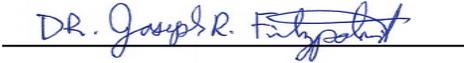


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CHAPTER 4: TRAINING AND STAFF DEVELOPMENT		
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII
EFFECTIVE DATE: September 15, 2003	LATEST REVISION: September 1, 2015	CHECK ONLY IF APA [<input type="checkbox"/>]

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

Adult Community Corrections

III. POLICY

It is the policy of the Maine Department of Corrections to facilitate new employees becoming competent in their responsibilities with the assistance of Field Training Officers.

IV. CONTENTS

- Procedure A: Field Training Program, General
- Procedure B: Field Training Officer Duties and Responsibilities
- Procedure C: Field Training Officer Selection Procedure
- Procedure D: Field Training Officer Selection Criteria
- Procedure E: Field Training Program Supervisor and Field Training Officer Program Administrator Duties and Responsibilities
- Procedure F: Removal of Field Training Officers

V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: Field Training Program, General

1. The Department shall establish and provide a Field Training Program under the administration and direction of the Department's Training Director and Field Training Officer Program Administrator. The Training Director, or designee(s) shall ensure that the program includes training in all tasks necessary for each position included in the program. The required tasks for each position shall be outlined in writing.
2. All newly hired Probation Officers and Probation Officer Assistants shall be enrolled in the Field Training Program prior to undertaking their responsibilities, unless exempted by the relevant Regional Correctional Administrator. Other employees may be enrolled in the program at the discretion of the Regional Correctional Administrator. Employees on probationary status shall remain in the Field Training Program until they have demonstrated proficiency in all tasks covered by the program.
3. Employees enrolled in the Field Training Program shall be assisted by Field Training Officers (FTOs) in the performance of their responsibilities. An employee shall be assigned an FTO by the Field Training Program Supervisor at the start of the Adult Community Corrections academy .
4. Each Regional Correctional Administrator shall be the Field Training Program Supervisor for their community corrections region with one Regional Correctional Administrator acting as the Field Training Officer Program Administrator as appointed by an Associate Commissioner, or designee.
5. FTOs shall ensure employees enrolled in the program are evaluated, in writing or verbally, on a regular basis in order to receive immediate feedback on their performance. Upon completion of the Adult Community Corrections Academy , proficiency reports will be submitted by the FTO's on a weekly basis for the first 30 days. After the initial 30 days, the reports can be submitted on a monthly basis. Reports can revert back to weekly as needed. All proficiency reports shall be submitted to the new employee's supervisor, who shall forward the reports to the Field Training Officer Program Supervisor for that region.
6. At the conclusion of the Field Training Program or at least one week prior to the end of the employee's probationary period, whichever comes first, the FTO, the Field Training Program Supervisor, the employee's supervisor and the employee shall review all the evaluation reports in order to determine whether the employee has successfully completed the training program.
7. The Field Training Program Supervisor shall be responsible for preparing a detailed report on whether the employee has successfully completed the training program, a copy of which shall be retained in the employee's personnel and

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training file. At the conclusion of the Field Training Program or at least one week prior to the end of the employees' probationary period, if the Regional Correctional Administrator determines that the employee has successfully completed the training program, the employee shall be given permanent status when and if, other prerequisites for that status, have been met.

8. If the Regional Correctional Administrator determines that the employee has not successfully completed the training program, the program and/or the employee's probationary status may be extended or the employee may be terminated. If termination is to be recommended, the FTO must forward proper documentation through the appropriate chain of command. The FTO shall not infer or communicate in any way to the probationary employee any pending termination even if the FTO is involved in the decision to take such action.

