

FIELD TRAINING OFFICER MANUAL



for
Correction Officers

PEACE OFFICERS STANDARDS AND TRAINING CORRECTION OFFICER TRAINING MANUAL

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FORMS

A. CORRECTION OFFICER POST IV-2 Jail Training Record Form (send only this form to POST)

B. Maintain the following forms on file at your local Agency

1. FTO/TRAINING OFFICER INSTRUCTION GUIDE -(**POST DETENTION 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 CO FTO Training Program, return this completed POST form to the POST Council. Included in this manual are actual forms, POST Correction Officer IV-1 and POST Correction Officer IV-2, as well as POST Correction Officer POST IV-3.

DATE HIRED _____

CORRECTION OFFICER BASIC TRAINING _____
Date Place Class No.

FTO TRAINING COMPLETED _____
Date

NOTE: The Correction Officer Training Manual containing the Correction Officer Training Record (POST Correction Officer IV-2) must be forwarded to the Peace Officer Standards and Training Council, P.O. Box 700, Meridian, ID 83680-0700, upon completion to receive 40 hours training credit toward certification.

POST Correction Officer IV-2

(Return this form to POST)

1. Name of Correction Officer	2. Basic Academy Class Number (if appropriate) Social Security Number	3. Date of Basic Academy Class
Last - Middle - First		
4. Name of FTO		FTO Training Dates From To
1		
2.		
3.		

This training guide is a listing of basic Correction Officer responsibilities, tasks and procedures. The Field Training Officer (F.T.O.) will use this guide during the training of a recruit. The F.T.O. will explain each item, and whenever practical, demonstrate the task or procedure to the recruit. When the F.T.O. believes that the recruit is capable of handling a specific task, he will require the recruit to perform the task while he observes. The F.T.O. 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 F.T.O. will enter the date of completion in the proper column and initial. This is not an exhaustive list, and when unlisted situations arise, the F.T.O. 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 training guide. _____ (Signature of Trainee)	8. Date _____
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9. Reviewed by _____ (Signature of Training Reviewer-Title)	10. Date _____
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11. I attest that the above-named recruit has satisfactorily completed the prescribed FTO Training program. _____ DEPARTMENT HEAD

FTO Procedures for Correction 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 correction officer with practical application training for the duration of the program. The correction 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 CO 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 CO FTO Training Program

The Basic Correction 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 cell area searches. This training gives the new hire correction officer the basic knowledge and skills needed to operate in the facility with a Field Training Officer. For a new correction 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. F.T.O.s must be carefully chosen from the most skilled and effective officers at their facility.
- B. F. T.O.s must possess the ability to communicate their knowledge and skills to the correction officer.
- C. F.T.O.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 F.T.O.s, outlining the duties and responsibilities of their position.
- E. In-service training for F.T.O.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 correction 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 Facility.
- 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 correction 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 correction officer. If the Site Manager, after consultation, is of the opinion that the new hire is not likely to become a successful correction 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 facility.

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 correction 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 Correction Officer in the organization.

VI. Description of Field Training Forms and their use

1. 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 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.

2. 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 recruits own department.

3. 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.

4. 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 Field 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 CO 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 CO FTO TRAINING RECORD (POST Detention 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 Correction Officer Certification.

POST DETENTION 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. General Conduct -- Chain of Command**
- III. Offender Rights and Privileges**
- IV. Reports and Log Entries**
- V. Computer Usage, Program Access and Entries**
- VI. Key & Tool Control**
- VII. Emergency Situations and Procedures**
- VIII. Contraband & Searches -- Perimeter Searches**
- IX. Offender Escort and Transport**
- X. Restraints**
- XI. Use of Force (Fire Arms, OC, Less-than-Lethal)**
- XII. Counts -- Tier and Unit Checks**
- XIII. Uniforms -- Safety Device Inspections**
- XIV. Offender Management -- Offender Property**
- XV. Visitation and Offender's Legal Mail Procedures**
- XVI. Medical Emergencies and Services**

POST IV-1 CORRECTION OFFICER INSTRUCTION GUIDE

I. TRAINEE ORIENTATION

A. FACILITY TOUR	Explained	Demonstrated	Practiced
1. Sally Ports			
2. Administrative Areas/Offices			
3. Offender Housing/Units/Tiers			
4. Control Rooms			
5. Dining Areas and Kitchen			
6. Visiting Areas			
7. Laundry Facilities			
8. Medical Facilities			
9. Education Facilities/Classrooms			
10. Program Facilities/Classrooms			
11. Offender Recreation Facilities			
12. Correction Industries Facilities			
B. LOCATION OF EMERGENCY EQUIPMENT	Explained	Demonstrated	Practiced
1. Fire Doors			
2. Fire Extinguishers and Hoses			
3. Scott Airpacks			
4. Pocket Masks			

FTO Signature

Date

Trainee Signature

Date

II. GENERAL CONDUCT - CHAIN OF COMMAND -

A. GENERAL CONDUCT	Explained	Demonstrated	Practiced
1. Report for duty			
2. Notification of illness or injury			
3. Conflicting or illegal orders			
4. On duty time restricted to police work			
5. Sleeping on duty			
6. Responsibility for being armed and possessing identification			
7. Off-duty officer action			
8. Abuse of position			
9. Bribes, gratuities, rewards, gifts			
10. Conformance to laws			
11. Loyalty to the department and department members			
12. Insubordination			
13. Relationship with others			
14. Cruel treatment of persons or animals			
15. Use of drugs or alcohol			
16. Immoral conduct			
17. Releasing restricted information to news media and/or public			
18. Sexual harassment			
B. UNITY OF COMMAND	Explained	Demonstrated	Practiced
1. Department policy and procedures			
2. Chain of command			
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ FTO Signature</p> <p>_____ Date</p> </div> <div style="width: 45%; text-align: right;"> <p>_____ Trainee Signature</p> <p>_____ Date</p> </div> </div>			

III. OFFENDER RIGHTS AND PRIVILEGES

A. OFFENDER RIGHTS	Explained	Demonstrated	Practiced				
1. Telephone							
2. Medical Care							
3. Access to legal resources							
4. Mail							
5. Necessities a. clothing b. food c. hygiene items d. Shelter e. protection from harm							
B. OFFENDER PRIVILEGES	Explained	Demonstrated	Practiced				
1. Visiting							
2. Recreation							
3. Property							
4. Commissary							
5. Correction Industries jobs							
6. Work Programs							
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Trainee Signature</td> <td style="width: 40%; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">FTO Signature</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> </table>				Trainee Signature	Date	FTO Signature	Date
Trainee Signature	Date						
FTO Signature	Date						

