



Brian P. Kemp
Governor

Department of Community Supervision

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Michael W. Nail
Commissioner

Mandatory Training Checklist

Trainee name:

CPO/Circuit/Office:

FTO:

Program Start Date/Hire Date:

FTO Program end date (250 days from hire date):

BASIC Graduation date:

Orientation forms to be signed and uploaded into trainee folder

	Form uploaded in trainee folder (Y/N)	Approved By
Policy and Procedure Manual Statement		
Driver's Safety Tips		

Online Trainings(these are not required prior to BCSOT)

	Date Completed	Certificate uploaded in trainee folder (Y/N)	Approved By
Sentence Computation			
Interstate Compact (Modules)			
STG Validation Tool Training			
ADA Compliance			

Field/Office Training

Evaluation Form	Evaluator Permissions	Evaluator	Date Completed	Approved By
Circuit Orientation	FTO or CCSO/Designee			
Initial Interview	FTO or CCSO/Designee			
Caseload Management and Supervision	FTO or CCSO/Designee			
Electronic Monitoring	FTO or CCSO/Designee			
Administrative Hearing Process	FTO or CCSO/Designee			
Jail Interview	FTO or CCSO/Designee			
Court Services/Alternative Sentencing	FTO or CCSO/Designee			
Hearing Preparation (Waiver/Petition)	FTO or CCSO/Designee			
Hearing Preparation and Testimony	FTO or CCSO/Designee			

Delinquent Reports and Warrants	FTO or CCSO/Designee			
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Field Supervision	FTO or CCSO/Designee			
Final Field Supervision	FTO and CCSO/Designee (Two evals are required; one from the FTO and one from the CCSO/designee)			
Search, Seizure & Transport	FTO or CCSO/Designee			

Enhanced Supervision Program (ESP) requires the Field Training Officer to review the following trainee skills: Applying the Cognitive Model, Effective Use of Disapproval, Effective Use of Reinforcement, Problem Solving, Role Clarification, and Teaching Cognitive Model. Once the videos and self assessment forms are completed, they should be placed in the ESP folder, labeled correctly and an email must be sent to the Peer Coach and Maegon Tyree immediately.

Rating: "Met Expectations" (Completed, Advanced) "Did Not Meet Expectations" (Missed)	Due Date for Video and SAR
Role Clarification	
Effective Use of Reinforcement	
Effective Use of Disapproval	
Teaching Cognitive Model	
Applying the Cognitive Model	

