

SDSD Detention Services Bureau—Las Colinas Detention and Reentry Facility Green Sheet

DATE:	FEBRUARY 27, 2023
NUMBER:	D.9.L
SUBJECT:	DETENTION OPERATION TRAINING

PROCEDURE

The facility training sergeant or designee will be responsible for the training and documentation of all newly assigned employees (phase training, or facility orientation program). Newly assigned employees will be given an overview of facility operations and job specific training.

I. LCDRF TRAINING SERGEANT

- A. The training sergeant or designee will be responsible for keeping training files on all sworn employees and maintaining training documentation.
- B. The LCDRF training unit will consist of a training sergeant and one training coordinator (corporal or training officer). As a collateral duty, each team will have one designated training sergeant and one designated training coordinator to carry out the goals of the facility training program.
- C. At the beginning of each fiscal year, the Detentions Training Unit (DTU) will complete a Annual Training Plan (ATP) to outline drills required each quarter. The training sergeant will designate one team to complete the training proposal for the facility. Each team's training sergeant or designee will complete the training summary report.

II. SWORN PERSONNEL TRAINING

- A. Sworn personnel will complete the detention phase training program and meet all of the requirements of that program and the San Diego County Sheriff's Department Detention Services Bureau.
- B. All deputies in training will be assigned to a specific training officer during each phase of training.
- C. The training officers will complete daily evaluations. The team training sergeant or designated shift sergeant will complete monthly evaluations.
- D. Critical and non-critical areas of responsibility will be defined in the training program and signed off by the trainer when the deputy establishes proficiency. LCDRF contains many specialized positions. The deputy in training will receive an orientation of all specialized positions.

III. PROFESSIONAL STAFF TRAINING

- A. Professional staff have a training program designed to train new employees. Critical areas of responsibility will be defined in a professional staff training program and signed off by the professional staff trainer. The training coordinator should conduct facility orientation training for all newly assigned professional staff.
- B. When feasible, medical and professional staff will be included in training drill scenarios relevant to their positions.