
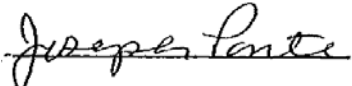


<b>POLICY TITLE: FIELD TRAINING OFFICER PROGRAM</b>		<b>PAGE <u>1</u> OF <u>6</u></b>
<b>POLICY NUMBER: 4.9</b>		
<b>CHAPTER 4: TRAINING AND STAFF DEVELOPMENT</b>		
	<b>STATE of MAINE</b> <b>DEPARTMENT OF CORRECTIONS</b>  <b>Approved by Commissioner:</b> 	<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VII</b>
	<b>EFFECTIVE DATE:</b> <b>September 15, 2003</b>	<b>LATEST REVISION:</b> <b>December 15, 2011</b>

**I. AUTHORITY**

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

**II. APPLICABILITY**

Entire Maine Department of Corrections

**III. POLICY**

It is the policy of the Maine Department of Corrections to facilitate new employees becoming competent in their responsibilities with the assistance of Field Training Officers.

**IV. CONTENTS**

- Procedure A: Field Training Program, General
- Procedure B: FTO Duties and Responsibilities
- Procedure C: FTO Selection Procedure
- Procedure D: FTO Selection Criteria
- Procedure E: FTO Program Supervisor's Duties and Responsibilities
- Procedure F: Removal of Field Training Officers

**V. ATTACHMENTS**

None

**VI. PROCEDURES**

**Procedure A: Field Training Program, General**

1. The Department shall establish and provide a Field Training Program under the administration and direction of the Department's Training Director, or designee(s). The Training Director, or designee(s) shall ensure that the program includes training in all tasks necessary for each position included in the program. The required tasks for each position shall be outlined in writing.
2. All newly hired adult and juvenile correctional facility security staff and adult and juvenile community corrections officers shall be enrolled in the Field Training Program prior to undertaking their responsibilities, unless exempted by the relevant Chief Administrative Officer or Regional Correctional Administrator. Other employees may be enrolled in the program at the discretion of the relevant Chief Administrative Officer or Regional Correctional Administrator. Employees on probationary status shall remain in the Field Training Program until they have demonstrated proficiency in all tasks covered by the program.
3. Employees enrolled in the Field Training Program shall be assisted by Field Training Officers (FTOs) in the performance of their responsibilities. An employee shall be assigned an FTO by the Field Training Program Supervisor.
4. The Regional Correctional Administrators shall be the Field Training Program Supervisors for the community corrections regions. The facility Training Officers shall be the Field Training Program Supervisors for the correctional facilities.
5. FTOs shall ensure employees enrolled in the program are evaluated, in writing or verbally, on a daily basis in order to receive immediate feedback on their performance.
6. FTOs shall submit weekly evaluation reports on their assigned employees to the employees' supervisors who, after review, shall forward the reports to the Field Training Program Supervisor for the region or facility.
7. At the conclusion of the Field Training Program or at least one week prior to the end of the employee's probationary period, whichever comes first, the FTO, the Field Training Program Supervisor, the employee's supervisor and the employee shall review all the evaluation reports in order to determine whether the employee has successfully completed the training program.
8. The Field Training Program Supervisor shall be responsible for preparing a detailed report on whether the employee has successfully completed the training program, a copy of which shall be retained in the employee's personnel and training file with the original submitted to the Chief Administrative Officer or retained by the Regional Correctional Administrator. If the Chief Administrative Officer or Regional Correctional Administrator determines that the employee has successfully completed the training program, the employee shall be given permanent status when and if other prerequisites for that status have been met.

<b>POLICY NUMBER/TITLE</b>	<b>CHAPTER NUMBER/TITLE</b>	<b>PAGE NUMBER</b>
<b>4.9 Field Training Officer Program</b>	<b>4. Training and Staff Development</b>	<b>Page 2 of 6</b> 12/15/11R

9. If the Chief Administrative Officer or Regional Correctional Administrator determines that the employee has not successfully completed the training program, the program and/or the employee's probationary status may be extended or the employee may be terminated. If termination is to be recommended, the FTO must forward proper documentation through the appropriate chain of command. The FTO shall not infer or communicate in any way to the probationary employee any pending termination even if the FTO is involved in the decision to take such action.

**Procedure B: Field Training Officer Duties and Responsibilities**

The duties and responsibilities of an FTO shall include, but are not limited to:

1. Ensuring training is provided in those tasks outlined in the Field Training Program for the employee's position.
2. Encouraging the employee to undertake all their job responsibilities as soon as possible.
3. Providing positive feedback to the employee for all demonstrated proficiencies.
4. Counseling or ensuring the employee is provided with remedial training in any area of identified weakness.
5. Discussing with the employee the weekly evaluation reports in a timely manner.
6. Submitting the weekly reports to the employee's supervisor in a timely manner. The FTO shall also bring to the immediate attention of the employee's supervisor and the Field Training Program Supervisor any serious problems that might arise.
7. Making recommendations about the trainee's employment status to the appropriate supervisor.
8. Attending FTO meetings as may be scheduled by the Field Training Program Supervisor.

**Procedure C: Field Training Officer Selection Procedure**

1. When an FTO vacancy occurs in the Field Training Program or upon initial inception of the program, the appropriate Chief Administrative Officer or Regional Correctional Administrator shall notify employees under his/her

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
4.9 Field Training Officer Program	4. Training and Staff Development	Page 3 of 6 12/15/11R

jurisdiction of the vacancy. All facility security staff who have passed their probationary period shall be given an opportunity to apply for a vacancy at a facility. All community corrections officers who have at least two years of experience in community corrections will be given an opportunity to apply for a vacancy in a community corrections region.

2. Employees interested in being considered for the position of FTO shall apply by submitting to the appropriate Chief Administrative Officer or Regional Correctional Administrator a brief resume and narrative outlining why they are interested and why they feel qualified for the position.
3. An interview team, shall be selected by the appropriate Chief Administrative Officer or Regional Correctional Administrator.
  - a. For community corrections staff, the interview team may include a Field Training Officer, a community corrections officer, a training department staff member, a Resource Coordinator, and any other person deemed appropriate.
  - b. For facility staff, the interview team may include the Field Training Program Supervisor, a Field Training Officer, a corrections officer, a training department staff member, a security supervisor, and any other person deemed appropriate.
4. The interview team shall conduct the interviews and make a recommendation of the top candidates for each FTO position to the relevant Chief Administrative Officer or Regional Correctional Administrator.
5. The Chief Administrative Officer or Regional Correctional Administrator may select or refuse to select a candidate as a Field Training Officer for any reason the Chief Administrative Officer or Regional Correctional Administrator determines to be in the best interest of the facility or community corrections region.

**Procedure D: Field Training Officer Selection Criteria**

In assessing candidates for an FTO position, the interview team shall utilize, but not be limited to, the following criteria as they apply to the job classification:

1. Knowledge of constitutional law and Maine law
2. Knowledge of the policies and procedures of the Maine Department of Corrections.
3. Knowledge of modern correctional practices.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
4.9 Field Training Officer Program	4. Training and Staff Development	Page 4 of 6 12/15/11R

4. Demonstrated professional conduct while performing duties.
5. Ability to speak and write effectively.
6. Commitment to the goals and objectives of the Maine Department of Corrections, in general, and the Field Training Program, in particular.
7. Ability to work with others.
8. Ability to successfully complete the training program for FTOs offered by the Maine Criminal Justice Academy or an equivalent program provided or approved by the Maine Department of Corrections.

**Procedure E: Field Training Program Supervisor Duties and Responsibilities**

The duties and responsibilities of the Field Training Program Supervisor shall include, but are not limited to:

1. Taking an active role in the recruitment and selection of FTOs.
2. Ensuring that the FTOs are trained to effectively perform their assigned function.
3. Supervising and evaluating the performance of the FTOs and addressing problems as needed.
4. Reviewing the evaluation reports submitted by the FTOs on their assigned employees.
5. Working with the FTOs in developing remedial training programs as necessary
6. Maintaining all records relating to the performance of the employees assigned to the program.
7. Keeping informed of the latest developments in the area of field training and making recommendations for their application as they pertain to the Department of Corrections.
8. Monitoring all aspects of the program and making recommendations for any changes deemed necessary

**Procedure F: Removal of Field Training Officers**

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
4.9 Field Training Officer Program	4. Training and Staff Development	Page 5 of 6 12/15/11R

1. For community corrections, the Regional Correctional Administrator may remove an FTO from the FTO position for any reason the Regional Correctional Administrator determines to be in the best interest of the region.
2. For correctional facilities, the Field Training Program Supervisor may recommend the removal of an FTO from the FTO position. The Chief Administrative Officer may remove an FTO from the FTO position for any reason the Chief Administrative Officer determines to be in the best interest of the facility.

**VII. PROFESSIONAL STANDARDS**

None

<b>POLICY NUMBER/TITLE</b>	<b>CHAPTER NUMBER/TITLE</b>	<b>PAGE NUMBER</b>
4.9 Field Training Officer Program	4. Training and Staff Development	Page 6 of 6 12/15/11R