

	DEPARTMENT OF PUBLIC SAFETY DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: NOV 19 2010	POLICY NO.: ADM.04.01
		SUPERSEDES (Policy No. & Date): ADM.04.01 dated 6/23/08	
SUBJECT: BASIC TRAINING REQUIREMENTS FOR DEPUTY SHERIFFS		Page 1 of 5	

1.0 PURPOSE

To establish basic training requirements for newly appointed Deputy Sheriff I (DS I).

2.0 REFERENCES AND DEFINITIONS

.1 References

- a. Department of Public Safety (PSD) Policy No. ADM.04A.01, PSD Training and Staff Development Program.
- b. Department of Human Resources Development (DHRD) Policy No. 400.001, Training and Employee Development.

.2 Definitions

- a. Deputy Sheriff Training (DST): A series of comprehensive core courses designed and integrated into the basic training program for DS I.
- b. Deputy Sheriff I: Initial probationary employee hired to undergo the DST.

3.0 POLICY

- .1 It is the policy of PSD to uphold a high standard of job performance, proficiency and professionalism among its employees. In support of this, all DS I shall complete the required basic training and successfully complete their initial probationary period, as well.
- .2 The recruit training curriculum shall be developed by the Training and Staff Development (TSD) Office with assistance from other subject matter experts within PSD, as needed. The proposed curriculum is then reviewed by the Law Enforcement Training Advisory Committee (LETAC) and recommended for Director's (DIR) approval through the Deputy Director for Administration (DEP-A).
- .3 TSD shall coordinate the implementation of the DST. It shall conduct periodic assessment of the curriculum to ensure that the program reflects the latest trend in law enforcement training consistent with current laws and mandates and within

ADM P & PM	SUBJECT: BASIC TRAINING REQUIREMENTS FOR DEPUTY SHERIFFS	POLICY NO.: ADM.04.01
		EFFECTIVE DATE: NOV 19 2010
		Page 2 of 5

national standards. As needed, TSD shall propose any revision to the program which shall be reviewed by the LETAC and accordingly processed for the DIR's approval.

4.0 RESPONSIBILITIES

.1 DIR

Ensures full compliance with this policy.

.2 Deputy Director for Law Enforcement

a. Assists the Director in carrying out the responsibilities prescribed in this policy.

b. Ensures that the contents of this policy are fully implemented.

.3 TSD

a. Complies with the contents of this policy.

b. Ensures that this policy is fully complied with.

c. Plans, coordinates, implements and evaluates each DST.

.4 Branch and Division Administrators

Comply with the contents of this policy.

5.0 PROCEDURES

.1 LETAC

The LETAC shall periodically review the DST curriculum proposed by TSD and make recommendations, as appropriate. Any revision to the training program shall carry the approval of the DIR through the DEP-A.

.2 Recruit Classes

a. The conduct of DST shall be contingent on the following:

1) availability of recruits,

ADM P & PM	SUBJECT: BASIC TRAINING REQUIREMENTS FOR DEPUTY SHERIFFS	POLICY NO.: ADM.04.01
		EFFECTIVE DATE: NOV 19 2010
		Page 3 of 5

- 2) availability of training site, instructors, equipment, and supplies.
- b. DST shall be scheduled in accordance with operational priorities.
- .3 Recruit Training List

For each recruit class, PSD Personnel shall work with DHRD to obtain eligible names to fill position vacancies sufficient to warrant a satisfactory class size for DST.
- .4 Notification
 - a. TSD shall notify newly hired individuals of the requirements to attend basic DST.
 - b. The notification shall be issued in the form of a Training Order which is signed by the DIR of PSD.
- .5 Attendance
 - a. DS I trainees shall be required to attend all sessions of the DST.
 - b. Authorized absences in excess of three (3) days or an accumulated total of more than twenty-four (24) hours of training may result in discharge from DST. Authorized absences will be considered and granted on a case-by-case and/or emergency basis only.
 - c. Trainees on authorized leave of absence shall make up, within the duration of the DST, that part of the curriculum that was missed.
 - d. Any unauthorized absence may result in a recommendation for release from the DST.
- .6 Opportunity for Remediation
 - a. Courses graded on a Pass/Fail basis:
 - 1) A trainee who fails any pass/fail course shall be given two (2) opportunities for remediation to pass at a satisfactory level of proficiency.

