

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Non-Sworn Employee Training		CHAPTER/SECTION NO.: 23.22	
EFFECTIVE DATE: 12/11/01		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File</u> SHERIFF	
STANDARD NUMBER: 33.7.1			

23.22 Policy

- 23.22.1 All employees at the Sheriff's Office, whether sworn or non-sworn, will be afforded training designed to promote job safety and job task understanding. The training may take the form of orientation training, on-the-job training, in-service training, formal schooling or any combination of the above.
- 23.22.2 All newly hired non-sworn employees, shall receive job orientation training from the supervisor or designee of the unit or section they are assigned to. Orientation training shall consist of information on:
- A. The offices role, purpose, goals, policies, and procedures.
 - B. The rules, regulations, and working conditions of the office as embodied in the code of conduct manual and elsewhere.
 - C. The responsibilities of the job and the rights of the employee in that position as they relate to the job description.
 - D. Safety matters such as the location of fire exits, first aid equipment, etc.
- 23.22.3 Civilian positions will be defined by the Sheriff, the Chief Deputy and/or bureau commanders. A listing of civilian positions will be maintained by the Administrative Assistant.