

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 4.02	PAGES: 1 of 5
	RELATED ORDERS: ACA 4-ALDF-1C-01, 4C-14, 4C-32, 4D-08, 7B-05, 7B-07, 7B-08, 7B-09, 7B-10, 7B-10-1, 7B-11, 7B-13, 7B-14, 7B-15, 7B-16 G.O. 1.05, 1.08, 4.02 PREA 115.31, 115.32	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: September 7, 2016	
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CHAPTER: Training and Staff Development	SUBJECT: Facility Personnel Training	

- I. **PURPOSE:** To develop the knowledge and skills of facility personnel to the highest level of performance and professionalism, in accordance with the American Correctional Association (A.C.A.), the Commission on Peace Officer's Standards and Training (P.O.S.T.), and the Board of State and Community Corrections (BSCC)
- II. **POLICY:** Facility training personnel shall work in conjunction with the Regional Training Center to ensure all facility personnel are provided with continuous training while assigned to the Detention and Corrections (D&C) Division.

III. **DEFINITIONS:**

	Hours Prior To Job	Hours 1st Year On Job	Hours Each Year Thereafter
A. CLERICAL/SUPPORT: Sheriff's technicians, secretaries, clerks, computer and warehouse personnel, accountants, personnel staff.	40	16	16
B. SUPPORT: Food services, industry work supervisors, laundry work supervisors, maintenance supervisors, medical staff.	40	40	40
C. JAIL SECURITY PERSONNEL: All staff, including supervisors assigned to full-time custodial and/or security posts.	80	160	64
D. ADMINISTRATIVE/MANAGEMENT PERSONNEL: Facility administrator, managers, personnel directors, or other supervisors.	40	24	24
E. SPECIALIZED TRAINING/EMERGENCY UNITS: Sixteen hours must be related to specialized training. All staff assigned to specialized or emergency units.	40	40	40

IV. PROCEDURE: Facility personnel assigned to the D&C Division shall receive approved training to enable them to master their jobs and excel in their careers. All personnel who work with inmates shall receive sufficient training so that they are thoroughly familiar with the rules of inmate conduct, the rationale for the rules, and the sanctions available. Additionally, facility personnel shall receive appropriate training as specified herein:

A. **CLERICAL/SUPPORT PERSONNEL:** Personnel holding this classification that have minimal inmate contact shall receive appropriate training. This training shall minimally include the following categories:

1. Tour of Facility
2. Policy and Procedures
3. Organization of the Agency and Facility
4. Code of Ethics
5. Communications Skills and Interpersonal Relations
6. Computer Training (*JMS/CORI/ATIMS*)
7. Emergency and Fire/Life Safety Plans and Procedures
8. Hostage Survival
9. Key Control
10. Stress Management
11. Material Safety Data Sheets
12. Blood Borne Pathogens, Infectious and Communicable Diseases
13. Shadow Program
14. Security Procedures
15. Suicide Prevention and Intervention
16. Inmate Rights and Responsibilities
17. Inmate Rules and Regulations
18. Social/Cultural Lifestyles of the Inmate Population
19. Cultural Diversity
20. Sexual Harassment/Sexual Misconduct Awareness
21. Medical Emergency Procedures
22. Supervision of Inmates
23. Prison Rape Elimination Act (PREA)

B. **SUPPORT PERSONNEL:** Personnel holding this classification that have regular or daily contact with inmates shall receive appropriate training. This training shall minimally include the following categories:

1. Tour of Facility
2. Policy and Procedures
3. Organization of the Agency and Facility
4. Communications Skills and Interpersonal Relations
5. Computer Training (*JMS/CORI/ATIMS*)
6. Emergency and Fire/Life Safety Plans and Procedures
7. Hostage Survival
8. Key Control
9. Security Procedures
10. Stress Management

11. Con Games
12. Interpersonal Communications
13. Inmate Rights and Responsibilities
14. Inmate Rules and Regulations
15. Material Safety Data Sheets
16. Blood Borne Pathogens, Infectious and Communicable Diseases
17. Code of Ethics
18. Suicide Prevention and Intervention
19. Social/Cultural Lifestyles of the Inmate Population
20. Cultural Diversity
21. Sexual Harassment/Sexual Misconduct Awareness
22. Medical Emergency Procedures
23. Supervision of Inmates
24. Prison Rape Elimination Act (PREA)

