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Probation and Parole Field Training Officer Program	**ACA Standards:**		
Justin Farris, Director **Oklahoma Department of Corrections**			**Signature on File**

Probation and Parole Field Training Officer (FTO) Program

I. Purpose

The purpose of this procedure is to establish standards and define the roles and responsibilities associated with the administration of the Oklahoma Department of Corrections Probation and Parole Field Training Officer (FTO) Program. The FTO program is designed to provide standardized, competency-based training and evaluation for newly hired Probation and Parole Officers (PPO) before and after attendance at the Council on Law Enforcement Education and Training (CLEET) Basic Academy. The program is intended to ensure officers develop the knowledge, skills, abilities, and professional judgment necessary to perform their duties safely, ethically, and consistently in accordance with Oklahoma Department of Corrections policies, applicable laws, and established best practices.

II. Policy

It is the policy of the Oklahoma Department of Corrections (ODOC) to provide field training to all newly hired PPOs. The Department recognizes that the FTO program provides a fair, objective, and standardized method of training and evaluating

newly hired officers to ensure they have demonstrated the knowledge, skills, abilities, and professional judgment necessary to perform the duties of a PPO prior to successful completion of the FTO program.

III. Definitions

A. Probation and Parole Officer Trainees (PPOT)

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

B. Field Training

A structured, competency-based, on-the-job training and evaluation program for newly hired PPOs. Conducted under the supervision of a designated FTO, the program follows a standardized curriculum designed to prepare trainees to safely and effectively perform the duties of a PPO. The FTO program is conducted independently of attendance at the CLEET Basic Academy.

C. Field Training Officer (FTO)

A designated role assigned to selected PPOs who have demonstrated the knowledge, skills, abilities, and professionalism necessary to train and evaluate newly hired officers. The role of the FTO is to facilitate the transition of new PPOs into their assigned duties through structured, on-the-job training, mentoring, and standardized evaluations in accordance with the FTO program curriculum.

D. Field Training Coordinator

The Field Training Coordinator (FTC) for Probation and Parole is responsible for developing, coordinating, implementing, and overseeing the field training program for newly hired and lateral Probation and Parole Officers. The FTC ensures trainees receive consistent, structured, and policy-driven training designed to prepare them to perform the duties of an independent Probation and Parole Officer.

E. Daily Observation Report

A standardized report completed during post academy training by the FTO, which reflects their observation of the cadet’s performance in critical job areas.

F. Field Training Manual

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

G. End of Phase/Final Report

A standardized evaluation completed at the conclusion of the FTO program that documents a trainee's overall performance, strengths, areas requiring improvement, recommendations for continued development, completion of required performance standards, and the FTO's recommendation regarding the trainee's readiness to perform the duties of a PPO independently.

H. Standards Evaluations Guidelines (SEG)

“Standard Evaluation Guidelines (SEG)” (Attachment B) are designed in each performance category to maintain a total performance assessment that is objective and neutral. “Standard Evaluation Guidelines (SEG)” (Attachment B) are based on the Probation and Parole 5-point scoring system with behavioral anchors 1, 3, and 5. This allows for different levels of acceptable and unacceptable performance. A score of 3 is recognized as competent.

I. Extended/Remedial Assignment Form

Extended remedial training may be assigned when a trainee has not demonstrated the level of knowledge, skill, judgment, or performance reasonably expected for the trainee's current phase of the FTO program.

The purpose of remedial training is to provide the trainee with additional instruction, practice, coaching, and evaluation necessary to achieve and consistently demonstrate the required level of competency.

Remedial training is intended to identify and correct specific performance deficiencies and provide the trainee a reasonable opportunity to meet established training standards. The assignment shall be based upon documented observations, identified training needs, and the performance expectations applicable to the employee's assignment or level of training.

This form may also be utilized outside of the formal FTO program when a supervisor determines that an officer would benefit from additional field-based instruction, observation, coaching, or evaluation. Such training may be assigned to address a specific performance concern, reinforce agency policies and procedures, develop or refresh a particular skill, provide additional experience in a specific area of responsibility, or ensure an officer is adequately prepared to perform assigned duties.

