

Lassen County Sheriff's Department

Lassen County Sheriff's Office

Jail Division



FTO MANUAL

Revised 2019

Lassen County Sheriff's Department

Mission

It is our pledge to work in partnership with the community to provide honest and professional public safety services, free from prejudice or favor. We will strive to provide operational excellence in every corner of the county, and dedicate ourselves to protecting our citizens.

Core Values

Core values: All of our long-term strategies and short-term actions will be molded by a set of core values that are shared by each and every member of the Sheriff's Office. To always act in a Professional Manner, To Respect everyone without impartially, To maintain our integrity even in the most difficult situations, To be Disciplined, and To always maintain the highest Ethical standard.

Code of Ethics

My fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder, and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confined to me in my official capacity will be kept ever secret unless revelations is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of criminal justice service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other officer. I will cooperate with all legally authorized agencies and their representation in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedication myself before God to my chosen profession

Lassen County Sheriff's Department

Instructions for FTO

The Facility Training Officer Manual is to be used by the FTO as instruction and evaluation for the Trainee. The manual contains performance objectives, starting with the basic responsibilities and ending with the more complex duties of a Correctional Deputy. This manual allows the trainee to apply techniques that have been taught during the Correctional Core Training and actual incidents within the Facility.

There are 3 Phases to the Training Manual with a total of 6 weeks training.

The Facility Lieutenant will sign off the trainee at the end of each Phase.

Weekly reports consist of the following:

Weekly Criteria – The trainee will be instructed on the content for that week and will be signed off when competency is fully shown.

Daily Progress Report – The FTO will evaluate the trainee on a number scale. This will be documented for each day the FTO evaluated the employee.

Weekly FTO Remarks – The FTO will document the Trainees most acceptable and least acceptable performance for the week. The FTO will document what training will be implemented for the following week if any.

The FTO will have all required reports signed off at the end of the trainees day with the appropriate signatures and dates.

Training Manual

This manual was developed to assist the FTO in providing training to a newly assigned Deputy. The manual is organized in such a way that allows the trainee to be exposed to, and master most of the functions of a Correctional Deputy. Although it is not possible to master all the skills or be presented all the incidents that may occur in the 6 weeks provided, it is our goal to give the newly assigned Deputy the skills needed to perform the basic duties. Some tasks will be learned and mastered while on duty in their day-to-day work load.

Presentation Method

The Trainee must be provided with and allowed the opportunity to study written documents, policy directives, training documents and other documents that apply to the Trainee's success. The FTO should proceed through the manual with the trainee on schedule and test his or her knowledge on the facilities operating procedures.

As the trainee progresses through the manual, the FTO should demonstrate each task or performance directive. The FTO should allow the trainee to observe each directive shown. The

Lassen County Sheriff's Department

FTO should then allow the trainee to demonstrate and perform the performance directive. The FTO will critique the trainee's performance and provide corrective feedback.

Documentation on the trainee's progress is essential in this program. The FTO will complete daily progress reports and the weekly FTO remarks. The FTO will ensure that documents requiring signature and initials are obtained by the appropriate personnel. The FTO should use all documentation to indicate satisfactory performance. If a trainee has not satisfactorily performed an objective within the objective week it will be carried over to the next week.

Because the nature of Corrections work, not every incident that the trainee is required to perform may occur within the time frame of the Facility Training Program. It is permissible to improvise, when appropriate in making sure the trainee obtains the proper training. The FTO may need to simulate actual objective, but that should be done as a last resort.

Communication is essential between the FTO and trainee. FTO's should communicate with each other to ensure there is no disruption in the process. The FTO should also communicate with the FTO supervisor when appropriate.

FTO Training Notes

The FTO's should keep a typed document on the trainee's progress. This should include strengths, weaknesses, planned training and any information needed to ensure the success of the trainee. These notes will be passed on to the next FTO to ensure a smooth transition.

Trainee evaluations

Trainee evaluations are completed daily to provide instant feedback to the trainee on his or her progress in the program. These will contain notes on their progress and a score on how they performed each objective.

Successful completion is a rating of "acceptable" or higher. Any signs of regression should also be noted in both the FTO training notes and the weekly comments.

Levels of Performance

Performance in each evaluation category may be rated on the daily progress report. The 5 levels are listed below along with the rating definitions.

- NRT – Not responding to training. The NRT comment should alert the trainee and training staff that there is a continuing problem after extended training in that area. This should alert the trainee that his or her continued employment is in jeopardy.
- Unacceptable – Substantial amount of improvement needed. The trainee's performance is significantly below the expectation of standard work performance. The trainee, with the assistance of the FTO, must make every effort to improve competence on the category(ies) where performance is deficient.

Lassen County Sheriff's Department

- **Improvement Needed** – Improvement is needed to reach acceptable level. This rating is intended to stimulate the trainee to improve and maintain a higher level of work performance. Usually, it also means that the FTO must devote additional attention to assisting the trainee in making the needed improvement. The special attention may take the form of greatly increased effort, special training, or a remedial training plan.
- **Meets Standards** – Performance that easily meets the required standards. The trainee's progress is satisfactory and the trainee should at least maintain that level of performance. Every effort should be made to encourage the trainee to strive for improved performance that would be recognized in future training progress reports and to guide the trainee to his/her potential.
- **Above Standards** – Performance that is significantly better than what is required.

How to Evaluate the Trainee

Evaluating a subordinate is one of the most difficult tasks for supervisors and FTO's. It's important to evaluate on performance alone. It is also important that evaluations not be exaggerated to give a trainee an improper picture of how well or how poorly they are progressing.

Objectives/Criteria

Each of the objectives in the Manual calls for the trainee to demonstrate knowledge or performance of a task to the extent that acceptable proficiency on the objective has been shown. Less than acceptable performance before the trainee reaches an acceptable level of proficiency on an objective is important to show. Do not inflate the evaluation. This will not preclude the trainee from subsequently receiving an acceptable rating.

Objectives that require a certain level of proficiency should not be rated lower because the trainee fails to perform well in related but different incident that calls for a higher level of performance. For example, the trainee may perform well in receiving an inmate from an arresting agency but does poorly in some of the booking process. The ratings should directly reflect performance weighted against "measurable" standards.

Remember that your position as a Training Officer is one of the most important positions. You have a direct impact on a new employee's ability to learn. You have the ability to mold the trainee into a well rounded Deputy and provide them with the foundation for the rest of their career with the Lassen County Sheriff's Office.

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Lassen County Sheriff's Office Jail Training Manual

CRITERIA Basic Introduction	DATE INSTRUCTED	TRAINEE INITIALS	FTO INITIALS	DATE COMPETENCY SHOWN	HOW COMPETENCY SHOWN	TRAINEE INITIAL	FTO INITIAL
TOUR OF FACILITY							
1. Intake							
2. Receiving							
3. Visiting							
4. Kitchen							
5. 301/303/502/504							
6. Medical							
7. Central Control							
8. Special Housing Unit							
9. Laundry							
10. Property							
11. Offices							
POLICY							
12. Policy							
13. Title 15/24							
14. Procedure							
15. Orientation Manual							
16. Penal Code							
RADIO USE							
1. 10-CODES							
2. Communication on Radio							
3. Radio Operation							
4. Radio Channels							
Computer Use							
1. Email usage							
2. Login/password							
3. Crime Star login							
4. Fingerprint Login							

Lassen County Sheriff's Office Jail Training Manual

CRITERIA	DATE INSTRUCTED	TRAINEE INITIALS	FTO INITIALS	DATE COMPETENCY SHOWN	HOW COMPETENCY SHOWN	TRAINEE INITIAL	FTO INITIAL
PAYROLL							
1. Time Cards							
2. Overtime / slips							
3. Time Off							
4. Sick Time / FS							
5. Holiday Time							
6. Vacation Time							
7. Comp Time							
8. Bereavement Time							
Post Rotation							
Facility Count							
Basic Officer Safety							
Safety Checks							
1. Sobering Cell							
2. Safety Cell							
3. Hourly Walk through's							

Phase 1

Trainee Signature	_____	_____	_____	_____	_____	_____	_____
	Date		FTO Signature		Date		
Corporal Signature	_____	_____	_____	_____	_____	_____	_____
	Date		Sergeant Signature		Date		

