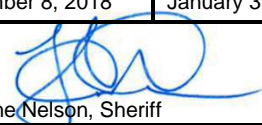




# DESCHUTES COUNTY SHERIFF'S OFFICE

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|--|--|---------------------------------|-------------|
| Policy Title:<br><b>Training: Requests, Processing and Documentation</b> | Effective Date:<br>September 8, 2015   | Policy Number:<br><b>3.12</b>   |             |
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| Attachments:   | <br>L. Shane Nelson, Sheriff |                                 |             |

## I. PURPOSE

The purpose of this policy is to establish a procedure by which applications for training are processed within the Sheriff's Office, to establish instructor requirements for preparation of training, to establish procedures for uniformly conducting and documenting training, and to describe the method of recording outside training received by employees of this office.

In regard to training, this policy also instructs individual members on the application process and describes the responsibilities of the Training Coordinator and supervisors.

## II. POLICY

It is the policy of the Deschutes County Sheriff's Office to provide excellent initial and on-going training to its employees that meet the needs, safety and career goals of the individual, the office, and the community. All training applications shall be properly processed and all completed training will be properly documented. Training request approval is dependent upon funds availability.

## III. DEFINITIONS

*Instructor/Instruction* mean Sheriff's Office instructors and instruction will meet or exceed Department of Public Safety Standards and Training criteria prior to being accepted by the Training Coordinator. Such instructors and instruction are then deemed "certified".

*Training Sergeant* is an employee designated by the Sheriff to fulfill the training function of the agency.

*Training Summary* are listings of tentative or planned future training sponsored or provided by the Sheriff's Office.

## IV. PROCEDURES

### A. Training Goals

During the agency's annual planning session, overall training goals for the organization will be developed as well as goals for the different divisions. All known training requests for the following year will be evaluated against those goals to determine approval or disapproval.

### B. Resources

Sheriff's Office employees can obtain information regarding upcoming training from the training summary, teletypes, and other sources.

### **C. Responsibilities of the Employee**

1. Employees requesting training shall complete the Sheriff's Office "Request to Attend Training" form.
2. Employees shall complete a memorandum explaining the content of the training and the reasons for attending the training. The memorandum and a copy of the training announcement will be attached to the request form and forwarded to the employee's supervisor. All training requests shall be submitted electronically.

### **D. Responsibilities of the Supervisor**

Upon receipt of a training request the supervisor will:

1. Review the request form for accuracy and completeness.
2. Evaluate the need for training.
3. Evaluate the manpower constraints.
4. Approve or deny the request, stating the reason if the request is denied.
5. Evaluate the need for immediate processing. If the circumstances dictate the request be processed immediately, the supervisor will mark the box "Immediate" on the form.
6. Forward the request to the division commander, via chain of command, who will review the recommendations of the supervisor and determine if sufficient funds are available. He will then approve or deny the training request and forward the request to the training coordinator.
7. Ensure, if the request is approved, that the employee's absence is noted on the work schedule so as to avoid other leave conflicts resulting in staffing shortages.

### **E. Scheduling of Training**

1. Training impacting multiple units, squads, sections, or functions of the Sheriff's Office shall be coordinated through the division commanders to ensure adequate coverage of shifts and to minimize the impacts of overtime.
2. Roll-call, remedial, and on-going refresher training not impacting multiple units or functions will be scheduled at the discretion of the team supervisor.
3. All training has an impact on the Sheriff's Office relative to staffing or cost. The "Request to Attend Training" form shall be completed as far in advance of the training as is practical leaving time for approval by the team sergeant, lieutenant, training coordinator, and captain.
4. All training will be documented and submitted to the training coordinator for records retention.

### **F. Responsibilities of the Training Coordinators**

The Training Sergeants shall:

1. Verify and document the qualifications of all Sheriff's Office instructors. In addition to training in the area they are presenting, instructors should have completed a certified instructor course through the Department of Public Safety Standards and Training or have an equivalent amount of training or experience that would qualify them as an instructor.
2. Maintain a training summary which shall be posted in a conspicuous place for employees' review.
3. Process applications for training, approving or denying the request. Requests marked "Immediate" will be processed immediately.
4. Consolidate the individual applications by course. Multiple applications for the same training will be brought to the attention of the Division Commander for a decision on the number and names of the attendees. Input from the Sheriff may also be solicited.
5. Maintain all training records for agency members. Update employee training records following participation in training programs.

6. Assist in the scheduling of in-house and agency sponsored training.
7. Assist in making arrangements for agency employees to attend outside training.
8. Ensure that instructors, facilities, and required equipment are available for all agency sponsored training.
9. Maintain a library of training materials and resources.
10. Obtain DPSST Certification and necessary forms for all appropriate training.

