

**San Diego Sheriff's Department
Detention Services Bureau**



**QUARTERLY TRAINING PLAN
Fiscal Year 2019 / 2020**

WILLIAM D. GORE, SHERIFF

Forward

Overview

The purpose of the Detention Services Bureau Quarterly Training Plan (QTP) is to provide an outline to meet the training goals for the fiscal year. The QTP provides an overview of all training as well as a description of the Standards and Training for Corrections (STC) classes which will be proctored during this fiscal training year. The training goal will deliver twenty four hours of approved and relevant training to approximately 1300 employees.

To accomplish our goal within STC standards, the QTP will outline and assist the Detention In-Service Training Unit (DTU) in providing a continued offering of organized, effective and relevant training. The 2019/2020 QTP is a training resource, providing direction as established in guidelines and by government entities identified by the San Diego County Sheriff's Department. Examples include: Detention Policies and Procedures Section D, California Code of Regulations, Title 15 Division 1, Subchapter 1, Articles 1 through 9, Sections 100-358 and the Board of State and Community Corrections of the State of California (BSCC).

TABLE OF CONTENTS

	Page
Roles and Responsibilities	
Detention In-Service Training Unit	4
Facility Training Sergeant	4
Facility Training Coordinators	4
Team Training Sergeants	4
IFT Overview & Documentation	
IFT Overview	5
Supplemental IFT Topics	5
IFT Documentation, Instructions, & Information	5
Basic STC Guidelines & Training Rosters	5-7
Line-Up Training (**Changes for 2019/2020**)	
Line-up Training Topics	8
Mandated Training Topics	8
Quarterly Training	
Training Drills	9
Quarterly SurvivAir Proficiency Testing	9
Required Training Drills	10
Quarterly Training Report	11
Archiving (**Changes for 2019/2020**)	
Overview	12
Monthly Line-Up Training	12
Mandatory Training	13
Quarterly SurvivAir	13
Training Proposals & Summaries	13
IFT STC Training Rosters	14
Drill Rosters	14
Required Training Justification	15
Quarterly Training Outline	16-19
STC Course Descriptions	20-27

Roles and Responsibilities

Detention In-Service Training Unit

DTU is responsible for maintaining the QTP. DTU will present the information at a training coordinators meeting prior to the commencement of the fiscal year.

The QTP for the next fiscal year will be made available to the facility training staff by June 15th of the current fiscal year. The QTP will be made available to the facility training staff on the “V” Drive (located at *DTU In-Service\All Facilities\19-20 Detention Quarterly Training Plan for Publication*) and on the DTU SharePoint site. Once the QTP is placed online, an electronic notice will be sent to the facility training staff.

DTU will be responsible for conducting quarterly facility training file audits of each facility’s training documentation to ensure compliance with training requirements. DTU will also be responsible for receiving all original STC training rosters and entering the participants in the DTU training database for compliance tracking purposes.

Facility Training Sergeant

The facility training sergeant will be responsible for ensuring all monthly, quarterly and annual training requirements are assigned, conducted and completed according to the QTP.

Facility Training Coordinator

The facility training coordinator will be electronically notified by DTU when the QTP is available online. Facility training coordinators will forward a copy of the QTP to each team training sergeant. The facility training coordinator is responsible for tracking all required training, archiving and completing the Quarterly Training Report (see page 11). The facility training coordinator is also responsible for pre-filling/preparing, promptly collecting, and forwarding all original STC (IFT) training rosters to DTU via interoffice mail.

Team Training Sergeants

The team training sergeant will be responsible for assigning line-up training topics to the appropriate staff; i.e. - supervisor, training officer, and line deputy. The team training sergeant will assign, review and approve the Quarterly SurvivAir Proficiency Testing forms before submitting to the facility training staff for archiving. The team training sergeant or designee, will collect and forward all completed line-up training attendance rosters and any mandated 100% participation to the facility training staff.

The team training sergeant will be responsible for the training drills conducted on their team. The team training sergeant will be responsible for assigning and approving a training proposal and training summary for each training drill. The team training sergeant will then collect the completed reports and forward them through the facility chain of command.

The team training sergeant will oversee training drills ensuring professional staff were included and the learning objectives were accomplished. The team training sergeant will ensure knowledgeable staff presents the training. The team training sergeant will ensure all participating deputies have legibly printed and signed the STC training rosters.

Intensified Format Training (IFT)

Overview

The Intensified Format Training (IFT) is intended to be a combined instructional and practical training format which is directly related to the duties of Deputy Sheriff - Detentions. The purpose of each IFT topic is to capture a minimum of one hour and a maximum of two hours of STC certified training. In FY 18/19 changes to the certification approval process for IFTs limited the topics to include only those that do not require specialized instruction. STC certified IFT topics will now be limited to subjects such as policy and procedure updates/review and basic non-tactical skills application.

All required IFT topics will be conducted by each team at each facility utilizing the IFT format. Facility specific or supplemental IFT topics can also be STC certified by contacting DTU. Certified IFT topics required by DTU have been scheduled throughout the fiscal year in the Quarterly Training Outline (page 15). In addition, DTU will periodically add additional required IFT topics corresponding with policy and procedure updates (these will be sent directly to the facility training coordinators as they become available).

Supplemental IFT Topics

As with the required IFT topics, additional facility specific or supplemental training can be certified through STC. Supplemental IFT topics are available to team trainers on the DTU SharePoint site training resources page.

Questions concerning IFT topics or any request for an IFT topic certification should be forwarded to the DTU sergeant (can be contacted at 619-258- 3125).

IFT Documentation, Instructions, & Information

Each IFT topic has a STC certification number, corresponding STC training roster, and an IFT instruction sheet. Pre-formatted online STC rosters are available for those who wish to type in team personnel names. The IFT instruction sheet outlines the course summary, objectives, professional staff involvement, policy and procedure references, and a brief description of the training components which should be covered. This IFT instruction sheet is a guideline to ensure the training objectives are followed and provides guidelines for the drafting of a training proposal if required by DTU.

