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LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

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SOP# T-010

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SUBJECT: TRAINING  
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INDEX AS: TRAINING:  
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EFFECTIVE DATE: 02/03/2006 REVISED DATE:  
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I. PURPOSE:

The purpose of this directive is to develop and maintain a comprehensive recruit training program and to establish guidelines for roll call training and in-service training.

II. TRAINING FUNCTIONS:

A. Training will be provided by the Sheriff's Department to all newly appointed sworn and civilian personnel. Personnel assigned to entry-level -Deputy/Jailers and Civilian- will be provided with on-the-job training relative to the position.

B. The Chief Deputy will be the Training Coordinator for all personnel. The Training Coordinator shall be responsible for the following activities as they relate to training.

1. Planning and developing training programs to include revision and update of the field operations. Implementing new programs;
2. Notifying personnel of required training and of informing Division Commanders of available training;
3. Maintaining training records of all personnel;
4. Selecting instructors;
5. Evaluation of training programs;
6. Coordinating field training programs and in-service training provided by the Regional Police Academy.

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III. TRAINING GOALS:

The goals for this department are:

- A. To better prepare all personnel to act decisively and correctly in different situations;
- B. To promote greater productivity and effectiveness of personnel in their job performance;
- C. Unity of purpose among all personnel in the delivery of Law Enforcement services to the community.

IV. CIVILIAN TRAINING:

- A. The following positions are usually classified as non-sworn, civilian positions within this Department.
  1. Secretary/Clerk
- B. Newly appointed civilian personnel shall receive the following training prior to the assumption of the job responsibilities:
  1. Orientation to the Agency's role, purpose, goals, policies and procedures;
  2. Working conditions and regulations pertaining to the positions and general departmental procedures;
  3. Responsibilities and rights of the employee.
- C. Training provided to civilian personnel shall be on-the-job training given by qualified personnel.
  1. The Standard Operating Procedures Manual will be made available .
  2. Civilian personnel will be provided with annual retraining designed to update their skills and increase their knowledge for new job responsibilities. Refresher training will include update of new policies, rules and regulations and attendance at specialized schools.

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V. IN-SERVICE TRAINING:

In-service training that is approved by the Georgia P.O.S.T. Council will be attended regularly until the sufficient requirement is met for the 20 hours . It is the responsibility of each employee to see that their attendance is recorded at in-service training, and to be sure that a copy of the training record is obtained for local Agency verification and recording.

VI. ROLL-CALL TRAINING :

A. The Department Training Coordinator shall be responsible for preparing memorandums and/or actual lessons to be delivered at roll call sessions for each patrol shift. Subject matter will cover items of an immediate need-to-know nature in reference to new laws, changes in procedures, equipment handling procedures, a review of existing policy or other.

B. Resources used for preparation of roll call training include:

1. Staff meeting reports;
2. Standard Operating Procedures;
3. County Code;
4. State Criminal code;
5. Georgia Traffic code;
6. Consultation with personnel;

C. Roll call training shall be conducted by Supervisory Officers for the personnel assigned to their particular shift. Techniques used may include lectures, audio visual aids, or written material.

VII. ADVANCED TRAINING:

Deputies or Jailers may be selected to attend advanced training at any of the following institutions;

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1. FBI National Academy;
2. Southern Police Institute;
3. Georgia Public Safety Training Center;
4. Georgia Police Academy;

The Division Commander shall select officers for advanced training based on their leadership capabilities; professional competence and experience.

Selected officers will be excused from duty until completion of advanced training.

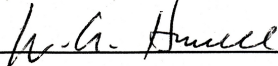
After completion of advanced training, the officers may be reassigned to other duties or shall return to their respective duties.

VIII. TRAINING RECORDS:

All Officers and/or Civilian employees have the responsibility of providing copies of their training certificates or other, training reports to the Administrative Supervisor for filing in their employee training file.

IX. EVALUATION OF TRAINING PROGRAMS:

The Chief Deputy or his designee shall have the responsibility for conducting an annual evaluation of the Department Training process.

  
W. A. HARRELL  
SHERIFF

2/3/2006

EFFECTIVE DATE: