

**KERN COUNTY SHERIFF'S OFFICE**  
**Court Services Section**  
**Policy and Procedures Manual**

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**TITLE: TRAINING PROGRAM**

**No. M-100**

**EFFECTIVE DATE: November 16, 2019**

**REVISED:**

**APPROVED BY: Lieutenant Cisneros**

**REVIEWED:**

**REFERENCE:**

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**POLICY**

The Downtown Services Division, Court Services Section has developed a program to properly orient and train new deputies. The program is intended to provide the deputy with the ability and confidence to perform the duties with a minimum of supervision. All permanent deputies, deputy trainees and extra help deputies assigned to the Court Services Section will be formally oriented and trained.

**PROCEDURES**

Upon reporting to the Court Services Section, the sergeant will assign the employee to a training officer and initiate a training file on the employee. The trainee will:

- Have the responsibility to take an active role in his/her orientation;
- Ask questions and clarify any areas of misunderstanding;
- Respond to the instructions of his/her training officer;
- Recognize that the requirement to do certain tasks is not to take a workload off the training officer, but to accelerate the transition into their new assignment;
- Complete reading assignments and be prepared to correctly answer questions when asked by the training officer or supervisor;
- Comply with the Departmental Policies and Procedures Manual in regard to rules of conduct, dress code, report writing and other sections as they apply.

**The training officer will:**

- Complete the observation section check lists, initial the end of each section and have the trainee initial that section;
- Turn in the observation check lists to the supervisor on a regular basis.

**The supervisor will:**

Review and file the reports in the employee's training file.

**Training**

During the training program, the trainee is expected to comply with the following chain-of-command:

- If he/she has a question about his/her orientation, he/she is to attempt to resolve areas of conflict or misunderstanding with his/her training officer;
- If unable to reach a resolution, he/she is to communicate with his/her supervisor;
- The supervisor will refer the trainee to the section's sergeant or lieutenant / commander if unable to resolve a question or conflict;
- A trainee can expect to be in the training program for two weeks, unless accelerated by his training officer with the approval of the unit sergeant. The training officer may also recommend that the trainee be extended for additional training after the two-week period.

**Training Program****Week One:**

- The first week will be spent learning by discussion, observation, reading and "hands-on" application of procedures and methods. The training officer will instruct and assist the trainee and prevent a violation of the law or breach of security.

**Week Two:**

- The second week will be spent performing various duties within the unit. At the end of the second week, a recommendation will be made as to whether or not the trainee should be extended for additional orientation or released for assignment.

**Week Three:**

- If the trainee is not considered to be adequately oriented for release to assignment by the end of week three, the unit sergeant will participate in the discussion and decision on extending the program.

**Week Four:**

- If at the end of four weeks of orientation the trainee is still not capable of assuming his responsibilities, the Section Lieutenant will make a recommendation to the Detention Bureau Commander. This recommendation will include the summaries of training progress; identify the areas of deficiency and what remedial efforts have been taken. It will request either further remedial effort or possible termination of the employee.

**KERN COUNTY SHERIFF'S OFFICE**  
**Court Services Section**  
**Policy and Procedures Manual**

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**TITLE: TRANSPORTATION TRAINING PROGRAM**

**No. M-200**

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**EFFECTIVE DATE: November 16, 2019**

**REVISED:**

**APPROVED BY: Lieutenant Cisneros**

**REVIEWED:**

**REFERENCE:**

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**POLICY**

The Court Services Section, Transportation Unit has developed a program to properly orient and train new deputies: "Kern County Sheriff's Office Transportation Training and Evaluation Program." The program is intended to provide the deputy with the ability and confidence to perform the duties with a minimum of supervision. All permanent deputies, deputy trainees and extra help deputies assigned to the Court Services Section will be formally oriented and trained.

**PROCEDURES**

Upon reporting to the Transportation Unit, the sergeant will assign the employee to a training officer and initiate a training file on the employee. The trainee will:

- Have the responsibility to take an active role in his/her orientation;
- Ask questions and clarify any areas of misunderstanding;
- Respond to the instructions of his/her training officer;
- Recognize that the requirement to do certain tasks is not to take a workload off the training officer, but to accelerate the transition into their new assignment;
- Complete reading assignments and be prepared to correctly answer questions when asked by the training officer or supervisor;
- Comply with the Departmental Policies and Procedures Manual in regard to rules of conduct, dress code, report writing and other sections as they apply.

**The training officer will:**

- Complete the observation section check lists, initial the end of each section and have the trainee initial that section;
- Turn in the observation check lists to the supervisor on a regular basis.

**The supervisor will:**

Review and file the reports in the employee's training file.

**Training**

During the training program, the trainee is expected to comply with the following chain-of-command:

- If he/she has a question about his/her orientation, he/she is to attempt to resolve areas of conflict or misunderstanding with his/her training officer;
- If unable to reach a resolution, he/she is to communicate with his/her supervisor;
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- A trainee can expect to be in the training program for four weeks, unless accelerated by his training officer with the approval of the unit sergeant. The training officer may also recommend that the trainee be extended for additional training after the two-week period.

**Training Program****Week One:**

- The first week will be spent learning by discussion, observation, reading and "hands-on" application of procedures and methods. The training officer will instruct and assist the trainee and prevent a violation of the law or breach of security.

**Week Two:**

- The second week will be spent performing various duties within the unit. At the end of the second week, a recommendation will be made as to whether or not the trainee should be extended for additional orientation or released for assignment.

**Week Three:**

- If the trainee is not considered to be adequately oriented for release to assignment by the end of week three, the unit sergeant will participate in the discussion and decision on extending the program.

**Week Four:**

- If at the end of four weeks of orientation the trainee is still not capable of assuming his responsibilities, the Section Lieutenant will make a recommendation to the Detention Bureau Commander. This recommendation will include the summaries of training progress; identify the areas of deficiency and what remedial efforts have been taken. It will request either further remedial effort or possible termination of the employee.