Chapter 3 - Required Briefing and Training

(Title page only, No content)

• 1-03/010.00 Required Briefing

Briefings shall be required at each Court Services Division Facility a minimum of once per week. Each facility supervisor (supervising Deputy and above) shall conduct a 15 to 30 minute briefing to all assigned personnel, a minimum of once per week. Briefings shall include all sworn personnel, as well as, all assigned Security Officers and Security Assistants. The briefings shall be developed by the supervisor, and topics selected for the briefings should focus on information of interest to the specific facility and personnel, both sworn and professional staff. Topics may include Department, Division, and Bureau Training Bulletins, as well as, any Security Incidents, Operations Log Entries, and Departmental Broadcasts. The supervisor shall review all proposed briefing material and will make a determination as to whether the information is to be placed in the briefing book.

Master notebooks with copies of mandatory topics will be kept in a location accessible to all employees during normal work hours. Personnel not able to attend the formal briefing due to long term absence, days off, mandatory training, etc., will be required to read the briefing book upon their return and must sign the notebook.

Supervisors will be held accountable for ensuring that their personnel are briefed, as well as, ensuring that returning personnel review the briefing book.

• 1-03/020.00 Court Services Division Policy on Training and Training Nomenclature

COURT SERVICES ORIENTATION TRAINING PROGRAM

The Court Deputy Orientation Training Program is a 24-hour introduction and orientation in courtroom, lockup, and weapons screening procedures.

The Security Officers and Security Assistants Orientation Training Program is an eight hour introduction and orientation in weapon screening procedures.

COURT SERVICES MENTOR TRAINING PROGRAMS

DEPUTIES
Deputies Newly Assigned to Court Services Division – They shall be assigned to a mentor deputy. The mentor deputy shall adhere to the protocols established within the Court Services, Court Deputy Training and Orientation Program.

Deputies Returning to Court Services Division – The length of the training and orientation program for those returning to a Court Services assignment after a five-year absence shall be determined by the Unit

Commander with the recommendation of the training sergeant.

PART-TIME DEPUTIES
Part-Time Deputies Newly Assigned to Court Services Division – They shall be current in C.P.R., first-aid, handgun qualification and any other Department, State or Federal mandated training. They shall be assigned a mentor deputy. The mentor deputy shall adhere to the protocols established within the Court Services, Part-Time Court Deputy Training and Orientation Program.

Part-Time Deputies Returning to Court Services Division – The length of the training and orientation program for those returning to a Court Services assignment after a two-year absence shall be determined by the Unit Commander with the recommendation of the training sergeant or part-time coordinator.

BONUS DEPUTIES OR SERGEANTS
Bonus Deputies or Sergeants Newly Assigned to Court Services Division - They shall be assigned a mentor bonus deputy or sergeant. The mentor bonus deputy or sergeant shall adhere to the protocols established within that Court Services Branch Supervisor's Training and Orientation Program.

Bonus Deputies or Sergeants Returning to Court Services Division - Sergeants Returning from a Patrol, Custody, or Court Function – The length of training and orientation program for those returning to a Court Services assignment after a five-year absence shall be determined by the Unit Commander with the recommendation of the training sergeant.

SECURITY OFFICERS
Security Officers Newly Assigned to Court Services Division – They shall be assigned a mentor deputy or security officer assigned to work in weapons screening. The mentor deputy or security officer shall adhere to the protocols established within the Court Services Security Officers Training and Orientation Program.

Security Officers Returning to Court Services Division – The length of the training and orientation program for those security officers returning to a Court Services assignment after a two-year absence shall be determined by the Unit Commander with the recommendation of the training sergeant.

SECURITY ASSISTANTS
Security Assistants Newly Assigned to Court Services Division – They shall be assigned a mentor deputy or security assistant assigned to work in weapons screening. The mentor deputy or security assistant shall adhere to the protocols established within the Court Services, Security Assistants Training and Orientation Program.

Security Assistants Returning to Court Services Division – The length of the training and orientation program for those security assistants returning to a Court Services assignment after a two-year absence shall be determined by the Unit Commander with the recommendation of the training sergeant.

CUSTODY ASSISTANTS
Custody Assistants Newly Assigned to Court Services Division – They shall be assigned to a mentor deputy or custody assistant. The mentor deputy or custody assistant shall adhere to the protocols established within the Court Services Custody Assistants Training and Orientation Program.

Custody Assistants Returning to Court Services Division – The length of the training and orientation program for those custody assistants returning to a court assignment after a two-year absence shall be determined by

the Unit Commander with the recommendation of the training sergeant.

CIVILIAN PERSONNEL
The Training Unit is responsible for providing professional staff with appropriate in-service training and for facilitating attendance at both Department-sponsored and outside vendor training. The Training Unit training staff has the responsibility for scheduling and actively encouraging professional staff training participation.

IN-SERVICE TRAINING

In-service training has been broken down into six categories to simplify the assignment of priorities. These categories are:

- POST
- STC
- State Mandated
- Federal Mandated
- Department Mandated
- Unit Optional

TRAINING UNIT RESPONSIBILITIES

The Training Unit has the overall responsibility for the management of Division training. Management should be accomplished through setting priorities, allocating resources, and providing support, as well as monitoring and evaluating the program's results.

TRAINING RECORDS

The Automated Personnel In-Service (APIS) training class rosters shall be utilized for documenting and tracking all training. The APIS rosters shall be sent to the Education and Training Records Unit for entry in the Learning Management System (LMS).

