

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Training</u> STATEMENT NUMBER <u>4.05</u>
SUBJECT: FIELD TRAINING FOR CORRECTIONAL OFFICERS PROPONENT: <u>Christopher Kench, Director</u> <i>Name/Title</i> <u>Commissioner's Office 271/8016</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>06/24/16</u> REVIEW DATE <u>07/01/18</u> SUPERSEDES PPD# <u>4.05</u> DATED <u>12/30/12</u>
ISSUING OFFICER: <hr/> <i>William Wrenn, Commissioner</i>	DIRECTOR'S INITIALS: _____ DATE: _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

I. PURPOSE:

To establish guidelines for the Department of Corrections Field Training Officer (FTO) Program.

II. APPLICABILITY:

To all Division Directors, Supervisors and selected Field Training Officers.

III. POLICY:

It is the policy of the New Hampshire Department of Corrections to:

- A. Provide field training to all newly hired correctional officers. Recognizing that Field Training Officers (FTOs) play a critical role in the professional development of newly hired staff. Candidates to serve as Field Training Officers shall have demonstrated skills and abilities in the following areas:
1. Professional appearance and demeanor;
 2. Detailed knowledge of the policies, movements, schedules and programs specific to that facility;
 3. Patience and maturity to work with newly hired staff, who in most instances, are unfamiliar with Corrections work;
 4. Interest in wanting to share their professional knowledge and experience;
 5. A positive attitude toward the fulfillment of the Mission and Values Statements of the Department;
 6. The willingness to assume responsibility for supervising Probationary Officers;
 7. Written and verbal communication skills;
 8. Judgment and experience to evaluate the strengths and deficiencies of another employee.
- B. Ensure that all candidates selected to serve as FTOs complete initial and concurrent FTO Training Programs prior to assignment.
- C. Ensure that the training requirements of the program will be established and records maintained by the Training Bureau.

IV. PROCEDURE:

A. Selection

1. A staff member interested in serving as a Field Training Officer (FTO) is required to complete and submit an application (attachment 1). Applications will be held on file for one year or until such time as additional FTOs are needed. When the need arises the Training Bureau will seek applicants to fill the need and schedule an Applicant Review Board. In addition to the skills and abilities described above, all applicants must meet the following standards to be given further consideration:
 - a) Have at least one year experience as a NH Department of Corrections certified officer (i.e. one year served since graduation from the Corrections Academy);
 - b) Be free of formal disciplinary action for a period of two years from the date of the application;
 - c) Volunteer for the position;
 - d) Be current with their physical fitness test requirements.
 - e) Have met or exceeded standards on all phases of their most recently completed employee performance evaluation.
2. Upon meeting the standards articulated above, each applicant is required to appear before an Application Review Board comprised, in part, of current FTOs. The board will review the application, ask relevant questions concerning the qualifications/experience of the applicant and make a recommendation as to the suitability of the candidate for the position. Applications of those recommended by the board will be forwarded to the Training Bureau for review and recommendations will be made to the Director of Security and Training, who in consultation with the facility Warden, approves all FTO selections.
3. The Training Bureau shall be responsible for the attendance, scheduling, coordinating and supervising of all FTO training from the beginning of employment through the completion of Phase III. All training shall be conducted by qualified persons and coordinated with other training programs. Each facility will monitor Probationary Officer performances through the completion of Phase IV and recommend remedial training if/when required.

B. Field Training Officer Responsibility

1. An FTO is an experienced correctional officer responsible for providing a defined course of instruction to a Probationary Officer. Written documentation of a Probationary Officer's progress is an essential component of the program. In addition to providing field training to a Probationary Officer, FTOs are expected to provide feedback of training needs to the Training Bureau. A goal of the FTO Program is to ensure that the Probationary Officer has received training and demonstrated proficiency in the field, functions learned in the classroom or static surroundings. FTOs will adhere to the lesson plans contained in the Probationary Officer Manual.
2. FTOs will be responsible to record/report a Probationary Officer's progress on the FTO Module Performance Checklists (attachment 5 pages 13-38). These checklists also record the Probationary Officer's acknowledgement of such reporting.
3. FTOs will be responsible for evaluating the new employee using the FTO Weekly Evaluation (attachment 2) and Special Observation Forms (attachment 3) during Phase I and Phase III. The standardized evaluation guidelines may be modified to meet specific agency needs with the approval of the Training Bureau. The completed forms will be sent to the Training Bureau.
4. Facility Operations will collect completed Probationary Officer Facility Observation Form (attachment 4) and return it to the facility's Training Office prior to the expiration of the Probationary Officer's probationary period. The Special Observation Form may be used by any supervisor to document probationary officer performance during any portion of the officer's probationary period.
5. Completed FTO training packets will be forwarded to the Headquarters Training

Bureau office for inclusion in the officer's training file at the conclusion of Phase IV.

C. Field Training Officer Program Training Phases

1. The FTO Program will be divided into four phases of training for the newly hired officer, Pre-Academy, Academy, Post-Academy and Probationary Period.
 - a) Phase I is the Pre-Academy Training that occurs after the initial employee orientation and before attendance at the Corrections Academy in accordance with PPD 4.01 Department of Corrections Training Policy and Program and 4.02 Orientation for New Employees. Weekly evaluation forms will be filed out by their FTO at the conclusion of each week of Phase I using a Weekly Evaluation Form.
 - b) Phase II is the Corrections Academy.
 - c) Phase III is the Post-Academy Training. This period requires that the Probationary Officer is assigned to work under the direct supervision of their FTO. Although participants are graduates of the Academy, they are to always be assigned duties and responsibilities in concert with their respective FTO. This phase of the training includes performance assessments and is divided into four steps. Each step will be one week in length. Successful completion by a Probationary Officer shall allow progression to the next phase. The learning objectives and standards of performance for each subject area are specified in the Probationary Officers Manual. (NOTE: some areas are assessed in numerous steps):
 - (I) Phase III Step I – the Probationary Officer may be observing most of this step. When sufficient training has been given, the Probationary Officer will be allowed to perform some of the following tasks themselves:
 - (a) Appearance;
 - (b) Counts (formal, census and emergency);
 - (c) Key control;
 - (d) Movement passes;
 - (e) Searches (pat, strip, visual and cell);
 - (f) Handcuffing;
 - (g) Rounds and security checks;
 - (h) Radio procedures.

