

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.77	Page 1 of 7
	Original Effective Date: 03/01/16	New Effective Date: 05/6/19
	Supersedes: 300.00.77	Dated: 03/01/16
	Administrator's Approval: Makda Fessahaye, Administrator	
Required Posting or Restricted:		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administrative		
Subject: Field Training Officer Program		

POLICY

The Division of Adult Institutions shall establish guidelines for the Field Training Officer program to enhance the ability of each new employee to reach their full potential.

REFERENCES

DOC Human Resources Policy 200.30.010B – Professional Appearance Standards – Uniformed Staff

DEFINITIONS, ACRONYMS AND FORMS

Agency Trainers – Designated representatives from facilities, CTC and DAI who oversee and manage the DAI FTO program.

Correctional Pre-Service Officer/Sergeant – A newly-hired Correctional Officer/Sergeant enrolled in Correctional Officer Pre-Service Training Program.

Corrections Training Center (CTC) – A staff training facility managed by the DOC that provides and/or facilitates department-wide training.

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-2753 – Field Training Officer Module

DOC-2754 – Field Training Officer (FTO) Program – Evaluation Report

DOC-2755 – Field Training Officer (FTO) Program – Observation Report

DOC-2761 – Field Training Officer Probationary Checklist

Facility Oversight Committee – Facility level committee that oversees and coordinates the individual facility program in collaboration with the TAB.

Field Training Officer (FTO) – Officer/Sergeant who facilitates the transition of new uniformed staff from the CTC to their employing unit duties and to help ensure the period of on-the-job training progresses as designed.

DAI Policy #: 300.00.77	New Effective Date: 05/06/19	Page 2 of 7
Chapter: 300 Administrative		
Subject: Field Training Officer Program		

Field Training Officer Programs Manual – Operational manuals which provide direction and guidance in the administration of the standardized Training FTO Program for the DOC.

Job Shadowing – Observe other staff who may be from any discipline or work in another facility.

Officer/Sergeant Trainee – A Correctional Officer/Sergeant who has completed Correctional Officer Pre-Service Training Program and is currently on original probation.

On-the-Job Training (OJT) – A structured on-site training program provided to new and transferring officers / sergeants.

PPD – Performance Planning and Development

Site Coordinator – Representative(s) from each facility, appointed by the Warden/designee, responsible for the oversight and coordination of the facility FTO program.

Staff Transfer – Permanent DOC staff who has transferred to another employing unit or changed classification within the employing unit.

Training Advisory Board (TAB) – Committee appointed by the DAI Administrator to assist in managing site compliance and review recommended changes to the DOC FTO program.

WCCS – Wisconsin Correctional Center System

PROCEDURE

I. Roles

- A. Agency Trainer shall:
 - 1. Be appointed by the DAI Administrator.
 - 2. Conduct standardized training for appointed FTOs from all facilities.
 - 3. Audit facilities as requested or required.
 - 4. Oversee and monitor the FTO program.
 - 5. Provide input and recommendations to the TAB.
 - 6. Attend trainings and meetings as required.
 - 7. Provide expert testimony when necessary.

- B. Facility Oversight Committee shall:
 - 1. Be appointed by the Warden/designee.
 - 2. Monitor facility FTO program.
 - 3. Provide input and recommendations to the TAB.

- C. Facility Site Coordinator shall:
 - 1. Be appointed by the facility Warden/designee.
 - a. Each site may appoint more than one coordinator.

DAI Policy #: 300.00.77	New Effective Date: 05/06/19	Page 3 of 7
Chapter: 300 Administrative		
Subject: Field Training Officer Program		

- b. The number of coordinators is at the Warden's discretion.
2. Attend training and FTO meetings as required.
3. Oversee site level FTO Program to ensure compliance.
 - a. Create, maintain and update facility specific DOC-2761s/training materials.
 - b. Maintain records of FTO and trainees.
 - c. Recommend FTO selections to Warden/designee.
 - d. Assign FTO duties.
 - e. Create OJT schedules.
 - f. Provide input throughout PPD process during probationary periods.
 - g. FTO selections.
4. Create and share new training ideas.
5. Develop job shadowing.
6. Update myDOC – facility specific modules as needed.

II. FTO Appointment

A. Eligibility:

1. Full-time, permanent staff member who has a minimum of two years of experience in the DOC, unless waived by Warden/designee.
2. Recommended by their supervisor.
3. Meets job performance expectations.
4. Interviewed and appointed by the Warden/designee.

B. Appointed FTO staff shall:

1. Successfully complete the FTO training program.
2. Meet standards on their most current performance evaluation.
3. Not exceed a one day suspension within the disciplinary process unless waived by Warden/designee.
4. Demonstrate a basic knowledge and understanding of existing DOC policies and procedures relevant to their role.
5. Utilize good oral and written communication skills.
6. Demonstrate ethical leadership skills conducive to leading and instilling in others sound correctional practices.
7. Be available to attend training and meetings as required.
8. Accept schedule adjustments with the assigned staff to accommodate the needed area of training during the 160 hour training period.
9. Be able to flex hours and/or areas of work as directed.
10. Wear a DOC-issued FTO pin as follows:
 - a. Facilities on the upper left pocket flap.
 - b. WCCS/CVCTF shall center FTO pin above the state ID on the ID holder.

