

FIELD TRAINING OFFICER MANUAL



Probation and Parole Officer

Peace Officers Standards And Training

Probation Officer

Training Manual

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FORMS

- A. Adult Probation Officer IV-2 (send only this form to POST)
- B. Maintain the following forms on file at your local Agency**
 1. FTO/TRAINING OFFICER INSTRUCTION GUIDE -(POST Adult Probation IV-1)
 2. FTO WEEKLY PROGRESS REPORT - (POST IV-3)
 3. FTO FINAL EVALUATION REPORT – (POST IV-4)

This manual is the property of the Peace Officer Standards and Training Council and Correction Standards and Training Council. It has been issued to:

Name of Department Department of Correction for the purpose of training.

Recruit's Name/Social Security Number _____

Upon completion of the PPO FTO Training Program, return this completed POST form to the POST Council. Included in this manual are actual forms, POST Probation and Parole Officer IV-1 and POST Probation and Parole Officer IV-2, as well as POST Probation and Parole Officer POST IV-3.

DATE HIRED _____

PROBATION AND PAROLE OFFICER BASIC TRAINING

Date	Place	Class No.
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FTO TRAINING COMPLETED _____
Date

NOTE: The Probation and Parole Officer Training Manual containing the Probation and Parole Officer Training Record (POST Correction Officer IV-2) must be forwarded to the Peace Officer Standards and Training Council, 700 S. Stratford Drive, Meridian, ID 83642, upon completion to receive 40 hours training credit toward certification.

POST Adult Probation Officer IV-2
(Return this form to POST)

1. Name of Probation Officer _____

2. Probation Academy Class Number _____

3. Date of Probation Academy Class _____

Employing Agency: _____

POST ID # _____ - _____ - _____
Last 4 #s of SSN First 4 Letters of First Name Day of Birth (01-31)

4. Name of Training Officer	5. Assignment	6. Training Dates From: _____ To: _____
1.		
2.		
3.		

This training guide is a listing of basic Probation and Parole Officer responsibilities, tasks and procedures. The Training Officer will use this guide during the training of a recruit. The Training Officer will explain each item, and whenever practical, demonstrate the task or procedure to the recruit. When the Training Officer believes that the recruit is capable of handling a specific task, he will require the recruit to perform the task while he observes. The Training Officer should pace himself to insure that sufficient time is allotted for explaining and/or performing each and every task. When an item has been satisfactorily performed, the Training Officer will enter the date of completion in the proper column and initial. This is not an exhaustive list, and when unlisted situations arise, the Training Officer should demonstrate the proper procedure for handling the situation and record such action at the end of the guide. **IF A LISTED TASK DOES NOT APPLY TO YOUR DEPARTMENT, PLACE N/A (NOT APPLICABLE) IN THE ALLOTTED SPACE.**

7. I have been instructed in all items as recorded in this field training guide. _____ Signature of Trainee/Recruit Date	8. Reviewed by _____ Agency Training Reviewer-Title Date
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Remarks/Comments:

9. I attest that the above-named recruit has satisfactorily completed the prescribed training program.

Agency Head signature Date

FTO Procedures for Probation and Parole Officers

I. What is the FTO Training?

FTO Training is a process by which an individual recruit receives formal instruction on the job for special and defined purposes. Assigned trainers and Field Training Officers (F.T.O.s) will provide the new probation and parole officer with practical application training for the duration of the program. The probation and parole officer will have various duties and procedures explained and demonstrated for the officer. As often as practical the recruit will be required to perform the tasks.

FTO training is designed to cover a minimum of 40 hours of supervised training. It is recommended, however, to utilize as much time as needed to be assured of adequately covering all material sufficiently. Upon satisfactory completion of the program and submission of this manual properly completed, forty (40) hours certified training credit will be granted the trainee.

II. Purpose of PPO FTO Training

The recognition of specialized correction officer training is of importance to the officer and the administration he or she works for. Formal classroom training and limited demonstration cannot teach the recruit all he or she needs to know. Therefore, the recruit needs on-the-job training, which is the purpose of this program.

The FTO training phase is intended to give the new recruit instruction, direction supervision, guidance and experience so that the officer may develop good judgment, efficiency, and good habits of conduct and appearance. FTO training will serve as an evaluation of both the recruit and the curriculum to the training school. The FTO training period also serves to aid in determining if the recruit meets all the requirements to become a certified officer.

III. Important Factors in the PPO FTO Training Program

The Basic Probation and Parole Office Academy provides an overview of the criminal justice system and the Mission, Vision, and Values of IDOC and training in these general topic areas: legal issues, communications skills, offender management, officer safety and wellness, and practical skills in arrest techniques, fire arms, CPR/First Aid, and field searches. This training gives the new hire probation and parole officer the basic knowledge and skills needed to operate in the Districts with a Field Training Officer. For a new probation and parole officer to obtain the utmost benefit from the classroom instruction, a week, or even two weeks of orientation in the officer 's own department is recommended so that the officer can better apply his classroom training.

As part of the instructional process, it is necessary that FTO training be conducted in a manner designed to develop a technically skilled and professional oriented officer. Success of the FTO Training program requires the following:

- A. FTO's must be carefully chosen from the most skilled and effective officers at their district.
- B. FTO's must possess the ability to communicate their knowledge and skills to the probation and parole officer.
- C. FTO's must reflect the higher levels of personal integrity, character and maturity. The use of unmotivated officers must be avoided.
- D. Initial training must be provided to all FTO's, outlining the duties and responsibilities of their position.
- E. In-service training for FTO's must be provided to cover the latest techniques, departmental policies, and changes in the law pertaining to offender care.

IV. Responsibility of the Site Manager**

When a new hire probation and parole officer is assigned to the site for training, the Site Manager will be responsible for the following:

- A. Introduction of the recruit to as many personnel as possible
- B. Familiarization of the recruit with basic operations of the district.
- C. Assignment of a F.T.O. to begin his/her orientation of site operations. The new hire will be assigned to one F.T.O. at a time. It may be beneficial to the trainee to be assigned to a different F.T.O. to complete the necessary training.
- D. The Site Manager should meet with the F.T.O. to discuss the progress of the new probation and parole officer.
- E. The Site Manager would personally consult with the recruit and F.T.O. when the F.T.O. believes that the recruit will not develop into a successful probation and parole officer. If the Site Manager, after consultation, is of the opinion that the new hire is not likely to become a successful probation and parole officer, the FTO should immediately make his opinions and recommendation known.

**A Site Manager can appoint a designee on their behalf.

V. FTO Responsibility

The Field Training Officer should have complete responsibility of the recruit during the Field Training assignment. The recruit should always work with the assigned F.T.O. and should have the same days off and work schedules whenever this is practical. The F.T.O. will insure that the recruit is familiar with the complete operation of the district.

Using the F.T.O. Instruction Guide, the F.T.O. shall:

1. Explain operational procedures and existing policy on all activity encountered during the FTO training period.
2. Conduct self in a professional, exemplary manner.
3. Maintain an effective coach-mentor relationship with the new hire.
4. Complete and submit a weekly report (POST IV-3) for each trainee.
5. Advise the Site Manager or supervisor of the trainee's progress.
6. Review evaluations with trainee and obtain his or her signature on all completed forms
7. Insure that the new hire's reports are completed and turned in.
8. Allow the recruit to perform such tasks if the FTO feels the new hire is competent and ready to assume.
9. Notify the supervisor as soon as practical, should a problem arise where by the F.T.O. believes that he or she cannot fairly train or evaluate an assigned correction officer.
10. Place initials and date in the proper column of the Instruction Guide and Task Test when the trainee has explained and demonstrated the listed tasks. The F.T.O. shall see that the new officer places his/her own initials in the proper column when the new officer satisfactorily performs or practices the listed task. When the new probation and parole officer initials the performance practice column, the F.T.O. should insert the date or see that the recruit does so.

During the Field Training period, the F.T.O. will be observing and evaluating the recruit 's performance. A meaningful evaluation is possible only if the F.T.O. affords the recruit the fullest opportunity to learn. It should be the aim of every F.T.O. to start the new hire on the way to becoming the best Probation and Parole Officer in the organization.

VI. Description of Field Training Forms and their use

A. Field Training Officer Instruction Guide (POST IV-1)

To assist and formalize the field training program the *Field Training Guide* has been developed, which contains an extensive listing of orientation topics, duties and procedures. This by no means is an exhaustive list nor is it intended to limit the Field Training Officer 's training subject material.

If time permits, the F.T.O. can do the actual training. However, the F.T.O. can assign another trainer on the staff to go over the training subject, coaching the trainee and ensuring the trainee knows the information and/or can perform the task. The F.T.O. will then verify and/or task test the trainee to ensure the knowledge is passed and the standard met. Only the F.T.O. can sign-off on the training . Many of the procedures will not require performance, only understanding, by the recruit. When such a situation exists, the F.T.O. should write N/A (not appropriate) in the spaces provided for demonstration and practice. If a listed task or procedure does not apply to your particular department write, N/A in all three spaces.

The Field Training Officer Instruction Guide is to be brought up to date at the end of each day's training.

B. FTO Training Record (POST IV-2)

This will enable the department to quickly determine who the Field Training Officers were in the case of each new hire, what assignments were completed, the name of the supervisor accepting the record of completion, a record of the new hire signing and attesting that he or she has been instructed in all the items listed in the F.T.O. Instruction Guide, and finally, a record for the department head attesting that the recruit has satisfactorily completed the Field Training program.

It is recommended that a copy of this record be retained in the recruit's personnel file within the recruit's own department.

C. FTO Training Officer Weekly Report (POST IV 3)

To be executed by the F.T.O (coach) at the completion of each week. The F.T.O. should make recommendations as to how the recruit can improve any unsatisfactory ratings. The Weekly Progress Report shall be forwarded to the Site Manger after completion.

D. Field Training Officer Evaluation Report (POST IV-4)

To be executed by each F.T.O. who has been assigned to the new hire at the completion of the FTO Program. The comments should be specific in each of the areas to be evaluated. The written summary portion of the evaluation should contain an overview of the entire period of time covered by the report. It should cover the particular points used to justify the Fail Training Officer's recommendations to release the new hire to regular assignments or not, as the case may be. This documentation is to be forwarded to the Site Manager upon completion.

VII. Disposition of Completed Forms

Completed PPO FTO Training Manual Instruction Guide (POST Detention IV-1), F.T.O. Weekly Progress Reports (POST IV-3), and the Evaluations Reports (POST IV-4) should be maintained in the new hire's personnel file within his own department. **THE PPO FTO TRAINING RECORD (POST Probation and Parole IV-2) MUST BE FORWARDED TO THE PEACE OFFICER STANDARDS & TRAINING ACADEMY UPON COMPLETION.** This is necessary as successful completion of this program is one of the minimum training requirements to be met for Probation and Parole Officer Certification.

POST PROBATION AND PAROLE IV-1 FTO INSTRUCTION GUIDE

(When completed, keep in your department 's officer file and return POST D-IV-2 for 40 Hour FTO credit to training records.)

- I. Trainee Orientation**
- II. Report Writing**
- III. Interpersonal Skills**
- IV. Field Skills**
- V. Case Management**
- VI. Court Procedures**
- VII. Cost of Supervision Collection**
- VIII. Parole Commission and Parole Supervision Procedures**

TRAINING AREA #1 -- ORIENTATION

TRAINING OBJECTIVE: This section is designed to introduce the new officer to the Community Corrections Division, and specifically to Probation & Parole. To make the new officer comfortable with the work environment, and answer questions that are often asked, and to become familiar with the CCD Division Directives Manual.

No	TASK	Date of Completion	FTO Initials
1	Welcome by Supervisor-Introduction		
	❖ Chain of Command, Organizational Chart, Staff meetings		
	❖ Expectations of new officer		
	❖ Tour of offices & meet staff		
	❖ District purpose, goals, and mission		
	❖ State vehicle issue(read policy #113)		
	❖ Safety equipment issue (badge, ID, handcuffs, flashlight)		
	❖ Issue office key		
	❖ Issue city map		
2	Office Procedures		
	❖ Telephone operation		
	❖ Fax machine		
	❖ Copy machine		
	❖ Computer Systems		
	❖ Offender filing system & File transfer procedures		
	❖ Duty Officer responsibilities		
	❖ Alarm System		
	❖ Staff telephone list		

No	TASK	Date of Completion	FTO Initials
3	FCS Division Directives Manual		
	❖ Read manual		
	❖ Answer questions		
	❖ Emphasize Code of Conduct & Use of Force		
4	Tour of Criminal Justice Partners		
	❖ County Jail(s) & explain procedures		
	❖ City & County Law Enforcement		
	❖ District Court		
	❖ Prosecutor's Office		
	❖ Community Agencies		

TRAINING AREA #2 -- REPORT WRITING

TRAINING OBJECTIVE: This section is designed to provide structure and documentation of the competencies necessary of new officers for writing a variety of reports. To ensure a basic knowledge of proper report writing techniques and proper use of reports and forms.

