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.