

San Diego County Sheriff's Department Detention Services Bureau – Manual of Policies and Procedures

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| DATE: | DECEMBER 29, 2023 |
| NUMBER: | D.13 |
| SUBJECT: | IN-SERVICE TRAINING |
| RELATED SECTIONS: | |

PURPOSE

To provide a regular program of on-site in-service training for sworn and professional staff.

POLICY

All Detention Services Bureau (DSB) staff shall receive regularly scheduled and ongoing in-service training designed to provide skills and information and to develop sound practices necessary to function effectively in the detention environment.

PROCEDURE

- I. On-site in-service training for all sworn staff shall be planned, coordinated, and evaluated by the facility training sergeant under the direction of the Detention In-Service Training Unit (DTU).
 - A. All newly employed sworn staff assigned to a facility shall complete the Phase Training program.
 - B. Annually, sworn staff must complete 24 hours of training per the Board of State and Community Corrections (BSCC).
 - C. Sworn staff assigned to a facility shall receive additional annual training on the following topics:
 - 1. Vehicle Pursuits
 - 2. Prison Rape Elimination Act (PREA)
 - 3. Escape Procedures
 - 4. Self-Contained Breathing Apparatus (SCBA) Testing
 - 5. Cord Cuff
 - 6. The WRAP Restraint
 - 7. Suicide Detection and Prevention
 - 8. Naloxone Usage
- II. Professional staff are an essential resource to the operation of each detention facility. Their training and development shall be the responsibility of their assigned supervisors within their respective departments. Sheriff's Non-sworn Advisory Panel (SNAP) tours are coordinated through the Professional Staff Training Unit with the Personnel Division and aims to show new employees how the department operates. Payroll information for new employees is included in the new employee orientation.
 - A. All newly employed professional staff shall receive training coordinated by the professional staff training coordinator, which shall include, but not be limited to, the following:
 - 1. Rules of conduct for non-sworn (Department Policy and Procedure section 2.1
 - 2. Laws on, and rules concerning, computer records security.

3. Sexual harassment
4. PREA zero-tolerance policy assigned to the employee in the Learning Management System (LMS).

B. Taught by sworn staff during the Sheriff's Department orientation:

1. Staff- incarcerated person(s) relations
2. Security and safety practices
3. Personal/facility security
4. Emergency procedures
5. Key security/keysets/lost keys
6. Prohibited Associations
7. Incarcerated person(s) contact
8. Incarcerated person(s) movement/non-sworn staff off-limit areas
9. Incarcerated person(s) worker supervision
10. Incarcerated person(s) suicide detection and prevention

C. Taught by sworn staff upon assignment to a detention facility:

1. Facility tour and orientation
2. Institutional rules and regulations
3. Fire and emergency procedures (fire extinguishers)
4. Laws concerning detention operations.
5. Alarms (security/fire)
6. Bomb threat procedures
7. Medical emergency
8. Hostage situation
9. Riot situation
10. Escapes
11. Miscellaneous
 - a. List of forms issued by Sheriff's Personnel
 - b. Facility-specific employee information card
 - c. Incarcerated worker identification badge (color-coded)
 - d. Jail visitor identification badges – social and professional

D. All professional staff shall receive annual scheduled in-service training designed to provide skills and develop sound practices necessary to function effectively in the detention environment. DTU, along with each professional staff unit's supervisors and training coordinators, shall develop a training plan each fiscal year.

III. Facility management shall encourage all staff members to use all resources available to continue their personal and professional training and development.

IV. Documentation of training for each job classification shall be kept on file.

V. Nothing in this section restricts facilities from expanding on facility-specific or job-specific training needs.