

**SDSD Detention Services Bureau—George Bailey Detention Facility Green Sheet**

<b>DATE:</b>	APRIL 09, 2021
<b>NUMBER:</b>	D.1.G
<b>SUBJECT:</b>	PHILOSOPHY AND GOALS FOR TRAINING

**PROCEDURE**

An appointed Facility Training Sergeant and the Facility Training Coordinator will be responsible for the training and documentation of training for all newly assigned employees. New employees will be given an overview of facility operations as well as job specific training.

**I. FACILITY TRAINING STAFF**

- A. The George Bailey Detention Facility’s Training Unit will consist of a Training Sergeant and a deputy selected to be the Facility Training Coordinator. Each team will have a designated Team Training Sergeant and a TO/CPL assigned as the team Training Coordinator, to assist and carry out the goals and objectives of the facility training program.
- B. The Training Sergeant will be responsible for keeping training files on all sworn employees and maintaining training documentation.
- C. The Facility Training Coordinator will be responsible for tracking and coordinating training for sworn personnel.

**II. SWORN PERSONNEL TRAINING**

- A. The Detention Phase Training Program will consist of two training phases. Phase One consists of 28 days; Phase Two consists of 21 days. New employees will remain on the same team throughout the Phase Training Program.
- B. Sworn personnel will complete the Detention Phase Training Program and meet all the requirements of that program and the San Diego County Sheriff’s Department Detention Operations Bureau.
- C. All Deputies in training will be assigned to a specific Training Officer during each phase of training.
- D. The Training Officers will complete daily evaluations and the Team Training Sergeant will complete monthly evaluations for all deputies in training.
- E. Deputies assigned to Phase One of training will not work alone or unsupervised.
- F. Critical areas of responsibility will be defined in the training program and signed off by the trainer when the Deputy in training establishes proficiency.

### III. PROFESSIONAL STAFF TRAINING

- A. Professional staff have a training program designed to train new employees. Critical areas of responsibility will be defined in the professional staff training program and signed off by the professional staff trainer when the trainee establishes proficiency.
- B. All newly assigned employees will be required to attend a professional staff orientation training. The Facility Training Coordinator will be responsible for conducting this training session.