No	TASK	Date of Completion	FTO Initials
1	Report Writing Basics <i>The following criteria must be demonstrated:</i>		
	❖ Writes using complete sentences		
	❖ Writes in the “first-person”		
	❖ Keeps it simple, doesn’t ramble		
	❖ Reports only the facts (except in recommendations)		
	❖ Spells words correctly		
	❖ Uses words in the proper manner		
	❖ Writes concise reports		
	❖ Writes complete reports		
	❖ Writes clear and understandable reports		
	❖ Uses proper report format		
2	Pre-Sentence Investigation Reports (PSI)		
	❖ Knows what a PSI is and how and why it is used		
	❖ Familiar with Supreme Court Rule 32		
	❖ Conducts a PSI and writes a report during training program		

No	TASK	Date of Completion	FTO Initials
3	Special Progress Reports		
	❖ Demonstrates knowledge of when to write a report.		
	❖ Uses proper format for probation progress reports to the court		
	❖ Uses proper format for parole progress reports to the Parole Commission (Request for Warning Letter)		
	❖ Knows when and why to ask to modify, delete or add special conditions using a progress report		
	❖ Uses sound logic for Requests for Discretionary Jail Time using Special Progress Reports		
4	Violation Reports		
	❖ Demonstrates knowledge when to write the report		
	❖ Uses proper timeline of events		
	❖ Cites proper rule or condition violated		
	❖ Uses facts appropriate to the rule cited in summary		
	❖ Does not use multiple rules for identical violation		
	❖ Does not stack violations, uses most serious ones		
	❖ Uses proper violation report format		
	❖ Does recommendation & justification as to final resolution in a way that conform with Policy & Procedure		

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Prepare 105(Incident) Report

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to prepare a 105 report 3x without error</u></p> <p>Following the steps in this module.</p>		<p>Trainee Reads/Reviews Task Document</p>	<p>FTO Explains & Demonstrates</p>	<p>Trainee Explains as FTO Demonstrates</p>	<p>Trainee Explains & Demonstrates</p>	<p>Trainee Practices</p>	<p>Trainee Performs Successfully (Proficiency Test Completed)</p>
<p>STEPS:</p> <ol style="list-style-type: none"> 1. On your computer, locate the forms file for your work unit. There you will find an electronic copy of the 105 Incident Report form. 2. Open the form and save as and enter a title, date, and parties involved. 3. On the form, enter the date and time of the incident. 4. Select report type either incident or exercise. 5. Select location of incident from either facilities or district offices. If other type in the actual location by clearing drop screen item. 6. Select type of incident from listed items. If other please type in other category. 7. Select all individuals involved and list names, ranks, or other identifying information. 8. Complete a brief summary of the incident or exercise. The summary should include specific information detailing incident, people involved, outcome, and response. 9. Note if Administrative duty officer was notified. 10. Note if medical check was required. If injuries occurred describe injuries, who was injured, and if medical care was received. 11. Staff matter with district manager or a direct supervisor. 12. Copy is provided to District Manager for proper dissemination. 							
<p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Prepare Community Service Referral

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to prepare a community service referral 3x without error</u></p> <p>Following the steps in this module.</p>		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Review case file and court order to determine the correct amount of community service hours ordered and if any have been completed to date. (Completed hours must have documentation in file to be counted.) 2. Obtain the community service referral form that is used in your assigned district. 3. Complete the form required to include, offender name, IDOC number, court case number, ordered hours, PPO information, and expected time of completion. 4. Identify service provider and provide copy of referral to offender to give to service provider. Place original in C File. 5. Record referral in case notes for offender to include referral information time lines for start and finish of ordered hours, and PPO actions. 							
<p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Prepare Discharge/Unsupervised Request

FTO: _____

Performance Objective	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to prepare a discharge request from parole 3x without error</u></p> <p>_____</p> <p>Following the steps in this module.</p>					
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Staff case with District Manager or designee to determine appropriateness for discharge/unsupervised and receive approval. 2. Obtain electronic forms for discharge summary and affidavit for change in status. 3. On discharge summary provide date, offender, IDOC#, crime, sentence date, sentence, max expiration date for probation, employment info, and list special conditions as presented on court order. 4. Provide, on summary form, a summary of offender's history on probation. This will include , but not limited to the following; <ol style="list-style-type: none"> a. adherence and completion of special conditions b. programming history with completion information (if available) c. employment history d. reporting and behavior while on probation e. recommendation and reasoning for request 5. Provide all collateral documentation as needed. 6. Prepare affidavit for court with offender full name, court case number, and request for change in status to unsupervised or early discharge. (May vary according to county and judge. Best to contact court and request specifics required.) 7. Sign and obtain signature of District Manager or designee. 8. Fax and mail hard copy via statehouse mail to prosecutor and court. 9. Place copy in C File. 10. Document in case notes for offender. <p>Follow up with prosecutor and court to ensure received and reviewed.</p>					
<p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p>					

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Prepare Discretionary Jail Request

FTO: _____

Performance Objective After explanation, demonstration, and practice, trainee will: <u>Be able to develop a discretionary jail request 3x without error</u> Following the steps in this module.	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Staff offender status with District Manager or designee to determine if discretionary time is appropriate and approved 2. Contact local jail and ensure space is available for discretionary time to be served. 3. Obtain required paper or electronic document used for your assigned district. 4. Review court order to determine judicial information especially the judge and the ordered number of discretionary days for the offender. 5. On the form, provide offender name, IDOC #, court case #, judge, sentence info, and number of days initially ordered. 6. In the body of report, provide a snapshot of offender behavior from the time placed on probation to the present. The items to include, but not limited to the following: <ol style="list-style-type: none"> a. violations b. sanction applied c. response to sanctions d. Amount of discretionary days requested. 7. Staff report with District Manager or designee and obtain signature. 8. Fax or mail report to judicial office 9. Place copy of report in C File. 10. Record actions in offender's case notes. <p>Follow up with court to ensure received and acted upon.</p>					
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) X _____ FTO X _____ Trainee					

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Prepare Special Progress Report

FTO: _____

Performance Objective	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to prepare special progress report 3x without error</u></p> <p>Following the steps in this module.</p>					
<p>STEPS: Note: Special Progress Reports are occasionally requested by the courts for various reasons to provide a clear snapshot of the offender’s progress and status while on supervision. PPOs use the report to provide snapshot and to request addition, deletion, or change to special conditions of court order.</p> <ol style="list-style-type: none"> 1. Staff with District Manager or designee the reasons for special progress report and gain approval for such actions requested within. 2. Obtain electronic template or develop a word document with Special Progress Report as the header. (Clarify with court of original jurisdiction to requirements they may have in the generation of a special progress report.) 3. On document, provide offender’s full name, IDOC#, court case #, crime, sentence (max-min), length of probation period. 4. Provide a clear and concise snapshot of offender’s status since being placed on probation to include, but not limited to the following items: <ol style="list-style-type: none"> a. reporting performance b. employment history c. residence status d. programming performance e. finances f. special conditions performance 5. If PPO generated provide clear reasoning for requests for additions, deletions, or changes to special conditions of court order. 6. Fax copy to court of original jurisdiction and also forward original document vie in house mail. 7. Place copy in C File of offender. <p>Document actions taken in case notes of offender.</p>					
<p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p>					

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Prepare Supplementary Reports

FTO: _____

Performance Objective	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to prepare a supplementary report 3x without error</u></p> <p>Following the steps in this module.</p>					
<p>STEPS:</p> <p>Note: Supplemental reports are provided to add additional information to a probation violation, parole violation, special progress letter, discharge requests, or any other court or parole commission proceeding.</p> <ol style="list-style-type: none"> 1. Obtain the electronic template of the specific type of report this supplement will support. (PV –use PV template.) 2. Prepare report in same manner the original was prepared except the heading will have supplemental in the heading and will make reference to the report this will be supporting. 3. Ensure provided information is accurate and provide supporting documentation when available. 4. Attach all copies of supporting documentation to supplemental report. 5. Prepare a copy and place copy in the C File of the offender. 6. Deliver the original to the court or parole commission via statehouse mail or other means as necessary. 					
<div style="border: 1px solid black; padding: 5px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>					

TRAINING AREA #3 -- INTERPERSONAL SKILLS

TRAINING OBJECTIVE: To provide documentation of the interpersonal skills necessary for new officers. To ensure the new officer can display basic communication skills and proper interaction with offenders in all situations.

No	TASK	Date of Completion	FTO Initials
1	Face to Face Interaction with Offenders		
	❖ Identifies situations that negatively effect the offenders adjustment under supervision		
	❖ Assess the offenders adjustment under supervision		
	❖ Identifies stressors & effects of stressors on an offender regarding an adequate adjustment		
	❖ Applies proper interventions to address negative behavior		
	❖ Able to anticipate offenders reaction to problems of adjustment		
	❖ Effectively communicates expectations of behavior to offender		
	❖ Reinforces positive behaviors		
	❖ Treats offender with dignity and respect		
	❖ Demonstrates ability to effectively diffuse potentially volatile situations with communication skills, voice, tone, and presence		
	❖ Demonstrates non threatening body language		
	❖ Demonstrates proper positioning		
	❖ Demonstrates ability to make requests respectfully		
	❖ Demonstrates good listening skills, understands what is said & can reflect back properly		
	❖ Maintains professionalism		
	❖ Demonstrates interviewing skills		
	❖ Knows when to use Miranda warning		

2	Telephone Skills		
	❖ Answers telephone with a proper address		
	❖ Responds to a page to a telephone in a timely manner		
	❖ Responds to voicemail in a timely manner		
	❖ Maintains professionalism with people on the telephone in all types of situations		

TRAINING AREA #4 -- FIELD SKILLS

TRAINING OBJECTIVE: To provide structure & documentation of the new officer's ability to perform in the field. To ensure the officer performs safely for his/her, and others, well being in a given situation.

No	TASK	Date of Completion	FTO Initials
1	Home Visits		
	❖ Has appropriate equipment: weapon, vest (optional), handcuffs, OC spray, flashlight, cell phone, and/or hand held radio, badge and/or ID		
	❖ No force equipment not issued by the Department		
	❖ Force equipment concealed		
	❖ Parks vehicle away from home if appropriate		
	❖ Approaches home with awareness of surroundings		
	❖ Can identify cover and concealment		
	❖ Uses proper positioning when trainee is primary officer and backup officer		
	❖ Uses proper tact with offender, family, and collateral contacts		
	❖ Uses proper positioning & 3-point stance (Ready Stance)		
	❖ Uses good judgement when encountering violations		
	❖ Summons law enforcement assistance when appropriate		
	❖ Maintains focus & is not distracted		
	❖ Aware of surroundings & potential danger areas		

No	TASK	Date of Completion	FTO Initials
2	Radio Procedures		
	❖ Uses radio only when necessary		
	❖ Radio off during home visit		
	❖ Knows radio codes 1, 2, 3, 4 and when to use them		
	❖ Knows which agency to call		
	❖ Uses 10 codes properly		
	❖ Uses proper radio procedures		

No	TASK	Date of Completion	FTO Initials
3	Use of Force		
	❖ Demonstrates knowledge of escalation of force		
	❖ Can demonstrate under what circumstances which amount of force used is acceptable		
	❖ Demonstrates ability to use good verbal skills to de-escalate a volatile encounter		
	❖ Demonstrates knowledge that a show of force is accompanied with a willingness to use it		
	❖ Can demonstrate when deadly force can be used		
	❖ Knows proper procedures when discharging a chemical agent		
	❖ Passed certification for chemical agent use (OC)		
	❖ Passed firearm certification		
	❖ Keeps firearm clean & in good working order		

No	TASK	Date of Completion	FTO Initials
4	Arrest Tactics		
	❖ Can demonstrate proper planning of an arrest		
	❖ Chooses most safe tactic for effecting an arrest		
	❖ Demonstrates arrest techniques		
	❖ Demonstrates proper use of restraints		
	❖ Seeks approval before conducting an arrest & documents approval appropriately		
	❖ Verifies the arrest warrant		
	❖ Properly processes Agents Warrant		

No	TASK	Date of Completion	FTO Initials
5	Search & Seizure		
	❖ Uses restraints before searching subject		
	❖ Can identify reasonable suspicion		
	❖ Uses proper search techniques when searching individual		
	❖ Demonstrates correct search practices when searching a residence		
	❖ Seeks approval before conducting a residence search & documents approval appropriately		
	❖ Knows when collateral persons in a residence may be searched		
	❖ Effectively deals with collateral persons in a residence		
	❖ Demonstrates proper "Terry Search" & when to use it		
	❖ Identifies elements of probable cause		
	❖ Uses property receipt if contraband or evidence is seized		
	❖ Knows when to summon Law Enforcement if "fruits of a crime" is discovered		
	❖ Knows what "stalking horse" means		
	❖ Labels evidence and secures it properly		

No	TASK	Date of Completion	FTO Initials
6	Transporting Prisoners		
	❖ Demonstrates proper transportation procedures		
	❖ Demonstrates proper application of all restraints		
	❖ Demonstrates proper seating in vehicle in various situations		
	❖ Demonstrates proper subject observation techniques while driving		
	❖ Demonstrates proper weapons control during transport		
	❖ Conducts search of vehicle before and after transport		
	❖ Demonstrates proper weapons control at the jail		
	❖ Demonstrates proper booking procedures at the jail		

No	TASK	Date of Completion	FTO Initials
7	Critical Incident Protocol		
	❖ Understands what a critical incident is		
	❖ Understands Miranda should be invoked if involved in a shooting incident		
	❖ Knows not to give statements or answer questions until they have consulted IDOC legal staff		
	❖ Knows not to talk to members of the media		
	❖ Understands media releases are the responsibility of the Public Information Officer		

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Belly Chains & Leg Irons

FTO: _____

Performance Objective		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to apply belly chains and leg irons 3x without error</u></p> <p>Following the steps in this module.</p>							
<p>STEPS:</p> <p>Belly Chains</p> <ol style="list-style-type: none"> 1. Check and ensure all equipment is functional and all locks work. 2. Have the offender assume the standard cuffing stance. i.e.: feet six feet apart, bent slightly at waist, hands on head. 3. The officer will slide step up to the offender and wrap the belly chain around him/her. Officer will then take the small end of the chain and place it through the O ring pulling the belly chain snug, then secure the chain in the back of the offender with the pad lock. (make sure the chain is snug above the offender's hips but not as to restrict his/her breathing. 4. Have the offender bring down his right hand and secure it into the right side cuff. Repeat for the left side. 5. Once offender is secured check for tightness and double lock cuffs. <p>Leg Restraints: NOTE-offender should already be in basic restraints or belly chain prior to placing in</p> <p style="text-align: center;">Leg restraints.</p> <ol style="list-style-type: none"> 1. Check and ensure all equipment is functional and all locks work. 2. Have offender kneel in a chair facing away. 3. Place right side cuff onto the ankle, have the offender point his toe while tightening to ensure it does not restrict movement of the ankle or restrict circulation. Repeat for the left side. (key hole should be facing down) 4. Check for tightness and double lock. <p>Officer should be able to physically complete the above task without causing any additional harm to the offender.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Escapes

