

FTO POST BJCOT CHECKLIST

Start and End Dates of OJT: _____ Shift & Post: _____

If worked multiple post please list.

Officer's Name: _____ (PRINT)

FTO's Name: _____ (PRINT)

1. Officer has read the General and Specific Post Order of Post

YES () NO ()

If no, please explain: _____

2. Officer has used the Accountability Roster.

	YES	NO
a. Officer can demonstrate how to sign out youth properly.	()	()
b. Officer can demonstrate how to sign youth in properly.	()	()
c. Officer can confirm count with the Accountability Roster.	()	()

If no, please explain: _____

3. The Officer observed an official count

	YES	NO
a. Officer participated in an official count.	()	()
b. Count was correct.	()	()
c. Officer performed count in your presence with no mistakes.	()	()

If no, please explain: _____

4. Officer has observed and practiced lawful instructions to youth.
- | | YES | NO |
|--|-----|-----|
| a. No discrepancies occurred when the Officer was giving lawful instructions to youth. | () | () |
| b. The officer was assertive in giving lawful instructions to youth. | () | () |
| c. The officer could give youth eye contact and knew that their orders were lawful orders. | () | () |

If no, please explain: _____

5. Officer has observed and/or conducted the three types of searches.
- | | YES | NO |
|--|-----|-----|
| a. A pat search was demonstrated to the Officer. | () | () |
| b. The Officer demonstrated a pat search. | () | () |
| c. A cell search was demonstrated to the Officer. | () | () |
| d. The Officer demonstrated a cell search. | () | () |
| e. A strip search was demonstrated to the Officer. | () | () |
| f. The Officer demonstrated a strip search. | () | () |
| g. Identifying items as contraband was discussed with the officer. | () | () |
| h. Contraband finds were discussed with the Officer. | () | () |
| i. Inventory/disposal of contraband in accordance with policy was discussed. | () | () |
| j. There were no discrepancies in the Officer's searches. | () | () |
| k. Search results were documented correctly | () | () |

6. The officer demonstrated assertive verbal direction before completing a search.

YES () NO ()

If no, please explain: _____

7. Officer has observed and practiced using the two-way radio.
- | | YES | NO |
|---|--------------------------|--------------------------|
| a. The Officer effectively uses correct 10-codes. | <input type="checkbox"/> | <input type="checkbox"/> |
| b. The Officer uses radio etiquette. | <input type="checkbox"/> | <input type="checkbox"/> |
| c. There were no discrepancies noted in the radio usage by the Officer. | <input type="checkbox"/> | <input type="checkbox"/> |

If no, please explain: _____

8. Officer has participated in post inspection and understands the high level of sanitation expected.
- | | YES | NO |
|---|--------------------------|--------------------------|
| a. The Officer inventoried and accounted for supplies. | <input type="checkbox"/> | <input type="checkbox"/> |
| b. The Officer supervised youth while cleaning. | <input type="checkbox"/> | <input type="checkbox"/> |
| c. The Officer knows which areas on which to concentrate. | <input type="checkbox"/> | <input type="checkbox"/> |
| d. The Officer has been shown how a youth's room looks. | <input type="checkbox"/> | <input type="checkbox"/> |
| e. The Officer knows which areas are his/her shift's responsibilities. | <input type="checkbox"/> | <input type="checkbox"/> |
| f. The Officer knows that if they accept a post that is dirty they also accept the responsibility for cleaning those areas, even if it is not their shift's responsibility. | <input type="checkbox"/> | <input type="checkbox"/> |
| g. There were no discrepancies noted in the Officer inspection, detail assignments, chemical issue or any other areas associated with sanitation or inspection readiness. | <input type="checkbox"/> | <input type="checkbox"/> |

If no, please explain: _____

9. Key Control has been explained to the Officer, especially how critical it is.
- | | YES | NO |
|--|--------------------------|--------------------------|
| a. The Officer knows how keys are issued. | <input type="checkbox"/> | <input type="checkbox"/> |
| b. The Officer demonstrated how to properly use his/her keys. | <input type="checkbox"/> | <input type="checkbox"/> |
| c. The Officer knows why locks are color coded and notched. | <input type="checkbox"/> | <input type="checkbox"/> |
| d. The Officer knows what to do if he/she breaks a key. | <input type="checkbox"/> | <input type="checkbox"/> |
| e. There were no discrepancies performed by the Officer while practicing key and lock control. | <input type="checkbox"/> | <input type="checkbox"/> |

If no, please explain: _____

10. Tool Control has been explained to the Officer, especially how critical it is.
- | | YES | NO |
|--|-----|-----|
| a. The Officer knows why tools are controlled. | () | () |
| b. The Officer knows the importance of immediately reporting a lost tool. | () | () |
| c. There were no discrepancies performed by the Officer while practicing tool control. | () | () |

If no, please explain: _____

11. The Officer has observed and practiced writing a disciplinary report and special incident report and knows how to complete all required paperwork for this post.
- | | YES | NO |
|---|-----|-----|
| a. The Officer has written a DR (a mock DR can be used). | () | () |
| b. The Officer has written a SIR (a mock incident can be used). | () | () |
| c. The Officer has been shown how to complete all necessary paperwork associated with the post. | () | () |
| d. The Officer has been shown how to fill out the Post Logbook (if applicable). | () | () |
| e. There were no discrepancies performed by the Officer while practicing completion of paperwork. | () | () |

If no, please explain: _____

12. The Officer has had the opportunity to ask, and I (FTO) have answered all questions regarding all aspects of the job required to the best of my ability.

YES () NO ()

If no, please explain: _____

My signature below indicates that I, as a Field Training Officer, have completed this checklist and I approve that this Officer is ready to supervise youth and perform the duties of a Juvenile Correctional Officer.

_____ Signature	_____ Date
_____ Printed Name	_____ Title

Officer Only

I believe that I require training in the following areas: _____

Officer Comments: _____

_____ Officer's Signature	_____ Date
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FTO Only: _____

_____ FTO's Signature	_____ Date
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