IV. REPORTS AND LOG ENTRIES

A. REPORTS	Explained	Demonstrated	Practiced				
Trainee must complete the POST report writing Computer Based Training							
1. Writing Emphasis a. Spelling, neatness, legibility b. Proper sentence structure c. Accuracy, thoroughness, completeness, conscientiousness d. Write in the first-person e. No abbreviations f. Use fifteen (15) word maximum in sentences							
2. Information Reports							
3. Disciplinary Offense Report							
4. Offender Concern Forms and Responses							
5. Team Case Management Contact Sheets							
B. LOG BOOK ENTRIES	Explained	Demonstrated	Practiced				
1. Log Book Policy/Procedures							
2. Legal ramifications of the log book							
D. DEMONSTRATED PERFORMANCE CHECKLIST ATTACHED	Explained	Demonstrated	Practiced				
1. Preparing an Information Report 2. Writing a Disciplinary Offense Report 3. Prepare Respond to Offender Concern 4. Write a Contact Sheet for Team Case Management 5. Write Log Book Entries							
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">_____ Trainee Signature</td> <td style="width: 40%; border: none;">_____ Date</td> </tr> <tr> <td style="border: none;">_____ FTO Signature</td> <td style="border: none;">_____ Date</td> </tr> </table>				_____ Trainee Signature	_____ Date	_____ FTO Signature	_____ Date
_____ Trainee Signature	_____ Date						
_____ FTO Signature	_____ Date						

IDAHO DEPT. OF CORRECTION

FTO Module Performance Checklist

Chapter: Reports and Log Entries

Trainee:

Module Title: Documenting IR's

FTO:

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to document an incident that occurred by completing an IR.

STEPS:

1. Determine type of report to be written. Blank forms can be obtained from the computer.
2. Obtain an IR number from the appropriate source. They will need the offenders' IDOC number and full name and the type of incident.
3. Gather specific information related to the report. Use report format; Introduction (who, what & where), Body (how, why) End (action taken).
4. Write in chronological order. Reports will be done on computers unless they are not accessible.
5. Use first person and active verbs. (E.g. "I saw offender....")
6. Use short paragraphs and headings which help the reader focus on the purpose.
7. Proof read your document. Have another staff members read the report, if appropriate, to see if it makes sense to them.
8. Sign and date your document. Copies to all applicable staff members.
9. Complete all IR's before going off shift. Forward original copies to Shift Commander.

Trainee Reads/Reviews Task Documents	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on,

_____ (date)

X _____ FTO

X _____ Trainee

Training Hours Credit _____

**IDAHO DEPT. OF CORRECTION
FTO Module Performance Checklist**

Chapter: Reports and Log Entries

Trainee:

Module Title: Writing Disciplinary Offense Reports

FTO:

<p>PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to write a Disciplinary Offense Report three 3x without error.</p> <p>Any staff member, who has a reasonable belief that an offender has committed a nondiscretionary rule infraction, or fails to comply with alternative sanctions/interventions previously imposed, will prepare a DOR. A DOR should be written within a reasonable amount of time after the staff member first becomes aware of the alleged behavior that violates conduct rules. The DOR should be complete, include the facts, and identify the rule violated. Offense level will be determined by the DHO during the hearing phase.</p>
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<p>STEPS:</p> <ol style="list-style-type: none"> Using a networked computer, the officer locates the computerized DOR form. Officer correctly fills out the upper portion of the DOR with the offenders Name, IDOC number, Living Unit, Date of report, Date and time of offense, place of offense, offense Category. Offense Code will be determined during FHO hearing. Using only factual information, officer fills out the Description of Offense area. Officer states who, what, where and when of the offense observed/ reported in the narrative. Officer does not state personal opinion or give recommended sanctions. Officer acquires the offender's unit team case management file and checks for prior similar offense violations. If prior violations are found these are noted in area no.12 on the DOR. Officer notes on the DOR in area no. 13, the description and disposition of the evidence regarding the observed/ reported offense. If the offender was placed in segregation as a result of this offense, area no. 14 is checked "yes". If not it must be checked "no". Officer places their name, First and Middle initials and last name and IDOC employee number. IDOC employee number is located in the upper left hand corner of the state issued ID badge issued to the employee. Officer prints out 2 copies and forwards them to the shift supervisor or unit manager for review and signature.
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Trainee Reads/Reviews Task Documents	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

<p>I certify that proficiency was demonstrated by the above trainee concerning this task on,</p> <p>_____ (date)</p> <p>X _____ FTO</p> <p>X _____ Trainee</p> <p>Training Hours Credit _____</p>
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**IDAHO DEPT. OF CORRECTION
FTO Module Performance Checklist**

Chapter: Reports and Log Entries

Trainee:

Module Title: Offender Concern Forms

FTO:

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to respond to an offender concern form in a timely manner 3 times.
Necessary items:
 Offender Concern Form

- STEPS:**
1. Officer receives concern form from offender and responds appropriately. Such as maintaining a professional demeanor and conduct.
 2. Officer clearly notes the date they received the concern form on the concern form.
 3. Officer ensures concern form is handwritten and not typed.
 4. Officer reads the concern form to ensure he/she understands what the concern is.
 5. Officer clearly writes his/her response to the stated concern in the area provided on the concern form. Use firm pressure to ensure the carbon copy is legible.
 6. Officer uses good writing skills and maintains a professional attitude during the response. Personal opinion and slang terms are not allowed during a response.
 7. Officer separates the concern form into an original and carbon copy.
 8. Officer retains the original for his/her records and forwards the carbon copy to the offender.
 9. Officer ensures the concern form is responded and forwarded to the offender within 7 working days of receipt. If the concern requires research or fact collection inform the offender of this using the submitted concern form and specify a reasonable time for response.
 10. Officer notifies unit manager if a delay in a response is necessary.

Trainee Reads/Reviews Task Documents	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on,
 _____ (date)
 X _____ FTO
 X _____ Trainee
 Training Hours Credit _____

**IDAHO DEPT. OF CORRECTION
FTO Module Performance Checklist**

Chapter: Reports and Log Entries

Trainee:

Module Title: TCM Contact Sheets

FTO:

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to accurately describe and use a TCM contact sheet to document offender behaviors and achievements.

Necessary items:
 Offender TCM (Team Case Management) file.
 Division Directive 613.02.01.001 Team Case Management
 Offender Contact sheet

STEPS:

2. Officer acquires an offender's TCM file and contact sheet.
3. Officer fills out a TCM contact sheet to include Offender name, IDOC number and Living unit.
4. Using good report writing skills, the Officer accurately and completely documents observed behavior of an offender.
5. Using only actual observed behavior, document the event or incident stating only facts.
6. Officer does not use personal opinions while making written statements in the contact sheets.
7. Officer places completed contact sheet into the correct section of the TCM file.
8. Officer returns the TCM to the designated location for active storage.