STC Training Rosters


STC training rosters for [STC CERTIFIED IFT TOPICS](#) are located on the DTU SharePoint site and on the “V” Drive (located at *DTU In-Service\All Facilities\19-20 Detention Quarterly Training Plan for Publication\19-20 STC Certified IFT Roster*). It is imperative the pre-formatted information on each roster not be altered in any way. All STC training rosters used for an IFT will be subject to audit by the State. Therefore, rosters that have been altered will not be accepted. Rosters submitted to DTU that contain errors will be returned for correction. **DO NOT CHANGE ANY INFORMATION ON THE UPPER PORTION OF THE ROSTER. It is the facility training coordinator's responsibility to submit completed IFT rosters to DTU.**

NOTE: Only original rosters will be accepted by the State.

Intensified Format Training (IFT)

(Continued)

The red entries in the example below indicate what information must be entered by the team trainer. This is the **ONLY** information required by the team trainer in the upper portion of the roster.

STANDARDS AND TRAINING FOR CORRECTIONS PROGRAM COURSE ROSTER						ATTN: STC FIELD REPRESENTATIVE Sarah Dunham	
1. CERTIFICATION NUMBER	2. COURSE START DATE	COURSE END DATE	3. LOCATION	4. CERTIFIED HOURS	5. DATE CERTIFIED	PAGE 1 OF 3 PAGES	
0071-51411	DATE	DATE	San Diego	2	06/18/09		
6. COURSE TITLE			7. TRAINING PROVIDER			8. TELEPHONE NUMBER	
Cell Extractions			San Diego County Sheriff's Dept.			(619) 258-3137	
9. LIST ONLY INSTRUCTORS FOR THIS COURSE PRESENTATION						10. TOTAL PARTICIPANTS	
Print name(s) of Training Sergeant and/or Corporals that instructed/proctored training						# of Deputies Trained	
11. NAME (LAST, FIRST, MIDDLE INITIAL) (TYPE OR PRINT LEGIBLY)	12. TRAINEE SIGNATURE		13. COMPLETE NAME OF AGENCY	14. HOURS ATTENDED (TO BE COMPLETED BY PROVIDER REPRESENTATIVE ONLY)	15. CORE COURSE ONLY SATISFACTORY COMPLETION		
					YES	NO	
1. Print names legibly	All MUST sign		San Diego Sheriff's Dept.	2			
2. Heinz Tschwanzl			San Diego Sheriff's Dept.	2			
3.			San Diego Sheriff's Dept.	2			
4.			San Diego Sheriff's Dept.	2			
5.			San Diego Sheriff's Dept.	2			
6.			San Diego Sheriff's Dept.	2			
7.			San Diego Sheriff's Dept.	2			
8.			San Diego Sheriff's Dept.	2			
9.			San Diego Sheriff's Dept.	2			
10.			San Diego Sheriff's Dept.	2			
11.			San Diego Sheriff's Dept.	2			
12.			San Diego Sheriff's Dept.	2			
13.			San Diego Sheriff's Dept.	2			
14.			San Diego Sheriff's Dept.	2			
15.			San Diego Sheriff's Dept.	2			
16.			San Diego Sheriff's Dept.	2			
17.			San Diego Sheriff's Dept.	2			
18.			San Diego Sheriff's Dept.	2			
19.			San Diego Sheriff's Dept.	2			
20.			San Diego Sheriff's Dept.	2			
16. I CERTIFY THE ABOVE INFORMATION IS CORRECT							
NAME AND TITLE David Jamison, Sgt.				AUTHORIZED SIGNATURE		DATE	

The following guidelines must be followed in completing the STC training roster:

- The “Course Title” (field #6) and “Certification Number” (field #1) must **NOT** be altered.
- The “Course End Date” (field #2) must be indicated. The “Course Start Date” and “Course End Date” **MUST BE THE SAME DAY**. If an IFT is conducted on multiple days, a new roster must be printed out for each day the training is conducted.
- The team trainer must enter his/her name and/or the name of the other instructor(s) in field #9. Instructors are ineligible for STC credit and should not sign the roster as an attending “trainee.”
- The date in the “Date Certified” field (#5) must **NOT** be altered. This date is an annual certification date with STC.
- The “Location” (field #3) and “Training Provider” (field #7) must **NOT** be altered.

Intensified Format Training (IFT)

(Continued)

- The team trainer will enter the total number of participants in field #10 when the training is complete.
- Ensure participating deputies print their names legibly in column #11. If the name is not legible, have the deputy provide their ARJIS number with their name. Ensure deputies sign their names in column #12. If the signature is absent, it will be assumed the deputy did not participate in the training and he/she will not receive the STC credit.
- The “*Authorized Signature*” field is reserved only for the DTU sergeant.

IFT Basic STC Guidelines

- Once the IFT is completed, the **ORIGINAL** STC training roster must be **IMMEDIATELY** forwarded to DTU via the facility training staff. STC training rosters which are not submitted to the State within 30 days may be rejected at the discretion of the STC Representative. Deputies listed on the roster will not receive the hours of STC credit.
- Training proposals and training summaries are required by DTU for all training drills (regardless of IFT certification). Facility specific or supplemental training drills may require a training proposal and summary at the discretion of the facility commander. Original STC training rosters submitted to DTU do not need an attached training proposal and/or summary. Team trainers should not wait for the training summary to be signed off through the chain of command before submitting the STC training roster.

Line-Up Training

Line-Up Training Topics (**Changes for 2019/2020**)

Team training sergeants are responsible for managing the required line-up training topics assigned each quarter. The required line-up training topics should be assigned to the appropriate staff indicated by the title of the line-up training. For example, sergeants conduct line-up training topics which are labeled *"To be Presented by a Supervisor"* and there are subsequent topics for training officers/corporals and deputies. Some line-up training topics will require a standardized presentation (refer to the Quarterly Training Outline on pages 16-19).

