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**TRAINING AND STAFF DEVELOPMENT**

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<b>DATE:</b>	NOVEMBER 10, 2015
<b>NUMBER:</b>	D.1
<b>SUBJECT:</b>	PHILOSOPHY AND GOALS FOR TRAINING
<b>RELATED SECTIONS:</b>	<a href="#">D.3</a> , <a href="#">D.7</a> , <a href="#">D.9</a> , <a href="#">D.11</a> , <a href="#">D.13</a> , <a href="#">D.15</a>

## PURPOSE

To provide staff members with the information and skills necessary to function effectively in the Detention Services Bureau.

## POLICY

The Detention Facility Training Program will have policies and procedures to ensure training programs for all employees are specifically planned, coordinated, supervised, and evaluated.

## PHILOSOPHY AND GOALS

- I. Training is defined as an organized, planned, and evaluated activity designed to achieve specific learning objectives through classroom studies and closely supervised on-the-job training. Training may take place within the facility, away at workshops, or special schools.
- II. Staff development is defined as an organized, planned and evaluated activity designed to further increase the staff members' level of competence, which enables them to function more effectively.
  - A. Training and development of sworn and professional detention staff is an important responsibility of the Detention Services Bureau and individual facility administrators.
  - B. The primary goal of training and staff development is the accomplishment of organizational objectives. This is accomplished through the effective utilization of the organization's resources.
  - C. Each facility will have written policies and procedures which ensure the facility's training programs for all employees are specifically planned, coordinated, supervised and evaluated.
  - D. Facility related orientation and yearly security refresher training will be outlined and coordinated by the training coordinator for both sworn and professional staff.

<b>DATE:</b>	NOVEMBER 10, 2015
<b>NUMBER:</b>	D.3
<b>SUBJECT:</b>	TRAINING COORDINATOR, SELECTION AND RESPONSIBILITIES
<b>RELATED SECTIONS:</b>	<a href="#">D.7</a>

**PURPOSE**

To establish guidelines for selection and duties of the facility training coordinator.

**POLICY**

Each facility shall select a deputy to function as the facility training coordinator. The facility training coordinator reports to and works under the supervision of, the facility supervisor in charge of training. Facility staffing needs may dictate the necessity for more than one assigned training coordinator.

**PROCEDURE**

**I. SELECTION**

The training coordinator shall be selected from the ranks of existing corporals and training officers in the following manner:

- A. The availability of a training coordinator's position shall be announced at briefings and by email notices sent to all members of the department per Department Policy and Procedure Section 3.19.
- B. Interested deputies shall submit their names and resumes to the Career Path Sergeant for Detentions-Courts per Department Policy and Procedure Section 3.19.
- C. Selection criteria shall include:
  - 1. Minimum one year satisfactory service as a corporal or training officer. Must have received a "Meets Expectations" rating on latest corporal/training officer annual Employee Appraisal Report.
  - 2. Excellent organizational skills.
  - 3. General knowledge of Detention Policy and Procedures and Title 15 requirements.
  - 4. Excellent communication skills.
  - 5. Basic working knowledge of computer programs (MS Word, Access, Excel, PowerPoint, JIMS, NetRMS and SDLAW).
- D. An interview will be conducted by a lieutenant appointed by the facility commander, the facility training sergeant, and the outgoing training coordinator.

- E. A ranked order of names will be submitted to the facility commander, who will make the selection.

## II. DUTIES

The primary responsibility of the training coordinator is to assist the Detention Training Unit (DTU) in meeting the training needs of the facility and its personnel. Other responsibilities of the training coordinator include, but are not limited to:

- A. Coordination and tracking of training of new deputies, both assigned and transferred.
- B. Planning, coordination, and evaluation of facility in-service training for sworn and professional personnel.
- C. Liaison with other facilities through attendance at announced facility training coordinator meeting at the direction of the DTU.
- D. Staff projects involving training and staff development.
- E. Orientation and training of emergency plans to all new professional staff personnel.
- F. Plan and coordinate regularly scheduled training officer meetings.
- G. Liaison between training officers and facility administrators.
- H. Assisting DTU with planning, scheduling, and tracking required S.T.C. training for all sworn staff through the rank of sergeant.