Probationary Officers with more than ten weeks of pre-academy service shall have the ability to demonstrate skill proficiency to their FTO by requesting an immediate assessment and “test-out” of Phase III Step 1.
 - (II) Phase III Step 2 – the Probationary Officer will be required to display the ability to perform the following listed functions in a field environment (non-static) to the satisfaction of their FTO:
 - (a) Control room operations and procedures;
 - (b) Report writing (disciplinary, incident and intelligence);
 - (c) Specimen collection;
 - (d) Evidence preservation;
 - (e) Inmate mail procedures;
 - (f) Visiting room procedures;
 - (g) Cell searches;
 - (h) Radio procedures;
 - (i) Medication procedures.
 - (III) Phase III Step 3 – the Probationary Officer will be required to display the ability to perform the following listed functions in a field environment (non-static) to the satisfaction of their FTO:
 - (a) Cross gender practices;
 - (b) Report writing (disciplinary, incident and intelligence);
 - (c) Evidence preservation;

- (d) Cell searches;
 - (e) Handcuffing;
 - (f) Radio procedures;
 - (g) Medication procedures;
 - (h) Transportation
 - (I) Hospital Duty
 - (J) Suicide Watches
- (IV) Phase III Step 4 – the Probationary Officer will be observed and evaluated in all of the functional areas contained in the prior steps. This observation will be performed in a field environment (non-static).
- (V) Weekly observation reports will be filled out by their FTO at the conclusion of each week of Phase III using a Weekly Evaluation. This evaluation will address the following areas:
- (a) Appearance;
 - (b) Attendance;
 - (c) Listening skills;
 - (d) Officer safety;
 - (e) Verbal skills (in stressful and non-stressful conditions);
 - (f) Field performance (in stressful and non-stressful conditions);
 - (g) Attention to detail;
 - (h) General knowledge;
 - (i) Decision making skills;
 - (j) Self-initiated field activity;
 - (k) Professionalism;
 - (l) Integrity;
 - (m) Acceptance of feedback;
 - (n) Attitude towards corrections and training;
 - (o) Relationships with inmates;
 - (p) Relationships with staff;
 - (q) Cooperation/teamwork;
 - (r) Relationship with citizens.
- (VI) Special Observation Reports will be filled out by any FTO, FTO Coordinator or Probationary Officer Supervisor for actions that warrant immediate attention. This report will enable immediate corrective action in response to a negative conduct or training events.
- (VII) Phase IV begins immediately after the Probationary Officer is released from Phase III and will continue until the conclusion of their probationary period. During this phase, the Probationary Officer's Supervisor will complete no less than two Probationary Officer Evaluations. The facility training office will provide the evaluation forms. There will be one filled out halfway between the completion of Phase III and the end of the probationary period. The second will be completed prior to the completion of the probationary period. This will permit an opportunity for corrective action with officers not performing to established standards.

D. Remedial Training

Remedial training is a vehicle that can be used at any phase of the probationary officer cycle. If at any time, a Probationary Officer displays the need to revert back to a prior phase or step in training, the FTO will report this to the facility Training Office. The Training Officer will make the final decision as to whether or not this is warranted and where in the training cycle the Probationary Officer will go.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards

Standards for Adult Community Residential Services
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services
Third Edition Standards

Other

KENCH/jc

Attachments

New Hampshire Department of Corrections
Training Bureau
Application for Field Training Officer

Name: _____ Date: _____

Facility/Area: _____ Assignment: _____

Describe in detail why you should be considered for selection as a Field Training officer (attach additional sheets if necessary).

My signature below affirms my desire to participate in this program.

_____ _____
Applicant's Signature Date

Endorsements:	Supervisory Signatures:	Endorsement (Y/N)
---------------	-------------------------	-------------------

*Area / Unit Supervisor: _____ _____
* Highest ranking staff member in your assigned area short of your director.

Division Director / Warden: _____ _____

Director of Training and Security: _____ _____

FTO WEEKLY EVALUATION FORM

Probationary Officer Name: _____

Shift/Assignment: _____

Primary FTO: _____

Reporting FTO: _____

Phase 2 Please circle Step 1 Step 2 Step 3 Step 4 Remedial Phase

Date of Evaluation: _____

Trainee Initials	Performance Area	Acceptable	Unacceptable	Not Observed	Additional Supervision Required	Remedial Training Suggested
	Appearance					
	Attendance					
	Listening skills					
	Officer safety					
	Verbal skills - stress conditions					
	Verbal skills - non stress conditions					
	Field performance stress conditions					
	Field performance non stress conditions					
	Attention to detail					
	General knowledge					
	Decision making skills					
	Self initiated field activity					
	Professionalism					
	Integrity					
	Acceptance of feedback					
	Attitude towards Corrections					
	Attitude toward training					
	Relationship with inmates					
	Relations with staff members					
	Cooperation/teamwork					
	Relationships with citizens					

Most satisfactory area of performance _____

Least satisfactory area of performance _____

FTO comments on job performance _____

Probationary Officer Signature Date

FTO Signature Date

FTO Coordinator comments _____

Training Lieutenant Signature

SPECIAL OBSERVATION FORM

Probationary Officer Name: _____

Date and time and location of issue: _____

Detailed description of issue:

Coordinator's comments:

Coordinator's plan for resolution:

FTO Coordinator

FTO

Probationary Officer

PROBATIONARY OFFICER FACILITY OBSERVATION FORM

Name _____ Date: _____

	Yes	No
1. Attitude		
Does the officer maintain a positive attitude?	_____	_____
2. Appearance		
Is the officer's uniform well maintained?	_____	_____
Boots polished?	_____	_____
3. Attendance and tardiness		
Is the officer dependable?	_____	_____
Does the officer abuse their sick time?	_____	_____
Does the officer have a problem with tardiness?	_____	_____
4. Use of radio and radio procedures		
Does the officer use the radio properly?	_____	_____
Does the officer use the proper radio codes?	_____	_____
5. Report writing		
Does the officer write clear and concise reports?	_____	_____
Is proper grammar used in the reports?	_____	_____
6. Self initiated activities		
Does the officer know what tasks need to be completed on a daily basis without being told?	_____	_____
7. Decision making and problem solving		
Does the officer make good decisions?	_____	_____
Does the officer back up the decisions they make?	_____	_____
Does the officer try to solve problems that are within their capabilities?	_____	_____
8. Officer safety		
Does the officer put themselves or other staff in jeopardy?	_____	_____
Does the officer use proper voice commands when needed?	_____	_____