Trainee Reads/Reviews Task Documents	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on,

_____ (date)

X _____ FTO

X _____ Trainee

Training Hours Credit _____

**IDAHO DEPT. OF CORRECTION
FTO Module Performance Checklist**

Chapter: Reports and Log Entries

Trainee:

Module Title: Logbook Entries

FTO:

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to accurately document in the unit logbook 6 times without error.
Necessary items:
 Unit or Post Logbook

Trainee Reads/Reviews Task Documents	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

STEPS:

1. Officer identifies the unit logbook and acknowledges the fact that it is a legal document.
2. Officer

I certify that proficiency was demonstrated by the above trainee concerning this task on,
 _____ (date)
 X _____ FTO
 X _____ Trainee
 Training Hours Credit _____

V. COMPUTER USAGE, PROGRAM ACCESS AND ENTRIES

A. COMPUTER USAGE	Explained	Demonstrated	Practiced
1. Official Use			
2. Improper or Prohibited Use			
3. Internet Access			
4. Email Usage			
B. PROGRAM ACCESS	Explained	Demonstrated	Practiced
1. Department Home Web Page—EDOC			
2. Location of Policies on EDOC			
3. Location of Timesheets on EDOC			
4. Offender Management Program and C.I.S.			
5. Offender System			
6. GroupWise			
C. DEMONSTRATED PERFORMANCE CHECKLIST ATTACHED	Explained	Demonstrated	Practiced
1. Demonstrate proper use of GroupWise			
<p>_____</p> <p>FTO Signature Date</p> <p>_____</p> <p>Trainee Signature Date</p>			

**IDAHO DEPT. OF CORRECTION
FTO Module Performance Checklist**

Chapter: Computer Usage

Trainee: _____

Module Title: Groupwise Functions

FTO: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to access GroupWise and read and send email, 3 times without error, using the steps below.

- STEPS:**
1. Turn computer on.
 2. Log into Novell using ID and password.
 3. Open the Novell Delivered applications window.
 4. Double click on GroupWise.
 5. Your unread email will appear in the window that opens, it will be in bold.
 6. To read an unread mail, double click on it, it will open in a new window.
 7. Along the right side of the screen there is a place to Delete, Reply or Forward. Select the appropriate function for the email you have open. Repeat this step for all emails.
 8. To write an email:
 - Click on New Mail.
 - Put in name of person you are writing to.
 - Write your message in the text area.
 - Click on send.

Trainee Reads/Reviews Task Documents	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on,
 _____ (date)
 X _____ FTO
 X _____ Trainee
 Training Hours Credit _____

CONTROL

A. KEY CONTROL	Explained	Demonstrated	Practiced
1. Key Control Policy			
2. Maintaining Key Control			
3. Procedure for Obtaining Keys			
4. Who is Allowed Keys			
5. Emergency Exit Keys			
B. TOOL CONTROL	Explained	Demonstrated	Practiced
1. Tool Control Policy			
2. Who can Sign-Out Tools			
3. Tool Issue Procedures			
4. Procedures if Tool(s) Missing			
C. DEMONSTRATED PERFORMANCE CHECKLIST ATTACHED	Explained	Demonstrated	Practiced
1. Demonstrate procedures to issue and receive keys			

Trainee Signature Date

FTO Signature Date

**IDAHO DEPT. OF CORRECTION
FTO Module Performance Checklist**

Chapter: **Key & Tool Control**

Trainee: _____

Module Title: **Key Control**

FTO: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to issue, handle and receive keys following the correct procedures.

STEPS:

1. Inventory unit keys upon assuming duties in the unit. Incorporate this as part of the daily unit security device inspection.
2. Issue keys to staff members in exchange for chits only.
3. Use proper procedures for obtaining keys from a person on post.
4. Carry keys securely fastened on your person or in a pocket. Never set keys down on a desk or table. Secure the keys and then continue on with what you are doing.
5. Pass keys hand to hand. Do not toss or throw keys.
6. Do not force keys that are not working properly or attempt to repair keys that are damaged.
7. Do not allow any unauthorized person to handle or use your keys.
8. Check condition of keys (cracked, bent, etc), check ring to make sure it is secure (no cracks and ring weld is secure no keys should be able to be added or removed from the ring), check the tag, the last number indicates the number of keys that should be on the ring – count the keys and verify that they are all accounted for.
9. Report all damaged or lost keys immediately. A verbal and written report of any lost or misplaced keys or key rings will be made to the shift supervisor
IMMEDIATELY. FULL DETAILED REPORT!

Trainee Reads/Reviews Task Documents	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on,

_____ (date)

X _____ FTO

X _____ Trainee

Training Hours Credit _____

A. FIRE (CODE RED)	Explained	Demonstrated	Practiced
1. Initial Response			
2. Major Fires			
3. Emergency Actions			
4. Air Packs			
5. Fire Alarms			
6. Exhaust Fans			
7. Central Control			
8. Proper Use of Fire Equipment			
9. Offender Evacuation			
B. EMERGENCY SITUATIONS	Explained	Demonstrated	Practiced
1. Idaho Correction Emergency System			
2. Escapes and Attempted Escapes			
3. Hostage Situations			
4. Bomb Threats			
5. Terrorist Attacks			
6. Natural Disasters			

C. RADIO AND TELEPHONE PROCEDURES	Explained	Demonstrated	Practiced
1. How to Properly Operate the Radio			
2. How to Use the Radio in Emergency Situations			
3. How to Use the Telephones in Emergency Situations			
D. SCOTT AIR PACKS			
1. Location of Scott Air Packs			
2. When to Use Scott Air Packs			
E. DEMONSTRATED PERFORMANC CHECKLIST ATTACHED			
1. Code Red 2. Code Blue 3. Emergency Response Protocols 4. Evacuation Procedures 5. Radio Procedures			
<div style="display: flex; justify-content: space-between; border-top: 1px solid black; padding-top: 10px;"> <div data-bbox="94 1031 272 1058">FTO Signature</div> <div data-bbox="570 1031 626 1058">Date</div> </div> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; padding-top: 10px;"> <div data-bbox="94 1115 310 1142">Trainee Signature</div> <div data-bbox="570 1115 626 1142">Date</div> </div>			

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will know what is expected when a code red is called and respond appropriately.

**IDAHO DEPT. OF CORRECTION
FTO Module Performance Checklist**

Chapter: Emergency Situations

Trainee:

Module Title: Code Red

FTO:

<p>STEPS:</p> <ol style="list-style-type: none"> Officer explains that a code red is an emergency where the officer on site calling the code <u>observes smoke or flame within the confines of the facility.</u> Notify control of the emergency via radio or telephone Notification will include: <ul style="list-style-type: none"> Exact location of smoke/fire. Size of fire. Suppression system activated. Immediate evacuation needed or not. If the fire can be suppressed with equipment on hand. Personnel and equipment needed prior to shift supervisor responding. Safe avenues of approach for responding staff. Continuously update control of the situation over the radio/phone. Begin evacuating offenders to the designated area in an orderly fashion. This will be done using the primary or secondary evacuation routes. Establish crime scene boundaries if the situation warrants. 	Trainee Reads/Reviews Task Documents	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on,
 _____ (date)
 X _____ FTO
 X _____ Trainee
 Training Hours Credit _____

**IDAHO DEPT. OF CORRECTION
FTO Module Performance Checklist**

Chapter: Emergency Situations

Trainee:

Module Title: Code Blue

FTO:

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will know what is expected when an emergency occurs and respond appropriately.

