

WEBER COUNTY CORRECTIONAL FACILITY

Volume

ADMINISTRATION

Chapter

JB 13 - FTO PROGRAM

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JB 13/01.00 GENERAL

JB 13/01.01 Purpose

JB 13/01.02 Cross Reference

JB 13/01.03 Definitions

JB 13/02.00 FIELD TRAINING

JB 13/02.01 Policy

JB 13/02.02 Rationale

JB 13/02.03 Procedure: Field Training Officer

JB 13/02.04 Procedure: FTO Coordinator/Committee

JB 13/02.05 Procedure: Use of the FTO Manual

JB 13/02.06 Procedure: FTO Evaluations

JB 13/02.07 Procedure: Unsatisfactory Performance

JB 13/03.00 LEARNING OBJECTIVES

JB 13/01.00 **GENERAL**

JB 13/01.01 **Purpose**

The purpose of this chapter is to provide policy, rationale and procedure for the operation of the Field Training program.

JB 13/01.02 **Cross Reference**

JB 13/01.03 **Definitions**

designee	a person designated to be responsible or to have authority over a specific function
FTO	Field Training Officer; also referred to in general terms as a training program
FTO Coordinator	WCCF staff member designated to supervise the operation of the FTO program
trainee	newly hired Correctional staff who have completed pre-training requirements for Correctional Officer
WCCF	Weber County Correctional Facility
WCS	Weber County Sheriff

JB 13/02.00 **FIELD TRAINING**

JB 13/02.01 **Policy**

It is the policy of the WCCF:

- A. to provide initial orientation and training for newly hired Correctional Officers;
- B. that Orientation and Field Training shall be completed under the supervision of designated WCCF staff;
- C. that newly hired WCCF Correctional Officers shall successfully complete FTO training as a part of a probationary period as defined by the Weber County Merit Rules;
- D. that the Field Training program shall be administered under the supervision of an FTO Coordinator and the FTO committee;
- E. that changes regarding the function, content or supervision of the FTO program may be made only with the authorization of the Weber County Sheriff, WCCF Chief Deputy, or designee;
- F. that performance evaluations shall be completed during each phase of the field training process; and
- G. that FTO training be:
 - 1. consistent with WCCF policy, procedure, or directive;
 - 2. consistent between FTO trainers; and
 - 3. objective.

JB 13/02.02 **Rationale**

The Field Training program is intended to provide trainees with a standardized system of on-the-job training designed to provide the trainee with:

- A. a method of mentoring and assistance from qualified, specially trained, and experienced staff members to become a successful Correctional Officer;
- B. experience by learning job tasks through explanation and demonstration of those tasks;
- C. experience in performing routinely assigned tasks under the supervision of

experienced officers; and

- D. periodic written evaluations designed to provide feedback and corrective information which enhances performance and successful completion of identified performance objectives.

JB 13/02.03 **Procedure: Field Training Officer**

A. Field Training Officer

WCCF officers selected as Field Training Officers (FTO's) shall:

1. be full-time, certified officers with a minimum of two years of full-time service as a Certified Correctional Officer in the Weber County Correctional Facility;
2. demonstrate appropriate job knowledge and professionalism sufficient to be a positive influence, particularly towards newly hired WCCF officers; and
3. have been trained as an FTO, in a manner determined by the WCCF.

B. Authority

1. FTO's shall be those officers primarily responsible for training new officers.
2. FTO training will generally occur during the FTO's scheduled shift and on his/her assigned post.
3. The FTO shall remain under the supervision of the shift OIC and FTO training should not interfere with necessary functions of the WCCF (i.e., safety, security, management).
4. FTO's shall be responsible for the evaluation of trainees assigned to them.
 - a. Evaluations shall be completed in a timely manner.
 - b. Evaluations, along with any recommendations, shall be forwarded to the FTO coordinator.