Least satisfactory performance area:

Most satisfactory performance area:

Supervisor's overall comments:

Supervisor's signature:



Officer in Training Book Index

FTP Training Module				
Counts				
Formal/Census/Emergency				
Inmate Movement				
Mass movement/Pass/Escort				
Searches				
Pat/Strip/Visual/Cell				
Handcuffing				
Key Control				
Rounds/Security Checks				
Radio Procedures				
Medication Dispersal				
Green/Yellow/Red - Medications				
Report Writing				
Disciplinary/Incident/Intelligence				
Good Spot/Bad Spot				
Specimen Collection				
Evidence Preservation				
Mail Procedures				
Request Slips/Grievances				
Visiting Room Procedures				

<p>FTO Training Module number system</p> <p>The first number indicates the Step</p> <p>The second number indicates the Module</p> <p>Example 1.1 - Would indicate 1st Step, 1st Module</p>



FTO Module Performance Checklist

Module Title: Handcuffing Date: _____
 FTO Training Module Number: 1.5
 Probationary Officer _____
 FTO: _____

Performance Objective:				
After an explanation, demonstration and practice the Probationary Officer will handcuff three times while following the steps outlined below.	The FTO explains and demonstrates	Probationary Officer explains as the FTO demonstrates	Probationary Officer has performed successfully	Probationary Officer needs remedial training in the following areas. (Note the date of completion)
Steps:	DATE	DATE	DATE	Additional training needed (date)
1) Probationary Officer has inspected his/her handcuffs.				
FTO Initials: _____ Probationary Officer: _____				
2) He/She approached and communicated with the inmate.				
FTO Initials: _____ Probationary Officer: _____				
3) Asks inmate to put his/her hands behind their back "palms up".				
FTO Initials: _____ Probationary Officer: _____				
4) Applied handcuffs using the over/under or the "Lee speed" method.				
FTO Initials: _____ Probationary Officer: _____				
5) Has checked for tightness using DOC approved method.				
FTO Initials: _____ Probationary Officer: _____				
6) Has double locked the handcuffs by depressing the actuator pin.				
FTO Initials: _____ Probationary Officer: _____				
7) Secured the handcuff key and assumed the escort position.				
FTO Initials: _____ Probationary Officer: _____				

Comments

I certify that the Probationary Officer demonstrated proficiency on this task on (date):

FTO: _____
 Probationary Officer: _____

Additional training needed in the areas noted above.

Date: _____
 FTO: _____
 Probationary Officer: _____



FTO Module Performance Checklist

Module Title: Radio Procedures Date: _____
 FTO Training Module Number: 1.7
 Probationary Officer _____
 FTO: _____

Performance Objective:				
After an explanation, demonstration and practice the Probationary Officer will demonstrate the proper use of the DOC radio communications system.	The FTO explains and demonstrates	Probationary Officer explains as the FTO demonstrates	Probationary Officer has performed successfully	Probationary Officer needs remedial training in the following areas. (Note the date of completion)
Steps:	DATE	DATE	DATE	Additional training needed (date)
1) Probationary Officer has inspected his/her radio for service to include a radio check.				
FTO Initials: _____ Probationary Officer: _____				
2) Officer uses correct brevity codes when communicating.				
FTO Initials: _____ Probationary Officer: _____				
3) Officer uses proper facility specific calls signs during transmissions.				
FTO Initials: _____ Probationary Officer: _____				
4) Officer demonstrates how to use the radio correctly.				
FTO Initials: _____ Probationary Officer: _____				
5) Officer can identify the low battery signal on the radio.				
FTO Initials: _____ Probationary Officer: _____				
6) Maintains proper security control of his/her radio.				
FTO Initials: _____ Probationary Officer: _____				
7) Officer can demonstrate proper exchange of batteries.				
FTO Initials: _____ Probationary Officer: _____				

Comments

I certify that the Probationary Officer demonstrated proficiency on this task on (date): _____

Additional training needed in the areas noted above.

FTO: _____ Date: _____

Probationary Officer: _____ FTO: _____

Probationary Officer: _____ Probationary Officer: _____



FTO Module Performance Checklist

Module Title: Medication Distribution Date: _____
 FTO Training Module Number: 1.8
 Probationary Officer _____
 FTO: _____

<p>Performance Objective:</p> <p>After an explanation, demonstration and practice the Probationary Officer will explain the purpose of the medication color coding system and will be able to demonstrate how to distribute and document medication issuance.</p>	The FTO explains and demonstrates	Probationary Officer explains as the FTO demonstrates	Probationary Officer has performed successfully	Probationary Officer needs remedial training in the following areas. (Note the date of completion)
Steps:	DATE	DATE	DATE	Additional training needed (date)
1) Officer can explain the data found on the medication container.				
FTO Initials: _____ Probationary Officer: _____				
2) Officer can cite the time of all med calls (A, B, C and D)				
FTO Initials: _____ Probationary Officer: _____				
3) Officer has demonstrated proper documentation and accountability of each medication.				
FTO Initials: _____ Probationary Officer: _____				
4) Officer demonstrates ensuring that medication is ingested.				
FTO Initials: _____ Probationary Officer: _____				
5) Officer demonstrates what to do with expired medications.				
FTO Initials: _____ Probationary Officer: _____				
6) Officer demonstrates properly securing medications.				
FTO Initials: _____ Probationary Officer: _____				
7) Officer demonstrates maintaining proper control of inmates during med calls.				
FTO Initials: _____ Probationary Officer: _____				

Comments

I certify that the Probationary Officer demonstrated proficiency on this task on (date): _____

Additional training needed in the areas noted above.

