

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: In-Service Training		CHAPTER/SECTION NO.: 23.16	
EFFECTIVE DATE: 12/11/01		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: ** See Master File SHERIFF	
STANDARD NUMBER: 33.5.1			

23.16 Policy

- 23.16.1 The Office supports the concept of in-service training. As such, 40 hours of training per year will be considered the minimum for all sworn employees. Additional training, based on the needs and benefits to the Office and employee, will be an objective of the Bureau or a offices yearly goal, if so determined by the appropriate Bureau commander. It is, however, not the legal responsibility of the office to provide training to an officer for the purpose of maintaining peace officer certification.
- 23.16.2 In-service training will be designed to keep personnel up-to-date with new laws, technological improvements, and revisions in office standards (policy, procedure, and regulations). In-service training may also be designed to provide supervisory, management or specialized training to participants, and/or items of general interest and concern.
- 23.16.3 The training coordinator will be responsible for the implementation of an in-service training program designed to keep the employees proficient in their current assignments. This may be accomplished by utilizing training officers within the Office, classes offered through Utah P.O.S.T., and other sources as available.

- 23.16.4 In-Service Training for Career Specialty Position
- A. Additional in-service training in "specialty positions" such as hostage negotiations, special responses, and police service dogs shall also be presented not only to enhance the employee's skill level, but also to stimulate personnel to compete in new areas of interest and specialization.
- 23.16.5 In-Service Training for Management Specialty Positions
- A. In-service training for management personnel will be provided through mid-management workshops and appropriate classes through P.O.S.T. and other sources as available. The Sheriff encourages and participates in informal training in management information systems, fiscal management, organizational behavior, budget preparation, and decision making.
- 23.16.6 Resources Provided to Develop In-Service Training Opportunities
- A. The training coordinator will make available to all officers, a current listing of schools available through P.O.S.T. This list will be updated at least annually. A list of available schools will be posted on the bulletin board in the patrol room, the investigations office, judicial services office and satellite offices as deemed necessary.
- B. Any school or workshop notification received by the training coordinator, in addition to those noted above, will be posted.
- 23.16.7 Employee Training
- A. Sworn and non-sworn employees whose responsibilities include victim/witness assistance will receive training in victim/witness rights and needs through the

academy and their FTO program.

23.16.8 Refresher Training

- A. Refresher training will be provided as a part of in-service training to update information on advancements in investigative processes. The training will be provided by CSI personnel.
- B. All sworn officers will, at least annually, prove proficiency in the use of their duty and off-duty firearms, OC based pepper spray, ASP expandable baton, and first aid/CPR.
- C. The Sheriff may exempt certain ranks or positions from the training qualifications.