**Training S.O.P.**

**Policy**

The Kootenai County Coroner’s Office recognizes the need for professional growth and continued development of its personnel through quality training so that the Office can meet the needs of the citizens of Kootenai County.  This Standard Operating Procedure (S.O.P.) has been developed for members of the Coroner’s Office who will be attending training and/or instructing personnel.  This S.O.P. has also been developed so that the Training Coordinator will be equipped with the tools needed to track and ultimately provide personnel and/or Administrative staff with an accurate record of training that has been requested, granted, denied, attended or completed by personnel.

Where possible training will meet the accreditation requirements needed to provide required annual training hours to maintain employee’s currently held certifications.

**Procedure**

All training that is attended or provided must be consistent with the overall purpose stated in the Kootenai County Coroner’s Office Policy and Procedure Manual.

***Training Plan***

1. **Training Support**

Support shall be made available to implement the Training Program.  At a minimum, this shall include:

* Training aids and resource materials;
* Approved training related expenses; and
* Adequate manpower to allow time off for training.

**B.   Training Coordinator**

The training function of the Kootenai County Coroner’s Office shall be coordinated through the Training Coordinator.  The Training Coordinator shall have the responsibility and authority to carry out approved training functions.  Activities assigned to this position include:

* Assessing training needs and identifying training resources;
* Implementing/coordinating training programs;
* Developing and testing new training formats;
* Analyze programs to determine budgetary needs;
* Scheduling training and notifying staff;
* Conducting program evaluation/validation;
* Maintaining training records; and
* Attend periodic training for Training Coordinators.

**C.  Validation of Training**

The validation of training programs shall be completed prior to authorizing employee attendance.  Validity is typically established by meeting the following criteria:

* The training programs shall be based on job related criteria which are established through task analysis.
* The content of training programs shall be clearly stated in written lesson plan format.
* The student’s ability to comprehend and learn shall be established through testing which relies on the measurement of quantifiable performance objectives.
* The instructor shall be qualified in terms of detailed subject knowledge and experience, as well as the ability to effectively deliver information.
* An evaluation of the relationship of training effectiveness to job performance shall be conducted through follow-up procedures.

**D.  New Employee Orientation**

* All new County employees attend New Employee Orientation (NEO) facilitated by the Kootenai County Human Resources Office.
* Upon coming to the Coroner’s Office, each new investigator will complete classroom sessions pertaining to the various aspects of the job.  This forms an abbreviated academic level of knowledge for new employees to build upon in a Field Training Program that will follow.

**E.  Field Training Program**

The Field Training Program provides a standardized program to facilitate an Investigator’s transition from learning about Medicolegal Death Investigation in an academic setting to conducting duties in the field.  The Coroner’s Office will provide new investigators with the skills and training needed to perform in a safe, skillful, productive and professional manner.

**F. FIELD TRAINING OFFICER (FTO)**

The Training Officer is an experienced Investigator accomplished in supervision, training and evaluation of Investigators. FTOs are expected to reflect a high level of personal integrity, character and maturity.

FTO candidates will be appointed by the Coroner after participation in an oral interview with the Chief Deputy. Candidates will be selected based on the following criteria:

• Desire to be a FTO

• Minimum certificate level ABMDI

      • Minimum of two years of MDI experience

• Demonstrated ability to be a positive role model

The FTO is responsible for evaluations of trainee performance throughout the training program including:

• Daily review of activity, reports and follow-up with his/her trainee

• Weekly briefings with the Chief Deputy regarding trainee progress.

• Sign-off on all completed, substantive topics in the ABMDI Training Handbook and Procedure Checklist, noting the method of learning and level of performance attained by his/her assigned trainee

**DURATION**

The standard training program lasts a minimum of six weeks. The Chief Deputy may recommend shortening or lengthening the program (remediation) depending on the progress of an individual trainee.

**G.  Training Program Evaluation**

The evaluation process should afford management an opportunity to ensure that the program meets the needs of the Coroner’s Office and provides the basis for planning future training programs.

**H.  Professional Development**

Professional development is encouraged at all levels of the Kootenai County Coroner’s Office.  Administrators, Supervisors, Technicians and Deputies shall attend professional meetings, seminars and similar work-related activities.  This will enable him/her to stay abreast of current management techniques, trends and litigation which impacts Coroner’s Office operations.

**I.  American Board of Medicolegal Death Investigators (ABMDI) Certification**

Upon hire a new employee will be registered to attend a week long training course.  Within twelve months of hire the employee will complete the course and take a written examination.  The objectives of the course are:

To prepare the investigator to conduct scientific thorough and systematic death scene and telephone investigations which, by law, are under the jurisdiction of a medicolegal office; to then disseminate the investigative information to departmental forensic scientists to achieve a coordinated, efficient and complete death inquiry.

To increase the investigator’s knowledge of the scientific aspects of death investigation through lectures regarding medical causes of death, investigative techniques and resources available through ancillary agencies to aid the investigator in determining the course of action an investigation should take.

Prior to attending the course the employee will gain experience with working death investigations under the mentorship of senior and Supervisory personnel.  After attending the course the employee will apply what has been learned and ultimately take a certification examination proctored at Boise State University.  Upon successful completion of the examination the employee will attain a certificate from the ABMDI.  This certification is a requirement for all investigators to attain.

**J.** **Additional Training / Specialization**

Personnel interested in attending training shall submit a Request to Attend Training form with all of the applicable information filled out and a training flier or other notice regarding the training attached.  Once signed, they will submit the training request to their immediate Supervisor.  Training is provided within the confines of funding, requirements of a given assignment, staffing levels and legal mandates.

Personnel are encouraged to develop training as time and assignments permit to meet the needs of other Coroner’s Office staff, Law Enforcement or members of the community.  It is recommended that any personnel interested in providing training attend and complete the Instructor Development Course provided by the Idaho Peace Officers Standards and Training Academy.  Any curriculum developed by personnel interested in instructing Coroner’s Office staff must have the curriculum approved by Coroner’s Office Administrative Staff and (if instructing Law Enforcement personnel) approved through POST so that LE personnel may gain approved training hours.

It is recommended that training include the following:

* Course outline
* Course overview
* Performance objectives
* Introductions

Material presented to include any / all of the following:

* Lecture notes
* Power Point Presentations
* Videos
* Handouts
* Group activity instructions
* Exams (if applicable)
* Debriefing
* Safety Plan (if applicable)
* Written Evaluation (to be returned to the Training Coordinator)

**Training Policy**

**PURPOSE AND SCOPE**

It is the policy of this office to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, this office will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

**PHILOSOPHY**

The Kootenai County Coroner’s Office 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.

**OBJECTIVES**

The objectives of the Training Program are to:

(a) Enhance the level of safe medicolegal death investigation services to the public.

(b) Increase the technical expertise and overall effectiveness of our personnel.

(c) Provide for continued professional development of personnel in this office.

**TRAINING PLAN**

A 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 following areas:

* Legislative changes
* State mandated training
* Critical issues training
* Documentation of Employee Training
* Continuing employee education as required for certifications

**TRAINING NEEDS ASSESSMENT**

The Training Coordinator in conjunction with the Chief Deputy will conduct an annual training-needs assessment of this office. The needs assessment will be reviewed by staff. Upon approval by staff, the needs assessment will form the basis for the training plan for the fiscal year.