

## Training

### **203.1 PURPOSE AND SCOPE**

It is the policy of this department to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

### **203.2 APPLICABILITY**

All professional personnel must meet statutory and departmental training requirements. Other employees may be expected to meet specific training requirements designated by the Chief Probation Officer, Assistant Chief Probation Officer, or Deputy Chief Probation Officer.

### **203.3 PHILOSOPHY**

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. Whenever possible, the Department will use courses certified by the Board of State and Community Corrections on Standards and Training for Corrections (STC).

### **203.4 DEFINITIONS**

STC refers to the training requirements imposed by Sections 832, 6035-36 and 6040 of the California Penal Code.

### **203.5 POLICY**

It is the policy of the Probation Department to develop and maintain a well-qualified, well-trained and competent staff. In pursuance of that policy, the Department will meet all statutory requirements for staff training including, but not limited to, those imposed by the STC.

The meeting of statutory requirements represents only minimum departmental training. The Department, in meeting its unique and changing needs, may require staff training in addition to that mandated by STC.

### **203.6 OBJECTIVES**

The objectives of the Training Program are to:

- (a) Enhance the level of law enforcement service to the public.
- (b) Increase the technical expertise and overall effectiveness of our personnel.
- (c) Provide for continued professional development of department personnel.

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#### **203.7 STC PROGRAM PARTICIPATION REQUIREMENTS**

Staff Development personnel will schedule training programs and offer outside elective training programs which meet the minimum STC requirements for all sworn classifications within the Department within the fiscal year, July 1st – June 30th.

- (a) CORE training must be completed within one year of assignment to a STC classification.
- (b) Subsequent to completing CORE, training requirements are as follows:
  - 1. CDPO I and CDPO II, both inside and out of the institution – 24 hours yearly
  - 2. DPO – 40 hours yearly
  - 3. SrPO (inside institution, work projects, and work furlough) – 24 hours yearly
  - 4. SrPO (outside institution) – 40 hours yearly
  - 5. Supervisor, Division Chief, Deputy Chief, Assistant Chief, and Chief – 40 hours yearly
- (c) Guidelines for completing required training hours:
  - 1. STC CERTIFIED TRAINING – All Staff may complete 100% of their hours with STC Certified Courses. Credit is earned by attending and signing the blue roster in class.
  - 2. POST Certified Training – All Staff may complete up to 100% of their hours with POST Certified Courses. Credit is earned by attending, signing the roster, and submitting a “Special Cert” form to Staff Development \_\_\_\_\_
  - 3. Work Related Education (WRE) Training (courses, lectures, and seminars that are pertinent to the officer’s current assignment but are not POST or STC certified).
    - i. Supervisor & below – Staff may complete up to 50% of their hours via WRE hours. Credit is earned by attending, signing a roster if one is available, and submitting the WRE form with appropriate documentation from the class.
    - ii. Division Chief & Above – Staff may complete up to 100% of their hours via WRE hours. Credit is earned by attending, signing a roster if one is available, and submitting the WRE forms with appropriate documentation from the class.

#### **203.8 RESPONSIBILITIES FOR THE TRAINING CYCLE AND RECORD-KEEPING**

##### **203.8.1 MANDATORY TRAINING**

All staff will be enrolled in mandatory training, as identified by executive staff (i.e., Sexual Harassment Prevention, PREA, CPR/First Aid), by their supervisor, training officers (for institutional staff) or Staff Development as required.

##### **203.8.2 ELECTIVE TRAINING**

- A. DEPARTMENTAL: Staff Development will make every effort to provide information on multiple elective training opportunities geared toward the needs of the Department for staff to supplement their mandatory training hours. Staff will be notified via department-wide email

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of elective training opportunities available. Staff must request approval to attend through their chain of command.

