

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 6.31
		Issue Date: March 21, 2005
		Revision Date: November 2, 2005; July 18, 2018; March 30, 2023
CHAPTER: Human Resources		Related Policy: G.O. 6.32 (Career Development)
SUBJECT: Training		Related Laws:

POLICY: The Sheriff's Office will provide training within available resources that is specifically planned and developed for the purpose to provide individual growth at all levels and to provide efficient and effective service to the public.

RULE (s):

1. Unless excused by a direct supervisor, Sheriff's Office members shall attend training for which they have been scheduled.
2. Class instructors will provide the Training Section with a roster of attendees at training sessions and notify the Training Section of any unexcused absences. The Training Section will notify the appropriate supervisor of the absence.
3. The Training Section will forward required records to DPSST for documentation of training received.
4. Part of the annual training plan will include Legislative changes and case law, State mandated training, Prison Rape Elimination Act (PREA), High liability issues, Agency policy and procedures and De-escalation tactics (force avoidance).

PROCEDURE:

I. Training Section Responsibilities

- A. The Training Section is responsible for planning and developing annual training plans; facilitating/coordinating the selection process for in-service training instructors; coordinating all training provided to Sheriff's Office members; notifying Sheriff's Office members of available in-service and outside training opportunities; maintaining training records on each employee.
 1. Planning and developing training activities shall be conducted in a manner to complement personnel and operational needs, legal requirements, and agency rules, policies, and procedures.
 2. Instructors shall be selected based upon a demonstrated specialized skill or content knowledge. Primary FTO's shall have completed a Sheriff's Office authorized FTEP or CTEP training class. EVOC and Firearms

Instructors shall have completed the respective DPSST EVOC or Firearms Instructor's Course. To the extent possible, all other instructors will attend an instructor's development course approved by the Sheriff's Office.

- B. The Training Section will provide the Chief Deputy with a three-part quarterly report (March, June, September and December).
 - 1. Part I – In-service training. The report shall include the type of training provided, mandated/non-mandated, in-class hours, number of Sheriff's Office members trained, and number of instructor(s).
 - 2. Part II – Outside training. The report shall include the type of training received, person(s) who attended, location, and cost.
 - 3. Part III – Evaluation, issues and problems. This part should include an evaluation of the training programs provided, problems associated with scheduling, physical facilities, materials, etc.

II. In-Service Instructor Responsibilities

- A. A Lesson Plan will be provided to the Training Section prior to the scheduled class. The lesson plan shall include:
 - 1. A statement of performance objectives.
 - 2. The content of the training and references.
 - 3. Teaching technique (lecture, group discussion, field experience, case study, role play, etc).
- B. In addition, a copy of any tests shall be presented to the Training Section prior to the scheduled class.