

3-02-060 Training Procedure

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Reference: CDM 3-02/010.00, 3-14/050.00 and MPP 3-01/030.73

PURPOSE OF ORDER:

The purpose of this order is to establish the operational procedures and guidelines necessary to ensure strict adherence to the Custody Operations Division Training Plan and provides a quality training program for all personnel assigned to Pitchess Detention Center (PDC) South Facility. Though resources and time are limited, training shall be considered a priority of this unit.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at PDC South Facility.

ORDER:

The training goal of the PDC South Facility shall be to maximize the efficiency of the unit. Specifically, to strive by striving toward maintaining peak officer safety and inmate security. South Facility training shall be in compliance with all local, state, federal laws, rules and regulations. South Facility training shall promote an understanding and compliance with Departmental and Divisional procedures.

This order contains the South Facility training program. To ensure an effective training program, training assignments, responsibilities and collateral duties for unit personnel are identified. The training section, under the guidance of the unit commander, shall be composed of a training lieutenant, training sergeant, and a training deputy.

TRAINING OFFICER/TRAINEE STANDARDS OF CONDUCT

It is the policy of the Department that all Sheriff's personnel newly assigned to a custody facility shall be treated with the consideration and respect that is afforded to all peace officers. The purpose, therefore, of this directive is to ensure that all South Facility trainees are provided with a positive training environment by those currently assigned to the unit.

All personnel are expected to establish a work environment wherein no hazing or discourtesy shall occur. Moreover, all conditions of the Training Officer-Trainee Relationship Agreement (**Attachment A**) shall be followed.

To assist the unit in enforcing this mandate, the Training Officer/Trainee Relationship Agreement will be briefed by the training sergeant to every trainee/training officer partnership and signed by all parties present.

All personnel assigned to the South Facility will treat trainees with respect and courtesy. Any failure to comply with this directive shall be investigated, documented and appropriately corrected.

NEWLY ASSIGNED EMPLOYEE – ORIENTATION

Each newly assigned employee shall be given an orientation session and a tour of the facility.

TRAINING PROGRAM STRUCTURE

Each trainee will be assigned to a qualified training officer. He/she will be selected from a list of personnel provided by the shift supervisors who have exhibited the ability to instruct and follow a designated training program. During the training period, the trainee will be exposed to a variety of specific subjects and situations which will be evaluated and recorded on provided checklists. Guidance and counseling sessions shall be conducted during the course of training between the line supervisor and the trainee.

The purpose of the training program is to teach Department and Facility rules, regulations, procedures, and generic information. The proper methods and techniques used to perform duties in a custody environment will be demonstrated and shall be a significant part of the training.

Trainees shall be required to successfully complete the training program by demonstrating proficiency in their ability to perform required tasks, and to have knowledge of the information required to perform competently in all areas of a custody environment.

The training program is twelve weeks in duration. The first week of training involves familiarization and acclimation to the custody environment. Weeks two through eleven (**2-11**) cover the operation of the South Facility, incident identification and report writing. Week twelve (**12**) concludes the training period with a final review of all material.

The training checklist identifies skill and knowledge areas a new employee must become familiar with to competently function in a custody environment. The training officer's primary task will be to explain, demonstrate and review each skill or training point of knowledge with the trainee. As the trainee demonstrates a competent level for each skill or training point, the checklist will be initialed and dated by the training officer and by the trainee. The trainee shall demonstrate competent performance in each point on the checklist in order to successfully complete the orientation training program.

At the end of weeks four (**4**) and eight (**8**), training officers shall complete a comprehensive performance and training evaluation of their assigned trainees. A conference between the line supervisor, training officer and the trainee will be held after the evaluation is completed. Early identification of weakness or deficiencies in the trainee's performance is necessary to allow enough time to make corrections. This is also an excellent time to identify the trainee's strong points.

If a problem should exist with the trainee's performance, remedial action will be initiated by the training officer. After exhausting all possible resources and courses of action, any additional problems will be remanded to the next higher level through the training staff chain of command. Throughout the remediation process the line supervisor and the training sergeant shall be kept apprised of the problems, courses of action and results.

A final interview between the training sergeant, training officer and trainee is held after the training officer recommends the trainee's release from training. All paperwork related to training is forwarded to the scheduling/training office and is placed in the trainee's training file.

After successfully completing the training program, the unit commander will acknowledge such achievement by requesting a memorandum be placed into the individual's personnel file.

