



GENERAL ORDER

Employee Development and Training

Purpose and Scope

The Department is committed to the continued professional development of our highly-skilled workforce and compliance with federal and state mandates.

Affected Personnel

All employees

Effective Date

May 19, 2017

I. Compliance

- A. It is the responsibility of every employee and his/her supervisor and manager to ensure all mandated training is completed.
- B. Full compliance with mandatory state and federal training requirements provides funding reimbursement from the state.
- C. Access to the Department of Justice's criminal database is jeopardized for employees out of compliance.
- D. Supervisors and managers can monitor employee training courses and hours using the [Administrative Training Application](#) (ATA).

II. Expectations

- A. Attend and complete all required training.
- B. Represent the Department in a professional manner, which includes:
 - 1. Arriving on time, returning from breaks and lunch as directed, and remaining until training is dismissed;
 - 2. Wearing appropriate attire in accordance with the Dress Code and Personal Appearance General Order; and
 - 3. Placing cell phones on silent or vibrate and leaving the room if you need to use your phone.
 - 4. Avoiding distracting activities during class time such as texting, checking emails, or reading material not relevant to the training.

III. New Hires

All newly hired Probation Aides and Probation Assistants shall complete a training academy, plus 40 hours of Penal Code 832 Arrest, Search & Seizure training, prior to assuming responsibility for the supervision of youth.

IV. Standards and Training for Corrections (STC) Requirements

The Department participates in the Standards and Training for Corrections (STC) program monitored by the Board of State and Community Corrections (BSCC). BSCC regulations specify the number of training hours and programs required of all California probation departments in order to achieve compliance and maintain allocated funding.

A. Mandatory Annual Training: Sworn Personnel

All sworn, permanent employees shall receive the following number of STC training hours, at a minimum, between July 1 and June 30 of each year.

1. Probation Assistants and Deputy Probation Officers assigned to the Youth Detention Facility (YDF) shall complete 24 hours.
2. All other sworn employees shall complete 40 hours.
 - a. Deputy Probation Officers and Supervising Probation Officers may obtain up to 20 hours STC credit for attendance at STC eligible conferences or special training.
 - b. Managers may obtain up to 40 hours of STC credit for attendance at STC eligible conferences or special training.
3. Administrative professional employees may participate in STC training with approval from their immediate supervisor. Payment for their attendance is not reimbursable from the BSCC.

B. Mandatory Core Training: Sworn Personnel

Core training is categorized as entry-level training related to specific job classifications. Probation Officers shall complete Core training in its entirety within the first 12 months of assignment outside of the institutional setting, whereas all other job classifications shall do so within the first 12 months of appointment or promotion. Core training shall not be split over multiple training years. The required hours of Core training are as follows:

1. Probation Assistant: 160 hours
2. Probation Officer: 196 hours
3. Supervising Probation Officer: 80 hours
4. Assistant Chief Deputy/Chief Deputy: 80 hours

V. Federal, State, and County Training Requirements

Consistent with applicable state, federal and county requirements, all sworn and administrative professional employees, program providers, interns, and volunteers shall complete the following training, as applicable. Not all of the training listed below is STC certified and may not be included in calculating a sworn employees required annual hours.

A. Discrimination and Sexual Harassment

1. Sworn permanent employees every two (2) years;
2. County employees in supervisory or management positions every two (2) years; and
3. Non-supervisory administrative professionals every three (3) years.

B. California Law Enforcement Telecommunications System (CLETS) Certification/Recertification¹

1. Individuals shall complete CLETS certification prior to authorizing access.
2. Individuals authorized to access CLETS shall complete an operator proficiency exam every two years.
3. Failure to complete the proficiency exam as directed will result in the deactivation of the individuals CLETS account and may subject the individual to additional consequences for failing to comply.
4. Individuals not authorized access to CLETS who may be exposed to confidential information (i.e. contractors, program providers, mental health clinicians, interns and volunteers) shall view and acknowledge the "Security Awareness" PowerPoint.

C. Prison Rape Elimination Act (PREA)²³

1. All employees, contractors, volunteers, and interns shall receive PREA training and shall be required to sign an acknowledgement form indicating they have read and understand the PREA policy and procedures.
2. All institutional employees shall receive PREA training annually.

