

Training Policy

208.1 PURPOSE AND SCOPE

It is the policy of this Department to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

208.2 PHILOSOPHY

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. Whenever possible, the Department will use courses certified by the Standards and Training for Corrections (STC), or will make every effort to secure special certification if appropriate.

208.2.1 STC ANNUAL HOURS

The Training Coordinator or designee will provide an adequate selection of courses for annual STC training hours. The Department's Training Coordinator or designee will monitor the training hours of each employee, but the ultimate responsibility for this task lies with each employee's immediate Supervisor. The STC program requires that entry-level Probation Officers, Detention Officers, Supervisors and Management staff participate in CORE training courses. The amount of hours and time limit in which to complete the training depends upon the job classification. Thereafter, the employees are required to complete annual training; the number of hours depending on the employee's job classification. Each training year corresponds to the County's fiscal year beginning on July 1st, and ending the following June 30th. The Department requires that all annual training be completed before May 31st of each training year.

208.2.2 STC CORE HOURS

Every new peace officer and certain designated, newly promoted peace officers must complete CORE training within a one-year period; that is one-year from the date of new hire, or one year from the date of promotion to the new classification that requires CORE training. The Training Coordinator or designee will be responsible for locating and making arrangements for the required CORE training hours.

208.3 OBJECTIVES

The objectives of the Training Program are to:

- (a) Enhance the level of law enforcement service to the public
- (b) Increase the technical expertise and overall effectiveness of Department personnel
- (c) Provide for continued professional development of Department personnel

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208.4 EVALUATION TRAINING PLAN

The employee and the employee's Supervisor will develop a training plan during the employee's annual evaluation process. It is the responsibility of the Supervisor and employee to work with the Training Coordinator to make arrangements to locate and enroll in all training identified in the training plan. The plan will address the following areas:

- State Mandated Training
- Critical Issues Training

208.5 TRAINING FOR NON-STC STAFF

Employees designated as non-STC staff are encouraged to participate in training. It is the responsibility of their immediate Supervisors to evaluate the non-STC staff and recommend appropriate training as needed and available.

Non-STC staff may attend STC training upon their request and with approval by their Supervisor and the Training Coordinator.

208.6 TRAINING PROCEDURES

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate Supervisor. Excused absences from mandatory training should be limited to the following:
 1. Court appearances.
 2. Approved vacation.
 3. Sick leave.
 4. Physical limitations or injuries preventing the employee's participation.
 5. Emergency situations.
- (b) When an employee is unable to attend mandatory training, that employee shall:
 1. Notify his or her immediate Supervisor and Training Coordinator as soon as possible but no later than three (3) hours before the start of training.
 2. Document his or her absence in a memorandum/email to his or her immediate Supervisor.
 3. Make arrangements through his or her immediate Supervisor and the Training Coordinator to attend the required training on an alternate date if available.

208.7 EXPECTATIONS OF MANAGERS AND SUPERVISORS

Managers and Supervisors in the Department are expected to:

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- (a) Make staff aware training is their job assignment for the day or days staff are assigned to training, and relieve staff of other workload responsibilities for the duration of the training.
- (b) Maintain official training records for STC Certification (Training Coordinator or designee).
- (c) Follow up with staff after training to determine the quality of training and problems that are perceived.
- (d) Evaluate staff's training needs and request training in those areas of special needs, relative to assignment, and professional development.
- (e) Ensure the timely completion of annual STC training hours by staff under their supervision.
- (f) Provide notification to staff no less than 30 days prior to pre-scheduled training date.

208.8 EXPECTATIONS OF STAFF

It is the responsibility of each employee to recognize that training is his or her job assignment for the day or days the employee is assigned to training and that he or she has individual responsibility to derive positive benefits from the training. Each employee is expected to:

- (a) Report disruptive or inappropriate behavior to the trainer.
- (b) Attend and complete all training for which he or she is enrolled.
- (c) Be punctual and return from breaks and lunch at designated times and remain in training until the class is dismissed.
- (d) Possess those training materials pertinent to the session.
- (e) Conduct himself or herself in an appropriate and professional manner.
- (f) Respect others' ideas, opinions and questions.
- (g) Follow directions of the trainer and/or proctor in each class.
- (h) Wear attire appropriate to the training in accordance with the Department's Personal Appearance policy.
- (i) Maintain his or her own training records.
- (j) After the training is completed, report via the chain of command any perceived inappropriate behavior by the trainer.
- (k) Contact the Supervisor to make appropriate arrangements if training ends earlier or later than scheduled.

208.9 EXPECTATIONS OF TRAINERS

Persons providing training to Department staff are expected to:

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- (a) Be organized and prepared to start training at the indicated time.
- (b) Ensure in so far as possible the training area is properly set up and is conducive to the training being offered.
- (c) Ensure training handouts and other materials are prepared and available.
- (d) Maintain professionalism at all times.
- (e) Be responsive to the needs and questions of the class.
- (f) Control disruptive and/or inattentive behavior. If the trainees fail to conform, direct them to leave and immediately report back to their Supervisor. Report, in writing, to the Training Coordinator or designee, any incidents of disruptive and/or inattentive behavior by trainees.
- (g) Provide regular breaks to the trainees and resume training on time following the breaks.
- (h) Comply with STC Guidelines related to documented attendance sign in and evaluation by the class participants.