The training program is designed to be completed in twelve (12) weeks. Some personnel may experience training difficulties or personal problems. An extension of the training schedule may be authorized by the training sergeant, with the approval of the training lieutenant. The length of extension shall be commensurate with the problem(s) encountered and the remedial action plan that is prepared.

IN-SERVICE TRAINING

The watch briefings offer an opportunity to provide a significant amount of in-service training time. During each briefing, unless pre-empted by exigencies, training material should be presented and discussion should take place. When this occurs, the topics and participants who are present shall be documented by the briefing sergeant.

RECURRENT BRIEFINGS

Since the Department mandates that specific material be re-briefed at frequent intervals, a recurrent briefing file shall be maintained. The specific briefing information that has been identified by the Department Manual of Policy and Procedures (MPP) and the training sergeant shall be indexed and re-briefed at regular intervals.

The recurrent briefing file shall be maintained by the training sergeant. The training sergeant will distribute the material to be briefed to each shift.

Each shift sergeant shall adequately document when the briefing has been read and discussed. Each shift sergeant shall ensure that the personnel on his/her shift are made aware of the recurrent briefing material and understand the information provided.

STANDARDIZED TRAINING FOR CORRECTIONS (S.T.C.) AND INTENSIFIED FORMATTED TRAINING (I.F.T.)

S.T.C. training is coordinated and presented by the Custody Division training staff. The training is designed to enhance the capabilities and skills of unit personnel. It is extremely important that members of this facility provide input into the S.T.C. curriculum. This will enhance future S.T.C. classes, ultimately providing creating the environment for more efficient learning by those taking the instruction. I.F.T will be handled by the training sergeant and assisted by line supervisors.

The training sergeant shall continuously monitor and evaluate this unit's South Facility's training needs. This

assessment shall be documented and provided to the Division and PDC training staff for consideration and possible inclusion into their future training programs. The training lieutenant shall be kept informed on all aspects of the training requirements.

The training sergeant shall be responsible for ensuring that the mandates of S.T.C. training are ~~complied with~~ met and that employees requiring in need of S.T.C. training are scheduled to attend. They shall provide the necessary information relative to training dates, times, location and equipment required. The unit training staff will post an S.T.C. schedule no later than six working days before the scheduled class.

FIREARMS QUALIFICATION

The training sergeant has the collateral responsibility for monitoring and ~~recording~~ documenting unit personnel firearm qualification scores in accordance with Departmental regulations.

He/she shall ensure that appropriate adequate on-duty scheduling time is provided to enable personnel to meet Departmental firearms qualification mandates.

When remedial training is required, it shall be the responsibility of the training sergeant to ensure that the involved personnel are scheduled and comply with firearm proficiency requirements.

Failure to comply with the established Departmental guidelines may result in disciplinary action. When appropriate, the training lieutenant shall initiate and ensure the completion of appropriate Departmental disciplinary procedures.

EMERGENCY PROCEDURES EXERCISE

It shall be the responsibility of the training sergeant to set up, coordinate and facilitate emergency procedures exercises. Critiques of the exercise should be written by the watch commander and maintained by the training unit.

An attempt shall be made to conduct an emergency procedures drill at least once each month.

At least one (1) major fire drill shall be conducted every six (6) months. This mandated drill shall involve LA County Fire Department personnel in accordance with Custody Division Manual (CDM) section 3-14/050.00.

The shift sergeant shall conduct a debriefing exercise with unit personnel involved in emergency procedure training exercises. At the conclusion of the debriefing, the assigned watch commander shall ~~record~~ document all training problems noted in the exercise. He/she shall submit them in memorandum form (SH-AD-32A) to the training sergeant, outlining training deficiencies observed and plans for improvement.

Any deficiency noted during the training exercise shall be addressed through additional appropriate training. A plan of action shall be developed by the training sergeant and, when it is approved upon approval by the training lieutenant, it shall be implemented as soon as possible.

SHIFT ASSIGNMENTS AND TRANSFERS

Shift assignments of personnel are based on unit needs. Newly assigned personnel may be required to

transfer to another shift in order to facilitate shift transfer requests made by personnel with more unit seniority. Newly assigned personnel who desire a shift change, after having completed training, may submit a shift transfer request to the scheduling sergeant (for sworn personnel) or the operations sergeant (for civilian personnel).

VACATIONS

Newly hired employees shall complete one (1) year of County service before they become eligible to use vacation leave time. No payment of vacation hours shall be made to an employee who separates from County service before completing his/her first year (TK-01/011.60 Vacation Leave and Grants).

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