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INSTRUCTOR SELECTION

I. PURPOSE

- A. To implement a uniform policy in the selection process of in-house instructors.

II. POLICY

- A. This selection process shall be adhered to for the selection of all in-house instructor positions.

III. PROCEDURE

- A. Written notice shall be made available to all Corrections personnel of pending in-house instructor opportunities.
- B. Applicants shall be interviewed by the Sheriff's Corrections Division Administrative Staff composed of the Corrections Division Commander, one Corrections Lieutenant and one Corrections Sergeant.
 - 1. The selection of personnel to receive specialized instructor training will be based partly on any particular qualifications deemed by the course provider as a pre-requisite in receiving the training.
 - 2. Applicants must have demonstrated their ability to instruct others and command the respect of their peers. Considerations will be given to their longevity, dependability and performance reports.
 - 3. The Selection Committee shall also give consideration to those applicants willing to alter their schedule and/or duty assignment to provide training to the largest number of officers in the shortest period of time with the least use of overtime.
- D. The Selection Committee will determine if the applicant possesses the following attributes to successfully benefit this office:

INSTRUCTOR SELECTION

1. Personal Abilities
 - a. Equally as important, the applicant must possess those basic abilities, which would enable them to act in the capacity of instructor. The applicant may expect to receive some basic training to accomplish this through the course provider, but there also has to exist some natural abilities to effectively pass this information along to students.
2. Longevity
 - a. To justify the Sheriff's Office spending the funds necessary to qualify someone as an instructor, the applicant has to commit to working Corrections for at least two years. Anything less would not be of benefit to the office.
3. Dependability
 - a. Instructors must be available to train. Applicants must be able to show that they can meet the attendance requirements for the instructor position they are seeking, with or without reasonable accommodation.
4. Performance Appraisal Report
 - a. Routine evaluations must reflect either standard or higher ratings in all rating categories.
5. Duty Scheduling
 - a. Because of the needs of the Corrections Division, it may be necessary for an instructor to work a time slot different than their choice. This change could be for an indefinite period of time as outlined by Corrections Administration. Instructors need to remain flexible.

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