

San Diego County Sheriff's Department Detention Services Bureau – Manual of Policies and Procedures

DATE:	FEBRUARY 8, 2019
NUMBER:	D.9
SUBJECT:	DETENTION OPERATION TRAINING
RELATED SECTIONS:	D.3

PURPOSE

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

POLICY

Each facility shall follow the approved Detention Phase Training Program in which each new detention deputy (new employee or transfer) will participate and satisfactorily complete.

PROCEDURE

- I. The Phase Training Program will be reviewed annually by the Detention In-Service Training Unit (DTU). The Phase Training Program is outlined in the Detention Training Manual available through DTU. The training sergeant at each facility will supervise and ensure program compliance.
 - A. The assigned facility training officer (FTO) shall complete a Probationary Daily Trainee Evaluation-Detentions (J-40 form) which will be presented to the deputy in training (DIT) by the end of shift on the following work day. Any noted deficiencies shall be discussed with the DIT prior to the end of shift.
 - B. The team training sergeant will review the J-40 forms to monitor the DIT's progress and to ensure evaluations are being completed in accordance with this policy. Any non-compliance shall be reported via the chain of command to the facility commander.
 - C. Each DIT shall spend the required time in each phase of training.
 1. Phase One: Minimum 28 days
 2. Phase Two: Minimum 14 days, Maximum 21 days
 - D. Based on the DIT's performance, Phase Two may be accelerated at the discretion of the team watch commander. This recommendation must be supported by daily evaluations and a Facility Training Officer Worksheet- Acceleration of Training (J-42 form). The FTO, DIT, and watch commander shall agree to the acceleration.

- E. Based on the DIT's performance, Phase One or Two may be extended at the discretion of the watch commander. If the DIT is not meeting performance standards by the end of phase training, the FTO may recommend the training be extended for a specific period of time, not to exceed seven (7) working days at a time, so the DIT may correct any performance deficiencies. This recommendation must be supported by daily evaluations and a Facility Training Officer Worksheet-Notice of Deficiencies (J-41 form).
 - F. If the DIT continues to not meet performance standards in the extended phase, the FTO will document the deficiency(s) on the J-40 and J-41 forms. 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 DIT should be retained.
 - G. At the end of the Phase Training Program, the DIT will complete a Detention Training Program Evaluation Form.
 - H. DIT phase training files will be archived for two (2) years.
- II. The Facility Orientation Program (FOP) may be utilized for deputies transferred to an unfamiliar work assignment/facility. The FOP is a minimum of seven (7) days (maximum of 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. Incident/crime reports may be required at the discretion of the facility.
 - B. The assigned FTO shall complete a Facility Orientation Program Evaluation (J-43 form) which will be presented to the deputy by the end of shift. Any noted deficiencies shall be discussed with the deputy.
 - C. The FOP shall include at minimum the review and/or explanation of:
 - 1. Facility commander directives
 - 2. Mandatory reading list located in the Detention Training Manual
 - 3. Emergency procedures of the work assignment
 - 4. Facility green sheets related to the work assignment
 - 5. Physical layout of the work assignment