

Training Policy

400.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community. This policy applies to all designated employees.

400.2 AUTHORITY AND REFERENCES

- Administrative Directive;
- California Board of State and Community Corrections, Standards and Training for Corrections (STC).

400.3 POLICY

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding requirements of a given assignment, staffing levels, and legal mandates. Whenever possible, the Department will use courses certified by Standards and Training for Corrections (STC).

The objectives of the Training Program are to: Enhance the level of service to the public, increase the technical expertise and overall effectiveness of our personnel, provide for continued professional development of department personnel, and meet minimum training hour requirements per STC.

400.4 PROCEDURE

(a) Training Plan

1. A department training plan will be developed and maintained by the training supervisor. It is the responsibility of the training supervisor to maintain, review, and update the training plan on an annual basis. The plan will address the following areas:
 - (a) Legislative Changes
 - (b) State Mandated Training
 - (c) Critical Issues Training

(b) Training Needs Assessment

1. The staff development unit will conduct an annual training needs assessment of the Department. The needs assessment will be reviewed by probation human resources services division managers and forwarded to the executive team for

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final approval. Upon approval by the executive team, the needs assessment will form the basis for the training plan for the fiscal year.

(c) Training Committee

1. The probation human resources services division shall establish a Training Committee, which will serve to assist with identifying needs for the Department. The Training Committee shall be comprised of at least one member from each division, area office, and institution. The probation human resources services division assistant director shall chair the committee. Members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The committee chairperson may remove or replace members of the committee at his/her discretion.
2. The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to the incident. Information shall be provided to the Training Committee as follows:
 - (a) Incident reports generated in all divisions and institutions, which do not result in discipline, shall be collected by the division or institution manager.
 - (b) Said incident reports shall be redacted by the manager or designee to remove the identities of all parties involved.
 - (c) Redacted incident reports shall be forwarded to the Training Committee representative respective to the division, area office, or institution where they were generated.
 - (d) The committee chairperson shall contribute non-confidential information regarding incidents resulting in discipline.
3. The Training Committee should convene on a regular basis as determined by the committee chairperson to review the incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Training Supervisor. The recommendation should not identify specific facts of any incidents, such as the date, time and location of the incident, but should focus on the type of training being recommended.
4. The training supervisor will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and available resources.

(d) Training Procedures

1. All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from training should be limited to the following:
 - (a) Court appearances
 - (b) Jury duty
 - (c) Sick leave

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- (d) Military duty
 - (e) Emergency situations
 - (f) Other situations as discussed with the Training Supervisor
2. When an employee is unable to attend training, that employee shall:
 - (a) Notify his/her supervisor and the training supervisor as soon as possible but no later than prior to the start of training.
 - (b) Make arrangements through his/her supervisor to attend the training, or an alternative course, on an alternate date.
 - (c) Ensure annual training hours are met.
 3. When an employee is unable to complete a class already in progress, that employee shall notify their supervisor and the training supervisor and proceed as directed.
 4. Employees shall be on time for classes unless they notify their supervisor and the training supervisor prior to class concerning the reason for lateness. No admittance will be granted after 15 minutes past the class start time unless approved through this notification process. Chronic tardiness involving a student enrolled in a course exceeding two (2) days will be reported to the respective division director through the training supervisor.
 5. Employees shall conduct themselves in a professional manner while participating in training. Employees shall:
 - (a) Be respectful toward instructors.
 - (b) Not be disruptive in class. A student may be removed from a class for disruptive behavior. If so, the training supervisor will immediately contact the respective division director or designee by telephone and follow up with a written report.
 - (c) Dress appropriately and as required by the training site and the departmental personal appearance policy.
 - (d) Adhere to directives given by the instructor concerning breaks, lunch periods, and appropriate use of cell phones and other electronic devices.
 6. If an employee is scheduled for training and does not appear in class or at their worksite, and there has been no prior notification made to the supervisor or training supervisor, the employee may be disciplined up to and including termination.
 7. Employees are to immediately report to their normally assigned work site if scheduled training is unexpectedly cancelled.
 8. The designated training site is the employee's work site on the day or days of training.
- (e) Training Requirements

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1. Required training for all personnel of this Department shall follow the Mandatory Training Checklists maintained by the training supervisor, as well as the mandates outlined by STC, POST, State and Federal law, county policy and departmental directive.
 2. Employees who do not successfully complete training or pass the required testing during their initial probationary period may be dismissed from employment.
 3. Employees in specialized programs/assignments shall complete and pass required training and maintain qualifications as required by the assignment and/or the specialized training.
 4. A record of mandatory training shall be maintained in the training management system under the employee's training history.
- (f) Annual Training Minimum Hours Per STC
1. Probation Corrections Officer I and II - 24 hours
 2. Senior Probation Corrections Officer - 24 hours
 3. Deputy Probation Officer I and II - 40 hours
 4. Senior Probation Officer - 40 hours
 5. Supervising Probation Officer - 40 hours
 6. Assistant Division Director - 40 hours
 7. Division Director - 40 hours
 8. Administrator - 40 hours
 9. Armed Personnel - 56 hours, with 16 hours coming from firearms training
- (g) Conferences and Outside Training
1. Eligible employees are encouraged to attend professional conferences and training opportunities, when they are work related. Employees may request up to three (3) days of paid annual conference time subject to departmental needs and fiscal considerations.
 2. Eligibility for attendance includes
 - (a) Department instructors who want to enhance or update skills.
 - (b) A conference or seminar that is directly related to an employee's current assignment.
 - (c) Officers/Representatives of the state or local organization coordinating the conference.
 - (d) Conference or seminar on "county time," and all other costs paid by employee.
 - (e) Training required by grants or assignment.

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- (f) Conferences or outside training deemed appropriate by the division director.
- (h) Application and Approval Process
 - 1. Paperwork related to conferences and outside training must be received by the division secretary 45 days in advance of the event.
 - (a) Complete a Request for Authorization for Outside Travel or Training Form (Attached). Email the completed form and Conference Training flyer to the supervisor.
 - (b) The supervisor shall review the request and, if approved, email the request and flyer to the division director.
 - (c) Upon approval, the division director will email the form and flyer to the chief deputy and division Secretary.
 - (d) Once approved by the chief deputy, the completed Request for Authorization for Outside Travel or Training form (AOTT) will be returned to the division Secretary, with a copy to the staff development unit. The division secretary may assist staff in making arrangements noted on the (AOTT) form.

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Attachments:

[1. Authorization for Outside Travel or Training Form](#)