D. Cardiopulmonary Resuscitation (CPR) / First Aid

1. After initial certification, all sworn employees shall attend a five (5) hour CPR/First Aid update every two years.

¹ Mandated by the California Department of Justice

² "Prison Rape Elimination Act" Policy and Procedure, 4/25/13

³ PREA is a federal law that provides guidelines to detect, prevent, identify, and deter incidents of sexual abuse, and sexual harassment in detention facilities

2. If an employee's CPR/First Aid card expires, he/she will not be allowed to participate in the update and shall be required to attend the eight (8) hour certification training.

E. Implicit Bias Training

All sworn employees shall attend a one-time four (4) hour implicit bias training and shall be required to sign an acknowledgement indicating their attendance.

F. Blood Borne Pathogens

After initial certification, all sworn employees shall participate in an annual review of Blood Borne Pathogens and shall be required to sign an acknowledgement form indicating they have viewed and understand the Cal OSHA Blood Borne Pathogen video.

VI. Division Specific Training

A. Arming and Firearms

Any officer authorized to carry a firearm on duty shall participate in required training and meet qualification requirements as set forth in the Arming General Order.

B. Defensive Tactics

Sworn employees, both armed and unarmed, shall participate in defensive tactics training upon hire and a minimum of eight (8) hours per year thereafter, unless otherwise excused pursuant to Section VII.

C. Conducted Electrical Weapons (CEW)

1. Only armed officers who have completed department-approved CEW training may be issued a CEW for use in their assignment.
2. Officers shall be required to attend ongoing CEW training as directed by the Range-Master and in accordance with the Conducted Electrical Weapons General Order.

D. Elective Training

1. Elective training consists of courses that may be required or requested to develop or enhance job-specific skills.
2. All elective training shall be approved by a supervisor and/or manager.
3. Out of county and out of state training requires approval of the Assistant Chief Probation Officer.

VII. Absences

- A. An employee shall only be excused or removed from a scheduled training by their immediate supervisor, and only under the following circumstances:

1. Court appearance;
 2. Illness;
 3. When temporary physical limitations prevent participation⁴; or
 4. If an emergency arises; or
 5. Course cancellation.
- B. If an emergency or illness on the day of a scheduled training prevents the employee from attending, the employee shall notify his/her immediate supervisor and the Training Coordinator as soon as possible.
- C. If a supervisor removes or excuses an employee from training less than two weeks prior to the scheduled date, the supervisor shall:
1. Notify the Training Coordinator as soon as possible; and
 2. Attempt to find another sworn employee to replace the employee excused/removed, if enrolled in a mandatory STC or CPR training.
- D. If no replacement is found, the registration costs are not refundable, and must be paid in full by the Department. Under these circumstances, an Administrative Professional employee may attend as a replacement for STC or CPR training.

VIII. Employees with 4/10, 7/12 or 9/80 Schedules

- A. Employees whose regular shift exceeds eight (8) hours shall have the option of using leave time (CTO, vacation, HIL) or reporting to work before or after a training class.
- B. As soon as the employee is notified of registration in a training class, the employee shall let his/her immediate supervisor know whether he/she will be reporting to work before or after the scheduled training; otherwise, the employee shall use leave time.

IX. Non-Custodial Employees at the YDF

- A. Medical and mental health personnel, school employees, program providers, contractors, and volunteers shall attend initial orientation training⁵ and shall be required to sign an acknowledgement indicating his/her attendance.
- B. The orientation training shall include, but is not limited to, the following:
1. A tour of the facility, including all related buildings;
 2. An overview of the regulations and policies relating to the basic rights of detained youth;

⁴ Applicable only to training which requires physical exertion, i.e. defensive tactics, CPR/First Aid, arming, qualifications, AOT

⁵ CA Minimum Standards for Juvenile Facilities Title 15 Section 1324

3. Basic health, sanitation, and safety measures;
4. Security measures;
5. Emergency evacuation procedures;
6. Confidentiality;
7. Overview of services offered to youth including medical, education, and religious;
8. Review of the YDF policy on Mandatory Reporting of Child Abuse;
9. Review of the YDF policy and procedure manual; and
10. Review of the County's Discrimination and Harassment policies.

Resources

Sacramento County Policies and Procedures
Board of State and Community Corrections
California Code of Regulations, Title 15
Government Code

Attachments

N/A

Amends/Replaces

Administrative: Training Requirements (April 2006); Training (no date)
Youth Detention Facility- Orientation Training: Non-Custodial Personnel (8/28/08)

Authorized By: _____



Lee Seale, Chief Probation Officer

Date: _____

4/26/17