
OFFICE OF SHERIFF COUNTY OF KINGS

Training Plan

Development Guide



Revised 04/2019

Training Plan Development Guide

A. PURPOSE

The Kings County Sheriff's Office Training Plan Development Guide is a documented perspective for supervisors and managers to use in assessing the training needs of agency employees. It is designed so that supervisors will know exactly what training is mandated by the State, POST, STC, and the agency. It also allows for tracking development of employee expertise in their assignment and collateral duties, or their chosen fields of interests. Supervisors should regularly monitor and update their copy of the Training Plan Development Guide for their respective Division or Unit.

B. TRAINING PRIORITIES

Training shall be prioritized in the following manner:

1. **Mandated** – Training that is required by State law, POST, and STC or by the Agency.
2. **Essential** – Training that is needed for the effective performance of an employee in his/ her assignment, or training that meets a need for the Agency.
3. **Desirable** – Training in areas of interest or for individual career enhancement.
4. **Area of Expertise** – Specialized training in areas that have been identified by staff as necessary or important for the Agency to carry out its mission.

C. UTILIZATION OF THE TRAINING PLAN DEVELOPMENT GUIDE

The *Training Plan Development Guide* will be used for the following:

1. To fulfill mandated training requirements;
2. To provide training for professional growth and development;
3. To anticipate current and future training needs;

4. To train for areas of expertise;
5. To provide necessary training for sheriff's office personnel in order to perform their assigned duties in an effective and efficient manner.
6. Supervisors should cut and paste the applicable sections of the *Training Plan Development Guide* to create a document that will track training for each of their assigned personnel. The document can be kept in the employee's monthly counseling file with a copy given to the employee. Since this is a guide, suggestions or changes to listed courses shall be forwarded to the Administrative Commander, Training Unit, for revisions to the *Training Plan Development Guide*.
7. Note that the Administrative Training Unit has the official agency training records, and required training information can be obtained on each of their assigned personnel by contacting the Administrative Commander.
8. A copy of all records created by supervisors of their personnel pertaining to training should be given to the Administrative Training Unit so that these training documents can be scanned into the Training Management Enterprise (TME) system of each agency member.

D. TRAINING REQUESTS

All training requests to attend training shall be submitted via chain. Along with the training request, include all available support literature, completed registration paperwork, hotel information, etc. Requests for training must be received by the Training Unit no later than three weeks prior to the start date of the requested course. Late training requests may result in the training being denied.

1. The immediate supervisor shall comment regarding the employee's need, qualifications and performance for the training request.
2. Training requests that are approved by the employee's Division Commander shall be forwarded to the Training Unit for processing.
3. Training requests that are denied will be returned to the requesting employee detailing the reason for the denial.

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ADMINISTRATION

SHERIFF			
<i>Priority</i>	<i>Class Name</i>	<i>Recertification</i>	<i>Initial Training</i>
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Middle Management	One Time	
Mandated	Jail Management	One Time	
Essential	Employee Assistance Program		
Essential	Post Trauma Support		
Essential	FTO School		
Essential	Effective Discipline		
Essential	Internal Affairs		
Essential	Civil Liability		
Essential	Officer Involved Shooting		
Desirable	Tools for Tolerance – Command Staff		
Desirable	Command College		
Desirable	FBI		
Desirable	Delinquency Control Institute		
Desirable	First Aid - CPR		
Desirable	Civil Emergency		
Desirable	Executive Development		

ADMINISTRATION

			Assistant Sheriff
<i>Priority</i>	<i>Class Name</i>	<i>Recertification</i>	<i>Initial Training</i>
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Middle Management A-C	One Time	
Essential	Second In Command (CSSA)	Bi-Annually	
Desirable	Terrorism Liaison Advanced		
Desirable	Public Records Act		
Desirable	Effective Discipline		
Desirable	Internal Affairs & Updates		
Desirable	Civil Liability		
Desirable	Officer Involved Shooting (OIS)		
Desirable	Officer Involved Shooting		
Desirable	Tools for Tolerance – Command Staff		
Desirable	Command College		
Desirable	FBI		
Desirable	Delinquency Control Institute		
Desirable	Civil Emergency		
Desirable	Executive Development		

ADMINISTRATION

			Commander
<i>Priority</i>	<i>Class Name</i>	<i>Recertification</i>	<i>Initial Training</i>
Mandated	Management Module A-C	One Time	
Essential	Officer Involved Shooting	One Time	
Essential	Internal Affairs	One Time	
Essential	Background Investigator	One Time	
Essential	Civil Liability	One Time	
Essential	Effective Discipline	One Time	
Essential	Tools for Tolerance – Command Staff	One Time	
Essential	Basic Civil Procedures	One Time	
Essential	Advanced Civil Procedures	One Time	
Essential	Public Records Act	One Time	
Essential	Sexual Harassment	Annually	
Essential	Leadership Training	One Time	
Desirable	Internal Affairs (Update)	As Needed	
Desirable	Background Investigator (Update)	As Needed	
Desirable	Background Investigator Conference	Annually	
Desirable	Civil Liability (Update)	As Needed	
Desirable	Public Records Act (Update)	As Needed	
Desirable	Managing the Background Unit	As Needed	
Desirable	Notary Public	If Desired	

