

Following are administrative directives and administrative memoranda issued by Arkansas Community Correction with an effective date from October 1, 2016 through December 31, 2016.

<u>Document Title</u>	<u>Effective Date</u>
Policy & Procedure Development	12/31/2016
Use of Force	12/31/2016
Special Response Team (SRT)	11/14/2016
Code of Ethics & Rules of Conduct	12/1/2016
Field Training Officer Program	11/14/2016



Arkansas Community Correction

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ADMINISTRATIVE DIRECTIVE: 16-24 Policy and Procedure Development

TO: Arkansas Community Correction Employees

FROM: Sheila Sharp, Director

SUPERSEDES: AD 15-12

APPROVED: _____ Signature on File

EFFECTIVE: December 31, 2016

- I. POLICY.** ACC will produce and maintain sufficient policy and procedure to guide staff, agents, and offenders; and where appropriate, visitors. Agents are volunteers, interns, contractors, and vendors.
- II. EXPLANATION.** Written policy and procedures are essential to the operations, management and review of Arkansas Community Correction. All ACC policy must meet state and federal laws, Executive Orders, Board of Corrections' guidance and legislative requirements.
- III. POLICY FORMATS.** Policy formats used by ACC include:
 - A. Administrative Regulations.**

Administrative Regulations are official statements of general applicability that guide the agency. Administrative Regulations are the agency's rules and must be promulgated according to the Arkansas Administrative Procedures Act.

Administrative Regulations must be approved by the Board of Corrections, the Governor's Office pursuant to Executive Order 15-02, and the Arkansas Legislative Council prior to implementation.
 - B. Administrative Directives.**

Administrative Directives are official statements for internal agency management that explain Administrative Regulations, laws and policies and set specific procedures for their implementation. Administrative Directives must be approved by the Director.

C. Administrative Memoranda.

Administrative Memoranda are official statements specifying procedures for applying an Administrative Regulation or Directive, a law or policy to a particular area of operation. An Administrative Memorandum may also be issued to establish day-to-day operational procedures not specifically covered by Administrative Regulations, law or policy. The Director, Chief Deputy Director, Deputy Director or Assistant Director responsible for operation of that area must approve or author the Administrative Memorandum.

D. Manuals.

Manuals are official statements that provide supplemental direction and procedures compatible with applicable law and policy.

E. Other Formats.

Other formats may be used where needed such as guides, handbooks, operating procedures and post orders.

IV. RULES – PERTAINING TO AGENCY DOCUMENTS

A “rule” means an agency statement of general applicability and future effect that implements, interprets, or prescribes law or policy, or describes the organization, procedure, or practice of an agency and includes, but is not limited to, the amendment or repeal of a prior rule.

"Rule" does not mean:

- Statements concerning the internal management of an agency and that do not affect the private rights or procedures available to the public;
- Declaratory rulings issued pursuant to Arkansas law section 25-15-206; or
- Intra-agency memoranda.

V. POLICY REVIEW, REVISION AND CREATION.

- A. Policy Review and Creation in General.** Policy creators and reviewers should consider how well the policy conforms to laws, Executive Orders, other ACC policy, ACA standards and efficient operation of the ACC. (2-CO-1A-05; 2-CO-1A-17; 4-ACRS-7B-08)

B. Recommending and Processing Policy Revisions and New Policy. Before preparing a recommendation to create or revise, employees may look on the agency intranet > Policy Review > Policy Review Committee website to see if a revision is already in progress so any recommendations can be considered in light of edits already proposed.

Either of the following procedures may be used by any employee:

1. An employee may send recommended policy revisions through the supervision chain to the deputy director level. Supervisors in the chain are encouraged to comment on or clarify the recommendations. Deputy Directors forward approved recommendations to the Deputy Director of Communications and Public Affairs who will work with the Policy Section Manager to review, edit, coordinate and process as appropriate. (4-ACRS-7B-09)
2. With Deputy Director approval, an employee may ask the Policy Section Manager to post a working copy of a policy on the agency intranet > Policy Review Committee page where the employee and appropriate others may collaborate on making proposed revisions.

The Policy Section Manager or another person designated by the Deputy Director of Communications and Public Affairs will be primarily responsible for managing the development and review of each policy on the Policy Review Committee website. Appropriate subject matter experts, supervisors and managers should be asked to review, edit and comment on the proposed policy revisions.

C. Annual Policy Review. The ACC Management Team must ensure Administrative Regulations, Administrative Directives and manuals that pertain primarily to their areas of responsibility are reviewed annually. The "Annual Policy Review" page on the agency intranet lists the policies and manuals each Management Team member is responsible for reviewing.

This review must be documented using the form(s) available on the agency intranet. This review must be completed no later than June 1 for the proceeding 11-month period.

Deputy Directors, Assistant Directors, Area Managers and Center Supervisors must ensure written guidance they produce is reviewed annually, and this review is appropriately documented.

D. Policy Writing and Reviewing Guidance.

Policies must be written using clear language and approved formats. For new and revised ARs, ADs and manuals, the Deputy Director of Communications and Public Affairs must:

- ensure appropriate review
- consider recommendations
- process pursuant to policy
- obtain appropriate approvals
- ask the Policy Section Manager to accomplish the following:
 - when applicable, process pursuant to the Administrative Procedures Act
 - publish ARs and ADs on the ACC public website
 - publish ARs, ADs, manuals and related forms on the intranet, and
 - notify appropriate staff and others of the new or revised policy.

E. Approval and Filing Requirement Details.

1. Rules.

Rules, as described above, must be processed pursuant to the Administrative Procedures Act (Arkansas law beginning at section 25-15-201), Governor's Executive Order 15-02, and guidance provided by the Secretary of State, Bureau of Legislative Research and State Library.

2. Administrative Regulations. The Deputy Director of Communications and Public Affairs must ensure Administrative Regulations are reviewed, approved and filed as follows:

- a. Initial Review by the appropriate Deputy Director, Director and then the Board of Corrections
- b. In compliance with the Administrative Procedures Act and Governor's Executive Order 15-02, to include:
 - public notice
 - initial filing pursuant to Secretary of State guidance
 - obtaining the Governor's approval
 - initial filing with the Bureau of Legislative Research for presentation and approval by the Legislative Council (Rules and Regulations Sub-committee)
 - final rule filing with the Secretary of State, Bureau of Legislative Research and State Library.

3. Administrative Directives.

The Deputy Director of Communications and Public Affairs must ensure Administrative Directives are reviewed, approved and filed as follows:

- the ACC Director must approve all Administrative Directives
- the Board of Corrections must approve the employee Code of Ethics and other documents as directed by the Board
- review and concurrence by the appropriate managers
- filing pursuant to the agency Records Management Administrative Directive.

4. Manuals must be approved by the Chief Deputy Director, Deputy Director or Assistant Director responsible for operation of the area that the manual addresses.

5. Law Library. The Deputy Director of Communications and Public Affairs must ensure distribution of the approved Law Library Policy Table of Contents.

