

Field Training Officer (FTO) Program

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: The main 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 Program Checklist: An FTO form documenting trainee proficiency in completion of specific casework, reports, activities, etc.

FTO Program Guidelines: A standardized Trainee evaluation assessment scoring form for FTO use in various categories.

FTO Program Hour Log: An FTO log to track the daily, as well as total, field and office hours completed by trainee.

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 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 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).

San Bernardino County Probation Department

Procedures Manual

Field Training Officer (FTO) Program

- C. Submit a memorandum of interest for consideration during the open recruitment for FTO.
- D. Participate in the recruitment process.
- II. Trainees:
 - A. Immediately notify their FTO, FTO Liaison/Coordinator, and their immediate Supervisor of any problems related to the program.
 - B. Work the same schedule as their FTO while in the program.
 - C. Complete all assignments in a prompt and timely manner.
 - D. Be responsible for completing the DAR and submitting to the FTO Liaison and Coordinator.
 - E. Trainees who are not successful in the FTO Program are subject to remediation or corrective action up to and including termination from the program.
- III. Field Training Officers (FTOs):
 - A. Complete a 40 hour FTO training program and required updates to maintain certification.
 - B. Know and understand the FTO Program.
 - C. Keep a written record of trainee's daily progress during the FTO Program.
 - D. Document all training hours completed with the trainee on a DOR and provide to the FTO Liaison or Coordinator on a weekly basis pursuant to FTO Program Guidelines.
 - E. Complete all requisite forms documenting progress, training, summary, remediation, completion, termination, etc., as needed for feedback and submit to the FTO Liaison and Coordinator.
 - F. Forward the Program Phase Evaluation form to the FTO Liaison upon completion.
 - G. Immediately report concerns to the FTO Liaison and Coordinator.
 - H. Complete 8 hours of crisis intervention behavioral health training pursuant to Senate Bill 29.
 - I. FTOs shall receive a pay differential for time spent directly involved in the training and documentation of the progress of the trainee.
- IV. Field Training Officer Liaisons:
 - A. Know and understand the FTO Program.
 - B. Assist FTOs in meeting the training needs of trainees.
 - C. Monitor both FTOs and trainees via verbal communication, field observation, and review of FTO program documentation (DOR, DAR, etc.).
 - D. Cover the caseload of other liaisons when necessary.

San Bernardino County Probation Department

Procedures Manual

Field Training Officer (FTO) Program

- E. Mentor FTOs and trainees.
- F. Immediately report concerns to the FTO Coordinator and SPO.
- V. Field Training Officer Program Coordinator:
 - A. Know and understand the FTO Program.
 - 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 Supervising Probation Officer (SPO) whenever requested and as needed.
 - D. Be responsible for completing the Remedial Training Assignment Worksheet Form, Acknowledgement Form, Letter of Completion, and/or Letter of Termination as needed.
 - 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 following 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):
 - A. Maintain open lines of communication directly with the FTO Coordinator to address any concerns related to the FTO program.

San Bernardino County Probation Department

Procedures Manual

Field Training Officer (FTO) Program

- B. SPOs of Trainees shall:
 - 1. Complete all required Work Performance Evaluations (WPE) 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.

816.4 GUIDELINES:

- A. The Chief Probation Officer reserves the right to direct any Probation Officer to participate in the FTO program.
- B. All forms mentioned in the procedure are located in the Probation Tools folder.