STEPS:

1. Officer explains that a code blue is a situation that the on site officer determines that the efforts to isolate, contain and control the situation needs to be at the highest level of response due to the severity of the situation.
2. Notify control of the emergency via telephone or radio.
Notification will include your location.
Description of incident.
Number of offenders involved.
Weapons involved.
Safe avenues of approach for responding staff.
Number of staff needed to respond and safely control the situation.
3. Secure, isolate and contain the affected area.
4. Continuously update control of the situation over the radio/phone.
5. Establish crime scene boundaries if the situation warrants.

Trainee Reads/Reviews Task Documents	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on,

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X _____ Trainee

Training Hours Credit _____

FTO Module Performance Checklist

Chapter: Emergency Situations

Trainee: _____

Module Title: Emergency Response Protocol

FTO: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will know what is expected of them when an emergency occurs within the institution. They will be able to respond to the various types of emergencies throughout the institution.

STEPS:

1. Officer will explain the different emergency response codes and what they mean.
2. Demonstrate what needs to happen in your unit/post when an emergency is called in another part of the institution.
 - All activities will cease.
 - Secure the unit/area and notify designated staff once the area is secure.
 - Staff will not respond to the emergency area unless instructed to do so by the shift supervisor.
3. Identify the pre-designated staging area for unassigned staff.
4. Demonstrate the standing order for siren procedures. (if applicable)

Trainee Reads/Reviews Task Documents	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

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**IDAHO DEPT. OF CORRECTION
FTO Module Performance Checklist**

Chapter: Emergency Situations

Trainee:

Module Title: Evacuation Procedures

FTO:

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will know the proper procedures for evacuating a living unit or work area.

STEPS:

In the event of a fire, smoke or other life or death situations, on site staff are authorized to evacuate the immediate area to save lives. Time and circumstances permitting, on site staff should contact the shift commander for authorization.

1. Officer will explain what situations would justify evacuation of a living unit or area.
2. Officer will show where to locate the evacuation plan.
3. Officer will demonstrate the primary evacuation route and the secondary evacuation route.
4. Officer will explain where the evacuated offenders will be escorted to.

Trainee Reads/Reviews Task Documents	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on,

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Training Hours Credit _____

**IDAHO DEPT. OF CORRECTION
FTO Module Performance Checklist**

Chapter: Emergency Situations

Trainee:

Module Title: Radio Procedures

FTO:

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to operate a 2-way radio by sending and receiving transmissions.

- STEPS:**
11. Read FCC rules and regulation on radio transmissions.
 12. Obtain a call sign. Get a list call signs of those you would need to contact by radio.
 13. Ensure the radio is loud enough to hear; turn the radio off then back on, a beep will sound to indicate it is on and the volume.
 14. Ensure no one is talking on the radio, so you do not “walk” over their transmission.
 15. Depress the button on the mike, use you call sign to reach another party: party’s call sign you are trying to reach this is your call sign (E.g. Base 3 this is 353)
 16. When the party answers, relay the needed information.
 17. When all needed information is transmitted, clear the airway by saying your call sign clear. (E.g. 353 clear)

Trainee Reads/Reviews Task Documents	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

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VIII. CONTRABAND AND SEARCHES –PERIMETER SEARCH

A. CONTRABAND	Explained	Demonstrated	Practiced
1. Policy			
2. Recognition			
3. Control of Contraband			
4. Reports Associated with Confiscated Contraband			
B. SEARCHES	Explained	Demonstrated	Practiced
1. Clothed Body Searches			
2. Unclothed Body Searches			
3. Cell Searches			
4. Area Searches			
5. Vehicle Searches			
C. PERIMETER SECURITY			
1. Keys to Doors and Gates			
2. Frequency of Perimeter Checks			
3. Logging of Perimeter Checks			
D. DEMONSTRATED PERFORMANCE CHECKLISTS ATTACHED			
1. Contraband Confiscation Procedures 2. Clothed Body Search Procedures 3. Cell Search Procedures			
FTO Signature _____ Date _____			
Trainee Signature _____ Date _____			

**IDAHO DEPT. OF CORRECTION
FTO Module Performance Checklist**

Chapter: Contraband & Searches

Trainee:

Module Title: Contraband Confiscation

FTO:

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to properly confiscate and document items of contraband 3x without error.

Necessary Items:
Various items of contraband to include both serious and nuisance types.

Trainee Reads/Reviews Task Documents	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

STEPS:

1. After successful completion of Module “Contraband Identification” the officer secures the items of contraband and completes necessary documentation.
2. Officer uses personal protection equipment such as rubber gloves when handling contraband.
3. Officer uses “evidence tags” See “evidence procedures module” to document items of serious contraband.
4. Officer places items of serious contraband in the facility evidence locker. Officer maintains chain of custody of the evidence. See “evidence procedures module”
5. Officer notes the location of the evidence in the locker for reference in writing any disciplinary offense reports. Note: Contraband of a serious enough nature, such as a firearm or large quantity of narcotics may be referred to local law enforcement for prosecution. Proper documentation is essential.
6. Items identified as nuisance or minor contraband are inventoried on a area/ cell search form and property confiscation sheet.
7. Officer attaches confiscation sheet to the confiscated property and forwards it to the facility property officer for storage per departmental procedure. Trash or perishable food items are not to be forwarded to property. They should be discarded after properly documented.

I certify that proficiency was demonstrated by the above trainee concerning this task on,

_____ (date)

X _____ FTO

X _____ Trainee

Training Hours Credit _____

**IDAHO DEPT. OF CORRECTION
FTO Module Performance Checklist**

Chapter: Contraband & Searches

Trainee:

Module Title: Clothed Body Searches

FTO:

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to perform a clothed body search on a male offender following the steps below.

STEPS:

1. Instruct offender to prepare to be pat searched (officer in good basic ready).
2. Instruct offender to remove personal property (hat, hair bands, shoes, watches, coat, and contents of pockets) and place them in a designated area out of the offenders reach.
3. Order offender to bend over at the waist and vigorously run fingers through hair, back to front.
4. Check ears, nose, mouth and hands for contraband.
5. Have offender turn and face away from searching officer.
6. Have offender spread feet, shoulder width apart.
7. Have offender place hands on wall, (or straight out to theirs sides if no wall is available).
8. Do a quick preliminary search from top to bottom paying special attention to lower back and waistband.
9. Begin in-depth search. Search from top to bottom including collar, shoulders, arms, armpits, chests, back, sides (down to waistline) belt, waistband, belt loops (from front to back).
10. Check fly area, top to bottom.
11. Reach around both sides of the offender (one side at a time) and place thumbs inside waistbands. Checking upper groin area with fingertips before drawing your thumbs completely around the waistband.
12. Using top of hand with thumb tucked, check and push along the rectum area down through and up to lower groin and pocket area.
13. Continuing from lower groin and hip, check down the leg to pants cuff using pinch & squeeze method.
14. Check the socks and remove if necessary.
15. Move out of danger zone, search items in the personal property pile. Secure any Contraband and return authorized personal items to offender.

