

**MARIN COUNTY SHERIFF'S OFFICE  
GENERAL ORDER**

**CHAPTER 2 - PERSONNEL**  
GO-02-24  
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**DATE**  
07/13/10

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**TRAINING**

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**POLICY**

It is the policy of the Marin County Sheriff's Office to provide training to the employees of the Department, including professional training, advanced officer training and in-service training.

**DEFINITIONS**

**PROFESSIONAL TRAINING:** Training for all professional staff.

**ADVANCED OFFICER TRAINING:** Training designed to provide education for members to help them develop skills in a specific discipline, other than in-service training.

**IN-SERVICE TRAINING:** Bi-monthly training provided to members by the Department in conformance with training and scheduling mandates.

**PROCEDURE**

Attendance at training is a requirement of employment at the Marin County Sheriff's Office in order to comply with certain mandates as provided by POST, STC and other regulatory agencies. Attending training is a priority and, when assigned to training, MCSO employees are expected to attend as scheduled.

Attendance at In-Service Training is required on a bi-monthly basis. Attendance at Advanced Officer and Professional Training comes with supervisory approval.

At the beginning of the class, each employee must sign his/her own name on all class rosters, including the STC and/or POST roster forms. Do not sign-in for others. Training credit can only be given to those individuals who have signed the course roster.

Employees shall be in class at the scheduled starting times. All employees are expected to return from breaks and lunch at the time set forth by the instructor. Failure to do so can be cause for removal from class resulting in no class credit.

If not admitted to a training class, employees must immediately contact the Training Manager, who will make the decision as to whether they return to work at that time or not.

Attendance for the entire class time is required, unless prior arrangements have been approved by the Training Manager. If an employee leaves the class location for any reason, other than for an approved break, the departure and return times must be noted on the sign-in roster and the instructor must be notified.

In-service training is a scheduled work day. Any request for a change of schedule must be approved by the Training Manager.

To cancel out of a class, employees must notify the Training Manager as soon as possible so that a possible replacement can be arranged. The Training Manager will then coordinate an alternate date/ time for the missed class. It is not acceptable to cancel a class merely because of a heavy workload or an approaching deadline on a project. Attending training is a priority and employees are expected to plan their schedules and workloads to ensure that they attend all scheduled classes. Acceptable absences include illness or family emergencies.

If calling in sick for a training day, members must notify their unit's on-duty supervisor, who must provide that information to the Training Manager.

Any deviations in these rules or class time attendance will be reported to the Training Manager.

Employees must be able to fully participate and complete all requirements of the class. Employees enrolled in a class that requires physical exercise, practice, application and/or demonstration of physical restraint techniques are required to fully participate in the exercises. Employees who are unable to fully participate must notify the Training Manager prior to the start of the class.

Employees with a current light duty or modified work assignment should not report to class unless they are approved to attend class by the Professional Standards Unit Lieutenant. If not approved to attend class, they should be re-scheduled for a time when they can fully participate.

If a physical/medical problem occurs during the class, employees must immediately report the problem to the instructor. Any physical or medical problem incurred as a result of class participation must also be reported to the appropriate supervisor and written reports completed as required by department policy and Workers' Compensation regulations.

Training is considered a work day. Typical business casual work attire is expected at all training classes, unless otherwise notified by the Training Manager. Exceptions will be classes requiring physical activities, and will be noted as such.

Employees are expected to behave in a professional, courteous manner. Instructors and fellow employees are to be treated respectfully. Failure to adhere to this expectation may result in removal from class with no associated class credits.

Activities such as reading, letter writing, laptop or cell phone use and personal conversations during class time are discourteous to all and will not be tolerated.

Pagers and phones must be in the "silent mode" during class. Except for emergencies, all calls should be made during allotted breaks. Text messaging or use of e-mail is not permitted during class time.

#### RELATED STANDARDS:

None.

AFFECTED DIVISIONS:

All.

DATE OF REVISIONS:

By order of:

ROBERT T. DOYLE  
SHERIFF