ADM P & PM	SUBJECT: BASIC TRAINING REQUIREMENTS FOR DEPUTY SHERIFFS	POLICY NO.: ADM.04.01
		EFFECTIVE DATE: NOV 19 2010
		Page 4 of 5

2) A trainee who fails to demonstrate a satisfactory level of proficiency after two (2) opportunities for remediation shall result in a recommendation for release from the DST.

b. Courses graded on a percentage scale basis:

1) Trainees shall demonstrate a minimum score of 70% (or as specified) out of 100% proficiency per individual course subject.

2) Trainees who fail a graded course will be allowed only one (1) opportunity to remediate and retest a failed course in accordance with the following conditions:

(a) A retest shall not be given beyond five (5) working days after the initial test failure; and

(b) Failing a retest shall result in a recommendation for release from DST.

.7 **Infractions**

a. The training coordinator shall report, in writing, any related infraction to the TSD Administrator (TSDA) who will take appropriate action on the matter.

b. All witnesses including instructors and trainees shall be required to submit to the TSDA a written report of any infraction observed no later than close of business on the same day of the incident.

c. The TSDA shall ensure that all reported infractions are reviewed and investigated properly and that appropriate resolution be made in a timely manner.

.8 **Action for Discharge**

a. Action shall be taken to release a trainee from the DST when he/she fails to satisfactorily comply with this policy or any other circumstances that reflect documented unsatisfactory performance or unacceptable behavior.

b. The written memorandum to release a trainee from the DST shall be reviewed by the PSD Personnel Labor Relations Unit and signed by the TSDA.

ADM P & PM	SUBJECT:	POLICY NO.: ADM.04.01
	BASIC TRAINING REQUIREMENTS FOR DEPUTY SHERIFFS	EFFECTIVE DATE: NOV 19 2010
		Page 5 of 5

c. If the release of a trainee results in discharge from PSD employment, TSD shall draft an appropriate letter and send it to the DEP-A for review and endorsement. The DIR shall sign the document and the original copy shall be mailed certified to the concerned individual via the U.S. Postal Service.

.9 Graduation and Retention

Trainees shall successfully complete DST in order to graduate, receive a post assignment and be retained as permanent employees in their class of work.

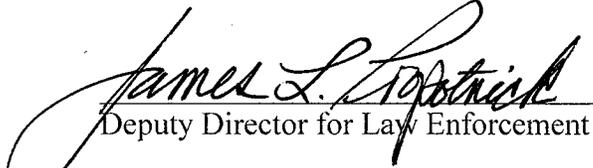
.10 Training Records

All completed training records shall be entered into TSD's training database and maintained periodically.

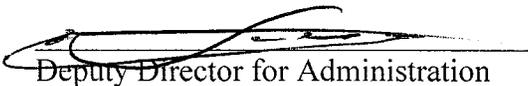
6.0 SCOPE

This policy applies to the Law Enforcement Division of the Department.

APPROVAL RECOMMENDED:

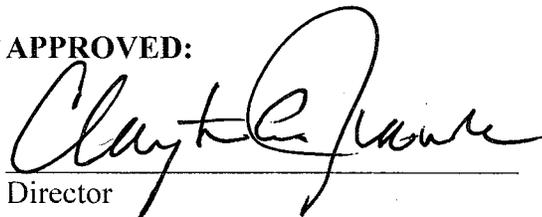

Deputy Director for Law Enforcement

11-17-2010
Date


Deputy Director for Administration

11/17/10
Date

APPROVED:


Director

11/19/10
Date