#### **G. Responsibilities of Training Instructors**

Training Instructors shall:

1. Maintain efficiency and stay current on training subjects and materials.
2. Prepare, write, and follow lesson plans for training courses. Instructors are responsible for sufficient preparation to assure the training they are conducting is organized and relevant to Sheriff's Office needs.
3. Continue to stay active in training, or be taken off of the training roster.
4. Maintain professional standards in all other areas of the Sheriff's Office in order to maintain their position as a training instructor.

Training Instructors may be removed as an instructor based on performance, evaluations, or disciplinary issues.

## **V. TRAINING DOCUMENTATION**

### **A. In-House Training**

1. Instructors are required to submit an outline to the training coordinator for each class prior to conducting the class. The outline should be in sufficient detail to recreate the class without the aid of the instructor. If more than one topic is taught, the number of hours dedicated to each topic and who the instructors were for each topic will be included with the information submitted to the training coordinator.
2. Instructors are responsible for recording all activities of the class.
3. At the conclusion of the class, instructors will prepare a memorandum routed to the training coordinator containing the following information:
4. A roster of attendees documented on a Department of Public Safety Standards and Training F-6 Roster.
  - a. If performance is measured by testing, a record of test scores for those attending will be provided to the training coordinator.
  - b. Documentation of the actual hours of training. (Do not include time spent preparing for the class, time spent in transit to the training location, or time spent on lunch breaks.)
  - c. A revised class outline for the presentation if it is different than the pre-class outline.
5. The training coordinator will be responsible for recording the training as follows:
  - a. The training coordinator must first have verified and documented the qualifications of an instructor for a particular course prior to that person making the presentation.
  - b. The individual training record of the attendees will be credited with the hours of training.
  - c. The instructor hours will be recorded on the instructor's individual training record as instructor hours.

## **B. Outside Training**

1. Individual agency employees are responsible for reporting content and hours of training to the training coordinator after attending outside training.
2. Document the actual hours of training. (Do not include non-training portions of business meetings, time spent in transit to the training location, or time spent on lunch breaks.)
3. Submit the training memorandum to the training coordinators through the chain of command.
4. All personnel who are authorized for training are required to attend. Exceptions will be made for court, illness, or other pre-approved reasons.
5. Training records will be maintained to reflect that information. Maintenance of the training files is the responsibility of the training coordinator. This training cannot be credited until the training memorandum is submitted.

## **VI. FIELD TRAINING AND EVALUATION PROGRAM (FTEP)**

The Deschutes County Sheriff's Office subscribes to the theory of the FTEP Program. All newly hired sworn personnel will complete an FTEP training period. The FTEP Program is facilitated by an FTEP Training Coordinator who is appointed to the position by the Sheriff or his designee.

Field Training Officers (FTOs) will be selected by command staff and shall complete formal DPSST approved training prior to undertaking an FTO assignment.

FTOs shall receive periodic in-service training to update and sharpen their FTO skills. In selecting an FTO, command will appoint only those employees whose values, tactics, and attitude reflect that of the agency. Those selected must be willing and capable of transmitting these values to the trainees. FTOs report the trainees' progress directly to the trainees' supervisor and the FTO Program Coordinator.

The FTO will use agency authorized forms to report the progress and evaluate the trainee. Forms used will include, but not be limited to, the Daily Observation Report (DOR), the Weekly Observation Report and the End of Phase Report. The primary FTO will be responsible for completion of an end of program report detailing the trainee strengths, weaknesses, and the FTO's recommendation of the trainee's readiness for release from the FTEP Program.

FTOs who are actively involved with a trainee will be supervised by their shift supervisor.

The FTEP program consists of a number of phases for each position that the trainee needs to successfully complete. The FTEP Program is an eighteen week program during which the trainee will rotate to various different FTOs. Some trainees may accelerate and complete the program early; however, every trainee must complete a minimum of four weeks of the FTEP Program. Conversely, certain trainees may benefit from additional time in the FTEP Program.

The FTO is responsible for ensuring that the DPSST required Field Training and Evaluation Program manual is completed. This manual becomes a permanent training record and is kept with the employees' personnel file. Upon completion of the manual, a signed assurance is sent to DPSST prior to the trainee being awarded the Basic Police Officer/Corrections Officer Certificate.

The FTO shall meet all professional standards in all of their duties at the Sheriff's Office in order to maintain their position as an FTO.

The FTEP Coordinator is responsible for the FTEP Program. These duties include overseeing the program, evaluating the program on a continuing basis, maintaining in-service training for the FTOs, and acting as a liaison between the Sheriff's Office and DPSST pertaining to the trainees and the program.