

Training

Effective Date:	02/11/2026
Revised Date:	02/11/2026
Issuing Authority: Chief Probation Officer	

227.1 PURPOSE:

To establish guidelines for the attendance, completion, and accountability of training in compliance with applicable Department, County, State, and/or Federal Government requirements.

227.2 GUIDELINES:

- A. The Department adheres to the Board of State and Community Corrections (BSCC) - Standard for Training in Corrections (STC) requirements. All required courses are listed in the Department's Annual Training Plan.
- B. The Department supports staff participation in non-departmental professional development and training opportunities that enhance competencies and promote best practices in probation services. Use of personal leave or county work time shall be determined by the appointing authority or designee.
- C. This procedure applies to all non-departmental professional development and training opportunities.

227.2 RESPONSIBILITIES:

- I. All Staff:
 - A. Refer to the Annual Training Plan for mandatory training requirements and electives.
 - B. Shall adhere to training deadlines and complete all required Department, County, State, and/or Federal training as a condition of employment.
 - C. Notify the unit supervisor or designee of any late arrival or inability to attend scheduled training.
 - D. Comply with Training Center expectations by maintaining professional behavior at all times and avoiding disruptive conduct. Limit phone use to breaks or when outside of the classroom.
 - E. Notify the instructor and a Training Unit supervisor of any emergency requiring early departure from class/training.
 - F. Sign all class rosters.

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- G. Complete evaluations, tests, quizzes, or other relevant documents before leaving class. Evaluations are limited to feedback regarding course content and instruction.
- H. Adhere to the Duty Dress Standards, Uniform Requirements, and Grooming procedure.
- I. Obtain all required approvals, including any Administrative Committee and/or Chief's approval, prior to attending any non-departmental training, as applicable.
- J. Submit all certificates of completion or related documentation to the Training Unit or designee in a timely manner upon request.

II. Supervisors and Managers:

- A. Ensure staff comply with this procedure.
- B. Approve enrollment drop requests/course changes and notify the Training Unit prior to the scheduled training date.
- C. Notify the Training Unit of staff late arrivals, call offs, or those on an off-work order (OWO), leave, modified duty, etc., to facilitate re-enrollment as needed.
- D. Review all non-departmental trainings requests to ensure relevance and appropriateness to the assignment and verify that required approvals (e.g., Administrative Committee, Chief's, etc.) have been obtained prior to attendance.
- E. Shall incorporate progressive discipline in efforts to address noncompliance including:
 - 1. Notify the chain of command, as needed.
 - 2. Follow up on instances of noncompliance and document corrective actions.
 - 3. Limit assigned job duties due to noncompliance, as appropriate.
 - 4. Consult with the Human Resources Business Partner (HRBP) to prepare and issue a Letter of Instruction (LOI) and/or Letter of Reprimand (LOR) in accordance with applicable Personnel Rules.
 - 5. Ensure staff complete all required training prior to resuming duties related to the training.

III. Training Unit:

- A. Notify all staff of Training Center expectations biannually.
- B. Update the Annual Training Plan annually or as needed.
- C. Provide a minimum of two-weeks advance notice of scheduled training.
- D. Ensure staff are enrolled in all required annual training.
- E. Verify the STC credit eligibility for non-departmental training submitted by staff.
- F. Maintain records of all complete/incomplete mandatory and elective training.

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- G. Notify Supervisors of staff emergencies, late arrivals, failures to attend scheduled training without approval, or noncompliance with this procedure.
- H. Grant credit only for actual training hours attended.