The required line-up training topics with the appropriate staff assignments are located in the Quarterly Training Outline section on page 16-19. The topics are listed for each month. Training topics must be conducted in the month they are assigned. The facility training staff shall ensure the line-up training topics assigned each month are presented/discussed in briefing by the appropriate staff and tracked on the Quarterly Training Report.

Each quarter will include required line-up training topics related to the quarterly SurvivAir testing and training drills (i.e. - fire, evacuation, escape, hostage, riot and disorder, and first responder shots fired procedures) as well as other emergency operations or critical incident related topics. All line-up training will be assigned in the Learning Management System (LMS).

After discussing/reviewing the training material in line-up (briefing), sworn staff shall sign off as completed in LMS. In the event a staff member is not present when the topic is discussed in briefing, they shall independently read, review, and complete the training. Completion of some line-up training topics includes reviewing an associated standardized PowerPoint presentation available on the DTU SharePoint site. By clicking *"Yes"* to *"Have you completed this activity?"* in LMS, sworn staff are attesting that they have viewed, read, and completed the training activity. Attendance rosters for assigned line-up training topics will be managed through LMS by DTU (no Training Attendance Roster forms are required).

Each facility or team may include supplemental line-up training topics from the approved [LINE-UP TRAINING LIBRARY](#) which can be found on the "V" Drive (located at *DTU In-Service\All Facilities\19-20 Detention Quarterly Training Plan for Publication\19-20 STC Line-up Training Library*) as needed. Training Attendance Rosters for supplemental line-up training topics shall be used to document the training in the Quarterly Training Report. All rosters for supplemental training are to be archived.

Mandated Training Topics

Occasionally, DTU or DSB command will mandate training topics corresponding to an identified training need. Other training topics are mandated through state legislation and are required for all sworn peace officers in California. These training topics will typically require 100% participation in order to be in compliance. At the completion of this training, each team training sergeant will be responsible for ensuring the Training Attendance Roster meets 100% compliance before submitting it to the facility training staff. The facility training staff will review the roster for compliance and forward it to DTU. A roster which does not meet 100% compliance will be returned to the team for completion.

Quarterly Training

Training Drills

Training drills are located in the Quarterly Training Outline section on pages 16-19. Each facility training unit is responsible for assigning the training drills for the quarter.

Training drills for any emergency equipment (other than SurvivAir proficiency testing) which includes practical application require a training proposal (i.e., Pro-Straint chair). This requirement is at the discretion of the facility commander and the training proposal must be completed prior to conducting the training. Once the training has been completed, a training summary is required. The training proposal must be in compliance with current policy, procedure, and tactics. Not all drills will be STC certified, only those that do not require specialized instruction such as basic non-tactical skills application. When referring to the required drills, only those with highlighted IFT certification numbers will require an STC training roster. For drills that are **NOT** STC certified, a Training Attendance Roster must be completed.

Professional staff shall be included in the quarterly drills. In the event, the professional staff is not included, the team training sergeant, the facility training sergeant and the DTU sergeant shall be notified. Once the training has been completed, a training summary is required.

The team training sergeant will manage the quarterly drills to ensure proper assignments and communication occurs between all participants (i.e. sworn and professional). The assignment of a facility drill shall be developed one month in advance. This allows time to establish communication, meetings, and submit a training proposal to the facility commander or designee prior to the first of the month in which the training drill will be conducted.

Templates for a [TRAINING PROPOSAL](#) or [TRAINING SUMMARY](#) can be found on the DTU SharePoint site or on the “V” Drive (located at *DTU In-Service\All Facilities\SharePoint forms*).

Quarterly SurvivAir Proficiency Testing

The required quarterly Self-Contained Breathing Apparatus (SCBA) or SurvivAir proficiency testing is not a training drill; therefore it does not require a training proposal or training summary. The Quarterly SurvivAir Proficiency Testing ([Form J-16](#)) is available on the DTU SharePoint site.

Quarterly Training (Continued)

Required Training Drills

Drills can be executed in a variety of ways specific to the facility where it is conducted. Creativity in the development of training is encouraged and the inclusion of professional staff is mandatory. Each facility has unique aspects which may affect responses to inmate disturbances, escapes, hostage situations, fire, and active shooter scenarios. Each team has significant latitude in developing training to address the many variables associated with these incidents. However, the training must not deviate from the course objectives outlined on each specific training drill guideline. Not all drills will be STC certified, only those that do not require specialized instruction such as basic non-tactical skills application. When referring to the required drills, only those with IFT certification numbers will require an [STC training roster](#). All other drills will require a [Training Attendance Roster](#).

The required training drills are scheduled for the following quarters:

1st Quarter:

- *July* - Max Restraint Cord Cuff Drill
- *July* - The WRAP Restraint Drill
- *August* – Person Down Emergency Response **IFT #71-51968**
- *September* - Fire Response Refresher: Evac., Search and Rescue **IFT #71-69149**

2nd Quarter:

- *October* - Escape Procedures Refresher **IFT #71-51407**
- *December* - First Responder / Shots Fired Drill

3rd Quarter:

- *January* - Fire Response Refresher: Evac., Search and Rescue **IFT #71-69149**
- *February* - Hostage Incident Refresher **IFT #71-51421**
- *March* - Inmate Disturbance Drill

4th Quarter:

- *April* - Naloxone Training (2 hour) **IFT #08358879**
- *May* - Restraint Chair Refresher Drill
- *June* - Cell Extraction Drill

NOTE: Fire and evacuation training is combined into one training drill, the duration of the training must be a minimum of 2 hours as outlined in the IFT certification.

Quarterly Training

(Continued)

Quarterly Training Report

The facility training staff is responsible for compiling the information for the Quarterly Training Report and submitting the report to their command for approval. At the completion of each quarter, all facilities must submit a Quarterly Training Report documenting the facility's training. After the facility commander or designee approves the Quarterly Training Report, a copy will be maintained by the facility training staff. The original report along with an electronic copy will be sent to the DTU sergeant.