Daily Progress Report

Trainee: _____ Training Officer: _____

Date Evaluating Trainee: _____

Shift Worked: _____ Posts Worked: _____

Rating Guidelines

NRT - Not Responding to Training, 1 - Unacceptable, 2 - Improvement Needed

3 - Meets Standards, 4 - Above Standards

RATING BY CATEGORY	NRT	1	2	3	4
ATTITUDE					
1. Acceptance of feedback from FTO					
2. Attitude toward job duties					
3. Integrity/ethics					
4. Leadership/ineciative					
Appearance/Physical Condition					
5. General Appearance					
Relationships					
6. Public					
7. Department Members/Co-Workers					
8. Problem solving with peers and Supervisors					
Performance					
9. Officer Safety					
10. Radio Usage					
11. Knowledge of 10 codes					
12. Activity initiated by Trainee					
13. Report Writing: Organization/Details					
14. Report Writing: Grammer/Spelling/Format					
15. Routine Forms: Accuracy/Completeness					
16. Non-Stress situation					
17. Stressful Situation					
18. Control of Conflict: Voice Command					
19. Control of Conflict: Physical Skill					
20. Inmate Search: Unclothed body search					
21. Inmate Search: Pat search					
22. Problem Solving Techniques/Decision making					
Knowledge					
23. Policy Procedures: Verbal Understanding					
24. Policy Procedures: Reflected in performance					
25. Title 15					
26. Inmate Orientation Manual					
27. Penal Code/Vehicle Code					

Trainee Signature: _____ FTO Signature: _____

Corporal Signature: _____ Sergeant Signature: _____

Daily Progress Report

Trainee: _____ Training Officer: _____

Date Evaluating Trainee: _____

Shift Worked: _____ Posts Worked: _____

Rating Guidelines

NRT - Not Responding to Training, 1 - Unacceptable, 2 - Improvement Needed
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RATING BY CATEGORY	NRT	1	2	3	4
ATTITUDE					
1. Acceptance of feedback from FTO					
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Appearance/Physical Condition					
5. General Appearance					
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Knowledge					
23. Policy Procedures: Verbal Understanding					
24. Policy Procedures: Reflected in performance					
25. Title 15					
26. Inmate Orientation Manual					
27. Penal Code/Vehicle Code					

Trainee Signature: _____ FTO Signature: _____

Corporal Signature: _____ Sergeant Signature: _____

Daily Progress Report

Trainee: _____ Training Officer: _____

Date Evaluating Trainee: _____

Shift Worked: _____ Posts Worked: _____

Rating Guidelines

NRT - Not Responding to Training, 1 - Unacceptable, 2 - Improvement Needed

3 - Meets Standards, 4 - Above Standards

RATING BY CATEGORY	NRT	1	2	3	4
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26. Inmate Orientation Manual					
27. Penal Code/Vehicle Code					

Trainee Signature: _____ FTO Signature: _____

Corporal Signature: _____ Sergeant Signature: _____

Daily Progress Report

Trainee: _____ Training Officer: _____

Date Evaluating Trainee: _____

Shift Worked: _____ Posts Worked: _____

Rating Guidelines

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RATING BY CATEGORY	NRT	1	2	3	4
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27. Penal Code/Vehicle Code					

Trainee Signature: _____ FTO Signature: _____

Corporal Signature: _____ Sergeant Signature: _____

Lassen County Weekly FTO Remarks

Most acceptable Performance for the week:

Least acceptable performance for the week:

Training discussed for following week:

Deficiencies discussed with trainee. Yes ____ No ____ No Deficiencies ____

FTO Initial ____ Trainee Initial ____

Trainees training progress to date:

Acceptable ____ Unacceptable ____ Needs improvement ____

Trainee Signature: _____ Date: _____

FTO Signature: _____ Date: _____

Corporal Signature: _____ Date: _____

Sergeant Signature: _____ Date: _____

Lassen County Sheriff's Office Jail Training Manual

CRITERIA Introduction to Job Duties	DATE INSTRUCTED	TRAINEE INITIALS	FTO INITIALS	DATE COMPETENCY SHOWN	HOW COMPETENCY SHOWN	TRAINEE INITIAL	FTO INITIAL
SHU							
1. Female Dorms							
2. Mezzanine/different Class's							
3. Lower Tier							
4. ADA CELL							
5. Showers							
6. Supply/water closets							
7. Yards							
8. Emergency exits							
9. Control board operation							
10. Count Procedure							
SHU Operations							
1. Open and close time							
2. Understanding class rotation							
3. Inmate rules of conduct							
4. Laundry services							
5. Cleanliness of common areas and cells							
6. Different housing assignments (classification)							
7. Visiting							
8. Cross gender announcement's							
9. Officer Safety							
10. Key control							
11. 2 – Officer Movement							
12. Meals							