Trainee Reads/Reviews Task Documents	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on,

_____ (date)

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X _____ Trainee

Training Hours Credit _____

IDAHO DEPT. OF CORRECTION

FTO Module Performance Checklist

Chapter: Contraband & Searches

Trainee:

Module Title: Cell Search Procedures

FTO:

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to perform a cell search using the procedures below.

- STEPS:**
1. Identify cell to be searched and take necessary materials for the search with you (gloves, flashlight, mirror etc.)
 2. Go to the cell and inform the offender you will be conducting a cell search.
 3. Conduct a pat search of the offender(s) before beginning the cell search. Pat search the offender outside the cell and instruct them to wait in the dayroom (away from the cell) until the search is complete.
 4. Systematically search the cell. Move from left to right and top to bottom. Cove the entire cell and its contents. Make sure all electrical appliances work-plug them in and turn them on.
 5. Look in, around, under and behind everything. Be mindful of hazards such as needles or razor blades.
 6. Group all contraband found in one area inside the cell. No matter what you find continue the search until fully completed.
 7. Remove all contraband form the cell when you are finished. All property items confiscated must be documented with a confiscation sheet-have the offenders fill out a disposition sheet.
 8. Complete the cell search log with the results of your search. Document all property items confiscated on the Property Confiscation Sheet. Complete any written warnings or disciplinary offense reports as warranted.
 9. Take all confiscated property and documentation to the property room as soon as possible and prior to leaving your shift.

Trainee Reads/Reviews Task Documents	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on,

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X _____ FTO

X _____ Trainee

Training Hours Credit _____

IX. OFFENDER ESCORTS AND TRANSPORT

A. ESCORT OFFENDERS	Explained	Demonstrated	Practiced
1. Restrained Escorts			
2. Unrestrained Escorts			
3. Unacceptable Practices			
B. Transport of Offenders Outside Facility			
1. Restraints			
2. Two-person Rule			
3. Use of Force			
C. DEMONSTRATED PERFORMANCE CHECKLIST ATTACHED			
1. Restrained Escorts 2. Transporting Offender Procedures			
<hr/> <p>FTO Signature _____ Date _____</p> <hr/> <p>Trainee Signature _____ Date _____</p>			

**IDAHO DEPT. OF CORRECTION
FTO Module Performance Checklist**

Chapter: Offender Escorts and Transport

Trainee:

Module Title: Restrained Escorts

FTO:

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to escort and offender who is restrained to another.

- STEPS:**
1. Ensure that the offender being escorted has been properly searched and restrained.
 2. When applicable, never escort unless wearing a radio. Before commencing the escort, notify the proper control points that an escort will be conducted to ensure that the area of escort is secure and it is safe and proceed.
 3. Never escort a restrained offender around non-restrained offenders.
 4. Escort with hands on, in an escort position (police lead). Hand on upper area of elbow. Remain at the side of the offender and slightly behind him/her.
 5. Constantly assess the offender's attitude and actions to foresee any a type aggression.
 6. Keep watch on the restraints to observe if the offender is attempting to manipulate them.
 7. Ensure the offender being escorted remains quiet with his head facing forward.
 8. When the escort is completed, place the offender in an area where an unclothed body search can be conducted.

Trainee Reads/Reviews Task Documents	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on,
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 X _____ Trainee
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**IDAHO DEPT. OF CORRECTION
FTO Module Performance Checklist**

Chapter: Offender Escorts & Transport

Trainee:

Module Title: Transporting Offenders outside Institution

FTO:

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to safely transport an Offender outside of an Institution.

5. Perform count and identification of Offenders.
Line up all offenders; call the offender name and number. When each Offender responds, have that Offender move into the transport vehicle. Conduct a numeric count once all Offenders have been loaded. A numerical count will be conducted whenever the vehicle stops and anyone enters or exits the vehicle.

6. Designate seating.
Vans – When space is available separate the driver and Offender by one (1) bench seat.

Non-secure vehicles
Two (2) Officers, and One (1) Offender. The unarmed Officer should be seated directly behind the driver with the Offender to the right of the unarmed Officer.
Two (2) Officers, and Two (2) Offenders. The unarmed Officer should be seated directly behind the driver with both Offenders to the right of the unarmed Officer.

7. Armed Officer at no time comes in contact with Offenders.

Trainee Reads/Reviews Task Documents	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on,

_____ (date)

X _____ FTO

X _____ Trainee

Training Hours Credit _____

X. RESTRAINTS

A. CUFFS	Explained	Demonstrated	Practiced
1. Application including Prone Cuffing			
2. Procedures			
3. Restraints through Utility Ports			
4. Unacceptable Practices			
B. TYPES OF RESTRAINTS			
1. Handcuffs			
2. Waist Restraints			
3. Leg Restraints			
4. Other			
C. DEMONSTRATED PERFORMANCE CHECKLISTS ATTACHED			
1. Prone Cuffing 2. Restraining through a Utility Port 3. Applying and Removing Waist Restraints 4. Applying and Removing Leg Restraints			
<div style="display: flex; justify-content: space-between; align-items: flex-end; padding: 10px;"> <div style="width: 45%;"> <p>_____ FTO Signature</p> </div> <div style="width: 10%; text-align: center;"> <p>_____ Date</p> </div> <div style="width: 45%;"> <p>_____ Trainee Signature</p> </div> <div style="width: 10%; text-align: center;"> <p>_____ Date</p> </div> </div>			

**IDAHO DEPT. OF CORRECTION
FTO Module Performance Checklist**

Chapter: Restraints

Trainee:

Module Title: Prone Cuffing

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to safely complete prone cuffing 3X on each side without error.

- STEPS:**
Prone cuffing is a method of restraining an offender who has been taken to the ground.
1. The offender will be on the ground and the officer takes control of the offenders arm by placing the offenders wrist in a gooseneck wristlock supporting the elbow with your knee. (If you are approaching from the right side of the offender you will need to use your left knee to support the elbow and vice versa) The offenders fingers will be pointed towards their head.
 2. Transition your feet so that the non-supporting knee is positioned on the offenders shoulder and the supporting knee is now pressed up against the outside of the offenders controlled arm. Fingers must remain pointed towards the offenders head to maintain control.
 3. Transition the offenders hand by reaching across your chest, grasping the knife-edge part of the hand with your hand nearest the offenders body.
 4. Support the offenders elbow with your outside hand while maintaining control of the knife-edge, bring the offenders arm straight down to their side.
 5. Rotate the knife-edge portion of the offenders hand towards the center of the back allowing the elbow to bend. Lock the offenders arm in place by placing your outside foot against the offenders arm near the elbow.
 6. Remove your restraints and hold them in a combat grip.
 7. Apply the restraint nearest your pinkie to that hand.
 8. Instruct the offender to give you his other hand.
 9. If the offender resists use an ignition twist to gain compliance.
 10. Using a push pull technique restrain the second hand by grasping above the wrist with your outside hand.

FTO:

Trainee Reads/Reviews Task Documents	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on,
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 X _____ FTO
 X _____ Trainee
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**IDAHO DEPT. OF CORRECTION
FTO Module Performance Checklist**

Chapter: Restraints

Trainee:

Module Title: Restraining through Utility Ports

FTO:

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to apply wrist restraints to an offender through utility ports following all the steps described below.