FTO: _____

Performance Objective After explanation, demonstration, and practice, trainee will: <u>Be able to effectively escape from both front and rear attacks 3x without error</u> Following the steps in this module.		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS: ESCAPES</p> <p style="text-align: center;">Front Choke Escapes</p> <p>1. Windmill Technique</p> <p>2. Hair Pull – Chin Twist (Wall Smash)</p> <p>3. Blow Out – Explosive Exit</p> <p>* If staff use proper distancing techniques the front chokehold is not a convenient tactic for an offender to use.</p> <p style="text-align: center;">Rear Choke Escapes</p> <p>1. Twist Out</p> <p>2. Knee Drop – Shoulder Roll</p> <p>* If offender uses a two-handed locked-arm bar choke, attempt to use fingers to claw at face and eyes. You can also perform an instep/shin stomp.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) X _____ FTO X _____ Trainee </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Escorts

FTO: _____

Performance Objective						
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to effectively escort an offender from one location to another 3x without error</u></p> <p>Following the steps in this module.</p>	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS: Escorts:</p> <p>1. Police Lead-This technique is used for assisting and indicating direction of movement.</p> <p>Technique-From a position alongside the inmate, grasp his/her arm with you right/left hand at the elbow. The officers other hand supports the inmate’s wrist, holding the wrist secured against the officer’s hip. Officer should be offset from the inmate and indicates verbal direction.</p> <p>2. Transport Wrist Lock-This technique will be used following the Police Lead, if a person resists the commands.</p> <p>Technique-From a position of Police Lead use a distraction such as a knee strike or angle/shin kick to the common peronial or femoral. Bring Suspect’s wrist up and pull elbow towards officer. Change hands and bend the wrist. Hold elbow under armpit and maintain “goose neck” with suspects hand elevated with the officer’s right hand.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>						

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Pat Search

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to safely complete a pat search 3x in a row without error</u></p> <p>Following the steps in this module.</p>		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS: Commands:</p> <ol style="list-style-type: none"> 1. Probation and Parole, do not move. 2. Turn and face away from me. 3. Spread your feet six feet apart and point your toes out. 4. Interlace your fingers behind you head and point your fingers towards me. 5. Remain in that position. <p>Technique: NOTE: Whenever possible pat searches should be done by officers of the same sex as the offender, unless it is an emergency and risk of death or bodily harm is high.</p> <ol style="list-style-type: none"> 1. Officer will slide step forward, grasp suspects extended fingers. 2. Officer will search body for weapons and contraband using a quadrant method. <ol style="list-style-type: none"> A. Grab, squeeze and feel rather than use sliding hands. B. Make sure to check groin and waistband area thoroughly. <ol style="list-style-type: none"> a) Groin: Officers feel for weapons with the back of the hand only, never the palm. b) Breast: Officers can use the knife-edge of the hand to check under the breasts for weapons. It is acceptable to pull the bra away from the body to allow objects hidden under the bra to fall free. C. Use pen or flashlight if there is suspicion of razor blades, needles, or fish hooks have been placed into the clothing. <p>(Quadrant Method) Body is broken down into 4 basic quadrants.</p> <ol style="list-style-type: none"> 1. Upper body, left side, front and back. 2. Lower body, left side, front and back. 3. Upper body, right side, front and back. 4. Lower body, right side, front and back. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: PPCT

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to complete tactics used to gain compliance 3x without error</u></p> <p>Following the steps in this module.</p>		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <p style="text-align: center;">PPCT</p> <p>1. Mandibular Angle-Located half way between the base of the ear and the right angle of the jawbone. Pressure is applied with the supported thumb in a ‘can opening’ movement towards the nose.</p> <p>2. Hypo-glossal Nerve-Located 1 inch forward of the right angle of the jaw and 1 inch towards the center of the head. Pressure is applied with digital tips towards the top of the head.</p> <p>3. Infra-Orbital-Located at the base of the nose, above the upper lip. Pressure is applied with the knife-edge of the hand towards the top/back of the head.</p> <p>4. Brachial Plexus (Clavicle) Notch-Located behind the clavicle, or collarbone. Pressure is applied with digital tips with the direction being in and straight down.</p> <p>PPCT tactics are usually used in planned uses of force. The individuals it’s used on are non-compliant and non-combative.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Prone Cuffing

FTO: _____

Performance Objective After explanation, demonstration, and practice, trainee will: <u>Be able to safely complete prone cuffing 3x without error</u> Following the steps in this module.		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <p>1. Prone Cuffing-This method of cuffing should be used when a resistant inmate is taken to the ground.</p> <p>Technique- Once the inmate is on the ground you should secure a Twist WristLock and trap the arm with your shin. Maintain control of the Twist WristLock and with your other hand draw a set of handcuffs. The handcuffs should be held in a combat grip. The Handcuffs should be applied with the pinkie side single blade to the thumb side of the forearm, just above the bend of the wrist. maintain control of the trapped hand, then ask suspect for the free hand, then apply the cuff to the free hand. The handcuffs can also be applied in a stacked position. Cuff the wrist of the trapped arm first, with the trailing cuff. The control hand will then grasp the other arm while the cuffing hand maintains a combat grip. The forearm/wrist area will be directed into the single blade on the thumb side. The blade should rotate around and lock into the pawl. check for tightness and double lock.</p> <p>Note: Control should be maintained over the handcuffs at all times while cuffing. NEVER let go of the cuffs until they are both secure.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Speed Cuffing

FTO: _____

<p style="text-align: center;">Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to safely put a compliant offender in wrist restraints 3x without error</u></p> <p>Following the steps in this module.</p>	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:Commands:</p> <ol style="list-style-type: none"> 1. Mr./Mrs. (state name), I'm placing you under arrest for (state charge). 2. Keep your hands at your side. 3. Now turn around so your back is to me. 4. Place your hands in the small of your back with the thumbs up and palms out. 5. Spread your feet six feet apart, point your toes out. 6. Now bend over slightly at the waist and look straight ahead. 7. At my command, extend your left hand towards the sound of my voice, Do you understand? Note: #7 is for a right-handed officer, a left-handed officer would have the subject extend their right hand. 8. Extend your hand, Now. <p>Officers Actions:</p> <ol style="list-style-type: none"> 1. Officer is to be in a ready stance, with the proper positioning and distancing. 2. The officer will maintain the ready stance during the verbal command stage. 3. As the officer completes command #7 he/she will move slightly to the direction of the hand to be extended. 4. When in position, the officer will draw handcuffs with their support hand only and assume a combat grip (manipulation of the cuffs should be done with the support hand only, don't tie up both hands). The officer will also watch the subject. Don't be distracted by your own cuffs. 5. The officer will then command the hand to be extended, as it is extended he/she will slide step up to the subject with the support leg and grasp the extended hand on the knife-edge with their strong hand. 6. The officers support leg should contact the inside back of the subject's leg. (same side as the extended hand). It is important that the officer not lean toward the suspect, but rather keeps feet flats on the ground and maintains balance. 7. The officer will handcuff with the trailing cuff by applying the single blade to the thumb side of the arm, with a downward motion. The single blade should freely rotate completely around the arm and click into the pawl. 						

8. The officer will then grasp the other hand with his/her strong hand and pull towards the remaining cuff while the support hand guides the single blade onto the thumb side of the arm. Again pushing the single blade down on the arm where it will rotate and lock in.

NOTE: This cuffing technique is only to be used on a “YES” person

I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)

X _____ FTO X _____ Trainee

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FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Strikes

FTO: _____

Performance Objective		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to properly use personal strikes and verify strike locations 3x without error</u></p> <p>Following the steps in this module.</p>							
<p>STEPS:</p> <p style="text-align: center;">STRIKES</p> <ol style="list-style-type: none"> 1. Straight Punch. 2. Palm Heel. 3. Ankle/Shin Kick 4. Open Hand and Forearm. 5. Hammer Fist. 6. Knee <p style="text-align: center;">STRIKE LOCATIONS</p> <ol style="list-style-type: none"> 1. Brachial Origin (Stun) Located on the neck between the earlobe and the collarbone. 2. Brachial Tie-in Located between the deltoid and pectoral muscle. 3. Super Scapula Located where the neck meets the shoulders. 4. Radial Located along the radial bone in the forearm. 5. Medial Located on the inner forearm. 6. Common Peronial Located about 3 inches above the knee on the outer side of the thigh. 7. Femoral Located on the upper, inner thigh along the femoral artery. 8. Tibial Located near the top of the calf muscle. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Take Downs

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to effectively take down an uncooperative offender 3x without error</u></p> <p>Following the steps in this module.</p>		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS: Take Downs:</p> <p>1. Straight Arm-Bar- Take down should be used if inmate actively resist from the Police Lead.</p> <p>Technique- Use distraction. Arm is in the extended position and officer holds tightly to suspect’s wrist. Officer readjusts right/left hand to the shoulder. Officer pulls wrist towards pants pocket and maintains it there. Officer pivot steps on his/her weak leg and the strong leg steps to the outside. Officer pulls on wrist of suspect and pushes down with the hand on the shoulder. As the inmate reaches the ground , revert to vertical arm-bar trap and then cuff in prone position. Ensure to give clear verbal commands once on the ground.</p> <p>2. Transport Wrist Lock- This take down should be used if the inmate continues to resist after going to the Transport WristLock.</p> <p>Technique-Use distraction and then kneel down with the knee closest to suspect. This will bring suspect down to ground. After suspect is down to ground, officer will hold wrist lock with right/left hand and move other hand to back of elbow area. Move your knees to center of suspects back and shoulder blades, trapping the arms. Verbalize “Hands out to your sides, spread your feet, point your toes out!”</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Cover and Concealment

FTO: _____

Performance Objective		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to understand and identify the difference between cover and concealment 3x without error</u></p> <p>Following the steps in this module.</p>							
<p>STEPS:</p> <p>1. Define COVER as any object that will conceal part or all of the body and provide significant protection from incoming fire.</p> <p>Examples of COVER: Brick wall, some vehicles, utility poles, traffic control boxes, body armor, fire hydrants, mailboxes, 18" diameter trees etc.</p> <p>2. Define CONCEALMENT as any object or effect that will hide part or all of the body but does NOT provide significant protection from incoming rounds.</p> <p>Main function of CONCEALMENT is to separate you visually from the threat and if the threat is shooting, he will hopefully stop when you disappear, providing time for you to move to a covered position or exit the immediate encounter zone.</p> <p>CONCEALMENT is always a temporary protection, which hides your movements.</p>							
<div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: FBI Flashlight Technique

FTO: _____

Performance Objective	Trainee Reads/Reviews	Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to demonstrate the FBI flashlight technique 3x without error</u></p> <p>Following the steps in this module.</p>							
<p>STEPS:</p> <p>The flashlight is held high, forward and to the side. It is mainly used from behind intervening cover and to throw light into an area where the flashlight has to be held high. It may be tactically required in some situations and a little difficult to coordinate the handgun and the beam.</p>							
<p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Feedway Clearance Drill

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to understand and demonstrate the Feedway Clearance Drill for the handgun 3x without error</u></p> <p>Following the steps in this module.</p>		<p>Trainee Reads/Reviews Task Document</p>	<p>FTO Explains & Demonstrates</p>	<p>Trainee Explains as FTO Demonstrates</p>	<p>Trainee Explains & Demonstrates</p>	<p>Trainee Practices</p>	<p>Trainee Performs Successfully (Proficiency Test Completed)</p>
<p>STEPS:</p> <p>Used when the immediate action drill fails.</p> <ol style="list-style-type: none"> 1. Lock open the slide- Push up on the slide catch and pull the slide to the rear to lock it open. 2. Rip out the magazine- Push in the magazine release and RIP the magazine from the pistol. 3. Work the canted slide- Cant the slide to the right and work the slide vigorously three or four times to clear anything from the chamber and/or magazine well. 4. Look at the handgun- Hold the slide to the rear and look into the ejection port to check the chamber and magazine well. 5. Tap (insert) a new magazine- Insert a fresh magazine and tap the magazine bottom to make sure it is fully seated. 6. Rack the canted slide- Rack the slide to chamber by pulling it to the rear and releasing it to chamber the first cartridge from the magazine. 7. Ready to fire- Bring the handgun back on target, be ready to fire if necessary. <p>IF ALL ELSE FAILS, EXIT THE AREA IMMEDIATELY. If the Feedway Clearance drill fails to return the pistol to working order, your options are greatly reduced and you should exit the area immediately if possible.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Field Stripping

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to demonstrate field stripping of the Glock 3x without error</u></p> <p>Following the steps in this module.</p>		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Make weapon safe and remove any ammunition from the area. 2. Remove the magazine and make sure there is not a cartridge in the chamber. 3. Pull back the slide and close the action. 4. Point the weapon in a SAFE direction and pull the trigger. You will hear the firing pin move forward. 5. Hold the weapon in either hand so that four fingers grasp the top of slide and thumb is wrapped around grip. 6. With these four fingers, pull the slide back approximately 1/10 inch. 7. Simultaneously, pull down the slide lock and hold both sides of it using the thumb and index finger of your free hand. 8. Push the slide forward until it is fully separated from the receiver. 9. Push the recoil spring tube slightly forward while lifting it away from barrel. 10. Grasp the barrel and remove it by moving it slightly forward and up. <p>Firearms will not be taken apart any further than this by any officer.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Tactical Flashlight Use