Lassen County Sheriff's Office Jail Training Manual

CRITERIA Introduction to Job Duties	DATE INSTRUCTED	TRAINEE INITIALS	FTO INITIALS	DATE COMPETENCY SHOWN	HOW COMPETENCY SHOWN	TRAINEE INITIAL	FTO INITIAL
SHU Logs and Paperwork							
1. Individual inmate log							
2. SHU activity log							
3. Cell inspection							
4. Search log							
5. Request forms							
6. Medical forms							
7. Visiting forms							
Intake/Booking							
1. Receiving initial booking							
2. Demonstrations of pat search							
3. Types of bookings							
4. Cell definitions							
5. Paperwork needed for booking process							
6. Processing Property							
7. Money handling							
8. Medication							
9. Fingerprints/DOJ							
10. DNA							
11. Intake phone calls/ 851.5pc							
12. Strip search 4030pc							
13. Classification							
14. Criminal history							
15. Clothing issue							
16. Housing							
17. Restraints							

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Intake/Release							
1. Types of releases							
2. Release process							
3. Release paperwork							
4. Release after 647(f)							
5. Property							
Intake Transports							
1. Restraints							
2. Pat/Strip search							
3. Paperwork							
4. Transport vehicle							
5. Property							
Central Control							
1. Board Operation							
2. Paperwork/logs							
3. Count/Count times							
4. Intercom monitoring							
5. Answering phones							
6. Communication							
7. Monitor radio traffic							
8. Inmate movement							
9. Inmate programs and times							
10. Mail							
11. Visiting							
12. Monitor Cameras							
13. Hourly safety checks							

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Dorm/Rover							
1. Inmate work crews							
2. Inmate programs							
3. Facility inspection logs							
4. Paperwork							
5. Supplies							
6. Count Procedure							

Phase 1 End of Phase

Trainee Signature	_____	_____	_____	_____	_____	_____	_____
	Date		FTO Signature		Date		
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4. Leadership/ineciative					
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5. General Appearance					
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8. Problem solving with peers and Supervisors					
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26. Inmate Orientation Manual					
27. Penal Code/Vehicle Code					

Trainee Signature: _____ FTO Signature: _____

Corporal Signature: _____ Sergeant Signature: _____

Daily Progress Report

Trainee: _____ Training Officer: _____

Date Evaluating Trainee: _____

Shift Worked: _____ Posts Worked: _____

Rating Guidelines

NRT - Not Responding to Training, 1 - Unacceptable, 2 - Improvement Needed

3 - Meets Standards, 4 - Above Standards

RATING BY CATEGORY	NRT	1	2	3	4
ATTITUDE					
1. Acceptance of feedback from FTO					
2. Attitude toward job duties					
3. Integrity/ethics					
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Trainee Signature: _____ FTO Signature: _____

Corporal Signature: _____ Sergeant Signature: _____

Lassen County End of Phase Remarks

Most acceptable Performance for the week:

Least acceptable performance for the week:

Training discussed for following week:

Deficiencies discussed with trainee. Yes ____ No ____ No Deficiencies ____

FTO Initial ____ Trainee Initial ____

Trainees training progress to date:

Acceptable ____ Unacceptable ____ Needs improvement ____

Trainee Signature: _____ Date: _____

FTO Signature: _____ Date: _____

Sergeant Signature: _____ Date: _____

Lieutenant Signature: _____ Date: _____

Lassen County Sheriff's Office Jail Training Manual

TRAINING OBJECTIVES	DATE INSTRUCTED	TRAINEE INITIALS	FTO INITIALS	DATE COMPETENCY SHOWN	HOW COMPETENCY SHOWN	TRAINEE INITIAL	FTO INITIAL
SHU							
1. Officer safety - can demonstrate situational awareness							
2. Key control – can demonstrate proper key control							
3. Housing – can demonstrate knowledge of the different housing areas							
4. Classification – can demonstrate different classification of inmates and show an understanding of why the classifications are different							
5. Hourly walkthroughs – can demonstrate the proper procedure of a walkthrough, also be able to relay why walkthroughs are necessary							
6. Inmate Count procedure – Can demonstrate							
7. 2 – Officer move procedure							
8. PREA – Refer to policy 320							
9. Cell search procedure - Can demonstrate with minimal supervision from the FTO							
10. Contraband, refer to policy							