STEPS:

18. Officer inspects the restraints to ensure they are in good working condition.
19. Approaches the offenders cell door and visually inspect the cell and the offender through the cell door window. Has offender turn cell light on if the cell is dark.
20. Has the offender back up to the utility port.
21. Standing to the side of the cell door the officer unlocks the utility port and secures the key.
22. Officer opens the utility port, watching as the offender extends both arms through the utility port.
23. Officer retrieves his/her restraints and positions them in a combat grip in the officers lead hand. Keyholes face the officer.
24. Steps close enough to the utility port to avoid over extension while applying the restraints.
25. Control the offenders arm by grasping the fingers and trapping the thumb of the hand you are going to restrain. Place the ratchet/single blade on the offender's wrist; push the blade through until it clicks around the wrist.
26. Restrains the remaining wrist using step 8 and adjust for tightness.
27. Close, secure and lock the utility port after the offender draws his arms back into the cell then secures the keys. Offender continues to face away.
28. Officer assumes the basic ready position and tells the officer operating the cell doors (via unit radio or verbally) that the offender is restrained.
29. Cell door is opened and the offender exits the cell, the officer performs a clothed body search if appropriate.

Trainee Reads/Reviews Task Documents	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on,

_____ (date)

X _____ FTO

X _____ Trainee

Training Hours Credit _____

**IDAHO DEPT. OF CORRECTION
FTO Module Performance Checklist**

Chapter: Restraints

Trainee:

Module Title: Applying and Removing Wrist Restraints

FTO:

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will apply and remove wrist restraints following all the steps defined below.

STEPS:

Application:

1. Officer positions him/herself in a basic ready position.
2. Officer places the offender in a position disadvantage and establishes control through the use of verbal commands.
3. Officer positions restraints in a combat grip. Key holes facing away from the palm. (except for transport)
4. Officer steps into the danger zone, secures the hand by trapping the thumb and applies restraints to that hand.
5. Offender's other hand is controlled and restrained.
6. Check the tightness of the restraints.
7. Double lock the restraints if transporting the offender or leaving the offender by himself.
8. Restraints were controlled throughout the entire restraining process.

Removal:

9. Officer positions him/herself in a basic ready position.
10. Officer places the offender in a position of disadvantage and establishes control through the use of verbal commands.
11. Officer steps into the danger zone, secures the left hand by trapping the thumb and removes the restraint from that hand.
12. Officer removes the restraints from the other hand while controlling the restraint.
13. Officer steps out of the danger zone and secures equipment.
14. Restraints were controlled throughout the removal process.

Trainee Reads/Reviews Task Documents	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on,
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 X _____ FTO
 X _____ Trainee
 Training Hours Credit _____

**IDAHO DEPT. OF CORRECTION
FTO Module Performance Checklist**

Chapter: Restraints

Trainee:

Module Title: Applying and removing leg restraints

FTO:

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to apply and remove leg restraints following all the steps defined below.

STEPS:

Standard uses for leg-restraints are; transport outside of a secure perimeter or while escorting a “high risk” Offender within a secure perimeter. Leg-restraints are to be applied after the application of either waist restraints or hand restraints and may be applied to either a compliant or resistive Offender. An unclothed body search of the Offender must be performed prior to the application of waist restraints or leg restraints if the Offender is to be transported out of the Institution.

Applying

1. Restraints are inspected prior to application. Officer positions the restrained Offender to an area where leg-restraints can be easily applied and have the Offender face away.
2. Officer steps into the danger zone and directs the Offender to raise his right leg.
3. Have the Offender point their toe towards their knee to ensure that the leg restraints are not applied too tightly. The ankle’s diameter increases significantly from kneeling to standing.
4. Working from behind, the Officer applies the right leg-restraint, keyhole down, adjusts the tightness and then double locks the restraint.
5. Working from behind, the Officer applies the left leg-restraint, keyhole down, adjusts the tightness then double locks the restraint.

Removal

6. Officer positions the Offender in an area where the leg restraints can easily be removed and has the Offender face away.
7. Officer steps into the danger zone and directs the Offender to raise their left leg.
8. Working from behind, the Officer removes the left leg-restraint and immediately re-secures the single/ratchet blade.
9. Officer then removes the right leg-restraint and immediately re-secures the single/ratchet blade.
10. Officer steps out of the danger zone and secures equipment.

Trainee Reads/Reviews Task Documents	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on,

_____ (date)

X _____ FTO

X _____ Trainee

Training Hours Credit _____

XI. USE OF FORCE (Fire Arms, OC, Less than Lethal)

A. USE OF FORCE	Explained	Demonstrated	Practiced
1. Use of Force Policy			
2. Use of Deadly Force Policy			
3. Escalation of Force			
B. FIRE ARMS POLICY			
1. Purpose of fire arms			
2. Types of Fire Arms			
3. Qualification Requirements			
C. OC Spray			
1. Policy for Use			
2. Who is Authorized to Use			
3. Qualification Requirements			
D. Less-than-Lethal	Explained	Demonstrated	Practiced
1. Policy for Use			
2. Types			
3. Qualification Requirements			
<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> _____ FTO Signature _____ Date </div> <div style="display: flex; justify-content: space-between;"> _____ Trainee Signature _____ Date </div>			

XII. COUNTS -- TIER AND UNIT CHECKS

A. COUNTS	Explained	Demonstrated	Practiced
1. Policy			
2. Count Procedures			
3. Frequency of Counts			
4. Associated Log Entries			
B. TIER AND UNIT CHECKS			
1. Tier Checks a. Inspection Items b. Frequency of Checks c. Associated Log Book Entries			
2. Unit Checks a. Inspection Items b. Frequency of Checks c. Associated Log Book Entries			
C. DEMONSTRATE PERFORMANCE CHECKLIST ATTACHED	Explained	Demonstrated	Practiced
1. Tier Check Procedures 2. Unit Check Procedures			
_____ FTO Signature		_____ Trainee Signature	
_____ Date		_____ Date	

**IDAHO DEPT. OF CORRECTION
FTO Module Performance Checklist**

Chapter: Counts -- Tier and Unit Checks

Trainee:

Module Title: Tier Checks

FTO:

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to conduct a unit tier check and identify areas of interest or concern. The officer will need to complete 6 tier checks without error.