FTO: _____

Performance Objective		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to understand and explain the advantages of using a flashlight in a tactical situation 3x without error</u></p> <p>Following the steps in this module.</p>							
<p>STEPS: Identify the advantages of using a flashlight</p> <ol style="list-style-type: none"> 1. Identify target, threat and background- the only way to identify the three may be with a flashlight. 2. Scan larger area for other threats- Must be able to spot threats and flashlight can help within certain tactical restrictions. 3. Light may interfere with threats vision- A bright beam thrust into the threat's eyes may momentarily blind him or her. 4. User control of lighting conditions- The officer can control the lighting condition. 							
<p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Disadvantage of Tactical Flashlight Use

FTO: _____

Performance Objective						
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to understand and explain the disadvantages of using a flashlight in a tactical situation 3x without error</u></p> <p>Following the steps in this module.</p>	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <p>Identify the disadvantages of using a flashlight</p> <ol style="list-style-type: none"> 1. Limited use in close quarters- In the narrow context of a close lethal encounter, the flashlight will cause problems for the majority of officers as they are beyond the need to identify the threat or the threat is close and shooting at them. The average close lethal encounter takes 3 or 4 seconds. Usually, there will not be enough time to bring the flashlight into position and use it. 2. Gives position away- Darkness is a form of concealment. When the flashlight is on, you may become the target. 3. Fumbling with the flashlight/handgun during quick situations- In lethal situations, an officer may have trouble working the handgun and flashlight together. <p>The use of a flashlight must be practiced. The flashlight must be readily accessible.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>						

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Four-Step Draw

FTO: _____

Performance Objective						
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to understand and demonstrate the four-step draw 3x without error</u></p> <p>Following the steps in this module.</p>	Trainee Reads/Reviews	Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Grip- Shooting hand grips the butt of the holstered handgun, releases restraining device and obtains a shooting grip, keeping the trigger finger straight on the outside of the holster. The support hand lays on the abdomen just above the belt line in preparation for the two handed grip. 2. Draw- The shooting hand draws the handgun, which starts forward as the elbow drops, and the wrist locks straight and the handgun is positioned at belt-level (above the holster and slightly in front of it). 3. Two Hands- Shooting hand pushes the handgun forward and when the muzzle is well in front of the body, the support hand moves over to assume the two-handed grip. By assuming the two handed grip close to the body; there is more time to adjust/secure it as the handgun is being locked out. 4. Locked Out- The handgun is locked out into a ready or firing position depending on the situation. The trigger finger is outside of the trigger guard held straight along the frame. <p>Draw at full speed every time- After initial training, the draw is done at full speed EVERY time.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>						Trainee Performs Successfully (Proficiency Test Completed)

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Home Contact

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to conduct a safe and thorough home visit/contact 3x without error</u></p> <p>Following the steps in this module.</p>		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> 1. After determining the individual's address, conduct a drive by of residence, noting vehicles, individuals and other activities present. 2. Whenever possible, park down the street from the offenders residence, avoiding parking in front of, directly across from, or in driveway of residence. 3. Whenever possible, park such that a clear escape route from residence is available to your vehicle. 4. Exit vehicle, avoid slamming car door. 5. Pause briefly before approaching residence, scanning approach route and noting possible routes of escape. 6. Step up to door, knock, then step back away from door. 7. DO NOT STAND DIRECTLY IN FRONT OF DOOR. 8. Listen for movement, sounds of person approaching door. 9. After offender answers door, scan behind them for activity or other individuals present. 10. Ask offender if anyone else is present in residence and have them come to room where you and offender are. 11. Search all furniture before allowing persons present to sit in it. 12. Leave one officer with offender and others present while other officer conducts scanning, 'plain view' type of review of rooms in residence. 13. Exit residence, looking back to watch for suspicious activity. 14. Do not write any notes on home contact until at least 2 blocks from residence. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Offender Supervision

Trainee: _____

Module Title: Residence Search

FTO: _____

<p align="center">Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to perform a residence search 3x without error</u></p> <p>Following the steps in this module.</p>	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Staff search and provisions/range of search with appropriate authorizing authority. 2. Conduct short briefing when possible with personnel assisting in search. 3. Ensure that if local law enforcement is being used they are clear that search is being conducted under color of probation/parole office. 4. With offender present at beginning of search inform him/her of that probation/parole is conducting search and that local law enforcement is there only to assist. 5. Secure all offenders present, taking care to apply proper level of restraint and search any areas within reach of offenders. 6. Allow local law enforcement to interview any others present. 7. Assign search areas to personnel present. 8. Officer supervising offender or others designated by supervisory personnel should walk through residence/location of search checking progress. 9. Any evidence relating to a new crime should be turned over to law enforcement personnel present. An inventory sheet should be filled out and signed by the receiving law enforcement officer. 10. Any contraband or items that are violations of probation/parole should be inventoried and turned over to the evidence officer/clerk. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>						

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Offender Supervision

Trainee: _____

Module Title: Search of Offender Vehicle

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to properly search an offender's vehicle 3x without error</u></p> <p>Following the steps in this module.</p>		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Ensure offender is secure prior to beginning the search of vehicle. 2. Obtain a K-9 drug detection dog if available to assist. 3. Use a systematic method to searching the vehicle starting from the front of vehicle to the rear to ensure all areas are covered. 4. Employ a U pattern to for the search. 5. Be sure to check engine, trunk, and tire areas in the process of your search. 6. If evidence or contraband is located leave in the area it was found. If available a second PPO will act as a recorder and document the location of evidence, type of evidence, and properly store it in a safe/secure location. 7. Issue offender a property receipt for all items confiscated due to violation of terms. Ensure a copy is provided to offender, copy is with items seized, and copy for C File of offender. <p>Note: The use of gloves is recommended to avoid contact with possible intravenous needles, or other hazardous materials.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Harris Flashlight Technique

FTO: _____

Performance Objective After explanation, demonstration, and practice, trainee will: <u>Be able to demonstrate the Harries flashlight technique 3x without error</u> Following the steps in this module.		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS: The shooting hand gripping the handgun comes up first, as the support hand, holding the flashlight reversed, goes under the shooting hand and comes up beside it, pressing the back of its hand into the back of the shooting hand for support. This provides two-handed support and is especially well adapted for the Weaver Stance.</p> <p>DO NOT bring the flashlight hand over the TOP of the shooting hand.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 20px; width: fit-content;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Immediate Action Drill

FTO: _____

Performance Objective		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to understand and demonstrate the Immediate Action Drill for the handgun 3x without error</u></p> <p>Following the steps in this module.</p>							
<p>STEPS:</p> <p>Used when the handgun fails to fire, feed, extract, eject, go into battery or the most common, empty chamber.</p> <ol style="list-style-type: none"> 1. Tap the magazine- Drop the handgun out line-of sight. Tap the magazine to ensure it is fully seated. 2. Rack the slide- To extract and eject anything in the chamber and load a new cartridge from the magazine (especially if the chamber was empty) 3. Ready to fire- Bring handgun back to line-of sight and be ready to fire if necessary. <p>If the immediate action drill fails, find cover, if not already there. Communicate for assistance or exit the area if possible and begin the Feedway Clearance Drill.</p> <p>If you are in close quarters, the only option you may have is to attack violently with everything you have.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Isosceles Stance

FTO: _____

Performance Objective	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to understand and demonstrate proper Isosceles Stance 3x without error</u></p> <p>Following the steps in this module.</p>						
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Squarely face the target-Body is square to the target. 2. Arms and elbows locked out- Both arms locked straight out. 3. Two-handed grip applying a “push/push” pressure-The locked-in, two-handed grip holds the handgun in the shooters line-of-sight. 4. Forms an Isosceles Triangle-Named for the Isosceles Triangle formed by the two locked-out arms and chest. 						
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>						

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Render Glock Safe

FTO: _____

Performance Objective		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to demonstrate how to render the Glock safe 3x without error</u></p> <p>Following the steps in this module.</p>							
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Always keep the weapon pointed in a safe direction 2. Depress the magazine catch and remove magazine 3. Grasp top rear of slide, making sure support elbow is not in front of barrel. 4. Lock slide assembly to the rear by pressing upward with on the slide stop lever. 5. Inspect chamber 6. Inspect chamber again using small finger in case of poor lighting. 							
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: 13 Parts of Glock

FTO: _____

Performance Objective	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to identify 13 parts of the glock 3x without error</u></p> <p>Following the steps in this module.</p>						
<p>STEPS:</p> <p>Identify the following parts of the Glock</p> <ol style="list-style-type: none"> 1. Frame assembly 2. Slide assembly 3. Barrel 4. Recoil spring assembly 5. Slide lock 6. Slide stop lever 7. Magazine release 8. Magazine 9. Grips 10. Ejection port 11. Safe action trigger 12. Trigger guard 13. Sights 						
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>						

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Range Safety

FTO: _____

Performance Objective		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to identify the major range safety rules 3x without error</u></p> <p>Following the steps in this module.</p>							
<p>STEPS: Identify the following rules as the most important rules on the firing range.</p> <ol style="list-style-type: none"> 1. Treat all guns as if they are always loaded. 2. Know your target and what is beyond it. 3. Never point your weapon at anything you are not willing to destroy. 4. Keep your finger off the trigger until your sights are on the target. <p>Trigger discipline and muzzle discipline are the most important safety rules, whether you are on the range or in the field.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer /Community Safety

Trainee: _____

Module Title: Re-holstering Handgun

FTO: _____

Performance Objective		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to understand and demonstrate proper re-holstering of the handgun 3x without error</u></p> <p>Following the steps in this module.</p>							
<p>STEPS:</p> <ol style="list-style-type: none"> 1. From a ready position- The handgun is brought back as the two hands separate at the place they initially came together, with the support hand going back to lay on the abdomen and shooting hand re-holstering the handgun. 2. Two safety checks- The trigger finger is ALWAYS out of the trigger guard and the muzzle is pointed in a safe direction. 3. One handed- Re-holstering is always done one handed, which includes re-securing the holster's safety devices. 4. Rock in from the rear- The handgun is brought to the rear and rocked into the holster. This will keep it clear of the holster's straps. <p>If two hands are ABSOLUTELY REQUIRED to holster, the support hand ONLY comes across the body once the muzzle is inside the holster.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Safety Circle

FTO: _____

Performance Objective After explanation, demonstration, and practice, trainee will: <u>Be able to demonstrate the safety circle technique 3x without error</u> Following the steps in this module.		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <p>From the holster- Draw the weapon using one hand. Bring the weapon forward just enough to clear your body, keeping the muzzle pointed downward. Support hand will remain flat on the abdomen with finger's pointed straight down and thumb pointed inward. Shooting hand stays in proper grip except for thumb. Shooting thumb and support thumb come together on abdomen or slightly away from body. Support hand will be behind the weapon. Weapon will rest on back of support hand. Muzzle will automatically be pointed in a downward position away from body if done correctly (keep finger off trigger). When positive target identification is made, thrust both hands forward rotating support thumb over the top of shooting thumb and locking it down. (Do not move support thumb behind the slide, as injury will occur).</p> <p>From shooting position- Bring weapon to a two handed grip close to the body. Rotate muzzle downward and bring thumbs together with support hand behind the weapon and close to body. Do not point muzzle at your feet.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Flashlight Shooting Technique

FTO: _____

Performance Objective						
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to demonstrate the proper shooting technique with a flashlight 3x without error</u></p> <p>Following the steps in this module.</p>	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Cover before use- Shooter must be behind cover whenever possible before using the flashlight. 2. Support hand use- Train yourself to hold the flashlight in the support hand. 3. Think before using the beam- Always be thinking how the beam will work to your advantage or disadvantage when searching and using the flashlight. 4. OFF behind cover- DO NOT turn the flashlight on behind cover, as it will illuminate you and your position. 5. Rock-Out for use- Rock-out from behind cover prior to turning on the flashlight. You must be clear from cover prior to turning on flashlight. Make sure the light is off prior to returning to cover. 6. Angle beam up- The beam does not have to be centered on the target to identify it and hit it. The beam “angled up” will identify the threat and will usually clear cover and not illuminate you. 7. Light on/shoot/light off/move/shoot- Turn the beam on, use it to shoot with, turn it off and move. Do not stay in the same place after shooting. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>						

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Side by Side Flashlight Technique

FTO: _____

Performance Objective	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to demonstrate the side by side flashlight technique 3x without error</u></p> <p>Following the steps in this module.</p>						
<p>STEPS: Side by side flashlight technique- The hands are together side by side, holding the flashlight alongside the handgun and aligning them. Quick to assume, it instantly aligns the handgun and beam on the threat while providing two-handed support. Especially well adapted to the Isosceles Stance.</p>						
<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>						

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Sight Alignment

FTO: _____

Performance Objective	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to understand and demonstrate proper sight alignment 3x without error</u></p> <p>Following the steps in this module.</p>						
<p>STEPS: Definition- The relationship of the front and rear sights</p> <p>1. The front sight is CENTERED in rear sight with equal space/light on either side and the tops of the front and rear are even.</p>						
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>						

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Sight Picture

FTO: _____

Performance Objective		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)	
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to understand and demonstrate proper sight picture 3x without error</u></p> <p>Following the steps in this module.</p>								
<p>STEPS: Definition: Placement of sight alignment on the target.</p> <ol style="list-style-type: none"> 1. Keep the front sight in SHARP focus, although the tendency is to look at the target (what you want to hit). 2. Front sight in focus, rear sight blurred and target more blurred <p>There are three things to focus on. Must concentrate on the front sight and keep it in SHARP FOCUS.</p>								
<p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p>								

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Speed Reloading

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to understand and demonstrate Speed Reloading for the handgun 3x without error</u></p> <p>Following the steps in this module.</p>	Trainee Reads/Reviews	Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <p>Used when the pistol is empty with the slide locked open. The empty magazine is dropped, a loaded magazine inserted and locked in place and the slide closed to chamber the first cartridge from the magazine.</p> <ol style="list-style-type: none"> 1. Pistol down, new magazine drawn, empty magazine released (done as one move)- the pistol is dropped out of the line-of sight, using two safety checks (trigger finger and muzzle discipline), as the support hand draws the new magazine, while the shooting hand presses the magazine release to drop the magazine, which falls free. If the empty magazine does not fall free, the support hand (holding the loaded magazine) can assist in pulling it free. 2. Insert new magazine and release slide- The support hand inserts the new magazine into the magazine well and locks it home, then grips and pulls the slide slightly to the rear and releases it to chamber the first cartridge from the magazine. Do not ride the slide forward (pull it back and let it go forward). 3. Pistol locked out- A two handed grip is instantly achieved and the pistol locked back into a ready or firing position. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Tactical Reloading

