

DATE:	FEBRUARY 3, 2022
NUMBER:	D.7
SUBJECT:	TRAINING OFFICER SELECTION
RELATED SECTIONS:	DEPARTMENT P&P 3.19, 10.9

PURPOSE

To establish specific guidelines for the selection and evaluation of detentions/court services training officer(s) and corporal(s).

POLICY

Each facility or specialized assignment shall have a designated number of training officers, who will be selected, trained, and evaluated in accordance with Department Policy and Procedures Section 10.9. Detention Services Bureau (DSB) staff including Deputy Sheriffs and Deputy Sheriff Detentions/Court Services applying for a training officer position must meet established eligibility criteria as outlined in Department Policy and Procedures Section 10.9 in order to be considered for such assignment.

PROCEDURE

I. TRAINING OFFICER SELECTION PROCESS

The examination process for training officer will be conducted independently by each facility or specialized assignment once approved by the DSB command and will involve the following process:

- A. When a training officer vacancy exists, the facility training sergeant will notify the Personnel Division career path sergeant for verification of the vacancy. The career path sergeant will notify all interested candidates, bureau-wide, of the vacancies.
- B. When applications are received by the Personnel Division, the career path sergeant will review the application packets for completeness and determine if the applicant meets the established eligibility criteria. Applicants who do not meet the eligibility criteria will be allowed to participate in the examination process, but will not be eligible for selection until all criteria has been met.
- C. Applicants can request a waiver of specific qualifications, except for the one-year minimum time in the bureau. Requests for a waiver shall be sent to the personnel lieutenant. The personnel lieutenant shall decide if the specific requirements will be waived. An appeal of the personnel lieutenant's decision can be made to the personnel captain.

- D. The career path sergeant will compile a list of training officer candidates and send the list to the appropriate work location.
 - 1. The facility commander or designee shall administer an examination process to assess the candidate's qualification for assignment as a training officer.
 - 2. The results will be compiled and placed on a list for the facility commander's review.
- E. The facility commander will select a deputy to fill each vacancy from the names submitted.
 - 1. In the event none of the candidates are acceptable to the facility commander, the examination process may be administered again to select additional candidates by the procedure set forth in sections A through D of this policy.
 - 2. Once all selections are finalized, the facility training sergeant will advise the career path sergeant who will, in turn, advise the Payroll Unit so the appropriate pay adjustments can be made.

II. EVALUATION OF TRAINING OFFICERS

- A. Evaluation of training officers/corporals shall primarily be the responsibility of first-line supervisors and will be done in accordance with Department Policy and Procedures Section 10.9.
- B. In addition to those requirements, all new training officers shall receive a monthly evaluation for the first 12 months of appointment, documenting acceptable and/or unacceptable performance levels. These evaluations shall be filed in the training officer's station file for a period of one year.