When used outside of the formal FTO program, the assignment is intended to provide structured, documented, and objective additional training and may be tailored to the individual officer's identified training needs. The supervising officer or designated trainer should clearly identify the training objectives, provide appropriate instruction and practical application, document the officer's progress, and determine whether the established objectives have been successfully met.

The use of extended remedial training does not, by itself, constitute disciplinary action or a finding of misconduct. However, performance documented during the training period may be considered in accordance with applicable ODOC policy and procedure.

IV. Procedural Guidelines

A. Probation and Parole Field Training Program Orientation

1. The FTO Program is a structured, competency-based, on-the-job training program designed to provide newly hired Probation and Parole Officers with the knowledge, skills, abilities, and professional judgment necessary to perform the duties of the position. The training programs consist of 4 phases that together will equal 8-weeks, or 320 hours as documented in the "Four-Phase Training Structure" (Attachment A).

    a. Newly hired officers will be assigned to a designated FTO upon reporting to their assigned office. Training will be conducted using the standardized Probation and Parole field training curriculum and "Standard Evaluation Guidelines (SEG)" (Attachment B).

    b. The FTO Program consists of a minimum of 320 hours of structured, on-the-job training. During this period, cadets will progressively perform job-related duties under the direct supervision of an assigned FTO.

    c. FTOs shall provide daily coaching, mentoring, and performance feedback to the cadet through the "Daily Observation Report(s)" (DOC 100108B). Time shall be allotted during each training day to review completed tasks, discuss strengths and areas for improvement, and document trainee performance.

    d. At the completion of the training program, the assigned FTO(s) shall complete the "End of Phase Report/Final Report" (DOC 100108A), documenting the cadet's demonstrated competencies, strengths, performance deficiencies, recommendations for continued development, completion of the "Standard Evaluation Guidelines (SEG)" (Attachment B) through the "Daily Observation Report" (DOC 100108B), and recommendations regarding successful completion of the FTO program.

    e. Successful completion of the FTO program shall be based upon demonstrated competency and satisfactory completion

of all required training objectives, not solely the completion of the minimum training hours.

V. Responsibilities

A. Field Training Officer (FTO) Requirements

1. Obtain approval from the Team Supervisor and Assistant Regional Supervisor (ARS) prior to submitting a Letter of Interest to become an FTO. ARS will submit all approved letters of interest for consideration to the Field Training Coordinator (FTC).

2. Meet one of the following minimum experience requirements:

   a. Three (3) years of experience as a PPO, including at least two (2) years of field supervision experience; or

   b. One (1) year of experience as a PPO with a minimum of five (5) years of prior law enforcement experience.

3. The applicant will have received an overall rating of achieved expected results or higher during the most recent calibration.

4. Participate in the FTO selection process, including interviews and physical assessments (PTSP course detailed in Section B. 3. Below).

5. Submit a current résumé as part of the application process.

6. Basic Instructor Development (BID) certification must be completed within one year of selection.

B. Field Training Officer Responsibilities

1. Successfully complete the Probation and Parole Field Training Officer Course consisting of a minimum of 24 instructional hours and achieve a score of at least 80% on the final examination.

2. Attend and successfully complete annual FTO in-service training to maintain certification.

3. Successfully complete and maintain the standards established for the FTO physical agility assessment “FTO Physical Agility Assessment” (Attachment C). The test will align with CLEET Physical Test for Safe Participation (PTSP) course and shall be maintained by Probation and Parole and the FTC.

4. Know, understand, and adhere to all policies, procedures, and standards governing the FTO program.

5. Provide instruction, coaching and direct supervision of assigned trainees throughout each phase of training.

6. Complete "Daily Observation Report(s)" (DOC 100108B) and all other required training documentation accurately and objectively. Documentation shall be submitted to the FTC within 48 hours of completion unless otherwise directed.

7. Report trainee deficiencies, policy violations, safety concerns, or significant performance issues to the FTC no later than the end of each work shift.

C. Field Training Coordinator Responsibilities

1. Know, understand, and adhere to all standards, policies, and procedures governing the FTO program.

2. Provide guidance, support, and resources necessary to assist FTOs in meeting the training objectives of assigned trainees.

3. Maintain an official training file for each trainee, including, but not limited to:

   a. Acknowledgment forms;

   b. Training schedules;

   c. Correspondence;

   d. Daily Observation Reports;

   e. Performance evaluations;

   f. Remedial training documentation;

   g. Exit interviews/End of Phase Reports; and

   h. Letters of completion or other required records.

