

## **Training Policy**

### **203.1 PURPOSE AND SCOPE**

It is the policy of the Department of State Hospitals (DSH) to administer a training program that will provide for the professional growth and continued development of its personnel and satisfy all state mandated training requirements. By doing so, DSH will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of DSH facilities and community.

### **203.2 PHILOSOPHY**

DSH seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. Whenever possible, DSH will use courses certified by the California Commission on Peace Officer Standards and Training (POST).

### **203.3 OBJECTIVES**

The objectives of the Training Program are to:

- (a) Enhance the level of law enforcement service to DSH and the public
- (b) Increase the technical expertise and overall effectiveness of our personnel
- (c) Provide for continued professional development of DSH personnel
- (d) Educate our personnel on provision of law enforcement services to a mentally ill population in a hospital setting

### **203.4 TRAINING PLAN**

A state-wide law enforcement training plan will be developed and maintained by the Training Coordinator. It is the responsibility of the Training Coordinator to maintain, review, and update the training plan on an annual basis. The plan will address the

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following areas:

- (a) State Mandated Training
- (b) Job Related Training
- (c) Developmental Training

### **203.5 TRAINING NEEDS ASSESSMENT**

The DSH, Sacramento Training Department will conduct an annual training-needs assessment across the law enforcement system. The needs assessment will be reviewed by the Chief of Law Enforcement and Hospital Police Chiefs. Upon approval, the needs assessment will form the basis for the training plan for the upcoming fiscal year.

### **203.6 TRAINING COMMITTEE**

The DSH, Sacramento Training Coordinator shall establish a Training Committee, which will serve to assist with identifying training needs for DSH.

The state-wide Training Committee shall be comprised of at least three employees, with the senior ranking employee of the committee acting as the chairperson. Employees should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Training Coordinator may remove or replace employees of the committee at his/her discretion.

The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to the incident. Specific incidents the Training Committee should review include, but are not limited to:

- (a) Any incident involving the death or serious injury of an employee.
  - (b) Incidents involving a high risk of death, serious injury or civil liability.
  - (c) Incidents identified by a supervisor as appropriate to review to identify possible training needs.
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The Training Committee should convene on a regular basis as determined by the Training Coordinator to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Training Coordinator. The recommendation should not identify specific facts of any incidents, such as identities of employees involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The Training Coordinator will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of DSH and available resources.

**203.7 TRAINING PROCEDURES**

(a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to the following:

1. Court appearances
2. First choice vacation
3. Sick leave
4. Physical limitations preventing the employee's participation.
5. Emergency situations

(b) When an employee is unable to attend mandatory training, that employee shall:

1. Notify his/her supervisor as soon as possible but no later than one hour prior to the start of training.

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2. Document his/her absence in a memorandum to his/her supervisor.
3. Make arrangements through his/her supervisor and the Training Coordinator to attend the required training on an alternate date.

**203.8 DAILY TRAINING BULLETINS**

The Lexipol Daily Training Bulletins (DTBs) is a web-accessed system that provides training on the California Department of State Hospitals Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Training Coordinator.

Personnel assigned to participate in DTBs should only use the password and login name assigned to them by the Training Coordinator. Personnel should not share their password with others and should frequently change their password to protect the security of the system. After each session, employees should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of DSH.

Employees who are assigned to participate in the DTB program should complete each DTB at the beginning of their shift or as otherwise directed by their supervisor. Employees should not allow uncompleted DTBs to build up over time. Personnel may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any Internet active computer, employees shall only take DTBs as part of their on-duty assignment unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of personnel under their command to ensure compliance with this policy.