



WEBER COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURES

CAREER COUNSELING / DEVELOPMENT

EFFECTIVE DATE: 10/11/08
 AMENDS/SUPERCEDES: 23.24
 STANDARD NUMBER: 33.8.1; 33.8.3

REVIEW DATE: 09/11/08
 REVISION DATE: 10/05/08
 APPROVED: _____

Sheriff Signature

23.24.1 Purpose

To make available educational or training opportunities for developing and expanding member careers with the Weber County Sheriff's Office.

23.24.2 Rationale

The future of the Weber County Sheriff's Office lies in the quality of its members and supervisors skills and knowledge. Training members with the necessary skills and knowledge to do their assignments will ensure quality work, quality results and enhance the ability for promotion.

23.24.3 Policy

- A. All personnel engaged in career counseling or training development activities with subordinates or employees of the Sheriff's Office shall receive training regarding: general counseling techniques, techniques for assessing skills, knowledge, and abilities; salary, benefits, and training opportunities of the Office; educational opportunities and incentive programs; awareness of the cultural background of ethnic groups; and record keeping techniques.
- B. Members of the Office who should receive such training include but are not limited to the following:
 - 1. Division, Bureau, Section and Unit Supervisors
 - 2. Training Supervisors
- C. In case of promotion or transfer to positions mentioned in 23.24.3 (B) such training should be included as part of training provided for the position.

23.24.4 Procedure

- A. The Sheriff's Office, through its various area supervisors and the training component, will structure, offer, or otherwise facilitate educational or training opportunities for all its members sworn and non-sworn, to include, but not limited to:
 - 1. Newly hired personnel
 - 2. In-service training
 - 3. Preparation for promotional opportunities
 - 4. Newly promoted personnel (WCSO 23.25)
 - 5. Specialty assignments
 - 6. Specialty equipment
 - 7. Other opportunities as needed
- B. Initial and refresher training on required subjects may be conducted through periodic in service classes and/or through periodic staff/briefing training.
- C. If formal, outside educational needs or opportunities arise, participation or assistance in such will be at the Sheriff's discretion and ability.