

Training

229.1 PURPOSE:

To establish general guidelines relating to training attendance as required by the Department, County, State, and/or Federal Government.

229.2 GUIDELINES:

- A. The Department supports staff attendance at annual conferences, institutes, and training sponsored by professional correctional, law enforcement, and public service organizations. To qualify for STC credit, these conferences must provide appropriate training opportunities. Attendance at these conferences and trainings requires advance approval by the employee's respective chain of command. The employee's work must be current and their absence must not impose an unreasonable burden on staff remaining at the work site. Payment for training, conferences, institutes, etc., outside the Department will be determined by the appointing authority at the time of approval. Use of personal leave time versus county work time shall be determined by the appointing authority or their designee.

229.2 RESPONSIBILITIES:

- I. All Staff:
 - A. Shall attend and complete all required Department, County, State, and/or Federal Government training.
 - B. The Department follows the Board of State and Community Corrections (BSCC) - Standard for Training in Corrections (STC) requirements and expects all applicable employees to participate in and complete STC training as a condition of employment.
 - C. Shall notify respective Supervisor when unable to attend scheduled training.
 - D. Shall behave professionally at all times.
 - E. Disruptive behavior towards the instructor or other students may result in removal from class. Such behavior includes, but is not limited to: reading newspapers, books, comics, puzzles, case files, court reports, using electronic devices, etc., during classroom hours. Phone calls and messages are limited to emergencies only and shall be taken outside the classroom.
 - F. Shall notify the instructor and a training unit supervisor in case of emergencies which require leaving a class/training early.
 - G. Shall sign the class roster at the beginning of class and after lunch (when applicable).
 - H. Shall observe the rules of the training site.
 - I. Shall complete the evaluation form completely and accurately before leaving. Evaluations should be directly related to the class content and instructors

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only. All other concerns shall be directed to the appropriate training unit supervisor.

- J. Shall adhere to the Duty Dress Standards, Uniform Requirements and Grooming Procedure.
 - K. Clean up immediate area as needed before leaving the training room.
 - L. Submit any required completion certificates/documentation to the Training Unit as requested.
 - M. Scheduled training is the assigned work location for the staff for the day.
 - N. Shall be given credit only for the actual time they attended training.
- II. Probation Correction Supervisor (PCS)/ Supervising Probation Officer (SPO):
- A. Approve assigned staff cancellations or course changes and notify the Training Unit prior to the scheduled training date.
 - B. Consult with the Training Unit regarding staff incomplete or failed courses and rescheduling.
- III. Training Unit:
- A. When applicable, provide a minimum of a two-week advance notice of scheduled training.
 - B. Ensure staff fulfill training mandates of the Department, County, State, or Federal Government.
 - C. Notify Supervisors when respective staff are a "No Show" without excuse, are late at the beginning of class or after lunch, leave before being dismissed by the instructor, or are disruptive in class.