- B. **OUT-OF-DEPARTMENT:** Staff Development will notify staff via department-wide email of elective training opportunities that are available through other law enforcement agencies on a regular basis. Staff must request permission to attend the outside training through their chain of command and register per instructions on the training announcement. Should there be a fee to attend the training; Staff should expect to incur that cost themselves. Staff may request, through their chain of command, that the Department pay the training fee, however, the Department retains sole discretion whether to fund these requests.
- C. Staff receiving approval to attend an outside training are responsible for submitting the appropriate paperwork (WRE or Special Cert, Training Flyer, & Completion Cert) to Staff Development upon completion of any non-STC course to receive credit for their attendance.

#### 203.8.3 RECORD KEEPING

- A. **STAFF RESPONSIBILITY:** Each employee is responsible for ensuring they complete their annually required hours each year before the last month of the fiscal year (June). It is recommended staff complete their required hours within the first three quarters of the fiscal year or before any significant leave (i.e. maternity, medical, etc.), so as to avoid a shortfall. Failure to obtain the required hours could have a fiscal impact on the Department and will result in a “non-compliant” standing with STC.
- B. **SUPERVISOR RESPONSIBILITY:** It is the Supervisor’s responsibility to track training hours completed by staff to ensure that each officer meets the mandated requirements. They shall run quarterly Learning Management System (LMS) reports to assure their employees are on track to complete their mandatory hours by the end of the fiscal year. A supervisor may deny a vacation request in order to ensure staff complete required hours.
- C. **STAFF DEVELOPMENT:** Every January and April, Staff Development will run a report for each service that summarizes training hours completed. The reports will be provided to each Deputy Chief who will ensure the information is disseminated as needed.

#### 203.8.4 TRAINING CANCELLATIONS/MODIFICATIONS

- A. All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused cancellations or modifications from mandatory training should be limited to the following:
  - 1. Court appearances
  - 2. Sick leave
  - 3. Physical limitations preventing the employee's participation.
  - 4. Emergency situations.
- B. All employees must notify their supervisor as soon as possible of any conflict preventing their attendance at an assigned training.
- C. All cancellations or modifications must be submitted to Staff Development via an e-mail to PSG (Probation.StaffDevelopment@sdcounty.ca.gov) by the employee's

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Supervisor. Employees are not allowed to contact Staff Development directly to cancel a training.

- D. Supervisors and above may submit their own cancellation requests via email to PSG with a copy to their immediate chain of command.

### **203.9 CLASSROOM MANAGEMENT EXPECTATIONS**

To support consistency related training expectations for in-house trainers, students, and supervisors in various classroom settings, the following guidelines are adopted:

#### 203.9.1 TRAINER EXPECTATIONS

Trainers, regardless of rank, for any department-sponsored class are in a leadership position. As such, they are expected to exercise classroom management skills including, but not limited to:

- (a) Determine when it is too late for a tardy student to remain in class.
- (b) Ensure that all identified training objectives are presented during the training period.
- (c) Maintain a learning environment free from unnecessary disruptions or distractions.
- (d) Notify Staff Development/Weapons and Training Unit and/or the appropriate training supervisor in writing (e-mail is fine) of any students who fails to meet classroom expectations (timely arrival, full participation, professional behavior, etc.).

#### 203.9.2 STUDENT/TRAINEE EXPECTATIONS:

- (a) Arrive on time to class.
- (b) If you anticipate being tardy for a class, notify your supervisor. For IS, notify the Watch Commander of your institution. The trainers' discretion determines if you may remain in the class, but advance notice of tardiness is necessary whenever possible.
- (c) If possible, notify Staff Development or Weapons and Training Unit of your expected late arrival.
- (d) If you arrive too late to remain for the session or are dismissed early from a class, immediately notify your supervisor or the Watch Commander of your institution.

#### 203.9.3 SUPERVISOR/WATCH COMMANDER EXPECTATIONS:

- (a) Notify Staff Development or Weapons Training Unit when a staff member reports an anticipated tardy arrival.
- (b) If a staff member reports that have arrived too late to remain for the session or they have been dismissed early from class, provide instructions for the remainder of their work day.
- (c) When notified by a trainer, training officer, or training supervisor that one of your staff fell short of meeting the department training expectations (timely arrival, full participation, professional behavior, etc.), ensure a timely and appropriate response.