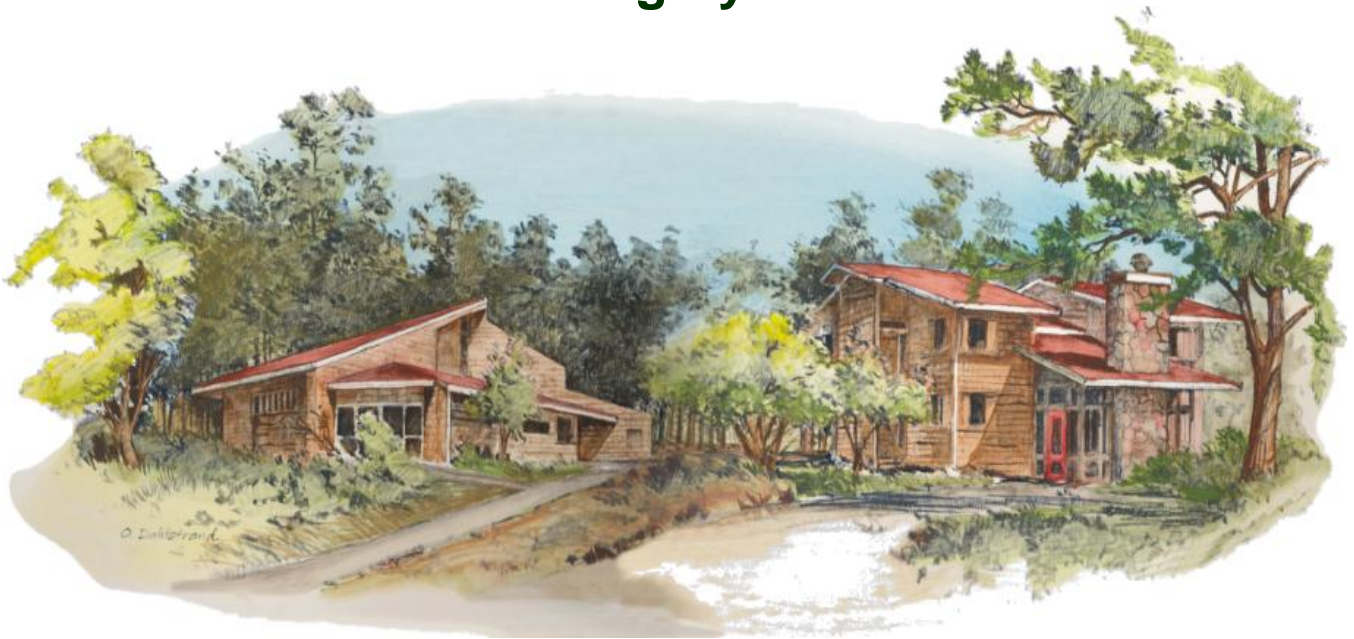


Field Training Officer Refresher

March 25-28, 2013

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: February 22, 2013

To: Supervisor

From: William Penn Mott Jr. Training Center
Department of Parks and Recreation

Subject: Employee Attendance at Formal Training
Field Training Officer Refresher Group 10

An employee from your office will soon be attending the formal training program described in the attached. Please insure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work.

You can assist with capturing the full value of the training by taking the following steps:

Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Coordinator.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace and review the due date of the Post-Training Evaluation form.
3. Support the employee's use of the training at the work place.

Prior to Three Months Following Training

1. Employee after discussion with the supervisor login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.
2. Supervisor evaluates the effectiveness of the training on the employee's job performance and login to the ETMS to complete the Training Effectiveness Assessment form.

Thank you for your assistance in seeing that the full benefit of training is realized.

