

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal #15-12</p>	<p align="center">Policy # 4.3</p>
<p>Applicability: { } All DJJ Staff { } Administration { x } Community Services { x } Secure Facilities (RYDCs and YDCs)</p>	<p>Related Standards & References: ACA Standards: 4-JCF-6E-08;4-JDF-1D-07, 4-JDF-1D-09 DJJ 4.2</p>	
<p>Chapter 4: TRAINING AND STAFF DEVELOPMENT</p>	<p>Effective Date: 10/5/15</p>	
<p>Subject: Field Training Officer Program</p>	<p>Scheduled Review Date:10/5/16 Replaces: 6/15/13</p>	
<p>Attachments: A-FTO Daily Progress Report B-JPPS FTO Daily Progress Report C-FTO Weekly Progress Report D-JPPS FTO Weekly Progress Report E-FTO POST Checklist F-POST BJPOT-BCST Checklist G- Remedial Training Form</p>	<p>Division of Support Services APPROVED:  <hr/> Avery D. Niles, Commissioner</p>	

I. POLICY:

The Field Training Officer (FTO) Program will ensure personnel are trained on job specific tasks deemed critical for specific Department of Juvenile Justice (DJJ) employees. This program shall be utilized for all newly hired Juvenile Correctional Officers, High Intensity Supervision Officers, or Juvenile Probation/Parole Specialists.

II. DEFINITIONS:

Cadet: An employee of DJJ, with an equivalent job function as a Juvenile Correctional Officer or High Intensity Team Supervision Officer, who has yet to be certified as a DJJ law enforcement officer by the Georgia Peace Officer Standards and Training Council.

Field Training Officer (FTO): A qualified or certified DJJ employee approved by the Office of Training to deliver DJJ On-the-Job Training.

Field Training Officer Coordinator (FTOC): A qualified or certified DJJ employee designated by the Office Director and approved by the Office of Training to oversee the facility, community, or office DJJ On-the-Job Training Program. For purposes of this policy, Sergeants, Lieutenants, Juvenile Probation Parole Specialist III, and Juvenile Program Managers who have successfully completed the Field Training Officer (F.T.O.) course will be considered.

The Field Training Officer Program: A forty (40) hour training program conducted a minimum of four (4) times per year at the DJJ Academy. The FTO Certification Course consists of instruction in the following components: Role and Responsibility of the FTO, Standards of Conduct and Ethics, FTO Liability, Adult Learning Styles, Communication Skills, Leadership, Supervision, Multigenerational Workforce, the Cadet Appraisal Process, Conducting Remedial Training, and Policy Review.

Juvenile Correctional Officer (JCO): An employee of DJJ with an equivalent job function who has completed BJCOT and has been certified by the Georgia Peace Officer Standards and Training

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Council as a Juvenile Correctional Officer. For the purposes of this policy, Sergeants, Lieutenants, Captains, Youth Development Workers, and Transportation Officers will be considered Juvenile Correctional Officers.

Community Case Manager: Juvenile Probation/Parole Specialist I, II, or III (JPPS), who provides direct supervision and coordination of services for a youth; any member of an established case management team may perform case management tasks. For the purpose of this policy, newly hired juvenile program managers will be considered JPPSs.

On-Site Training Coordinator: A staff member designated by the Director who is responsible for the scheduling of required training for staff and the maintenance of training documentation. In secure facilities, the Facility Based Trainer will serve as the On-Site Training Coordinator. The name of the staff member designated as the On-Site Training Coordinator will be submitted to the Director of Training.

On-the-Job Training (OJT): An orientation program based on operating practices of the work unit as developed by the Office of Training. On-the-Job Training is documented through a checklist and recorded in the training file of the employee, contractor, volunteer, or intern. On-the-Job Training is documented in TRIS through the successful completion of the job specific OJT Test in the Training Resource Information System.

Trainees: A newly hired cadet or Juvenile Probation/Parole Specialist required to participate in the FTO led On-the-Job training program.

Training: An organized activity designed to achieve specific learning objectives, including, but not limited to: formal instruction, on-the-job training, conferences, independent reading, policy reviews, online training etc. Training programs include defined requirements for completion and attendance recording.

Training Resource Information System (TRIS): The online information system that provides access to DJJ program descriptions, training registrations, and personnel training data.

III. GENERAL PROCEDURES:

- A. The Office of Training will develop and implement the FTO program. The FTO program in conjunction with the Basic Juvenile Correctional Officer Training (BJCOT), Basic Juvenile Probation Officer Training (BJPOT), and Basic Community Services Training (BCST) programs shall serve as initial training for newly hired Juvenile Correctional Officers (JCOs) and Juvenile Probation/Parole Specialists (JPPS).
- B. The Office of Training, in coordination with the Division of Secure Facilities and the Division of Community Services, will develop the facility and community based curriculum, job specific tasks, and performance requirement guidelines. The curriculum will be utilized during the FTO program, academy basic training, post-basic training, and at any time remedial training is required.