F. Supervisor Responsibilities for Distribution and Training.

Supervisors must ensure new and revised policy is provided in a timely manner to appropriate staff, agents and offenders. When appropriate, policy must be provided prior to implementation. (4-ACRS-7B-07 and 08)

VI. QUARTERLY REPORT FOR LEGISLATIVE COUNCIL.

The Deputy Director of Communications and Public Affairs must submit a quarterly report on behalf of the Board of Corrections to the Arkansas Legislative Council. The report must contain all new and revised Administrative Regulations, Administrative Directives and Administrative Memoranda issued in the previous quarter. (Arkansas law section 12-27-106)



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ADMINISTRATIVE DIRECTIVE: 16-23 Use of Force

TO: Arkansas Community Correction Employees

FROM: Sheila Sharp, Director

SUPERSEDES: AD 12-05

APPROVED: Signature on File

EFFECTIVE: December 31, 2016

- I. APPLICABILITY.** This directive applies to Arkansas Community Correction (ACC) employees.
- II. POLICY.** Based on the facts and circumstances perceived at the time, an employee may use the amount of force reasonable to effectively bring a situation under control and protect the lives of the employee and others. (4-APPFS-3G-01; 4-APPFS-3B-02(M) Arkansas law sections 5-2-607 through 5-2-613)
- III. GUIDANCE.**
 - A. Application of Force in General.** Based on the facts and circumstances perceived at the time, an employee may use the amount of force reasonable to effectively bring a situation under control and protect the lives of the employee and others. In no event is physical force justifiable as punishment. A goal in every encounter is to minimize injury to everyone involved. However, nothing in this policy requires an employee to actually sustain injury before applying reasonable force.
 - B. Resistance Control Continuum.** The resistance control continuum, which is taught in use of force classes, is to be used as a guide along with judgment, discretion and the concept of "ability, opportunity and jeopardy."

C. Ability, Opportunity and Jeopardy Concept. In this concept, ability, opportunity and jeopardy are factors to be considered when determining the amount of force reasonable under the circumstances.

1. Ability. This refers to the perceived ability of the aggressor to do harm.
2. Opportunity. This is the distance relationship between the aggressor and the defender. For opportunity to be present, the defender must be within usable range of the aggressor's ability. Opportunity expands as the aggressor's ability increases. The presence of weapons may extend the opportunity range.
3. Jeopardy. This is the defender's perception of the aggressor's intent. When the defender reasonably believes that the aggressor, by word or action, intends to use his ability, the defender is in jeopardy.

D. Physical Force. Physical force is any bodily impact, restraint, or physical confinement, or the threat thereof.

E. Non-deadly Physical Force.

1. Non-deadly physical force is physical force that, under the circumstances in which it is used, is not intended and not reasonably likely to cause death or serious physical injury.
2. An employee may use non-deadly or the threatened use of non-deadly physical force as follows:
 - a. when it is reasonably believed to be necessary to prevent escape from custody
 - b. in the defense of self or others from what is reasonably believed to be the use or imminent use of unlawful physical force by that other person
 - c. to prevent another person from committing suicide or self-inflicting serious physical injury
 - d. to the extent reasonable to maintain order and discipline
 - e. when it necessary to effect a lawful arrest
 - f. to prevent the destruction of property
 - g. when in lawful possession of a vehicle or property, to prevent or end an actual or attempted criminal trespass in or on a vehicle or property
 - h. when aiding a law enforcement officer in effecting an arrest of someone reasonably believed to be committing or to have committed a felony; or in preventing the escape of someone reasonably believed to have committed a felony, or
 - i. in carrying out a law enforcement officer's direction.

3. A law enforcement officer is justified in using non-deadly physical force or threatening to use deadly physical force if the law enforcement officer reasonably believes the use of non-deadly physical force or the threat of use of deadly physical force is necessary to
 - a. effect an arrest or to prevent the escape from custody of an arrested person unless the law enforcement officer knows that the arrest is unlawful; or
 - b. defend himself or herself or a third person from what the law enforcement officer reasonably believes to be the use or imminent use of physical force while effecting or attempting to effect an arrest or while preventing or attempting to prevent an escape.

F. Deadly Physical Force.

1. Deadly physical force is physical force that, under the circumstances in which it is used, is readily capable of causing death or serious physical injury.
2. An employee is justified in using deadly physical force when the employee reasonably believes:
 - a. the other person is committing or about to commit a felony involving force or violence; or
 - b. the other person is using or about to use unlawful deadly physical force; or
 - c. the other person is imminently endangering someone's life; or
 - d. it is necessary to protect himself/herself from the use or threatened use of a chemical agent when he/she reasonably believes that deadly physical force will be used against him/her if he/she becomes incapacitated by a chemical agent.
3. An employee is justified in using deadly physical force when directed by a law enforcement officer to assist in effecting an arrest or in preventing an escape if the employee reasonably believes the use of deadly physical force is necessary to defend himself or herself or a third person from what the employee reasonably believes to be the use or imminent use of deadly physical force.
4. In addition to other circumstances that may warrant use of force, a law enforcement officer is justified in using deadly physical force if the law enforcement officer reasonably believes that the use of deadly physical force is necessary to
 - a. effect an arrest or to prevent the escape from custody of an arrested person whom the law enforcement officer reasonably believes has committed or attempted to commit a felony and is armed or dangerous; or
 - b. defend himself or herself or a third person from what the law enforcement officer reasonably believes to be the use or imminent use of deadly physical force.
5. Warning shots must not be fired.

G. Forced Entry.

1. Forced entry by SRT officers:

a. Before forcing entry, SRT officers must:

- ensure there is an active warrant for arrest of a parolee or probationer who is reasonably believed to be in the building and
- conduct a verbal operations briefing.
- Document the briefing in eOMIS Supervision Contacts when time permits.

Exceptions are permitted only when an officer has reasonable cause to believe a person is in imminent danger of death or serious bodily harm.

b. After forcing entry, SRT officers must:

- if an arrest is made, complete the form "SRT Arrest Report"
- when required complete an incident report

2. Forced entry by a Parole/Probation supervision officer:

a. When forced entry is appropriate to apprehend a parolee or probationer, Parole/Probation supervision officers should ask the SRT to handle the situation or get local law enforcement support unless there are extenuating circumstances.

b. Before forcing entry a Parole/Probation supervision officer must:

- ensure there is an active warrant for arrest of a parolee or probationer who is reasonably believed to be in the building
- obtain supervisor approval
- do a pre-arrest briefing
- document the briefing in eOMIS Supervision Contacts when time permits.

Exceptions are permitted only when an officer has reasonable cause to believe a person is in imminent danger of death or serious bodily harm.

H. Training. The Resistance Control Continuum used in training and any subsequent revisions must be pre-approved by the Chief Deputy Director and Director.

I. When Force has been Used.

1. When use of force results in injury, ensure first aid is rendered and refer to medical personnel as needed. Injured residents must receive an immediate medical exam and treatment. (4-ACRS-2B-02)
2. When applicable, comply with the checklist entitled "Checklist for Serious Injury or Death Resulting from Use of Force or Accidental Firearms Discharge."
3. Comply with applicable policies to include required testing pursuant to the "Drug Free Workplace" policy.
4. As soon as possible, report the incident pursuant to applicable policy, to include the Reporting and Investigating Incidents, Hazards and Maltreatment" policy.