FTO: _____

Performance Objective						
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to understand and demonstrate Tactical Reloading of the handgun 3x without error</u></p> <p>Following the steps in this module.</p>	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS: Used when a cartridge is chambered and an unknown number of cartridges are in the magazine. The depleted magazine is removed and a fresh magazine is locked in place.</p> <ol style="list-style-type: none"> 1. Pistol down/magazine drawn- The pistol is dropped out of the line-of-sight, using the two safety checks (trigger finger and muzzle discipline), as the support hand draws the magazine and positions it close to the pistol (done as one move) 2. Magazine exchange- Done instantly, the support hand holds the fresh magazine with its fingers positioned below the magazine well, the shooting hand thumb or finger (depending on left or right handed), presses the magazine release, the depleted (partially loaded) magazine drops into the waiting support hand fingers which close around and pull it free as the support hand wrist turns and inserts the spare magazine into the magazine well and locks it home. <p>If dropped, leave it- If the depleted magazine is dropped, leave it. Do not attempt to pick it up. The depleted magazine is placed under your belt or in your pocket, or held in a two handed grip if firing is required.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>						

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Target Awareness

FTO: _____

Performance Objective		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to understand and describe Positive Target Awareness 3x without error</u></p> <p>Following the steps in this module.</p>							
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Positive Identification of <ol style="list-style-type: none"> a. Target- Positive target identification must be made prior to shooting b. Background- Be sure that the area behind the intended target is clear of innocent persons or other things you do not wish to shoot. c. Never point the handgun at anything you do not want to shoot. 							
<div style="border: 1px solid black; padding: 5px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Trigger Control

FTO: _____

Performance Objective						
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to understand and demonstrate proper trigger control 3x without error</u></p> <p>Following the steps in this module.</p>	Trainee Reads/Reviews	Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices
<p>STEPS: Definition: Movement of the trigger until the gun fires without moving the sights. The application of smooth, steady pressure, straight to the rear, without disturbing alignment until the handgun fires.</p> <ol style="list-style-type: none"> 1. Trigger finger placement on trigger- Contact point between tip and first joint. If too much, there is no additional leverage and it can move the handgun. If too little, it can make pulling the trigger harder. 2. Pull straight to the rear- Avoid pushing/pulling the side of the trigger. 3. Trigger finger adjustment- Size of hand may require some sacrifice in the grip. Once arrived at, the grip must be consistent each time. 4. Finger moves independently with no frame contact- The trigger finger moves by itself. Maintain a locked-in grip, DO NOT tighten or loosen the grip. The trigger finger moves by itself, independent of a locked-in grip and DOES NOT touch the frame. <p>Increase and decrease of pressure</p> <ol style="list-style-type: none"> 1. The finger increases pressure until the gun fires, then decreases pressure until the trigger resets to set up the next shot. 2. Let the gun fire, DO NOT make it fire (surprise break)- Each shot must be a surprise, while concentrating on the front sight. This will help reduce anticipation and flinching, which are natural reactions to noise and recoil. 3. Maintain contact with trigger at all times when firing. Do not remove finger from trigger between shots. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>						Trainee Performs Successfully (Proficiency Test Completed)

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Warning Shots

FTO: _____

Performance Objective		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to explain the policy on warning shots 3x without error</u></p> <p>Following the steps in this module.</p>							
<p>STEPS:</p> <p>Warning shots are not allowed per IDOC policy for Community Corrections Officers in the field.</p>							
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Officer/Community Safety

Trainee: _____

Module Title: Weaver Stance

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to understand and demonstrate a proper Weaver Stance 3x without error</u></p> <p>Following the steps in this module.</p>		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Angled (bladed) to the target- Body angled (bladed) to the target approximately 30-45 degrees, but not heavily bladed to maintain good body armor coverage. Basically the interview stance. Note: The rear foot, while back is not behind the front foot. 2. Shooting arm angled across the body (locked out or slightly bent)- The arm can be either locked or slightly bent. 3. Support arm elbow is bent down- The elbow is pointing straight down or at an angle out to the side. 4. Two handed grip applies isometric “push/pull” pressure- The handgun is held in shooter’s line-of-sight, while grip applies isometric pressure (shooting hand pushes into the support hand, which pulls back on the shooting hand) <div style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

TRAINING AREA #5 – CASE MANAGEMENT

TRAINING OBJECTIVE: This training is designed to provide structure and documentation of the skills required of officers to be good case managers.

No	TASK	Date of Completion	FTO Initials
1	Field Book Documentation		
	❖ Contacts with offenders documented with date of contact & location & events. Conversations summarized		
	❖ Instructions given by officer noted		
	❖ Each entry initialed by officer		
	❖ Home visits documented in military time		
	❖ Collateral contacts having bearing on offenders progress or status documented		
	❖ Case conference with supervisor, treatment providers, vocational rehabilitation, mental health providers, etc. regarding offenders progress or status documented in red ink		
	❖ Logic for and requests for residence searches imposition of discretionary jail time & issuance of agents warrants documented in red ink & initialed by supervisor		
	❖ Technical & law violations documented in red ink		
	❖ Urinalysis & all other body substance test results documented in red ink		
	❖ Deceptive polygraph tests & positive plethysmograph results documented in red ink		

No	TASK	Date of Completion	FTO Initials
2	Initial Intake with Parolee & Probationer		
	❖ Initial interview conducted within two weeks of case assignment		
	❖ Emphasized the importance of supervision as part of the sentence		
	❖ Reasonable assistance provided to offender		
	❖ Facesheet completed correctly		
	❖ Photograph taken & downloaded from computer onto facesheet when available		
	❖ Conditions of probation/parole explained		
	❖ Offender initials conditions of probation both on the Order of Probation and Agreement of Supervision, signs both and is provided copies		
	❖ Offenders responsibility toward Probation/Parole explained		
	❖ Offenders financial responsibility explained		
	❖ Payment agreement completed for court fees, restitution, etc.		
	❖ Explained to offender the levels of supervision and to which the offender is assigned		
	❖ Initial risk/needs instrument completed properly within guidelines		
	❖ Offender notified of grievance procedure		
	❖ Caseplan developed with offender input, signed by offender and provided a copy		
	❖ Provisions for monitoring the plan by the officer included		
	❖ Established a reporting schedule with offender		
	❖ Explained available community resources to offender		

❖ Explained type & nature of assistance available to the offender by the officer		
❖ Home visit & employment verification completed within two weeks of intake		
❖ Copy of face sheet provided to clerical staff for offender system entry		
❖ Signed original Order of Probation & Agreement of Supervision forwarded to the court		
❖ Case file prepared for offenders sentenced directly to probation & documents inserted in proper sections		
❖ Case file, face sheet, case plan, field notes, & risk /needs forwarded to supervisor for approval within two weeks after intake and after completion of home visit and employment verification		
❖ Request and logic for extension of two week timelines documented in red ink in field notes & submitted to supervisor for approval		

No	TASK	Date of Completion	FTO Initials
3	Supervision Standards		
	❖ Home visit completed within minimum time requirements determined by the supervision level of the offender		
	❖ Residence verified within policy and documented properly		
	❖ Employment verifications completed within minimum time requirements determined by supervision level of the offender		
	❖ Employment verified within policy and documented		
	❖ Employment verified within two weeks when offender changes jobs		
	❖ Supervision level re-evaluated every six months by a risk/needs re-classification instrument		
	❖ Risk/Needs re-classification form completed within guidelines		

❖ Risk/Needs re-classification documented in red in field book and initialed by supervisor		
❖ Supervision level override logic and request documented in red in field book and initialed by supervisor		
❖ Face to Face offender contacts completed within minimum time requirements determined by supervision level of offender		
❖ Sex offender employment verified by face to face contact with employer		
❖ Monthly reports properly completed collected from offender		
❖ Trainee sits in on at least one offender group		

No	TASK	Date of Completion	FTO Initials
4	Case Plan		
	❖ Written plan jointly developed with offender that incorporates needs, problems, capabilities, limitations, and participation of the offender		
	❖ Goals and objectives within offenders capacity		
	❖ Goals and objectives written in a timeline format		
	❖ Plan includes compliance with regular and special conditions as ordered by the court or Parole Commission		
	❖ Officers action plan includes contacts with persons and agencies familiar with the offender		
	❖ Offender signed the written plan		
	❖ Stated objective reasonably attainable by the action plan completion		
	❖ Plan reviewed with the offender on “as needed” basis, but at least once every three months		
	❖ Plan review documented in red in the field book		
	❖ Plan updated as supervision need arises or plan expires		
	❖ Updated or new plan documented in red in the field book		

No	TASK	Date of Completion	FTO Initials
5	Urine Surveillance		
	❖ Observes offender submit urine sample or ensures it is observed by authorized staff		
	❖ Urine collection container is at least ¼ full		
	❖ Asks offender what medications they have taken and documents them on proper paperwork		
	❖ Properly completes paperwork		
	❖ Ensures tracking label and tamper seal are on container		
	❖ Collects sample within 2 hours of request from offender		
	❖ Properly logs collection of sample in urinalysis log		
	❖ Properly stores urine sample		
	❖ Documents urine collection in red in field book		
	❖ Regularly tests offenders with a substance abuse history		
	❖ Tests offender when behavior suggests suspected substance abuse		
	❖ Collects urinalysis fee from offender in a timely manner		
No	TASK	Date of Completion	FTO Initials
6	Request For Investigation		
	❖ Completes home visit as offered on request		
	❖ Determines viability of offenders success under supervision and a likely successful adjustment at residence		
	❖ Investigated employment offer to determine appropriateness		
	❖ Completed investigation within 2 weeks of assignment		
	❖ Submitted acceptance or rejection to supervisor for approval		
❖ Forwards completed investigation report to proper authority			

No	TASK	Date of Completion	FTO Initials
7	Travel		
	❖ Determines appropriateness of offender travel		
	❖ Sex Offender travel approved by supervisor		
	❖ Violent Offender travel out of state over one week approved by supervisor		
	❖ Travel permit properly completed		
	❖ Copy of travel permit placed in proper section of case file		
	❖ Proper arrangements completed to ensure offender returned		
	❖ Documented in field book		

No	TASK	Date of Completion	FTO Initials
8	Specialized Programs		
	❖ Shows knowledge of Intensive Supervision Program and practices		
	❖ Shows Knowledge of Electronic Monitoring Program practices		
	❖ Shows knowledge of Close Community Supervision Unit practices		
	❖ Shows knowledge of Substance Abuse Program practices		
	❖ Shows knowledge of Sex Offender Program practices		
	❖ Shows knowledge and purpose for Day Reporting services		
	❖ Shows knowledge of Maximum Supervision Program practices		
	❖ Shows knowledge of Parole Transition Program		

No	TASK	Date of Completion	FTO Initials
9	Interstate Compact		
	❖ Shows good knowledge of procedures for offender transferring supervision out of state		
	❖ Obtained supervisor approval before allowing transfer when transfer approved by receiving state		
	❖ Prepared Request for Reporting Instruction to the receiving state and faxed it to Interstate Compact Coordinator		
	❖ Prepared 2 investigation packets with proper file material in the proper order		
	❖ Interstate Compact Application and Waiver completed		
	❖ Offender signed Interstate Compact application and Waiver and officer issued a Travel Permit		
	❖ Collected overdue COS before issuing Travel Permit		
	❖ Instructed offender to mail monthly reports until accepted by receiving state		
	❖ Requested supervision level override to monitored level from supervisor while offender is out of state		
	❖ Submitted caseload form to clerical staff omitting COS billing		
	❖ When case acceptance form received from Interstate Compact Coordinator, transferred case to Interstate Caseload		
	❖ If parolee transfer, transferred case file to Central Records		
	❖ If supervising interstate case, complete interstate progress report every six months and forward to Interstate Compact Coordinator		

No	TASK	Date of Completion	FTO Initials
10	Intrastate Transfers-Sending		
	❖ Before approving offender request, ensures offender is actively working toward fulfilling conditions of supervision		
	❖ Ensures offender is in compliance with terms of supervision.		
	❖ Does not consider transfer if offender has pending violation proceedings or criminal charges		
	❖ Offender provides proposed residence address, place of employment and treatment arrangements		
	❖ Considers appropriateness of transfer arrangements with respect to offender's adequate adjustment		
	❖ Requests transfer approval from supervisor, documented in red ink in the field notes and initialed by supervisor		
	❖ Completes case end summary in red ink in field notes		
	❖ Case end summary completed with all required information		
	❖ Risk/Needs completed if due within 3 months		
	❖ New case activated before submitting for transfer		
	❖ Overdue COS collected before issuing Travel Permit		
	❖ Offender was issued travel permit with instructions to report to receiving district within 2 working days and present travel permit to that office		
	❖ File prepared properly for transfer and sent to receiving district		

No	TASK	Date of Completion	FTO Initials
11	Intrastate Transfer-Receiving		
	❖ Home visit completed and employment verified per policy within 2 weeks of case assignment		
	❖ Case file inspected to assure case meets transfer policy requirements		
	❖ Caseload form completed and forwarded to clerical staff for activation and copy sent to sending District		
	❖ If rejected, reasons for such documented in red in field notes and submitted to supervisor		
	❖ If problem not rectified, offender issued Travel Permit to return to sending District within 24 hours		

No	TASK	Date of Completion	FTO Initials
12	In-District Transfers		
	❖ Requests transfer approval from supervisor documented in red ink in field notes and initialed by supervisor		
	❖ Complete case end summary properly in red ink in field notes		
	❖ Risk/Needs completed if due within 3 months		
	❖ Prepares file to ensure all material is enclosed and submits to supervisor		

No	TASK	Date of Completion	FTO Initials
13	Early Discharges & Request for Unsupervised Probation		
	❖ Displays proper knowledge of when to seek an early discharge		
	❖ Displays knowledge that sex offender's are not considered for early discharge or unsupervised probation.		
	❖ Displays knowledge that violent offenders generally not considered for such action unless approved by supervisor		
	❖ Displays proper procedure before consideration such as NCIC check, local record check, restitution and court fees paid, COS and UA fees are current		
	❖ Knows how to write a case end summary		
	❖ Uses proper form to petition or motion a court for early discharge or unsupervised consideration		
	❖ Uses proper Parole Commission format for requesting an early discharge		

No	TASK	Date of Completion	FTO Initials
14	Case File Closures		
	❖ Knows when to close a case file		
	❖ Shows knowledge of proper caseload form completion, case closure, COS billing stopped and account credited		
	❖ Completes Green Sheet.		
	❖ Shows knowledge of proper dissemination of probation case file (case with or without a rider and district of origin)		
	❖ Shows knowledge of proper dissemination of parole case file upon receipt of Parole Commission Warrant or "Gold Seal"		
	❖ Shows knowledge of proper dissemination of parole case file upon receipt of Parole Commission warrant for an absconder		
	❖ Properly completes a Case Transfer sheet		

No	TASK	Date of Completion	FTO Initials
15	Confidentiality		
	❖ Reads and becomes familiar with Disclosure of Offender Records under the Idaho Public Records Act.		
	❖ Does not release any information or documents to the public if the officer is not sure it is appropriate without supervisor approval		

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Applying Intermediate Sanctions

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to apply intermediate sanctions 3x with out error.</u></p> <p>Following the steps in this module.</p>		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Review available intermediate sanctions for your work center. 2. Review intermediate sanctions matrix for the department and inserts those actions available. 3. Initial sanctions should be the least intrusive according to the matrix (i.e. curfew, increased contacts). 4. Client should be brought in to address behaviors within 24 hours or ASAP. 5. Staff with immediate supervisor to ascertain appropriateness. 6. During the interview, the offender needs to clearly understand issue, the sanction, the intended outcome, and consequences of failing comply. 7. If offender returns to compliance, the sanction should be removed to reward proper response and compliance. 8. If offender fails to comply, increased sanctions should be applied with more intrusive guidelines and timelines. 9. Ensure all discussions, staffings, and sanctions applied are clearly placed in case management notes. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Case File Review

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Review and locate all items in case file to adequately supervisor offender 3x without error.</u></p> <p>Following the steps in this module.</p>		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Locate the storage area for case files for your specific work site. 2. First locate Section 1 and review all court documents, agreement of supervision, and other miscellaneous items. 3. Read Section 2, this will provide most current assessment (LSIR). 4. Read Section 3, this will provide all PSI, Updated PSI's, and time computation. Review thoroughly to provide background information for offender. 5. Read Section 4, this will provide institutional behavior and general correspondence. Also the section will provide community issues regarding probation violations, Interstate probation items, agent's warrants, police reports, and general correspondence. 6. Read Section 5, this will provide all case management items, medical, psychological, and programming information. 7. Read Section 6, this will provide all items pertaining to parole and interstate parole. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Conduct ILETS Review

FTO: _____

<p style="text-align: center;">Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to complete a ILETS record check 3x without error</u></p> <p>Following the steps in this module.</p>		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS: Refer to training and ILETS training manual.</p>							
<div style="border: 1px solid black; padding: 5px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Conduct LSIR Assessment

FTO: _____

Performance Objective	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to conduct LSIR assessment 3x without error</u></p> <p>Following the steps in this module.</p>						
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Review case file and all other supporting documents to include PSI, court order, mental health evaluations, and any other pertinent items. 2. Schedule a time convenient for the offender and PPO and provide for at least an hour to complete assessment. 3. Conduct assessment (refer to LSIR interview and scoring guide in training materials provided). 4. Enter assessment into OMP (refer to entering OMP Module). 5. Review results with offender and discuss supervision and programming needs as identified by LSIR. 6. Print copy and place in C File (Once CIS system is up-no longer required). <p>Document all actions in offender's case notes.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>						

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Conduct Program Referral

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Conduct Program Referral 3x without error</u></p> <p>Following the steps in this module.</p>	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS: Refer to site specific procedure.</p>						
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>						

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Conduct Records Check

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to perform a records check 3x without error</u></p> <p>Following the steps in this module.</p>		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Obtain the required form for records check as required by assigned district. 2. Select the information requested which may include a driving record, criminal arrest record, and police report. 3. Provide full name, date of birth, SSN, sex, race, FBI# (if available), and DR# (if available) and date/time of incident if requesting police report. 4. Provide date for return of information. 5. Fax, email, or deliver request to law enforcement agency of assigned district. <p>Conduct follow up to ensure records are made available.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Conduct Interstate Referral (Out)

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Conduct Interstate Referral (Out) 3x without Error</u></p> <p>Following the steps in this module.</p>	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Determine if offender is appropriate for transfer request. 2. Collect the Interstate Application fee. 3. Prepare the Interstate Packet Items to Include <ul style="list-style-type: none"> <i>Offender criminal history</i> <i>Signed Consent for Random UA's</i> <i>Authorized Release of Medical Information</i> <i>Signed Application for Interstate Transfer</i> <i>Photo of offender</i> <i>Conditions of Supervision</i> <i>Victim Info if any</i> <i>Any protection orders</i> <i>Sex offender information (If any)</i> <i>Instant offense details</i> <i>Judgement and commitment records</i> <i>Court ordered financial obligations</i> 4. Conduct Request for Reporting Instructions 5. Once instructions are received, prepare travel permit. 6. Once offender leaves, submit all documents to Interstate office, to include a Notice of Departure and A Case Closure. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>						

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Conduct TCU Assessment

FTO: _____

Performance Objective		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to conduct TCU assessment 3x without error</u></p> <p>Following the steps in this module.</p>							
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Obtain copy or use electronic format for the TCU assessment. 2. Instruct the offender to answer all 15 questions with regards to drug and alcohol use in the prior 12 months. (If in custody, the 12 months prior to their incarceration). 3. Once completed score the exam by assigning 1 point for each “yes” answer for 1-9 responses. If offender scores 3 or more there is an identified drug related problem (Including alcohol). 4. Review question 10 to determine the drug of choice. <p>Document test date, and results in case notes.</p>							
<div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Create a Central File

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to create a central file 3x without error</u></p> <p>Following the steps in this module.</p>	Trainee Reads/Reviews	Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Ensure a file has not already been created. (PSI's will create most new files). 2. Obtain a six-part file from your work unit's resource room. 3. Obtain the six-tab sheet containing pre-printed tabs with the six section identifiers. 4. Create a tab for the file identifying the offender's last name, first name, middle name, and IDOC number. Be sure it is affixed to easily view in a file drawer. 5. Place section tabs from section one beginning on the inside front of the six-part file. The remaining tabs placed in order throughout the file. 6. Place all contents into file according to tab section descriptions. <div style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							


FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Develop Case Plan

FTO: _____

Performance Objective						
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to develop a case plan in OMP 3 x without error</u></p> <p>Following the steps in this module.</p>	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS: Remember that in OMP the offender's case plan is a C-File. Only one is needed. The Case Plan holds the Goals, Objectives, Action Steps, Narratives, Supervisor Notes, Class History and Current Wait Lists for the selected offender. To create a new Case Plan:</p> <ol style="list-style-type: none"> 1. From the OMP Desktop, locate the offender you will be working with. 2. Click on the OM Plan button on the left of the window. 3. The Offender Management Plan window will pop up. The top half of the screen is the Case Plan. The bottom half of the screen lists the goals the offender has. The radio buttons allow you to view Active, Inactive or Both types of goals from this screen. 4. If the Offender already has a Case Plan listed DO NOT create a new one. If the offender has a Case Plan that is listed but is end dated and closed DO NOT create a new one. Notify the OMP contact for the case plan to be reopened. 5. If the Offender does not have a plan listed, click on the Add icon . 6. The new Case Plan will be listed in the upper half of the screen. 7. The Plan Date, Initiated By and Not Required Code fields can be clicked on and changed if needed. The Not Required Code is the code that will flag any case plans that do not have goals and objectives as approved if the offender meets one of the following: Out of state, Life without parole, Death, Minimum Risk or Refused to Program; the plan will not be flagged as a dummy plan. 8. Click on the Save button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>						

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Document All Contacts

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to document all contacts 3x without error</u></p> <p>Following the steps in this module.</p>		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS: (Contacts can be and not limited to face to face, phone conversations, employment checks, treatment checks, collaterals, home contacts, law enforcement, etc.)</p> <ol style="list-style-type: none"> 1. Go to computer based case notes for the specific offender. (All case notes will be a Microsoft word document or in CIS system.) 2. Type in date, time, and type of contact. Use the recognized abbreviations used by the department. (FF-face to face, CL-collateral). 3. Type in specific information for the contact. Be sure to include the five W's What, Where, Who, Why, How. Notes should be thorough without being too wordy. Avoid too much abbreviation and vernacular. 4. Ensure entry has been saved to word document. <p>(Note: All case notes should be written in a manner that they could be used and understood by the courts.)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							


FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Enter LSIR into OMP

FTO: _____

Performance Objective		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to enter an LSIR in OMP 3x without error</u></p> <p>Following the steps in this module.</p>							
<p>STEPS:</p> <ol style="list-style-type: none"> 1. From the OMP Desktop, click on the Assessment button. The list of assessments that have been administered to the offender will come up. 2. Click on the Add icon  at the top of the screen. 3. The Add Assessment window will pop up. 4. Click on the Test Category drop down menu and choose the Category the assessment falls under. (i.e. Risk/Need category for LSI-R) 5. Click on the Test drop down menu and choose the test you are administering to the offender. The fields below will backfill with information on the vendor and test. 6. Click on the Add button. 7. The Test window will appear. 8. Make sure each of the questions is answered appropriately. 9. Click on the Save button. <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: File Offender Paperwork

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to file offender paper work in central file 3x without error</u></p> <p>Following the steps in this module.</p>		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Locate where all central files are stored at your assigned work center. 2. Locate and obtain the file for your client according to first, middle, last name, as well as IDOC number. (Note some offenders have the same names.) 3. Review all six parts for accurate placement of filed materials. 4. Determine the correct part and place material on top of the chosen section. All items should be on chronological order, with the most recent on top of each section. 5. Return file to storage area and re-file in original location. 							
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Interview for LSIR Assessment

FTO: _____

Performance Objective After explanation, demonstration, and practice, trainee will: <u>Be able to perform interview for LSIR 3x without error</u> Following the steps in this module.	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Refer to interview guide provided in resource folder. 2. Follow all direction provided by interview guide. 3. Upon completion ensure completed LSIR is entered in OMP. Document interview/contact in case notes with results 						
<div style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>						

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Photograph Offenders

FTO: _____

Performance Objective	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to digitally photograph an offender 3x without error</u></p> <p>Following the steps in this module.</p>						
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Locate digital camera at your respective work center. 2. Create a booking board with the offender's full name and IDOC number. 3. Have the offender stand with his or her back to a plain colored wall with no obstructions in the background. 4. Direct the offender to place the booking board directly underneath their chin with a clear view of the board and their face. Ensure the offender is not wearing a hat, scarf, handkerchief, or any other items that may deter from determining all characteristics and distinguishing items of their profile. 5. Point and focus camera ensuring the photo will include a clear shot of the offender's profile and the booking board with critical information. 6. Once satisfied, take the photo. 7. Move camera to view mode and verify your photo meets the above requirements. If photo does not, repeat steps 3-5. 8. Once a quality photo is taken, fill out photo log with digital photo number (found on bottom of photo), offender's full name, IDOC number, and officer assigned to offender. 9. <u>Return camera and photo log to storage location.</u> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>						

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Prepare Community Service Referral

FTO: _____

Performance Objective		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to prepare a community service referral 3x without error</u></p> <p>Following the steps in this module.</p>							
<p>STEPS:</p> <ol style="list-style-type: none"> 6. Review case file and court order to determine the correct amount of community service hours ordered and if any have been completed to date. (Completed hours must have documentation in file to be counted.) 7. Obtain the community service referral form that is used in your assigned district. 8. Complete the form required to include, offender name, IDOC number, court case number, ordered hours, PPO information, and expected time of completion. 9. Identify service provider and provide copy of referral to offender to give to service provider. Place original in C File. 10. Record referral in case notes for offender to include referral information time lines for start and finish of ordered hours, and PPO actions. <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Prepare CSC Id Model Referral

FTO: _____

	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p style="text-align: center;">Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to prepare a CSC referral 3x without error</u></p> <p>Following the steps in this module.</p>						
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Conduct file review. Review LSIR score to ensure offender's score is moderate or higher as well as elevated domain scores where CSC Idaho model would be an appropriate referral. Also verify if offender has recently completed any CSC Idaho Model work to ensure duplication is avoided. 2. Obtain information concerning CSC programs offered at your specific district. Consult with DAR and determine if available in the house. 3. If available in district, place offender on class enrollment list in OMP or request DAR to complete according to district protocol. 4. If unavailable, determine the community-based provider who offers CSC Idaho Model and refer offender to provider for enrollment and completion. 5. Develop a goal in offender's case plan in OMP that addresses the CSC with appropriate time lines to begin and complete, offender actions, and PPO actions. 6. Print an agreement sheet from OMP for offender to sign. 7. Provide offender copy of signed agreement and place original in C File. 8. Enter contact into offender's case notes to include goal, referral source, <u>timelines, and any other specific information ascertained from contact.</u> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>						