III. Uniformed Staff Training Program – Post Pre-Service

A. New Uniformed Staff

1. The facility FTO Site Coordinator shall designate a primary FTO who will be assigned to that probationary officer/sergeant during the trainee's entire probationary period.

DAI Policy #: 300.00.77	New Effective Date: 05/06/19	Page 4 of 7
Chapter: 300 Administrative		
Subject: Field Training Officer Program		

- a. The primary FTO shall be assigned for the trainee's remaining probationary period at the assigned facility upon graduation from CTC.
 - b. A minimum of two additional FTOs shall be assigned during the initial 160 hours of OJT.
2. OJT shall be a minimum of 160 hours with additional hours added at the discretion of the FTO Coordinator with approval from the Warden/designee.
 3. Core modules shall be completed during the initial 160 hours.
 4. The FTO shall meet with the new staff person and review the day's activities and the results of the DOC-2755.
 5. Identified areas requiring improvement shall meet standards prior to the completion of the probationary period.
 6. Trainees shall not be included as part of the shift minimums during the initial 160 hour training period of OJT or until they have successfully passed the approved FTO program. Hours may be adjusted at the discretion of the Warden/designee for emergency staffing purposes with approval from the DAI Administrator.
 7. Both the FTO and trainee may have their hours of work altered during the training period to ensure proper training occurs in all required areas.
- B. Transfer staff shall have a minimum of 80 hours OJT with a primary FTO assigned. Hours may be adjusted at the discretion of the Warden/designee.
- C. Promotional staff shall have a minimum of 120 hours OJT with a primary FTO assigned. Hours may be adjusted at the discretion of the Warden/designee.

IV. OJT Manual for Uniformed Staff

- A. Modules shall:
1. Be created to be facility specific to track the progress of the employee.
 2. Be completed by the end of the employee's probationary period.
 3. Include the areas/tasks in which the employee has the potential of being assigned within their classification.
- B. DAI and Facility Lesson Plans and Training Materials
1. DAI lesson plans shall be approved by the DAI Administrator/designee.
 2. Facility lesson plans/training materials shall be approved by the Warden/designee.
 3. Shall be reviewed annually or as needed.
- C. Evaluations shall be completed by the FTO and trainees.

V. Record Retention

- A. Human Resources shall retain original signed copies of the completed DOC-2761 in the Personnel file. This form shall be completed prior to the employee's final probationary PPD review.

DAI Policy #: 300.00.77	New Effective Date: 05/06/19	Page 5 of 7
Chapter: 300 Administrative		
Subject: Field Training Officer Program		

- B. Completed DOC-2753s and DOC-2755s shall be maintained by the designated facility Training Supervisor as part of the employee's training record.

VI. Staff Responsibilities

- A. DAI shall approve and/or maintain:
1. Master Program Manuals, forms and training.
 2. Corrections TAB members.
 3. Audits.
 4. Mission.
 5. Quality Control.
 6. Agency Trainer appointments.
- B. Warden/Designee shall:
1. Approve facility specific DOC-2761s/training materials.
 2. Approve FTOs.
 3. Ensure updating of myDOC FTO site page.
 4. Recommend FTO Agency Trainers.
- C. Shift Supervisors shall:
1. Make schedule accommodations to meet the training requirements of the FTO program.
 2. Have the discretion to reassign FTO staff in posts where the trainees have a training need.
- D. FTO shall:
1. Facilitate FTO program.
 2. Maintain records of trainees.
 3. Attend trainings and meetings as required.
 4. Provide input for new FTO selections to FTO Coordinator.
 5. Meet with trainees on a regular basis.
 6. Provide input throughout PPD process during probationary periods.
- E. Trainee shall:
1. Participate in FTO Program and meet standards in all required areas.
 2. Provide feedback on DOC-2754.
 3. Participate in trainings and meetings as required.
 4. Flex hours and/or areas of work as directed.
 5. Accept constructive feedback to improve as a Correctional Officer/Sergeant trainee and make adjustments as necessary to conform to DAI policies and facility procedures.
 6. Inform FTO of need for additional training if they have areas of concern in a certain skill/topic area.
- F. CTC shall:
1. Provide representation on Corrections TAB.

DAI Policy #: 300.00.77	New Effective Date: 05/06/19	Page 6 of 7
Chapter: 300 Administrative		
Subject: Field Training Officer Program		

2. Develop and provide training for FTO Agency Trainers, FTO Coordinators and FTOs.

Administrator's Approval: _____ **Date Signed:** _____
Makda Fessahaye, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 300.00.77	Page 7 of 7
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 300 Administrative		
Subject: Field Training Officer Program		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other