

Field Training Officer (FTO) Program

Effective Date:	9/10/24
Revised Date:	9/10/24
Issuing Authority: Chief Probation Officer	

816.1 PURPOSE:

To establish guidelines for the Field Training Officer (FTO) program.

816.2 DEFINITIONS:

Daily Activity Report (DAR): A daily report completed by the trainee and verified by the FTO recording the events of the day.

Daily Observation Report/DOR: Document by which FTOs provide feedback to trainees, track hours completed, and document performance in training objectives. DORs are provided to the FTO Liaison on a weekly basis.

Field Training Officer (FTO): A Probation Officer II or III (PO II/III) selected to train Probation Officers who have been identified to participate in the FTO program.

FTO Liaison: A PO assigned to the Training Unit to serve as a liaison between the trainee, their immediate Supervising Probation Officer (SPO), the FTO, and the FTO Coordinator.

FTO Program Coordinator: A PO III assigned to the Training Unit to coordinate the program and serve as a liaison between the Field Training Officer Liaisons, the SPO of the Training Unit, and the SPO of the Trainee.

Trainee: POs promoted to or hired into the classification of PO I or II who have been identified to participate in the FTO program.

816.3 GUIDELINES:

- A. The Chief Probation Officer reserves the right to direct any eligible Probation Officer to participate in the FTO program.

816.4 RESPONSIBILITIES:

- I. Field Training Officer (FTO) Applicant:
 - A. Must obtain immediate Supervisor and Division Director approval prior to submitting a memorandum of interest to become an FTO.
 - B. Must have three (3) years of experience as a Probation Officer, of which two (2) years must be field work activity, and a minimum of "meets" rating in most recent Work Performance Evaluation. (Exceptions to the listed requirement may

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be made on a case-by-case basis as determined by the FTO Coordinator with approval from the Training Unit Supervisor and Training Unit Director).

- C. Submit a memorandum of interest for consideration during the open recruitment for FTO.
- D. Participate in the recruitment process.

II. Trainees:

- A. Know, understand, and adhere to FTO Program standards.
- B. Must have a "meets" or above in job standards in all categories on the most recent WPE to participate in the FTO Program.
- C. Immediately notify their FTO and/or FTO Liaison/Coordinator, and their immediate Supervisor of any problems related to the program.
- D. Ensure compliance with applicable departmental and county procedures (Arming, Temporary Modified Duty, etc.).
- E. Attend required meetings absent a reasonable justification.
- F. Work the same schedule as their FTO while in the program.
- G. Submit time off requests to immediate supervisor.
- H. Complete all assignments in a prompt, accurate, and timely manner and submit them to the FTO, FTO Liaison, and/or FTO Coordinator as required.
- I. Trainees who are not successful in the FTO Program are subject to remediation or corrective action up to and including termination.

III. Field Training Officers (FTOs):

- A. Complete a 40-hour FTO trainer certification and required updates.
- B. Complete 8 hours of crisis intervention behavioral health training pursuant to Senate Bill 29.
- C. Know, understand, and adhere to FTO Program standards.
- D. Train, provide direct supervision, and evaluate trainees as necessary.
- E. Complete required documentation and keep a written record of trainee's progress during the FTO Program and submit it in a prompt, accurate, and timely manner to the FTO Liaison and Coordinator as required.
- F. Document deficiencies and report concerns to the FTO Liaison and Coordinator within 48 hours.
- G. FTOs shall receive a pay differential for time spent directly involved in the training and documentation of the trainee's progress.

IV. Field Training Officer Liaisons:

- A. Know, understand, and adhere to FTO Program standards.
- B. Assist FTOs in meeting the training needs of trainees.

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- C. Maintain a file for each trainee (acknowledgement form, alternate work schedule, emails, letter of completion, DORs, phase evaluations, exit interview, etc.).
 - D. Monitor both FTOs and trainees via verbal communication, field observation, and review of FTO program documentation (DOR, DAR, hour log, etc.).
 - E. Cover the caseload of other liaisons when necessary.
 - F. Mentor FTOs and trainees.
 - G. Immediately report concerns to the FTO Coordinator and SPO.
- V. Field Training Officer Program Coordinator:
- A. Know, understand, and adhere to FTO Program standards.
 - B. Maintain a file for each FTO (FTO application, training certificates, exit interview, etc.) and trainee (DORs, phase evaluations, letter of completion, etc.) and upon completion of, or separation from the program, place the file in the officer's training file.
 - C. Update the trainee's SPO whenever requested and as needed.
 - D. Complete required documentation and remedial training assignment.
 - E. Mentor FTO Liaisons.
 - F. Provide a follow up survey to each trainee's SPO no later than 90 days after completion of the program.
 - G. Develop training programs and curriculum for FTO Liaisons, FTOs, and trainees.
 - H. Monitor and ensure FTO Liaisons and FTOs are adhering to the program.
 - I. Be responsible for the FTO recruitment process:
 - 1. Send out a recruitment memorandum via email to all POIIs, POIIIs, and carbon copy (cc) all SPOs, and Division Directors.
 - 2. Ensure all applicants have immediate Supervisor and Division Director approval on their memo of interest.
 - 3. Schedule an interview via email with the applicant and respective SPO, with time and location of interview.
 - 4. Interview panel should consist of FTO Coordinator, Training Unit Staff, and/or an SPO.
 - 5. The Interview Panel shall take into consideration the applicant's answers to interview questions, the memorandum of interest that was submitted, and any firsthand knowledge of the applicant's abilities.
 - 6. A list of successful interview applicants will be forwarded to Professional Standards for review.
 - 7. The FTO Coordinator or designee shall notify the applicants and respective SPOs of the results.
- VI. Supervising Probation Officers (SPOs):

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- A. Maintain open lines of communication directly with the FTO Coordinator to address any concerns related to the FTO program.
- B. SPOs of Trainees shall:
 - 1. Complete all required Work Performance Evaluations (WPEs) on trainees assigned to the FTO Program.
 - 2. Request trainee updates from the FTO Coordinator as needed.
 - 3. Complete the follow up survey provided by the FTO Coordinator within 30 days of receipt.
 - 4. Update their Division Director on a regular basis throughout the duration of the trainee's program.