IV. FORMS.

AD 16-23 Form 1, "Checklist for Serious Injury or Death Resulting from Use of Force or Accidental Firearms Discharge"

V. REFERENCE. Arkansas law beginning at section 5-2-601

Checklist for Serious Injury or Death Resulting from Use of Force or Accidental Firearms Discharge

	Involved Employee(s):	
1	Call 911, request necessary medical and law enforcement support	
2	Ensure aid is given to any injured person	
3	Call your Area Manager or Center Supervisor, give the location and a brief description of the situation	
4	Secure the scene, assume control and detain/separate witnesses until you can turn the situation over to a supervisor, the ACC Internal Affairs Administrator (IAA) or local/State Police	
5	Remain at the incident scene until released by the IAA unless medical care or other circumstances warrant leaving	
6	Submit to a drug screen as required by the Drug-Free Workplace administrative directive	
7	You may seek legal counsel before making any formal statements, but you must answer the "Public Safety Questions" when asked.	
8	Do NOT make any written reports or formal statements until you have completed a minimum of two sleep cycles or a minimum of 48 hours has passed. Then, when asked by the IAA, Arkansas State Police investigator, or Federal investigator, answer questions and provide any requested statements. During this process you will be asked to complete the written incident report as described in policy.	
9	Prior to completion of the investigation, do NOT discuss the incident with anyone except others involved in the incident, the investigating agencies, your attorney, or spiritual or mental health advisor, until given permission by the agency. As another exception, you may discuss the incident in general terms with your immediate family.	
	Area Manager/Center Supervisor or designee:	
10	Call the IAA, provide a brief incident description and location	
11	Follow guidance in the Reporting and Investigating Incidents, Hazards and Maltreatment administrative directive	
12	Go to the scene or send an Assistant Area Manager / Assistant Center Supervisor	
13	When on scene <input type="checkbox"/> Assess the scene, ensure safety and ensure medical aid is given to any injured person. <input type="checkbox"/> Ensure all non-employee witnesses are detained and separated so they do not discuss the events, and are instructed to write, sign and date a statement. <input type="checkbox"/> Assume command when appropriate <input type="checkbox"/> Limit questions of involved employees to public safety questions necessary for apprehending offenders, ensuring safety and providing medical aid; the IAA and/or State Police will ask investigative questions. Examples of public safety questions are: <ul style="list-style-type: none"> • number of suspects and last known location • description of suspect(s) and vehicle • last known direction of travel, and • location of incident. 	
14	Protect evidence and secure witnesses until this responsibility can be turned over to local law enforcement, the IAA or Arkansas State Police or the scene is 'cleared'	
15	Coordinate with the IAA to ensure involved employees are available to answer public safety questions.	

Checklist for Serious Injury or Death Resulting from Use of Force or Accidental Firearms Discharge		
16	Ensure employees who intentionally or accidentally discharged a firearm during an incident are tested for drugs and alcohol within 2 hours, as described in greater detail in the Drug-Free Workplace policy. Use discretion in determining whether other employees at the scene require drug/alcohol testing or medical treatment.	
17	Allow the involved employees to contact immediate family or arrange for notification of involved employee's immediate family.	
18	Work with ACC Human Resources to ensure affected employees attend at least one session with an appropriate mental health professional other than the State's Employee Assistance Program (EAP).	
19	Refer the employee for a psychological fitness for duty evaluation whenever there is an objective and reasonable basis for believing that the employee may be unable to safely and/or effectively perform his or her duties due to a psychological condition or impairment. An objective basis is one that is not merely speculative but derives from direct observation, credible third-party report, or other reliable evidence. When a firearm is seized, promptly issue another firearm unless a decision is made to suspend, revoke or restrict firearm privileges pursuant to the Weapons and Security Equipment policy.	
20	Provide involved employees with contact information for the State Employee Assistance Program in case additional individual counseling services are needed. Use of force incidents can also affect employees who were not directly involved. As appropriate, arrange for EAP group counseling services for your employees including those not directly involved.	
Internal Affairs Administrator (IAA):		
21	<ul style="list-style-type: none"> Follow guidance in the policy "Reporting and Investigating Incidents, Hazards and Maltreatment," pertaining to "Serious Incident and Unusual Occurrences Notification Procedures" and Direct the involved employee(s) to get drug tested, a medical exam, and to be available on scene to answer public safety questions respond to the scene as appropriate. 	
22	Coordinate with outside law enforcement as necessary.	
23	Conduct a preliminary investigation as appropriate to assist ASP, local law enforcement or a federal investigative agency.	
24	<p>After the affected employee(s) have completed a minimum of two sleep cycles or at least 48 hours have passed since the incident:</p> <ul style="list-style-type: none"> Give the employee(s) the opportunity to view any video of the incident/scene and to listen to any audio recordings of the event Complete a critical incident walkthrough with the affected employee(s) After the above items are completed, ask the employee(s) to make any necessary formal statements and to complete a written report. 	



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ADMINISTRATIVE DIRECTIVE: 16-22 Special Response Team (SRT)

TO: Arkansas Community Correction Employees

FROM: Sheila Sharp, Director

SUPERSEDES: AD 14-19

APPROVED: Signature on File

EFFECTIVE: November 14, 2016

I. POLICY

The agency will have a Special Response Team (SRT) consisting of specially-trained-certified law enforcement officers who can handle high-risk situations.

II. ORGANIZATION

The SRT supervision chain is as follows:

- ACC Director
- SRT Commander
- SRT Leader
- SRT Squad Leader
- SRT Team Member

III. GUIDANCE

A. SRT Commander Responsibilities

The SRT Commander is responsible for the following:

- Overall management and supervision for all SRT operations, hiring, training, policy, budget, and control of specialty weapons and equipment. Specialty weapons include Tasers, shotgun, rifle, and related ammunition.
- Controlling specialty weapons to ensure they are only issued to trained-qualified SRT members whose assignments require carrying the weapons

B. SRT Leader Responsibilities

The SRT Leader at a minimum must:

- Supervise daily SRT operations
- Call out team members when directed by the SRT Commander
- Monitor training and team member fitness for the position
- Maintain a current list of qualified SRT Team Members to include all home and work phone numbers, call signs, and assignment area(s). Make the updated SRT Team Member list available to the SRT Commander and other appropriate employees.
- Ensure the SRT pursues the highest risk absconders.

C. SRT Squad Leader Responsibilities

SRT Squad Leaders at a minimum are responsible for the following:

- Ensuring emphasis is placed on arresting absconders on the Top 10 list.
- Organizing and leading teams to achieve mission requirements such as apprehending absconders.
- Ensuring a coordinated response. This includes appropriate coordination with the SRT Leader and SRT Commander, the SRT Team, and local/state/federal law enforcement.
- Following applicable policy and procedures.