Quarterly Training Reports and all required documentation must be forwarded to DTU by the following dates:

- 1st Quarter – October 15**
- 2nd Quarter – January 15**
- 3rd Quarter – April 15**
- 4th Quarter – July 15**

The template for the [QUARTERLY TRAINING REPORT](#) is available on the DTU SharePoint site and the "V" drive (located at *DTU In-Service\All Facilities\SharePoint forms*). DTU staff will audit the Quarterly Training Report content and ensure all associated rosters/documentation has been completed and archived appropriately.

Archiving

Overview

Each facility will maintain an archiving system based on their needs but should be prepared to produce any documented training material upon request. This documented training may be requested or reviewed by the following, but not limited to: Board of State and Community Corrections, Division of Inspectional Services, Standards and Compliance Unit, Sheriff's Legal and DTU.

The facility training staff will be responsible for archiving all monthly, quarterly, annual, and any facility specific training documentation at their facilities.

The facility training staff will electronically forward all required quarterly and annual training documents in PDF format to DTU for auditing purposes prior to the completion of each quarter. The facility training staff will electronically store the quarterly training documents into the below specified folders located on the "V" Drive.

Line-Up Training (**Changes for 2019/2020**)

All line-up training will be assigned in the Learning Management System (LMS). After discussing/reviewing the training material in line-up (briefing), sworn staff shall sign off as completed in LMS. In the event a staff member is not present when the topic is discussed in briefing, they shall independently read, review, and complete the training. Completion of some line-up training topics includes reviewing an associated standardized PowerPoint presentation available on the DTU SharePoint site. By clicking "Yes" to "***Have you completed this activity?***" in LMS, sworn staff are attesting that they have viewed, read, and completed the training activity. Attendance rosters for line-up training topics will be managed through LMS by DTU (no Training Attendance Roster forms are required).

Each facility or team may include supplemental line-up training topics from the approved [LINE-UP TRAINING LIBRARY](#) which can be found on the "V" Drive (located at *DTU In-Service\All Facilities\19-20 Detention Quarterly Training Plan for Publication\19-20 STC Line-up Training Library*) as needed. Training Attendance Rosters for additional topics shall be used to document the training in the Quarterly Training Report. All rosters for additional training are to be archived. Additional training rosters will be copied or scanned to PDF and electronically imported/saved to the "V" Drive in the [19-20 SUPPLEMENTAL LINE-UP TRAINING ROSTERS ARCHIVE](#) folders under the appropriate quarter (*located at DTU In-Service\All Facilities\19-20 Detention Quarterly Training Plan for Publication\19-20 Archiving\19-20 Supplemental Line-Up Training Rosters Archive*).

All facilities will save their supplemental line-up training attendance rosters to the same quarterly folders. The rosters must be saved in the following format for archiving purposes: 19-20-QX-Facility-TMX-#XX

(For example, a first quarter supplemental line-up training topic #27- Force Blood Draw completed by East Mesa Reentry Facility Team 1 would be archived as 19-20-Q1-EMRF-TM1-#27.pdf)

Archiving (Continued)

Mandatory Training (100% Compliance)

The facility training coordinator will receive the training attendance rosters from each team and verify if 100% compliance was achieved. The facility training staff will copy or scan the rosters and archive at the facility. The facility training staff will forward original rosters or electronic copies to DTU as directed for auditing purposes. Mandatory 100% compliance training will be copied or scanned to PDF and electronically imported/saved to the "V" Drive in the [19-20 100% COMPLIANCE ROSTERS ARCHIVE](#) folder under the appropriate quarter (*located at DTU In-Service\All Facilities\19-20 Detention Quarterly Training Plan for Publication\19-20 Archiving\19-20 100% Compliance Rosters Archive*).

All facilities will save their 100% compliance rosters to the same quarterly folders. The rosters must be saved in the following format for archiving purposes: *19-20-QX-Facilty-TMX-Training Title*

(For example, the first quarter 100% training roster for Inmate Voting completed by East Mesa Reentry Facility Team 1 would be archived as *19-20-Q1-EMRF-TM1-Inmate Voting.pdf*)

Quarterly SurvivAir Proficiency Testing

All completed team rosters with the attached Quarterly SurvivAir Proficiency Testing (Form J-16) will be collected from each team and archived at each facility after the completion of each quarterly training report. The facility training staff will document each team's overall compliance in completing the SurvivAir proficiency testing in the quarterly training report.

Training Proposals and Training Summaries

Training proposals and summaries for required drills from each team will be archived after completion and approval by the facility chain of command at the end of each quarter. Each training proposal and summary will be copied or scanned to PDF and electronically imported/saved to the "V" Drive in the [19-20 PROPOSAL & SUMMARY ARCHIVE](#) folders under the appropriate quarter. The rosters must be saved in the following format for archiving purposes: *19-20-QX-Facilty-TMX-Drill Title-Proposal/Summary*

(For example, the third quarter proposal for the Inmate Disturbance training completed by East Mesa Reentry Facility Team 3 would be archived as *19-20-Q3-EMRF-TM3-Inmate Disturbance-Proposal.pdf*)

Archiving (Continued)

IFT STC Training Rosters

For training/drills that are STC certified IFTs, the STC training rosters must be completed and copied or scanned to PDF and electronically imported/saved to the "V" Drive in the [19-20 STC-IFT CERTIFIED TRAINING ROSTERS ARCHIVE](#) folders under the appropriate quarter (located at *DTU In-Service\All Facilities\19-20 Detention Quarterly Training Plan for Publication\19-20 Archiving\19-20 STC-IFT Certified Training Rosters Archive*). The rosters must be saved in the following format for archiving purposes: *19-20-QX-Facility-TMX-IFT Title*

(For example, the second quarter roster for the Escape Procedures Refresher IFT Drill completed by East Mesa Reentry Facility Team 4 would be archived as *19-20-Q2-EMRF-TM4-Escape Procedures Refresher IFT.pdf*)

Drill Rosters

Training rosters for required drills will be archived in the appropriate folder. For drills that are **NOT** STC certified, the training attendance rosters must be completed and copied or scanned to PDF and electronically imported/saved to the "V" Drive in the [19-20 TRAINING DRILL ROSTERS ARCHIVE](#) folders under the appropriate quarter (located at *DTU In-Service\All Facilities\19-20 Detention Quarterly Training Plan for Publication\19-20 Archiving\19-20 Training Drill Rosters Archive*). The rosters must be saved in the following format for archiving purposes: *19-20-QX-Facility-TMX-Drill Title*.

