

City of St. Louis Department of Public Safety/Division of Corrections
POLICY & PROCEDURES

CHAPTER:	1	Administration and Management	1. 4. 3
SECTION:	4	Training and Staff Development	EFFECTIVE DATE: 3 / 18 / 20
SUBJECT:	3	Staff Field Training Officer	
STANDARDS: ACA – 4 – ALDF: 7B-10, 7B-10-1			
APPROVED:			REVIEW DATE: 3 / 18 / 20
<hr/> Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 6 / 24 / 20
Rescind: 1.4.3 dated 2017 Cancel:			

I. POLICY

It is the policy of the St. Louis City Division of Corrections to institute a Field Training Officer program.

II. RESPONSIBILITIES

All custody staff approved for the FTO functions are responsible for adhering to the following procedures.

III. DEFINITIONS

Field Training Officer (FTO): Custody staff that volunteers for and are selected will train and facilitate the transition of Probationary Correctional Officers from the Training Academy to institutional duties, and helps ensure that the period of learning progresses as designed.

IV. PROCEDURES

A. General Information

1. While attending the Training Academy, the Probationary Correctional Officers are never independently assigned to any duty post unless they have completed at least forty (40) hours of training in approved courses, and certified by the Training Coordinator.

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2. The job shadowing of Probationary Correctional Officers will last a minimum of 24 hours while under Academy training. Following graduation from the Academy Probationary Officers will have a minimum of 40 hours of on-the-job training under the Supervision of the Chief of Security of their assigned facility.
3. Participation in the FTO program is voluntary and subject to approval.
4. The Probationary Correctional Officers are not permitted to work overtime until they have completed their on-the Job training on the floor.
5. On the job training may occur prior to the Probationary Correctional Officer completing Academy Training.

B. Qualification and Selection Process of a Field Training Officer

1. The FTO must have a minimum of one year of direct inmate management experience to be considered.
2. The FTO must have a minimum of satisfactory score in their last annual job performance evaluation for consideration; and will maintain a satisfactory score thereafter as a condition for continuation as an FTO.
3. The selected FTO is required to successfully complete sixteen (16) hours of training before taking on the role of an FTO.

C. Duties and Responsibilities of the FTO

1. The FTO has dual roles to fulfill as follows:
 - a) Assuming their full responsibility on their regular assigned post, and
 - b) That of a Field Trainer of Probationary Correctional Officers.
2. The FTO will be given an On-the Job-Training Packet (OJTP) that contains various task components for documenting the Probationary Correctional Officer's field training performances. Some of this training will occur prior to permanent assignment.
3. The FTO will:
 - a. Evaluate and maintain daily updates of the OJTP,
 - b. Discuss daily performances with the Probationary Correctional Officer,

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- c. Share information with the Training Academy staff, the Supervisors and the Chief of Security regarding the Probationary Correctional Officer's strengths, weaknesses, and
 - d. Seek input on how to strengthen the weaknesses and improve other areas where improvement may be necessary.
- 4. At the end of each week, the FTO will turn in the completed OJTP to the Supervisor who forwards it to Training Coordinator.
 - 5. The FTO will attend semi-annual meetings organized by the Training Academy.