

MARIN COUNTY SHERIFF'S OFFICE
COURT SERVICES DIVISION POLICY AND PROCEDURE MANUAL

CHAPTER 2 – FUNCTIONAL ASSIGNMENTS
CRT 02-04
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DATE
June 1, 2001

COURT TRAINING DEPUTY

POLICY

It is the policy of the Marin County Sheriff's Office to provide operational guidelines for deputies assigned to the specialty position of Court Training Deputy.

PROCEDURE

Function

Deputies assigned to the specialty position of Court Training Deputy will be responsible for the training and evaluation of all deputies when they are initially assigned to the Court Services Division. Court Training Deputies will also be responsible for any remedial training necessary for deputies assigned to the Court Services Division, under the direction of the Court Security Supervisor.

Responsibilities

Court Training Deputies are Deputies assigned to the Court Services Division who have been selected to conduct training to new employees and remedial training to Deputies assigned to the Court Services Division. This training will be conducted under the direction of the Court Security Supervisor.

Court Training Deputies will be required to complete appropriate training in the areas related to the training of peace officers.

Court Training Deputies shall be familiar with the current department and divisional policies and procedures.

Court Training Deputies shall be familiar with the current practices, procedures and operations of the Marin Superior Court.

Court Training Deputies shall be familiar with the standardized methods of Training and Evaluation of Law Enforcement Personnel.

Court Training Deputies may be required to change duty assignments as directed by the Court Security Supervisor. Court Training Deputies will be assigned to specific court facilities and work assignments based on staffing needs of the facility while allowing for training responsibilities.

Training Overview

A Court Services Division Policies and Procedures Manual will be available to all deputies. The manual will provide a description and explanation of duties as they apply to court security.

During training, a Court Training Deputy shall be assigned to the trainee and shall monitor and

evaluate the trainee's progress. The Court Training Deputy will report this progress to the Court Security Supervisor on standardized Daily Observation Reports (DORs).

The Court Training Deputy's responsibilities are not only to formally train, observe and comment, but also to encourage the learning process past the completion of the formal training program.

The training methods used to facilitate the learning process will include, but not be limited to:

Explanation and Demonstration

Written materials such as:

Court Security Policy and Procedure Manual
Departmental General Orders
Divisional Memoranda
Applicable Codes and Court Decisions
Performance Evaluations as Application
Written Examinations

The Court Security Supervisor will review, sign, and date all Daily Observation Reports and written examinations.

At the end of the training period, the Court Security Supervisor will complete a Final Observation Report that will detail the trainee's performance during the training period. This Final Observation Report will include a recommendation to the Court Security Lieutenant as to the successful or unsuccessful completion of the training program.

The Court Security Lieutenant or a designee will review all of the trainee's Observation Reports and make the final determination of whether or not the trainee has successfully completed the training program.

Any and all of the documentation related to the training of any deputy assigned to the Court Services Division will be kept in a divisional file.

RELATED STANDARDS:

None

AFFECTED DIVISIONS:

None

DATE OF REVISIONS:

None

By order of

TIMOTHY J. LITTLE
CAPTAIN