I. POLICY:

The Field Training Officer (FTO) Program will ensure personnel are trained on job specific tasks deemed critical for specific DJJ employees. This program shall be utilized for all newly hired Juvenile Correctional Officers, High Intensity Supervision Officers, and 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 (POST) 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 facility/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 (FTO) course will be considered.

**The Field Training Officer Program:** A 40-hour training program conducted a minimum of 4 times per year.

**Juvenile Correctional Officer (JCO):** An employee of DJJ with an equivalent job function who has completed BJCOT and has been certified by the Georgia POST Council as a Juvenile Correctional Officer. For the purposes of this policy, Sergeants, Lieutenants, Captains, and Transportation Officers will be considered JCOs.
Community Case Manager (CCM): Juvenile Probation/Parole Specialist I, II, or III (JPPS) or Juvenile Probation Officer I or II who provides direct supervision and coordination of services for a youth. The Community Case Manager also includes any member of an established case management team who may perform case management tasks.

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 Campuses, Division of Secure Detention, 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.

C. At a minimum, the FTO program will include the topics covered in the New Employee OJT curriculum. (See DJJ 4.2, Attachment K.)

D. DJJ staff will not alter any part of the FTO training program without written approval from the Office of Training Director.
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 skills.

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 the completed OJT Handbook is signed by all parties and program documentation is placed in the individual’s 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 training that is specific to the FTO program and provided by the Office of Training.

P. FTOs will supervise, coach, and mentor newly hired JCOs or JPPSs assigned to him/her by the FTO Coordinator.
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. FTOs will submit daily and weekly progress reports (Attachments A, B, C, and D) to FTOC each week for all newly hired JCO or JPPS assigned to them during that week.

S. After BJCOT, BJOT, 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. Any identified discrepancies will be forwarded to the facility director and the Director of Training.

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 facility/office Director and the Regional Training Coordinator for review 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. If a Cadet is unable to successfully complete OJT, the Field Training Officer Coordinator will conduct a review and make a recommendation to the facility
Director for either an extended OJT period or a referral for separation of employment.

Z. Each facility/office will maintain a required number of Field Training Officers to ensure an adequate ratio of Field Training Officers to newly hired JCOs or JPPS. 30 – 48 bed facilities must maintain a minimum of 4 certified FTOs. 48 – 80 bed facilities must maintain a minimum of 5 certified FTOs. 100 – 150 bed facilities must maintain a minimum of 6 certified FTOs. 200 plus bed facilities must maintain a minimum of 7 certified FTOs. Each community office will maintain a minimum of 1 certified FTO.

AA. Facility/office Directors will select qualified and appropriate staff to attend the Field Training Officer Certification Course. FTOs must be carefully chosen from the most skilled and effective officers at their facility/office. FTOs must possess the ability to communicate their knowledge and skills to newly hired JCOs and JPPS. FTOs must reflect the higher levels of personal integrity, character, and maturity. The use of unmotivated JCOs or JPPS must be avoided.

BB. Each facility/office Director will provide an up to date and accurate listing of their certified FTOs to their Regional Administrator and the Director of Training no later than the 15th of each month.

CC. The Field Training Officer should have complete responsibility of the cadet during the OJT process. The Cadet should always work with the assigned FTO and should have the same days off and work schedules whenever is practical. The FTO will ensure that the Cadet is familiar with the complete operation of the facility. FTOs will work the same type of schedule and shift as JCOs and JPPS who are not certified FTOs.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO