



San Diego County

SHERIFF

William D. Gore
Sheriff



October 25, 2019

TRAINING BULLETIN

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STC/TRAINING COURSE NOTIFICATION PROCESS

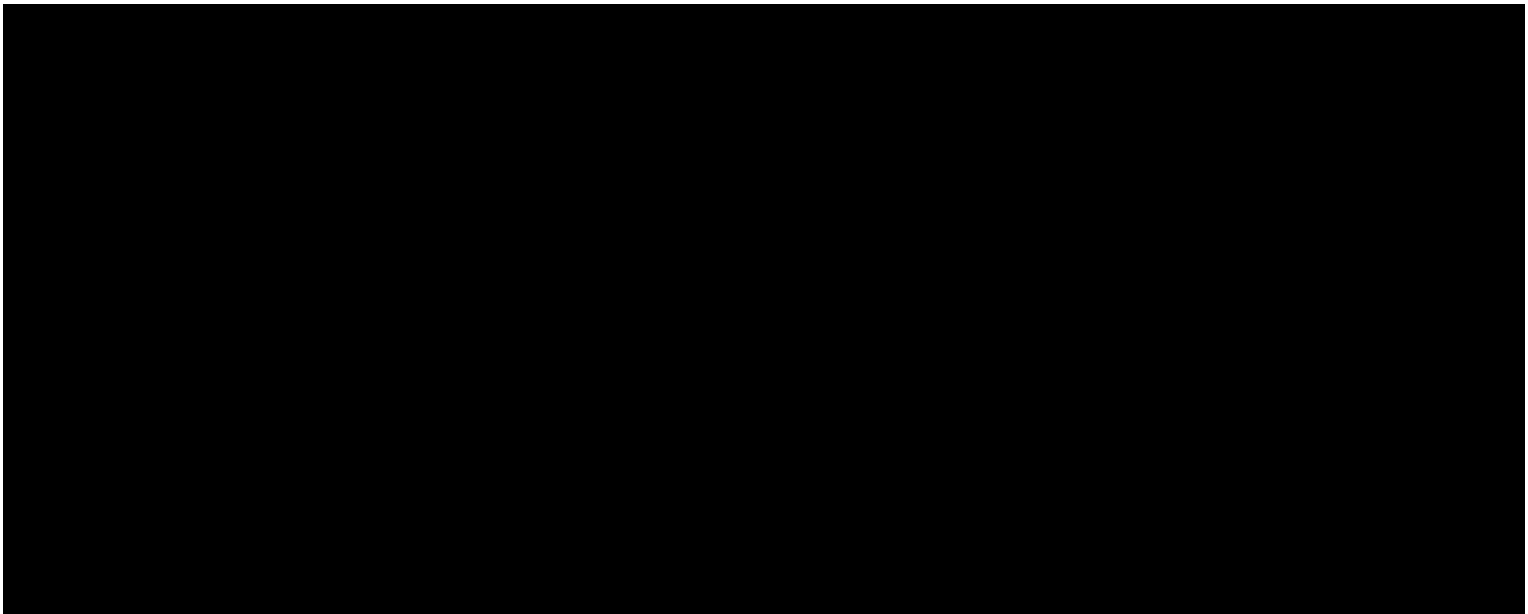
The purpose of this training bulletin is to inform staff of the process of "*accepting*" or '*declining*' an Outlook calendar appointment (course notice) for an assigned STC/Training sent by DTU. Accurate tracking and scheduling is paramount given our agency size and volume of personnel movement. Declining mandatory STC/Training without sufficient explanation creates a back log of scheduling which negatively affects the classroom capacity and availability of course options.

Upon receipt of the course notice you must "*Accept*" or "*Decline*" the course. These options are located in the upper left hand corner of the course notice e-mail. **Staff are *REQUIRED* to respond within *14 days* of receiving the initial course notice.**

As a courtesy, DTU will send a "*reminder e-mail*" within 30 days of the training, and then again within 14 days of the training.

**** *PROCEDURE* ****

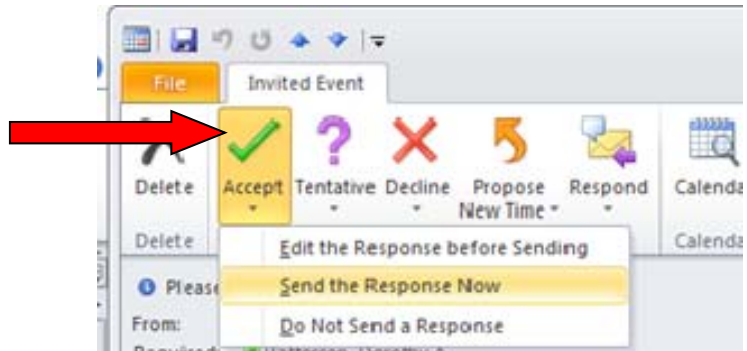
Below is a sample course notice. The notice arrives in your Outlook e-mail inbox; however it is automatically relocated to your calendar upon '*accepting*.'



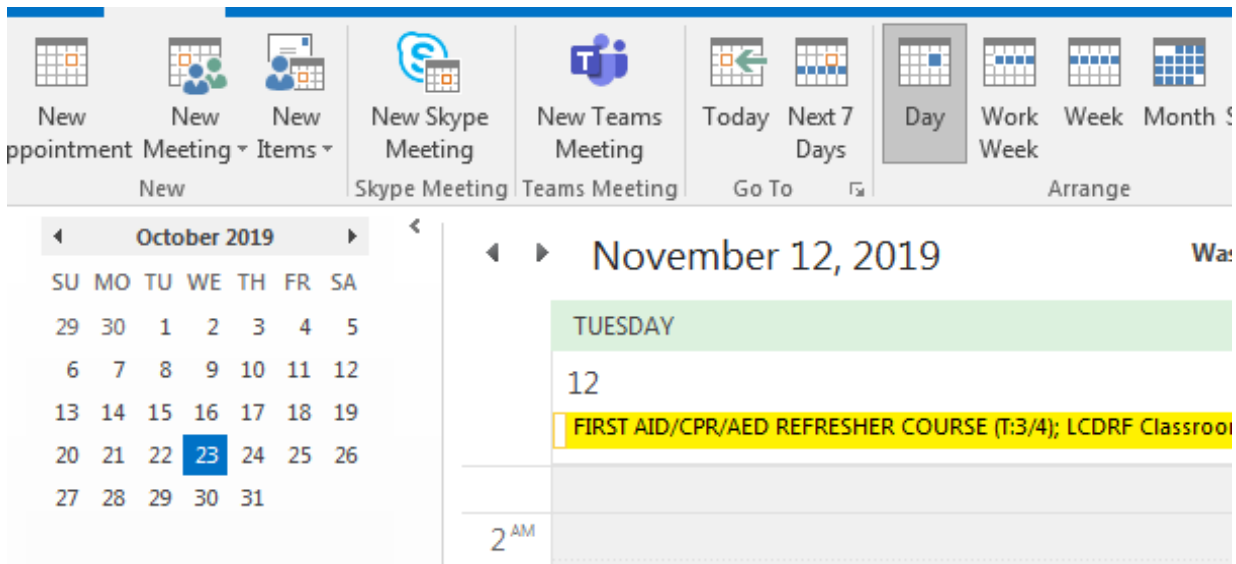


"ACCEPT" PROCESS

When you select the *"Accept"* option indicated by the green check mark, you will then be given three options. Select the *"Send the Response Now"* option from the drop down menu.



Once the *"Accept"* option is selected, the email will be removed from your inbox and a calendar event will be generated in your Outlook calendar. Double clicking on this event in your Outlook calendar will re-generate the announcement for reference.

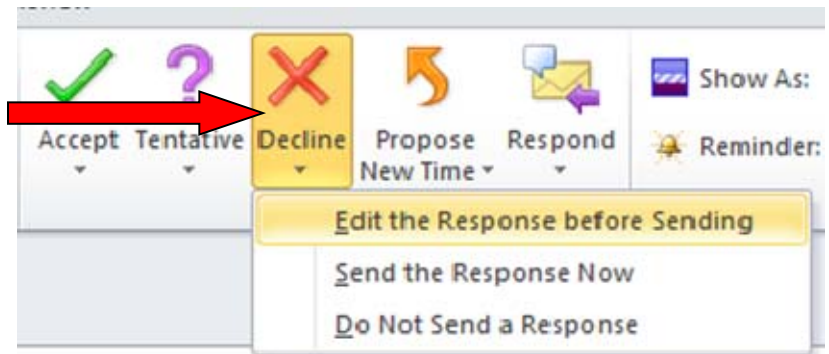




"DECLINE" PROCESS

If are unable to attend an assigned training date due to previously scheduled vacation or comp time off, you **MUST "Decline"** within **14 days** of receiving the initial course notification.

To "**Decline**" a course, you select the "**Decline**" option, as indicted by the red X, and select "**Edit the Response before Sending.**" This will generate an email to be sent. Along with giving a valid reason as to why you cannot attend the training (Example: previously scheduled time off), you must add the **DTU Sergeant** [REDACTED] and your **Facility Training Sergeant/Manager** to the generated email before sending.



For Medical Services personnel your Training Manager is [Rene Arce](#)

If you fail to respond within 14 days of receiving a course notification, you are expected to attend the course as scheduled. After 14 days of receiving a course notification, valid need for cancellation **MUST** be sent to the **DTU Sergeant** [REDACTED] and your **Facility Training Sergeant/Manger** for approval or rescheduling.

Upon receiving a notification of Standards and Training for Corrections (STC) training, detention employees shall consider the training their assigned duty station for the affected shifts per Sheriff's Rules of Conduct Section 2.24, Reporting for Duty.

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.** (Reviewed 12-5-2010)*

A FAILURE TO REPORT FOR DUTY, LATE ARRIVAL, OR AN UNEXCUSED ABSENCE WILL RESULT IN FACILITY COMMAND NOTIFICATION.