



## **STAFF TRAINING**

### **POLICY.**

It is the policy of the Deschutes County Sheriff's Office – Adult Jail (AJ) to provide training programs that will be of sufficient detail to enable all personnel to be thoroughly familiar with facility operations, policy and procedures, and the employee's job duties. Employees will receive training appropriate to the needs of their respective job classification.

### **PURPOSE.**

The purpose of this policy is to provide the most efficient and uniform means of establishing training requirements, communicating training requirements to staff, and assigning the responsibility to communicate training documentation to DPSST.

### **OREGON JAIL STANDARDS.**

- A-401 Staff Training Requirements
- A-402 DPSST Certification
- A-403 Deputy Training Hours
- A-404 Orientation for New Deputies
- A-405 Management Training

### **REFERENCES.**

- ORS 169.076, Standards for local correctional facilities
- OAR 259-08-010

### **DEFINITIONS.**

**Training.** Formal classroom instruction by the Oregon Department of Public Safety Standards and Training (DPSST) and other cooperating entities; on the job training under the direction of an instructor; briefing trainings, staff meetings or training conferences which include instruction; video tapes; manual training; physical training; or other instructional programs which include a trainer/trainee relationship.

**Training Staff.** Staff assigned to provide training required by Sheriff's Office policy (including field training officers, training staff, training coordinator, sergeants, lieutenants, Captain, and

Sheriff); outside legal counsel, agencies or any approved personnel including the Facility Provider and designees.

## **PROCEDURES.**

### ***SECTION A: TRAINING PLAN***

**A-1.** The Corrections Captain and Deschutes County Sheriff's Office – Training Unit will be responsible for planning and coordinating a written annual training plan, outlining the requirements for both certified and non-certified staff. For certified staff, the plan must include the type, requirements, and minimum training hours required to meet certification requirements (if any), considering at a minimum the following:

- a. First aid and CPR training
- b. Use of force
- c. Defensive tactics
- d. Firearms
- e. Legal updates
- f. Inmate suicide prevention
- g. Harassment and sexual harassment
- h. Prison Rape Elimination Act (PREA)
- i. Ethical decision making
- j. Americans with Disabilities Act (ADA)

For non-certified staff, the plan must include the type, number of hours, and any other training requirements as determined by the Corrections Captain, considering at a minimum the following:

- a. Inmate suicide prevention
- b. Harassment and sexual harassment
- c. Prison Rape Elimination Act (PREA)
- d. First Aid and CPR
- e. Ethical decision making

**A-2.** The Training Unit and assigned staff will be responsible for documenting staff training activities in the computer training record and transmitting that information to DPSST. In addition, the Corrections Captain will address the consequences of failing to complete annual training requirements and take appropriate action.

**A-3.** The Corrections Captain will complete a documented review of the corrections training standards and plan annually.

### ***SECTION B: TRAINING MINIMUMS***

**B-1.** Corrections deputies must satisfactorily complete a minimum of 40 hours of approved in-service training each year.

- B-2.** Prior to permitting new corrections deputies to assume a position in the regular staffing schedule, the new employee will satisfactorily complete orientation and the Police Training Officer Program (PTO). The orientation training is to ensure the corrections deputies:
- are familiar with the jail facility;
  - understand the chain of command;
  - are aware of the jail's policies, procedures, and operational practices;
  - are informed concerning personnel issues;
  - participate in and successfully complete a field training program; and
  - have been trained on PREA, are certified in CPR and First Aid and have been trained on suicide prevention.
  - have been trained on obligations under the Americans with Disabilities Act (ADA).
- B-3.** Civilian staff will satisfactorily complete orientation and designated training.

### ***SECTION C: CERTIFICATION***

- C-1.** Corrections deputies must receive and maintain corrections certification as required by OAR 259-08-010 and mandated by DPSST.
- C-2.** Corrections deputies must obtain certification by meeting hiring/entrance requirements, completing required training and certification requirements and maintaining certification by adhering to legal and ethics requirements.

### ***SECTION D: MANAGEMENT TRAINING***

- D-1.** Supervisors or administrators should receive on-going management training including but not limited to:
- a. Development of operations manuals and training
  - b. Civil liability of managers
  - c. Corrections law for managers
  - d. Personnel law
  - e. Staff discipline and corrective actions
  - f. Staff performance plans and performance evaluations
  - g. Sexual harassment
  - h. Prison Rape Elimination Act (PREA)
  - i. Discrimination
  - j. Retaliation
  - k. Report writing
  - l. Ethical decision making
  - m. Use of Force issues
  - n. Inmate suicide prevention
  - o. ADA Compliance

**FORMS USED:**

- Oregon Department of Public Safety Standards and Training F-6 Attendance Roster