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Field Training Officer Program	ACA Standards: None		
Scott Crow , Director Oklahoma Department of Corrections		Signature on File	

Field Training Officer (FTO) Program

I. Purpose

The purpose of this administrative directive is to set standards and define roles and responsibilities associated with the administration of the Oklahoma Department of Corrections Academy field training program, which provides training for correctional officers both prior to and after they have attended the basic academy.

II. Policy

It is the policy of the Oklahoma Department of Corrections (ODOC) to provide a variety of learning opportunities for new staff to grow professionally from the moment they are hired, to support and mentor them during on-the-job-training in correctional facilities and to provide fair, standardized evaluation methods before new staff are posted to their positions at a facility.

III. Definitions

A. Correctional Officer Trainee

A newly hired correctional officer enrolled in both the academy and field training components of the Oklahoma Department of Corrections Academy.

B. Daily Observation Report

A standardized report completed during pre and post academy training by the Field Training Officer (FTO), which reflects their observation of trainee performance in critical job areas.

C. Field Training

A structured on-site training and work program for new correctional officer trainees that complements academy training. This formal training integrates classroom learning with the specific steps involved in completing job-related tasks and occurs both before and after the academy training.

D. Field Training Officer (FTO)

A related role assigned to selected ODOC staff. The role of the FTO is to facilitate the transition of new correctional officers from the academy to institutional duties and to help ensure that the period of on-the-job-training progresses as designed.

E. Field Training Oversight Committee

A sub-committee made up of representatives from the facility and the training academy unit to oversee, monitor, and make recommendations to improve and maintain the standardized field training program.

F. Field Training Manual

An operational manual that provides direction and guidance in the administration of the standardized field training program of ODOC.

G. Transitional Development Specialist

A related role assigned to each correctional facility charged with the oversight, coordination and success of the local field training program, under the guidelines of this directive.

H. Performance Checklist

A list of steps directly connected to the completion of a job or task that includes a standardized teaching process.

I. Correctional Training Officer (CTO)

A facility staff member responsible for the training program of facility staff. This training will include training transitional development specialists and field training officers with their daily checklists. The CTO will maintain the correctional officer trainee's schedule of training and properly document all training and notify ODOC academy staff of completion of orientation and checklists.

J. ODOC Academy

A residential staff training program managed by ODOC. The ODOC academy assists the agency in achieving its statutory mandate to establish training programs for new employees and to establish in-service training programs.

IV. Procedural Guidelines

Correctional field training is a major component of the ODOC Academy training program.

A. Field Training Orientation for Correctional Officers

1. The orientation for correctional officers is an on-the-job training program providing exposure to the facility and its staff.

2. Pre-Academy

Prior to arriving at the academy newly hired correctional officers, spend four weeks (160 hours) at the hiring facility. Facilities are provided with a recommended schedule of activities for this period that reflects some classroom and some on-the-job training. In addition to beginning work with the assigned FTO on some aspects of their training, they are exposed to a correctional setting so they are able to make an assessment about the job of a correctional officer. During the first month at the facility, the cadets complete the "Pre-Academy Checklist" ([Attachment E](#), attached).

3. Post Academy

(80 hours) This portion of the program is conducted on-the-job under the supervision of a FTO. The training is focused on tasks completed by the trainee that are viewed as critical and frequently occurring. FTOs will be given time (at least 20-30 minutes) during each training day with the trainee reviewing the day's activities and the resulting "Daily Observation Report": ([Attachment B](#), attached).

4. Trainees will be trained at a minimum in each of the items as detailed in the FTO program manual and will have a "Daily Observation Report" ([Attachment B](#), attached) completed by the FTO for each day

of training. The “Field Training Officer Program End of Training Report” ([Attachment C](#), attached) will be used to objectively evaluate cadet performance. Facilities can customize the pre and post academy feature (e.g. what shift, day trained) in ways to meet the needs of the institution, subject to the FTO program manual.