Lassen County Sheriff's Office Jail Training Manual

TRAINING OBJECTIVES	DATE INSTRUCTED	TRAINEE INITIALS	FTO INITIALS	DATE COMPETENCY SHOWN	HOW COMPETENCY SHOWN	TRAINEE INITIAL	FTO INITIAL
11. Shu logs and paperwork – can demonstrate ability to accurately log daily activity							
12. Meal service – can demonstrate proper procedure							
13. Shu opening and closing times – can demonstrate knowledge of daily SHU schedule							
14. Radio usage – can demonstrate clear radio traffic							
Intake/Booking							
1. Receiving initial booking – can demonstrate initial steps to take when receiving a booking							
2. Pat Searches – can demonstrate a thorough pat search							
3. Types of bookings – can explain the multiple types of bookings received at LCJ							
4. Cell definitions – Can define the different types of cells and their uses							

Lassen County Sheriff's Office Jail Training Manual

TRAINING OBJECTIVES	DATE INSTRUCTED	TRAINEE INITIALS	FTO INITIALS	DATE COMPETENCY SHOWN	HOW COMPETENCY SHOWN	TRAINEE INITIAL	FTO INITIAL
5. Paperwork needed for booking process – can demonstrate the paperwork needed to complete the booking process							
6. Processing Property – can demonstrate the proper procedure for property intake and storage							
7. Money handling – can demonstrate proper procedure for receiving and storing inmate funds							
8. Medication – can demonstrate proper handling and storage of inmate medication							
Intake/Booking Continued							
9. Fingerprints/DOJ – can demonstrate the procedure in fingerprinting new bookings							
10. DNA – can demonstrate the proper procedure for taking inmate DNA and when to take it							
11. Intake phone calls/ 851.5pc – can articulate when and why bookings receive their phone calls							

Lassen County Sheriff's Office Jail Training Manual

TRAINING OBJECTIVES	DATE INSTRUCTED	TRAINEE INITIALS	FTO INITIALS	DATE COMPETENCY SHOWN	HOW COMPETENCY SHOWN	TRAINEE INITIAL	FTO INITIAL
12. Intake phone calls/ 851.5pc – can articulate when and why bookings receive their phone calls							
13. Strip search 4030pc – Can demonstrate the proper search procedure and when appropriate							
14. Classification – can demonstrate and understand different classifications based on a criminal history							
15. Criminal history – can demonstrate an understanding of a criminal history and how to define that on a classification sheet							
16. Clothing issue – can demonstrate what clothing is issued to new bookings							
17. Housing – can demonstrate an understanding of housing assignments based off of classification score							
18. Restraints – can demonstrate proper application							

Lassen County Sheriff's Office Jail Training Manual

TRAINING OBJECTIVES	DATE INSTRUCTED	TRAINEE INITIALS	FTO INITIALS	DATE COMPETENCY SHOWN	HOW COMPETENCY SHOWN	TRAINEE INITIAL	FTO INITIAL
Intake/Release							
1. Types of releases – can articulate different types of release's							
2. Release process – can demonstrate the release procedure							
3. Release paperwork – can demonstrate paperwork needed for a release and the type of release							
4. Release after 647(f) 849(b) – can articulate what 849(b) is and the necessary paperwork							
5. Property – can demonstrate the procedure of releasing property							
Intake Transports							
1. Restraints – can demonstrate proper application							
2. Pat/Strip search – can demonstrate thorough search							
3. Paperwork – can demonstrate paperwork needed for the transportation of the inmate							
4. Transport vehicle – can demonstrate a vehicle walk through and safety check							

Lassen County Sheriff's Office Jail Training Manual

TRAINING OBJECTIVES	DATE INSTRUCTED	TRAINEE INITIALS	FTO INITIALS	DATE COMPETENCY SHOWN	HOW COMPETENCY SHOWN	TRAINEE INITIAL	FTO INITIAL
5. Property – can demonstrate proper procedure							
Central Control							
1. Board Operation – Can demonstrate proficiency in board operations							
2. Paperwork/logs – can demonstrate accurate log entries and times							
3. Count/Count times – can articulate proper count procedures and documentation							
4. Intercom monitoring – can demonstrate intercom functions and responses							
5. Answering phones – can demonstrate operation of facility phones and transfers							
6. Communication – can demonstrate proper procedure in radio traffic and relaying information to peers and Supervisors							
7. Monitor radio traffic – can demonstrate and articulate 10- codes and demonstrate use of 10 - codes							

