

POLICY AND PROCEDURES

NUMBER: 305

SUBJECT: Field Training Instructor (FTI)

ACA STANDARDS: None

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 1/09

REVISION DATE: 11/13, 2/16



I. POLICY

The St. Louis County Department of Justice Services shall establish guidelines associated with the administration of the Field Training Instructor Program which provides pre-service training for probationary Corrections Officers.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff are responsible for the following procedures.

III. DEFINITIONS

Field Training Instructor (FTI): Corrections Officer I who volunteers and is selected for the purpose of facilitating the transition of probationary Corrections Officers from the training academy to institutional duties and helps ensure that the period of learning progresses as designed.

IV. PROCEDURES

A. Selection Process

1. FTIs will hold the position of Corrections Officer I and must have completed their probationary period.
2. FTIs must have and retain at least a successful job performance.
3. FTI candidates can volunteer to be a FTI by submitting their names to both their Unit Supervisor and Unit Manager, who will make the

final recommendation to the Superintendent of Security after consulting with the Training Manager. The Superintendent of Security will review the recommendations and make the final selection for FTIs.

B. Duties and Responsibilities of FTI

1. Corrections Officers are required to complete the four (4) hour training course before they can train and take on the role as FTI.
2. FTIs must retain successful performance or they will be removed from the FTI certification list by the Unit Manager and will not be allowed to train until their performance is no less than satisfactory.
3. FTIs have two primary roles to fulfill: that of a Corrections Officer assuming full responsibility for his/her assigned post and that of a trainer of a probationary Corrections Officer. Assigned post is defined in the department's post orders.
4. FTIs will seek the input from the Training Manager, Unit Supervisor and the Unit Manager to discuss the probationary Corrections Officer's strengths, weaknesses and areas where improvement may be necessary.
5. FTIs are encouraged to continually keep the probationary Corrections Officer apprised of the level at which he/she is performing.
6. FTIs, on a daily basis, will evaluate the probationary Corrections Officer in general areas of performance making notation in each area evaluated. The FTI checklist will be filled out completely and will be updated daily. (See Attachment 1)
7. FTIs will turn in the Trainee Final Evaluation Report and the probationary Corrections Officer will turn in the FTI checklist to the Training Manager no more than six (6) weeks from the starting date of the probationary Corrections Officer.
8. FTIs will have input in the probationary Corrections Officer's three (3) month evaluation.
- [9. After the probationary officer completes the 240 hours of training, FTIs will maintain monthly contact with their assigned probationary Corrections Officer until successful completion of

probation.]

10. FTIs will attend semi-annual meetings with the Training Manager or designee for the purpose of keeping current regarding best practices utilized by FTIs and discussion of concerns, ideas and new training phenomena.

C. Manager/Supervisors Responsibilities

1. Unit Managers will pair their FTIs and Unit Supervisors with the probationary Corrections Officer by the end of the second week of employment.
2. During the OJT period, Unit Managers will assign the probationary Corrections Officer the same days off as their FTI. Everything will be done to keep the probationary Officer and the FTI together.
3. Unit Managers also can pair probationary Corrections Officers with top performing officers if FTIs are not available.
- [4. Unit supervisory teams will stay in constant contact with the training department and the FTI during the *six (6)* week training period. If deficiencies are noted as a result of reviewing the evaluation forms, dialogue or direct observation, the supervisory team will take the necessary corrective action. Documented progress will also be entered on the FTI checklist.]
5. At the end of the third week of training, the probationary Corrections Officer becomes the responsibility of the Housing Unit Supervisor. The Housing Unit Supervisor will meet with the Probationary Corrections Officer on a monthly basis to discuss their performance; more frequently if problems exist.
6. Supervisors will include in the FTI's annual review comments regarding their performance as a trainer.

D. Compensation

1. The Unit Supervisors will determine which FTI's have satisfactorily participated in the training of staff and will inform the Training Department at the end of each year. The Training Department will compensate those FTI's by awarding them with tokens of appreciation.