Personnel Training Files

The Training Unit shall maintain training files for individual employees which shall at least contain the following documents:

- Printout of all training the individual has received;
- Copies of POST certificates;
- Copies of training certificates; and
- Mandated tests.

  No documentation that contains personal information such as social security number, date of birth, address, spouse's name, children's names, health/medical information, etc., shall be included in these files.

Training Class Files

The Training Unit shall maintain training files and documentation for classes taught at the unit-level which include the course lesson plans.

TRAINING UNIT FUNDING

Paid overtime shall not be used for employee participation in training or to fill operational vacancies due to training without the authorization of the division chief.

DRESS CODE POLICY FOR TRAINING ATTENDANCE

Court Services Division personnel attending training courses, outside institutes, and/or seminars shall wear appropriate professional attire, as specified by the training presenter or Training Unit.

• 1-03/030.00 Recurrent Training Policy

Court Services Training Bulletins shall be developed and distributed to the Bureaus by the Court Services Training Unit. The Bulletins shall be distributed to all sworn and, as required by topic and Divisional needs, to non-sworn personnel (CA, CSS, SA, SO, etc.). Personnel transferring into Court Services Division shall not be required to review previous Training Bulletins or take tests given prior to their assignment within the Division. Personnel transferring within the Division are required to stay current on Court Services Training Bulletins.

Training Bulletins may contain test questions based on the material presented in the Bulletin. Training Bulletins indicating the need for APIS Roster will have test questions. The test shall be completed by sworn employees through the rank of Lieutenant. The Training Bulletin and answer key will be provided to the Bureau Operations Sergeants. All personnel shall read the Bulletin, answer the question and show the Bulletin to his/her supervisor, who will review the answers and score their test. Employees who do not answer all questions correctly shall be immediately re-mediated by their supervisors. Supervisors should review and explain the material with the subordinate, followed by the employee retaking the test. Once the employee has achieved a score of 100%, the employee and the supervisor (Bonus Deputy or above) shall complete the personnel information section provided on the Instruction Bulletin (Name, Rank, Date, Score, etc.). Personnel shall be provided a copy of the scored Training Bulletin and encouraged to retain it for future reference.

Branch Supervisors, Area Lieutenants and Bureau Captains shall maintain a master notebook containing a complete set of all Department and Divisional Training Bullets.

Master notebooks at each Unit will be kept in a location that can be accessed by employees during their normal work hours.

The Department's records will only reflect the employees who passed each Bulletin with a score of 100%. The original Bulletins, reflecting a score of 100%, shall be retained by the supervisor and will be accessible to authorized personnel.

If an APIS roster is required, it shall be completed and retained for all Bulletins indicating the date the employee successfully completed the corresponding test. Bureau Captains shall be responsible for their staff

and Area Lieutenants. Lieutenants shall be responsible for their Branch Supervisors. Branch Supervisors shall be responsible for those assigned to their Branch. An APIS roster shall contain the following information:

- Title and number of the Bulletin (ex: Use of Firearms, CSD. -98 No. 3)
- Name of employees who successfully completed the test
- Branch name and date
- Signature of supervisor

Each supervisory level shall prepare and maintain a monthly log entitled, “Training Bulletin Report" which shall contain the following:

- Title and number of the Training Bulletin issued
- Name of all employees directly under their command
- Date employee successfully completed the test (personnel must achieve a 100% score)
- The score each employee received on the test. If an employee does not complete or take the test, the supervisor shall state the reason the employee did not comply. (Example: Long-term approved leave relieved of duty, on-loan to another Unit, etc.)

NOTE: Personnel not available to take the test (due to long-term absence, etc.) within the month the Bulletin was issued shall be required to read the Bulletin and successfully complete the test upon their return.

Supervisors will be held accountable for briefing and testing their personnel. Records and documentation related to the Recurrent Policy Training Bulletins shall be maintained for two years and will be subject to annual command inspections to verify compliance.

Training Bulletins, as well as, the answer keys can be found on the CSDNet home page in the green bar on the left side of the page.

• 1-03/040.00 Orientation of New Employees at Branch Courts

Court Services Division has established a practice of providing sworn personnel who are newly transferred to assignments in this Division with a formal training program designed and provided by the Training Unit. Policies for handling inmates, staffing courts, etc., vary from Branch to Branch based upon conditions which may be unique to each facility. Since such policies affect the working conditions at the Branch and personnel may be subject to discipline for failure to comply, it is the supervisor's responsibility to ensure that all employees are properly trained upon their arrival to the Unit.

Branch Supervisors shall provide each new employee with copies of the Branch's policies as soon as possible after their arrival, as part of their orientation and in-service training. The employee shall sign one copy, acknowledging their receipt of the policy and that signed copy shall be placed in the employee's Bureau Headquarters’ file.

• 1-03/050.00 Orientation Training for Outside Personnel on Overtime in Court Services

All personnel working in an overtime or temporary assignment in Court Services Division will be required to have an Orientation Training check-off list provided to them and reviewed by a supervisor (Bonus Deputy or higher). The original signed notice of receipt shall be maintained at the respective Bureau Operations, attached to the approved memorandum authorizing that Deputy or CA to work overtime with that Bureau.

The check-off form is designed for temporary overtime positions. The intent of the form is to provide the employee with a method to review the procedures necessary to perform their assignment. Since the form is generic for Court Services Division, each Branch can supplement it with any additional information that is relevant to the specific assignment or Branch.

It is responsibility of the person providing the guidelines to review the information with the employee and to furnish the names and phone numbers of the supervisors as indicated on page two of the Orientation Check-Off Form.