

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: DETENTION TRAINING OFFICER POSITION

J-400

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
June 30, 1990	07-11-24	10-01-07	07-11-24

APPROVED BY: Detentions Bureau Chief Deputy Cindy Cisneros

REFERENCE:

POLICY

The Detentions Bureau endeavors to select experienced, high performing Detention Deputies to serve as Detention Training Officers (DTO). It is the Bureau's goal to provide Detention Training Officers with the quality training necessary for them to properly perform as adult educators/trainers in the detentions environment.

The number of Detention Training Officer positions will be determined by the Detentions Bureau Chief Deputy.

SELECTION OF DETENTION TRAINING OFFICERS

Minimum Eligibility Criteria:

A Detention Deputy must meet the following minimum criteria in order to be considered for selection as a Detentions Training Officer:

- Hold the rank of Detentions Deputy and have at least eighteen (18) months of full-time experience in that rank;
- Hold Armed status and retain their armed status while a Detention Training Officer;
- Possess a rating of standard or above on their most recent annual EPR;
- Not currently be on a special EPR seeking improved performance;
- Have no sustained misconduct allegations during the preceding twelve (12) months;

- Be recommended by their current supervisor for DTO selection;
- Possess a demonstrated ability to handle stressful situations in a calm and professional manner;
- Posses maturity, sound judgment, and strong interpersonal skills;
- Have a thorough understanding of the law and departmental policy governing jail operations;

Selection Process:

When the Detentions Bureau Chief Deputy deems it is necessary to select additional Detention Training Officers, the S.T.C. Training Unit Sergeant will announce recruitment and coordinate the application/assessment process. The assessment process will consist of:

- An oral assessment;
- A review of past employee performance;
- A review of supervisory recommendations.

During the interview phase of this assessment, candidates should expect to discuss issues relevant to the operations of jail facilities (e.g., policy/procedure, correctional law, etc.)

Upon completion of the assessment process, the S.T.C. Training Detentions Sergeant will make recommendations to the Detentions Bureau Chief Deputy. The Detentions Bureau Chief Deputy will make the final selection of Detention Training Officers.

Training and Supervision of Detention Training Officers:

The Department's S.T.C. Training Unit Sergeant is responsible for evaluating and monitoring the performance of individual Detention Training Officers as they perform in their roles as trainers. The S.T.C. Training Unit Sergeant will consult with Facility Managers and other personnel as necessary in this regard.

When appointments of Detention Training Officers have been made, the S.T.C. Training Unit Sergeant will:

- Schedule new Detention Training Officers for training.

- Maintain a file on the Detention Training Officer that will contain, at a minimum, the following:
 - A list of all Detention Deputy Trainees assigned to him or her for training.
 - A history of ratings given to trainees.

Compensation:

Detention Training Officers will be compensated in accordance with the Memorandum of Understanding between the County of Kern and the Kern County Detention Officer's Association. Detention Training Officers will receive premium pay, if authorized by the M.O.U., as long as the DTO retains the departmentally approved Detention Training Officer designation.

Involuntary Removal from Assignment as a Detention Training Officer:

Unsatisfactory performance as a trainer may result in the loss of Detention Training Officer status. The removal of Detention Training Officer status will be made in accordance with applicable state law and/or county regulations.

Duration of Assignment as a Detention Training Officer:

Personnel selected as Detention Training Officers are expected to serve in that capacity for a minimum of two years. Exceptions to this general rule may be made on a case-by-case basis as determined by the Detentions Bureau Chief Deputy.