Attachment

cc: Participant

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***Mission Statement
Training Section***

***The mission of the Training Section is to improve
organizational and individual performance and
productivity through consulting, collaboration,
training, and development.***

TRAINING SECTION STAFF

Joanne Danielson Acting Department Training Officer
Juventino Ortiz..... Acting Academy Coordinator
Pat Bost Office Manager
Chuck Combs Training Specialist
Sara M. Skinner Training Specialist
Dave Galanti Training Specialist
Karyn Lombard Training Specialist
Matt Cardinet Cadet Training Officer
Dan Kraft..... Cadet Training Officer
Nicole Shannon Cadet Training Officer
Dan Raducanu Cadet Training Officer
Pamela Yaeger Assistant Program Coordinator
Edith Alhambra Assistant Program Coordinator
Ellen Dewsnup..... Assistant Program Coordinator
Ginger Henry Program Assistant
Socorro Wallace Program Assistant
Joanne Ciccone Program Assistant
Rogers Williams..... Program Assistant

THE MISSION

of California State Parks is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.



FORMAL TRAINING GUIDELINES

Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center, and other locations including the Marconi Conference Center, Huntington State Beach, and California National Guard Camp San Luis Obispo. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself, and post training follow-through.

The program you will participate in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS) and is an important part of your training experience. Read it before you arrive and review it following the program along with material you received at training
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources. (Pre-training assignments are listed in the "Training Attendance Requirements" section.)

3. TRAVEL: Arrange your travel to and from the training through your District Office. No reimbursement for travel expense – including per diem cost – will be approved for travel not specifically authorized in advance by the District Superintendent. Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6. The Camp San Luis Obispo Training Office does not have the capability to provide transportation to/from the local airports.
4. HOUSING: Housing will be provided on the base at Camp San Luis Obispo and will be available from 2:00 p.m. on the date of arrival to 12:00 noon on the date of departure. Check-in is at the Billeting Office (Building 738, see map page 13) which is open 8:00 a.m. to 4:30 p.m. daily except for Federal Holidays. For after hour's registration at Camp San Luis Obispo, follow the directions posted on the Billeting Office door.

The Department provides your room and board expenses at Camp San Luis Obispo only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. No animals are permitted in Camp San Luis Obispo housing, except those on official business for which prior housing arrangements have been made. In the event of an emergency, staff must know your room assignment; therefore, you may not switch rooms without staff approval. Overnight guests are not allowed in assigned rooms. Quiet hour for living areas is 10:00 p.m.

5. **ENROLLMENT OR HOUSING CANCELLATION POLICY:** If you do not need lodging or must change or cancel your reservation, you must contact the Training Center at least 72 hours prior to your date of arrival. Lodging, registration and associated fees will be charged to the employee's District Office if a training cancellation is received with less than 72 hours notice. The Training Section is committed to ensuring that the reservation that has been made for you is accurate and needed.
6. OFF-GROUNDS ACCOMMODATIONS: When authorized to stay off-grounds by the Department Training Officer, the Training Section will pick up the cost of your room and meals at the current DPR Camp San Luis Obispo rate. If you stay off grounds and have meals on grounds, the Training Center will authorize only what the Department pays Camp San Luis Obispo for lodging.
7. MEALS: Meals will be provided, semi-cafeteria style at the Camp San Luis Obispo Dining Facility (DFAC – Building 854), from dinner on the date of arrival through lunch on the date of departure. Camp San Luis Obispo meals will be served from 6:00 a.m. to 7:30 a.m. for breakfast, 11:30 a.m. to 1:00 p.m. for lunch, and 5:00 p.m. to 6:30 p.m. for dinner. You will sign in as you enter the DFAC. No cards are issued. Hot or box lunches may be provided on some days. If you require a special diet, notify the assigned Training Specialist or Training Section staff no later than one week before your scheduled arrival.

Appropriate professional attire is expected while dining at the DFAC and clean shoes are required to minimize the tracking of dirt, mud or other material into the facility. California National Guard and other agency training staff and participants will also be utilizing this facility.

8. HOUSEKEEPING: Housekeeping time is 8:15 a.m. daily.
9. CLOTHING: **Class A's will be worn on the first day.** The Field Uniform will be worn the rest of the training week. This does not include polo shirts or shorts. Pants can be BDU style or the type authorized for wear in your District. As required by the uniform handbook, all items shall be in good condition without visible wear or damage. You will be in close proximity to and have contact with the current BVST class, so make sure you are setting a good example.

