

WEBER COUNTY CORRECTIONAL FACILITY

Volume

ADMINISTRATION

Chapter

JB 04 - IN-SERVICE TRAINING

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JB 04/01.00 **GENERAL**

JB 04/01.01 **Purpose**

The purpose of this chapter is to provide the policy, procedures, and requirements for in-service training for the Weber County Sheriff's Office. The purpose of in-service training is to provide all staff of WCSO with training to ensure appropriate knowledge and skill levels and to enhance job performance.

JB 04/01.02 **Cross Reference**

JB 07 - Staff Code of Conduct

JJ 07 - Volunteer Services

UJS B.04

JB 04/01.03 **Definitions**

certified officer a staff member who has either Corrections Officer or Peace Officer certification

member for the purpose of this policy, all employees of the Weber County Sheriff's Office

physical training any activity performed for a minimum of 30 minutes at a time that increases cardiovascular endurance and strength

POST Peace Officer Standards and Training

program officer officer responsible for a certain specialty or program

supervisor Lead Officer, Sergeant, Lieutenant, Captain, Division Commander

training year July 1st through June 30th

uniformed clerk those individuals who are civilian employees working with the WCSO or within the WCCF's secure perimeter as various clerical or support staff

WCCF Weber County Correctional Facility

WCSO Weber County Sheriff's Office

JB 04/02.00 **PRE-SERVICE TRAINING**

JB 04/02.01 **Policy**

It is the policy of the WCCF that, prior to functioning as a WCCF Corrections Officer, a member shall:

- A. complete pre-service training requirements as defined by the State of Utah and the Corrections Training Academy; and
- B. obtain certification as required by the State of Utah and POST.

JB 04/02.02 **Rationale**

- A. Pre-service training from the Utah State Corrections Academy or other certified training provider is required by state statute.
- B. Certification for Corrections Officers is required by the POST Council and by state statute.

JB 04/02.03 **Procedure: Pre-Service Training**

A. **Corrections Academy**

- 1. Upon acceptance of an applicant for the position of Corrections Officer, the WCCF shall sponsor the applicant to attend required corrections training as defined by the Fred House Training Academy or other approved training provider.
- 2. The trainee shall successfully complete the required training prior to performing his duties as a Corrections Officer.

B. **Certification**

- 1. New Corrections Officers must obtain certification as required by state law prior to functioning as a Corrections Officer.
- 2. The WCCF training officer shall create and maintain a training file for each employee containing training and certification documentation provided by the State of Utah and approved training providers.

JB 04/03.00 **IN-SERVICE TRAINING**

JB 04/03.01 **Policy**

It is the policy of the Weber County Sheriff's Office that all staff shall receive annual in-service training to meet minimum requirements set by State statute and Sheriff's Office policy.

JB 04/03.02 **Rationale**

- A. A minimum of 40 hours of in-service training is required by the State of Utah to maintain certification. Failure to meet this requirement may result in the suspension of the officer's authority.
- B. Many duties of Corrections Officers are specialized, and training in these specialized areas can improve job efficiency and professionalism. Refresher training, at least annually, can assist in maintaining a high level of efficiency, motivation, and professionalism.
- C. The duties and responsibilities of many staff for whom certification is not required often impact the circumstances of inmates. It is, therefore, important that non-certified staff receive in-service training.

JB 04/03.03 **Procedure: General In-Service Training Requirements**

A. **Annual Training Calendar**

A training calendar should be distributed at the beginning of each training year indicating classes which are mandatory and/or required for specific types of jobs. The training calendar may be subject to changes and/or updates.

B. **Training Credit**

- 1. Training hours shall be granted on an hour-for-hour basis for actual classroom or on-the-job training.
- 2. The Training Officer, with the concurrence of the Weber County Sheriff and Division Commander, shall determine the number of hours that shall be granted for correspondence courses, video courses, or professional readings.
- 3. Training credit shall be granted to instructors on an hour-for-hour basis with an equivalent amount of time granted for preparation.
 - a. The credit for preparation time shall be a one-time credit each year that counts toward the instructor's required training.

- b. If there have been no changes in the lesson plan the following year, no credit for preparation time shall be given.
- 4. Training credit shall be given to officers who have prepared for, and have participated in, promotional examinations. The Training Officer shall determine the number of hours of credit on an individual basis.
- 5. Training credit shall be granted for physical training that has been approved by the Training Officer, with concurrence of the Division Commander; but credit shall not exceed five hours each year toward the required number of hours.
- 6. Training credit shall not be granted for attendance at meetings or retreats unless the staff documents the type of training received.
 - a. Requests for credit shall be submitted on the Application for Training Credit form.
 - b. The form shall be filled out completely and should identify the topics covered, the number of hours requested for each topic, and the name and qualifications of the instructor.
- 7. Units in the WCSO who wish to conduct their own training classes or courses shall receive prior approval for the course, in writing, from the Weber County Sheriff and the appropriate Division Commander.
 - a. Courses that continue from year to year shall receive approval, in writing, at the beginning of each training year.
 - b. Approval shall be given by the Weber County Sheriff or the Division Commander.

