



PAWNEE COUNTY SHERIFF'S OFFICE
SHERIFF DARRIN VARNELL

Policy # Training Directive	Related Policies:
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by The Pawnee County Sheriff's Office for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable Oklahoma Statutes	
CALEA Standard:	

- I. **Purpose:** The purpose of this policy is to direct continuous training for the members of The Pawnee County Sheriff's Office as well as the essential documentation of said training
- II. **Policy:** It is the policy of The Pawnee County Sheriff's Office to provide deputies with continuous training on the recurring, high risk, critical tasks that an officer will face.
- III. **Definitions:**
 - A. **High Risk Critical Tasks:** These tasks include:
 - a. Tasks that the final policy maker of The Pawnee County Sheriff's Office knows to a moral certainty that deputies will face and;
 - b. The task is made easier with training, or the policy maker know that deputies have historically made mistakes; and,
 - c. The wrong decision with respect to the task will lead to a physical or a constitutional injury.
- IV. **Procedure: Each member of The Pawnee County Sheriff's Office will receive an annual training on critical tasks in law enforcement including:**
 - A. Use of force (Response to Active Resistance) to include qualification/certification of any weapons or special equipment the officer may utilize.
 - a. Firearms training must be conducted, at a minimum, once per year.

b. Firearms training must include low-light shooting as well as decision-making scenarios.

B. Pursuit

C. Emergency operation of vehicles

D. Search and seizure/Arrest

E. Care, custody, restraints and transportation of prisoners

F. Domestic violence & Agency Employee involve Domestic Misconduct

G. Off-duty conduct of deputies/ Off-duty paid details

H. Sexual harassment/ External Sexual Misconduct by Deputies

I. Selection and Hiring (For personnel who may be faced with this issue)

J. Complaints and internal affairs investigations

K. Special Operations: SWAT; Narcotics, High Risk Warrants Service (For Personnel who may be faced with this issue)

L. Dealing with mentally ill, emotionally disturbed persons, and persons with Diminished capacity

V. Documentation: All training shall be documented in the following manner:

A. Each officer shall have a training file that indicates the training programs received by the officer to include:

a. Subject matter of the training

b. Date of the training

c. Number of hours

d. Proficiency scores where applicable

B. Agency files will contain a lesson-plan and outline of each in-house training session which indicates the following:

a. Subject matter

b. Lesson plan

c. Course objectives

d. Course content

e. Handout Material

f. Dates training was given

g. Instructor of training

C. Agency will also retain as part of agency records, documentation relating to any external program an officer attends as part of continued training.

VI. The Pawnee County Sheriff's Office will maintain a file on all training required by state mandate and shall document that training in accordance with this policy.