D. SRT Member Responsibilities

SRT Member responsibilities include the following:

Comply with applicable policy with emphasis on compliance with policy on Use of Force, Use of Restraints, Weapons and Security Equipment, Code of Ethics and Rules of Conduct, and Reporting and Investigating Incidents, Hazards, and Maltreatment.

Attend supplemental SRT training unless excused by the SRT Leader in advance for good cause.

Provide the SRT Leader with sufficient advance notice of duty and off-duty periods in which they are not available for a call-out.

Maintain and keep secure assigned weapons and specialty equipment. When leaving the team, promptly turn items in to the Squad Leader, SRT Leader or Commander.

Ensuring appropriate entries are made in the electronic Offender Management Information System (eOMIS).

E. Requests for SRT Support by Parole/Probation Managers/Assistant Managers

Parole/Probation Managers/Assistant Managers should request SRT involvement to arrest an offender who presents a high level of risk. To request support, he/she should contact the SRT Commander or SRT Leader.

F. Requests for SRT Support by Other Law Enforcement

Other law enforcement agencies may request SRT involvement and the SRT may provide support within the scope of their ability and training. To request support, the agency representative may contact the SRT Commander SRT Leader or SRT team member. If a team member receives the request, they will notify the SRT Team Leader or Commander. The Commander or Leader will inform the Director of all such requests.

G. Supplemental Taser Guidance

In addition to other policy guidance on weapons, the following applies to Tasers:

1. The Taser must be worn in an approved holster or pouch on the side opposite the officer's duty weapon, so that the officer would need to reach across his/her body (cross draw) to remove the Taser with his/her prevalent hand.
2. Whenever practical, two or more Taser device cartridges should be carried when carrying a Taser device.
3. Never hold both a firearm and Taser device at the same time unless lethal force is justified.
4. Never aim a laser into the eyes of another because it may permanently impair his/her vision.
5. The use of the Taser device on the following individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer:
 - a. Individuals who are known to be pregnant
 - b. Elderly individuals or obvious juveniles
 - c. Individuals with obviously low body mass
 - d. Individuals who are handcuffed or otherwise restrained.
6. A verbal warning of the intention to use a Taser device should be given to other officers and individuals before using the Taser unless it would endanger officers/bystanders or circumstances make a warning not practical.
7. The Taser device should only be used when its operator can safely approach the subject within the operational range of the device.

H. SRT Operations Guidance

The SRT may request support from, and provide support to, other law enforcement agencies. Support may include investigations and apprehending offenders or criminal suspects.

The SRT Squad Leader must conduct an operations briefing/pre-arrest briefing before engaging offenders where arrest or confrontation is a possibility; the "Operations/Pre-Arrest Briefing Guide" form may be used as a guide. He/she must ensure everyone involved is briefed on the plan and understands his/her role, to include other agency law enforcement agency officers.

The SRT Squad Leader or appropriate Team Member must complete the SRT Arrest Report form promptly, using the Incident Reporting System in eOMIS, after any arrest by an SRT member and when another law enforcement agency arrests an ACC offender during a joint operation. The report must be promptly emailed to the ACC Incident Notification email group.

All media requests must be referred to the Public Information Officer or designee.

IV. ATTACHMENTS.

ACC Form 570, SRT Operations/Pre-Arrest Briefing Guide
ACC Form 571, SRT Arrest Report

**Arkansas Community Correction
SRT OPERATIONS/PRE-ARREST BRIEFING GUIDE**

This optional guide may be used when conducting an operations briefing/pre-arrest briefing before engaging offender where arrest or confrontation is a possibility.

Team Leader: _____ SRT Team # _____

Offender/Fugitive:

Name	Race	Height	Weight	DOB
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Targeted Location:

Street Address _____ City _____

The Structure is owned by: ☐ Offender
☐ Rental Agent or Landlord/Owner: _____
☐ Other (designate): _____

Participating agencies will be:

(List Participating Agencies) _____

Communications Alias: _____

Talk Group: _____

Other individuals known to reside at the above-stated premises are:

Name	Relationship	Criminal History (if known)
Name	Relationship	Criminal History (if known)
Name	Relationship	Criminal History (if known)

Layout of the structure:

(Physical description, diagram, etc; use reverse side of this form or attachments as needed.)

Operations Plan:

Perimeter Team:

Who, When, Where, How

Entry Team:

Who, When, Where, How

Medical Support:

Where

Contact Information

List Wants / Warrants#

Warrant #

Judge

Date

Warrant #

Judge

Date

Indicate information pertaining to the likely use of weapons during this arrest:

**Arkansas Community Correction
SRT ARREST REPORT**

SRO:

Offender:

PID:

ADC:

Current Sentence:

Prior Conviction:

☐ Yes or ☐ No, a verbal or written Operations/Pre-Arrest Briefing was done

Arrest location:

Arrest Date:

Additional Charges/Warrants:

Other Officers/Agencies Involved:

Summary/Synopsis:



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ADMINISTRATIVE DIRECTIVE: 16-09 Code of Ethics and Rules of Conduct

TO: Arkansas Community Correction Employees

FROM: Sheila Sharp, Director

SUPERSEDES: AD 14-03

APPROVED: Signature on File

EFFECTIVE: December 1, 2016

I. APPLICABILITY. This policy applies to Arkansas Community Correction (ACC) employees. In a manner generally interpreted to be appropriate, this policy also applies to ACC agents. Agents include volunteers, interns, contractors and vendors. (4-APPFS-3C-02)

II. POLICY.

It is ACC policy to create and maintain a secure, professional, and productive work environment, where employees and agents conduct themselves in a manner that does not impair ACC operations and does not compromise their authority or erode public confidence. Employees and agents are expected to obey laws and departmental policies; uphold generally recognized standards of professional ethics and conduct as described in this directive; and demonstrate respect for the safety, rights, and dignity of others.

III. GUIDANCE. The Code of Ethics and Rules of Conduct, at Attachment 1, represents ACC's commitment to ethical and efficient provision of services. It describes the expected behavior of ACC employees and agents. The agency encourages people to focus on positive character traits and actions to serve as positive role models for offenders. Supervisors must provide a copy or access to a copy of this policy initially and again during performance reviews. Employees must review this policy annually prior to signing their performance evaluation.

