

2-01-010 Training Unit



PURPOSE OF ORDER:

The purpose of this order is to establish procedures related to the Men's Central Jail (MCJ) Training Unit.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working at MCJ, specifically those working in the MCJ Training Unit.

ORDER:

The MCJ Training Unit shall coordinate all training related activities at MCJ.

Watch commanders will identify, develop, and manage their shift training requirements through their designated shift training sergeant.

The training unit will coordinate the training program, provide necessary resources, identify division and unit goals, monitor program effectiveness, and maintain unit training records.

The following is a description of the training unit's responsibilities and individual job specifications:

- schedule and maintain Standards of Training for Corrections (STC) training records;
- liaise with shift watch commanders and shift sergeants regarding training of personnel;
- review and log Intensified Format Training (IFT) reports;
- coordinate and ensure attainment of MCJ training goals;
- monitor trainees and coordinate the improvement of training programs;
- provide logistical support to each of the shift's in-service training programs, as outlined in Custody Division Manual (CDM) section 3-02/020.00, "In-Service Training"
- monitor program effectiveness and provide training scenarios for Emergency Response Team (ERT) drills;
- maintain the MCJ training records;
- gather input regarding the training officer standards.

Note: The training unit will recommend deputies for the position of a Custody Training Officer (CTO). After a thorough check of the deputy's qualifications and an interview with the training sergeant, the deputy shall be cleared by an MCJ captain prior to appointment.

Revision Date 03/29/23

Revision Date 02/20/20

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