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Mandatory Training
Training Program
STC Training Manager

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TRAINING PROGRAM

I. PURPOSE

- A. The purpose of this policy and procedure is to establish personnel training programs designed to enable all employees to function effectively.

II. POLICY

- A. It is the policy of the Sheriff's Office, Corrections Division that the training programs will be planned in accordance with the directives as set forth by the Sheriff's Office, County, State, and Federal statues, rules, and/or regulations. These programs will be managed and coordinated to ensure compliance with the needs of each employee's respective job classification and pertinent to work with inmates.

III. DEFINITIONS

- A. STANDARDS AND TRAINING for CORRECTIONS PROGRAM (STC): Minimum standards set by the Board of State and Community Corrections (BSCC) for selection and training standards for local Adult Corrections Officers. BSCC provides subvention funds to aid counties in meeting these standards.

IV. RESPONSIBILITY

- A. STC Training Manager will plan, coordinate, and oversee all STC training and ensure the following:
1. STC training and reporting shall be in accordance with the Board of State and Community Corrections training standards.
 2. Maintain the budget of STC funds.

TRAINING PROGRAM

3. The STC Training Manager and Corrections Division Commander will meet periodically to assess, plan, develop, and coordinate the training plan for the facility.
4. Supervise in-house instructors.
5. Coordinate off-site training.
6. Maintain staff training records.
7. Review each employee's training record at the end of each fiscal year, or as needed, to ensure required training mandates.

V. MANDATORY TRAINING

- A. New employees will complete the Adult Corrections Officer Core Course and 832 P.C. This shall be completed within the first year of employment.
 1. The exception would be if a person has already completed, one or both, of these required courses.
- B. New employees that have completed the Police Officer Basic Academy will attend the fifty-six hour Basic Academy Supplemental CORE course.
- C. Journey level employees will be required to attend twenty-four hours training every year.
- D. Supervisors will complete the Supervisors CORE course in the first year of employment and twenty-four hours of training every year thereafter.
- E. The Corrections Lieutenant will attend the Manager/Administrators CORE course and twenty-four hours every year thereafter.
- F. The Jail Manager will attend the Manager/Administrators CORE course and twenty-four hours every year thereafter.

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