

Training Policy

400.1 PURPOSE AND SCOPE

It is the policy of this Department to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community. This policy applies to all employees.

400.1.1 DEFINITIONS:

Training Memorandum - Informs employee how to complete a task and to perform said task(s) correctly in the future or to document mentoring sessions.

400.2 AUTHORITY AND REFERENCES

- California Board of State and Community Corrections, Standards and Training for Corrections (STC);
- California Penal Code §§ 6035 and 6036;
- California Code of Regulations (CCR) Title 15, Division 1, Chapter 1, Subchapter 1, et seq;
- Peace Officer Standards and Training (POST).

400.3 POLICY

The department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding requirements of a given assignment, staffing levels, and legal mandates. Whenever possible, the Department will use courses certified by Standards and Training for Corrections (STC).

The objectives of the Training Program are to enhance the level of service to the public, increase the technical expertise and overall effectiveness of personnel, provide for continued professional development of department personnel, and meet minimum training hour requirements per STC.

400.4 PROCEDURE

- (a) Training Plan
 1. A department training plan will be developed and maintained by the Staff Development Unit (SDU) supervisor. It is the responsibility of the SDU supervisor to maintain, review, and update the training plan on an annual basis.
- (b) Training Needs Assessment
 1. SDU will conduct an annual training needs assessment of the Department. The needs assessment will be reviewed by SDU managers and forwarded to the

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executive team for final approval. Upon approval by the executive team, the needs assessment will form the basis for the training plan for the fiscal year.

(c) Training Procedures

1. All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from training should be limited to the following:
 - i. Court appearances
 - ii. Jury duty
 - iii. Sick leave
 - iv. Military duty
 - v. Emergency situations
 - vi. Other situations as discussed with the SDU Supervisor.
2. When an employee is unable to attend training, that employee shall:
 - i. Notify their supervisor and the SDU Supervisor as soon as possible, but no later than prior to the start of training.
 - ii. Make arrangements through their supervisor to attend the training, or an alternative course, on an alternate date.
 - iii. Ensure annual training hours are met.
3. When an employee is unable to complete a class already in progress, that employee shall notify their supervisor and the SDU supervisor and proceed as directed.
4. Employees shall be on time for classes unless they notify their supervisor and the SDU supervisor prior to class concerning the reason for lateness. No admittance will be granted after 15 minutes past the class start time unless approved through this notification process. Chronic tardiness involving a student enrolled in a course exceeding two (2) days will be reported to the respective division director through the SDU supervisor.
5. Employees assigned to the juvenile facilities shall also notify the Duty Officer if they are unable to attend training, unable to complete a call in progress, or if it appears they will be late to class.
6. Employees shall conduct themselves in a professional manner while participating in training. Employees shall:
 - i. Be respectful toward instructors.
 - ii. Not be disruptive in class. A student may be removed from a class for disruptive behavior. If so, the training supervisor will immediately contact the respective division director or designee by telephone and follow up with a written report.
 - iii. Dress appropriately and as required by the training site and the departmental personal appearance policy.

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- iv. Adhere to directives given by the instructor concerning the rules of the classroom, which includes, but is not limited to breaks, lunch periods, and appropriate use of cell phones and other electronic devices.
 7. Employees are to immediately report to their normally assigned work site if scheduled training is unexpectedly canceled.
 8. The designated training site is the employee's work site on the day or days of training.
- (d) Training Requirements
 1. Required training for all personnel of this Department shall follow the Mandatory Training Checklists maintained by the training supervisor, as well as the mandates outlined by STC, POST, State and Federal law, county policy and departmental directive.
 2. Employees who do not successfully complete training or pass the required testing during their initial probationary period may be dismissed from employment.
 3. Employees in specialized programs/assignments shall complete and pass required training and maintain qualifications as required by the assignment and/or the specialized training.
 4. A record of mandatory training shall be maintained in the training management system under the employee's training history.
- (e) Conferences and Outside Training
 1. Eligible employees are encouraged to attend outside work-related professional conferences and training. Employees may request paid annual conference time subject to departmental needs and fiscal considerations.
 2. Eligible conferences and outside training include:
 - i. Department instructors who want to enhance or update skills.
 - ii. A conference or seminar that is directly related to an employee's current assignment.
 - iii. Officers/Representatives of the state or local organization coordinating the conference.
 - iv. Conference or seminar on "county time," and all other costs paid by employee.
 - v. Training required by grants or assignment.
 - vi. Conferences or outside training deemed appropriate by the division director.
- (f) Application and Approval Process
 1. Paperwork related to conferences and outside training must be received by the division secretary 45 days in advance of the event.

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- i. Complete a Request for Authorization for Outside Travel or Training Form (Attached). Email the completed form and Conference Training flyer to the supervisor.
 - ii. The supervisor shall review the request and, if approved, email the request and flyer to the division director.
 - iii. Upon approval, the division director will email the form and flyer to the chief deputy and division Secretary.
 - iv. Once approved by the chief deputy, the completed Request for Authorization for Outside Travel or Training form (AOTT) will be returned to the division Secretary, with a copy to the staff development unit. The division secretary may assist staff in making arrangements noted on the (AOTT) form.
- (g) Training Memorandum
1. Staff may be mentored or trained by others in the department to assist with their duties, development, efficiency, and accuracy.
 2. Supervisors may document mentoring or training sessions in Training memorandums.

Date last reviewed: 08/20/2021

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Created: 06/01/1992

Attachment(s):

[1. Authorization for Outside Travel or Training Form](#)