FTO: _____
 Probationary Officer: _____

Date: _____
 FTO: _____
 Probationary Officer: _____



FTO Module Performance Checklist

Module Title: Report Writing Date: _____
 FTO Training Module Number: 2.1
 Probationary Officer _____
 FTO: _____

Performance Objective: After an explanation, demonstration and practice the Probationary Officer will write a Disciplinary Report, Incident Report, Bad Spot Report and Good Spot Report. The officer will also explain to the FTO what an Intelligence Report is.	The FTO explains and demonstrates	Probationary Officer explains as the FTO demonstrates	Probationary Officer has performed successfully	Probationary Officer needs remedial training in the following areas. (Note the date of completion)
Steps:	DATE	DATE	DATE	Additional training needed (date)
1) Officer can identify the different types of reports and their purpose.				
FTO Initials: _____ Probationary Officer: _____				
2) Officer demonstrates an understanding of the disciplinary report process.				
FTO Initials: _____ Probationary Officer: _____				
3) Officer demonstrates an understanding of the incident report process.				
FTO Initials: _____ Probationary Officer: _____				
4) Officer demonstrates an understanding of the intelligence report process.				
FTO Initials: _____ Probationary Officer: _____				
5) Officer demonstrates an understanding of the spot report process.				
FTO Initials: _____ Probationary Officer: _____				

Comments

I certify that the Probationary Officer demonstrated proficiency on this task on (date): _____

FTO: _____

Probationary Officer: _____

Additional training needed in the areas noted above.

Date: _____

FTO: _____

Probationary Officer: _____



FTO Module Performance Checklist

Module Title: Report Writing Date: _____
 FTO Training Module Number: 2.1
 Probationary Officer _____
 FTO: _____

Performance Objective:	The FTO explains and demonstrates	Probationary Officer explains as the FTO demonstrates	Probationary Officer has performed successfully	Probationary Officer needs remedial training in the following areas. (Note the date of completion)
After an explanation, demonstration and practice the probationary officer will write a Disciplinary Report, Incident Report, Bad Spot Report and Good Spot Report. The officer will also explain to the FTO what an Intelligence Report is.				
Steps:	DATE	DATE	DATE	Additional training needed (date)
6) Officer writes legible reports and fills them out correctly				
FTO Initials: _____ Probationary Officer: _____				
7) Officer demonstrates proper review and logging procedures for a disciplinary report.				
FTO Initials: _____ Probationary Officer: _____				
8) Officer demonstrates proper routing of an incident report.				
FTO Initials: _____ Probationary Officer: _____				
9) Officer demonstrates proper routing of a spot report.				
FTO Initials: _____ Probationary Officer: _____				

Comments

I certify that the Probationary Officer demonstrated proficiency on this task on (date): _____
 FTO: _____
 Probationary Officer: _____

Additional training needed in the areas noted above.
 Date: _____
 FTO: _____
 Probationary Officer: _____



FTO Module Performance Checklist

Module Title: Specimen Collection Date: _____
 FTO Training Module Number: 2.2
 Probationary Officer _____
 FTO: _____

Performance Objective: After an explanation, demonstration and practice the Probationary Officer will collect three urine samples from inmates while demonstrating proper handling techniques, chain of custody and documentation.	The FTO explains and demonstrates	Probationary Officer explains as the FTO demonstrates	Probationary Officer has performed successfully	Probationary Officer needs remedial training in the following areas. (Note the date of completion)
Steps:	DATE	DATE	DATE	Additional training needed (date)
1) Officer can name the PPD and list the materials need to perform this task.				
FTO Initials: _____ Probationary Officer: _____				
2) Officer is organized and uses universal precautions.				
FTO Initials: _____ Probationary Officer: _____				
3) Officer maintains visual supervision of the inmate during the collection process				
FTO Initials: _____ Probationary Officer: _____				
4) Officer demonstrates proper documentation of samples and fills out all appropriate areas of the collection form and evidence tape.				
FTO Initials: _____ Probationary Officer: _____				
5) Officer maintains the chain of custody.				
FTO Initials: _____ Probationary Officer: _____				
6) Officer has demonstrated knowledge of procedures in the event the inmate fails to provide a sample within 2 hours or failed to provide an adequate amount of urine.				
FTO Initials: _____ Probationary Officer: _____				

Comments

I certify that the Probationary Officer demonstrated proficiency on this task on (date): _____

Additional training needed in the areas noted above.

Date: _____

FTO: _____

FTO: _____

Probationary Officer: _____

Probationary Officer: _____



FTO Module Performance Checklist

Module Title: Evidence Preservation Date: _____
 FTO Training Module Number: 2.3
 Probationary Officer _____
 FTO: _____

Performance Objective:				
After an explanation, demonstration and practice the Probationary Officer will demonstrate proper evidence preservation and documentation.	The FTO explains and demonstrates	Probationary Officer explains as the FTO demonstrates	Probationary Officer has performed successfully	Probationary Officer needs remedial training in the following areas. (Note the date of completion)
Steps:	DATE	DATE	DATE	Additional training needed (date)
1) Officer will list the materials needed to perform this task.				
FTO Initials: _____ Probationary Officer: _____				
2) Officer will demonstrate how to properly secure evidence.				
FTO Initials: _____ Probationary Officer: _____				
3) Officer demonstrates how to fill out all sections of an evidence bag.				
FTO Initials: _____ Probationary Officer: _____				
4) Officer will explain the purpose of the chain of evidence time-line and its connection to the disciplinary process.				
FTO Initials: _____ Probationary Officer: _____				
5) Officer will demonstrate where to secure the evidence immediately following collection and documentation.				
FTO Initials: _____ Probationary Officer: _____				
6) Officer will explain what type of evidence container should be used to secure evidence that is wet or contains biological material and the documentation procedures.				
FTO Initials: _____ Probationary Officer: _____				

Comments

I certify that the Probationary Officer demonstrated proficiency on this task on (date): _____ FTO: _____ Probationary Officer: _____	Additional training needed in the areas noted above. Date: _____ FTO: _____ Probationary Officer: _____
---	--

Module Title:
 FTO Training Module Number:
 Probationary Officer
 FTO:

Visiting Room
 2.5

Date: _____

<p>Performance Objective:</p> <p>After an explanation, demonstration and practice the Probationary Officer will demonstrate how to properly observe the inmates in the visit room. He/she will also cite three different contraband exchange methods.</p>	The FTO explains and demonstrates	Probationary Officer explains as the FTO demonstrates	Probationary Officer has performed successfully	Probationary Officer needs remedial training in the following areas. (Note the date of completion)
<p>Steps:</p>	DATE	DATE	DATE	Additional training needed (date)
1) Officer will demonstrate proper security procedures in the visiting room regarding inmate movement.				
FTO Initials: _____ Probationary Officer: _____				
2) Officer can cite three methods that contraband is exchanged.				
FTO Initials: _____ Probationary Officer: _____				
3) Officer will demonstrate proper etiquette when addressing visitors.				
FTO Initials: _____ Probationary Officer: _____				
4) Officer can explain the proper procedures for terminating a visit.				
FTO Initials: _____ Probationary Officer: _____				
5) Officer understands acceptable behaviors for visitors and inmates while in the visit room.				
FTO Initials: _____ Probationary Officer: _____				

Comments

I certify that the Probationary Officer demonstrated proficiency on this task on (date):

FTO: _____
 Probationary Officer: _____

Additional training needed in the areas noted above.

