

# KERN COUNTY SHERIFF'S OFFICE

## Detentions Bureau Policies and Procedures

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**TITLE:**        **TRAINING COMMITTEE AND STAFF RESPONSIBILITIES**        **J-500**

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<b>EFFECTIVE:</b>	<b>REVIEWED:</b>	<b>REVISED:</b>	<b>UPDATED:</b>
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**APPROVED BY:**        Detentions Bureau Chief Deputy Cindy Cisneros

**REFERENCE:**

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### **POLICY**

We believe job performance and employee safety are enhanced when we consistently provide personnel with training that focuses on the knowledge and skills needed to properly perform within our detentions environment. And clearly define roles and responsibilities within the training process.

### **DETENTION BUREAU TRAINING COMMITTEE**

In furtherance of this policy a Detention Bureau Training Committee has been established and will be utilized as defined in this document. The Committee consists of the following personnel:

- Facility Commanders;
- Administrative Sergeants from each facility;
- STC Sergeant;
- One line-staff deputy from each facility.

An annual meeting of the Detention Bureau Training Committee will be facilitated by the STC Sergeant for the purpose of:

- Conducting an annual analysis of behavior and performance trends in the Detention Bureau and identifying the areas that may be responsive to training;

- Identifying training topics that will address issues of concern to the bureau or increase the efficiency, effectiveness or confidence of staff;
- Formulating an annual training plan taking into account long-term goals and objectives.

### **DUTIES OF DIVISION COMMANDERS**

In addition to serving on the Detention Bureau Training Committee, Division Commanders are responsible for:

- Ensuring that an environment conducive to training and orientation is provided in the facility;
- Ensuring that training records, other than those connected with the Detentions Training and Evaluation Program, are forwarded to the STC Training Sergeant for record maintenance.

### **DUTIES OF THE STC SERGEANT**

The STC Training Sergeant is:

- Responsible for day-to-day management and supervision of the Detentions Training
- and Evaluation Program and the Detention Deputy Trainees;
- Responsible for ensuring that a training file is maintained for each trainee;
- Receive, from the Detention Bureau Training Committee, requests for special training and will attempt to find a resource that meets this need;
- Serve as a training resource by maintaining training materials and being familiar with training providers.

### **DUTIES OF THE SHIFT SUPERVISORS**

Shift supervisors are responsible for:

- Assisting in identifying areas requiring additional training or direction by monitoring employee performance, behavior, or attitudes;

- Cooperating with the Detentions Training and Evaluation Program even when staffing shortages occur;
- Keeping informed of the progress of each trainee by reviewing and signing each daily observation report and interacting with the DTO;
- Communicating training concerns or comments to the STC Sergeant, in writing, whenever possible;
- Ensuring that all subordinate personnel assigned to their work unit are adequately briefed on the policy manual.

### **DUTIES OF THE DETENTION TRAINING DEPUTY**

The duties of the Detention Training Deputy are addressed in detail in the Detentions Training Manual. DTOs are expected to:

- Obey the direction given by the STC Sergeant concerning the Detentions Training and Evaluation Program and remain subordinate to their shift supervisor;
- Follow the administrative and instruction requirements of the Detentions Training and Evaluation Program at all times;
- Evaluate trainee performance fairly and objectively;
- Remain committed to the challenge of creating a qualified Detention Deputy from an unqualified Detention Deputy Trainee.

### **DUTIES OF THE DETENTION DEPUTY TRAINEE**

In addition to the requirements found in Section J-300 by reference, the trainees are expected to:

- Take an active role in their orientation;
- Ask questions and clarify any areas of misunderstanding with the training deputy;
- Respond to the instructions of their DTO;
- Recognize the requirement to do certain tasks is not to take a work load off of the DTO, but to accelerate their progress in the program;

- Be prepared to correctly answer questions when asked by their DTO or Supervisor; comply with the Departments policy with regard to rules of conduct, dress code, report writing, and other sections as they apply;
- Comply with the rules regarding chain of command. If the trainee has a question about the program or their progress in it, an effort is to be made to resolve the question or misunderstanding with their DTO. If they are unable to reach a solution, the trainee is to communicate with the STC Sergeant.