IV. ATTACHMENTS.

Attachment 1 Code of Ethics and Rules of Conduct

Attachment 1

**Arkansas Community Correction
CODE OF ETHICS AND RULES OF CONDUCT**

CODE OF ETHICS

As an ACC employee or agent I will adopt and uphold the agency's ethics as follows:

1. I will strive to enhance public safety by enforcing state laws and court mandates through community partnerships and evidence-based programs that hold offenders accountable while engaging them in opportunities to become law-abiding, productive citizens.
 2. I will make a dedicated effort to conduct my official and private life in a manner that fosters public confidence in me and ACC.
 3. I will adhere to agency policy.
 4. I will follow applicable directives of the Arkansas Board of Corrections and Arkansas Parole Board.
 5. I will develop and encourage relationships with colleagues to promote mutual respect within the profession and to enhance service quality.
 6. I will follow law and policy regarding confidentiality and release of public records.
 7. I will manage each case with appropriate concern for both the offender and public safety.
 8. I will uphold the civil and legal rights of all individuals.
 9. I will respect, promote and contribute to a work place that is safe, healthy and free of harassment in any form.
 10. I will report any illegal or unethical behavior that could affect either an offender or the agency.
 11. I will comply with law and policy pertaining to procurement, campaigning, lobbying, and political activities.
 12. I will refrain from making public statements critical of colleagues or the agency that create disharmony, are disruptive, undermine operations, or impair working relationships within the agency or with other entities.
 13. I will comply with law and agency policy pertaining to sexual behavior.
 14. I will NOT discriminate against any employee, prospective employee, or offender on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.
 15. I will NOT use my official position to secure personal privileges or advantages for myself or others.
 16. I will NOT solicit or accept any gift, favor or preferential treatment that could be interpreted as influencing my judgment or decisions in the performance of my duties.
 17. I will NOT enter into any formal or informal activity or agreement that presents a conflict of interest or is inconsistent with the conscientious performance of my duties.
- (4-APPF-3C-02)

RULES OF CONDUCT

- R-1. Punctuality.** An employee must be punctual in all of his or her official engagements.
- R-2. Reporting for Duty.** An employee must report for duty at the time and place required by assignment or orders and must be physically and mentally fit to perform his/her duties. A non-exempt employee may not work beyond his/her regular day without prior supervisory approval. He/she must be properly equipped and cognizant of information required for proper performance of duty so that he/she may immediately assume his/her duties.
- R-3. Area of Assignment.** An employee assigned a Community Correction Center function must not leave any post, assignment, duty, or area without permission from his/her supervisor.
- R-4. Absenteeism.** An employee must not falsely report illness or injury, misuse sick leave or otherwise deceive or attempt to deceive agency officials about his/her health.
- R-5. Work Performance.** In fulfilling job responsibilities, an employee must act competently, with reasonable diligence, and a commitment to professional service. An employee has a duty to fully understand his or her job responsibilities and is obligated to seek assistance from superiors in matters of technicality or principle when unclear. Dereliction of duty or misrepresenting job performance violates this standard and subjects an employee to disciplinary action.
- R-6. State Property.** State property must be used only for State business. Employees and agents must accept responsibility for the proper care, accountability, and maintenance of State property. Employees and agents must not misuse, abuse, or allow misuse or abuse of State property.
- R-7. Gathering and Processing Property and Evidence.** Property or evidence that has been discovered, gathered or received in connection with ACC responsibilities will be processed in accordance with established ACC procedures. An employee or agent must not convert to his or her own use, or manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence.
- R-8. Employee Telephone Numbers.** An employee must notify his or her supervisor within seventy-two (72) hours of a change in the employee's home/cell telephone number. Employees must not give other employees' non-work telephone numbers to non-employees.
- R-9. Changes in Employee's Personal Information and Attributes.** Employees must promptly notify their supervisor of changes in phone numbers, address, emergency contacts, and any attributes associated with the Arkansas Continuity of Operations (ACOO) program.
- R-10. Attentiveness.** An employee must remain alert at all times during business hours.
- a. **Prohibition of Sleeping.** An employee must remain awake while on duty. If unable to do so, and in danger of falling asleep, he or she must report to a supervisor, who must immediately release the employee from duty, and place him/her in appropriate leave status pending further supervisory review and appropriate action.
 - b. **Inattentiveness.** While on duty, an employee must not engage in any activities or personal business that causes him or her to neglect or be inattentive to his or her assigned tasks.

- R-11. Insubordination.** An employee must promptly obey any lawful order of and follow all reasonable instructions issued by a supervisor or superior.
- R-12. Truthfulness.** An employee or agent responding to various persons involved in agency fact-finding or other internal or external administrative processes must cooperate fully and truthfully. Reports submitted by an employee must be truthful, complete, timely, and in accordance with established ACC report writing procedures. No employee or agent must knowingly enter or cause to be entered inaccurate, false or improper information nor improperly alter or intentionally omit pertinent information on any document prepared in the performance of his/her job duties.
- R-13. Abuse of Process/Retaliation.** An employee or agent must not knowingly make false accusations of misconduct or initiate any action against other employees, agents or offenders in retaliation for their filing of a lawsuit, grievance, report (to include a report filed on alleged infractions), cooperation with an investigation, or for any other purpose.
- R-14. Garnishments and Unresolved Debt.** Employees are expected to honor their legal debts and avail themselves of services such as debt counseling to avoid garnishments. Failure to honor debts acknowledged by an ACC employee to be valid or reduced to judgment by a court is a rule of conduct violation. Multiple garnishments, for different debts, against an employee's wages will subject an employee to progressively more severe disciplinary action. Four garnishments - each for a different debt - within a two-year period are grounds for an employee's termination. If a garnishment is the result of another person's failure to honor a debt (for example, employee co-signed for a relative), disciplinary action may be reduced accordingly. However, ACC will in no circumstance act as a collection agency or determine the validity or amount of contested debts.
- R-15. Possession and Use of Drugs.** Employees and agents must not possess or use any controlled substance in violation of state or federal law or ACC policy. Employees and agents taking prescription drugs must notify their immediate supervisor of any physical or pharmacological condition that causes physical or cognitive impairment that could affect their ability to perform the essential functions of their duties safely. Impairment is considered to be a condition that can affect judgment, reaction time, or motor skills, as it may affect the ability to perform certain duties safely and proficiently or to operate a motor vehicle safely. In instances where an employee or agent believes and/or medical personnel indicate that a medication may affect judgment and/or reaction time, authorization to perform certain essential duties and/or operate a motor vehicle will be suspended. Authorization will be reinstated upon the cessation of the effects of the medication. An employee may be required to take sick leave if the medication prevents the employee from doing his or her job.
- R-16. Use of Alcohol While on the Job.** Employees and agents must not perform duties under the influence of alcohol nor consume alcohol during work hours, on or off state-owned or state leased property, including lunch and break periods.
- R-17. Citizen Complaints and Information Requests.** An employee must courteously and promptly accept, and if needed record in writing, a citizen's request for information or a complaint/concern about the agency, any ACC employee, or an offender under ACC supervision. An employee may attempt to resolve a complaint, but must never attempt to dissuade any citizen from lodging a complaint and must immediately inform his or her supervisor of any complaint. All requests for information must be handled pursuant to ACC policy/procedure and state and federal law.