ADMINISTRATION

			Sergeant
<i>Priority</i>	<i>Class Name</i>	<i>Recertification</i>	<i>Initial Training</i>
Mandated	POST Mandates 24 hours Includes First Aid & CPR	Every 2 years	
Mandated			
Mandated			
Essential	Background Investigations	One Time	
Essential	Internal Affairs Investigations	One Time	
Essential	Training Managers Course	One Time	
Essential	Public Records Act	One Time	
Essential	Supervisor Course	One Time	
Essential	Officer Involved Shooting (OIS)	One Time	
Essential	Firearms Qualification	Quarterly	
Desirable	Domestic Violence Officer Involved	One Time	
Desirable	Background Investigations (Update)	When Needed	
Desirable	Internal Affairs (Update)	When Needed	
Desirable	Training Manager Course (Update)	When Needed	
Desirable	Microsoft Excel	One Time	

ADMINISTRATION

			Senior Deputy
<i>Priority</i>	<i>Class Name</i>	<i>Recertification</i>	<i>Initial Training</i>
Mandated	POST Mandates 24 hours Includes First Aid & CPR	Every 2 years	
Mandated			
Mandated			
Essential	Background Investigations	One Time	
Essential	Public Records Act	One Time	
Essential	Training Manager	One Time	
Essential	Supervisor Course	One Time	
Essential	Officer Involved Shooting	One Time	
Essential	Firearms Qualification	Quarterly	
Essential			
Desirable	Domestic Violence Officer Involved	One Time	
Desirable	Background Investigations (Update)	When Needed	
Desirable	Training Manager (Update)	When Needed	
Desirable	Microsoft Excel	One Time	

ADMINISTRATION – RECORDS DIVISION

			Records Clerk I
<i>Priority</i>	<i>Class Name</i>	<i>Recertification</i>	<i>Initial Training</i>
Mandated	POST Records Clerk Course	One Time	
Mandated			
Mandated			
Essential	CLETS Training by CCUG	As Update Needed	
Essential	CLETS Training by DOJ	As Update Needed	
Essential			
Essential			
Essential			
Essential			
Essential			
Desirable	CLEARs Training Meetings	As Needed	

ADMINISTRATION – RECORDS DIVISION

			Records Clerk III
Priority	Class Name	Recertification	Initial Training
Mandated	POST Records Clerk Course	One Time	
Mandated	Sexual Harassment Training	Annual	
Mandated			
Essential	POST Public Records Act	One Time	
Essential	POST Assertive Supervision	One Time	
Essential	CLETS Training by DOJ	As Needed	
Essential	CLETS Training by CCUG	As Needed	
Essential	DOJ CLETS T 4 T	As Needed	
Essential			
Essential			
Desirable	CLEARs Training Seminar	Annual	
Desirable	CLEARs Training Meetings	As Needed	
Desirable	CCJWSA (Warrant) Training	As Updated	

OPERATIONS DIVISION

			Commander
Priority	Class Name	Recertification	Initial Training
Mandated	POST Middle Management A-C	One Time	
Mandated			
Mandated			
Essential	POST Internal Affair	One Time	
Essential	POST Public Records Act	One Time	
Essential	POST Domestic Violence Officer Involved	One Time	
Essential	POST Officer Involved Shooting (OIS)	One Time	
Essential	K9 Management (If in charge of unit)	One Time	
Essential			
Essential			
Desirable	POST Internal Affair	As Updated	
Desirable	POST Public Records Act	As Updated	
Desirable	POST Domestic Violence Officer Involved	As Updated	
Desirable	POST Officer Involved Shooting (OIS)	As Updated	
Desirable	K9 Management (Update)	As Updated	

OPERATIONS DIVISION

			Reserve Deputy
Priority	Class Name	Recertification	Initial Training
Mandated	POST 24 hours Mandate (Perishable Skills)	Every 2-Years	
Mandated			
Mandated			
Essential	Report Writing	One Time	
Essential	11550 H&S Course	One Time	
Essential	Interview & Interrogation	One Time	
Essential	Firearms Qualification	Quarterly	
Essential			
Essential			
Essential			
Desirable	11550 H&S Update Course	As Needed	