Procedure B: Field Training Officer Duties and Responsibilities

1. The duties and responsibilities of an FTO shall include, but are not limited to:
 - a. Ensuring training is provided in those tasks outlined in the Field Training Program for the employee's position;
 - b. Encouraging the employee to undertake all their job responsibilities as soon as possible;
 - c. Providing positive feedback to the employee for all demonstrated proficiencies;
 - d. Counseling or ensuring the employee is provided with remedial training in any area of identified weakness;
 - e. Discussing with the employee the proficiency reports in a timely manner;
 - f. Submitting the required reports to the employee's supervisor in a timely manner.
 - g. Shall bring to the immediate attention of the employee's supervisor and the Field Training Program Supervisor any serious problems that might arise;
 - h. Making recommendations about the trainee's employment status to the appropriate Regional Correctional Manager;
 - i. Attending FTO meetings as may be scheduled by the Field Training Officer Program Administrator. For meetings lasting over one day, the Regional Correctional Administrator shall ensure coverage of workload to allow for full participation of the meeting;
 - j. Participate in interview boards on a rotating basis for Adult Community Corrections positions of Probation Officer and Probation Officer Assistant;
 - k. Attendance at the Adult Community Corrections Academy on a scheduled rotating basis to ensure coverage for classes and provide support to the new hires while in the academy .

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Procedure C: Field Training Officer Selection Procedure

1. When an FTO vacancy occurs in the Field Training Program, the appropriate Regional Correctional Administrator shall notify employees under his or her jurisdiction of the vacancy. All community corrections officers who have at least two years of experience in community corrections and are free of disciplinary action for the preceding 12 months will be given an opportunity to apply for a vacancy in a community corrections region.
2. Employees interested in being considered for the position of FTO shall apply by submitting to the appropriate Regional Correctional Administrator a brief resume and narrative outlining why they are interested and why they feel qualified for the position.
3. An interview team shall be selected by the Field Training Officer Program Administrator and the Training Director .
4. The interview team shall conduct the interviews and make a recommendation of the top candidates for each FTO position to the Regional Correctional Administrator.
5. After consultation with the Field Training Officer Program Administrator and Training Director, the Regional Correctional Administrator may select or refuse to select a candidate as a Field Training Officer for any reason the Regional Correctional Administrator determines to be in the best interest of the community corrections region.

Procedure D: Field Training Officer Selection Criteria

1. Field Training Officers must be carefully chosen from the most skilled and effective officers within their regions. They must reflect high levels of personal integrity, character and maturity.
2. In assessing candidates for an FTO position, the interview team shall utilize, but not be limited to, the following criteria as they apply to the job classification:
 - a. Knowledge of constitutional law and Maine law;
 - b. Knowledge of the policies and procedures of the Maine Department of Corrections;
 - c. Knowledge of current correctional practices;
 - d. Demonstrated professional conduct while performing duties;
 - e. Ability to speak and write effectively;
 - f. Commitment to the goals and objectives of the Maine Department of Corrections, in general, and the Field Training Program, in particular;

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- g. Maintain an effective coach-mentor relationship with each new hire assigned;
- h. Ability to successfully complete the training program for FTOs offered by the Maine Criminal Justice Academy or any equivalent program provided or approved by the Maine Department of Corrections.

Procedure E: Field Training Program Supervisor and Field Training Officer Program Administrator Duties and Responsibilities

1. The duties and responsibilities of the Field Training Program Supervisor shall include, but are not limited to:
 - a. Taking an active role in the recruitment and selection of FTOs;
 - b. Ensuring that the FTOs are trained to effectively perform their assigned function;
 - c. Supervising and evaluating the performance of the FTOs and addressing problems as needed;
 - d. Reviewing the evaluation reports submitted by the FTOs on their assigned employees;
 - e. Working with the FTOs in developing remedial training programs as necessary;
 - f. Maintaining all records relating to the performance of the employees assigned to the program;
 - g. Keeping informed of the latest developments in the area of field training and making recommendations for their application as they pertain to the Department of Corrections;
 - h. Monitoring all aspects of the program and making recommendations for any changes deemed necessary.

Procedure F: Removal of Field Training Officers

1. After consultation with the Field Training Officer Program Administrator and Training Director, the Regional Correctional Administrator may remove an FTO from the FTO position for any reason the Regional Correctional Administrator determines to be in the best interest of the region.

VII. PROFESSIONAL STANDARDS

None

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