(For example, the fourth quarter roster for the Cell Extractions Drill completed by East Mesa Reentry Facility Team 1 would be archived as *19-20-Q4-EMRF-TM1-Cell Extractions Drill.pdf*)

Required Training Justification

The required training justification section identifies the required training, the supporting Policy and Procedure sections and directives. The department's policy and procedures outline of training requirements are based on mandates or guidelines set by Board of State and Community Corrections (BSCC), Title 15, P.O.S.T. and other state guidelines or legislative mandates.

Monthly Training

Line-Up Training	Dept. P&P Section 10.3, DSB P&P D.15.I.C
Mandated Training Topics	By Direction of DSB Command as needed.

Quarterly Training

SurvivAir Proficiency Testing	DSB P&P H.1.III.B.1
-------------------------------	---------------------

Drills

Inmate Disturbance Refresher	DSB P&P D.15, I.83, I. 85, I.89, I.93, Addendum F Use of Force
Person-Down Emergency Response	DSB P&P I.45, I.57, M.5, M.6
Evacuation Drill	DSB P&P D.15, H.3.III.E Escape
Procedures Refresher	DSB P&P D.15
Cell Extraction	DSB P&P I.83, I.85, I.89, I.93 Addendum F Use of Force
Hostage Drill	DSB P&P D.15, I.3, Dept. P&P 9.3
Fire Search, Rescue, and Evacuation	DSB P&P D.15, H.1, H.3, I.32
Pro-Straint Chair Refresher	DSB P&P I.89, I.93, Addendum F Use of Force
First Responder Shots Fired Drill	Addendum F Use of Force
Inmate Safety Program (ISP)	DSB P&P J.1, J.2, J.4, J.5, Medical Services Division Policy S.10
Cord Cuff & The Wrap Restraint	DSB P&P I.89, I.93, Addendum F Use of Force

Quarterly Training Outline FY 19/20 1st Quarter (July - September)

REQUIRED LINE-UP TRAINING TOPICS

July	August	September
To be Presented by a Supervisor		
#08 Use of Force Reporting <i>#08 Standard Presentation</i>		
To be Presented by a Training Officer/Corporal		
#10 Cord Cuff Restraint <i>#10 Standard Presentation</i>	#18 Safety Checks 11-53 <i>#18 Standard Presentation</i>	#21 Suicide Detection & Prevention Part 1 - Staff Mindsets <i>#21 Standard Presentation</i>
#96 The WRAP Restraint <i>#96 Standard Presentation</i>	#92 NOVA ICE Shield <i>#92 Standard Presentation</i>	#100 PREA Part 1 - What is PREA? <i>#100 Standard Presentation</i>
To be Presented by Any Sworn		
#16 Segregation and Disciplinary Separation	#22 Medical Emergencies	#02 Fire Response Procedures - Fire Hose Locations
	#49 Inmate Count Procedures	#03 SurvivAirs
	#78 Illness and Injury Protection	#04 Evacuation Procedures
		#84 Common Shooting Errors
REQUIRED TRAINING VIDEOS		
July	August	September
Maximum Restraint Cord Cuff w/ Test & the WRAP <i>(Assigned by LE In-Service in LMS)</i>	Excited Delirium <i>(Assigned by LE In-Service in LMS)</i>	Patrol Ready Shotgun
	Safety Checks	Loading and Unloading the Glock
		Assessing and Scanning
		Trigger Reset
		Chamber Check the Glock
		Drawing the Glock
		Loading Barrel
		Patrol Ready PepperBall
REQUIRED DRILLS & IFTs		
July	August	September
Maximum Restraint Cord Cuff Drill	Person Down IFT #71-51968	Fire & Evacuation IFT #71-69149
The WRAP Restraint Drill		

Quarterly Training Outline FY 19/20 2nd Quarter (October - December)

REQUIRED LINE-UP TRAINING TOPICS

October	November	December
To be Presented by a Supervisor		
#20 Inmate Death Procedures <i>#20 Standard Presentation</i>		
To be Presented by a Training Officer/Corporal		
#101 PREA Part 2 - LGBTQ+ <i>#101 Standard Presentation</i>	#85 Prohibited Association <i>#85 Standard Presentation</i>	#95 IARD Tactics <i>#95 Standard Presentation</i>
	#97 Suicide Detection and Prevention Part 2 - Inmate Safety Program <i>#97 Standard Presentation</i>	
To be Presented by Any Sworn		
#06 Escape Procedures	#02 Fire Response Procedures- Fire Hose Locations	#19 Inmate Search Procedures
#31 Inmate Request and Grievance Procedures	#03 SurvivAirs	#66 Pedestrian and Unknown Risk Stops
#71 Inmate Transportation	#04 Evacuation Procedures	#81 Facility-Perimeter Security
REQUIRED TRAINING VIDEOS		
October	November	December
	Carotid Restraint Video <i>(Assigned by LE In-Service in LMS)</i>	Controlling Handcuffed Subjects
	Prohibited Association	
REQUIRED DRILLS & IFTs		
October	November	December
Escape Procedures IFT <i>#71-51407</i>		First Responders/ Shots Fired Drill
NIC Online Training IFT # <i>PENDING</i>		

