

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 4.01	PAGES: 1 of 3
	RELATED ORDERS: ACA 4-ALDF-7B-06 P&P 4.02	
	ISSUED DATE: July 1, 1989	
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	REVISION DATE: October 3, 2012	
CHAPTER: Training and Staff Development	SUBJECT: Facility Training Plans	

- I. **PURPOSE:** To ensure that facility staff has sufficient jail orientation and job specific training to assist in maximum job efficiency.
- II. **POLICY:** It shall be the policy of the Detention and Corrections Division (D&C) to ensure that its staff development and training programs at both facilities are planned, coordinated and supervised by a qualified staff member. The training plan shall provide for ongoing formal evaluation of all pre-service, in-service, and specialized training programs. The training plan shall be reviewed annually and a written report submitted to the D&C Commanding Officers.
- III. **PROCEDURE:**
- A. D&C TRAINING COORDINATOR:
1. The D&C Commanding Officers shall designate a Training Coordinator who shall be responsible for implementation of the training program.
 2. The Training Coordinator shall meet specified requirements as determined by the D&C Commanding Officers and receive specialized training to ensure development, coordination, and continuity of the training plan.
 3. Training Coordinators and instructors shall be credentialed or subject matter experts.
- B. D&C TRAINING PLAN:
1. The D&C training plan shall be developed annually by the Training Coordinator, in conjunction with the Agency's Advisory Training Committee and approved by the D&C Commanding Officers. The Advisory Training Committee is composed of the following:
 - a. Agency Training Manager
 - b. Board of State and Community Corrections (BSCC)
 - c. Facility Training Coordinator
 2. The Training Coordinator and the Advisory Training Committee shall meet at least quarterly to review the progress of the training plan and resolve any problems that may arise. A written record of these meetings will be kept on file by the Training Coordinator and copies forwarded to the D&C Commanding Officers and the D&C Commander.

3. The facility training plan shall include, but is not limited to:
 - a. Pre-service job specific training
 - b. In-service training
 - c. Facility operations, policies, procedures and updates
 - d. Legal updates
 4. The facility training plan is developed, evaluated and updated at least once per year based on an annual needs assessment that identifies current job-related training needs. These training needs are as follows:
 - a. Position requirements
 - b. Professional development
 - c. Current correctional issues
 - d. New theories, techniques and technologies
 5. When conducting the annual needs assessment, the Training Coordinator shall obtain information about the training plan from the following sources:
 - a. Observation and analysis of job components
 - b. Staff surveys regarding training needs
 - c. Reviews of agency/facility operations
 - d. Staff reports
 - e. Evaluations and findings from sources within and outside the jurisdiction
 6. The training plan shall include specific time constraints for each category of instruction pursuant to Policy and Procedure [4.02](#), "Facility Personnel Training."
 7. The training plan shall include budgeted funds to reimburse staff for additional time spent in training, or for replacement personnel required when regular personnel are off duty for training purposes.
- C. LOCATION: The D&C Commanding Officers will ensure his/her facility has the necessary space and equipment available for training and staff development programs.
1. Glenn E. Dyer Detention Facility: The training room is located on the second floor, in the administration area, Room #227B.
 2. Santa Rita Jail: The training room is located on the first floor, near the main employee entrance, Room #338A.
- D. OUTSIDE RESOURCES:
1. The Training Coordinator will develop a program that uses outside resources when appropriate. D&C training programs must be flexible enough to change with new technology, ideas, changes in demographics and clientele served. The Training Coordinator will seek guidance and assistance from sources other than traditional institutions of higher learning. D&C shall seek assistance from appropriate sources, including but not limited to

the following:

- a. National Institute of Corrections
 - b. National Academy of Corrections
 - c. National Institute of Justice
 - d. Peace Officers Research Foundation
 - e. American Correctional Assoc.
 - f. American Jail Assoc.
 - g. BSCC
 - h. Professional groups
2. The Agency's Training Center shall facilitate collaboration with colleges and universities in areas of mutual interest when such resources are available. The Alameda County Sheriff's Office has a long history of affiliations with various community colleges and institutions of higher learning. D&C recognizes the benefits of these relationships and seeks to continue them through liaison between the facility Training Coordinator and Training Center staff.
3. Services available to D&C through colleges and universities include, but are not limited to the following:
- a. Assistance with career development programs
 - b. Access to extensive library services and educational resources
 - c. Language translation
 - d. Expertise with development of specialized curriculum