<b>DATE:</b>	APRIL 8, 2016
<b>NUMBER:</b>	D.7
<b>SUBJECT:</b>	TRAINING OFFICER SELECTION
<b>RELATED SECTIONS:</b>	DEPARTMENT P&P 3.19, 10.9 IN COMPLIANCE WITH:

## PURPOSE

To establish specific guidelines for the selection and evaluation of detention training officer(s) and corporal(s).

## POLICY

Each facility shall have a designated number of training officers, who will be selected, trained, and evaluated in accordance with Department Policy and Procedures Section 10.9. Detention personnel including Deputy Sheriffs and Detentions/ Court Services Deputy Sheriffs applying for a training officer position must meet established eligibility criteria as outlined in Department Policy and Procedures Section 10.9 in order to be considered for such assignment.

## PROCEDURE

### I. TRAINING OFFICER SELECTION PROCESS

The testing process for training officer will be conducted independently by each facility once approved by the Detentions Services Bureau and will involve the following process:

- A. When a training officer vacancy exists, the facility training sergeant will notify the personnel division career path sergeant for verification of the vacancy at an approved work location. The career path sergeant will then notify all interested candidates, bureau-wide, of the vacancies.
- B. When applications are received in the personnel division the career path sergeant will review the application packets for completeness and determine if the applicant meets the established eligibility criteria. Applicants who do not meet the eligibility criteria will be allowed to participate in the interview process, but will not be eligible for selection until all criteria has been met.
- C. Applicants can request a waiver of specific qualifications, except for the one-year minimum time in bureau. Requests for a waiver shall be sent to the personnel lieutenant. The personnel lieutenant shall decide if the specific requirements will be waived. An appeal of the personnel lieutenant's decision can be made to the personnel captain.
- D. The career path sergeant will compile a list of training officer candidates and send the list to the appropriate work location. Candidates will be tested and evaluated by a selection committee comprised of a lieutenant, two sergeants (one of whom shall be the facility training sergeant), and two training officers assigned to the facility. The examination will be in three parts, including an oral interview, a 10-minute "training proposal" presentation

(written example), and a written exercise. The results of the examination will be compiled and those candidates receiving a minimum combined score of 70% shall be placed on a list for the facility commander's review.

- E. The facility commander will select a deputy to fill each vacancy from the names submitted. In the event none of the candidates are acceptable to the facility commander, the selection committee may be re-convened to select additional candidates by the procedure set forth in sections A- D. Once all selections are finalized, the facility training sergeant will advise the career path sergeant who will in turn advise the Payroll Unit so the appropriate pay adjustments can be made.

## II. EVALUATION OF TRAINING OFFICERS

- A. Evaluation of training officers/corporals shall primarily be the responsibility of first line supervisors and will be done in accordance with Department Policy and Procedures Section 10.9.
- B. In addition to those requirements, all new training officers shall receive a monthly evaluation for the first six months of appointment, documenting acceptable and/or unacceptable performance levels. This evaluation shall be filed in the training officer's station file for a period of two years.

<b>DATE:</b>	DECEMBER 30, 2015
<b>NUMBER:</b>	D.9
<b>SUBJECT:</b>	DETENTION OPERATION TRAINING
<b>RELATED SECTIONS:</b>	<a href="#">D.3</a>

**PURPOSE**

To provide a systematic program of facility-specific training designed to give the new deputy the skills, knowledge, information, attitudes, practices and procedures necessary to function effectively in a detention setting.

**POLICY**

Each facility shall follow the department's approved phase training program in which each new detention deputy (new employee or transferee) will participate and satisfactorily complete.

**PROCEDURE**

- I. The Phase Training Program will be under the direction of the Detention Training Unit (DTU). The facility training sergeant will supervise and ensure compliance at each facility, and the program will be coordinated by the facility training coordinator.
  - A. The assigned facility training officer shall complete a daily evaluation which will be presented to the deputy in training by the end of the shift of the following work day. The daily evaluations track the progress of the trainee.
  - B. The team training sergeant will review the daily evaluations to monitor the deputy in training's progress and to ensure they are being presented to the deputy in training by the end of the shift of the following work day. The facility training sergeant will ensure that the daily evaluations are being completed in a timely manner and report any non-compliance via the chain of command to the facility commander.
  - C. Each new deputy shall spend the required time in each phase of training.
    - 1. Phase One and Two: Minimum 14 days, Maximum 21 days
    - 2. Phase Three: 7 days
  - D. Based on the trainee's performance, this process may be accelerated at the discretion of the team watch commander along with the supporting documentation. The facility training officer, deputy in training and watch commander shall agree to the acceleration. Trainees must still complete a minimum of 14 days on Phase One and Phase Two.

