

<b>DATE:</b>	<b>February 08, 2021</b>
<b>NUMBER:</b>	<b>D.1.V</b>
<b>SUBJECT:</b>	<b>PHILOSOPHY AND GOALS FOR TRAINING</b>

**PROCEDURE**

An appointed Facility Training Sergeant 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. THE VDF TRAINING SERGEANT:**

- A. The Training Sergeant will be responsible for keeping training files on all sworn employees and maintaining training documentation.
- B. Each team will have a designated Team Training Sergeant and one Deputy Training Coordinator to assist and carry out the goals of the facility training program.
- C. The Training Sergeant will be responsible for tracking and coordinating training for sworn personnel.

**II. SWORN PERSONNEL TRAINING:**

- A. 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.
- 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 and the Shift Sergeant will complete monthly evaluations.

**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 training program and the employee will be responsible for all information given during the training session. The professional staff trainer and supervisor will sign a training roster when the trainee establishes proficiency in each area of training.
- B. All newly assigned employees will attend professional staff orientation training. The Facility Training Coordinator will conduct this training session.