

Training Policies and Procedures

835.1 POLICY STATEMENT

It is the policy of the Sonoma County Probation Department to provide training to sworn staff in accordance with the requirements of the California Penal Code, Title 15 of the California Code of Regulations, and the Standards of Training and Corrections (STC) guidelines. Additionally, sworn and non-sworn staff will receive job specific training as well as department and county wide training.

835.2 PROCEDURES

General Information

The State and Department have mandated training courses, some of which address core job functions and others that improve service delivery, innovatively move the Department forward, or improve probation staff skills.

Staff may seek other training opportunities for professional development beyond what is in the annual training plan with supervisor approval and authorization from the Division Director/Manager. Any training exceeding the annual STC allotment will be evaluated based on travel and tuition costs, and may be denied based on budgetary constraints.

Questions/Problems with Training Arrangements

Training is assigned by the Training Coordinator. Questions or concerns regarding a training curriculum should be directed to the assigned Training Coordinator. If there are questions related to travel associated with training, refer to Travel Policy 832.

Professional Demeanor and Rules of Conduct when Attending Training

All staff are required to comply with professional standards, including those outlined in the Department's Code of Conduct, throughout all training activities.

Training is a required work assignment and an opportunity for professional development. As such, the Department maintains the following expectations to support a positive learning environment:

(a) **Attend training as scheduled.**

Schedule changes: Staff shall attend the training on the date the training is assigned. Staff will be notified at least seven days in advance of training, which serves as the required notification in the event a schedule change/modification is needed. If there are extenuating circumstances and staff must request to be assigned to a different training date, staff will request a change from their Training Coordinator and inform their supervisor. The Training Coordinator will approve or deny the change request.

(b) **Absences:**

Failure to attend scheduled training may negatively impact the training budget and can compromise the ability of individual employees and the department to remain in compliance

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with STC training requirements. Staff may miss training only in cases of urgent department needs with authorization from their Supervisor, or for personal emergencies, including illness, with notification to their Supervisor. The Supervisor will notify the Training Coordinator of excused absences.

Unexcused absences will be forwarded to the staff's supervisor for review.

Staff will not be required to attend training during pre-approved vacation and/or time-off, but may be required to attend a makeup training.

If staff are unable to attend trainings for a period of three weeks or longer, the supervisor should notify the Training Coordinator of the dates so that Coordinators and Manager can more effectively plan training and manage annual training requirements.

(c) Be on time and attend the duration of the training.

Staff must arrive on time and remain in the class until the end to be credited for the full training hours. If a course is offered virtually, video cameras shall remain on unless instructed differently by the facilitator.

(d) Complete course rosters to ensure credit for attendance.

Staff are required to sign the roster for each STC certified course attending. Staff feedback is encouraged, and it may be provided using the course evaluation process and through discussions with the Training Coordinators and/or Training Manager. Feedback may be anonymous.