

DATE:	NOVEMBER 2, 2020
NUMBER:	D.3
SUBJECT:	TRAINING COORDINATOR; SELECTION AND RESPONSIBILITIES
RELATED SECTIONS:	D.7

PURPOSE

To establish guidelines for selection and duties of the facility training coordinator.

POLICY

Each facility shall select a deputy to function as the facility training coordinator. The facility training coordinator reports to and works under the supervision of the facility supervisor in charge of training. Facility staffing needs may dictate the necessity for more than one assigned training coordinator.

PROCEDURE

I. SELECTION

The training coordinator shall be selected from the ranks of existing corporals and training officers in the following manner:

- A. The availability of a training coordinator's position shall be announced at briefings and by email notices sent to all members of the department in compliance with Department Policy and Procedure Section 3.19.
- B. Interested deputies shall submit their names and resumes to the career path sergeant for Detentions/Courts Services per Department Policy and Procedure Section 3.19.
- C. Selection criteria shall include:
 - 1. Minimum of one year satisfactory service as a corporal or training officer. Must have received a "Meets Expectations" rating on their latest corporal/training officer annual Employee Appraisal Report.
 - 2. Excellent organizational skills.
 - 3. General knowledge of Detention Services Bureau Policies and Procedures and Title 15 requirements.
 - 4. Excellent communication skills.
 - 5. Basic working knowledge of computer programs (Word, Access, Excel, PowerPoint, JIMS, NetRMS and SDLAW).

- D. An interview will be conducted by a lieutenant appointed by the facility commander, the facility training sergeant, and the outgoing training coordinator.
- E. A ranked order of names will be submitted to the facility commander, who will make the selection.

II. DUTIES

- A. The primary responsibility of the training coordinator is to assist the Detention In-Service Training Unit (DTU) in meeting the training needs of the facility and its personnel.
- B. Other responsibilities of the training coordinator include, but are not limited to:
 - 1. Coordination and tracking the training of new deputies, both assigned and transferred.
 - 2. Planning, coordination, and evaluation of facility in-service training for sworn and professional staff.
 - 3. Liaison with other facilities through attendance at announced facility training coordinator meeting at the direction of DTU.
 - 4. Staff projects involving training and staff development.
 - 5. Orientation and training of emergency plans to all new professional staff.
 - 6. Plan and coordinate regularly scheduled training officer meetings.
 - 7. Liaison between training officers and facility administrators.
 - 8. Assisting DTU with planning, scheduling, and tracking required Standards and Training for Corrections (S.T.C.) training for all sworn staff through the rank of sergeant.