

## TLF - Training Sergeant Procedures

### 7046.1 PRIMARY RESPONSIBILITIES

- (a) Job Description: The Training Sergeant will write training bulletins and construct and update training manuals. He will keep current on mandated training, ensure that the monthly training/testing is completed and maintain training records on all Facility staff. The Training Sergeant will be responsible for maintaining the Facility's fire and safety inspection reports and ensure compliance to requirements made by fire and safety inspectors. He will make locker assignments and issues Administration Building/locker room access keys. The Training Sergeant as directed by the Division Commander will conduct periodic audits of the armory equipment.
- (b) Span of Control: The Training Sergeant is responsible for continuing training of Theo Lacy Facility staff. He will supervise and coordinate the activities of the Fire/Life/Safety Deputy and the assigned Data Entry Technician.
- (c) Direction and Supervision: The Training Sergeant will receive direction and supervision from the Theo Lacy Facility Vacation Relief/Captain.

### 7046.2 EMPLOYEE TRAINING

- (a) Training Mandates: Each Deputy must successfully complete 80 hours of Basic Jail Training as described in Title 15 Section 179. Each supervisory employee must successfully complete 80 hours of Jail training by participating in the above-described training or that outlined in Title 15 Section 1023. Each manager must complete 40 hours of Jail Management training as described in Title 15 Section 1023. These training requirements must be completed within 12 months of assignment to the jail.
  - 1. The Sergeant will schedule newly promoted and assigned Sergeants to the 80 hour supervisory training course.
- (b) New Employees: The Training Sergeant will provide the assigned jail training officer with a training packet for each new Deputy and SSO assigned to the Facility.
  - 1. Failed employees will be reviewed by their Shift Commander and then the Division Commander. Short-term performance evaluations may be necessary to document employee deficiencies or suitability for the position.
- (c) Refresher Training: Each CSA, SSO, Deputy, Sergeant, Watch Commander and Captain must successfully complete 24 hours of annual update training.
- (d) Equipment Training: Specialized equipment in the Theo Lacy Facility will require specialized training. The Training Sergeant will obtain operation instructions for the Fire Alarm system, intercoms, CCTV's cameras and monitors, control panels, door locks and computer terminals. Training bulletins and training sessions will be prepared by the Training Sergeant for presentation to Theo Lacy Facility staff. Instruction manuals on equipment stored in the armory and safety equipment room will be closely regulated by the Theo Lacy Division Commander. The Training Sergeant will keep records on all training by employees' name, date and subject matter.

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## Custody and Court Procedures Manual

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- (e) Procedures Training: The Sergeant will be responsible for keeping the Policy and Procedures Manual up to date. From the manual, the Training Sergeant will prepare training materials to be presented as in-service training. The Training Sergeant will schedule training in one topic for each training period. The training will be presented on twice weekly in order to be presented to personnel on days off at the previous session. Either the Training Sergeant or Briefing Sergeant will present the material at briefing.
- (f) Legislative Reviews: When assigned, the Training Sergeant will write proposed departmental responses to pending legislation. The proposals will be submitted to the Theo Lacy Facility Vacation Relief/Captain, who will then forward it to the Division Commander.

#### **7046.3 LOCKER ROOM ASSIGNMENTS**

- (a) The Training Sergeant will assign male and female staff locker room keys and a numbered wall locker in the respective locker room.
  - 1. Only males will have lockers in the male locker room.
  - 2. Only females will have lockers in the female locker room.
- (b) The Training Sergeant will keep an up to date list of locker and key assignments.
  - 1. As employees transfer or terminate the Sergeant will retrieve the locker room key and check to ensure that the assigned wall locker is vacated.
  - 2. Periodically he will compare the locker assignments list with the wall lockers.
  - 3. Occupied unassigned lockers will be posted with a warning notice that the lock will be removed. A list of the occupied unassigned lockers will be posted in briefing. The posted warnings will remain in effect for one week before the locks are removed.
  - 4. Contents of the locker will be accounted for as in any found property incident.

#### **7046.4 SHIFT COMMANDER ASSIGNMENT**

- (a) Sergeants Assigned: Sergeants who are occasionally assigned to the Shift Commander position because of the unavailability of a Watch Commander have the full authority and responsibility of the position.
  - 1. The off-going Watch Commander will be responsible to verbally assign a Sergeant as Shift Commander.
  - 2. The Sergeant will make entries as necessary and complete the "Shift Commander's Log".
  - 3. The Sergeant will complete all other duties of the shift assigned and sign the Facility 24 hour log at the conclusion of his shift.
  - 4. When questions arise that exceed the knowledge of the Sergeant on Shift Commander duty, the Division Commander should be contacted.

