

2-01-570 Training Deputy

RESPONSIBLE TO: Training and Scheduling Sergeant

WORK SCHEDULE: Flex

GENERAL DUTIES:

The Training Deputy is responsible for planning, organizing, tracking, and coordinating training that is received by all personnel.

SPECIFIC DUTIES:

- Facilitate any training by providing the shift sergeants with support and by obtaining the required logistical items.
- Collect and process all in-service training rosters and submit them to the Custody Training Unit (C.T.U.) and store for future records.
- Participate in as many in-service training classes as duties permit.
- Coordinate with the line sergeants to ensure that all personnel participate in mandatory training. Accurate records must be kept to ensure the facility complies with department policy.
- Schedule and record Standardized Training for Corrections (S.T.C.) training to ensure that this facility adheres to the state mandated requirements of 24 hours of training per deputy and custody assistant.
- Maintain and update trainee and training officer rosters.
- Coordinate the trainee orientation day.
- Prepare training packets and present them to the trainees during the facility orientation.
- Review and store all completed training packets and trainee evaluations.
- Forward all training records to the new unit of assignment when the employee is transferred.
- Assist in maintaining proper ordinance and weekly inventories of the Emergency Response Team (ERT) armories.
- Maintain the file cabinet located in the training office. The files should be organized and purged as necessary.
- Assist the line sergeant in dorm searches, in-service training, and ERT drills.
- Maintain communications with sources of training information such as the Custody Division training staff.
- Track and update all recurrent briefings in the Scheduling Management System (SMS).

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.