Date: _____
 FTO: _____
 Probationary Officer: _____



FTO Module Performance Checklist

Module Title: Handcuffing Date: _____
 FTO Training Module Number: 2.7
 Probationary Officer _____
 FTO: _____

Performance Objective:				
After an explanation, demonstration and practice the Probationary Officer will handcuff three times while following the steps outlined below.	The FTO explains and demonstrates	Probationary Officer explains as the FTO demonstrates	Probationary Officer has performed successfully	Probationary Officer needs remedial training in the following areas. (Note the date of completion)
Steps:	DATE	DATE	DATE	Additional training needed (date)
1) Probationary Officer has inspected his/her handcuffs.				
FTO Initials: _____ Probationary Officer: _____				
2) He/She approached and communicated with the inmate.				
FTO Initials: _____ Probationary Officer: _____				
3) Asks inmate to put his/her hands behind their back "palms up".				
FTO Initials: _____ Probationary Officer: _____				
4) Applied handcuffs using the over/under or the "Lee speed" method.				
FTO Initials: _____ Probationary Officer: _____				
5) Has checked for tightness using DOC approved method.				
FTO Initials: _____ Probationary Officer: _____				
6) Has double locked the handcuffs by depressing the actuator pin.				
FTO Initials: _____ Probationary Officer: _____				
7) Secured the handcuff key and assumed the escort position.				
FTO Initials: _____ Probationary Officer: _____				

Comments

I certify that the Probationary Officer demonstrated proficiency on this task on (date): _____

Additional training needed in the areas noted above.

FTO: _____ Date: _____

Probationary Officer: _____ Probationary Officer: _____



FTO Module Performance Checklist

Module Title: Radio Procedures Date: _____
 FTO Training Module Number: 2.8
 Probationary Officer _____
 FTO: _____

Performance Objective:				
After an explanation, demonstration and practice the Probationary Officer will demonstrate the proper use of the DOC radio communications system.	The FTO explains and demonstrates	Probationary Officer explains as the FTO demonstrates	Probationary Officer has performed successfully	Probationary Officer needs remedial training in the following areas. (Note the date of completion)
Steps:	DATE	DATE	DATE	Additional training needed (date)
1) Probationary Officer has inspected his/her radio for service to include a radio check.				
FTO Initials: _____ Probationary Officer: _____				
2) Officer uses correct brevity codes when communicating.				
FTO Initials: _____ Probationary Officer: _____				
3) Officer uses proper facility specific calls signs during transmissions.				
FTO Initials: _____ Probationary Officer: _____				
4) Officer demonstrates how to use the radio correctly.				
FTO Initials: _____ Probationary Officer: _____				
5) Officer can identify the low battery signal on the radio.				
FTO Initials: _____ Probationary Officer: _____				
6) Maintains proper security control of his/her radio.				
FTO Initials: _____ Probationary Officer: _____				
7) Officer can demonstrate proper exchange of batteries.				
FTO Initials: _____ Probationary Officer: _____				

Comments

I certify that the Probationary Officer demonstrated proficiency on this task on (date): _____

FTO: _____
 Probationary Officer: _____

Additional training needed in the areas noted above.

Date: _____
 FTO: _____
 Probationary Officer: _____



FTO Module Performance Checklist

Module Title: Medication Distribution Date: _____
 FTO Training Module Number: 2.9
 Probationary Officer _____
 FTO: _____

<p>Performance Objective:</p> <p>After an explanation, demonstration and practice the Probationary Officer will explain the purpose of the medication color coding system and will be able to demonstrate how to distribute and document medication issuance.</p>	The FTO explains and demonstrates	Probationary Officer explains as the FTO demonstrates	Probationary Officer has performed successfully	Probationary Officer needs remedial training in the following areas. (Note the date of completion)
Steps:	DATE	DATE	DATE	Additional training needed (date)
1) Officer can explain the data found on the medication container.				
FTO Initials: _____ Probationary Officer: _____				
2) Officer can cite the time of all med calls (A, B, C and D)				
FTO Initials: _____ Probationary Officer: _____				
3) Officer has demonstrated proper documentation and accountability of each medication.				
FTO Initials: _____ Probationary Officer: _____				
4) Officer demonstrates ensuring that medication is ingested.				
FTO Initials: _____ Probationary Officer: _____				
5) Officer demonstrates what to do with expired medications.				
FTO Initials: _____ Probationary Officer: _____				
6) Officer demonstrates properly securing medications.				
FTO Initials: _____ Probationary Officer: _____				
7) Officer demonstrate maintaining proper control of inmates during med calls.				
FTO Initials: _____ Probationary Officer: _____				

Comments

I certify that the Probationary Officer demonstrated proficiency on this task on (date):

Additional training needed in the areas noted above.

FTO: _____
 Probationary Officer: _____

Date: _____
 FTO: _____
 Probationary Officer: _____



FTO Module Performance Checklist

Module Title: Report Writing Date: _____
 FTO Training Module Number: 3.1
 Probationary Officer _____
 FTO: _____

Performance Objective: After an explanation, demonstration and practice the Probationary Officer will write a Disciplinary Report, Incident Report, Bad Spot Report and Good Spot Report. The officer will also explain to the FTO what an Intelligence Report is.	The FTO explains and demonstrates	Probationary Officer explains as the FTO demonstrates	Probationary Officer has performed successfully	Probationary Officer needs remedial training in the following areas. (Note the date of completion)
Steps:	DATE	DATE	DATE	Additional training needed (date)
1) Officer can identify the different types of reports and their purpose.				
FTO Initials: _____ Probationary Officer: _____				
2) Officer demonstrates an understanding of the disciplinary report process.				
FTO Initials: _____ Probationary Officer: _____				
3) Officer demonstrates an understanding of the incident report process.				
FTO Initials: _____ Probationary Officer: _____				
4) Officer demonstrates an understanding of the intelligence report process.				
FTO Initials: _____ Probationary Officer: _____				
5) Officer demonstrates an understanding of the spot report process.				
FTO Initials: _____ Probationary Officer: _____				

Comments

I certify that the Probationary Officer demonstrated proficiency on this task on (date): _____

FTO: _____
 Probationary Officer: _____

Additional training needed in the areas noted above.