- R-18. Conduct Toward All Persons.** ACC subscribes to a policy of professionalism, equality and fairness in the provision of services and the discharge of authorized duties. An employee or agent must respect and protect the civil and legal rights of all persons. Employees and agents must treat offenders with dignity and must not verbally, physically or mentally abuse them or subject them to corporal punishment, humiliation, or punitive interference with their daily functions of living, such as eating or sleeping. The use of corporal punishment is contrary to humane standards of care and professional correctional practices and as such is absolutely prohibited. Corporal punishment is striking, pushing, shoving, kicking, improperly using chemicals, or engaging in any act to cause bodily pain and discomfort to an individual for the purpose of disciplining or correcting that individual's behavior. This provision in no way prohibits a staff member or agent from using that force necessary to protect him/herself from injury or to prevent injury to other employees, agents, or residents. This provision in no way prohibits an employee from preventing property damage or escape or achieving compliance with a reasonable and lawful order. (4-ACRS-6A-03)
- R-19. Abusive/Intimidating Behavior and Harassment.** Physical abuse of other employees, agents, offenders, or other persons is prohibited. Fighting, assault, battery, threats, abusive language, intimidation, sexual misconduct, sexual abuse, sexual harassment, non-sexual harassment, reckless or disorderly conduct or conduct that places employees, agents or other persons in fear of harm is prohibited. An employee or agent must not bargain with other employees or agents for sexual favors, nor make or infer job benefits or advantages contingent upon acceptance of such an offer. Employees and agents must not act in a way that creates or contributes to an intimidating, hostile, or offensive work environment. Employees and agents must refrain from behaviors or speech that a reasonable person would consider to be unwelcome or offensive. (4-ACRS-6A-05)
- R-20. Firearms and Other Weapons.** The unauthorized possession of firearms, explosives, or other weapons during work hours is prohibited. This applies to employees and agents.
- R-21. Social Media.** Even when not at work or on duty, ACC employees and agents remain representatives of ACC. As such, they must act responsibly when making public comments and when using social media and other networked communication platforms such as Facebook, Myspace, Twitter, Instagram, Snapchat, YouTube, blogs, and forums. Employees are free to express themselves on social media within the scope of policy guidance, but they should be aware that posts on social media may compromise their safety and the safety of others and posts may be used to discredit them in court.

Employees and agents will be held accountable for the content that appears on their social media or social networking sites whether or not the content was posted by the individual.

Examples of content that must not be posted on social media or on networked communication platforms include:

- Prohibited: Posting content that is inconsistent with the ACC Code of Ethics and Rules of Conduct and related policy, rules/regulations, and laws.
- Prohibited: Posting on social media confidential information or information protected by law or policy.
- Prohibited: Cyberbullying. Cyberbullying is using information and communication technologies to support deliberate and hostile behavior by an individual or group with the intention of harming another person. Cyberbullying is also hurtful or harassing text messages or emails; rumors sent by email or posted on social networking sites; and embarrassing pictures, videos, websites, or fake profiles.

- Prohibited: Posting information or pictures on social media that actually or potentially compromise staff/public safety, undermine operations, or cause disruption or disharmony in the workplace.
- Prohibited: Posting, transmitting, reproducing, or disseminating unauthorized information (texts, pictures, official training, work assignments, video, audio, etc.) to the Internet or any other public or private forum that would tend to discredit or reflect unfavorably upon its employees/agents, the agency or other criminal justice / law enforcement agencies or impairs working relationships within the agency or with other entities.
- Prohibited: Creating an unauthorized site that appears to be an official ACC site. Also prohibited, posting images of agency logos, emblems, badges, and patches that specifically identify ACC in such a manner that would lead a viewer to believe the site was an official ACC site or was sanctioned by the agency; unless authorized by the Director or designee.

R-22. Contraband. Employees and agents must not introduce or attempt to introduce any illegal or unauthorized item (for example, cell phones or other communication devices or their components, tobacco products, drugs, weapons, etc.) into a facility owned, operated or contracted by ACC.

R-23. Safety. Employees and agents must observe fire prevention and other safety rules. The employees and agents must also drive safely and avoid accumulating excessive points on their driving record, otherwise, they may be prohibited from using a State vehicle, receiving personal vehicle mileage reimbursement, or employment may be terminated if driving is an essential function of their job.

R-24. Travel Reimbursement. Employees who travel on agency business must ensure that their travel plans have advance approval from their supervisor and that travel reimbursement requests are reasonable, accurate, and made in compliance with ACC policy.

R-25. Conflicts of Interest. Employees must comply with Arkansas law section 21-8-304, which describes the following prohibited activities:

- a. An employee must not use or attempt to use his or her official position to secure special privileges or exemptions for himself or herself or his or her spouse, child, parents, or other persons standing in the first degree of relationship, or for those with whom he or she has a substantial financial relationship that are not available to others except as may be otherwise provided by law.
- b. An employees must not accept employment or engage in any public or professional activity while serving as a public official which he or she might reasonably expect would require or induce him or her to disclose any information acquired by him or her by reason of his or her official position that is declared by law or regulation to be confidential.
- c. An employees must not disclose any such information gained by reason of his or her position, nor shall he or she otherwise use such information for his or her personal gain or benefit.

R-26. Relationships.

- a. **Business Relationships.** To avoid any conflict of interest, employees must adhere to Arkansas law section 19-11-705 in their relationships with businesses that provide services and supplies for state agencies. In addition, an employee who has or obtains any benefit from a state contract with a business in which the employee has a financial interest must make a disclosure to the Director of the Department of Finance and Administration (DFA) in accordance with Arkansas law section 19-11-706 and the DF&A Rules and Regulations for Implementing Governor's Executive Order 98-04.
- b. Employees and agents must not engage in sexual contact during assigned work hours or while on ACC premises or in ACC vehicles. Intimate contact by ACC employees while on duty is prohibited.
- c. Employees must not knowingly enter into a private business relationship or partnership, including financial transactions, with an offender or his/her family member while the offender is in ACC custody or under ACC supervision, unless the employee and offender are related. Agents are encouraged to abide by this.
- d. Employees must not enter into or continue associations or dealings with persons whom the employee knows or should know are reputed to be involved in criminal behavior, with the exception of associations or dealings necessary to perform official duties or when family relationships make such associations or dealings unavoidable. Agents are encouraged to abide by this.
- e. An employee must not knowingly establish or continue a social relationship with an offender as long as the offender is in ACC custody or under its supervision and for two years following the offender's release from custody or supervision unless the employee and offender are related.
- f. The ACC standard is zero tolerance for all forms of sexual abuse, sexual harassment and other harassment.

Any sexual contact, intercourse or deviant sexual activity between an offender and an employee or agent — with or without the offender's consent — is expressly prohibited, unless the employee or agent is the spouse of the offender under ACC supervision. (Arkansas law sections 5-14-126 and 5-14-127)

Any sexual abuse of an offender by an employee or agent is prohibited and is a violation of policy and Prison Rape Elimination Act (PREA) standards. Any attempt, threat, or request by an employee or agent to engage in sexual abuse activities is also prohibited.

Employees and agents are also prohibited from sexual relations with an offender's immediate family unless the employee or agent is the spouse. (4-APPFS-3C-02)

- g. Business and intimate personal relationships between supervisors and subordinates are prohibited. Personal relationships include dating; cohabitation; touching; ogling, requiring some sexual performance for sexual gratification—even if it does not involve touching; and sexual relationships. Business relationships include loaning and borrowing money and business partnerships. ACC employees at different levels of the same chain of supervision must not engage in social relationships that are prejudicial to or compromising of good order and discipline.

