OKLAHOMA DEPARTMENT OF CORRECTIONS

PROBATION & PAROLE DIVISION

FIELD TRAINING OFFICER PROGRAM

EXTENDED / REMEDIAL TRAINING ASSIGNMENT

Trainee Name		**Employee ID**	
FTO / Training Officer		**Supervisor**	
Assignment / Office		**Phase / Week**	

1. PURPOSE AND USE

This form documents a structured, time-limited plan to correct identified performance deficiencies and/or authorize an extension of field training when a trainee has not demonstrated the minimum acceptable level of performance.

The assignment is intended to provide specific instruction, guided practice, observation, feedback, and reassessment. It is not a substitute for accurate Daily Observation/Weekly Observation documentation or other required agency records.

2. ACTION REQUESTED

☐ REMEDIAL TRAINING	☐ TRAINING EXTENSION	Start Date	Proposed End Date
☐ Specific deficiency correction	☐ Additional FTO time		

3. IDENTIFIED PERFORMANCE DEFICIENCY

Competency / Task Area	
Date(s) Deficiency Observed	
Source of Documentation	☐ DOR/WOR ☐ Direct Observation ☐ Case/Report Review ☐ Scenario ☐ Supervisor Review ☐ Other: _____
Performance Standard / Expected Behavior	
Observed Performance / Specific Facts	

4. PERFORMANCE RATING

Use the agency 1–5 evaluation scale. Rate the trainee against the applicable performance standard, not against personality, style, or another trainee.

1 – Unacceptable	2 – Needs Improvement	3 – Meets Standard	4 – Above Standard	5 – Highly Proficient
Performance is unsafe, unlawful, seriously deficient, or substantially below the required standard. Immediate correction and documented intervention are required.	Performance is below the expected level for the trainee's phase but may be correctable through targeted instruction and practice.	Performance meets the expected standard for the trainee's current phase.	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.	Performance is exceptional, consistent, and demonstrates an advanced level of judgment and execution appropriate to the assignment.

Initial Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 Target Rating: ☐ 3 ☐ 4 ☐ 5

5. TRAINING NEED / ROOT CAUSE ASSESSMENT

Select all that reasonably apply based on observed facts. Avoid assumptions; document what was observed or established.

☐ Knowledge / policy gap	☐ Skill / task-performance gap	☐ Judgment / decision-making	☐ Communication
☐ Documentation / report writing	☐ Organization / time management	☐ Officer safety / risk recognition	☐ Legal / procedural application
☐ Technology / system proficiency	☐ Confidence / hesitation	☐ Consistency / repetition	☐ Other: _____
Training factors identified:	☐ Instruction unclear ☐ Insufficient practice ☐ Limited		

	exposure ☐ Other: _____		

6. REMEDIAL / EXTENSION TRAINING PLAN

Training Objective	Instruction / Coaching Method	Practice / Scenario	Measure of Competency	Assigned By / Date

7. REQUIRED TRAINING ACTIVITIES

☐ **Policy / procedure review**	☐ Guided practice	☐ **Role-play / scenario**	☐ Written exercise
☐ **Case / file review**	☐ Report-writing exercise	☐ **System / OMS practice**	☐ Field observation
☐ **Shadowing / modeling**	☐ Re-teach / teach-back	☐ **Demonstration**	☐ Other: _____
Minimum repetitions required		**Observed by**	
Required resources / references	_____	**Due date**	_____
Safety / legal considerations	_____	**Supervisor notified**	☐ Yes ☐ No

8. REASSESSMENT / VALIDATION

Reassessment Date		**Evaluator**	
Method	☐ Direct observation ☐ Scenario ☐ Case review ☐ Report review ☐ Other	**Final Rating**	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
Performance Demonstrated	☐ Independently ☐ With minor prompting ☐ With substantial prompting ☐ Not demonstrated	**Standard Met?**	☐ Yes ☐ No
Remaining Deficiency		**Additional Action**	☐ None ☐ Continue ☐ Extend ☐ Other
Objective Evidence / Narrative			

9. DISPOSITION

☐ **DEFICIENCY CORRECTED**	Trainee demonstrated the required performance standard. Return to normal FTO evaluation.
☐ **CONTINUE REMEDIAL TRAINING**	Additional targeted training is required; a new assignment should identify the remaining deficiency.
☐ **EXTEND FIELD TRAINING**	Additional FTO time is recommended because the trainee has not yet demonstrated the minimum acceptable level.
☐ **RECOMMEND FURTHER ADMINISTRATIVE REVIEW**	Performance remains below standard after documented training/remediation. Refer through the applicable chain of command and agency process.

10. TRAINEE COMMENTS

Trainee may provide factual comments regarding the training assignment, instruction received, or performance assessment.

11. ACKNOWLEDGMENT AND SIGNATURES

Signatures acknowledge that the assignment and results were discussed. A signature does not necessarily indicate agreement with the evaluation.

FTO / Training Officer	Signature	Date	
Trainee	Signature	Date	
Immediate Supervisor	Signature	Date	
FTO Program Coordinator / Designee	Signature	Date	
Additional Approval, if required	Signature	Date	

12. ADMINISTRATIVE / DOCUMENT CONTROL

Form No.	ODOC P&P FTO-ERT-01	**Revision**	08/2026
Filed With	☐ FTO Program File ☐ Personnel/Training Record ☐ Other	**Confidentiality**	Handle per agency policy
Related Records	☐ DOR/WOR ☐ Weekly Supervisor Report ☐ Extension/Remedial Plan ☐ End-of-Training Report	**Page**	____ of ____

Program Note: This form is designed for ODOC Probation & Parole field training use and should be incorporated into the approved FTO manual and applicable policy before implementation. It is modeled on current ODOC training/FTO requirements and contemporary FTO practices emphasizing objective documentation, specific deficiencies, remedial instruction, reassessment, and documented extension decisions.