Because we are sharing California National Guard Camp San Luis Obispo with many other groups, and the image we project as State Park employees is important not only during working hours but off duty hours, your dress when shall be professional at all times. Tank tops, shorts, sandals and similar casual attire are not permitted in the training environment or at the dining facility.

10. ROOM SAFES: Room safes are available only in Buildings 618 and 619 where rank-and-file officers will be housed during this course. These safes are a type that allows the user to input their own combination of numbers to facilitate opening and closing. The Camp San Luis Obispo staff has a master key for emergency entry. Safes are to be left in the open position when checking out of your room.
11. WEAPONS: Weapons are permitted as part of your peace officer protective equipment during this course. If you bring other firearms with you to training they may be stored in a safe condition in one of the following locations: 1) your room only when you are present, or 2) your vehicle. If necessary, the training staff can provide storage for firearms (including long guns) during the class.
12. ALCOHOLIC BEVERAGES: Instructors and State Park staff may possess and consume alcoholic beverages in assigned housing while at Camp SLO. You will be in close proximity to and have contact with the current BVST class; make sure you are setting a good example.
13. SMOKING: Smoking is not permitted in any facility or housing at Camp San Luis Obispo.
14. TRAINING LOCATION: California National Guard Camp San Luis Obispo is located at 10 Sonoma Avenue in San Luis Obispo. To reach the base, take Highway 101 to San Luis Obispo and take the CA-1 North exit toward Morro Bay. Follow Highway 1 five miles north to the entrance to California National Guard Camp San Luis Obispo on the left.

All training facilities are administered by California National Guard personnel or authorized contractors. Constant efforts are made to maintain a sound, harmonious working relationship between the Department and the National Guard,

its employees and contractors. None of us can expect preferential treatment for any reason and, as a Department employee, you will be expected to join in our continuing effort toward an effective relationship with all California National Guard personnel, training participants and contractors. It is imperative that you represent the Department well on- and off-duty. Remember to watch your speed on base, you could get a citation.

15. **ENTRY TO THE BASE:** When you arrive at Camp San Luis Obispo, you will enter the main gate from Highway 1. Upon your initial entry (and each time you re-enter the base), all passengers in your vehicle must present a valid form of identification (preferably a California Driver License). If you are not driving a state vehicle, you will also need to present registration and proof of insurance for your personal vehicle. Tell the front gate staff how long you will be on the base and you will be issued a vehicle permit to display while on base.

If you are driving a personal vehicle, it is recommended that you complete the camp's vehicle registration application prior to arrival. It will speed your entry to Camp San Luis Obispo. You can access an electronic copy of the application at http://www.calguard.ca.gov/cslo/Documents/web_Veh%20Registration.htm.

PLEASE NOTE: The base has its own security force (SECFOR) which greets you at the gate and enforces the traffic laws on base. **Please abide by the posted rules of the road when driving on base, do not exceed the posted speed limit.** The basic speed limit on the base is 25 mph; when driving near pedestrians or groups that are marching you must slow to 5 mph or stop to let them go by. Make a complete stop at every stop sign. If you are stopped by SECFOR for any reason, please advise Academy Coordinator Juventino Ortiz at jortiz@parks.ca.gov. If you are jogging or walking on base in low light conditions, you must wear a reflective vest.

Once inside the base, take the first left turn onto San Joaquin Avenue. You will check-in at the second building on the right. This is the Billeting Building. If the office is closed, follow the directions on the Billeting Office door to obtain your room key.

DPR personnel will usually be housed in the 600 buildings of the East Camp located on each side of Kern Avenue. Once you have checked-in at Billeting, proceed straight on San Joaquin Avenue. At the end of San Joaquin (second stop sign), you will turn left onto Kern Avenue. Proceed on Kern driving under Highway 1 and past Story Road.

16. **COURSE LEADERS:** The formal training you will attend is developed and, for the most part, conducted by experienced DPR employees in the field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their presentation, and provide a level of expertise difficulty to match.

