

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT
COURT SERVICES BUREAU
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
July 10, 2003	BUREAU-WIDE	ADMINISTRATION	A.7
SUBJECT: TRAINING COORDINATOR SELECTION AND RESPONSIBILITIES			PAGE 1 of 2

Purpose:

This section establishes guidelines for the selection and duties of the Facility Training Coordinator within the Court Services Bureau (CSB).

Policy:

Each command/courthouse shall select a deputy to function as the Facility Training Coordinator. The Training Coordinator reports to, and works under the supervision of, the facility Training Sergeant. Facility staffing needs may dictate the necessity for more than one assigned Training Coordinator.

The position of Training Coordinator is intended to be an ancillary assignment performed in addition to the normal duties of CSB deputy sheriffs and training officers/corporals. The Training Coordinator may be relieved at the discretion of the facility commander. Relief of Training Coordinator duties does not signify a loss of training officer/corporal status.

Procedure:

- I. Facility Training Coordinator Selection - The training coordinator will generally be selected from the ranks of existing Corporals and Training Officers in the following manner:
 - A. The availability of a Training Coordinator position shall be announced at briefings and by e-mail notices to all members of the training staff.
 - B. Interested deputies shall submit their names and resumes to the facility Training Sergeant.
 - C. Selection Criteria will include:
 1. A minimum one-year satisfactory service as a Corporal or Training Officer. Must have received minimally a "Meets Standards" rating on latest performance evaluation.
 2. Excellent organizational skills.

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3. General knowledge of Court Services Bureau and Department Policies and Procedures.

4. Excellent communication skills.

5. Basic working knowledge of computer programs (MS Word, Access, Excel, PowerPoint) is preferred.

D. An oral interview of candidates will be conducted by the facility Training Sergeant, the outgoing Training Coordinator and one other sergeant if available.

E. A ranked order of successful candidates will be given to the command Lieutenant who will make the selection.

II. Duties and Responsibilities

A. The primary responsibility of the Training Coordinator is to assist Bureau training staff in meeting the training needs of the facility and its personnel. Other responsibilities and duties of the Training Coordinator include:

1. Coordination of training and the evaluation of new deputies.

2. Planning, coordinating and evaluating facility in-service training.

3. Liaison with other facilities through attendance of training meetings as necessary.

4. Staff projects involving training and staff development.

5. Liaison between training officers and the command.

6. With cooperation and input of the Training Sergeant, planning, scheduling and tracking required S.T.C. and P.O.S.T. training for all sworn staff, through the rank of Sergeant.