

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: IN-SERVICE TRAINING

J-200

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
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REFERENCE: Harris v. Canton, Ohio, 109 S CT. 1197 (1989) DBPPM J-500
Sheriff's DPPM Section C-600

POLICY

To promote professionalism and operational consistency, the Detentions Bureau is committed to ensuring that effective, ongoing in-service training is provided to staff. To do so, the Detentions Bureau shall have a managed in-service training program that will provide training that is:

- Relevant to existing and emerging training needs;
- Delivered in a consistent manner by trained facilitators;
- Thoroughly documented.

An in-service training coordinator, under the supervision of the S.T.C. Training Manager, shall be responsible for coordinating the development, administration, and documentation of all training provided through the in-service training program.

Definition:

In-service training is an abbreviated-format training presentation designed to be delivered at an employee's work site, during the employee's regular work shift whenever possible. In-service training curriculum may include:

- Changes in law and court rulings related to corrections;
- Changes in Department, Bureau, or Division Policy and Procedure;
- Safety and accident prevention training;
- Security equipment and procedures;

- Legal requirements for the confinement and treatment of incarcerated people;
- Debriefings of recent events;
- Community relations.

In-service training may be delivered via a variety of instructional methodologies, including: training videos, computer-based training, scenario-based training, lecture, and demonstration.

Procedure A: In-Service Training Assessment and Delivery

The In-Service Training Coordinator will:

- Coordinate an on-going assessment of staff training needs. This includes gathering data from Detentions Bureau management, supervisory, and line staff pertaining to:
 - Staff performance issues
 - Critical incidents
 - Inspection reports
 - Self-audits
 - Job task analysis
 - Monitoring and reviewing the impact of new/revised jail standards
 - Monitoring and reviewing the impact of new/revised policies and procedures
 - Evaluation/identification of problem areas
- The in-service training needs assessment shall be accomplished through regularly scheduled meetings with representative staff members, including line staff, supervisory staff, management staff, and administrative staff.

Any staff member may communicate at any time, in memorandum format or through departmental email, existing or emerging in-service training needs to the in-service training coordinator. Such communication shall be made in accordance with Section C-600 of the Department Policy and Procedure Manual (through the chain of command).

- The on-going training needs assessment conducted by the in-service coordinator shall be supplemental to the annual Detentions Bureau Training Needs Assessment conducted by the Detentions Bureau Training Committee

(Detentions Bureau Policy and Procedure J-500 (Training Committee and Staff Responsibilities.)

- Select subject matter appropriate to in-service training delivery and submit the selection to the Detentions Bureau Chief Deputy, Division Managers, and Section Managers for approval.

Develop a training program by:

- Identifying employee experience, skill level and needs;
- Defining learning objectives;
- Identifying resources;
- Preparing instructional materials, including lesson plans, course rosters, testing instruments, and supporting materials such as videos, handouts, etc.;
- Reviewing and revising the instructional materials as needed to ensure the materials adequately meet training needs within the time frame designated for instructional delivery.
- Submit the lesson plan(s), along with supporting instructional materials, to the S.T.C. Training Manager for evaluation and approval. Once approved by the S.T.C. Training Manager, the training coordinator shall enter the course outline into the electronic S.T.C. Certification process for approval and issuance of a S.T.C. Certificate number by the S.T.C. Field Representative;

Coordinate the presentation of in-service training by:

- Identifying staff members to facilitate the in-service training;
- Provide or facilitate training for in-service training providers;
- Provide in-service trainers with instructional materials needed to accomplish designated training;
- Assisting in-service trainers in scheduling training delivery.
- Ensure that attendance at all in-service training is recorded on the appropriate course roster;

Evaluate the training by:

- Testing when appropriate;
- Ensuring that course evaluations are completed for all in-service training, as required by S.T.C. regulations;
- Monitoring courses periodically to ensure appropriate training delivery.
- Maintain course files for all training courses delivered via in-service training. Course files will contain, at a minimum: lesson plans, handouts, testing instrument (if applicable), course rosters, and course evaluations;
- Ensure that in-service training is documented in the attending employee's training file.

Detentions Bureau Managers will:

- Communicate existing and emerging in-service training needs to the S.T.C. Training Manager and the in-service training coordinator;
- Ensure that staff under their command attend in-service training;
- Provide feedback to the in-service training coordinator regarding course content and delivery;
- Provide training materials developed for facility-specific in-service training, developed as a supplement to regular in-service training, to the in-service training coordinator. Materials will be reviewed by the in-service training coordinator to ensure proposed curriculum is consistent with other training provided to staff.

Shift Supervisors will:

- Communicate existing and emerging in-service training needs to the in-service training coordinator;
- Assist the in-service training coordinator in the selection of in-service training facilitators by:

- Recommending staff members under their supervision with the appropriate experience and/or aptitude to facilitate such training;
- Assist the in-service training coordinator (or training facilitator) in scheduling Inservice training for staff under their supervision;
- Ensure that staff members under their supervision attend in-service training;
- Ensure that instructional staff under their supervision attend training updates as needed.