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Field Training Officer Program	ACA Standards: None		
Steven Harpe, 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. Weekly Observation Report

A standardized report completed during 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 Manual

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

F. Performance Checklist

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

G. Correctional Training Officer (CTO)

A facility staff member responsible for the training program of facility staff. This training will include training FTOs 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.

H. 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. Post Academy

(80 hours) This portion of the program is conducted on-the-job under the supervision of an 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 "Weekly 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 "Weekly 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 post academy feature (e.g., what shift, day trained) in ways to meet the needs of the institution, subject to the FTO program manual.

B. Program Roles

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

1. Any correctional officer with one year or more of service, who meets the requirements of the facility head may serve as an FTO. Any CSO who aspires to be an FTO, but does not meet the criteria to be an 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 will 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 be selected as an FTO.

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

1. No formal disciplinary actions.
2. Current on all required training.
3. Exemplify a positive attitude; and
4. 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 assistant facility head or chief of security recommendation.

D. Extension of Training

By the end of the post academy two weeks, the trainee will 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 "Weekly 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) will recommend in writing to the facility head that the trainee's employment be terminated. The appropriate paperwork for separation will be processed. All reports and necessary documentation demonstrating an employee's performance, and any attempts at remediation.

V. Selection of the Field Training Officer (FTO)

The FTO will be selected from the correctional officer series.

A. Application and Selection Criteria

1. Interested officers may volunteer for the FTO by submitting an application to the training officer. The FTO applicant should exemplify qualities of a positive attitude, high energy and motivation, and interest and concern for the success of fellow employees, and ability to provide constructive feedback as well as leadership capabilities.
2. The facility will develop procedures for the review of applications based on the applicant's qualities and the following qualifications. Reviewers will include, at a minimum, the chief of security and the training officer.

- a. One years of service at the facility;
- b. Competency in knowledge, skills, and abilities necessary to perform job assignments;
- c. Commitment to the values and philosophy of the facility and the Department of Corrections;
- d. Appearance
- e. Attendance

B. Approval of Applicants

Upon review of the criteria and subsequent interviews of the applicants, recommendations will be forwarded to the facility head for final determination of the selection.

VI. Training

The director of the Basic Peace Officer and Cadet Academy will orient facility heads and correctional training officers to this directive.

A. Quality Assurance

1. The director of the Basic Peace Officer and Cadet Academy 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 director of the Basic Peace Officer and Cadet Academy or designee.
4. Through review of the reports produced by the above audit and compliance with applicable policy, procedures and field memorandums, the director of the Basic Peace Officer and Cadet Academy or designee will ensure that the FTOs have appropriate skills to perform the duties described in this operational procedure and FTO manual.

VII. Action

The facility head is responsible for developing local procedures.

The director of the Basic Peace Officer and Cadet Academy is responsible for compliance with this procedure and 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 March 7, 2022

Distribution: Policy and Operations Manual
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment B	“Weekly Observation Report”	Attached
Attachment C	“Field Training Officer Program End of Training Report”	Attached
Attachment F	“Field Training Officer Application Form”	Attached