



Kern County Sheriff's Office
Policies and Procedures

TITLE: TRAINING DUTIES AND RESPONSIBILITIES		NO: M-100	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: March 31, 1997	REVIEWED: 03/09/2018	REVISED: 03/13/2014	UPDATED: 03/09/2018

POLICY

It is the policy of the Kern County Sheriff's Office that all personnel assigned to attend any class conducted by the Sheriff's Office, regardless of the rank, position or status of the instructor, shall adhere to the rules of conduct outlined in Sections C-100 and C-200 of the Sheriff's Office Policies and Procedures Manual. Assignment to a training class constitutes the employee's work assignment for the duration of the class. Staff members assigned to participate in training shall attend the training as assigned.

Instructors shall have the authority, responsibility and the duty to control each class so as to provide a safe and efficient learning environment conducted in a professional manner. Instructors have the authority to dismiss students from the class for insubordination and/or disruptive behavior as outlined in Directive B of Section D-200 of the Sheriff's Office Policies and Procedures Manual.

PROCEDURE

The instructor, if a member of the Sheriff's Office, may, at his/her discretion, depending on the seriousness of the situation:

- Suspend the student with pay and order the student to report to their respective Bureau Chief Deputy the next business day, or;
- order the student to return to their normal duty assignment.
- The instructor shall notify the Training Section staff of the situation.

If the instructor is not a member of the Sheriff's Office:

- The instructor will notify any sergeant assigned to the Training Section or the Commander of the Personnel Division, who will then determine the proper course of action pursuant to Section D-200 of the Sheriff's Office Policies and Procedures Manual.

The instructor, if a member of the Sheriff's Office, or the Training Section staff if the instructor is not a member of this department:

- Shall prepare a memorandum to the effected employee's supervisor containing all the pertinent and relevant details that led to the employee's dismissal or suspension from the class;
- a copy of the memorandum will be forwarded to the Commander in charge of the Personnel Division;
- the effected employee's supervisor shall pursue the appropriate disciplinary action as outlined in Section D-200 of the Sheriff's Office Policies and Procedures Manual.

DIRECTIVE A

Staff members receiving training or travel orders will sign and forward the order to their supervisor immediately upon receipt of the order. Supervisors will return the signed order to the Training Section by the deadline listed on the order.

Employees assigned to training are required to attend as listed in the training or travel orders issued by the Training Section. Attendance is mandatory and employees are required to be on time, in the appropriate clothing as listed on the training or travel orders, and with the appropriate equipment if stated in the training or travel orders. Dress and general appearances for attending training is outlined in Sheriff's Office Policy K-200 and K-0820.

Employees who are required to appear in court or hearings under subpoena will be excused from class for the time necessary to comply with the subpoena. However, the employee will inform the Training Secretary of the subpoena and check out when leaving and back in when returning. Employees will have to make up hours missed during a mandatory training class.

Employees scheduled to attend training classes but are unable to attend due to illness or medical appointments shall contact the on-duty supervisor of their work assignment or if a supervisor is unavailable, contact the Training Section. The notification shall be completed before the start time of the training course. Staff failing to make notification will be considered absent from their duty assignment without leave.

Supervisors who are notified a staff member will be unable to attend scheduled training will contact the Training Section as soon as possible, in all cases before the end of their shifts.

In all cases training cancellation notification shall be completed by logging into SheriffNet and using the training cancellation request page located under the Training Section link or by calling 661-868-1699.

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