R-27. Organizing Funds and Other Assets. Employees and agents who have access to ACC funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in DFA's Financial Management Guide and other official guidelines.

R-28. Agency Records and Communications. Employees and agents must not make or engage in any false record or communication, internal or external, such as false expense, attendance, production, financial or similar reports and statements; and false advertising, deceptive marketing practices, or other misleading representations. ACC books and records must reflect accurate and timely recordings of all business transactions.

When communicating publicly on matters that involve ACC business, employees and agents must not speak for ACC on any topic unless they are certain the views they express are those of ACC management and that it is ACC management's desire that such views be expressed publicly.

R-29. Partisan Political Activity. Employees and agents are encouraged to participate in election processes, but only on their own time. Annual, compensatory or holiday leave may be taken for this purpose. However, an employee must not endorse candidates in his or her official capacity as a State employee or engage in partisan political activity during the hours he/she is performing work for the state of Arkansas. Political banners, posters, literature, or any other political materials must not be displayed on State property (4-ACRS-7E-13).

R-30. Privacy and Confidentiality. An employee or agent must not disclose to any unauthorized person any information declared by law, policy, or regulation to be confidential nor use such information for his or her personal gain or benefit. When handling financial and personal information about those with whom ACC has dealings, the following principles must be observed:

- a. Collect, use and retain only the personal information necessary for ACC business. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.
- b. Retain information only for as long as necessary or as required by law and policy. Protect the physical security of this information.
- c. Limit internal access to personal information to those with a legitimate business reason to have the information. Use personal information only for the legitimate business purpose for which it was obtained. Release of any information to persons not involved with the stated business purpose should be made by the Communications Office in response to a Freedom of Information Act request.

R-31. Discriminatory Behavior Prohibited. ACC does not condone, permit or tolerate discrimination of employees, applicants, agents, offenders, or members of the public. An employee or agent who knowingly permits, engages in or incites illegal discrimination, interferes with an investigation, or retaliates against anyone who has filed a complaint will be subject to disciplinary action up to and including termination of ACC employment. The agency's full non-discrimination policy statement is located in the "Equal Employment Opportunity and Affirmative Action Program" policy.

R-32. Professionalism. While on the job, an employee, or agent must demonstrate professionalism as follows:

- a. **Courteous, Patient, and Respectful Attitudes.** An employee or agent must be patient, courteous and respectful. An employee or agent must be tactful in the performance of his or her duties, control his or her temper, exercise patience and discretion, and not become involved in inappropriate arguments even in the face of provocation.
- b. **Inappropriate Language and Gestures.** An employee or agent must not use violent, profane, or insolent language or gestures while on duty and while on ACC property.
- c. **Inappropriate Actions.** An employee or agent must not engage in horseplay, fighting, practical jokes, or any other conduct that endangers the safety of any individual.

R-33. Private Conduct. An employee or agent must conduct him/herself at all times, both on and off the job, in a manner that reflects favorably on ACC. Conduct that is unbecoming includes that which damages the ACC image as a law enforcement/criminal justice agency or reflects discredit upon the character of the employee or agent as a member of ACC or impairs ACC operations.

R-34. Conformance to Laws and Rules. An employee or agent must not commit or omit acts that he or she knows, or should know, would constitute a violation of any written rules, regulations, procedures, directives, memoranda or ACC orders. ACC will not condone conduct that either violates or has the appearance of violating law and ethical provisions, such as receiving payments for illegal acts, indirect contributions, rebates or bribery.

An employee or agent arrested for a violation of law must immediately report that fact to a member of his/her supervisory chain. A conviction or admission of any violation that interferes with or impairs an employee's or agent's duties, public trust or the operations or efficiency of ACC must be considered some evidence constituting a violation of this policy. However, lack of a criminal complaint, charge, or disposition or an acquittal of a violation of law must not preclude internal administrative investigation and disciplinary action.

R-35. Responsibility to Report Ethics Violations, Fraud, Waste and Abuse. ACC employees and agents have a responsibility to report occurrences of ethical violations, fraud, waste or abuse of ACC resources that can be verified through investigation.



Arkansas Community Correction

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ADMINISTRATIVE DIRECTIVE: 16-21 Field Training Officer Program

TO: Arkansas Community Correction Employees

FROM: Sheila Sharp, Director

SUPERSEDES: None

APPROVED: _____ Signature on File

EFFECTIVE: November 14, 2016

I. APPLICABILITY. This policy applies to Arkansas Community Correction (ACC) employees.

II. POLICY. Arkansas Community Correction policy is to provide Parole/Probation Officers (PPOs) with on-the-job training conducted by experienced Field Training Officers (FTOs).

III. PROCEDURES

A. Parole/Probation Officer Training Requirement

All new PPOs are required to successfully complete the FTO program. The "Employee Training and Certification" policy provides some detail including training length.

B. Deputy Director of Parole/Probation Services General Responsibilities

The Deputy Director of Parole/Probation Services must designate appropriate staff to ensure FTO program oversight to include such aspects as the following:

- establishing/scheduling FTO training
- maintaining task lists and
- program assessment.

C. Central Training Section Supervisor

The Central Training Section supervisor is responsible for the following:

- ensure CLEST pre-approves each FTO course and instructors
- maintain the FTO course curriculum

D. Area Manager General Responsibilities

Area Managers are responsible for ensuring the FTO program is completed according to policy.

E. Supervisor of a Trainee General Responsibilities

The supervisor must manage the training to include:

- assign a primary Field Training Officer (FTO) to each new Parole/Probation Officer (PPO) trainee
- when possible, arrange for other FTOs to provide training in phase 2 and when an FTO is on vacation
- ensure FTOs are providing quality training
- approve phase extensions when appropriate
- ensure timely training as described in the section entitled “Training Phases and Timing” and the Employee Training and Certification policy
- ensure appropriate documentation; process forms per instructions
- process the form “Field Training Officer Program – Supervisor’s Recommendation” per instructions
- if a trainee is not progressing, take appropriate measures such as: additional training to include appropriate remedial training plans; assign a different FTO; and provide counseling and discipline. Keep the Area Manager informed of substantial problems.
- keep completed Field Training Officer Program Trainee Folders after final processing.

If after appropriate phase extensions have been granted the trainee is not able to successfully complete this training program, the supervisor must take appropriate actions pursuant to the Employee Discipline policy and end the trainee’s employment as a Parole/Probation Officer.

F. Trainee General Responsibilities

PPO trainees are responsible for learning tasks on the task lists and other relevant information related to their job.

Trainees are encouraged to use available resources to include:

- The eOMIS Training module; useful for practicing many of the tasks
- The PPO Essential Functions of the Job
- ACC policies
- The Parole/Probation Supervision Manual
- eOMIS training documents
- Current Central Training Section lesson plans
- The FTO and supervisor

G. Training Phases and Timing

Training is expected to begin when the new employee starts working and should only be interrupted by such activities as the one-day Human Resources Orientation, attendance at the PPO Academy or when the trainee is on leave. FTO training must be completed within nine months from the hire date unless an exception is granted by the Deputy Director of Parole/Probation Services.