Date: _____
 FTO: _____
 Probationary Officer: _____



FTO Module Performance Checklist

Module Title: Report Writing Date: _____
 FTO Training Module Number: 3.1
 Probationary Officer _____
 FTO: _____

<p>Performance Objective:</p> <p>After an explanation, demonstration and practice the Probationary Officer will write a Disciplinary Report, Incident Report, Bad Spot Report and Good Spot Report. The officer will also explain to the FTO what an Intelligence Report is.</p>	The FTO explains and demonstrates	Probationary Officer explains as the FTO demonstrates	Probationary Officer has performed successfully	Probationary Officer needs remedial training in the following areas. (Note the date of completion)
Steps:	DATE	DATE	DATE	Additional training needed (date)
6) Officer writes legible reports and fills them out correctly				
FTO Initials: _____ Probationary Officer: _____				
7) Officer demonstrates proper review and logging procedures for a disciplinary report.				
FTO Initials: _____ Probationary Officer: _____				
8) Officer demonstrates proper routing of an incident report.				
FTO Initials: _____ Probationary Officer: _____				
9) Officer demonstrates proper routing of a spot report.				
FTO Initials: _____ Probationary Officer: _____				

Comments

I certify that the Probationary Officer demonstrated proficiency on this task on (date): _____

Additional training needed in the areas noted above.

FTO: _____
 Probationary Officer: _____

Date: _____
 FTO: _____
 Probationary Officer: _____



FTO Module Performance Checklist

Module Title: Evidence Preservation Date: _____
 FTO Training Module Number: 3.2
 Probationary Officer _____
 FTO: _____

Performance Objective: After an explanation, demonstration and practice the Probationary Officer will demonstrate proper evidence preservation and documentation.	The FTO explains and demonstrates	Probationary Officer explains as the FTO demonstrates	Probationary Officer has performed successfully	Probationary Officer needs remedial training in the following areas. (Note the date of completion)
Steps:	DATE	DATE	DATE	Additional training needed (date)
1) Officer will list the materials needed to perform this task.				
FTO Initials: _____ Probationary Officer: _____				
2) Officer will demonstrate how to properly secure evidence.				
FTO Initials: _____ Probationary Officer: _____				
3) Officer demonstrates how to fill out all sections of an evidence bag.				
FTO Initials: _____ Probationary Officer: _____				
4) Officer will explain the purpose of the chain of evidence time-line and its connection to the disciplinary process.				
FTO Initials: _____ Probationary Officer: _____				
5) Officer will demonstrate where to secure the evidence immediately following collection and documentation.				
FTO Initials: _____ Probationary Officer: _____				
6) Officer will explain what type of evidence container should be used to secure evidence that is wet or contains biological material and the documentation procedures.				
FTO Initials: _____ Probationary Officer: _____				

Comments

I certify that the Probationary Officer demonstrated proficiency on this task on (date): _____ FTO: _____ Probationary Officer: _____	Additional training needed in the areas noted above. Date: _____ FTO: _____ Probationary Officer: _____
---	--



FTO Module Performance Checklist

Module Title: Handcuffing Date: _____
 FTO Training Module Number: 3.4
 Probationary Officer _____
 FTO: _____

<p>Performance Objective:</p> <p style="text-align: center;">After an explanation, demonstration and practice the Probationary Officer will handcuff three times while following the steps outlined below.</p>	The FTO explains and demonstrates	Probationary Officer explains as the FTO demonstrates	Probationary Officer has performed successfully	Probationary Officer needs remedial training in the following areas. (Note the date of completion)
Steps:	DATE	DATE	DATE	Additional training needed (date)
1) Probationary Officer has inspected his/her handcuffs.				
FTO Initials: _____ Probationary Officer: _____				
2) He/She approached and communicated with the inmate.				
FTO Initials: _____ Probationary Officer: _____				
3) Asks inmate to put his/her hands behind their back "palms up".				
FTO Initials: _____ Probationary Officer: _____				
4) Applied handcuffs using the over/under or the "Lee speed" method.				
FTO Initials: _____ Probationary Officer: _____				
5) Has checked for tightness using DOC approved method.				
FTO Initials: _____ Probationary Officer: _____				
6) Has double locked the handcuffs by depressing the actuator pin.				
FTO Initials: _____ Probationary Officer: _____				
7) Secured the handcuff key and assumed the escort position.				
FTO Initials: _____ Probationary Officer: _____				

Comments

I certify that the Probationary Officer demonstrated proficiency on this task on (date): _____

Additional training needed in the areas noted above.

FTO: _____
 Probationary Officer: _____

Date: _____
 FTO: _____
 Probationary Officer: _____



FTO Module Performance Checklist

Module Title: Radio Procedures Date: _____
 FTO Training Module Number: 3.5
 Probationary Officer _____
 FTO: _____

Performance Objective:				
After an explanation, demonstration and practice the Probationary Officer will demonstrate the proper use of the DOC radio communications system.	The FTO explains and demonstrates	Probationary Officer explains as the FTO demonstrates	Probationary Officer has performed successfully	Probationary Officer needs remedial training in the following areas. (Note the date of completion)
Steps:	DATE	DATE	DATE	Additional training needed (date)
1) Probationary Officer has inspected his/her radio for service to include a radio check.				
FTO Initials: _____ Probationary Officer: _____				
2) Officer uses correct brevity codes when communicating.				
FTO Initials: _____ Probationary Officer: _____				
3) Officer uses proper facility specific calls signs during transmissions.				
FTO Initials: _____ Probationary Officer: _____				
4) Officer demonstrates how to use the radio correctly.				
FTO Initials: _____ Probationary Officer: _____				
5) Officer can identify the low battery signal on the radio.				
FTO Initials: _____ Probationary Officer: _____				
6) Maintains proper security control of his/her radio.				
FTO Initials: _____ Probationary Officer: _____				
7) Officer can demonstrate proper exchange of batteries.				
FTO Initials: _____ Probationary Officer: _____				

Comments

I certify that the Probationary Officer demonstrated proficiency on this task on (date):

FTO: _____
 Probationary Officer: _____

Additional training needed in the areas noted above.

