

## 05-015/00 Unit Training

<b>CUSTODY SERVICES DIVISION</b>		<b>Unit Order: #05-015/00</b>
<b>GENERAL POPULATION</b>		<b>Effective Date: 01-01-1998</b>
<b>NORTH COUNTY CORRECTIONAL FACILITY</b>		<b>Revision Date:</b>
		<b>Review Date:</b>
<b>Subject:</b>	<b>Unit Training</b>	
<b>Reference:</b>	<b>CDM 3-02/050.00</b>	
<b>Unit Commander Signature:</b>		<b>Date:</b>

**PURPOSE OF ORDER:** The purpose of this unit order is to establish procedures to implement facility training plans as they apply to North County Correctional Facility (NCCF) personnel.

**SCOPE OF ORDER:** This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

### **ORDER:**

#### TRAINING RESPONSIBILITIES

The NCCF training sergeant, assisted by the NCCF training staff, shall maintain close liaison with the Custody Training and Standards Bureau (CTSB) to ensure timely scheduling of unit personnel for required training. Optional training opportunities will be made available to personnel within current guidelines.

The training sergeant will continuously monitor the unit's training status and requirements through shift supervisors and designated training officers. The unit commander shall be informed as to the level of training of the unit and the recommended priority of training needs.

It shall be the responsibility of the training sergeant and training staff to coordinate unit training mandates and objectives with CTSB.

NCCF's training staff shall provide in-service training, as required in Custody Division Manual (CDM) section 3-02/020.00, "In-Service Training," and comply with CTSB training mandates through the formulation of projected annual training programs. These training mandates originate from state law, the Standards and Training for Corrections (STC), the Commission on Peace Officer Standards and Training (POST), Minimum Standards for Adult Facilities, and additional requirements established by

the Department.

CTSB assists the training sergeant in requests for outside or special training, including courses offered by the Department's Training Bureau.

The training sergeant shall ensure unit training records that reflect the training status of all assigned personnel are maintained. The training sergeant shall project mandated and optional training schedules, which reflect the goals and needs of the facility.

In addition to the guidelines established in CDM section 3-02/010.00, "Standardized Orientation and Training Program," the training sergeant shall ensure a sufficient number of qualified training officers are designated to train newly assigned personnel. Each training officer shall be appropriately supervised in the performance of his/her training course, for each assigned trainee. Training officers shall also render objective evaluations every two weeks regarding their assigned trainee. The training officer shall also ensure each trainee is informed of who they will be evaluated by, as well as the training requirements and criteria, for which they will be evaluated.

Through continuous coordination with the trainee's supervisors, the training sergeant shall ensure any condition that interferes with a trainee's training progress is addressed and remedied. Possible remedies include, but are not limited to, changing of training officers, changing shifts, or extending training.

The training sergeant shall ensure a list of training resources is available and that training video, recordings, and other Departmental training aids are available when needed.

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