17. **TRAINING SECTION STAFF:** Connie Breakfield is your Training Specialist and has been assigned responsibility for your training group. During the program, you may be asked to assist Training Section staff in the logistics of your training program. Training Section staff will do all within their power to make your training experience pleasant and meaningful.
18. **TRAINING MATERIALS:** Materials may be made available to you at both your unit and the Training Center. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook may be issued to you at the training session for note taking and convenience in handling materials. Bring your own pens, pencils, etc.
19. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important for the success of this training. An absence of more than 10% of the course hours constitutes grounds for dropping a participant from the course. The Department Training Officer may modify this requirement based upon participant knowledge level and/or the portion of the course missed. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
20. **VEHICLES:** All vehicles should be parked in the lots adjacent to the assigned Camp San Luis Obispo facility. Any questions regarding use of a State vehicle while at training should be discussed with your supervisor prior to your departure for training, or with the Training Specialist while at the class.
21. **BICYCLES:** At Camp San Luis Obispo, if you bring your bicycle, it must be stored on or in your vehicle. Bicycles may not be stored in your lodging room, brought into any building nor chained to lamp posts, trees, etc. Camp San Luis Obispo does have bicycles available for loan from the Billeting Office.
22. **PHONES:** As a courtesy to your fellow participants and course leaders please ensure that your cell phone is turned off during class. Participants should not be receiving or making cell phone calls during class time. Please limit those calls to your breaks. Anyone wishing to contact you by telephone during working hours should call (805) 549-3443. For emergencies occurring at Camp San Luis Obispo, contact 9-1-1 and the Front Gate at (805) 594-6571.
23. **FAX:** The Camp San Luis Obispo Office FAX number is (805) 549-3440.
24. **LAUNDRY AND DRY CLEANING:** The Camp San Luis Obispo laundry facility is in Building 814 adjacent to the barber shop. This is directly across the street from the Post Exchange (Building 806).
25. **RECREATION:** Facilities available on adjacent Cuesta College grounds include a heated swimming pool, track and gymnasium. The San Luis Obispo and coastal

community area offers horseback riding, golf, hiking, deep sea fishing along with many historical landmarks and scenic sights to explore. The base billeting office has various types of recreational equipment available for loan.

26. POST-TRAINING ASSIGNMENTS: In connection with formal training, these are to be completed under the direction of your supervisor. See "Program Attendance Requirements" in this syllabus.
28. COFFEE BREAK REFRESHMENTS: Coffee break refreshments will not be available at Camp San Luis Obispo.

PROGRAM ATTENDANCE CHECKLIST/PRE-TRAINING ASSIGNMENTS

To assist you in your preparation for formal training sessions at the California National Guard Camp San Luis Obispo training facility, the following checklist is provided:

1. Complete the meals request form (attached) and return to daniel.raducanu@parks.ca.gov and connie.breakfield@parks.ca.gov.
2. Read the Field Training Officer Refresher Group 10 Syllabus.
3. Ensure you bring appropriate uniform and clothing items including your Class A and Field Uniform. Class A is required for the first day of class. The Field Uniform will be worn for the rest of the class (see page 3).
4. Please prepare three (3) questions about the field training. Email questions to Connie Breakfield, Kevin Forrester, and Jason Smith by the first day of class. Your questions will be reviewed and discussed in class.
5. Prepare a short outline (250 words or less) on how you review Daily Observation Reports with your trainees. How do you specify the differences between Outstanding, Standard and Needs Improvement? Email to Connie Breakfield, Kevin Forrester, kevin.forrester@parks.ca.gov and Jason Smith, jason.smith@parks.ca.gov by the first day of class.
6. What are some creative and/or unique training techniques you plan to or have used with your assigned trainee? Be prepared to share with the class in five minutes or less.
7. What area have you had the most training difficulties with, list that area and write a Remedial Training Worksheet and bring it to class the first day.
8. Out of all the areas evaluated on the Daily Observation Report what top 5 have you seen to be the most difficult for a new trainee? Email to Connie Breakfield, Kevin Forrester, and Jason Smith by the first day of class. See attached Daily Observation Report.

