

Field Mentoring Program

600.1 PURPOSE AND SCOPE

The Field Mentoring Program is intended to provide a standardized program to facilitate the training of entry level, lateral transfer and reassigned officers in specific duties of the Riverside County Probation Department. This policy applies to all probation officers.

600.1.1 DEFINITIONS

Definitions related to this policy include:

Mentor - A mentor is an experienced officer able to effectively train and evaluate entry level, lateral transfer, and reassigned probation officers.

Trainee - Any entry level or lateral transfer probation officer to the Riverside County Probation Department. At the discretion of the unit supervisor, this also includes current officers placed in new assignments.

600.2 AUTHORITY AND REFERENCES

- Executive Committee

600.3 POLICY

It is the policy of this department to assign all trainee probation officers to one or more mentors with the objective of preparing the new officer for various duties/assignments and developing all skills needed to operate in a safe, productive and professional manner.

600.4 REQUIRED TRAINING

Entry level officers shall be required to successfully complete the Field Mentoring Program within six months of starting the assignment.

The training period for a lateral transfer probation officer, or newly reassigned officer may be modified depending on the trainee's demonstrated performance and level of experience.

600.4.1 FIELD MENTORING MANUAL

Each trainee will be issued a Field Mentoring Manual at the beginning of the mentoring program. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Riverside County Probation Department. The officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

The Field Mentoring Manual will specifically cover those policies, procedures, rules and regulations adopted by the Riverside County Probation Department.

Field Mentoring Program

600.5 COURSE COMPLETION EVALUATIONS

Evaluations are an important component of the training process and shall be completed as outlined below.

600.5.1 FIELD MENTORING OFFICER

The mentor will be responsible for the following:

- (a) Completing and submitting a daily training log (utilizing the Daily Training Log form) on the lesson plans covered and performance of his/her assigned trainee to the unit supervisor on a daily basis.
- (b) Reviewing the Daily Training Logs with the trainee each day.
- (c) Signing off all completed topics contained in the Field Mentoring Manual, on the Field Mentoring Program Checklist maintained by the unit supervisor.

600.5.2 IMMEDIATE SUPERVISOR

The unit supervisor shall enroll the trainee in the mentoring program through the Management & Team Training System (MATTS). The supervisor shall maintain the Field Mentoring Program Checklist and ensure trainees are connected with mentors for each lesson plan included in the program. For lateral transfer or newly reassigned officers, the unit supervisor shall determine program modifications.

The unit supervisor shall review and approve the Daily Training Logs, and retain them for completion of the trainee's performance evaluation.

Following completion of the Field Mentoring Program, the unit supervisor shall complete the Course Completion Evaluation and review it with the trainee. The evaluation shall be signed by the trainee and supervisor. All Field Mentoring Program documents shall be submitted to the division manager for review.

600.5.3 DIVISION MANAGER

The division manager will review and sign all program documents and forward the Field Mentoring Program Checklist to the Staff Development Unit. All other documents will be returned to the unit supervisor.

600.6 DOCUMENTATION

Documentation after completion of the Field Mentoring Program will be retained as follows:

- (a) Daily Training Logs – Unit supervisor: For use in evaluating the officer (can be discarded after memorialized).
- (b) Course Completion Evaluation – Unit supervisor: For use in evaluating the officer (can be discarded after memorialized).
- (c) Field Mentoring Program Checklist – Staff Development Unit: To be placed in the officer's personnel file and uploaded to the trainee's MATTS profile.

Riverside County Probation Department

Policy Manual

Field Mentoring Program

Date(s) revised: 11/22/2016

Created: 02/05/2013

Attachments: None