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- C. The OJT curriculum will cover topics relevant to staff positions, enhancing skills, and job performance. At a minimum, the following topics will be covered during the FTO program:
1. DJJ Mission, Vision, and Goals;
 2. Code of Conduct/Ethics;
 3. DJJ Divisions and Organizational Chart;
 4. Personnel and Benefits Information;
 5. Health Information Portability and Accountability Act;
 6. Training Information;
 7. Sexual Harassment;
 8. Workplace Safety and Security;
 9. Facility/Office Emergency Procedures;
 10. The facility/Office Environmental Health and Safety Plan;
 11. The facility/Office Exposure Control Plan;
 12. Chemical Control;
 13. Tool Control;
 14. Bullying;
 15. Fitness for Duty;
 16. Uniform Standards/Dress Code;
 17. Special Incident Report Writing;
 18. Key Control;
 19. PREA;
 20. Sexual Abuse Prevention and Response; and
 21. Cardio Pulmonary Resuscitation (CPR), Standard First Aid (SFA), and Automatic External Defibrillator (AED) Training.
- D. DJJ staff will not alter any part of the FTO training program without written approval from the Office of Training Director.

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- E. Each newly hired JCO, or JPPS will be assigned a Field Training Officer from their initial OJT period until two weeks after their successful completion of BJCOT, BJPOT, or BCST.
- F. During OJT, only certified FTOs will train or coordinate training for newly hired JCOs, or JPPS on FTO program specific job tasks. Newly hired JCO or JPPS staff will not be responsible for the supervision of juveniles (to include being assigned a caseload independently) without direct supervision of a certified FTO.
- G. During OJT Training, each newly hired JCO or JPPS will be taught critical tasks by their assigned Field Training Officer that have been identified as primary duties in the DJJ environment. These critical task checklists are located in DJJ 4.2, On the Job Training (Attachments A and B). Successful completion of the critical tasks will be documented on separate module performance checklists by the Field Training Officer. Each critical task will be taught to the Cadet by the Field Training Officer.
- H. The Field Training Officer will train newly hired JCO or JPPS as taught by the Office of Training during the FTO Certification Course and will document that the newly hired JCO or JPPS can successfully perform the skill.
- I. FTOs will be responsible for documenting daily observations of the newly hired JCOs or JPPS in the trainee's OJT Handbook.
- J. FTOs will ensure all OJT job specific task documentation has been completed at the time the task is signed off. Facility/office directors will review the trainee's progress and documentation with the FTO, prior to certifying proficiency of the job specific task.
- K. Trainees will be required to complete the OJT Handbook and pass the OJT Online Exam with a minimum score of 80% to be eligible to attend the DJJ Academy basic training programs.
- L. The FTO will ensure all the completed OJT Handbook is signed by all parties and program documentation is placed in the individuals training record.
- M. At the completion of the program, trainees will complete the FTO program evaluation questionnaire and submit to the FTO.
- N. JCOs or JPPS who have completed their initial training period, have completed the basic training program, and desire to become a FTO may register to attend the FTO Certification Course through their chain of command. The FTO applicant will be certified in all job specific tasks and be recommended by their supervisor.
- O. FTO applicants will attend and pass the FTO Certification Training to become certified. Certified FTOs will attend annual recertification.
- P. FTOs will supervise, coach, and mentor newly hired JCOs or JPPSs assigned to him/her by the FTO Coordinator.

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- Q. FTOs will ensure that the newly hired JCO or JPPS OJT Checklist is correctly documented, initialed, and submitted to the FTOC upon completion of the 48 hours of the OJT Period.
- R. FTO's will submit daily and weekly progress reports (Attachments A, B, C, and D) weekly to FTOC for all newly hired JCO or JPPS assigned to them during that week.
- S. After BJCOT, BJPOT, and BCST graduation, the FTO will train newly certified JCOs and JPPS on a two to one ratio. The FTO will sign off on FTO POST Checklist (Attachments E and F) as the newly certified JCO or JPPS meets required proficiency level for each skill listed. The Checklist will be placed in the officer's training file.
- T. The FTO will provide and document remedial training to the officer in training if they do not become proficient in all areas and skills on the Remedial Training Form (Attachment G). The FTO will sign off on all skills/tasks after seeing a demonstration on the FTO POST Checklist (Attachment E), which will be placed in the Officer's training file.
- U. Upon completion of the On-the-Job Training component and the training period following completion of the Basic Courses, the Field Training Officer Coordinator (FTOC) will document the completion of each phase of On-the-Job training in the Training Resource Information System under the License and Certification section. Each phase will be documented by date completed.
- V. The Facility Training Coordinator will meet monthly with the Facility Field Training Officer Coordinator to verify On-the-Job documentation is taking place and to address any concerns with the facility Field Training Officer Program.
- W. The Facility Training Coordinator will complete the Training Monthly Report which includes data collection on the On-the-Job Training program for their assigned facilities. The Facility Training Monthly Report will be forwarded to the Regional Training Coordinator for review by the 2nd Tuesday of each month.
- X. The FTO will provide reinforcement training to the newly certified JCO or JPPS if they do not become proficient in all areas listed on the checklist. The FTO will keep detailed and accurate records of the reinforcement training sessions and the Officer in Training's progress.
- Y. If the newly certified JCO or JPPS fails to complete OJT successfully by end of authorized time frame, the FTO will:
 - 1. Identify areas failed by trainee;
 - 2. Provide documentation of what the FTO did to correct the trainee; and
 - 3. Recommend that OJT cease until further review by the Field Training Officer Coordinator.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO