



Department of Community Supervision Policy & Procedure Statement

Title:	Field Training Officer Program	Policy Number:	2.610
Effective Date:	April 15, 2016	Page:	1 of 4
Last Revision:	July 1, 2021	Authority:	Training / Commissioner
Forms/Attachments:	N/A		

I. INTRODUCTION and SUMMARY: This policy shall provide guidelines regarding the Field Training Officer (FTO) Program as an extension of the Basic Training Program as well as a remedial training tool. It shall also establish criteria for the FTO hiring process, qualifications, training requirements, and trainee assignments. The FTO Program ensures consistency in training as well as formal documentation maintained by the FTO Program Coordinator.

II. AUTHORITY: The Commissioner of the Department of Community Supervision (DCS) is vested with the authority to issue and approve all necessary directions, instructions, orders and rules applicable to employees of the department. O.C.G.A. § 42-3-5(b).

III. DEFINITIONS: _____

Appointing Authority - Officials authorized to make appointments to fill positions. Commissioner of DCS, Assistant Commissioner, Division Directors, Deputy Directors, and District Directors are appointing authorities and may further delegate authority for personnel actions as appropriate.

Active Supervisee - An individual that is being supervised at a supervision level of Specialized, High, Standard or Contact.

Administrative Supervisee - An individual that is at the supervision level of Administrative, Warrant or Unsupervised.

Field Training Officer Program - A tool that is used by DCS to ensure Community Supervision Officers (CSO) are professional and competent in the performance of their duties. The program introduces officers to the personnel procedures and policies and provides both formal and informal training specific to DCS and the officer's day to day duties.

Remedial Training - A specific training program developed to address individual trainee needs for CSOs who routinely fail to meet the minimum standards of job performance.

Separation Period - An absence from DCS employment due to active military deployment, medical leave, etc.

Field Training Officer Program Coordinator - A member of the DCS Training staff who serves as a liaison with Field Operations Management and is responsible for assigning trainees, maintaining documentation, scheduling and conducting all program specific in-service training, mediation with trainees, FTOs, and supervisors. The FTO Program Coordinator reports directly to the Basic and FTO Program Supervisor.

Field Training Officer (FTO) - A CSO with a minimum of three (3) years sworn law enforcement experience, two years of which must be as a sworn, certified CSO, who is responsible for assisting in the training and evaluation of an assigned trainee.

Trainee - An employee in the CSO job category undergoing training within the FTO Program.

Active Training Period - The time period prior to or after the Basic Community Supervision Officer Training Course.

Inactive Training Period - The time period a trainee is enrolled in the Basic Community Supervision Officer Training Course.

IV. STATEMENT OF POLICY AND APPLICABLE PROCEDURES:

Upon hire and completion of the Basic Training Program, the FTO Program introduces new officers to DCS procedures and policies and provides both formal and informal training specific to DCS, as well as the officers' day to day duties. It may also be used as a remedial tool to enhance the knowledge, skills and abilities of any officer who has shown deficiency in a particular area of performance. All CSOs who return to employment after a separation period may be placed in the FTO Program at the request of the District Director.

A. Program Objectives

The FTO Program has been designed and implemented to meet the following objectives:

- 1.** To provide consistent, standardized training to all trainees, producing a highly trained and motivated CSO capable of meeting or exceeding standards of performance required by DCS.
- 2.** To establish an appraisal system which is job related and utilizes a standardized, uniform approach for documentation of a trainee's performance.
- 3.** To provide qualified FTOs with additional training, keeping them abreast of current trends, skills and knowledge.
- 4.** To increase the efficiency and effectiveness of DCS by developing highly trained, professional CSOs capable of meeting standards of ethics required by DCS and the State of Georgia.

B. Program Guidelines

The FTO Program is a process by which an individual officer receives formal instruction

on the job for special and defined purposes. The FTO, working closely with the Coordinating Chief or his/her designee shall provide the trainee with practical application training throughout the duration of the program. The trainee shall have various duties and procedures explained and demonstrated by the FTO.

1. Trainee Assignments

All trainee assignments shall be made by the FTO Program Coordinator.

2. FTO Caseload

The FTO caseload ratio will be no more than seventy-five (75) active supervisees to one (1) FTO with no restriction placed on administrative supervised cases. In addition, the District Directors may adjust caseload sizes at their discretion after consulting with the FTO Program Coordinator.

3. Program Duration

For new CSOs, the FTO Program is designed to cover a maximum of six (6) months of active supervised training without a program extension not to exceed a total of 250 days including active and inactive training periods. If the maximum time frame will not be met, a program extension must be submitted to the FTO Program Coordinator via a memorandum outlining reasons for the extension to include any performance deficiencies. Prior to completion of the program, the trainee is required to perform all specified tasks and must obtain a minimum rating of "Met Expectations."

The remedial period shall be a minimum of thirty (30) days and shall not exceed sixty (60) days without review by the District Director, Chief, and FTO Program Coordinator.

4. Evaluation Process

The FTO and/or designee shall rate the trainee based on his or her performance in the specified areas observed. The FTO will spend a minimum of 3 training sessions (24 hours) per week with their trainee(s). The training process is a collaborative effort, and the Coordinating Chief or his/her designee is expected to assist in the evaluation of the trainee as well as maintain open lines of communication with the FTO. The evaluation scoring process shall consist of a rating system identifying the performance level as either "Met Expectations," or "Did Not Meet Expectations." As the trainee progresses through the program, the trainee should improve his or her level of performance during each training session evaluation. In the event the trainee is not progressing through the program, the FTO and/or designee is required to provide the trainee with additional training through remedial training opportunities. The FTO Program Coordinator shall provide guidance to the FTO and/or designee.

C. Field Training Officer Selection Criteria

FTOs should be selected with the full understanding that they will serve as a teacher, role model, mentor and coach. Supervisors should identify those officers who possess leadership qualities when recommending FTOs. The experience and knowledge gained in association with an FTO shall serve as the foundation on which officers will form

judgments, make decisions and interpret understandings of work requirements. The officers will tend to emulate the FTO in perspectives, attitudes and work habits throughout their careers. It is vitally important that the FTOs are selected with the long term goals of DCS in mind.

FTOs are to be selected on the basis of a history of capability, dependability and productivity by an interview panel according to the following criteria:

1. Qualifications

- a. Must have three (3) years of sworn law enforcement experience, two (2) of which must be in a sworn, certified CSO position with their department (P.O.S.T requirement).
- b. Candidate must be a CSO II or CSO III.
- c. CSO II shall be promoted to CSO III. CSO III candidates shall accept a lateral transfer to the FTO position.
- d. Candidate shall complete the 40 hour P.O.S.T. FTO Certification Course (P.O.S.T. requirement) within twelve (12) months of selection.
- e. Candidate shall complete ESP Peer Coach Training within twelve (12) months of selection.
- f. Candidate shall not have any pending disciplinary issues at the level of Written Reprimand or above within the last 12 months.

2. Preferred Qualifications

- a. ESP Peer Coach
- b. P.O.S.T. Field Training Officer Certification
- c. P.O.S.T. General Instructor Certification