Date: _____
 FTO: _____
 Probationary Officer: _____



FTO Module Performance Checklist

Module Title: Medication Distribution Date: _____
 FTO Training Module Number: 3.6
 Probationary Officer _____
 FTO: _____

Performance Objective: After an explanation, demonstration and practice the Probationary Officer will explain the purpose of the medication color coding system and will be able to demonstrate how to distribute and document medication issuance.	The FTO explains and demonstrates	Probationary Officer explains as the FTO demonstrates	Probationary Officer has performed successfully	Probationary Officer needs remedial training in the following areas. (Note the date of completion)
Steps:	DATE	DATE	DATE	Additional training needed (date)
1) Officer can explain the data found on the medication container.				
FTO Initials: _____ Probationary Officer: _____				
2) Officer can cite the time of all med calls (A, B, C and D)				
FTO Initials: _____ Probationary Officer: _____				
3) Officer has demonstrated proper documentation and accountability of each medication.				
FTO Initials: _____ Probationary Officer: _____				
4) Officer demonstrates ensuring that medication is ingested.				
FTO Initials: _____ Probationary Officer: _____				
5) Officer demonstrates what to do with expired medications.				
FTO Initials: _____ Probationary Officer: _____				
6) Officer demonstrates properly securing medications.				
FTO Initials: _____ Probationary Officer: _____				
7) Officer demonstrate maintaining proper control of inmates during med calls.				
FTO Initials: _____ Probationary Officer: _____				

Comments

I certify that the Probationary Officer demonstrated proficiency on this task on (date):

Additional training needed in the areas noted above.

FTO: _____
 Probationary Officer: _____

Date: _____
 FTO: _____
 Probationary Officer: _____



FTO Module Performance Checklist

Module Title: Report Writing Date: _____
 FTO Training Module Number: 4.1
 Probationary Officer _____
 FTO: _____

<p>Performance Objective:</p> <p>After an explanation, demonstration and practice the Probationary Officer will write a Disciplinary Report, Incident Report, Bad Spot Report and Good Spot Report. The officer will also explain to the FTO what an Intelligence Report is.</p>	The FTO explains and demonstrates	Probationary Officer explains as the FTO demonstrates	Probationary Officer has performed successfully	Probationary Officer needs remedial training in the following areas. (Note the date of completion)
Steps:	DATE	DATE	DATE	Additional training needed (date)
1) Officer can identify the different types of reports and their purpose.				
FTO Initials: _____ Probationary Officer: _____				
2) Officer demonstrates an understanding of the disciplinary report process.				
FTO Initials: _____ Probationary Officer: _____				
3) Officer demonstrates an understanding of the incident report process.				
FTO Initials: _____ Probationary Officer: _____				
4) Officer demonstrates an understanding of the intelligence report process.				
FTO Initials: _____ Probationary Officer: _____				
5) Officer demonstrates an understanding of the spot report process.				
FTO Initials: _____ Probationary Officer: _____				

Comments

I certify that the Probationary Officer demonstrated proficiency on this task on (date): _____

FTO: _____
 Probationary Officer: _____

Additional training needed in the areas noted above.

Date: _____
 FTO: _____
 Probationary Officer: _____



FTO Module Performance Checklist

Module Title: Report Writing Date: _____
 FTO Training Module Number: 4.1
 Probationary Officer _____
 FTO: _____

<p>Performance Objective:</p> <p>After an explanation, demonstration and practice the Probationary Officer will write a Disciplinary Report, Incident Report, Bad Spot Report and Good Spot Report. The officer will also explain to the FTO what an Intelligence Report is.</p>	The FTO explains and demonstrates	Probationary Officer explains as the FTO demonstrates	Probationary Officer has performed successfully	Probationary Officer needs remedial training in the following areas. (Note the date of completion)
Steps:	DATE	DATE	DATE	Additional training needed (date)
6) Officer writes legible reports and fills them out correctly				
FTO Initials: _____ Probationary Officer: _____				
7) Officer demonstrates proper review and logging procedures for a disciplinary report.				
FTO Initials: _____ Probationary Officer: _____				
8) Officer demonstrates proper routing of an incident report.				
FTO Initials: _____ Probationary Officer: _____				
9) Officer demonstrates proper routing of a spot report.				
FTO Initials: _____ Probationary Officer: _____				

Comments

I certify that the Probationary Officer demonstrated proficiency on this task on (date):

FTO: _____
 Probationary Officer: _____

Additional training needed in the areas noted above.

Date: _____
 FTO: _____
 Probationary Officer: _____



FTO Module Performance Checklist

Module Title: Evidence Preservation Date: _____
 FTO Training Module Number: 4.3
 Probationary Officer _____
 FTO: _____

<p>Performance Objective:</p> <p style="text-align: center;">After an explanation, demonstration and practice the Probationary Officer will demonstrate proper evidence preservation and documentation.</p>	The FTO explains and demonstrates	Probationary Officer explains as the FTO demonstrates	Probationary Officer has performed successfully	Probationary Officer needs remedial training in the following areas. (Note the date of completion)
Steps:	DATE	DATE	DATE	Additional training needed (date)
1) Officer will list the materials needed to perform this task.				
FTO Initials: _____ Probationary Officer: _____				
2) Officer will demonstrate how to properly secure evidence.				
FTO Initials: _____ Probationary Officer: _____				
3) Officer demonstrates how to fill out all sections of an evidence bag.				
FTO Initials: _____ Probationary Officer: _____				
4) Officer will explain the purpose of the chain of evidence time-line and its connection to the disciplinary process.				
FTO Initials: _____ Probationary Officer: _____				
5) Officer will demonstrate where to secure the evidence immediately following collection and documentation.				
FTO Initials: _____ Probationary Officer: _____				
6) Officer will explain what type of evidence container should be used to secure evidence that is wet or contains biological material and the documentation procedures.				
FTO Initials: _____ Probationary Officer: _____				

Comments

I certify that the Probationary Officer demonstrated proficiency on this task on (date): _____

FTO: _____

Probationary Officer: _____

Additional training needed in the areas noted above.