Quarterly Training Outline FY 19/20 3rd Quarter (January - March)

REQUIRED LINE-UP TRAINING TOPICS

January	February	March
To be Presented by a Supervisor		
#57 Crime - Incident - Arrest Reports <i>#57 Standard Presentation</i>		
To be Presented by a Training Officer/Corporal		
#91 CED Refresher <i>#91 Standard Presentation</i>	#98 Suicide Detection and Prevention Part 3 - Warning Signs, Symptoms, and High Risk Periods <i>#18 Standard Presentation</i>	#86 PepperBall Launcher SA-200 and Tippmann FT-12 <i>#86 Standard Presentation</i>
	#102 PREA Part 3 - "Red Flags" <i>#102 Standard Presentation</i>	#88 Less Lethal Shotgun <i>#88 Standard Presentation</i>
		#89 40 MM Less Lethal Launcher <i>#89 Standard Presentation</i>
To be Presented by Any Sworn		
#02 Fire Response Procedures - Fire Hose Locations	#7 Hostage Procedures	#84 Common Shooting Errors
#03 SurvivAir	#83 Tactical Lead	
#04 Evacuation Procedures		
REQUIRED TRAINING VIDEOS		
January	February	March
Maximum Restraint Cord Cuff w/ Test <i>(Assigned by LE In-Service in LMS)</i>	Excited Delirium <i>(Assigned by LE In-Service in LMS)</i>	Patrol Ready Shotgun
SB 719 Vehicle Pursuit <i>(Assigned by LE In-Service in LMS)</i>	Safety Checks	Loading and Unloading the Glock
		Assessing and Scanning
		Trigger Reset
		Chamber Check the Glock
		Drawing the Glock
		Loading Barrel
		Patrol Ready PepperBall
REQUIRED DRILLS & IFTs		
January	February	March
Fire & Evacuation IFT #71-69149	Hostage Incident IFT #71-51421	Inmate Disturbance Drill

Quarterly Training Outline FY 19/20 4th Quarter (April - June)

REQUIRED LINE-UP TRAINING TOPICS		
April	May	June
To be Presented by a Supervisor		
#65 Threats Against Sheriff's Employees	-	
#90 Peer Support	-	
To be Presented by a Training Officer/Corporal		
#103 PREA Part 4 - Investigations and Case Assignment #103 Standard Presentation	#09 Pro-Straint Char Procedures #09 Standard Presentation	#12 Cell Extractions #12 Standard Presentation
	#99 Suicide Detection and Prevention Part 4 - Suicide Despite Denial #99 Standard Presentation	
To be Presented by Any Sworn		
#02 Fire Response Procedures - Fire Hose Locations	#59 Evidence	#15 Safety Cell Procedures
#03 SurvivAirs	#61 Gassing	#17 Sobering Cell Procedures
#04 Evacuation Procedures	#67 Contact and Cover	#104 Enhanced Observation Housing Procedures
#64 Bomb Threats	#105 Religious Items and Head Coverings	
REQUIRED TRAINING VIDEOS		
April	May	June
Naloxone Usage <i>(Assigned by LE In-Service in LMS)</i>	Pro-Straint Chair	Inmate Con Games
REQUIRED DRILLS & IFTs		
April	May	June
Naloxone (2-hour) IFT #08358879	Pro-Straint Chair Drill	Cell Extraction Drill

STC Course Description

STC Training Overview

All Detention and Court Service deputies are required to participate in 24 hours of training annually as mandated by the California Code of Regulations, Title 15, Division 1, Chapter 1, Subchapter 1, Article 3 § 184. The required training must be certified through the Standards and Training for Corrections (STC) Division of the Board of State and Community Corrections (BSCC). DTU is responsible for the development, certification, and scheduling of in-service training courses to meet these requirements.

DTU is responsible for:

- Scheduling and notifying all sworn personnel of the assigned 24 hours of STC training each fiscal year (July - June). DTU will schedule STC training courses and post them in the DTU training database.
- Maintaining all personnel training files and records that document compliance with state training mandates.
- Scheduling all detention sworn personnel for CPR/First Aid/AED to ensure compliance with Department Policy and Procedures Section 10.2 and 13518(a) PC. All CPR/First Aid.
- Training staff are responsible for tracking the training hours of all detention sworn personnel at their facilities to ensure compliance.

Detention sworn staff attending any specialized training which is not STC certified cannot have those training hours attributed towards their annually required 24 hours. Facility administrative staff must contact DTU to verify if the specialized training is STC certified. Any requests to have specialized training STC certified must be approved by the DTU sergeant. Personnel who attend specialized training and wish to capture STC hours must obtain the approval of DTU prior to attending the training.

DTU has the following STC certified training available this fiscal year. The course title, hours of duration, description and seating limits are provided.

CPR/First Aid/AED Refresher Course

(POST & STC Certification #0715040)

This 8 hour course is designed to reiterate the CPR/First Aid principles in emergency situations to custodial personnel. The students will demonstrate cardiopulmonary resuscitation in proficiency of adult one-person & two-person CPR, Infant CPR & Obstructed Airway management for both adults & infants. Demonstrate CPR practice and certification/introduction to the proper use of the AED (automated external defibrillator). Identify rudimentary medical emergencies and demonstrate the knowledge of performing basic first aid. Identify who is at risk for developing a communicable disease, how it is transported, how to prevent its transmission and what to do post exposure.

Seating limit: 35

Addressing Mental Health Issues in Jail

(STC Certification #71-86059)

This 8 hour course provides deputies with information to recognize and differentiate inmates that may be confused, psychotic, depressed, or have a personality disorder. The course will also cover HIPAA in a detention setting, Psychiatric Stabilization Unit (PSU) admissions, and the effects of administratively segregating the mentally ill. The following topics specific to the San Diego Sheriff's Department will be covered during the course: Inmate Safety Program (ISP), Multi-Disciplinary Groups (MDG), and documentation.

