

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: DETENTIONS BUREAU TRAINING AND EVALUATION PROGRAM J-300

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
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APPROVED BY: Detentions Bureau Chief Deputy Cindy Cisneros

REFERENCE:

POLICY

The Detentions Bureau is committed to assisting newly assigned personnel in the development of the knowledge and skills necessary for them to confidently assume their duties in the detentions environment and to perform their duties with minimum supervision. The Detentions Training and Evaluation Program has been designed for this purpose.

PROGRAM DESCRIPTION

The Detentions Training and Evaluation Program is a six-week program intended to provide newly assigned Deputy Sheriffs and Detention Deputies with the knowledge and skills necessary to confidently assume their duties in the detentions environment. The Sheriff's Office S.T.C. Training Unit administers this program.

All Detention Deputy trainees, laterally hired probationary Detention Deputies, extra help Detention Officers, and extra help Detentions Deputies beginning their first term of employment in the Detentions Bureau must complete the Detentions Training and Evaluation Program. Probationary Deputy Sheriffs entering their first duty assignment (after completion of POST academy training) at any Detentions Bureau Facility must also successfully complete this program.

For these entry-level personnel, the Detentions Training and Evaluation Program is intended to both teach trainees and evaluate their ability to function competently in the Detention Bureau. Successful completion of the program is a prerequisite to continued employment for Detentions Deputy series classifications and a requirement to remain in a jail assignment for Deputy Sheriff series classifications.

The Detentions Training Manual shall be used to provide an administrative structure for the Detentions Training and Evaluation Program.

ASSIGNMENT OF DETENTION DEPUTY TRAINEES

Upon employment, all Detention Deputy trainees will be assigned to the Training Division, S.T.C. Unit and will remain in this status until the completion of all phases of entry-level training. Entry-level training includes, but is not limited to:

- Correctional Academy
- PC 832 Training (laws of arrest, search and seizure)
- Defensive Tactics
- Detentions Training and Evaluation Program

Upon completion of all formal classroom training, the S.T.C. Sergeant will assign the trainee to an available Detentions Training Officer (DTO) in one of the jail facilities. An effort shall be made to ensure Detention Deputy trainees are trained in the facility they will ultimately be assigned to upon appointment as a probationary Detention Deputy. Detention Deputy trainees being assigned to satellite jails within the Law Enforcement Bureau may be assigned to any jail facility for training. In such cases, care shall be taken to ensure the knowledge and skill areas needed in the satellite jails are addressed.

Detentions Bureau staff shall not cause or permit Detention Deputy trainees, or Detention Training Officers actively engaged in teaching and evaluating a trainee, to be diverted from their responsibility of successfully completing the Detentions Training and Evaluation Program. To temporarily assign a trainee to a solo assignment requires:

- Approval of the S.T.C. Training Sergeant or;
- The existence of an emergency of such magnitude that the deployment of all available personnel is required. For the purposes of this section, “an emergency” does not include staffing shortages;
- If an emergency occurs that requires assignment of a trainee to a solo post, the shift supervisor shall document the assignment and notify the Section Manager as soon as possible.