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Prepare Travel Permit

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to prepare a travel permit 3x without error</u></p> <p>Following the steps in this module.</p>		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Review case to ensure offender is in compliance with treatment, reporting, employment, and finances. Finances are specifically COS (0 balance) and restitution if ordered. 2. Ensure the request is provided within the time lines specified in your assigned district. 3. Obtain the current travel permit used in your assigned district. (Use computer generated if available) 4. Fill out all specific information for offender as required in travel permit. 5. Fill in trip specifics, as provided by offender, that must include address, phone, person or persons he or she will reside, date leaving and returning (two week maximum), travel companions, and method of travel (if a vehicle make, model, year, and license). 6. Have offender sign travel permit. 7. PPO signs and provides contact information if offender is contacted by law enforcement). 8. Copy signed travel permit and provide original to offender to be kept on his person for the entire time he or she is traveling. 9. Place copy in C File. <p>Note: Sex Offenders normally are not allowed to travel out of state and all their requests must be staffed and approved by supervisor. Probationary officers should staff most travel permits with supervisor to ensure compliance.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Schedule Appointments

FTO: _____

Performance Objective						
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to schedule an appointment w offender 3x without error</u></p> <p>Following the steps in this module.</p>	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Obtain a weekly calendar either in paper form and also can be tracked on GroupWise or other electronic means. 2. Contact offender to establish the reason for the appointment and what a suitable time frame would be to schedule. (Take into account the offender's work schedule, treatment schedule, and family obligations). 3. Once an agreed upon time frame is determined, a location must then be determined. Offender's home, offender's employment, P&P office, or any other suitable location is advisable. 4. Ensure the offender takes accountability for ensuring he or she is in attendance at the agreed upon time. 5. Ensure the offender has in their possession all items the officer deems necessary for the specified appointment. (Employment verification, restitution receipts etc.) <p>Note: Can be beneficial for offender to obtain a calendar to track probation meetings as well as other items in their life.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>						

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Track Community Service Hours

FTO: _____

Performance Objective After explanation, demonstration, and practice, trainee will: <u>Community Service Tracking method 3x w/o Error</u> Following the steps in this module.	Trainee Reads/Reviews	Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Review C File and case notes to determine number of community service hours required and where offender was referred to complete hours. 2. Select the following methods to track hours completed on a monthly basis: <ol style="list-style-type: none"> A. Request offender to provide monthly paperwork verifying completed hours. B. Contact the provider and request they provide written documentation of progress. C. Contact provider and obtain a verbal verification for completed hours, attendance, and behavior. 3. Document verification in case notes for offender to include provider, source of verification, and date time completed. 4. If documentation is in written form, place copy of verification in case file in Section 5. <p>Note: Written documentation is required once all hours are completed and copy is placed in section 5 of the C File.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Offender Supervision

Trainee: _____

Module Title: Employment Contact

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to conduct an employment contact 3x without error</u></p> <p>Following the steps in this module.</p>		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Review policy relating to required contacts for specialized cases. 2. On collateral contact for employment, obtain name, address, and phone number from offender. 3. If individual is a sex offender, monthly face to face contact with employer is required. 4. Place phone call for initial contact, clearly identifying yourself and department you are representing, and inquire as to best time/place to meet with employer. 5. Explain necessity for contact and need for verification of employment, taking to explain to employer need may arise to directly contact offender without notifying offender's supervisor first. <ol style="list-style-type: none"> a. this may arise if offender is to be arrested. b. preservation of evidence, threats to themselves, the public, or co-workers. 6. Explain any restrictions offender may have relating to driving, age groups, or locations offender may not be near. 7. Answer any questions employer may have, exercising care to not release any protected information. (i.e. from PSI) <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Offender Supervision

Trainee: _____

Module Title: Treatment Collateral

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to conduct a treatment collateral 3x without error</u></p> <p>Following the steps in this module.</p>		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Review current policy relating to required contact for specialized case loads.(i.e. sex offender, mental health, drug court) 2. Verify necessary releases of information are signed 3. Telephone treatment provider initially, identifying yourself and department, and inquire as to best time for first meeting. 4. Bring copy of court orders, agreement of supervision, sex offender agreement of supervision where applicable, and or parole agreement to give to treatment provider. 5. If necessary at first meeting, explain to treatment provider need for staffing at regular intervals to follow offender progress and intercept any treatment resistance. 6. Whenever possible, schedule next collateral contact appointment. 							
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							



FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Develop and Enter Goals (OMP)

FTO: _____

Performance Objective	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to develop and enter goals for offender into OMP 3x without error</u></p> <p>Following the steps in this module.</p>						
<p>STEPS:</p> <ol style="list-style-type: none"> 1. From the OMP Desktop. Locate the offender you are working with and click on the OM Plan button. 2. The Offender Management Plan window will pop up. 3. Check to see if the offender you are working with has a Case Plan. If not, follow the instructions above for adding a case plan. If the offender has a case plan it will be listed in upper section of screen. 4. Click on the Goals button in the middle of the screen. The Offender Plan Goals Listing screen will come up. 5. You can view the listed goals by clicking on the edit/view icon.  6. If you need to add a goal for the offender, click on the Add icon.  The Offender Plan Goals Detail screen comes up. 7. If you click on the date field the date will backfill with current date. This field is dynamic, you can change the date if you need to. 8. Choose the correct Domain and Goal Source from the drop down menus. 9. If the goal is addressing a behavior that was Crime Specific, click on the Crime Specific box. Click on the Objective Drop down menu. This menu is populated with short descriptions of the available Objectives for the chosen Domain. When you choose one that applies the long description will backfill into the field directly below. If you don't see an appropriate choice in the drop down, choose Other. The field directly below will then become free form. If you choose other, a description is required. This is not a field that we encourage you to choose unless the goal is definitely one that is unique. 10. Follow the directions for the Objective drop down in the Offender Action Plan as well. 11. The Case Supervisor Step field is where the specifics of the goal need to be added. The drop down menus are very generic and will require specifics in this field. <i>Remember: the officer is required to action steps to follow for verification of the offender's actions around this goal.</i> 12. Click on the Priority field and prioritize the goal according to Assessment results. This is a required field and defaults to 0 when a new goal is added. 13. The goal dates have been renamed to reflect the actual meaning of the date. The Start Date is at the top of the window. The Expected Completion is when the goal is supposed to be ended, the Actual Completion is when the goal is actually completed. These fields have also been set up to auto date when you click on them. They can all be changed if needed. 14. The Updated On and Updated By fields are designed to report who last made 						

changes to the goal.

15. Click on the **Offender Informed** field and the current date will back fill.
16. If the Offender agreed to the plan click on the **Agreed** box.
17. The **Completion Comments** field will only hold 285 characters. You can type in any quick notes to reference concerning the detailed notes you will be placing in the **Narrative** field. Be sure to type in **“See Narratives”** to remind the next case manager that there are detailed notes concerning progress, attitudes, actions and recommendations.
18. Click on the **Save** button. The Goal will now be listed in the Goals list as an active goal.

I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)

X _____ FTO X _____ Trainee

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Log onto OMP

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to log onto OMP 3x without error</u></p> <p>Following the steps in this module.</p>	Trainee Reads/Reviews	Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Open your Internet Explorer by clicking on the in your Novell delivered applications. Internet Explorer will open up with edoc in the window. 2. On the left side of the window click on the IDOC Web Apps button and then choose OMP. 3. Click on the Application Logon button. This will open the CIS Logon screen. 4. If you have a user ID or password for Reflections, your login for the CIS system will be the same. If you do not have one you will need to submit a help desk request from the Help Desk icon in your Novell-delivered Applications screen. 5. Enter your Reflections User ID, remembering that this field is case sensitive (senses the difference between upper and lower case letters). 6. Enter your Reflections password and click on the OK button or hit the Enter key on your keyboard. 7. When you login, you will see the opening window for CIS. Click on the OMP tab at the top of the window. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Offender Supervision

Trainee: _____

Module Title: Case Staffing

FTO: _____

Performance Objective						
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to demonstrate a case staffing with officer or supervisor 3x without error</u></p> <p>Following the steps in this module.</p>	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Determine the issue to be staffed according to risk or behavior. (Items could include technical violations, new crimes, agents' warrants, discharge) 2. Obtain case notes, court order, parole agreement, case file, and any other supporting documentation needed to present case or recommendation. 3. According to policy or best practices, the PPO should have in mind a plan of action to respond to reported behavior or risk. 4. Contact direct supervisor or PPO and schedule a time to staff the case. 5. Present overview of case to include: <ol style="list-style-type: none"> a. Sentencing and past court issues b. Past behaviors c. Risk assessments d. Case plans to date e. Current behavior f. Past Intermediate sanctions g. PPO recommendations. 6. Obtain input and or direct course of action with supervisor providing guidance and recommendations. 7. Document in case notes the staffing and the recommendations that were generated from the meeting. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>						

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Offender Supervision

Trainee: _____

Module Title: Enforce Court Fines/Restitution

FTO: _____

Performance Objective		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to demonstrate the steps to enforce Court fines/Restitution</u></p> <p>Following the steps in this module.</p>							
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Obtain original court order(s) and review to determine fines and restitution were ordered and not paid in full. 2. For parolees, review all court orders and contact originating court to determine the status of past and current fines and restitution. 3. Instruct offender to prepare a budget with a detailed list of expenses and income from the entire household. 4. Review with offender to ensure all items in budget are needed and develop a target amount to set aside for fines and restitution. 5. Develop a payment agreement for each court matter. (Must have a separate payment agreement for each current and or open case for each offender.) 6. Ensure payment agreement amounts are fair and equitable and in accordance of any court requirements for payment. <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Offender Supervision

Trainee: _____

Module Title: Identify Use of Alcohol

FTO: _____

Performance Objective		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to identify symptoms of alcohol use 3x without error</u></p> <p>Following the steps in this module.</p>							
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Alcohol Use/Abuse symptoms will include some or all of the following: <ol style="list-style-type: none"> a. dilated pupils b. slow speech c. slurred speech d. loss of thought e. high level of agitation f. odor of alcohol on breath g. unsteady balance h. Loss of fine motor skills 2. Instruct offender to provide a UA immediately to verify suspicions. 							
<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Offender Supervision

Trainee: _____

Module Title: Identifying Use of Methamphetamine

FTO: _____

Performance Objective						
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to verbalize and identify symptoms of methamphetamine use 3x without error</u></p> <p>Following the steps in this module.</p>	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <p>1. Methamphetamine use /symptoms can be some or all of the following:</p> <p>twitching scratching broken out face or acne teeth are in poor condition rapid, incoherent speech <u>loss of thought or ability to keep on track</u> rapid eye movement <u>Track marks for intravenous users</u></p> <p>2. Instruct offender to provide UA immediately to support suspicions.</p>						
<div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>						

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Offender Supervision

Trainee: _____

Module Title: Issuance of Agents' Warrant

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to issue an agents' warrant 3x without error</u></p> <p>Following the steps in this module.</p>		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <p>Note: All agents' warrants must have been staffed and approved by District Manager or his or hers designee.</p> <ol style="list-style-type: none"> 1. Obtain and fill out all requested items on Agents' Warrant form. (Form may be in electronic or hard copy form.) 2. Contact the offender and explain the reason for the issuance of the warrant. Further reinforce this is not an admission of guilt or innocence, just acknowledgment of the issuance. 3. Instruct the offender to sign, date, and list time of signature. If offender refuses to sign, write in the signature space the offender refused to sign. 4. For parolee's, review the section regarding preliminary hearings and ask the offender if they request a preliminary hearing at this time. Once decided, instruct offender to initial in the appropriate area according to their answer. 5. Provide to local law enforcement official to sign and date they have accepted the warrant and will take offender into custody. 6. Provide a copy to the law enforcement officer and the offender. 7. Place a copy in the C File of the offender. 8. Record the entire sequence in field notes of offender. <p>Note: Some jurisdictions will require additional documentation for arrest with probationers. Consult District you are assigned.</p> <p>PPO must ensure a violation report is issued within five working days or the warrant should be quashed except in certain circumstances.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Offender Supervision

Trainee: _____

Module Title: Initial Signup

FTO: _____

Performance Objective		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to complete a initial signup with offender 3x without error</u></p> <p>Following the steps in this module.</p>							
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Contact offender at jail, courtroom, or residence to schedule a meeting. 2. If possible, instruct offender to have spouse, parents, or roommates attend to assist them in better understanding of the process. 3. Obtain C File, court order, agreement of supervision, sex offender agreement (if needed), office rules, district boundaries, release of information (if needed), restitution order/payment agreement, and any other items required. 4. Once offender arrives, take digital photo. 5. Instruct offender to read, review, and sign (if needed) all items in #3. 6. Provide offender copies of signed items 7. Conduct LSIR (if needed). 8. Develop case plan and goals for treatment and programming. 9. Review and update items on face sheet. 10. Discuss supervision and reporting rules with offender. 11. Discuss grievance procedure with offender. 12. Schedule next meeting as needed. 							
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> </div> <p>X _____ FTO X _____ Trainee</p>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Offender Supervision

Trainee: _____

Module Title: Office Contacts

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to perform a office contact with a offender 3x without error</u></p> <p>Following the steps in this module.</p>		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <p>Note: Never meet with offenders alone and at night in office. Always leave door open (at least partially) when meeting offenders of the opposite sex.</p> <ol style="list-style-type: none"> 1. Contact offender in the waiting area of your assigned district. 2. Conduct visual inspection of offender to ensure no weapons or contraband is present. If in question a Terry pat is permissible. 3. Do not allow offenders to bring children, family, or friends into meeting without prior approval. 4. Do not allow offenders to bring bags or backpacks into office. 5. Instruct offender to enter hallway and follow 2 to 8 feet behind offender while guiding him or her to you office. 6. Instruct offender to sit first and then you sit at desk. 7. Maintain visual contact with offender's hands as much as possible during the course of the contact. 8. Once contact is completed, instruct offender to rise and follow offender back to waiting area as instructed in #5. 							
<p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Offender Supervision

