2-01/085.00 Custody Training Officers

Custody Training Officers (CTOs) are responsible for training, supervising, guiding, and evaluating deputies and custody assistants newly-assigned to custody operations, in conjunction with each facility's Training Unit, and in accordance with the Custody Services Division Standardized Orientation and Training Program. Refer to CDM section 3-02/010.00, "Standardized Orientation and Training Program."

CTOs shall be selected from the coveted eligibility list promulgated by the Coveted Testing Unit.

CTOs are equivalent to "Supervisory Custodial Personnel," as described in the Minimum Standards for Adult Local Detention Facilities, Title 15, section 1006, "Definitions."

Unless authorized by the unit commander and necessitated by special circumstances, including unavailability of personnel, CTOs shall only be assigned to train newly-assigned personnel of their same classification (e.g. sworn CTOs assigned to sworn newly-assigned personnel). Facility training units shall maintain appropriate documentation of any instance in which CTOs are assigned to train staff members of a different classification from their own. In addition, unit commanders shall ensure the assignment of newly-assigned personnel to facility CTOs is determined in accordance with the needs of the facility and the equitable division of training responsibilities among available CTOs.