DETENTIONS DIVISION

Detentions Commander			
Priority	Class Name	Recertification	Initial Training
Mandated	STC 80-Hour Certified Managers Course	One Time	
Mandated	STC 24-Hour Mandated Training	Annually	
Mandated			
Essential			
Essential			
Essential			
Essential			
Essential			
Essential			
Essential			
Desirable			
Desirable			

DETENTIONS DIVISION

Detentions Deputy I			
<i>Priority</i>	<i>Class Name</i>	<i>Recertificati on</i>	<i>Initial Training</i>
Mandated	STC 176-Hour Adult Corrections Officer Core Course.	One Time	
Mandated	OR 56-Hour supplemental if Deputy possesses POST Certificate	One Time	
Essential	832 PC Firearms 24-Hours	<i>Must Pass</i>	
Essential	832 PC Laws of Arrest 40-Hours	<i>Must Pass</i>	
Essential	JTO (Job Training Orientation) 8-Weeks	<i>Must Pass</i>	
Essential	Baton Certification 8-Hours	<i>Must Pass</i>	
Essential	CPR-First Aid & AED Certification 8-Hour.	<i>Must Pass</i>	
Essential	Taser Certification 6-Hour	<i>Must Pass</i>	
Essential	Pepper ball Certification 4-Hour	<i>Must Pass</i>	
Essential			
Desirable			
Desirable			
Desirable			

SPECILITY - SWAT

			Sergeant
<i>Priority</i>	<i>Class Name</i>	<i>Recertification</i>	<i>Initial Training</i>
Mandated			
Mandated			
Mandated			
Essential	Basic SWAT Course	One Time	
Essential	Advanced SWAT Course	One Time	
Essential	Firearms Qualification	Quarterly	
Essential	Maintenance Training	Monthly	
Essential	Basic SWAT Team Leader course		
Essential	Advanced SWAT Team Leader course		
Essential	Tactical Commander		
Desirable	Chemical Agent Instructor course		
Desirable	Range Master course		
Desirable	SWAT K9		
Desirable	Breaching School		
Desirable	Active Shooter/ Critical Incident Instr		

SPECILITY - SWAT

			Deputy
<i>Priority</i>	<i>Class Name</i>	<i>Recertification</i>	<i>Initial Training</i>
Mandated			
Mandated			
Mandated			
Essential	Basic SWAT Course	One Time	
Essential	Firearms Qualification	Quarterly	
Essential	Maintenance Training	Monthly	
Essential			
Essential			
Essential			
Essential			
Desirable	Chemical Agent Instructor		
Desirable	Range Master		
Desirable	SWAT K9		
Desirable	Breaching School		
Desirable	Active Shooter/ Critical Incident Instr		

DETENTIONS DIVISION - SERT

		Detentions Sergeant	
<i>Priority</i>	<i>Class Name</i>	<i>Recertification</i>	<i>Initial Training</i>
Mandated			
Mandated			
Mandated			
Essential	Basic SWAT/ SERT course		
Essential	Leadership course		
Essential	Case Law		
Essential	Basic Hostage Negotiations		
Essential	Advanced SERT/ SWAT course		
Essential			
Essential			
Desirable	Range Master Certification		
Desirable	Use of Force Instructor certification		
Desirable	Tactical Driving course		
Desirable	Impact Weapons		
Desirable	Chemical Weapons certification course		
Desirable	Specialty Impact Weapons certification		

DETENTIONS DIVISION - SERT

		Detentions Deputy	
<i>Priority</i>	<i>Class Name</i>	<i>Recertification</i>	<i>Initial Training</i>
Mandated			
Mandated			
Mandated			
Essential	Basic SWAT/ SERT course		
Essential	Chemical Agent course (OC, CS, CN)		
Essential	Riot Control course		
Essential	Specialty Impact Weapons		
Essential			
Essential			
Essential			
Desirable	Hand to Hand Combat training		
Desirable			
Desirable			

COMMUNICATIONS DIVISION

Communications Records Manager			
<i>Priority</i>	<i>Class Name</i>	<i>Recertification</i>	<i>Initial Training</i>
Mandated	Sexual Harassment	Bi-Annual	
Mandated	POST Dispatch Supervisor Course	One Time	
Mandated	POST Dispatcher Update	One Time	
Essential	POST Records Supervisor Course	One Time	
Essential	POST Public Records Act	One Time	
Essential	POST Assertive Supervision	One Time	
Essential	POST Leadership & Accountability	One Time	
Essential	DOJ CLETS/ NCIC T 4 T	As Needed	
Essential	CCJWSA (Warrants) Training	As Needed	
Essential	POST Emergency Management	One Time	
Essential	Dispatch/ Risk Management	One Time	
Essential	FMLA & Other Leaves	One Time	
Essential	DOJ CLETS ACC Training	As Needed	
Essential	CLEARs Training Meetings	As Needed	
Essential	CLEARs Training Seminar	As Needed	
Essential	CCUG Training	As Needed	
Essential	CLETS Training Seminar	As Needed	
Essential	CLETS (DOJ) Database Training	As Needed	
Essential	Cal NENA Training Seminar	Annually	
Essential	National NENA Training Seminar	Annually	
Essential	Cal NENA Training Meetings	As Needed	
Desirable	POST Tactical Dispatch	One Time	
Desirable	PSD Instructor Development	One Time	
Desirable	Microsoft Office Suite training; Excel, Word, Power-point, Outlook, Access	One Time	
Desirable	APCO Training Seminar	Annually	

