

DATE:	OCTOBER 25, 2019
NUMBER:	D.7
SUBJECT:	TRAINING OFFICER SELECTION
RELATED SECTIONS:	DEPARTMENT P&P 3.19, 10.9

PURPOSE

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

POLICY

Each facility/or specialty assignments 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/or specialty assignments 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 the 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 interviewed by a selection committee comprised of two sergeants (one of whom shall be the facility training

sergeant). The results will be compiled and 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 twelve 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.