

Training Policy

208.1 PURPOSE AND SCOPE

It is the policy of this Department to administer a training program that shall provide for the professional growth and continued development of its personnel. By doing so, the Department shall ensure its Members possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

208.2 PHILOSOPHY

The Department seeks to provide ongoing training and encourages all Members to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. Whenever possible, the Department shall use courses certified by the California Commission on Peace Officer Standards and Training (POST) and the Correctional Standards Authority (CSA).

208.3 OBJECTIVES

The objectives of the Training Program are to:

1. Enhance the level of law enforcement service to the public
2. Increase the technical expertise and overall effectiveness of our Members
3. Provide for continued professional development of Department Members

208.4 TRAINING PLAN

A training plan shall be developed and maintained by the Commander of the Training Division. It is the responsibility of this Commander to maintain, review, and update the training plan on an annual basis. The plan shall address the following areas:

1. Legislative Changes/Legal Updates
2. State Mandated Training
3. Critical Issues Training

208.5 TRAINING RESPONSIBILITIES

The duty of the Training Division is to prepare and present as necessary training classes for Department Members and coordinate training presented within the Department. The Training Division also assists in the development of training bulletins and Department manuals and is responsible for the operation of all training facilities.

The Training Division is responsible for the operation of all firing ranges and the maintenance of Department owned firearms including related equipment. The Training Division will also maintain Departmental training records required by regulatory agencies and will coordinate, as requested, training of personnel by sources outside the Department.

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The Training Division also utilizes Department videotape programs developed, prepared, and maintained by the Public Affairs Bureau Video Production Unit.

208.5.1 TRAINING REQUIREMENT

The training requirement for Members of the Department is as follows:

1. Advanced Officer Training consists of 24 hours of training every two years in compliance with the Commission on Peace officer Standards and Training (POST) requirements.
2. Standards and Training for Corrections training consist of 24 hours annually in compliance with the Correctional Standards Authority Agreement.
3. Any additional training for newly hired personnel, sworn or professional staff, shall be presented as approved by the Commander of the Training Division.

Questions related to the stated training requirements should be directed to the Commander of the Training Division.

208.5.2 ATTENDANCE AT SCHEDULED TRAINING

No Member shall be absent from scheduled training without proper leave or permission from, or prior notification to, an on duty supervisor at the Member's primary work location. Failure to attend scheduled training without proper leave, permission, or prior notification as required by this policy may result in progressive discipline, up to and including termination.

Notification of absence shall be made at least 48 hours in advance of the scheduled training. Limited exceptions to this requirement are listed below. If such an unexpected absence occurs, the Member shall make notification to an on duty supervisor as soon as possible. Notification shall be made via the method below:

1. The Member shall notify an on duty supervisor at his or her primary work location via telephone or direct verbal contact, and provide the reason why they are not able to attend scheduled training. Leaving a voicemail message shall not be used as a method of proper notification.
2. The supervisor who was notified of the cancellation shall notify the Training Division via email to the email address [REDACTED] before the end of the supervisor's shift. The following information shall be included:
 - (a) The name and assigned work location of the Member requesting cancellation
 - (b) The course the Member was scheduled to attend
 - (c) The reason the Member is canceling training
 - (d) The name and contact information of the supervisor requesting cancellation

Exceptions to the 48-hour advance notice requirement are as follows:

1. Personal or family medical emergency.
2. Any illness that would reasonably prevent the Member from making the 48-hour advance notification.

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3. Mandatory court appearance.
4. Notification by a Sergeant or higher rank to the Training Division requesting the Member be excused from training.
5. Physical limitation preventing the Member's participation in training.

208.5.3 POST PERISHABLE SKILLS AND STANDARDS AND TRAINING FOR CORRECTIONS TRAINING REQUIREMENTS

All sworn personnel who are assigned to complete any required training specified in Policy 208.5.1 shall complete the required training within the designated training cycle.

208.5.4 REQUIRED EQUIPMENT FOR SWORN MEMBERS

The Member shall bring all required equipment to all Department training, unless stated otherwise in a Department approved course specific training announcement.

For example, the Member shall bring a full Sam Browne consisting of no less than:

1. Duty Pistol
2. At least three loaded magazines
3. One pair of handcuffs
4. Baton
5. Department approved body armor

208.5.5 REQUIRED ATTIRE FOR TRAINING

Required attire for all Department training unless stated otherwise in a Department approved course specific training announcement.

Attire shall consist of:

1. Business Casual, or
2. Department approved duty uniform, or
3. Collared shirt, long pants, and closed toe shoes.

Prohibited training attire:

1. Shorts
2. Tank tops
3. Sandals/Flip Flops

Members must comply with Policy section 1018.22 when attending all training courses. Alternative training attire may be required to perform a functional task as part of an assigned training course. Any alternative attire not within the scope of Policy 1018.22 must be listed on the training course flyer.

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208.5.6 PROPER IDENTIFICATION REQUIRED TO ATTEND ALL ORANGE COUNTY SHERIFF'S DEPARTMENT TRAINING

All Department Members shall bring appropriate identification to all training courses.

Appropriate identification shall be considered one of the following government issued IDs:

1. State issued identification card or driver license
2. Law enforcement agency issued identification
3. Federal, county, or city issued identification

Failure to complete the training requirements per Policy 208.5 may result in progressive discipline, up to and including termination.