

MARIN COUNTY SHERIFF'S DEPARTMENT
CUSTODY DIVISION POLICY AND PROCEDURES MANUAL

CHAPTER 11 - POST ORDERS
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CUSTODY TRAINING SERGEANT

GENERAL INFORMATION

- . The Custody Training Sergeant is directly responsible to the Admin. Lieutenant for the overall training of sworn and non-sworn personnel assigned to the Custody Division.
- . The Training Sergeant acts as an Admin. Sergeant for the facility assisting the Admin. Lieutenant in his/her duties.

SPECIFIC POST ORDERS The Training Sergeant is responsible for:

1. Schedule required POST training and other training as required by the department.
2. Inform staff of upcoming training.
3. Monitor training programs and staff attendance to ensure all staff receive required training.
4. Work with administration personnel to ensure offered training meets the needs of the Division.
5. Ensure all new and returning Deputies have met the 40 hour Jail Operations course requirements within the first year of employment or transfer to Custody Division.
6. Submit all STC reimbursements and reports to appropriate personnel.
7. Complete and submit quarterly training reports to STC, including an annual financial statement.
8. Act as liaison between the department and the STC representative.