Trainee: _____

Module Title: Office Setup

FTO: _____

Performance Objective	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to perform a safe office setup 3x without error</u></p> <p>Following the steps in this module.</p>						
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Arrange office such that officer's chair is closest to the office door. 2. Remove all staplers, scissors, tape dispensers, or other items with potential use as a weapon from desktop or offender reach. 3. Ensure offender seating is a safe distance from the desk location. 						
<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>						

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Offender Supervision

Trainee: _____

Module Title: Subtask-Conduct IDOC vehicle inspection FTO: _____

Performance Objective		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to conduct an IDOC vehicle inspection 3x without error</u></p> <p>Following the steps in this module.</p>							
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Obtain key/logbook for vehicle to be inspected. 2. Exterior Check-(walkaround) <ol style="list-style-type: none"> a. Review for any dents or dings not previously identified b. Inspect windows and windshield c. Inspect tires for good and even wear or damage d. Inspect all lighting to ensure in good working order 3. Interior check <ol style="list-style-type: none"> a. Ensure interior is clean and in good repair b. Ensure seats are in good working condition c. Ensure seat belts are in good working order d. Check interior for any trash, contraband or unsafely stowed items. 4. Mechanical check <ol style="list-style-type: none"> a. Ensure engine starts properly b. Ensure oil level is in range and within 3000 miles of last oil change. c. Ensure transmission fluid is in range. d. Ensure coolant fluid is in range. e. Ensure brakes are in good working order. f. Ensure steering usage is in good working order. 5. Conduct road test to ensure vehicle is operating within safe standards. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Offender Supervision

Trainee: _____

Module Title: Subtask-Review District Boundaries w Offender

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to review District Boundaries with offender 3x without error</u></p> <p>Following the steps in this module.</p>	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Obtain a copy of the appropriate District Boundaries for your assigned work unit. 2. PPO will review with client all counties the specific district encompasses. 3. PPO will inform offender of IDOC travel policy within and outside the district the offender is assigned. 4. PPO will answer all questions regarding policy. 5. PPO will provide copy of district map to offender for reference. 						
<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>						

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Offender Supervision

Trainee: _____

Module Title: Subtask-Review Agreement of Supervision w/Offender

FTO: _____

Performance Objective		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to review an Agreement of Supervision with offender 3x without error</u></p> <p>Following the steps in this module.</p>							
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Obtain a copy of the IDOC Agreement of Supervision. 2. If offender is able have them read each condition. If offender is unable to read, PPO will read and discuss each item with offender. 3. After each condition, 1-10, PPO will explain to offender what each condition entails, expectation, and answer any questions. 4. PPO will explain special conditions, if required. 5. PPO will read or have offender read last paragraph below special instructions. 6. PPO witness offender signature. 7. PPO will sign and date the document. 8. Provide a photocopy of signed document to offender. 9. PPO will then place original in Section 1 of C-File. <div style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Offender Supervision

Trainee: _____

Module Title: Subtask-Release of Information

FTO: _____

Performance Objective		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to properly review and complete a Release of Information form with offender 3x without error</u></p> <p>Following the steps in this module.</p>							
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Obtain a copy of the Release of Information form in your work unit. 2. Explain the form is used to allow PPO and the IDOC to obtain the following information: <ol style="list-style-type: none"> a. Mental Health information b. Treatment information c. Criminal Information d. Other personal information needed to better serve the offender. 3. Read form and ensure client is clear about the requirements and limitations. 4. Ensure offender properly fill out form with current information and have the offender sign, print full name, and date document. 5. PPO then signs as a witness. 6. Provide offender a copy of signed release. 7. Place original in section 5 of the C File. 							
<div style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

TRAINING AREA #6 -- COURT ETIQUETTE

TRAINING OBJECTIVE: This training is designed to ensure the new officer displays proper dress, grooming, and demeanor when appearing in court to testify.

No	TASK	Date of Completion	FTO Initials
1	Appropriate Dress, Grooming and Demeanor		
	❖ Knows policy and procedure related to dress and grooming		
	❖ Demonstrates proper dress and groom standards for various types of work		
	❖ Demonstrates proper decorum and demeanor in a courtroom setting		
	❖ Attends a parole violation hearing		
	❖ Attends a probation violation hearing and dresses properly		
	❖ Understands court terminology and processes		
	❖ Prepares properly for testifying in a preliminary hearing, trial and violation hearing		
	❖ Understands and demonstrates proper courtroom testifying techniques		

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Research for Court Appearances

FTO: _____

Performance Objective						
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to research for court appearances 3x without error</u></p> <p>Following the steps in this module.</p>	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Obtain offender's C File and review all items of case that pertains to court matter at hand. 2. Obtain and make copies of current case notes for offender and review. 3. Obtain copies of all supporting documentation needed for court appearance. These may be and not limited to probation violation, UA analysis, treatment provider updates etc.) 4. Contact the prosecutor, if necessary prior to court appearance to ensure all information needed is reviewed and on hand for reference. 5. Proceed to court appearance and arrive early and check in with prosecutor to ensure matter is still on schedule and if the prosecutor needs to speak with you. 6. Proceed to courtroom and make yourself available to all staff. 						
<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>						

TRAINING AREA #7- COST OF SUPERVISION

PROCEDURES

TRAINING OBJECTIVE: To ensure the new officer is proficient with the policy on and procedure for collection of supervision and other fees. Provides for documentation of that knowledge.

No	TASK	Date of Completion	FTO Initials
1	COS Assessment Fee		
	❖ Copy of Admission Worksheet with assessment amount, exemption code (if applicable), start date, correct mailing address, and IDOC number properly recorded submitted to clerical staff for entry		
	❖ Caseload form submitted if any changes to the assessment amount.		
	❖ Knows when to use the proper exemption codes		
	❖ When crediting or debiting an account, submits caseload form to supervisor for approval with proper documentation attached		
	❖ Instructed offender on supervision fees, which includes amount due, method of payment, deadlines and penalties for delinquent or missing payments		
	❖ Knows not to collect cash unless under unusual circumstances and follows proper procedure for collection		
	❖ Ensures personal checks and money orders are properly completed with offenders name, DOC number, P.O. number and payable to IDOC		
	❖ Endorses payment correctly with endorsement stamp		
	❖ Enters payment on computer COS ledger		
	❖ Places payment in the lock box		

	❖ Reviews status of offenders account monthly		
	❖ Takes appropriate measures to collect on past due accounts		
	❖ Properly closes account upon case expiration, discharge, (or unsupervised probation) bench warrant if offender has absconded or on all Parole Commission warrants		
	❖ Leaves account open if continues to supervise offender after bench warrant is issued		
	❖ Completes green COS Account Certification form with COS payment log from Offender System attached and placed in section 5 of case file when COS account is closed		

TRAINING TOPIC #8 – PAROLE COMMISSION PROCEDURES FOR SUPERVISION OF PAROLEES

TRAINING OBJECTIVE: To ensure and provide documentation that the new officer is aware of the Parole Commission’s procedure for reporting a parolee’s activities. Also that the new officer has the necessary knowledge of a parolee’s due process rights as determined by Parole Commission procedure.

No	TASK	Date of Completion	FTO Initials
1	Parole Commission Reports		
	❖ Read the Parole Commission Manual		
	❖ Demonstrates knowledge of a parolee’s minimum time to be served on parole as determined by the crime sentenced for before consideration for an early discharge		
	❖ Writes an Early Discharge from Parole Request		
	❖ Demonstrates knowledge of parole RFI investigation procedure and completes one		
	❖ Demonstrates knowledge of what parolee behaviors are and are not appropriate for addressing with a Special Progress Report/Request for Warning Letter to the Parole Commission		
	❖ Writes a Request for a Warning Letter		
	❖ Demonstrates knowledge of when to write a Request for an Additional Special Condition and a request to Remove a Special Condition		

No	TASK	Date of Completion	FTO Initials
2	Parole Revocation Process		
	❖ Has knowledge of the factual basis necessary for initiating the revocation process		
	❖ Writes a parole Report of Violation		
	❖ Shows knowledge of proper timing of Agents Warrant issuance		
	❖ Notifies Parole Commission of Agents Warrant issuance within one working day		
	❖ After Agents Warrant arrest, writes and submits Report of Violation within 5 working days		
	❖ Demonstrates knowledge of 15 day time limit for parolee to receive a copy of Report of Violation and notice of rights and privileges after service of Commission Warrant		
	❖ Serves a detained parolee with a copy of Report of Violation and completes Return of Service process properly		
	❖ Shows knowledge of when a parolee does not have the right to a preliminary hearing (technical & non-technical violations)		
	❖ Shows good knowledge of the purpose of a preliminary hearing and procedure for conducting one		
	❖ Attends a Parole violation preliminary hearing		
	❖ Is aware of the time limit from service of the Report of Violation on the parolee to the conducting of the Parole Violation hearing		
	❖ Serves the parolee with the Notice of Hearing		
	❖ Attends a Parole Violation Hearing		

No	TASK	Date of Completion	FTO Initials
3	Interstate Transfer of Parolees and Travel Permits		
	❖ Shows good knowledge of appropriateness and requirements for Interstate Transfer/Travel of Parolees		
	❖ Knows to submit Request for Interstate Transfer report to the Parole Commission before initiating Interstate Compact procedure if transferring to a state not contiguous to Idaho		
	❖ Aware of bond parolee must submit to Parole Commission before approval will be granted		
	❖ Knows to gain Parole Commission approval via Request for Interstate Travel Report for a parolee traveling to a state not contiguous to Idaho		

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Offender Supervision

Trainee: _____

Module Title: Return of Service Documents

FTO: _____

Performance Objective						
<p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to properly complete return of service papers 3x without error</u></p> <p>Following the steps in this module.</p>	Trainee Reads/Reviews	Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Locate the offender and make arrangements with local jail or institution where offender will normally be housed in the parole revocation process. 2. At meeting, read and have offender follow along the Return of Service papers to include Notice of Rights, Legal Representation, and Witnesses. 3. Have offender initial his or her selection for attorney. If they select the option to have Commission provide an attorney, review the requirements to ensure justified. 4. Review the preliminary hearing request again. Offender will then initial if they waive or have already waived during the agent's warrant process. If they request a preliminary hearing the process will be halted and a preliminary hearing will be scheduled ASAP. 5. Once they have signed, a signed copy will be made and provided to offender along with a copy of the Report of Violation. 6. Allow offenders to also read and review any police reports, but no copies are made for dissemination. 7. Fax immediately a copy of signed Return of Service paperwork to the Parole Commission and forward the original as well through state house mail. 8. Place a copy of the signed Service papers in the offender's C File. <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>						Trainee Performs Successfully (Proficiency Test Completed)

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Prepare Parole Violation

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to prepare parole violation 3x without error</u></p> <p>Following the steps in this module.</p>		Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Review case to ensure all intermediate sanctions or interventions have been exhausted and offender has become a risk to him or herself or the community. 2. Staff proposed violation with District Manager or designee for appropriateness and approval. 3. Obtain all supporting documents to include C File, court order, parole agreement, programming information, UA's, and police reports (if available). 4. Obtain electronic template for parole violations as provided and approved by parole commission. 5. Insert full name, IDOC#, current address (if available), sentence (max/min), parole date, and parole expiration. 6. Identify and insert special conditions the offender has violated while on parole. (address one at a time) 7. Provide detailed summary for each special condition violated to include clear and concise behavior, time lines, and supporting documentation as available. 8. Provide a list of programming and intermediate sanctions applied to date. Include dates and outcomes. 9. Provide a recommendation to proposed outcome for offender. 10. Fax and mail copy to parole commission. 11. Place copy of report in C File. <p>Document actions in offender's case notes</p> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Prepare Parole Warning Letter

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to prepare parole warning letter 3x without error</u></p> <p>Following the steps in this module.</p>							
	Trainee Reads/Reviews	Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Review case to ensure the appropriateness of using a parole warning letter and all other avenues have been exhausted 2. Staff case with District Manager or designee to ensure appropriateness and to gain approval for action. 3. Obtain electronic warning letter as developed and approved by parole commission. 4. Insert date, offender full name, IDOC #, crime, sentence (max-min), date paroled, length of time on parole to date, and PPO. 5. Select the condition(s) the offender has violated to date from the list of general conditions provided on the form. If violation is not listed add in area provided to additional items. 6. Provide a summary in "Explanation and Remarks" section to include the following, but not limited to items: <ol style="list-style-type: none"> a. details of rules violated b. any drug or alcohol use c. any new crimes and possible results d. any interventions or sanctions current in place e. Reasoning for offender to continue parole. 7. Meet with offender to review warning letter to include reasons for issuance, and possible outcomes. 8. Instruct offender to sign document as to his reading and understanding of the process. 9. Sign the agreement. 10. Fax and forward original to Parole Commission for review. 11. Once returned, review with offender the recommendations made by commission. 12. Provide signed copy to offender. 13. Place copy in C File of offender. <p>Document all actions in case notes.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							

FTO MODULE PERFORMANCE CHECKLIST

Chapter: Case Management

Trainee: _____

Module Title: Prepare for Parole Hearings

FTO: _____

<p>Performance Objective</p> <p>After explanation, demonstration, and practice, trainee will:</p> <p><u>Be able to prepare for parole hearing 3x without error</u></p> <p>Following the steps in this module.</p>	Trainee Reads/Reviews	Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> 1. Obtain C File, parole violation report, preliminary hearing documents (if available), return of service, police reports (if available), and case notes for offender since placed on parole. 2. Review all above items to ensure knowledge of matter and conditions at hand. 3. Produce copies to be taken to hearing for review and availability to parole hearing officer and offender. 4. Verify with parole commission staff to date, time, and location of hearing. (In come cases PPO will reserve space in local jails to conduct hearing) 5. Dress professionally for hearing. 6. Arrive at location of hearing early to address any issues prior to hearing. <p>Document hearing in case notes to include findings, and status of offender.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>X _____ FTO X _____ Trainee</p> </div>							