

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

DATE	DISSEMINATION	CATEGORY	NUMBER
September 17, 2010	BUREAU-WIDE	ADMINISTRATION	A.8
SUBJECT: TRAINING OFFICER/CORPORAL SELECTION PROCESS			PAGE 1 of 1

Purpose:

To establish guidelines for the selection and duties of Training Officers/Corporals within the Court Services Bureau (CSB).

Policy:

The primary responsibility of CSB training officers is to teach. Each command/courthouse shall select training officers/corporals to train personnel on CSB and departmental policy and procedures, provide line-up training and perform peer leadership functions. Training officer and corporal selection will be accomplished in compliance with Department Policy and Procedure 10.9. CSB lieutenants shall have the authority to modify the minimum eligibility requirements for participation in the selection process in order to obtain a sufficient pool of candidates.

Procedure:

- I. Training officer selection and eligibility standards are to be followed as set forth in Department Policy and Procedure Section 10.9 – CORPORAL/TRAINING OFFICER PROGRAM
  - A. Interested deputies shall submit to an examination process to include the following:
    1. A written examination
    2. An oral interview
    3. A sample line-up training session
    4. A written exercise
    5. Upon completion of the examination process, the training sergeant and facility training coordinator will compile a list of recommended candidates as set forth in Department Policy and Procedure Section 3.19-CAREER DEVELOPMENT FOR SWORN PERSONNEL, and submit through the chain of command to the facility commander for approval.