

**Police Services Steering Committee**  
**In-Service Training on Common Staffing Day**

POLICY # PSSC 08-02  
TOPIC: In-Service Training on Common Staffing Day  
DATE ADOPTED: Adopted by resolution during the June 4, 2008 regular meeting  
EFFECTIVE DATE: This Policy will take operational effect on June 5, 2008

**PURPOSE:**

To establish a policy regarding:

- The Staff utilization on common staffing day to provide for Law Enforcement Services and the training of Sheriff's Staff.

**POLICY GENERAL:**

The Sheriff must provide staff with comprehensive in-service training, to ensure professional standards are met, as well as to comply with state and federal laws and regulations. The Sheriff's Office will utilize many training delivery methods when providing required in-service training, including but not limited to Roll Call, Web Based, One on One, Classroom Lecture, or Field Exercises. The Sheriff's Office will schedule and deploy personnel in a manner which ensures that where ever possible costs can be reduced related to delivery of in-service training.

**DEFINITIONS:**

In-Service Training – "In-Service Training" is provided to all employees and relates to the employee retaining the necessary skills and knowledge to properly perform their job duties. In-Service Training is not training received during the basic police academy or during the Field Training Program for new hires.

Roll Call Training – "Roll Call Training" is a method of delivering in-service training to employees that involves a small amount of time. This training is accomplished usually at the beginning of a regular work shift and requires less than fifteen minutes to review the training issue.

Web Based Training – "Web Based Training" is a method of delivering in-service training to employees which involves the employee completing a computer web based lesson and testing program that is broken down into small segments. The usual web based training lesson is less than 25 minutes and can be completed during a regular work shift. Web based training can be interrupted if the employee must leave to perform other tasks.

One-on-One Training – "One-on-One Training" is a method of delivering in-service training to employees which involves the employee being taught and coached in a one-on-one environment. This usually takes place during a work shift and involves the utilization of new work tools, software programs or processes. One-on-one training is very flexible and can be interrupted at any time for personnel to perform other tasks.

Classroom Lecture, Field Exercises – "Classroom Lecture, Field Exercises" is training away from the work site and only takes place if the employee is able to be removed from regular duties to provide full attention to the training material. Classroom Lecture and Field Exercise do not allow for interruptions or for students to leave the training environment to perform other tasks.

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**DISCUSSION:**

Sheriff's Staff are deployed 24 hours a day, seven days a week and have leave days contrary to the standard nine to five business operation. In order to provide for a "Common Staffing Day" there is one day of the week where no leave days are scheduled. A common staffing day provides for a staffing level far in excess of what it is on the other six days of the week. The elevated staffing level allows for the reassignment of up to one third of the working personnel to attend in-service training without reducing law enforcement delivery staff below the regular level. The common staffing day additionally allows for the movement of personnel from one contracting jurisdiction to another, thus providing for backfill of personnel attending in-service training without the cost of overtime.

**ASSUMPTIONS:**

Wednesday of every week is currently utilized as the "Common Staffing Day" where no regular leave days are scheduled and all personnel are regularly scheduled to work.

**OPERATION IMPLEMENTATION:**

**A. ASSIGNING A DEPUTY TO A DIFFERENT CONTRACT SERVICE AREA:**

Each of the three following criteria must be met prior to moving a Deputy from one contract area to another contract area: (see example A)

1. The "Common Staffing Day" will be the only day a deputy from one contract area will be assigned to work in another contract area.
2. A Deputy will only be moved to another area to provide law enforcement staffing for another Deputy who is attending in-service training.
3. A Deputy WILL NOT be moved from one contract service area to another if that reassignment would reduce the staffing level in that contract service area to a level below the normal staffing level as experienced on the days adjacent to the common staffing day.

**B. ASSIGNING A DEPUTY TO IN-SERVICE TRAINING:**

In-service training will be accomplished whenever possible on the common staffing day. When assigning training on the common staffing day the following criteria must be met prior to assigning a Deputy to in-service training: (see example A)

1. The number of employees assigned to training on a given shift will be drawn from across the contract service areas.
2. Any vacancy in a contract service area that brings the staffing level below the normal staffing levels on the days adjacent to the common staffing day will be filled by personnel from other service areas.

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C. RESTRICTIONS:

Staff **will not** be assigned to another contract service area to cover benefit time off such as sick, vacation or compensatory time off.

EXAMPLE A

<b>Contract Service Area A</b>							
<b>DEPUTY</b>	<b>SUN</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>	<b>SAT</b>
<b>Smith</b>	D1	D1	D1	Training	LEAVE	LEAVE	D1
<b>Jones</b>	D1	LEAVE	LEAVE	Training	D1	D1	D1
<b>Hall</b>	LEAVE	D1	D1	D1	D1	D1	LEAVE
<b>JOHNSON (from Area B)</b>				D1			
<b>Contract Service Area B</b>							
<b>DEPUTY</b>	<b>SUN</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>	<b>SAT</b>
<b>Williams</b>	D1	D1	D1	D1	LEAVE	LEAVE	D1
<b>Doe</b>	D1	LEAVE	LEAVE	D1	D1	D1	D1
<b>Johnson</b>	LEAVE	D1	D1	Assigned to area A	D1	D1	LEAVE
<b>Downs</b>	D1	LEAVE	LEAVE	D1	D1	D1	D1
<b>UPS</b>	D1	D1	D1	Training	LEAVE	LEAVE	D1