4. Monitor the progress of FTOs and trainees through direct observation, field visits, verbal communication, and review of all required documentation.

5. Provide training oversight or designate an alternate FTO when an assigned FTO is unavailable to ensure continuity of training.

6. Immediately notify the PPO's ARS of any significant trainee performance issues, policy violations, safety concerns, or other matters requiring administrative attention.

7. Provide each trainee's Team Supervisor with a weekly progress update outlining performance, strengths, deficiencies, and training status through “Daily Observation Report(s)” (DOC 100108B), “End of Phase Report/Final Report(s)” (DOC 100108A) and “Extended/Remedial Training Assignment” (DOC 100108C).

8. Coordinate, assign, monitor, and document all remedial training assignments and ensure completion of required corrective action.

9. Develop, maintain, and update the FTO program curriculum, training materials, evaluation forms, and related program documentation.

10. Monitor compliance with all agency policies, procedures, and FTO program standards by both FTOs and trainees.

11. Coordinate and administer the FTO recruitment and selection process, including:

    a. Issuing recruitment announcements to all Probation and Parole staff when FTO vacancies exist.

    b. Verifying that each applicant has obtained approval from both the Team Supervisor and Assistant Regional Supervisor prior to consideration.

    c. Scheduling applicant interviews and notifying applicants and their Team Supervisors of the interview date, time, and location.

    d. Coordinating an interview panel consisting of the FTC and two (2) currently certified FTOs.

    e. Ensuring the interview panel evaluates applicants based upon:

        (1) Interview responses;

        (2) Letter of interest;

        (3) Resume;

        (4) Performance history;

        (5) Demonstrated professionalism;

        (6) Leadership potential; and

(7) Working knowledge of probation and parole field operations.

f. Presenting recommendations to Probation and Parole Administrator or designee for appointment.

g. Organizing, administering, and documenting the "FTO Physical Agility Assessment" (Attachment C).

h. Notifying applicants and their Team Supervisors of selection results following completion of the recruitment process.

D. Team Supervisor Responsibilities

1. Conduct periodic meetings with the trainee independent of the assigned FTO to discuss progress, answer questions, and provide mentorship throughout the FTO program.

2. Review all "Daily Observation Report(s)" (DOC 100108B), evaluations, and remedial training documentation to remain informed of the trainee's performance and identify trends requiring supervisory attention.

3. Coordinate with the FTC to develop and implement "Extended/Remedial Training Assignment(s)" (DOC 100108C) when deficiencies are identified. The FTC can be requested through Probation and Parole Administration to assist with remedial training on any officer regardless of their rank.

4. Ensure the trainee maintains required certifications, mandatory training, and agency compliance requirements while assigned to the FTO program.

5. Address employee conduct, attendance, leave usage, and disciplinary matters in accordance with agency policy. The Team Supervisor retains supervisory responsibility for personnel matters while the trainee is assigned to the FTO program.

6. Assist in determining whether a trainee has demonstrated the knowledge, skills, and abilities necessary to successfully complete the FTO program based upon recommendations from the FTC and assigned FTOs.

7. Promote the professional development, ethical conduct, and overall wellness of trainees by providing mentorship, coaching, and constructive feedback throughout the training process.

8. Notify the FTC of operational or personnel issues that may affect a trainee's successful completion of the program.

VI. References

P-100100 entitled “Training and Staff Development Standards”

VII. Action

The affected Administrator of Community Services is responsible for compliance with this procedure.

The Inspector General is responsible for the annual review and revisions.

Any exception to this procedure shall require prior written approval of the agency Director.

This procedure is effective as indicated.

Replaced: None. This is a new procedure.

Distribution: Policy and Operations Manual
Agency Website

Referenced Forms	Title	Location
DOC 100108A	“End of Phase Report/Final Report”	Attached
DOC 100108B	“Daily Observation Report”	Attached
DOC 100108C	“Extended/Remedial Training Assignment”	Attached

Attachments	Title	Location
Attachment A	“Four-Phase Training Structure”	Attached
Attachment B	“Standard Evaluation Guidelines (SEG)”	Attached
Attachment C	“FTO Physical Agility Assessment”	Attached