

<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.