C. JAIL SECURITY PERSONNEL: All personnel holding the classification of Deputy Sheriff shall receive:

1. This training will be included as part of the Academy, Jail Operations and the Jail Training Program.
2. This training shall minimally include the following categories:
 - a. Tour of Facility
 - b. Policy and Procedures
 - c. Security and Search Procedures
 - d. Use of Force Policy
 - e. Management and Supervision of Inmates
 - f. Rights and Responsibilities of Inmates
 - g. Emergency and Fire/Life Safety Plans and Procedures
 - h. Interpersonal Relations and Communication Skills
 - i. Stress Management
 - j. Key Control
 - k. Computer Training (*JMS*/CORI/ATIMS)
 - l. Hostage Survival
 - m. Con Games
 - n. Suicide Precaution and Intervention
 - o. Report Writing
 - p. Inmate Rules and Regulations
 - q. Firearms Training (Departmental Range Program)
 - r. Social/cultural lifestyles of the inmate population
 - s. First Aid
 - t. Cardiopulmonary Resuscitation (CPR)
 - u. Material Safety Data Sheets
 - v. Blood Borne Pathogens, Infectious and Communicable Diseases
 - w. Code of Ethics
 - x. Supervision of Inmates/Sexual Abuse and Assault
 - y. Medical Emergency Procedures

- z. Cultural Awareness
- aa. Sexual Abuse and Sexual Assault Intervention
- bb. Prison Rape Elimination Act (PREA)

D. ADMINISTRATIVE/MANAGEMENT PERSONNEL: All personnel holding this classification shall receive training. This training shall minimally include the following categories:

1. General Management and Related Subjects
2. Decision Making Process
3. Labor Law
4. Employee-Management Relations
5. Interaction of the Elements of the Criminal Justice System
6. Relations with other Agencies
7. Tour of the Facility
8. Policy and Procedures
9. Emergency and Fire/Life Safety Plans and Procedures
10. Computer Training
11. Material Safety Data Sheets
12. Blood Borne Pathogens, Infectious and Communicable Diseases
13. Suicide Prevention/Intervention
14. Medical Emergencies
15. Safety Procedures
16. Social/Cultural Lifestyles of the Inmate Population
17. Cultural Diversity
18. Sexual Harassment/Sexual Misconduct Awareness
19. Medical Emergency Procedures
20. Prison Rape Elimination Act (PREA)

E. SPECIALIZED TRAINING/EMERGENCY UNIT: All personnel assigned to an emergency unit shall have at least one (1) year experience as a Deputy Sheriff and shall receive:

1. Forty hours of specialized training before undertaking their assignments.
2. The specialized training may be part of the individual's first year training program.
3. Forty hours of training annually, which at least 16 hours are specifically related to emergency unit assignment.
4. This training shall minimally include the following categories:
 - a. Use of Force Parameters
 - b. Security Procedures
 - c. Search and Seizure Techniques
 - d. Gang Identification
 - e. Weaponless Defense
 - f. Weapons Training (Lethal and Non-Lethal)
 - g. Proper Application of Restraint Devices

- h. Crowd Control/Riot Control
- i. Chemical Agents

F. FIREARMS TRAINING: All personnel authorized to use firearms shall receive appropriate training before being assigned to a post involving the possible use of such weapons. The firearms training program shall cover the use, safety, and care of firearms along with the constraints on their use.

All sworn members of the Alameda County Sheriff's Office are required to attend annual firearms (weapons) training programs as specified in General Order 1.08, "Annual Weapons Proficiency Training and Re-Qualification." At a minimum, all staff is required to attend and qualify with their weapon(s) based on the following schedule:

1. Commanders and Captains will qualify at a management range at the direction of the Sheriff. This range will be scheduled at least annually.
2. Lieutenants qualifying at 80% or better will not be required to attend the second range program during that fiscal year.
3. Sworn and Reserve members shall attend a minimum of two (2) firearms range programs each fiscal year and maintain a minimum qualifying score of 70%. Qualification at an Advanced Officer Course (AOC or BSCC) handgun course may satisfy one (1) range program requirement.

G. CHEMICAL AGENTS TRAINING: All personnel authorized to use chemical agents shall receive thorough training in their use and in treatment of individuals exposed to such agents as specified in General Orders 1.05, "Use of Force," 1.08, "Annual Weapons Proficiency Training and Re-qualification," and 4.02, "Training Policy." Initial training shall occur in the academy prior to personnel being assigned to a post. On-going chemical agents training shall occur during the firearms (weapons) training program.

H. USE OF FORCE TRAINING: All security and custody personnel shall receive training in approved methods of self-defense/weaponless defense and the use of force as a last resort to control inmates as specified in General Orders 1.05, "Use of Force," 1.08, "Annual Weapons Proficiency Training and Re-qualification," and 4.02, "Training Policy." Initial training shall occur in the academy prior to personnel being assigned to a post. On-going self-defense/weaponless defense training and use of force training shall occur during the annual firearms (weapons) training program.

I. Additional training is provided to all personnel on an as needed basis in order for personnel to remain informed and up-to-date with current issues and changes in facility operations. This type of training shall be accomplished through the following mediums:

1. Supervisor Musters
2. Training Bulletins
3. Memorandums
4. Digital Media
5. On the Job Training