Date: _____

FTO: _____

Probationary Officer: _____



FTO Module Performance Checklist

Module Title: Handcuffing Date: _____
 FTO Training Module Number: 4.5
 Probationary Officer _____
 FTO: _____

Performance Objective:				
After an explanation, demonstration and practice the Probationary Officer will handcuff three times while following the steps outlined below.	The FTO explains and demonstrates	Probationary Officer explains as the FTO demonstrates	Probationary Officer has performed successfully	Probationary Officer needs remedial training in the following areas. (Note the date of completion)
Steps:	DATE	DATE	DATE	Additional training needed (date)
1) Probationary Officer has inspected his/her handcuffs.				
FTO Initials: _____ Probationary Officer: _____				
2) He/She approached and communicated with the inmate.				
FTO Initials: _____ Probationary Officer: _____				
3) Asks inmate to put his/her hands behind their back "palms up".				
FTO Initials: _____ Probationary Officer: _____				
4) Applied handcuffs using the over/under or the "Lee speed" method.				
FTO Initials: _____ Probationary Officer: _____				
5) Has checked for tightness using DOC approved method.				
FTO Initials: _____ Probationary Officer: _____				
6) Has double locked the handcuffs by depressing the actuator pin.				
FTO Initials: _____ Probationary Officer: _____				
7) Secured the handcuff key and assumed the escort position.				
FTO Initials: _____ Probationary Officer: _____				

Comments

I certify that the Probationary Officer demonstrated proficiency on this task on (date): _____ Additional training needed in the areas noted above.

FTO: _____ Date: _____
 Probationary Officer: _____ FTO: _____
 Probationary Officer: _____ Probationary Officer: _____



FTO Module Performance Checklist

Module Title: Radio Procedures Date: _____
 FTO Training Module Number: 4.7
 Probationary Officer _____
 FTO: _____

<p>Performance Objective:</p> <p>After an explanation, demonstration and practice the Probationary Officer will demonstrate the proper use of the DOC radio communications system.</p>	The FTO explains and demonstrates	Probationary Officer explains as the FTO demonstrates	Probationary Officer has performed successfully	Probationary Officer needs remedial training in the following areas. (Note the date of completion)
Steps:	DATE	DATE	DATE	Additional training needed (date)
1) Probationary Officer has inspected his/her radio for service to include a radio check.				
FTO Initials: _____ Probationary Officer: _____				
2) Officer uses correct brevity codes when communicating.				
FTO Initials: _____ Probationary Officer: _____				
3) Officer uses proper facility specific calls signs during transmissions.				
FTO Initials: _____ Probationary Officer: _____				
4) Officer demonstrates how to use the radio correctly.				
FTO Initials: _____ Probationary Officer: _____				
5) Officer can identify the low battery signal on the radio.				
FTO Initials: _____ Probationary Officer: _____				
6) Maintains proper security control of his/her radio.				
FTO Initials: _____ Probationary Officer: _____				
7) Officer can demonstrate proper exchange of batteries.				
FTO Initials: _____ Probationary Officer: _____				

Comments

I certify that the Probationary Officer demonstrated proficiency on this task on (date):

FTO: _____
 Probationary Officer: _____

Additional training needed in the areas noted above.

Date: _____
 FTO: _____
 Probationary Officer: _____



FTO Module Performance Checklist

Module Title: Medication Date: _____
 FTO Training Module Number: Distribution
 Probationary Officer 4.8
 FTO: _____

<p>Performance Objective:</p> <p>After an explanation, demonstration and practice the Probationary Officer will explain the purpose of the medication color coding system and will be able to demonstrate how to distribute and document medication issuance.</p>		The FTO explains and demonstrates	Probationary Officer explains as the FTO demonstrates	Probationary Officer has performed successfully	Probationary Officer needs remedial training in the following areas. (Note the date of completion)
Steps:	DATE	DATE	DATE	Additional training needed (date)	
1) Officer can explain the data found on the medication container.					
FTO Initials: _____ Probationary Officer: _____					
2) Officer can cite the time of all med calls (A, B, C and D)					
FTO Initials: _____ Probationary Officer: _____					
3) Officer has demonstrated proper documentation and accountability of each medication.					
FTO Initials: _____ Probationary Officer: _____					
4) Officer demonstrates ensuring that medication is ingested.					
FTO Initials: _____ Probationary Officer: _____					
5) Officer demonstrates what to do with expired medications.					
FTO Initials: _____ Probationary Officer: _____					
6) Officer demonstrates properly securing medications.					
FTO Initials: _____ Probationary Officer: _____					
7) Officer demonstrate maintaining proper control of inmates during med calls.					
FTO Initials: _____ Probationary Officer: _____					

Comments

I certify that the Probationary Officer demonstrated proficiency on this task on (date): _____ FTO: _____ Probationary Officer: _____	Additional training needed in the areas noted above. Date: _____ FTO: _____ Probationary Officer: _____
---	--



FTO Module Performance Checklist

Module Title: _____ Key Control _____ Date: _____
 FTO Training Module Number: 1.2
 Probationary Officer _____
 FTO: _____

Performance Objective:				
After an explanation, demonstration and practice the probationary officer will explain the proper procedure for obtaining and securing keys. To include restricted and emergency keys.	The FTO explains and demonstrates	Probationary Officer explains as the FTO demonstrates	Probationary Officer has performed successfully	Probationary Officer needs remedial training in the following areas. (Note the date of completion)
Steps:	DATE	DATE	DATE	Additional training needed (date)
1) Officer can explain the chit system and purpose.				
FTO Initials _____ Probationary Officer: _____				
2) Officer has shown the FTO where Emergency keys are kept, and can explain procedure for obtaining them.				
FTO Initials _____ Probationary Officer: _____				
3) Officer can explain sign-out procedures on restricted keys.				
FTO Initials _____ Probationary Officer: _____				
4) Officer secures his/her keys appropriately.				
FTO Initials _____ Probationary Officer: _____				
Comments				

I certify that the Probationary Officer demonstrated proficiency on this task on (date): _____

FTO: _____
 Probationary Officer: _____

Additional training needed in the areas noted above.

Date: _____
 FTO: _____
 Probationary Officer: _____