Lassen County Sheriff's Office Jail Training Manual

TRAINING OBJECTIVES	DATE INSTRUCTED	TRAINEE INITIALS	FTO INITIALS	DATE COMPETENCY SHOWN	HOW COMPETENCY SHOWN	TRAINEE INITIAL	FTO INITIAL
8. Monitor radio traffic – can demonstrate and articulate 10- codes and demonstrate use of 10 - codes							
9. Inmate movement – can demonstrate and keep track of inmate movement throughout the facility. Types of classifications out of their housing areas and how to notify staff							
10. Inmate programs and times – can articulate programs times and locations							
11. Mail – can demonstrate proper procedure in processing incoming and outgoing mail							
12. Visiting – can demonstrate knowledge in inmate visit requests and creating inmate visit lists							
13. Monitor Cameras – can demonstrate awareness of cameras and areas being monitored							
14. Hourly safety checks – can demonstrate and articulate procedure of documenting safety checks, how they are performed and why they are performed							

Lassen County Sheriff's Office Jail Training Manual

TRAINING OBJECTIVES	DATE INSTRUCTED	TRAINEE INITIALS	FTO INITIALS	DATE COMPETENCY SHOWN	HOW COMPETENCY SHOWN	TRAINEE INITIAL	FTO INITIAL
Dorm/Rover							
1. Inmate work crews – Can articulate the different work assignments and what job duties are performed							
2. Inmate programs – can articulate the different programs provided to inmates housed at LCJ							
3. Facility inspection logs – Can articulate what logs are needed							
4. Supplies – can demonstrate what supplies are needed for the dorms and the control of those supplies							
5. Count Procedure – can demonstrate proper count procedure							

Phase 2

Trainee Signature	_____	FTO Signature	_____
	Date		Date
Corporal Signature	_____	Sergeant Signature	_____
	Date		Date
Lieutenant Signature	_____		
	Date		

Daily Progress Report

Trainee: _____ Training Officer: _____

Date Evaluating Trainee: _____

Shift Worked: _____ Posts Worked: _____

Rating Guidelines

NRT - Not Responding to Training, 1 - Unacceptable, 2 - Improvement Needed

3 - Meets Standards, 4 - Above Standards

RATING BY CATEGORY	NRT	1	2	3	4
ATTITUDE					
1. Acceptance of feedback from FTO					
2. Attitude toward job duties					
3. Integrity/ethics					
4. Leadership/ineciative					
Appearance/Physical Condition					
5. General Appearance					
Relationships					
6. Public					
7. Department Members/Co-Workers					
8. Problem solving with peers and Supervisors					
Performance					
9. Officer Safety					
10. Radio Usage					
11. Knowledge of 10 codes					
12. Activity initiated by Trainee					
13. Report Writing: Organization/Details					
14. Report Writing: Grammer/Spelling/Format					
15. Routine Forms: Accuracy/Completeness					
16. Non-Stress situation					
17. Stressful Situation					
18. Control of Conflict: Voice Command					
19. Control of Conflict: Physical Skill					
20. Inmate Search: Unclothed body search					
21. Inmate Search: Pat search					
22. Problem Solving Techniques/Decision making					
Knowledge					
23. Policy Procedures: Verbal Understanding					
24. Policy Procedures: Reflected in performance					
25. Title 15					
26. Inmate Orientation Manual					
27. Penal Code/Vehicle Code					

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Corporal Signature: _____ Sergeant Signature: _____

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Trainee: _____ Training Officer: _____

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Trainee: _____ Training Officer: _____

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Trainee Signature: _____ FTO Signature: _____

Corporal Signature: _____ Sergeant Signature: _____

Lassen County Weekly FTO Remarks

Most acceptable Performance for the week:

Least acceptable performance for the week:

Training discussed for following week:

Deficiencies discussed with trainee. Yes____ No____ No Deficiencies _____

FTO Initial_____ Trainee Initial _____

Trainees training progress to date:

Acceptable _____ Unacceptable _____ Needs improvement _____

Trainee Signature: _____ Date: _____

FTO Signature: _____ Date: _____

Corporal Signature: _____ Date: _____

Sergeant Signature: _____ Date: _____

Lassen County End of Phase Remarks

Most acceptable Performance for the week:

Least acceptable performance for the week:

Training discussed for following week:

Deficiencies discussed with trainee. Yes ____ No ____ No Deficiencies ____

FTO Initial ____ Trainee Initial ____

Trainees training progress to date:

Acceptable ____ Unacceptable ____ Needs improvement ____

Trainee Signature: _____ Date: _____

FTO Signature: _____ Date: _____

Sergeant Signature: _____ Date: _____

Lieutenant Signature: _____ Date: _____