- E. Based on the trainee's performance, this process may also be extended. If the trainee is not performing at a “MEETS EXPECTATIONS” level of performance by the end of phase training, the facility training officer may recommend to the team watch commander the training be extended for a specific period of time, not to exceed 7 working days at a time, so the trainee may correct any performance deficiencies. This recommendation must be supported by daily evaluations and a Facility Training Officer Worksheet.

If the trainee is still unable to perform at a “MEETS EXPECTATIONS” rating level after the extended phase, the facility training officer will document the deficiency(s) in the daily training evaluations and Facility Training Officer Worksheet. The evaluations and all supporting documents will be submitted to the facility commander via the chain of command. The facility commander will consider the recommendation and supporting documents, and will then decide whether the trainee should be retained.

- II. The Phase Training Program will be evaluated on an annual basis by DTU.
- III. At the end of the Phase Training Program, the deputy in training will complete a written evaluation of the program.
- IV. Each new detention deputy will complete the required hours of entry-level core training during his/her first year, and 24 hours of STC training for each year thereafter.
- V. Every deputy’s phase training file will be archived for two years.
- VI. Facility Orientation Program (FOP) (Minimum 7 Days; Maximum 14 Days)
  - A. The deputy should work as many positions as needed to be signed off on all of the training topics before the completion of training is recommended to training staff.
  - B. Daily evaluations will be completed on each F.O.P.s deputy by the end of shift.
  - C. Incident/crime reports may be required at the discretion of the facility.
  - D. Facility Orientation Program shall include at minimum the review and/or explanation of:
    - 1. Facility commander directives
    - 2. Mandatory reading list located in the Phase Training Manual
    - 3. Emergency procedures of the work assignment
    - 4. All greensheets related to the work assignment
    - 5. Physical layout of the work assignment



<b>DATE:</b>	NOVEMBER 10, 2015
<b>NUMBER:</b>	D.11
<b>SUBJECT:</b>	DETENTION SUPERVISOR TRAINING
<b>RELATED SECTIONS:</b>	

**PURPOSE:**

To establish a training program for new sergeants, lieutenants and professional staff supervisors assigned to the Detention Services Bureau.

**POLICY:**

All newly assigned detention sergeants and professional staff supervisors shall attend a department specific 80 hour POST supervisory course. This course must be completed within one (1) year of being promoted to the rank of sergeant or professional staff supervisor.

Detention lieutenants are required to complete the POST management course within one year of being promoted to the rank of lieutenant.

**PROCEDURE:**

The supervisory course shall include, but not be limited to, supervision techniques, legal considerations, performance evaluations, discipline, stress management and budget procedures. The POST supervision course meets the requirement for this section.

<b>DATE:</b>	JULY 27, 2016
<b>NUMBER:</b>	D.13
<b>SUBJECT:</b>	IN-SERVICE TRAINING
<b>RELATED SECTIONS:</b>	

**PURPOSE**

To provide a regular program of on-site in-service training for sworn and professional personnel.

**POLICY**

All detention personnel shall receive regularly scheduled on-going in-service training designed to provide skills and information, and to develop sound practices necessary to function effectively in the detention environment.

**PROCEDURE**

- I. On-site in-service training for all sworn personnel shall be planned, coordinated and evaluated by the facility training sergeant under the direction of the In-Service Detention Training Unit.
  - A. All newly employed sworn staff deputies assigned to a facility shall complete the Phase Training program.
  - B. Annually, sworn staff must complete 24 hours of training per the Board of State and Community Corrections.
  - C. Annually, sworn staff assigned to a facility shall receive training on the following:
    - 1. Vehicle Pursuits
    - 2. PREA
    - 3. Emergency Procedures
    - 4. Self-Contained Breathing Apparatus (SCBA) Testing
    - 5. Cord Cuff
  