In general, the recommended method and content for conducting training is as follows:

Phase 1	Week 1 & 2	<ul style="list-style-type: none">• trainee shadows the primary FTO• the trainee does not have an assigned caseload• the primary FTO does his/her job and explains the processes• the primary FTO may allow the trainee to perform tasks while being observed• the primary FTO makes arrangements for a certified firearms instructor to provide "Weapons" instruction listed on the form "Pre-Training Academy Orientation Checklist"• the primary FTO completes training listed on the form "Pre-Training Academy Orientation Checklist" that does NOT pertain to weapons.• the primary FTO ensures the trainee completes at least 40% of the New Employee Orientation on JAKE (policy requires completion within 60 days)• training should include basic skills, officer safety and areas of potential liability.
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Phase 1	Week 3 & 4	<ul style="list-style-type: none"> the primary FTO and trainee continue to work tasks from week 1&2 as appropriate the primary FTO continues training on aspects of the task lists; goal complete at least 35% of tasks trainee is assigned about 35% of a full caseload the primary FTO assists with the trainee's caseload the primary FTO ensures the trainee has completed at least 70% of the New Employee Orientation on JAKE (policy requires completion within 60 days).
Phase 2	Week 5 - 8	<ul style="list-style-type: none"> when possible, trainee works with a different FTO trainee is assigned about 75% of a full caseload trainee is expected to begin performing supervision activities that can be appropriately and safely performed with appropriate observation and monitoring by the FTO or supervisor the assigned FTO continues the training and documentation; Goal bring completion to at least 75% of tasks the primary FTO ensures the trainee completes the New Employee Orientation on JAKE no later than 60 days from the hire date.
Phase 3	Week 9 - 12	<ul style="list-style-type: none"> when possible, trainee returns to the primary FTO trainee is assigned a full caseload continue training and documentation; Goal complete 100% of tasks before moving to Phase 4.
Phase 4	Week 13 & 14	<ul style="list-style-type: none"> the trainee supervises his/her own caseload. trainee has a full caseload the primary FTO and supervisor observe the trainee with the expectation that the trainee will be able to perform independently.

H. Field Training Officer Application Process

Applicants, supervisors, managers, Assistant Directors and the Parole/Probation Services Deputy Director must follow instructions on the form "Field Training Officer Application," to process an application.

I. Field Training Officer (FTO) General Responsibilities

FTO responsibilities in general are:

- act as mentor, coach, and trainer
- monitor trainee performance
- promptly document significant issues or problems and promptly report these to the supervisor
- complete and process appropriate forms in a timely manner
- collaborate with the primary FTO regarding trainee progress
- ensure the 6-section folder contains the proper documentation and arranged as described on the “FTO Supervisor’s Recommendation” form
- write a remedial training plan when the trainee is struggling to learn certain material. Note, a remedial training plan should set a time period for learning, describe who can assist such as an FTO or supervisor and learning methods such as using eOMIS Test site and P/P Supervision Manual, and how the learning will be demonstrated such as in eOMIS Test or a verbal or written quiz.

FTOs must provide training on:

- tasks on the “FTO Program - Pre-Training Academy Orientation Checklist” form
- tasks that have not yet been initialed on the task lists
- tasks marked “unsatisfactory” on the previous “FTO Program Weekly Observation Report” form
- remedial training topics as needed and as described in a remedial training plan. Note, FTOs must ensure the trainee completes the New Employee Orientation training on JAKE.

J. Daily Training Log Form and Task List Forms

The PPO trainee must complete the “FTO Daily Training Log.” The trainee and FTO can then use this as a basis for completing the task lists.

When training is conducted, or no later than the end of each training week, the PPO Trainee and FTO must complete appropriate columns on the task lists to indicate training was conducted. When the FTO observes the PPO Trainee successfully performing the task, he/she must initial and date the task list to indicate the observation.

K. FTO Program Weekly Observation Report Form

At the end of each week, FTO(s) who provided substantial training during the week must complete an “FTO Program Weekly Observation Report” form.

L. Weekly Review Meeting

The trainee's supervisor must conduct weekly meetings to review and evaluate the trainee's performance and progress. The meetings must include the trainee and the FTO who worked with the trainee during the week. The Weekly Observation Report and, at the end of a phase, the End of Phase Evaluation Summary, must be reviewed. Supervisors must apply appropriate guidance described in the above section entitled "Supervisor of a Trainee General Responsibilities." Discussion should include such things as:

- relevant information on the "FTO Program Weekly Observation Report" form
- relevant information on the "FTO Program End of Phase Evaluation Summary" when applicable
- supervisor's review of documentation including task lists
- whether tasks are being trained at a reasonable pace
- input from the trainee regarding what support or training is needed
- plans for remedial training when needed
- whether there is a need to extend a phase
- which FTO will handle the next week's training.

M. FTO Program End of Phase Evaluation Summary Form

At the end of each phase, the FTO must complete the "FTO Program End of Phase Evaluation Summary" form, summarizing the trainee's performance and making appropriate recommendations. If several FTOs provided training, one of them must prepare the summary with appropriate input from the other FTOs and/or by reviewing training documented on the task lists.

N. Field Training Officer Evaluation Form

The Primary FTO must provide the trainee with copies of this form and ask the trainee to complete the form when he/she finishes working with each FTO who has provided a full week or more of training. For the primary FTO, one form may be completed at the end of Phase 4. The PPO Trainee must complete the form.

O. Field Training Officer Program – Supervisor's Recommendation Form

At the end of the training, the trainee's supervisor must complete and process the FTO Program Supervisor's Recommendation form.

P. Field Training Officer Program Narrative Continuation Form

The Field Training Officer Program Narrative Continuation form may be used when you run out of space on other FTO forms.

Q. Forms and Reference Documents

Reference: FTO Program Standard Evaluation Guide
AD 16-21 Form 1 Field Training Officer Application
AD 16-21 Form 2 Field Training Officer Program Daily Training Log
AD 16-21 Form 3 Field Training Officer Program Weekly Observation Report
AD 16-21 Form 4 Field Training Officer Program End of Phase Evaluation Summary
AD 16-21 Form 5 Field Training Officer Evaluation
AD 16-21 Form 6 Field Training Officer Program – Supervisor’s Recommendation
AD 16-21 Form 7 Field Training Officer Program Narrative Continuation

Reference task list: Orientation Acknowledgment Form (from the Employee Training and Certification policy)
FTO Program – Pre-Training Academy Orientation Task List
FTO Program – Basic Supervision Task List
FTO Program – eOMIS Task List
FTO Program – Arrest Procedure Task List
FTO Program – Absconder Procedures Task List
FTO Program – Interstate Compact Task List
FTO Program – Administrative Task List
FTO Program – Life Safety Task List
FTO Program – eOMIS Intake Task List
FTO Program – Electronic Data Process Task List
FTO Program – IRO Task List (Institutional Release Services Only)
FTO Program – PPV Task List
FTO Program – eOMIS Test Task List