

6.3 Training Planning & Development

Employees are valuable resources. Maintaining a competent workforce is vital to the credibility of the Office of the Sheriff. Therefore, we will generate and seize training opportunities for all employees to improve job proficiency and stabilize career interests with this agency. In so doing, we keep public trust and help with employee confidence and morale.

The Training Administrator is responsible for coordinating and overseeing the planning, management, evaluation and record keeping of individual employees' training and the training activities of the Office. Coordination will comply with local, state, federal and professional standards followed by the agency, in addition to department regulations.

6.3.1 Training Advisory Committee

The Training Administrator serves as chairperson for the Office *Training Advisory Committee*. The chairperson schedules meetings, establishes agendas for each, coordinates correspondence to committee members, and presents the Training Management Plan.

The Training Advisory Committee assists the Training Administrator to develop, implement, and evaluate training activities. The Committee acts in an advisory capacity and provides ideas from those representing agency components. Committee membership may consist of, but is not limited to, the following personnel:

- Bureau Commanders and Assistant Bureau Commanders
- Sergeants
- Civilian Unit Supervisors
- One representative from each organized union, recognized by the Office of Personnel
- Training Instructors assigned to the current year's program

The Training Committee shall meet annually to:

- Examine administrative directives and agency goals.
- Conduct assessments to recommend areas of knowledge and skill building for staff, linked to the directives and goals of the agency.
- Review the Training Management Plan for the year proposed by the Training Administrator.
- Assess resources, the validity of topics, and the feasibility of the calendar in relationship to work schedules and work force.
- Identify criteria by which to evaluate the success of the program.
- Complete training program plans and ensure that the training programs are consistent with the approved management plan.
- Evaluate the progress, usefulness, and staff response to the training program.

6.3.2 Training Management Plan

The Training Administrator shall submit a *management plan* to the Training Advisory Committee no later than December 15th of each year. The plan shall serve as a layout of the forthcoming year's training activity. It shall minimally reflect eighteen hours of training.

The design of the training management plan shall reflect standards and recommendations submitted by local, state, federal, and professional regulating agencies, in addition to administrative directives and agency goals, and a proposed calendar that considers staffing schedules and availability.

Following a review and input from the Training Advisory Committee, the Training Administrator shall submit the training management plan to the Sheriff and Chief Deputy for final approval by January 1st.