

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Required Training for Position		CHAPTER/SECTION NO.: 23.23	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <b><u>** See Master File</u></b> <b>SHERIFF</b>	
STANDARD NUMBER: 33.7.2			

## 23.23 Policy

- 23.23.1 Training of civilian employees fall into various categories. Those acting in quasi-law enforcement capacities and those who deal with the public on a regular basis. Those who act with quasi-law enforcement authority include animal control officers. For such categories, training is required prior to assumption of the job responsibilities. Their training should include legal, safety, and responsibilities of assignments, including dealing with the public.
- 23.23.2 Training for employees who predominantly deal with citizens will stress not only the skills necessary to perform the technical aspects of the particular job, but also the importance of the link they provide between the citizen and the office . This link often shapes a citizen's opinion and view of the Office.
- 23.23.3 Civilian Employees who should receive introductory training when first hired are:
- A. Office Specialists
  - B. Animal Control Officers
  - C. Crime Scene Specialists
- 23.23.4 **Office Specialists:**
- A. Work under the direction of an assigned Office Specialist for a minimum of three weeks.

- B. Receive internal training relative to the duties of the job, by an office specialist designated by the Central Services Section Manager.

23.23.5 **Animal Control Officers:**

- A. Are accompanied and supervised by an assigned Animal Control Officer for a minimum of four weeks.
- B. Receive training regarding Animal Control policies and procedures as determined by the Animal Facilities Manager.

23.23.6 **Crime Scene Specialists(CSI):**

- A. Are required to have minimum educational certifications and experience in order to qualify for selection.
- B. Are accompanied and supervised by an assigned CSI investigator during the period of probation designated by the Office.
- C. Receive training regarding Office and CSI Unit procedures as determined by the CSI Supervisor.

23.23.7 Annual In-Service Training

- A. All civilian employees will receive, at least annually, retraining to update skills and increase job knowledge.
- B. The desired goal of retraining is to provide a minimum of 20 hours. This can be a combination of formal and on-the-job training.

23.23.8 All training records and relevant data, checklists, etc., shall be maintained by the training coordinator in the same manner as prescribed for sworn personnel.