

Index as:	Revised: 06/28/02
Evaluation of Trainee	Revised: 10/04
Evaluations	Revised: 01/08
Facility Training Program	Revised: 05/08
Trainee, Evaluation	Revised: 07/10
	Reviewed: 07/14

## FACILITY TRAINING PROGRAM

### I. PURPOSE

- A. To establish a standardized training program that will expose and prepare the new employee in all aspects of the employee's classification. The Corrections Division training program will provide reasonable assurance that all Corrections Deputies are provided the same level of training and orientation to effectively work and complete all assigned tasks safely and efficiently and in a timely manner.

### II. POLICY

- A. It shall be the policy of the Mendocino County Sheriff's Office Corrections Division that all trainees, whether in the Facility Training Program or Transportation Unit Training, be scheduled to work with a Facility Training Officer (FTO) during the unit training. Training for all new employees will be completed prior to assignment to any permanent work assignment.

### III. DEFINITION:

- A. FACILITY TRAINING SUPERVISOR - Supervisory personnel responsible for specifically planning, coordinating, and supervising the Sheriff's Office Corrections Division Facility Training Program (FTO), in conjunction with the Corrections Division Lieutenant.
- B. FACILITY TRAINING OFFICERS (FTO) - Personnel assigned to provide training to new hires or transportation deputies.
- C. TRAINING OBJECTIVES - A specific written statement of the goals expected for all persons who successfully complete the training

---

FACILITY TRAINING PROGRAM

---

IV. PROCEDURE:

- A. The Facility Training Program is a comprehensive self-paced adult learning model of instruction, as outlined in the Facility Training Officer Matrix that is provided by trained Facility Training Officers (FTO).
- B. The Transportation Unit Training Program is a comprehensive six-day in-house course of instruction, as outlined in the Facility Training Matrix that is provided by trained Facility Training Officers (FTO).
  - 1. All trainees shall have recently successfully completed the Sheriff's Office "Firearms Qualification" course.
- C. Facility training records are maintained by the Facility Training Supervisor.
- D. The Facility Training Officers will be required to meet as often as necessary, to review the progress of trainees, the progress of the program, and to resolve problems.

V. TRAINING OBJECTIVES

- A. The training objectives for the Training Program will be:
  - 1. To familiarize the new employee with the facility grounds and physical plant;
  - 2. To inform the new employee of the Sheriff's Office mission and facility goals;
  - 3. To instruct new employees in facility policies, procedures, and programs;
  - 4. To develop improved job skills;
  - 5. To provide resource people for utilization by the new employee at all levels of management and in all facility units and programs; and
  - 6. To develop human relation skills to assist in establishing productive, meaningful, and professional relationships with inmates.
- B. Trainees will be assigned a task. Each task will be a performance objective, which will describe how the task is to be performed and what the expectation will be.

---

FACILITY TRAINING PROGRAM

---

1. Steps the trainee will take:
  - a. Trainee Reads/Reviews Task Documents.
  - b. FTO has the trainee read or review task sheet.
  - c. FTO Explains & Demonstrates- FTO demonstrates the task while he is explaining the task to the trainee.
  - d. Trainee Explains as FTO Demonstrates- FTO demonstrates the task while the trainee explains the task.
  - e. Trainee Explains & Demonstrates- Trainee demonstrates the task while he is explaining the task to the trainer.
  - f. Trainee Practices- This is the time that trainee will practice what he has learned.
  
- C. Testing.
  1. The trainee will be tested on the task in front of the Lieutenant in charge of training or the FTO Supervisor. After the testing is complete, the Lieutenant will sign off and clear the trainee of the task or refer the trainee to complete further training.
  
- D. Completion of Training.
  1. After the trainee has been tested on all of the various tasks by the Lieutenant or the FTO Supervisor, they will make a recommendation on completion of training.
    - a. If the trainee fails to meet training standards on any portion of the training, they may be re-referred to the training program.
  2. The FTO Supervisor will review all training records and sign them off.
    - a. The training records will be forwarded to the trainee's training file.