

<b>DATE:</b>	OCTOBER 10, 2018
<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 (DTU).
  - 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
    - 6. The WRAP Restraint
    - 7. Suicide Detection and Prevention
  
- 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
10. Inmate Suicide Detection and Prevention

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. DTU, 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.