JB 13/02.04 **Procedure: FTO Coordinator/Committee**

A. FTO Coordinator

1. The WCCF shall designate an FTO coordinator to oversee the FTO program. In conjunction with the WCS, Chief Deputy, or designee, the FTO coordinator shall:
 - a. be responsible for the selection, training, and evaluation of FTO's; and
 - b. make additions, deletions or modifications to the FTO program as may become appropriate.
2. The FTO Coordinator shall:
 - a. review the performance evaluations forwarded by the FTO;
 - b. make recommendations, in writing, to the Chief Deputy regarding the progress of trainees based on evaluations forwarded by the FTO's; and
 - c. be responsible to evaluate concerns regarding a trainee's performance forwarded by persons other than the trainees assigned FTO (i.e., shift OIC).

B. FTO Committee

1. The FTO coordinator shall select a committee to assist in reviewing the FTO program.
2. The FTO committee should be comprised of WCCF staff to include:
 - a. two supervisory staff members;
 - b. two line staff members; and
 - c. the FTO Coordinator.
3. The FTO committee may review the contents, function, and supervision of the FTO program and make recommendations, in writing, to be forwarded to the Chief Deputy.
 - a. The Chief Deputy shall review and make recommendations to the WCS.
 - b. The WCS shall review recommendations and authorize changes regarding the content, function, or supervision of the FTO

program as deemed necessary.

C. Meetings

1. The FTO committee shall meet at the direction of the FTO Coordinator.
2. Meetings shall occur at least quarterly or as appropriate when determined by the FTO coordinator.

JB 13/02.05 **Procedure: Use of the FTO Manual**

A. FTO Program

1. The FTO program is designed to be completed in six weeks.
2. Trainees must successfully complete the FTO training as defined in the FTO manual within his/her initial probationary period.
3. During the FTO training, trainees may be assigned to a subsequent individual FTO on a weekly basis to:
 - a. expose the trainee to varying shifts;
 - b. expose the trainee to other FTO strengths and styles; and
 - c. minimize the chances of personality conflicts that may effect the quality of filed training and evaluations.

B. FTO Manual

1. The FTO Manual defines specific areas of initial training to include:
 - a. Orientation tasks;
 - b. Field Training tasks; and
 - c. Field Training Evaluations.
2. The WCCF training officer shall issue trainees an FTO Manual on the first day of his/her assigned shift.
3. The trainee shall have the FTO Manual in his/her possession during each assigned shift until he/she completes the FTO training.

C. Orientation Tasks

1. The FTO manual contains trainee orientation tasks that shall be completed by the trainee.
2. Orientation tasks may be completed under the guidance of the FTO. However, some orientation tasks may require the trainee to complete them on his/her own.
3. Orientation tasks direct the trainee to:
 - a. meet with the WCCF and WCSO administration staff;
 - b. tour the WCCF facility;
 - c. receive a WCCF badge, policy manual, ID photo, etc., and
 - d. become informed regarding personnel issues, such as insurance, benefits, etc.
4. After completing each orientation task, the trainee shall initial that task form indicating that he/she has completed that task.
5. The assigned FTO shall review all orientation tasks and ensure that all tasks have been completed. The FTO shall initial the task form indicating that the trainee has completed each orientation task.

D. Field Training Tasks

1. Field Training tasks as defined in the FTO Manual shall be:
 - a. explained and demonstrated by the assigned FTO;
 - b. explained and demonstrated by the trainee; and
 - c. performed by the trainee under the direct supervision of the FTO.
2. After the trainee has had a designated amount of time to perform a specific task under direct supervision of the FTO:
 - a. the trainee shall demonstrate proficiency regarding the specific task; and
 - b. the FTO may then “pass” the trainee as proficient in the specific task and indicate such by initialing the FTO task proficiency

tracking sheet.

3. After the trainee has demonstrated proficiency regarding a specific task, the trainee may be allowed to perform that task absent the direct supervision of the FTO.
4. At the end of each assigned shift, an evaluation of the trainee shall be completed by the FTO.

