

Training

204.1 PURPOSE AND SCOPE

This policy establishes general guidelines for how training is to be identified, conducted, and documented. This policy is not meant to address all specific training endeavors or identify every required training topic.

204.2 POLICY

The Office shall administer a training program that will meet the standards of federal, State, local and the North Carolina Sheriff's Education and Training Standards Commission training requirements. It is a priority of this office to provide continuing education and training for the professional growth and development of its members.

204.3 OBJECTIVES

The objectives of the training program are to:

- (a) Enhance the level of law enforcement service to the public.
- (b) Increase the technical expertise and overall effectiveness of office members.
- (c) Provide for continued professional development of office members.
- (d) Ensure compliance with North Carolina Sheriff's Education and Training and Standards Commission rules and regulations concerning law enforcement training.

204.4 TRAINING PLAN

It is the responsibility of the Training Officer to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and office-required training is completed by all members as needed or required. The training plan should include the anticipated costs associated with each type of training, including attendee salaries and backfill costs. The plan should include a systematic and detailed method for recording and logging of all training for all members.

While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Training Officer shall review the entire training plan on an annual basis.

The plan will include information on curriculum, training material, training facilities and scheduling. The plan will address federal, State and office-required, minimum-mandated training of deputies and other members.

204.4.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required under State and federal laws and regulations.

- (a) Federally mandated training:
 1. National Incident Management System (NIMS) training

Montgomery County Sheriff's Office

Policy Manual

Training

(b) State-mandated training:

1. Unless exempt by law, justice officers must successfully complete the Basic Law Enforcement Training (BLET) curriculum and successfully pass the State Comprehensive Examination within one year of appointment. Criminal justice officers must complete these requirements within one year prior to appointment.
2. Every deputy certified by the commission must receive their required annual in-service training.
3. Any deputy working a detention assignment is required to complete a Detention Officer Certification Course as set forth by the North Carolina Sheriffs' Education and Training Standards Commission.

(c) Locally mandated training (including county or city).

204.5 TRAINING COMMITTEE

The Training Officer may establish a Training Committee, on a temporary or as-needed basis, which will assist with identifying training needs.

The Training Committee should be comprised of at least three members, with the senior ranking member of the committee acting as the chairperson. Committee members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Training Officer may remove or replace members of the committee at his/her discretion.

The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to an incident. Specific incidents the Training Committee should review include, but are not limited to:

- (a) Any incident involving the death or serious injury of a member.
- (b) Incidents involving a high risk of death, serious injury or civil liability.
- (c) Incidents identified by the Office to determine possible training needs, such as use of force reports and vehicle pursuit reports.

The Training Committee should convene on an annual basis as determined by the Training Officer, to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Training Officer. The recommendation should not identify specific facts of any incidents, such as identities of members

Training

involved or the date, time and location of the incident but should focus on the type of training being recommended.

The Training Officer will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Office and the available resources. Training recommendations as determined by the Training Officer shall be submitted to the command staff for review and approval by the Sheriff.

204.6 TRAINING ATTENDANCE

- (a) All members assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisors. Excused absences should be limited to the following:
 - 1. Court appearances
 - 2. Previously approved vacation or time off
 - 3. Illness or medical leave
 - 4. Physical limitations preventing the member's participation
 - 5. Emergency situations or office necessity
- (b) Any member who is unable to attend training as scheduled shall notify his/her supervisor as soon as practicable but no later than the start of training and shall:
 - 1. Document his/her absence in a memorandum to his/her supervisor.
 - 2. Make arrangements through his/her supervisor or the Training Officer to attend the required training on an alternate date.

Supervisors will be responsible for monitoring the progress of those under their command to ensure compliance with this policy.

204.7 EMPLOYEE RESPONSIBILITIES

Employees are ultimately responsible for seeking the appropriate training and education they need for professional in-service requirements and for ensuring that their training records are accurate and up to date. Review of training records and available training should be coordinated through the Training Officer.

204.8 SUPERVISOR RESPONSIBILITIES

Supervisors are responsible for meeting regularly with members under their supervision to monitor and encourage participation in appropriate training and educational programs. Assistance in determining appropriate recommendations for training should be obtained from the Training Officer.

Montgomery County Sheriff's Office

Policy Manual

Training

204.9 TRAINING RECORDS

The Training Officer is responsible for the creation, filing and storage of all training records. Training records shall be retained in accordance with the established records retention schedule.