



# KERN COUNTY PROBATION DEPARTMENT

## Policies And Procedures

TITLE: <b>Development and Training</b>		Article: 1402	
APPROVED: <b>TR Merickel, Chief Probation Officer</b>			
EFFECTIVE: July 2015	REVIEWED: July 2018	REVISED: July 2015	UPDATED: July 2015

### **POLICY**

The purpose of the Probation Department training policy is to ensure the quality of service rendered to the public by all probation personnel remains at a better than average level. This purpose shall be achieved through a planned variety of learning opportunities. Training will enhance the employees' skills to meet changes in job requirements, increase the effectiveness of supervising and management personnel and improve employee/management relations through increased understanding of department goals.

No one shall be downgraded in work performance who has not received minimum training, instruction and information necessary to enable the employee to perform at a standard level in the assessment of the immediate supervisor.

The Kern County Probation Department is committed to the research and development of policies and procedures in the following areas:

1. Officer Safety Training: Use of Safety Equipment and Knowledge of Weapons.
2. On-Duty Arming of Probation Officers: Firearms Training and Liability Issues.
3. Special Handling of High-Risk Clients.
4. Leadership, Human Interaction, and Ethics.
5. Improved Communication Skills, Written, and Oral.
6. Evidence Based Practices.

### **TRAINING ATTENDANCE POLICY STATEMENT**

Standards and Training for Corrections (STC) is a vanguard for productive work and staff selection. Attendance of courses offered has shown beneficial effects in department morale, employee attitude, and expertise.

Each STC eligible staff member will be provided with a training history listing their scheduled classes for that training year. If training dates or classes are changed or modified an updated history will be provided to affected staff members. In the event of loss, a replacement history will be generated by the Training Division upon request. Each staff member is responsible for incorporating their scheduled training into their regularly scheduled job duties.

The failure of staff to properly respond to STC training results in excessive expenses to the department and could jeopardize the entire program. Therefore, the following disciplinary actions shall apply:

OFFENSE:	SANCTION:
Tardiness	First Offense -        Verbal Admonishment Second Offense -       Written Reprimand Third Offense -         Suspension, 1-5 days Repeated Offenses -  5-30 days suspension, and/or demotion
Unexcused Absence	First Offense-         Written Reprimand Second Offense -       Suspension, 1-5 days Third Offense -        5-30 days suspension, and/or demotion Repeated Offenses-  5-30 days suspension, and/or demotion or dismissal

Note: Sanctions do not apply when the employee can verify an emergency situation.

When an employee is tardy to a training class, the immediate supervisor of the staff member who is tardy will be notified via telephone by the Training Officer. If the employee has not arrived at class, it is the supervisor’s responsibility to attempt to locate the employee and determine if the employee can respond to class within the allotted time.

An employee must be able to respond to class **no later than 30 minutes** after the notification by their supervisor. However, certain instructors, certain types of classes and classes in 2 & 4-hour blocks cannot accommodate a 30-minute response time. In such instances, the response time will be shortened as determined appropriate by the Training Officer and that time relayed to the supervisor. If the employee cannot reach class within the allotted time, he/she will receive an unexcused absence and must report to their duty station. An institution employee whose schedule has been adjusted to accommodate a training day is to report immediately to their assigned institution irrespective of their regular shift.

The Training Officer will follow up with a memo to the supervisor with copies forwarded to the employee’s Division Director, the Administrative Services Division Director and the Deputy Chief of the bureau.

Each STC eligible employee begins the training year July 1, anew, with no tardy or unexcused absence brought forward from the previous year. It should be noted; however, Written Reprimands and/or Notice(s) of Suspension will remain in the employee’s personnel file as a part of their permanent record.

**REQUESTS FOR CHANGES OF SCHEDULED TRAINING**

It is recognized that unforeseen or previously unscheduled situations sometimes require changes in an individual employee’s training schedule. Requests for such changes will be directed pursuant to the chain of command to each staff member’s immediate supervisor. In the absence of the immediate supervisor, the request will be directed to the next superior in the chain of command. After authorization, the request will be forwarded to the Training Officer or to the Administrative Services Division Director in the Training Officer’s absence.

No request for change is to be made to the Training Secretary.

Class rosters will be updated with appropriate changes, therefore, except in the event of an emergency, changes should be requested well in advance of the class date.

### **DRESS CODE**

Employees are to dress in appropriate attire for training classes. They shall not wear shorts, tank tops or thong-type sandals to training. Department policy pertaining to tattoos, branding, piercings, scarification and body implants (Article 1409 Section IV) will be enforced. Department issued identification will be worn and visible at all times during training.

### **CELL PHONES/ELECTRONIC DEVICES**

All cell phones/pagers/electronic devices shall be turned off before class begins. Managers and Supervisors should set phones to vibrate. Messages are to be answered during breaks with the exception of Managers and Supervisors, who must respond to urgent calls.

### **CONDUCT**

Employees shall be respectful toward instructors. It is not appropriate behavior to read newspapers or other materials, talk or sleep in class. Professional conduct is required. Disruptive behavior towards the instructor or other staff/students may result in removal from the class by the instructor or the Training Supervisor. Disciplinary action may commence.

### **PARKING (STOCKDALE TRAINING FACILITY)**

Employees attending training shall park on the west end of the parking lot. PLEASE DO NOT PARK IN FRONT OF THE TRAINING BUILDING.