

## **TRAINING**

STANDARD NO(S): NYSSA # 15, 17, 18, 19, 20, 21, 22, 23, 24

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REFER TO: Daniel J. Dressing

### **I. OBJECTIVE:**

To meet training requirements established by the Division of Criminal Justice Services and the Municipal Police Training Council.

### **II. POLICY:**

It is the policy of the Seneca County Correctional Facility to provide orientation and basic training to new officers, as well as in-service training to veteran officers in all relevant operation, function and skill areas.

### **III. GUIDELINES:**

- A.** Training activities will be the responsibility of the Correction Lieutenant.
- B.** A Shift Supervisor will be designated as the Training Coordinator and will be responsible for the day to day operation and management of all training functions.
- C.** Correction training programs will meet all requirements of the New York State Division of Criminal Justice Services, the New York State Municipal Police Training Council and the Standards for Accreditation of the New York State Sheriff's Association.
- D.** Formal training activities, in accordance with the "Officer Duty Assignment" policy, will be conducted on the basis of dated training request forms and will be maintained in the Training Office. All other formal training activities must be documented on a "Training Registration List" form.
- E.** On an annual basis, training curriculum will be developed, evaluated and updated by the Training Coordinator and the Correction Lieutenant based upon current job related training needs.

IV. TRAINEES:

- A.** New trainees will not be authorized or assigned to perform regular correction officer duties until they have completed training as required in the policy entitled “Field Training Officer Program”.
- B.** The FTO Program has been developed to instruct new correction officers in the duties of a Housing Unit Officer. The program provides the basis that will help the officer in building a good foundation for future advancement.
- C.** Trainees will be required to complete minimum on-the-job training and/or classroom training as instructed by certified trainers. All full-time officers, effective July 1, 2011 will be required to attain a rating of CO-5 within the first fifty-two (52) weeks of employment during their probationary term. In the event such probationary officer does not attain CO-5 status they will be relieved of duty. If the probationary officer, through no fault of their own, does not attain CO-5 status it will not be used against them in any probationary determinations.
- D.** During the one year probationary period, new correction officers will be evaluated by a Correction Sergeant at the completion of their 4<sup>th</sup> month of service, again at the completion of their 8<sup>th</sup> month of service, and again at the completion of their 12<sup>th</sup> month of service. Thereafter, correction employees will be evaluated per the policy entitled “Performance and Evaluation”.

V. BASIC TRAINING:

- A.** As soon as possible all new correction officers will attend the mandated state basic school for corrections. The Sheriff may extend the employee status as a trainee if such training is not available within the one year period from the date of hire.

VI. IN-SERVICE TRAINING:

- A.** All correction officers will complete a minimum of twenty-one (21) hours of in-service training annually.
- B.** In-service training will include, but is not limited to: use of force, firearms qualification, defensive tactics, OC Spray, first aid, CPR, and legal updates.
- C.** In-service training will be conducted by instructors who have been certified by the NYS Division of Criminal Justice Services or any other accredited and universally accepted program, such as the American Red Cross, for the specific course of instruction.
- D.** The Month of February will be designated as In-Service Training Month.

**VII. SUPERVISORS:**

- A.** Newly appointed Shift Supervisors/Sergeants will attend and successfully complete a course in supervision within one year of promotion.
- B.** First line supervisors and above (including Shift Supervisors, Correction Lieutenant and the Chief Administrative Officer) will receive twenty-one (21) hours of annual training to enhance managerial skills. Private industry, professional seminars, college courses, and video are some of the sources that may be used to accomplish this training.

**VIII. SPECIALIZED TRAINING:**

- A.** Officers performing highly technical and specialized duties will attend and successfully complete an approved initial training course in the area of specialization and attend periodic in-service training courses to update their skills.
  - 1.** Positions currently within the facility for which specialized training is required are:
    - a.** General Topics Police Instructor
    - b.** Train the Trainer Instructor
    - c.** Firearms Instructor
    - d.** Defensive Tactics Instructor
    - e.** Chemical Agent Instructor
    - f.** Field Training Officer
    - g.** Grievance Officer
    - h.** Classification Officer
    - i.** Transport Officer
    - j.** Escort Officer
    - k.** Booking Officer
    - l.** Central Control Officer

**IX. TRAINING RECORDS:**

- A.** Training records will be maintained in the Correction Training Office.
- B.** Copies of training certificates and other supporting documentation for in-service, specialized training and/or outside facility training will be maintained in individual employee files.

- C.** Course files and documentation will be maintained in designated individual course files. The course files will include, but not be limited to: lesson plans, course curriculum, rosters, attendance sheets, examinations, handout materials, instructor names, and other documents created as part of administering the course of instruction.