- STEPS:**
1. Tier checks, to be effective must be conducted at irregular times. Tier checks must be conducted a minimum of once per hour. More checks are recommended.
 2. Prior to entering the tier, the officer notifies the officers working with them or Central Control that they are beginning a tier check.
 3. If possible use a second officer to maintain visual contact with primary officer conducting tier check.
 4. Before entering the tier, officer visually scans the area immediately around the doorway. Looking for areas an offender may be hiding.
 5. Officer does not allow offenders to distract or impede his/her progress throughout the check.
 6. Officer uses a systematic search scan using both visual and audio senses.
 7. Check the common areas such as the dayroom, halls, bathroom area and showers.
 8. When walking down the tier or dorm area, officer maintains constant awareness of his/her surroundings. Being careful not to get within arms reach of cell doors.
 9. Officer maintains constant visual scanning of the tier, noting unusual or disruptive behavior such as changes in offenders normal behavior, security breeches, broken equipment, sexual activity, etc.
 10. While conducting the tier check the officer enforces housing unit rules, Policy & Procedure, Division Directives and Field Memorandums. If a violation is observed, it should be addressed immediately.
 11. Officer ensures that there are no unauthorized groupings of offenders, or that they are present in unauthorized areas.
 12. Officer checks locking devices, telephones, wall fans, tier televisions, microwaves, janitorial supply closets and overall cleanliness of the tier.
 13. Officer takes note of offenders that behaviors change when he/ she completes the tier check, which offenders are warning others of their presence and who they normally associate with.
 14. Officer notifies the officers he/she is working with when the tier check is completed and documents in the unit logbook.

Trainee Reads/Reviews Task Documents	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on,
 _____ (date)
 X _____ FTO
 X _____ Trainee
 Training Hours Credit _____

**IDAHO DEPT. OF CORRECTION
FTO Module Performance Checklist**

Chapter: Counts and Tier & Unit Checks

Trainee:

Module Title: Unit Checks

FTO:

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to complete a check of the unit and document all Discrepancies, following the steps outlined below.

STEPS:

1. Unit checks must be completed daily on every shift. Unit checks are a visual and physical inspection of each housing unit.
2. Check on all doors to ensure they are secure. Check all pipe chase doors to ensure that they are secure.
3. Visually inspect each cell. Pay close attention to the window, frames and cell wall around window frames for any signs of tampering.
4. Check all locking devices. Inspect them for proper operation, signs of tampering, and loose or missing fasteners.
5. Then move to the outside of the unit.
6. Again check all doorways and windows for signs of tampering.
7. Inspect all lighting fixtures to ensure they are functioning.
8. Inspect storage of items left outside, i.e. hoses, mowers and wheelbarrows. Items need to be secured and accounted for.
9. Inspect all outside gates, making sure they are properly secured and necessary locks are in place.
10. All discrepancies will be noted in the unit logbook and notification made to the shift commander. Work orders will be completed on all repairable items.

Trainee Reads/Reviews Task Documents	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on,

_____ (date)

X _____ FTO

X _____ Trainee

Training Hours Credit _____

XIII. UNIFORMS AND SAFETY DEVICE INSPECTION

A. UNIFORM	Explained	Demonstrated	Practiced
1. Uniform and Equipment Policies			
2. Personal Appearance			
3. Duty Belt and Accessories			
4. Items not Allowed			
B. SECURITY DEVICE INSPECTION			
1. Inspection Items			
2. Notification Procedures			
3. Associated Log Book Entries			
C. DEMONSTRATED PERFORMANCE CHEKCLIST ATTACHED			
1. Security Device Inspection Procedures			
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 35%;"> <p>_____ FTO Signature</p> <p>_____ Date</p> </div> <div style="width: 30%; text-align: center;"> <p>_____ Trainee Signature</p> </div> <div style="width: 25%; text-align: center;"> <p>_____ Date</p> </div> </div>			

**IDAHO DEPT. OF CORRECTION
FTO Module Performance Checklist**

Chapter: Uniform -- Safety Device Inspections

Trainee:

Module Title: Security Device Inspection

FTO:

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to perform a security device inspection of any post; complete work orders and makes proper documentation in the unit logbook

STEPS:

1. The daily security device inspection should be completed on the first unit or tier check.
2. Push on all doors to ensure they are secure. Physically check the doorknobs and locks to ensure they are secure and have not been tampered with. Any discrepancies must be noted.
3. Check all pipe chase doors to ensure they are secure. Pipe chase doors must be secured when not in use. Any discrepancies must be noted.
4. Visually inspect each cell. Pay close attention to the windows, frames, and cell wall around the window frames for any signs of tampering.
5. Check all locking devices. Inspect them for proper operation, signs of tampering, and loose or missing fasteners.
6. The unit control center officer or equivalent will check the unit control center or security station. This check will include all windows, window frames, doors, locks and locking panels.
7. Serious security breeches will be immediately reported to the shift commander. A work order will be filled out for all needed repairs and submitted; the officer who conducted the daily security device inspection will accomplish this.
8. Once the daily security device inspection is complete, it must be documented in the unit logbook. Log entries must include the following information:
 - a) Time of completion.
 - b) Who completed the inspection? "Daily security device inspection completed by _____."
 - c) A list of any discrepancies found.
 - d) Add to the list of discrepancies any problems noted in the control center or security station.
 - e) Discrepancies must be noted daily (on each shift) until repairs are made.
 - f) Annotate "no discrepancies noted" if no problems are found.

Trainee Reads/Reviews Task Documents	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on,
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 X _____ FTO
 X _____ Trainee
 Training Hours Credit _____

XIV. OFFENDER MANAGEMENT AND OFFENDER PROPERTY

A. OFFENDER RULES OF CONDUCT	Explained	Demonstrated	Practiced
1. Prohibited Act			
2. Disciplinary Actions a. Sanctions b. Interventions			
3. Disciplinary Hearings			
4. Offender Grievance Procedures			
B. TEAM CASE MANAGEMENT			
1. Team Case Management Policy			
2. Role of CO in Team Case Management Process			
3. Contact Sheets			
4. Case Plans Components			
C. OFFENDER PROPERTY			
1. Authorized Items			
2. Inventories			
3. Disposition of Unauthorized Items			
D. DEMONSTRATED PERFORMANCE CHECKLIST ATTACHED			
1. Offender Property Inventory Procedures			
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;"> <p>_____ FTO Signature</p> <p>_____ Date</p> </div> <div style="width: 45%; text-align: right;"> <p>_____ Trainee Signature</p> <p>_____ Date</p> </div> </div>			

**IDAHO DEPT. OF CORRECTION
FTO Module Performance Checklist**

Chapter: Offender Management and Offender Property Trainee:

Module Title: Property Inventory

FTO:

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to properly inventory an offenders' property using the steps defined below 3 times without error.

- STEPS:**
1. Gather needed equipment: gloves, plastic bags, and inventory sheets.
 2. Separate all property for the offender you are inventorying. If Offender is present have him direct as to what is his property.
 3. Separate property into the following categories: Consumable, hygiene products, electrical items, state items, non-consumable items, confiscated items, contraband items.
 4. List all items that will accompany the offender on transport. Determine what items are allowed at the receiving institution (if transfer) using policy 320.02.02.001.
 5. Secure all boxes with tape and label the box with offender name, IDOC number, and final destination.
 6. Place all confiscated items in a separate box, seal and label according to current policy.
 7. Place all contraband in a separate box, seal, and label according to current policy.
 8. Remove state items from offenders' property file, return them to laundry for reissue.
 9. Have offender sign property sheets and confiscation sheets. Give the offender the pink copies of each.
 10. Put the White and Yellow copies of the property inventory in an envelope tape it to the top of the appropriate box. Follow this procedure with the confiscation sheets and contraband sheets.
 11. Secure the property in property room, or according to facility policy.

