

## **2-01-330 Training and Scheduling Sergeant**

**RESPONSIBLE TO:**           **Operations Lieutenant**

**WORK SCHEDULE:**       **Flex**

### **GENERAL DUTIES:**

The Training and Scheduling Sergeant is responsible for supervising and assisting the scheduling and training staff in their various job duties.

### **SPECIFIC DUTIES:**

- Manage the updating and administration of the orientation program for newly assigned personnel.
- Develop and conduct specific training that reflects the goals and needs of the facility.
- Maintain liaison with department training personnel and other law enforcement and military training experts.
- Coordinate the scheduling and implementation of the Custody Division Training plan.
- Provide in-service training as required by applicable laws and regulations.
- Provide specific in-service training for mobilization, response, and tactics as it applies to the Emergency Response Team (ERT).
- Coordinate requests for departmental and non-departmental training.
- Maintain unit and departmental training records.
- Assist in the selection of training officers and review their written work product, e.g. training evaluations.
- Monitor the progress of personnel on training status and have periodic meetings with the training officers and trainees.
- Maintain training resources, e.g. training videos, handouts, and electronic copies of training materials.
- Maintain/supply all tactical additional equipment and special gear for the ERT, as needed.
- Promote unit level training related to patrol.
- Arrange training for personnel through departmental training resources and coordinate the training schedules with the scheduling unit.
- Observe line functions to coordinate needed training.
- Publish training notices and class availability.
- Solicit requests for training from sworn and civilian personnel.
- Maintain direct supervision of the scheduling and training staff.
- Supervise the assignment of shift positions and schedules and maintain a plan for future staffing requirements.
- Maintain a record of monthly overtime expenditures for reporting purposes.
- Review and approve Personnel, Staffing, and Overtime (PSO) management reports.
- Responsible for the scheduling and overtime expenditures of the supervisors assigned to North Facility.

### **RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:**

*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

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