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Sheriff

Detention Services Bureau, Detention In-Service Training Unit

San Diego County

SHERIFF

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TRAINING BULLETIN

SCHEDULED TRAINING

Training requirements for Detention and Court Services sworn staff are governed by the Board of State and Community Corrections (BSCC). As a participating agency, the Sheriff's Office receives annual subvention funds from Standards and Training for Corrections (STC) to fund training replacement costs. As a condition of participation and receiving the funds, DTU ensures that 24 hours of STC training is provided to each non-probationary detention sworn staff, and LE sworn staff assigned to the Detention Services Bureau. Participation requires a 100% compliance, and it is audited annually by the regional STC Field Representative. An instance of non-compliance will send a formal notice to the Bureau Assistant Sheriff. Subsequent instances of non-compliance can lead to revocation of annual STC funding used towards training replacement costs.

Policy 2.24 Reporting for Duty

Employees shall report for duty at the time and place required by assignment or orders and shall be physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties. **Judicial subpoenas and training assignments shall constitute an order to appear under this section.**

Scheduling of Training by DTU

The DTU will schedule training at a minimum 14 days prior and up to 90 days in advance. Initial training notifications will be sent out via Outlook and staff will receive a 30-day and 15-day reminder e-mails. Upon receiving the training calendar notification, staff will either **"Accept" or "Decline"** the training. Valid reasons for declining training are the same as the reasons for not showing up to an assigned workday (SPT/SLT/MIL/BRE/Approved Annual Vacation/Dr's Appointment/Unexpected Life Events). If declining training for a valid reason, please edit the response on the calendar notification stating the reason. If staff must decline training, the sooner DTU is notified, the sooner someone else will be able to fill the vacancy. If we receive a decline within 14 days of the training, it makes it difficult to schedule someone else with such short notice.

Finding Previously Accepted Training Invitations

Once you accept a training calendar invitation, the e-mail will disappear. If you forget the training date, you can find it in two different locations:

- **Outlook Calendar:** On the far-left side of your Outlook, under the mail icon, you will see an icon resembling a monthly calendar. Click on it and click on "My Calendar". Every invitation that you accepted will appear on the calendar.
- **SDSD Scheduler App (OT):** On top of the app, click on "My Details". When the window opens click on "Training" next to Assigned. Every training that you are scheduled to attend will appear on the app.



Training outside of the Detention In-Service Training Unit

DTU encourages and welcomes staff to further their knowledge by seeking training outside our typical STC courses. If the facility would like to send their staff to any outside training, DTU must be notified. Below are the reasons for this practice.

- **Instructor Courses/Training:** After vetting the candidate, DTU will schedule staff to attend department-recognized instructor courses. Staff who completed instructor courses but were not sponsored by DTU, will not instruct any topic in any capacity for the bureau, until they are first vetted and approved by DTU. This process is in place to ensure instructors are teaching approved techniques and abiding by department policy/procedures and other approved guidelines when working as an instructor representing DSB.

All training that DTU does not schedule will require prior approval by the Facility Commander or designee of the staff requesting the training. Please review the below guidelines:

- **OUT OF COUNTY TRAINING:**
 1. Requires DSB Command approval.
 2. Tuition and Travel will likely be covered by the facility's ORG.
 3. Travel paperwork must be completed by DTU, even if the travel is covered by the facility ORG.
 4. Upon completion of the training, DTU must be notified.
 5. DTU will update the staff's training record and a roster must be signed for record keeping.
- **TRAINING PROVIDED BY DEPARTMENT or CONDUCTED ON COUNTY PROPERTY:**
 1. Examples: FIC, DETAC, any other course being hosted by SDSO/SD-DA at OTAY or Miramar range.
 2. Requires Facility Commander or designee's approval.
 3. If the training is provided by an outside company but conducted on county property, tuition will likely be covered by the facility's ORG.
 4. The San Diego Law Enforcement Coordination Center (LECC) is a multi-agency building that should be treated as county property for training purposes.
 5. Staff should be on paid status (REG or POT) when attending training on county property in case of injury during training.
 6. Upon completion of the training, DTU must be notified, and a roster must be signed for record keeping.
 7. DTU will update the staff's training record.
- **TRAINING NOT PROVIDED BY DEPARTMENT and NOT CONDUCTED ON COUNTY PROPERTY:**
 1. You are free to attend any training you desire during your RDOs without approval as long as:
 - a) SDSO is not the provider or facilitator.
 - b) It's not on county property.
 - c) It does not require for the trainee to be on Peace Officer status during training (PC 830.1(c)).
 - d) You are not expecting to get OT, tuition reimbursement, or mileage reimbursement for attending training on your RDO.
 2. If you want the training to be reflected on your training record, submit a certificate of completion and the course flyer to DTU.
 3. Please remember that skills, tactics, or procedures taught by independent training providers may not be department approved.

This Training Bulletin was prepared by the Detention In-Service Training Unit. If you have expertise in a particular subject and would like to write a training bulletin, please contact the Detention In Service Training unit
