4 – EVALUATION STANDARD

The recruit will be evaluated using the established 1–5 FTO rating scale. The rating should be based upon specific observed performance and the applicable performance standard.

Rating Performance Standard

1 – Unacceptable- Performance is unsafe, unlawful, seriously deficient or substantially below the required standard. Immediate correction and documented intervention are required.

2 – Needs Improvement- Performance is below the expected level for the trainee's phase but may be correctable through targeted instruction and practice.

3 – Meets Standards-Performance meets the expected standard for the trainee's current phase.

4 – Above Standard-Performance is consistently stronger than the expected phase standard with limited coaching required. Performance is consistently strong, efficient, well-reasoned and demonstrates a high degree of independence.

5 – Highly Proficient-Performance is exceptional, consistent and demonstrates an advanced level of judgement and execution appropriate to the assignment.

REMEDIAL TRAINING / EXTENSION

If a recruit fails to demonstrate the required competency during any phase, the FTO will identify the specific deficiency and provide appropriate corrective instruction.

Remedial training may include:

- Re-teaching
- Demonstration
- Guided practice
- Scenario-based training
- Additional field exposure

- Case review
- Report-writing exercises
- Policy/legal review
- Increased observation
- Reassessment

Documented deficiencies will be addressed through the ODOC Probation & Parole Extended/Remedial Training Assignment Form when appropriate.

A training extension may be recommended when the recruit has not demonstrated the required competency within the scheduled phase.

RELEASE FROM FTO PROGRAM

Before independent release, the recruit must demonstrate the ability to perform the essential duties of a Probation & Parole Officer at the required performance standard.

The release decision will consider:

- DOR performance
- Completion of required training
- Minimum practical exposures
- Demonstrated competencies
- Officer/public safety
- Case management proficiency
- Report writing
- Legal and policy compliance
- Judgment and decision-making
- Ability to function without routine FTO assistance
- Completion of remedial training, if applicable

Minimum Training Requirement:

The recruit must complete the required FTO training hours and meet the 320-hour threshold before being released to conduct field work without an FTO, unless otherwise authorized by ODOC policy or applicable requirements.