



**OPERATIONS ORDER
TRAINING AND STAFF DEVELOPMENT-TITLE 15,
SECTION 1322**

Purpose and Scope

The Professional Standards and Training Division monitors the training needs of all staff employed at the Youth Detention Facility (YDF). Training records of all employees are documented and maintained by the Professional Standards Division.

Attendance at scheduled training is mandatory. A YDF Watch Commander or Supervising Probation Officer, must authorize any absences prior to the scheduled starting time of the training course. If a staff fails to report to their assigned training without prior approval they may be subject to disciplinary action pursuant to Department Policy.

Affected Personnel

All Sworn Personnel- YDF

Authority

Title XV 1322

Effective Date

06/15/2015

I. Definitions

Training: the orientation and training of new employees as well as ongoing training for existing employees.

II. Guidelines

A. Initial Orientation and Training

1. Prior to assuming any responsibility for the supervision of youth in custody, all new employees will receive 240 hours of training to include, 200 hours of training in the Probation Academy and successfully complete 40 hours of 832 P.C. training. Each new employee must successfully complete every

component of the training curricula. Curriculum presented during the Probation Academy includes the following:

- a. An Orientation and Introduction to Institutions, including an orientation regarding supervisory and administrative personnel with YDF Administration and Professional Standards Training Division
 - b. A tour of the YDF, including all related buildings
 - c. Individual and group supervision techniques, including youth supervision techniques
 - d. Regulations and policies relating to discipline and basic rights of youth pursuant to law and the provisions outlined in Title 15 of the Minimum Standards for Juvenile Facilities
 - e. Basic health, sanitation, and safety measures
 - f. Policies regarding use of force, de-escalation techniques, chemical agents, mechanical, and physical restraints
 - g. Policies and Procedures referencing trauma and trauma-informed approaches
 - h. Procedures to follow in the event of emergencies, fire and evacuation procedures
 - i. Routine Security measures, including facilities perimeter and grounds
 - j. Fire and Safety training, including CPR, First Aid, and Blood Borne Pathogens
 - k. Report writing and documentation
 - l. Use of Mental Health services, suicide prevention, response to suicide attempts, and crisis intervention
 - m. Orientation of services offered to youth, including medical, educational, and religious
 - n. Courses relating to understanding the diverse population at the YDF
 - o. Courses relating to understanding the behavioral modification system
 - p. Ethics
 - q. Review of the YDF Policy and Procedure Manual
 - r. Assignment to living units for hands-on training under the supervision of assigned unit staff
2. Upon completion of the 200 hour course, each newly hired Probation Assistant assigned to the Youth Detention Facility (YDF) will have 45 days to complete the EXTENDED ON-THE-JOB TRAINING (OJT) CHECKLIST. This checklist will serve as a guide for each new employee to follow in order to gain proficiency in the essential skills and abilities required of the position. At the conclusion of the 45-day period, the Senior Deputy Probation Officer assigned to the new employee's unit will make a recommendation to the unit Supervising Probation Officer (SPO) and YDF Administration to either:
- a. Continue without further action (the employee has demonstrated proficiency in their performance); or

Revised: 05/08/2019
Approved By: Dave Semon
Effective: 06/22/2015
Last Revised: 12/08/2017
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- b. Place the employee on an initial 45 day improvement plan (the employee has failed to demonstrate proficiency in their job performance and requires improvement in one or more job duties. The improvement plan will be utilized as a learning tool to identify, improve, and advance job knowledge and skills. (See YDF Policy section F-2.1 regarding the Remediation and Improvement Plan for details).
 3. Successful completion of the Probation Academy is weighted in four areas:
 - a. Passing the written examination at the end of the five week training period.
 - b. Satisfactorily completing Defensive Tactics (DT)
 - c. Satisfactorily completing the O.C. Chemical Agent course.
 - d. Satisfactorily completing the Scenario training.
 4. Probation Managers, Supervisors, Seniors and Deputy Probation Officer Trainers will provide instruction to all new employees. The new employees' classroom participation, comprehension, and display of professionalism will be considered in further evaluating their potential for successful job performance. Furthermore, all new employees will be evaluated by at least two trainers during the Probation Academy.
- B. In the Event a new employee does not complete, or is unsuccessful in any portion of the training mentioned above, the following will occur:
1. **Final written examination:** The employee will have one week from the first exam date to retake and successfully pass the written exam. It is their responsibility to contact the Training Senior DPO to schedule a date to re-take the examination. Furthermore, they may request assistance from their mentor, who is a trainer assigned to them upon initiation of the Academy. If the employee fails to pass the second time, they will meet up with the Training DPO and Training supervisor, to discuss further action.
 2. **Defensive Tactics (DT):** The employee will be required to receive remediation in one of two ways:
 - a. Immediate remediation before beginning job duties if DT instructors determine the employee has not demonstrated proficiency in the tactics;
or
 - b. Receive remediation within one month if DT instructors determine the employee has developed proficiency but continues to require additional instruction. If the employee continues to fail to gain the basic ability to perform the required tactics, they will be required to meet with the DT instructor, Training Supervisor, and Assistant Chief Deputy to discuss

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further action. However, if DT instructors elect to pass the employee following the one-on-one instruction, they will be permitted to begin their job duties. If the employee is to remediate on the following month, they will be allowed to work their assigned schedule, but must attend and complete the next 8-hour DT class and demonstrated basic ability to perform the required tactics.

3. **O.C. Chemical Agent:** The DT remediation procedure will be utilized for employees who fail to successfully complete or perform the required O.C. Chemical Agent skills. The amount of time needed for remediation will be at the discretion of the O.C. Chemical Agent instructors and will be determined by the skills requiring improvement.
4. **Scenarios:** The DT remediation procedure will also be utilized for employees who fail to successfully complete or perform the required skills in the scenario course. The amount of time needed for remediation will be at the discretion of the scenario instructors and will be determined by the skills requiring improvement.

III. Additional Training

A. Sacramento County participates in the Board of State and Community Corrections (BSCC) program. Therefore, once a new employee successfully completes the Probation Academy the following must occur:

1. Permanent Staff

- a. Deputy Probation Officers must successfully complete the 170 hour Probation Officer Core Course within one year, of being transferred from the institution. (Title 15, section 173, CCR)
- b. Supervising Probation Officers must successfully complete the 80 hours Supervising Core Course within the first year. (Title 15, section 181, CCR)

2. Probation Aides

- a. Receive periodic updates in Defensive Tactics and Scenarios
- b. Are enrolled in training at the discretion of the YDF Administration.

B. Annually, twenty-four hours of training is required for Probation Assistants, while forty hours of training is required for Deputy Probation Officers and Supervising Probation Officers.

1. Priority training includes:
 - a. CPR and First Aid

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- b. Defensive Tactics/Scenarios
- c. Suicide Prevention
- d. Trauma Informed Care
- e. Prison Rape Elimination Act (PREA)

Attachments

Amends/Replaces Previous Order

Authorized By  **Date** 5/2019
Chief Deputy Dave Semon

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