



# GENERAL ORDER

Loudoun County Sheriff's Office

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<b>Chapter:</b> Correctional Services	<b>Section:</b> 508.1
<b>Subject:</b> Training and Staff Development	<b>Topic:</b> Correctional Training and Evaluation Program
<b>Accreditation:</b> 6VAC15-40-1040, PREA.115.13	
<b>Enacted:</b> 02/21/2012	<b>Revised:</b> 01/31/2018
<b>Last Review:</b>	<b>Reaffirmed:</b>
	<b>Review:</b>

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## I. PURPOSE

The purpose of this General Order is to provide directives for the Loudoun County Sheriff's Office to implement a uniform plan for the training of deputies assigned to the Corrections/Court Services Division, using the Adult Detention Center's Correctional Training Program.

## II. POLICY

It shall be the policy of the Corrections/Court Services Division to train deputies to perform their duties at the highest level of achievement. The facility shall provide for 24-hour supervision of all inmates by trained personnel. In order to do this, competent and knowledgeable Correctional Training Officers (CTO) must be selected. Each recruit deputy is assigned to a Correctional Training Officer on a specific squad within the Adult Detention Center. Correctional Training Officers shall instruct deputies in laws, procedures and other topics relevant to the job. The training program for deputies shall include, at a minimum, instruction in the subject areas listed in the Correctional Training Program Checklist to include basic correctional functions and specific duty post training. Correctional Training Officers shall also conduct a minimum of one squad level training per week.

## III. PROCEDURE:

### A. Correctional Training Period

1. The CTO is responsible for completing the training of the recruit deputy within forty-one (41) working days. During this period, the trainee will receive intense training within the various duty posts assigned throughout the Corrections/Court Services Division.
2. It is the duty of each CTO to coordinate any and all training through the shift supervisor as well as the Training Coordinator for the Division.
3. The training period consists of three levels. At each level, the recruit deputy will focus on performing a variety of tasks and will also be exposed to the multiple responsibilities of a Deputy Sheriff.

### B. Training Periods

1. Step One

- a. During the first seventeen (17) day training level, the recruit deputy will be exposed to all sections of the Corrections/Court Services Division. They will receive structured and thorough training on all topics within the different sections. This time is utilized for the trainee to observe the functions of these sections.
- b. The recruit deputy will receive basic correctional training evaluations and constant feedback from the CTO.

## 2. Step Two

- a. During the next twelve (12) day training level, the CTO will continue to evaluate the recruit deputy's progress. The CTO shall provide the Training Coordinator with a report detailing the recruit deputy's ability to work in a safe, effective and proficient manner.
- b. During this period, the trainee will be utilizing hands-on application under the strict supervision of the Correctional Training Officer. As step two progresses, the responsibility of the recruit will steadily increase in preparation of step three.

## 3. Step Three

- a. During the next twelve (12) day training level, the CTO will continue to evaluate the recruit deputy's progress. The CTO shall provide the Training Coordinator with a report detailing the recruit deputy's ability to work in a safe, effective and proficient manner under their supervision.
- b. During this period, the CTO will allow the recruit deputy to perform daily functions under direct supervision.
- c. Upon completion of level three (3), the recruit deputy will be required to meet with the Administrative Supervisor and Training Coordinator to complete a written exam. Once the recruit deputy has satisfactorily completed this process, they will be released from the Correctional Training Program and will be cleared for duty.

## C. Extension Period

1. At any time during the training period, the CTO may request an extension for any of the following reasons:
  - a. Training is moving at a slow pace because of the recruit deputy.
  - b. Training is moving at a slow pace because of the CTO.

- c. Special training needs.
  - d. A request for an extension by the recruit deputy.
  - e. Scheduling issues.
  - f. Absences during the training period.
  - g. Any other reason that may interfere with the training schedule.
2. The CTO will make all extension requests in writing to the squad supervisor and the Training Coordinator. Extensions will only be honored after being reviewed and approved by the Training Coordinator. Any time an extension is approved, the Training Coordinator shall notify the Division Commander, through the chain of command.

#### D. Documentation

1. The Objective Checklist: A categorized list of specific tasks that the recruit deputy will be required to perform independently by the completion of training. Once the recruit deputy demonstrates the ability to carry out each task satisfactorily three times, the recruit deputy and the CTO will sign off on each task until the list is completed.
2. Daily Observation Report: A daily, ongoing account of the recruit deputy's activities maintained by the CTO. This system lists thirty-two (32) categories in which the CTO will evaluate the recruit deputy's performance. A performance assessment scale is used to evaluate the recruit deputy. The scale ratings are U-unacceptable, A-acceptable, S-superior, and N-not observed. The squad supervisor, CTO and recruit deputy are required to sign off on this documentation daily.
3. Self-Evaluation Report: A written self-evaluation that the recruit deputy completes at the end of every work rotation. The CTO reviews the report with the recruit deputy and submits it to the squad supervisor for review.
4. Remedial Training Plan Worksheet: The CTO completes this form when a performance area is below standard and requires remedial training. The squad supervisor and the Training Coordinator will review and approve the training plan. A copy of the approved plan is submitted to the Division Commander, through the chain of command, for review.
5. Deputy Status Report: The CTO completes this report at the end of each training level. The squad supervisor and the Training Coordinator will review the report and determine if the recruit deputy will advance to the next level.

#### E. Complaints and Documented Evaluations

1. It is the goal of the training program to promptly resolve a recruit deputy's complaint at any time during the training period. The steps listed below will be followed to resolve a complaint:
  - a. A recruit deputy may verbally dispute any problems with documentation by initiating a complaint through the CTO.
  - b. If the recruit deputy is unable to resolve his or her problem with the CTO, the squad supervisor may review the complaint.
  - c. If the recruit deputy is not satisfied with the squad supervisor's decision, he or she may request a meeting with the shift supervisor through the squad supervisor.
  - d. Anytime a complaint about training is made to the Training Coordinator and shift supervisor, the Division Commander must be notified through the chain of command.

#### F. Shift Training

1. Prior to squad training, the squad supervisor will review all material.
2. The training will be documented on the Training Record Form.
3. The CTO will maintain all training conducted on his or her shifts in an active file.
4. The Training Coordinator will process a quarterly report for the Division Commander that shows all training conducted on all shifts during that quarter.

#### DOC STANDARD #

#### 6VAC15-40-1040: Staff Training

The facility shall provide for 24-hour supervision of all inmates by trained personnel.

(Trained means completion of mandatory required training, i.e., basic, in service and first aid/CPR)

(Inspection means physical presence in the inmate housing area including linear, indirect and direct supervision facilities)

Sufficient trained personnel must be available to permit 24-hour coverage, continuous facility supervision and to perform necessary security duties and responsibilities. Security rounds must be made in all housing units to respond to the needs of inmates, to ensure their protection and to maintain control. All significant observations, events, activities and conditions should be documented. Random inspections do not allow inmates to know staff schedules and they preclude behavior that may jeopardize facility security.

PREA STANDARD #

**§ 115.13 Supervision and monitoring.**

(a) The agency shall ensure that each facility it operates shall develop, document, and make its best efforts to comply on a regular basis with a staffing plan that provides for adequate levels of staffing, and, where applicable, video monitoring, to protect inmates against sexual abuse.

This General Order becomes effective July 1, 2013, and rescinds all previous rules and regulations pertaining to the subject.

(Attachment A)

**CORRECTIONAL TRAINING AND EVALUATION PROGRAM MANUAL**