C. Outside Training

- 1. Training is available outside the WCSO for a number of courses.
- 2. The Training Unit shall give training credit for quality training that relates to job duties.
- 3. Training that is not job-related shall be added to the staff's training record, but shall not be counted toward the required 40 hours of training for certified staff.
- 4. Any staff member who wishes to receive, or has received, training within or outside the WCSO shall complete an "Application for Training Credit" form and submit it to the Division Commander/designee.

5. Applications shall be reviewed by the Division Commander/designee and approved or denied. The staff member shall be notified of all decisions.

D. Compensation for Training

1. A staff member may be compensated for training time received outside of the normal work schedule, for attending training designated as mandatory training by the WCCF Chief Deputy/Designee
2. Exceptions to these rules may be made in instances where individuals in specialized jobs must receive additional training to maintain competency or license. Exception may also be made when an officer has been ordered to attend mandatory training by the Sheriff, Division Commander, or his official representative.

E. Notification to Members

1. To assist individual staff members and their supervisors in maintaining training attendance records, the Training Unit shall provide a semi-annual report for each staff member detailing the training that has been received. The supervisor shall receive a report showing the total number of hours the staff members have received.
2. A semi-annual report shall be prepared on December 1st and July 1st of each year.
 - a. The report shall contain a record of all the training classes each member has attended during the current training year.
 - b. The report shall indicate the dates and titles of classes and the number of training hours received for each class.
3. On April 1st an updated list shall be prepared indicating all members who have not yet met the training requirements for the year.
 - a. This list shall be submitted to all appropriate administrative and supervisory personnel.
 - b. The update will assist in determining problem areas before the end of the training year.
4. It is the staff member's responsibility to also keep a personal record of training received, and to inform the appropriate training officer/unit of

discrepancies discovered.

5. On July 1st, a report shall be prepared listing all members who have failed to obtain the required number of hours during the training year. The list shall be submitted to all appropriate administrative and supervisory personnel.

JB 04/03.04 **Procedure: In-Service Training Requirements**

A. **Full-Time Certified Staff**

1. All WCSO staff who are certified Peace Officers and/or Corrections Officers shall attend a minimum of 40 hours of job-related in-service training each year.
2. All WCSO staff who have been certified under the "grandfather" clause or who are assigned to the Public Safety Retirement System shall attend a minimum of 40 hours of job-related in-service training.
3. Failure to meet training requirements outlined in this chapter may result in disciplinary action against the staff member. Consideration shall be given to mitigating circumstances that prevented the staff member from attending the training.
 - a. The circumstances shall be put in writing by the staff member and reviewed by the immediate supervisor.
 - b. A recommendation regarding any disciplinary action shall be made by the immediate supervisor and forwarded to the appropriate Division Commander.

B. **Full-Time, Non-Certified Staff**

1. All staff of WCSO who are working in positions that do not require certification shall be provided training on an as-needed basis.
2. Training of full-time, non-certified staff shall be determined by their supervisor.
3. Full-time, non-certified staff employed in the WCSO should be required to receive 16 hours of training annually.
 - a. These staff members may participate in other job-related in-service or elective classes.
 - b. Requests to attend outside job related courses shall be

submitted through the appropriate chain-of-command for proper approval.

C. Part-Time Staff, Contractors, and Volunteers

1. Part-time staff, contractors, and volunteers should be required to attend a minimum of a two-hour orientation course upon employment, acceptance of contract, or signing of volunteer agreement.
2. Part-time staff, contractors and volunteers should be required to attend "refresher" training as needed.
3. Training should be coordinated by the program officer or supervisor, in concert with the training office and individual concerned.

D. Job Transfers

1. Staff who transfer from one job to another shall transfer all authorized training that has already been acquired. Once transferred, the guidelines for the new job training requirements shall apply.
2. When specialized training is required for a new assignment, the Training Officer/Sheriff/Division Commander shall decide whether training must be completed before or after the transfer.
3. If training requirements are allowed to be completed after the effective date of the transfer, the specific additional training and date of completion shall be set by the Training Officer with concurrence of the Sheriff/Division Commander.

E. Field Training Programs

1. All staff, whether certified or non-certified, may receive in-service training credit for participation in an approved Field Training Program.
2. Credit shall be given on an hour-for-hour basis for the time spent in the Field Training Program.
3. Upon completion of the Field Training Program, the staff member's supervisor shall submit documentation verifying the completion of the Field Training Program, along with the Application for Training Credit form.