POST-TRAINING ASSIGNMENT

Prior to ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee. Then both the supervisor and employee should login to the Employee Training Management System (ETMS) and complete the Post-Training Evaluation form (an email will be sent to both employee and supervisor notifying them that the evaluation needs to be completed).

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Center in providing a return on the investment the Department has on training.

FIELD TRAINING OFFICER REFRESHER GROUP 10 - AGENDA
March 25—28, 2013

Monday

March 25

1200-1300	<i>Lunch</i>	
1300-1400	BLOCK 4 - Regular Basic Course overview	Ortiz
1400-1700	BLOCK 1 - Introduction, Orientation, Ethics, Professionalism	General Jackson/ Aaron Robertson/ Ronie Clark
	BLOCK 3 - Expectations, Functions, and Roles of the Field Training Officer	Scott Nakaji/ Phil Jenkins

Tuesday

March 26

0800-1200	BLOCK 2 - Teaching and Training Skills Development	Wittenberg
1200-1300	<i>Lunch</i>	
1300-1400	BLOCK 3 - FTO and Park Operations objectives	Skinner
1400-1600	BLOCK 3 - Expectations of the Field Training Officer Smith/Breakfield/ (SharePoint)	Forrester
1600-1700	BLOCK 10 - FTP goals and objectives Smith/Breakfield/	Forrester

Wednesday

March 27

0800-1000	BLOCK 5 - Competency Expectations/Evaluations Smith/Breakfield/ Documentation (ADORE)	Forrester
1000-1200	BLOCK 8 - Remediation, Test, Scenario Development Smith/Breakfield/	Forrester
1200-1300	<i>Lunch</i>	
1300-1700	Block 7- Legal and liability Issues Weisberg/Lynch	

Thursday 28

0800-1000	BLOCK 9 - Driver awareness and Officer Safety	TBA
1000-1100	BLOCK 6 - Intervention/Override Sturm/Turner/Hofer	
1110-1200	BLOCK 5 - Competency Expectations/ Evaluations Smith/Breakfield/ Documentation (ADORE)	Forrester
1200-1300	<i>Lunch</i>	

FIELD TRAINING OFFICER REFRESHER
COURSE CURRICULUM

<u>SUBJECT</u>	<u>HOURS</u>
Block 1 Introduction, Orientation, Ethics, Professionalism..... (D-13-6 - Leadership, Ethics, and Professionalism)	2.0
Block 2 Teaching and Training Skills Development..... (D-13-6 - Contemporary Learn Methods) (D-13-6 - Teaching Skills /Demonstration)	4.0
Block 3 Expectations, Functions, and Roles of the Field Training Officer.... (D-13-6 - Leadership, Ethics, and Professionalism) (D-13-6 - Evaluation/Documentation) (D-13-4 - Competency Expectations)	4.0
Block 4 Regular Basic Review..... (D-13-6 - Review of Regular Course Training) (D-13-6 - Leadership, Ethics, and Professionalism)	1.0
Block 5 Competency, Evaluation and Documentation..... (D-13-6 - Evaluation and Documentation) (D-13-4 - Competency Expectations) (D-13-6 - Leadership, Ethics, and Professionalism) (D-13-6 - Additional Agency specific topics)	3.0
Block 6 Intervention Techniques..... (D-13-4 - Competency Expectations) (D-13-6 - Leadership, Ethics, and Professionalism) (D-13-6 - Contemporary Learn Methods)	1.0
Block 7 Legal and Liability Issues for FTOs..... (D-13-6 - Legal Issues and Liabilities) (D-13-6 - Trainee Termination)	4.0
Block 8 Remediation, Test, and Scenario Development Strategies (D-13-6 - Remediation/Testing/Scenarios) (D-13-6 - Trainee Termination)	2.0
Block 9 Emergency Vehicle Operations..... (D-13-6 - Leadership, Ethics, and Professionalism) (D-13-4 - Competency Expectations)	2.0
Block 10 Field Training Program Goals and Objectives..... (D-13-4 - Competency Expectations) (D-13-6 - Evaluation/Documentation) (D-13-6 - Teaching Skills/Demonstration)	1.0
Total Hours	24.00

Camp San Luis Obispo