Trainee Reads/Reviews Task Documents	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on,
 _____ (date)
 X _____ FTO
 X _____ Trainee
 Training Hours Credit _____

XV. VISITATION AND OFFENDER LEGAL MAIL PROCEDURES

A. VISITATION	Explained	Demonstrated	Practiced
1. Visitation Policy			
2. Screening and Searches			
B. OFFENDER LEGAL MAIL			
1. Identification of Legal Mail			
2. Procedures for Delivering Legal Mail			
C. DEMONSTRATED PERFORMANCE CHECKLIST ATTACHED			
1. Legal Mail Procedures			
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 40%;"> <p>_____ FTO Signature</p> <p>_____ Date</p> </div> <div style="width: 40%; text-align: center;"> <p>_____ Trainee Signature</p> <p>_____ Date</p> </div> </div>			

**IDAHO DEPT. OF CORRECTION
FTO Module Performance Checklist**

Chapter: Visitation and Legal Mail Procedures

Trainee:

Module Title: Legal Mail Procedures

FTO:

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to complete the process for delivery of legal mail accurately and within policy.

STEPS:

1. Sort the contents of the Unit mailbag by the offender living areas.
2. Identify any "legal" mail. It is usually bungled together and includes a log sheet.
3. Determine that the offender resides in your Unit, if not, locate where the offender resides and send the mail to that unit ASAP.
4. Make a contact with the offender and confirm his identification.
5. Show the offender that the piece of mail is indeed sealed and then have him sign for the mail on the legal mail log.
6. Open the envelope and remove the contents.
7. Scan the documents to ensure that they are not contraband.
8. After checking the envelope for contraband hand the papers to the offender.
9. Complete the legal mail log and return it to the mailroom via the mailbag.

Trainee Reads/Reviews Task Documents	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on,

_____ (date)

X _____ FTO

X _____ Trainee

Training Hours Credit _____

XVI. MEDICAL EMERGENCIES AND SERVICE

A. MEDICAL EMERGENCIES	Explained	Demonstrated	Practiced				
1. Code White							
B. MEDICAL SERVICES							
1. Sick Call procedures							
2. Medication Disbursements							
3. Suicide Awareness and Watches							
C. DEMONSTRATED PERFORMANCE CHECKLIST ATTACHED							
1. Code White Procedures							
<table style="width: 100%; border: none;"> <tr> <td style="width: 40%; border: none;"> <p>_____</p> <p>FTO Signature</p> </td> <td style="width: 20%; border: none;"> <p>_____</p> <p>Date</p> </td> <td style="width: 20%; border: none;"> <p>_____</p> <p>Trainee Signature</p> </td> <td style="width: 20%; border: none;"> <p>_____</p> <p>Date</p> </td> </tr> </table>				<p>_____</p> <p>FTO Signature</p>	<p>_____</p> <p>Date</p>	<p>_____</p> <p>Trainee Signature</p>	<p>_____</p> <p>Date</p>
<p>_____</p> <p>FTO Signature</p>	<p>_____</p> <p>Date</p>	<p>_____</p> <p>Trainee Signature</p>	<p>_____</p> <p>Date</p>				

**IDAHO DEPT. OF CORRECTION
FTO Module Performance Checklist**

Chapter: **Medical Emergencies and Services** Trainee: _____

Module Title: **Code White**

FTO: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will know what is expected when a code white is called and respond appropriately.

- STEPS:**
1. Officer will explain that a code white is a medical emergency where the officer on site determines that immediate response is required by medical staff due to the nature, severity and/or uncertainty of the situation.
 2. Officer will notify control of the emergency via telephone or radio.
Notification will include:
 - Exact location of the emergency.
 - A general overview of the medical emergency.
 - Offenders name and IDOC number. (if available)
 3. Secure, isolate and contain the affected area.
 4. Continuously update control on the situation over the radio/phone.
 5. Administer first aid if necessary.
 6. Establish crime scene boundaries if the situation warrants.

Trainee Reads/Reviews Task Documents	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on,
 _____ (date)
 X _____ FTO
 X _____ Trainee
 Training Hours Credit _____

Correction Officer POST VI-3

FTO WEEKLY PROGRESS REPORT

1. Name of Recruit	2. Recruit Class No.	3. Report Date				
4. Assignment:	5. Week #					
	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	
FACTOR <input type="checkbox"/>	POOR	FAIR	AVERAGE	GOOD	SUPERIOR	
6. Appearance: a. Uniform, leather and equipment, b. Posture and Carriage c. Personal cleanliness						
7. Cooperation and Loyalty a. Works towards common goal b. Willing to accept responsibilities c. Supports superiors d. Good team worker						
8. Interest and Attitude a. Seeks help with problems b. Willing to learn c. Attitude to constructive criticism d. Accepts direction/discipline e. Shows pride in work f. Contributes to good moral g. Confidence in oneself						

FACTOR	POOR	FAIR	AVERAGE	GOOD	SUPERIOR
9. Public Contact a. Professional Attitude to public b. Ability to communicate effectively c. Ease and bearing d. Tact and discretion e. Self control					
10. Judgment a. Common Sense b. Uses good Judgment under pressure c. Not prejudge or judgmental d. Ethical e. Fair and humane in all contacts					
11. OFFENDERS a. Maintaining control of inmates b. Fair, Consistent, no favoritism c. Takes control in Crisis situation d. Uses Verbal and Non-Verbal skills e. Uses officer safety skills					

12. Report Writing a. Able to express oneself b. Proper grammar and punctuation c. Accurate, neat and complete d. Uses proper departmental forms	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
13. GENERAL PROGRESS TO DATE					
14. COMMENTS					
15. Field Training Officer Signature	16. Jail Supervisor			17. Date	

Correction Officer POST VI-4

FTO PROGRESS REPORT

1. Name of Trainee	2. CO Basic Class No.	3. Report Date
4. Assignment:		5. Assignment Dates From _____ to _____ From _____ to _____
FACTOR		COMMENTS
6. Inmate Supervision: Evaluate Trainee ' s (1) Ability to handle inmates fairly (2) has knowledge of inmate rights and privileges (3) Uses both verbal and non-verbal skills. (4) Able to apply rules fairly and equally		
7. Officer Safety Skills: Does the officer practice recommended procedures in handling inmates? Does the trainee foresee dangerous situations? Is the Trainee alert to dangerous situations, remembering to maintain a proper position of advantage?		
8. Public Contacts: What is the trainee ' s attitude with the public? Does the trainee show proper concern for the problems and exhibits tact and diplomacy regarding situations within the jail?		
9. Ethics/ Departmental Values How is the trainees ' attitude to other employees? Does the trainee recognize the rights and dignity of all persons? Does the trainee act in a manner that is respectable to him or herself and the department?		
10. Crisis Is the Trainee able and prepared to a handle crisis situation? Can the Trainee demonstrate proper procedures and respond with calmness and composure?		
FTO Signature	Trainees Signature	Date