JB 04/03.05 **Procedure: Accrediting Courses for In-Service Training**

A. Mandatory

1. Subjects listed in WCSO policies or subjects that require recertification, or are designated as critical for staff to successfully perform their duties should be considered mandatory.
2. Subjects which are identified by the Sheriff or Division Commander as critical may be considered mandatory.

B. Job-Related

1. Job-related training is training which is designed to assist staff in the key responsibility areas of their job.
2. Training classes offered throughout the year by the Weber County Training department may be used to meet this requirement, if appropriate.

C. Non Job-Related Training

1. Training that is not job-related may be credited to the staff member's training record, but shall not be counted toward the required 40 hours of training for certified officers.
2. Training requests for non job-related training shall be submitted to the WCCF training officer for approval.

JB 04/03.06 **Procedure: Failure to Meet In-Service Training Requirements**

A. Corrective Action/Decertification and Disciplinary Action for Certified Members

1. The Division of Peace Officer Standards and Training may suspend the peace officer powers of any officer who fails to receive 40 hours of approved training during the previous training year (67-15-5(A) UCA). The officer and the WCSO will be notified of this action. This sanction will remain in effect until the deficient training is completed and reported to POST. POST will notify the officer and WCSO when the officer's peace officer powers have been reinstated.
2. Staff members who are deficient in training hours shall be considered as decertified by WCSO until notification is received from POST affirming the decertification and may be:

- a. suspended without pay by the Weber County Sheriff until the deficiency has been corrected; or
 - b. placed in a non-certified position until the deficiency is corrected.
3. Deficiencies in training hours should be made up within 30 days after the July 1st deadline.
4. Staff members who are decertified shall be given a deadline to complete the necessary training requirements. If the deadline is not met, the WCSO shall take the necessary action which may include, but is not limited to:
 - a. termination;
 - b. demotion and concurrent loss in pay;
 - c. permanent transfer to a non-certified position; and/or
 - d. removal from the Public Safety Retirement System.

B. Merit Increases

Merit increases and promotional opportunities should not be granted to any staff member who is delinquent in meeting training requirements.

C. Termination

Any staff member who fails to meet the July 1st in-service training deadline in two successive training years shall be subject to termination.

D. Supervisor's Responsibility

1. The supervisor shall ensure that members under his direction are given opportunity to attend training.
2. Supervisors who fail to provide the opportunity to attend training or who fail to take action against staff not attending training when assigned shall be subject to disciplinary action.

E. Exceptions

1. Staff members who have not met their individual training requirements and believe that they have a valid reason (i.e., extended illness or periods of leave without pay) shall present their reasons, in writing, to

- the Division Commander/designee.
2. The Division Commander/designee shall review all submissions and notify the staff member, the Sheriff, and the Training Officer of his recommendations.
 3. Final determination of exceptions and conditions for exceptions are the responsibility of the Weber County Sheriff/Designee, the Director of POST, Division Commander/designee, and the Training Officer.

JB 01/04.00 **LEARNING OBJECTIVES**

JB 01/04.01 **Pre-Service Training**

Staff shall demonstrate an understanding of:

- A. what pre-service training is required prior to functioning as a corrections officer; and
- B. who may deliver pre-service training.

JB 01/04.02 **In-Service Training**

Staff shall demonstrate an understanding of:

- A. Who may grant credit for training;
- B. How many training hours are required per year for certified staff;
- C. How many training hours are required per year for non-certified staff;
- D. What actions may be taken against staff members who do not receive required training hours annually;
- E. What are the supervisors responsibilities to ensure training requirements are met.

WEBER COUNTY SHERIFF'S OFFICE TRAINING OFFICE

APPLICATION FOR TRAINING CREDIT

ATTENDEE/INDIVIDUAL: _____ SSN: _____

ATTENDEES/GROUP: (Attach NAMES and SOCIAL SECURITY NUMBERS including
NUMBER OF HOURS if different from below.)

DATE(S): _____ NO. OF HOURS: _____

I. COURSE TITLE: _____

II. SPONSORING AGENCY: _____

LOCATION: _____

III. CONTENT: (Describe topics covered; the format in which it was taught (i.e., lecture, group
discussion, on the job training, etc.); if college credit was given:

IV. INSTRUCTOR NAME(S): _____

QUALIFICATIONS: (Briefly describe the instructor's qualifications):

NOTE: PLEASE ATTACH BROCHURES, PROGRAMS, CERTIFICATES OF COMPLETION
OR OTHER DOCUMENTS.

I CONCUR WITH EMPLOYEE'S REQUEST
FOR TRAINING CREDIT:

Supervisor

Date

Approved: ☐

Not Approved: ☐

Number of Hours Granted: _____

Type: Job Related: ☐ Optional: ☐

Comments: _____

Signed: _____
Training Officer

Date: _____