COMMUNICATIONS DIVISION

Senior Emergency Dispatcher			
<i>Priority</i>	<i>Class Name</i>	<i>Recertification</i>	<i>Initial Training</i>
Mandated	POST Basic Dispatcher Course	One Time	
Mandated	POST 24 Hour CPT	Every 2- years	
Mandated	Sexual Harassment	Bi-Yearly	
Essential	POST Assertive Supervision	One Time	
Essential	POST CTO	One Time	
Essential	POST Tactical Dispatch	One Time	
Essential	Emergency Management	One Time	
Essential	DMV Training	As Needed	
Essential			
Essential			
Desirable	Fire Dispatch	One Time	
Desirable	DOJ CLETS T 4 T	As Needed	
Desirable	PSD Instructor Development	One Time	

COMMUNICATIONS DIVISION

			Dispatcher
<i>Priority</i>	<i>Class Name</i>	<i>Recertification</i>	<i>Initial Training</i>
Mandated	POST Basic Dispatcher Course	One Time	
Mandated	POST 24 Hour CPT	Every 2 Years	
Mandated			
Essential	DMV Training	One Time	
Essential			
Essential			
Essential			
Essential			
Essential			
Desirable	POST Tactical Dispatch	One Time	
Desirable	Fire Dispatch	One Time	
Desirable			
Desirable			

HOSTAGE NEGOTIATIONS UNIT

Hostage Negotiations Unit - SPECIALITY			
<i>Priority</i>	<i>Class Name</i>	<i>Recertification</i>	<i>Initial Training</i>
Mandated			
Mandated			
Essential	Basic Hostage Negotiations	One Time	
Essential	Intermediate Hostage Negotiations	One Time	
Essential	Advanced Hostage Negotiations	One Time	
Essential	CAHN Advanced Symposium (Team leader determines who is to attend and bring back the training to the others).	Annually	
Essential	Interview & Interrogations	One Time	
Essential			
Essential			
Essential			
Desirable	Tactical Communications	One Time	
Desirable	Negotiations for Domestic Violence	One Time	
Desirable	Terrorism Intelligence	One Time	
Desirable	Crown Control		
Desirable	Crisis Negotiations for Command Staff/ Team Leaders	One Time	

RANGEMASTER - Operations

Range Master - OPERATIONS			
<i>Priority</i>	<i>Class Name</i>	<i>Recertification</i>	<i>Initial Training</i>
Mandated			
Mandated			
Mandated			
Essential	Range Master Course	One Time	
Essential			
Essential			
Essential			
Essential			
Essential			
Essential			
Desirable			
Desirable			
Desirable			

RANGEMASTER - Detentions

Range Master - DETENTIONS			
<i>Priority</i>	<i>Class Name</i>	<i>Recertification</i>	<i>Initial Training</i>
Mandated			
Mandated			
Mandated			
Essential	Range Master Course	One Time	
Essential	Liability course		
Essential			
Essential			
Essential			
Essential			
Desirable	Handgun Tactics course		
Desirable	Tactical Shotgun course		
Desirable	Defensive Handgun course		
Desirable	Advanced Handgun course		

HANDGUN- SHOTGUN INSTRUCTOR

HANDGUN-SHOTGUN INSTRUCTOR			
<i>Priority</i>	<i>Class Name</i>	<i>Recertification</i>	<i>Initial Training</i>
Mandated			
Mandated			
Mandated			
Essential	POST 80-Hour Handgun/Shotgun Course	One Time	
Essential			
Essential			
Essential			
Essential			
Essential			
Essential			
Desirable	Handgun/Shotgun Course Update	Every 2-Years	
Desirable			
Desirable			

BACKGROUND INVESTIGATOR

BACKGROUND INVESTIGATOR			
<i>Priority</i>	<i>Class Name</i>	<i>Recertification</i>	<i>Initial Training</i>
Mandated			
Mandated			
Mandated			
Essential	POST Background Investigator Course	One Time	
Essential	Managing Background Unit	One Time	
Essential	Background Investigator Update Course	Every 2-Years	
Essential			
Essential			
Essential			
Desirable			
Desirable	Background Investigator Conference	Annually	
Desirable	Managing Background Unit (Update)	As Needed	
Desirable			