JB 13/02.06 Procedure: FTO Evaluations

A. Daily Evaluations

1. Using the Daily FTO Evaluation Form (WCCF/DEF.01), daily trainee evaluations shall be:
 - a. completed by the assigned FTO;
 - b. completed in the presence of the trainee; and
 - c. forwarded to the FTO coordinator daily.
2. Specific and objective rating standards are defined in the FTO Manual.
3. If a trainee does not perform satisfactorily, specific comments are required on the evaluation instrument to provide documentation of the unsatisfactory performance.
4. If the trainee performs at a level that exceeds the FTO's expectations, specific comments are required on the evaluation instrument to provide documentation of exceptional performance.

B. Weekly Performance Summary

1. Weekly Performance Summaries shall be completed by the FTO at the end of each assigned work week using the Weekly Performance Summary form (WCCF/WPS.01)
2. Weekly Performance Summaries should indicate:
 - a. specific trainee performance strengths noted by the FTO;
 - b. specific trainee performance weaknesses noted by the FTO; and
 - c. any comments regarding the performance of the trainee as observed by the FTO.

3. The Weekly Performance Summary shall be completed by the FTO forwarded to the FTO coordinator at the end of each assigned weekly schedule.

JB 13/02.07 **Procedure: Unsatisfactory Performance**

A. FTO Coordinator

1. The FTO Coordinator shall receive and review performance evaluations completed by FTO's. If evaluations of a trainee reflect poor performance or failure of a trainee to perform a task(s) satisfactorily, the FTO coordinator shall:
 - a. meet with the FTO who completed the evaluation to discuss the trainees performance; and
 - b. meet with the trainee to discuss his/her performance.
2. The FTO coordinator shall make written recommendations to the WCCF Chief Deputy that may include:
 - a. extending the trainee's FTO period to assist the trainee in acquiring the necessary performance levels;
 - b. remedial training regarding a specific task(s) within the normal FTO period;
 - c. corrective actions designed to assist the trainee to achieve required performance levels after the normal FTO period but during the initial probationary period;
 - d. disciplinary action; and/or
 - e. termination of the trainee.

B. WCCF Chief Deputy

1. The WCCF Chief Deputy shall receive and review recommendations concerning unsatisfactory trainee performance from the FTO coordinator. The WCCF Chief Deputy shall:
 - a. agree with recommendations made by the FTO coordinator and forward the recommendations to the Sheriff; or
 - b. disagree with the recommendations of the FTO coordinator and make adjustments to the recommendations deemed appropriate by the Chief Deputy; and

- c. forward final written recommendations to the WCS.

C. Weber County Sheriff (WCS)

1. The Weber County Sheriff shall receive and review recommendations concerning unsatisfactory trainee performance from the WCCF Chief Deputy. The WCS shall:
 - a. agree with the recommendations of the WCCF Chief Deputy; or
 - b. disagree with the recommendations of the WCCF Chief Deputy and make adjustments to the recommendations deemed appropriate by the WCS.
2. The WCS shall make the final determination regarding the retention or termination of a probationary employee.

D. Unsatisfactory Trainee Performance

1. Unsatisfactory trainee performance levels may be documented using:
 - a. daily and weekly FTO evaluation reports; or
 - b. written reports submitted to the FTO coordinator by any WCCF staff member observing such performance or conduct.
2. Unsatisfactory trainee performance that may support a recommendation of termination may be, but not be limited to:
 - a. demonstrated gross incompetence;
 - b. continual inefficiency;
 - c. demonstrated serious misconduct;
 - d. insubordination;
 - e. demonstrated serious liability to the Weber County Sheriff's Office;
 - f. an inability to perform required tasks despite remedial training efforts;
 - g. conduct that places inmates, officers, or the public in danger;

- h. other actions or conduct deemed contrary to the good order of the Weber County Sheriff's Office.

JB 13/03.00 **LEARNING OBJECTIVES**

The primary learning objectives for this chapter should include developing an understanding of:

- A. the responsibilities and authority of Field Training Officers;
- B. the responsibilities and authority of the FTO Coordinator and the FTO Committee;
- C. how to use the FTO manual;
- D. the process for evaluating new officers during field training; and
- E. the process required when there is demonstrated unsatisfactory performance by new officers.