

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 4.03	<b>PAGES:</b> 1 of 3
	<b>RELATED ORDERS:</b> ACA 4-ALDF-7B-17 G.O. <a href="#">4.02</a> MOU	
	<b>ISSUED DATE:</b> July 1, 1989	
	<b>REVIEW DATE:</b> September 30, 2015	
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<b>CHAPTER:</b> Training and Staff Development	<b>SUBJECT:</b> Career/Educational Incentive	

I. **PURPOSE:** To establish a procedure where employees can voluntarily continue their education and enhance their job performance.

II. **POLICY:** It is the policy of the Alameda County Sheriff's Office to encourage employees to voluntarily continue their education to enhance their job performance, improve the educational level of personnel and to assist in attracting and retaining qualified candidates. It shall also be the policy of the Sheriff's Office to abide by all career and educational incentives outlined in current Memorandums of Understanding (MOU).

III. **DEFINITIONS:**

A. **EDUCATIONAL POINTS:** College units converted to educational points, as follows:

1. One (1) semester unit equals one (1) educational point
2. One (1) quarter unit equals 2/3 of an educational point

B. **TRAINING POINTS:** Classroom training hours approved by the Police Officers Standards Training (P.O.S.T.) Twenty (20) hours of classroom instruction equals one (1) training point.

C. **COLLEGE CREDIT:** Credits awarded to law enforcement for training. These credits may be placed toward training or educational points, whichever is to the advantage of the applicant.

1. Sworn personnel may apply to the Training Center for POST certification in accordance with the policy herein.
2. To qualify for certification, applicants must have completed a combination of education, training and experience as prescribed by POST and listed below.

IV. **PROCEDURE:**

A. Personnel shall refer to their respective Memorandum of Understanding (MOU) for specific information regarding Career and Educational Incentive Programs. Personnel must be current on all mandatory training in order to qualify for this program.

B. EDUCATIONAL OPPORTUNITIES OUTSIDE THE AGENCY: The Sheriff’s Office recognizes there are many schools, seminars, workshops, and symposiums that may be of great value to staff. While the Sheriff’s Office is not in a position to fund each of these opportunities, there are a number of other ways employees may avail themselves to outside training. General Order [4.02](#), “Training Policy,” addresses the manner in which many of these courses can be requested, and a sample form titled “Specialized Training Request” is included with the order. Members may request assignment to a school or seminar in an **“on duty”** status. If approved, the Sheriff’s Office will provide administrative leave and/or reimbursement for employees attending the aforementioned work related activities. Management members may utilize their cafeteria benefit package for reimbursement of approved schools or seminars. While every request cannot be granted, the Sheriff’s Office is committed to considering requests to attend school when assigning personnel.

C. POST CERTIFICATE PROGRAM (SWORN PERSONNEL): One major component of the Educational Incentive Program is POST (Commission on Peace Officers Standards and Training) certification. Compensation through this program is directly tied to the level of certification held by the member. Eligibility for each certificate is based on a formula which includes years of law enforcement experience, completion of a POST certified Basic Academy Program, and a combination of education and training points.

1. The Basic Certificate:

- a. Must be a full time deputy sheriff
- b. Shall have completed the probationary period, but in no case, less than one (1) year
- c. Shall have satisfactorily completed the POST Basic Academy

2. The Intermediate Certificate:

- a. Shall possess a Basic POST Certificate
- b. Shall have acquired the following combinations of education and training points, combined with the prescribed years of law enforcement experience, or the college degree designated, combined with the prescribed years of law enforcement experience

Years of Law Enforcement Experience:	8	6	4	4	2
Minimum Training Points including P.O.S.T. Basic Course	15	30	45	POST BASIC	POST BASIC
Minimum Education Points:					
Semester Units	15	30	45	AA/AS	BA/BS
Quarter Units	23	45	68	AA/AS	BA/BS

3. THE ADVANCED CERTIFICATE:

- a. Shall possess an Intermediate POST Certificate
- b. Shall have acquired the following combinations of education and training points, combined with the prescribed years of law enforcement experience, or the college degree designated, combined with the prescribed years of law enforcement experience.

Years of Law Enforcement Experience:	12	9	9	6	4
Minimum Training Points including POST Basic Course	30	45	POST BASIC	POST BASIC	POST BASIC
Minimum Education Points:					
Semester Units	30	45	AA/AS	BA/BS	MA
Quarter Units	45	68	AA/AS	BA/BS	MA