



CLACKAMAS COUNTY SHERIFF'S OFFICE

Policy # 34

**Printed copies are for reference only.
Please refer to the electronic copy for the latest version.**

References: [Oregon Administrative Rules 259-008-0000 through 259-008-0090](#), Clackamas County Personnel Ordinance [2.05.130](#), and Collective Bargaining Agreement

TRAINING

General

1. The Sheriff's Office recognizes that training and education is a cornerstone in achieving the CCSO mission, which will be accomplished through the provision of:
 - a. high quality, cost effective training to CCSO employees;
 - b. partnership with individuals, businesses and other public safety agencies;
 - c. training to public and private persons/organizations through the Public Safety Training Center (PSTC); and
 - d. as provided for in the collective bargaining agreement.

CCSO Training and Professional Standards

2. CCSO will ensure the standards for training and certification has been completed by employees, which will include the following types of training:
 - a. DPSST Basic Academy;
 - b. Field Training and Evaluation Program (FTEP); and
 - c. continuing education and training required to meet the standards for more advanced DPSST levels of certification and supporting LE programs.
3. The Support Services Division is responsible for the management of CCSO training, which will include:
 - a. the provision, oversight and development of applicable CCSO training plans for employees in coordination with Division Commanders;



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- b. establishing and supervising a training cadre of full-time and part-time instructors to implement and coordinate training within the CCSO;
 - c. Training Coordinators (TC) - positions designated to assist in coordination of training within CCSO. The Training Coordinator will be responsible for implementation of the CCSO training program, set and post dates for training and monitor training development issues and oversee the Field Training and Evaluation Program;
 - d. Field Training and Evaluation Program (FTEP), which is established as the standard for training newly hired and promoted Deputies and other positions identified by an Undersheriff. FTEP will document new hire training and progression towards fulfilling the certification standards outlined in Oregon Administrative Rules (OAR), sections 259-008-0000 through 259-008-0090;
 - e. the designation of mandatory training, in consultation with Division Commanders, Undersheriffs and/or Sheriff, to meet either operational or certification/professional prerequisites; and
 - f. supervision of the Public Safety and Training Center's (PSTC) public operation through the PSTC business manager.
4. Division Commanders will:
- a. be responsible for ensuring the employees within their Division scheduled for training attend, unless the employee is excused by their sergeant/supervisor/watch commander;
 - b. be responsible for the provision of specialized training requirements in accordance with unit or employee position demands (i.e. Jail Standards, SWAT, etc.);
 - c. be responsible for approving training and development opportunities for employees. Approval should be based on opportunities designed to assist employees to meet CCSO and professional goals.



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Employee Attendance at Training

5. In order to preserve limited resources and maintain a professional posture throughout the CCSO:
 - a. employees are required to attend training as scheduled, dress appropriately for the training being conducted and conduct themselves as professional representatives of the Sheriff;
 - b. employees must attend mandatory training sessions, unless excused by a sergeant/supervisor in their chain of command for an imperative operational or personal reason;
 - c. the employee scheduled for training remains responsible for informing the Training Coordinator when it is known in advance that he/she is not available to attend scheduled training;
 - d. the Training Coordinator will inform sergeants/supervisors when registered employees do not attend training; and
 - e. sergeants/supervisors must document unexcused absences and re-schedule employees who have missed training. The failure of employees to attend selected, registered and/or required mandatory training may result in disciplinary action.

Documentation/Training Record

6. The Support Services Division/Training Coordinator will maintain documentation on all training provided by the CCSO. As a minimum, documents are maintained as follows:
 - a. training records shall be maintained in training files by the Training Coordinator for the duration of the employee's career at the Sheriff's Office. Upon separation, the record will be archived. Individual employee training records will be kept in accordance with OAR 166-103-0040 or the Sheriff's Office records retention schedule;



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- b. for employees, record training completion within the employee's training file; and
 - c. for all other training, the employee taking the training will be responsible for forwarding any certification or certificates to the training coordinator.
7. At a minimum, the training records of an employee are maintained as follows:
 - a. date(s), number of hours, and type of the training received; and
 - b. any certificates received;
8. The Training Coordinator shall be responsible for recording the submission of all training/certification documents to DPSST in accordance with Oregon Administrative Rules 259-008-0000 through 259-008-0090.
9. The contents of training records may only be released as required for official purposes.
10. Employees are responsible to submit timely records to the Training Coordinator (certificates of training completion, sign-in rosters, etc.) of any training they attend not sponsored by CCSO to ensure their record reflects the training received and maintenance of the minimum certification standards required by Oregon Statute.

Training Procedures and Approval

11. The Support Services Division will:
 - a. maintain procedures to guide CCSO employees on registration and related travel/accommodation requests for training and related expenses; and



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- b. be responsible for approving and ensuring consistency of training provided by CCSO.
12. Division Commanders shall assess and approve training provided by outside agencies and ensure compliance with CCSO and County policy and procedures.
 13. Employees will not use personal credit cards or make independent arrangements (registration, travel, lodging, per diem, etc.) for County-approved training without prior approval of their Division Commander and in accordance with County policy.