Seating limit: **30**

Suicide Detection and Prevention Course

(STC Certification #05337921)

This 8 hour course is designed to equip sworn and professional staff with a comprehensive understanding of suicidal behavior as it relates to the environment of a detention facility. It includes discussion on avoiding the obstacles to prevention, guiding principles to suicide prevention, why facility environments are conducive to suicidal behavior, potential predisposing factors to suicide, warning signs and symptoms and identification of suicide risk. This course will also cover the proper role of staff in responding to a suicide attempt and explanation of the department inmate safety program protocols.

Seating limit: **30** (Sworn and professional staff integrated)

Team Building and Tactical Missions

(STC Certification #04295967)

This 8 hour course is designed to cover use of force policy and procedures including the use of restraint devices to include Pro-Straint chair, cord cuff, and The WRAP device. This course will also include tactical response team duties, techniques, and cell extractions. The course attendees will be members of the same working team and scenarios will be led by team supervisors with the assistance of proctors and DTU staff.

Seating limit: **25-40**

LGBTQ+ San Diego, Stories of Struggles + Triumph

(STC Certification #08863854)

The 4 hour course is collaborative with presenters from LGBT Pride and The San Diego History Center. The training will give attendees a strong base understanding of LGBTQ+ identities, basic terms, and vocabulary. Attendees learn the distinction between sexual orientation, gender identity, and gender expression. Attendees are presented with common community concerns regarding interactions with law enforcement/detention personnel. The museum exhibit portion of the training course details specific interactions with San Diego law enforcement and LGBTQ+ community members both historically and currently. The exhibit provides attendees with a "hands on" experience and an opportunity to gain knowledge on how to enhance communication and trust with the LGBTQ+ community.

Seating limit: **50** (Sworn and professional staff integrated)

Report Writing – Preliminary Investigations

(STC Certification #71-86362)

This 8 hour course is designed to enhance the student's interviewing and interrogation techniques to provide a method in which the interviewer can make observations of a person's behavior, analyze that behavior and properly employ proven techniques designed to detect deception and stimulate confessions. In addition, the student will gain comprehensive computer training in a newly acquired report writing and records management system.

Seating limit: **30**

Gangs in Detentions

(STC Certification #71-49717)

This 8 hour course is designed to provide training in gang awareness in the correctional environment. This course will have an emphasis on the most current information concerning gangs in San Diego's detention facilities. It will include parolee issues and the relationship between parole, probation, jails and prisons.

Seating limit: **40** students

Vehicle and Pedestrian Contacts, Radio Procedures, and Legal Review

(STC Certification #71-86362)

The purpose of this 8 hour course is to provide comprehensive instruction in contacting pedestrians and vehicles on our around jail grounds. The training will entail contact and cover exercises during pedestrian contacts, proper radio procedure/usage (800 MHz), cover and concealment and proper and safe approach of a parked vehicle. Further instruction in the legalities of detention, arrest, search and seizure will also be discussed. Following lecture of the above, class participants will be subject to a variety of scenarios based upon classroom training. The performance and tactics exhibited by the participants during the scenarios are indicative of whether or not the material taught was understood.

Seating limit: **20**

Pump Action Shotgun

(STC Certification #00239239)

This 16 hour course designed to train the students in the use of the pump action shotgun. Instruction will cover at minimum: basic firearms safety, long-gun specific safety, functions checks, use of force, nomenclature, long-gun care, disassembly and cleaning, tactical considerations, skill development, shotgun capabilities, department policy, and legal issues. Students will be required to pass a shooting marksmanship qualification to successfully complete the course. Successful completion of this course satisfies the requirements as set forth in POST regulation 1005(i) as well as Penal Code 33220(b) – shotgun training.

Seating limit: **20**

X2 TASER New User Course

(STC Certification #08996712)

This 16 hour course is designed to certify students as TASER X2 operators. The students will review department policies and procedures, detention policies and procedures, Addendum F and current 9th Circuit Case Law as it relates to less lethal weapons (Taser X2). The students will review defensive tactics associated with arrest and control as well as force transitions. Students will participate in practical exercises associated with the Taser X2 as well as tactical scenarios; demonstrate a proper response given three (3) role play scenarios; demonstrate safe weapons handling; pass a written exam with a minimum 80% score.

Seating limit: **20**

Detentions TASER X2 Transition

(STC Certification #71-76514)

This 8 hour update course is designed to certify students as Taser X2 operators who were previously certified as X-26 operators. The students will review Detention Policy and Procedures, Department Policy and Procedures, Addendum F and current 9th Circuit Case Law as it relates to less lethal weapons (Taser X2). The students will review defensive tactics associated with arrest and control, force transitions, participate in practical exercises and demonstrate safe weapons handling of the Taser X2.

Seating limit: **15**

Perishable Skills Training

(STC Certification #02178467)

This 8 hour course is designed to be a refresher for students in the areas of defensive tactics, firearms and Immediate Action Response Deployment (IARD). Students' knowledge of department policies, detention policies and case law will be reinforced during the course of instruction. Students will participate in practical training exercises that involve performing defensive tactics and force transition drills. Students will develop their firearms marksmanship and weapon transition skills. The final aspect of this course will provide students information and training to use when responding to an IARD situation in accordance to department policy and procedures. During this portion of the course, students will participate in multiple tactical formation exercises to reinforce methods being taught.

Seating limit: **20**

Jail Training Officer (JTO) Course

(STC Certification #71-77047)

This 16 hour course is mandatory for newly appointed Jail Training Officers. The objectives of the course are to introduce the student to the role of the training officer in detentions. The course will cover civil liability, ethics, leadership skills, interpersonal communication, techniques of teaching, and tactical training for incident responses. It will also cover the phase training program competencies, evaluations, remediation and documentation, and responding to critical incidents.

