

## 05-000/00 Unit Training Policy

<b>Unit Order: #05-000/00</b>	
<b>CUSTODY SERVICES DIVISION</b>	<b>Effective Date: 01-01-1998</b>
<b>GENERAL POPULATION</b>	<b>Reviewed Date: 08-20-2024</b>
<b>NORTH COUNTY CORRECTIONAL FACILITY</b>	
<b>Subject:</b>	<b>Unit Training Policy</b>
<b>Reference:</b>	<b>CCR Title 15, Section 1020; 830.1 PC; CDM 3-01/050.00; UO 05-015/00</b>
<b>Unit Commander Signature:</b>	<b>Date:</b>

**PURPOSE OF ORDER:** The purpose of this unit order is to establish procedures to provide ongoing training of personnel in order to maintain officer proficiency in the performance of assigned job tasks.

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

### **ORDER:**

#### JAIL OPERATIONS TRAINING

All deputy and custody assistant personnel are required to complete the mandated training codified in Title 15, the MPP and the CDM. Employees transferring into this unit from outside Custody Division shall have their training records reviewed by the NCCF training unit. Personnel transferring to this facility from another Custody Division facility will be individually evaluated to determine what training they received, whether it meets the requirements, and what additional training is required to comply with minimum jail standards.

#### CONTINUING TRAINING

The NCCF training unit shall ensure all custodial lieutenants, sergeants, deputies and custody assistants

receive the mandated training required by POST, Title 15, department and Custody Division policy

### RECURRENT BRIEFINGS

A file of recurrent briefings shall be maintained under the supervision of the training sergeant. This will include mandatory department briefings as well as regular unit briefings. The training sergeant shall ensure a schedule of briefings is maintained. These briefings shall be provided to shift supervisors in a timely manner. A record shall be maintained to show when each briefing was posted or presented and by whom.

### OTHER IN-SERVICE TRAINING

In addition to the minimum training requirements established by law, by department and Custody Division policy, this unit will pursue an aggressive in-service training program to maintain skills and hone techniques. Department training videos, emergency procedure drills, and training briefings shall be used to the greatest extent possible consistent with the unit's primary mission of safety and security.

### TRAINING RESPONSIBILITIES

The training sergeant shall ensure that all training policies at NCCF shall conform to Federal Statute, State Law and Departmental Policy and the entire training unit remains current with mandates.

### WATCH COMMANDERS' RESPONSIBILITIES

Watch commanders shall make every effort to facilitate drills, briefings and training opportunities given by the NCCF training unit during each shift.

Watch commanders, in coordination with the unit training staff, shall ensure fire drills are scheduled at least once each quarter, and other emergency procedures are tested by appropriate drills as needed to maintain proficiency.

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