5. The Transitional Development Specialist (TDS) will meet with the trainees within two weeks following the completion of total academy FTO program (pre and post academy weeks) to assess current skills and weaknesses, as well as address any shortcomings of the FTO program. They will collaboratively complete the “Field Training Officer Program Follow-up Training Report” ([Attachment D](#), attached), with the trainee, forwarding a copy to the individual’s primary supervisor and the chief administrator of Institutions/Community Corrections and Contract Services or designee.
6. The facility head will ensure that each TDS is provided ample time to address the trainee interviews, complete paperwork, meet with trainers, and assess the FTO program.

B. Program Roles

Each correctional facility will have a TDS, and as many FTOs as deemed necessary to effectively orient and mentor cadets.

1. The person holding the position of TDS will be a minimum rank of correctional officer IV. The facility head or designee will appoint them. The TDS will serve at the facility head’s discretion and must meet performance expectations. The facility head will interview candidates for this position using the job description maintained in the FTO program manual, as a partial basis for developing the interview questions.
2. CSO III positions and above will serve as FTOs. Any CSO III who aspires to be a FTO, but does not meet the criteria to be a FTO, will work with their supervisor to address any deficiencies barring them from consideration. The facility head or designee will appoint FTOs. They will serve at the facility head’s discretion and must meet performance expectations. The facility head will interview candidates for this position. A facility head may recommend to the chief administrator of Institutions/Community Corrections and Contract Services or designee an outstanding CSO II be selected as an FTO.

C. All staff involved with the field training program must maintain the following minimum standards.

1. Have a current Performance Management Process (PMP) that reflects meets or exceeds standards.

2. No formal disciplinary actions.
3. Current on all required training.
4. Exemplify a positive attitude; and
5. A minimum of one year of service at their current facility.

If a staff member seeking to be involved in the field training program does not meet all the criteria above, the facility head may approve them upon deputy warden or chief of security recommendation.

D. Extension of Training

By the end of the post academy two weeks, the trainee should be performing consistently at the minimum acceptable level of performance or higher. If the trainee is not performing at the minimum acceptable level of performance or higher (based on the "Daily Observation Report" ([Attachment B](#), attached), training may be extended one or two additional weeks as site resources allow, detailed in the FTO program manual and approved by the facility head.

E. Recommendation for Separation from Employment

If a trainee is unable to perform at an acceptable level, even after extension of training where applicable, the employee's primary supervisor (after consultation and discussion with the FTO and TDS) will recommend in writing to the facility head that the trainee's employment be terminated. The appropriate paper work for separation will be processed. All reports and necessary documentation demonstrating an employee's performance, and any attempts at remediation.

V. Training

The chief administrator of Institutions/Community Corrections and Contract Services or designee will orient facility heads, deputy wardens, chiefs of security, correctional training officers, and field training oversight committee members to this directive at a central meeting.

A. Quality Assurance

1. The chief administrator of Institutions/Community Corrections and Contract Services or designee will ensure that the field training program operations manual is published and updated annually.
2. The training unit will provide assistance as requested and necessary.

3. Patterns of use of FTOs and compliance with the directive will be specifically audited by the chief administrator of Institutions/Community Corrections and Contract Services or designee.
4. Through reviews of the reports produced by the above audit and compliance with applicable policy, procedures and field memorandums, the chief administrator of Institutions/Community Corrections and Contract Services or designee will ensure that the FTOs have appropriate skills to perform the duties described in this operational procedure and FTO manual.

VI. Action

The chief administrator of Institutions/Community Corrections and Contract Services is responsible for compliance with this procedure.

The chief of Strategic Engagement is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: OP-100107 entitled "Field Training Officer (FTO) Program" dated October 12, 2020

Distribution: Policy and Operations Manual
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment B	“Daily Observation Report”	Attached
Attachment C	“Field Training Officer Program End of Training Report”	Attached
Attachment D	“Field Training Officer Program Follow-up Training Report”	Attached
Attachment E	“Pre-Academy Checklist”	Attached