Seating limit: **25** students

Adult Corrections Officer Supplemental Core Course (Sup Core)

(STC Certification #04442566)

This 56 hour Core Course is designed for POST basic academy graduates assigned to the Detention Services Bureau (DSB), and lateral detention hires that hold a POST certificate. Graduates must attend this course within one (1) year of entering DSB. This course meets requirements outlined in Section 180, TITLE 15, California Code of Regulations and STC Core Training Course Manual.

Seating limit: **Varies**

Drug Influence: 11550 H&S Course

(POST & STC Certification #71-71027)

The course is an overview of the technical issues in the detection, apprehension and prosecution of a person who is “under the influence of a controlled substance.” Objectives include:

- List objective symptoms of a person under the influence of narcotics, stimulants, depressants and hallucinogens as defined by experts.
- Describe the proper procedure in the collection and preservation of evidence established by the San Diego Sheriff's Crime Lab.
- Identify the street slang of controlled substances as defined by experts.
- Identify withdrawal symptoms of controlled substances as described by experts.

Seating limit: **40**

San Diego Law Enforcement Coordination Center Courses (LECC)

(POST certified)

This 8 hour course will provide detention personnel (first responders) with the basic knowledge required to effectively interact with their facility's Terrorism Liaison Officer and their specific region's Fusion Center. This course will teach line staff detention deputies the purpose of the Terrorism Liaison Officer program and the policies and procedures of the Fusion Center that they will be working with in their area. Additionally, this course will familiarize the student with:

- How the Fusion Center receives and distributes intelligence.
- The TLO's responsibilities and Fusion Center's expectations.
- The lawful procedures in how intelligence is collected, used, stored, and disseminated.
- Intelligence procedures of the international, federal and local arenas.
- Region specific international terrorism trends and indicators.
- Region specific domestic terrorism trends and indicators.

Seating limit: **20**

Inmate Radicalization

(POST certified)

This 8 hour course is designed for deputies, sergeants and lieutenants. It will give participants an awareness of the complex problems regarding fundamental Islamic recruiting and radicalization of inmates within the jail and prison systems.

The course will cover:

- Understanding the Inmate Radicalization process.
- Recognizing and understanding common Inmate Radicalization indicators.
- Recognizing and understanding the gangs and groups associated with Inmate Radicalization.
- Specific examples and case studies of domestic Inmate Radicalization.
- Understanding the various types of Islam and their role, or lack thereof, in the radicalization of inmates.

Seating limit: **TBD**

Intermediate Inmate Radicalization

(POST certified)

This Inmate Radicalization and Recruitment Awareness: intermediate course was developed to meet the need for enhanced education and information for correctional and law enforcement professionals. The need for this course has grown out of the Inmate Radicalization and Recruitment Awareness: basic course. Since the basic course was developed, several significant radicalization cases have occurred and additional studies/reports have been issued

Seating limit: **25**

IARD Detentions Courts

(STC Certification #71-71027)

This course will provide students information and training to use when responding to an Immediate Action Rapid Deployment (IARD) situation in accordance with department policy and procedures and Addendum "F." Students will participate in a discussion related to tactics, formations, threat recognition, threat assessment, stopping the threat and officer safety.

Students will participate in multiple tactical formation exercises and operational scenarios. This training will come together in an active shooter scenario in and around a detention or court holding setting.

At the completion of this course students will be able to do the following:

- Respond to an Active Shooter incident utilizing IARD tactics.
- Recognize an Active Shooter incident and need for immediate action.
- Identify the first responder goals and objectives during a rapid deployment while applying critical thinking / communications skills and demonstrate how to:
- Move across open threat areas using appropriate tactics.
- Conduct room entries and clearing for the purpose of locating an active shooter.
- Incorporate EMS into an active shooter formation.
- Use the rescue diamond to safely move victims of an active shooter.
- Coordinate a response using several teams.

Seating limit: **20**

Managing Inmate Rights and Liabilities

(STC Certification #PENDING)

This 16 hour course is intended for sergeants. This course will cover how jail operations and inmate custody serve as one of law enforcement's most substantial areas of risk, liability, and litigation. It provides learners with the conceptual knowledge and tangible competencies to meet current challenges of achieving compliance with inmate rights. Understanding such often overlooked or unknown areas of compliance better prepares agencies with a best practices approach to not only recognize how inmate's rights are violated, but also how to prevent such violations before they occur. The course offers well-designed learning activities to best develop learners in identifying mandated areas of compliance.

Seating limit: **Varies**

POST Sheriff's Management Update

(POST certified)

This 24 hour course is intended for lieutenants and above. The course is an update/refresher of management responsibilities. Topics included are leadership, strategic planning, fiscal management, personnel issues, legal issues, critical incident management, ethics, risk management, media relations, and professional growth.

Seating limit: **Varies** (through County LMS)

PENDING TRAINING

Below is a list of training courses that are pending approval and additional information for implementation in FY 19/20.

De-Escalation Techniques

(STC Certification #PENDING)

This 4 hour course is designed to provide sworn staff with comprehensive de-escalation techniques for utilization in everyday encounters with the inmate population and while contacting members of the public in the course of their duties.

Seating limit: **25-40**

Understanding "Why?" for Supervisors

(STC Certification #PENDING)

This 8-hour course will be intended for sergeants and lieutenants. The course will consist of material from Riverside County Sheriff related to their experience with the Riverside Consent Decree. Sharing the process, what changes they had to make, and why. The Detention Support Division will share recent changes to policy, the direction of the bureau, and what drives those changes. BSCC representatives will provide training on audit and compliance.

Seating limit: **TBD**

Ongoing Supervisor Development

(STC Certification #PENDING)

A variety of courses to be STC certified and offered for registration through the learning management system. These courses will focus on supervisor development and are designed to enhance and refine supervisory skills. Courses options will include 5 Choices (8 hours), 7 Habits for Managers (16 hours), DISC (4 hours), Emotional Intelligence (4 hours), and Conflict Resolution for Supervisors (4 hours) and 5 Dysfunctions of a Team (4 hours).

Seating limit: **TBD**