

	State of Alaska Department of Corrections Policies and Procedures		Index #: 401.03	Page 1 of 2	
			Effective: 10/4/2013		
			Distribution: Public	Due for Rev: 10/2014	
	Chapter:	Training and Staff Development			
Subject:	Field Training Officer Program				

I. Authority

In accordance with AS 44.28.030 and 22 AAC 05.155, the Department of Corrections shall develop and adopt policies and procedures that are consistent with laws for the guidance, government and administration of correctional facilities, programs and field services.

II. References

Alaska Statutes
AS 33.30.011

III. Purpose

To establish guidelines for a Field Training Officer (FTO) Program within the Alaska Department of Corrections in order to enhance the ability of each employee to reach his or her full potential as a corrections professional.

IV. Application

All Correctional and Probation/Parole Officers

V. Definitions

As used in this document, the following definitions shall apply:

- A. Training Advisory Committee (TAC): A committee consisting of the Deputy Commissioners, Division Directors and/or designees and the Chief Training Officer.
- B. Field Training Officer (FTO): Staff members selected and formally trained within the program whose duties include, but are not limited to, training, documenting training, mentoring, and acting as a liaison for the Superintendent or Chief Probation Officer and the Training Academy.
- C. Field Training Manual: Reference manual used by FTO's outlining objectives and standards for identified posts and/or training experience required of any employee. Each Superintendent or Chief Probation Officer or designee will maintain this manual for their respective areas of responsibility.
- D. Core Competencies: A list of core competencies which serves as the basis for creating the training modules.
- E. Module: A unit of education or instruction, in which a single topic is studied.

VI. Policy

It is the policy of the Alaska Department of Corrections that all correctional employees receive relevant, formalized training during their initial probationary period, after promotion, transfer between job classes, or for remedial training. The training shall demonstrate skill competency, and be in accordance with policy, standard operating procedures and best correctional practices. Suggestions for training development are welcome from any staff member.

VII. Procedures

- A. FTO Selection Process

1. Each Institution/Field Office will establish a selection process. The Superintendent or Chief Probation Officer shall make selections based on the following minimum requirements:
 - a. Is a permanent employee.
 - b. Demonstrates continued competency in all tasks.
 - c. The Division Director or designee will have final approval of designated FTOs.
2. All FTO candidates, to be certified, must successfully complete the DOC approved FTO Training Program.

B. FTO Training

All FTOs will be required to attend training on a program developed by the Training Academy. The FTO training will consist of an overview of the FTO model and module development.

C. Module Development and Implementation

1. Training modules and the list of Core Competencies are reviewed and approved by the TAC.
2. The Training Academy in conjunction with Institution/Field staff will develop modules for the core tasks that are used to demonstrate the core competencies as required by the Department.
3. Training modules will be developed from a list of Core Competencies (Annex A: Correctional Officer and Annex B: Probation/Parole Officer).

D. Evaluation and Assessment

1. The FTO program will be evaluated and updated annually with Standard Operation Procedures (SOPs) written to insure compliance with an annual full program assessment.

E. Program Length is determined by each Division Director and SOP.

VIII. Implementation

This policy and procedure is effective as of the date signed by the Commissioner. Each manager shall incorporate the contents of this document into local policy and procedure within 14 days. All local policies and procedures must conform to the contents of this document and any deviation from the contents of this document must be approved in writing by the Commissioner or designee.

10/4/2013

SIGNATURE ON FILE

Date

Joseph D. Schmidt, Commissioner
Department of Corrections

Annexes:

Annex A: Core Competencies Correctional Officer

Annex B: Core Competencies Probation/Parole Officer