- II. Professional staff are an essential resource to the operation of each detention facility. Their training and development shall be the responsibility of their assigned supervisors within their respective departments. Sheriff's Non-sworn Advisory Panel (SNAP) tours are coordinated with Personnel; the goal of the SNAP tour is to show new employees how the department operates. Payroll information, for new employees, is included in the new employee orientation.
  - A. All newly employed professional staff shall receive training coordinated by the professional staff training coordinator which shall include, but not be limited to, the following:
    - 1. Occupational Injuries, Illness or Death (Departmental P&P Section 3.16)
    - 2. Rules of Conduct for Non-Sworn (Departmental P&P Section 2.2)
    - 3. Laws on and rules concerning computer records security
    - 4. Sexual harassment

5. PREA Zero Tolerance Policy assigned to employee in the Learning Management System (LMS).

B. Taught by sworn staff in Sheriff's orientation:

1. Staff-inmate relations
2. Security and safety practices
3. Personal/facility security
4. Emergency procedures
5. Key security/key sets/lost key
6. Inmate con games
7. Inmate contact
8. Inmate movement/non-sworn staff off limit areas
9. Inmate worker supervision

C. Taught by sworn staff upon assignment to a detention facility:

1. Facility tour and orientation
2. County and Sheriff's Department smoking policy
3. Institutional rules and regulations
4. Fire and emergency procedures (fire extinguishers)
5. Laws concerning detention operations
6. Alarms (security/fire)
7. Bomb threat procedures
8. Medical emergency
9. Hostage situation
10. Riot situation
11. Escapes
12. Miscellaneous
  - a. List of forms issued by Sheriff's Personnel
  - b. Facility specific employee information card
  - c. Inmate worker ID badge (color coded)
  - d. Jail visitor ID badges – social and professional

- D. All professional staff shall receive yearly scheduled in-service training designed to provide skills and develop sound practices necessary to function effectively in the detention environment. The Detention Training Unit along with the supervisors and training coordinators of each professional staff unit shall develop a training plan each fiscal year.

III. Facility management shall encourage all staff members to use all resources available to continue their personal and professional training and development.

IV. Documentation of training for each job classification shall be kept on file.

V. Nothing in this section restricts facilities from expanding on facility specific or job specific training needs.

<b>DATE:</b>	AUGUST 31, 2016
<b>NUMBER:</b>	D.15
<b>SUBJECT:</b>	TRAINING IN EMERGENCY PLANS AND CRITICAL INCIDENTS
<b>RELATED SECTIONS:</b>	

PURPOSE

To standardize training procedures for emergency plans throughout the Detention Service Bureau.

POLICY

All facility personnel are required to have a thorough knowledge of the procedures regarding all written emergency plans.

PROCEDURE

- I. All sworn personnel at each detention facility shall be trained in the implementation of written emergency plans, which will include but are not limited to: riot and disorder, taking of hostages, evacuation, fire and escape procedures.
  - A. Trainee level deputies shall be familiarized with emergency procedures during phase training. Competence on the emergency procedures shall be demonstrated during final phase testing.
  - B. Non-trainee level deputies who transfer to a facility shall be advised of the emergency plans, and steps will be taken to ensure their familiarization.
  - C. All deputies shall receive on-going in-service training regarding implementation of written emergency plans in the form of facility line-up training.
  
- II. All non-sworn personnel shall be advised of their duties and responsibilities in the event of the implementation of an emergency plan. The training coordinator will facilitate training of non-sworn staff so they are familiar and understand the emergency plans, especially regarding fires and evacuations.
  - A. Collaborative training related to emergency procedures and critical incidents shall occur between sworn and professional staff as described in the Annual Training Plan maintained by the Detention In-Service Training Unit.
  - B. The facilities are responsible for coordinating and accomplishing the briefing training and practical application drills in accordance with the course objectives. Prior to the drill occurring, meeting(s) between sworn and professional staff will take place to ensure continuity. The team training sergeant and professional staff supervisor (or designees) shall directly supervise all facility drills. Supervisors will confirm attendance, ensure participants are briefed on the learning objectives, and that safety precautions are taken. Supervisors will also ensure policies and procedures are followed during the drill.

- C. The assigned training conducted by the facilities is subject to review by Detention In-Service Training Unit.
- III. All new employees assigned to a facility will be familiarized with all emergency plans prior to beginning their permanent work assignment.
- IV. All written emergency plans will be made available to applicable personnel.