	DEPARTMENT OF PUBLIC SAFETY DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: NOV 19 2010	POLICY NO.: ADM.04.04
		SUPERSEDES (Policy No. & Date): ADM.04.04 of 6/23/08	
SUBJECT: IN-SERVICE TRAINING REQUIREMENTS FOR DEPUTY SHERIFFS		Page 1 of 4	

1.0 PURPOSE

To establish the statewide in-service training requirements for Deputy Sheriffs.

2.0 REFERENCES AND DEFINITIONS

.1 References

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

.2 Definitions

- a. In-Service Training: Specialized performance and competency-based training which consist of courses designed to enable participants to increase their effectiveness to perform the duties and functions of their present assignments or to prepare for future assignments.
- b. Deputy Sheriff: An employee who has successfully completed entry level recruit training for a permanent Deputy Sheriff position.

3.0 POLICY

- .1 It is the policy of PSD to uphold and maintain a continued high standard for job performance, proficiency and professionalism. All Deputy Sheriffs shall attend and complete all approved in-service training as mandated.
- .2 All in-service training curriculum shall be developed and/or revised by the Training and Staff Development Office (TSD) and/or other subject matter experts in the department or outside of the department.
- .3 All in-service training curriculum and program shall be endorsed by the Law Enforcement Training Advisory Committee, recommended for approval by the Deputy Director for Law Enforcement and the Deputy Director for Administration, and approved by the Director.

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- .4 In collaboration with the Law Enforcement Division, TSD shall facilitate in the planning and coordinating of all statewide in-service training for Law Enforcement related programs.
- .5 The scheduling, implementation and extent of in-service training shall be contingent upon the availability of training site, instructor, equipment, and supplies.
- .6 Firearms re-qualification/in-service training is subject to current PSD firearms policies.

4.0 RESPONSIBILITIES

- .1 Director
 - Ensures full compliance with this policy.
- .2 Deputy Director
 - a. Assists the Director in carrying out the responsibilities prescribed in this policy.
 - b. Ensures the contents of this policy are fully implemented.
 - c. Ensures adequate funds are appropriated for all mandatory in-service training programs.
 - d. Ensures adequate and qualified staffing are available to plan, coordinate, implement and conduct in-service training.
- .3 TSD
 - a. Complies with the contents of this policy.
 - b. Ensures this policy is fully complied with.
 - c. Plans, coordinates, implements and evaluates all in-service training programs.
- .4 Branch and Division Administrators
 - a. Comply with the contents of this policy.

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- b. Ensure that all Deputy Sheriffs are provided and attend in-service training, as required.

5.0 PROCEDURES

.1 Notification

In coordination with TSD, the Law Enforcement Division shall notify each selected officer to attend a scheduled in-service training through a written training order issued and signed by the Division Administrator (or designee).

.2 Attendance

- a. Officers shall be required to attend in-service training as mandated. Attendance records shall be forwarded to TSD for update of the individual training record and a copy shall be maintained by the designated in-service training coordinator.
- b. Officers on authorized absence on the day(s) of in-service training, shall be rescheduled for the next immediate offering of in-service training by the Division (Branch/Section/Unit).
- c. Any unauthorized absence or "no show" shall be immediately reported to the Division (Branch/Section/Unit) for appropriate action.

.3 Opportunity for Remediation

In coordination with TSD, the Division (Branch/Section/Unit) shall schedule the employee for remediation.

.4 Infractions

- a. Infractions are to be reported by the training coordinator to the TSD Administrator for appropriate action.
- b. Training coordinators, instructors, participants, as well as other witnesses shall be required to document in writing, notify and submit such document(s) to the TSD Administrator immediately or no later than the close of business of the day of the incident for action.

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.5 Class Evaluation

Participants shall receive an end of course written class evaluation. The class evaluation shall be reviewed by TSD for informational purpose. All class evaluations shall be on file at TSD for departmental review.

.6 Training Records

All completed in-service trainings shall be entered and maintained into TSD's training database and an individual officer's training file.

6.0 SCOPE

This policy applies to all Law Enforcement Division personnel within the Department.

APPROVAL RECOMMENDED:

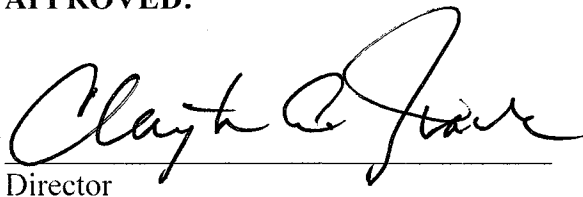

 Deputy Director for Law Enforcement

11-17-2010
 Date


 Deputy Director for Administration

11/17/10
 Date

APPROVED:


 Director

11/18/10
 Date