

TRAINER EXPECTATIONS & RESPONSIBILITIES

Confidentiality: Trainers must maintain confidentiality and protect the integrity of the training by not having discussions in front of anyone not associated with the training program. This includes the protection of documentation and files which are to be treated as private personnel files.

Professionalism: Trainers are expected to be professional in all their interactions. They should be aware that others look to them as a resource and they should act as a role model in their words and actions at all times.

Teamwork: Trainers will demonstrate teamwork and will be supportive and positive. Trainers will be expected to support department and unit decisions and present a united position with other trainers and management.

Training Process: Trainers shall adhere strictly to the training manual in order to provide a strong and consistent foundation of knowledge to the Trainee. Progress is measured by demonstration and will be documented on the check-off sheets.

Responsibility: The Trainers will be responsive and attentive to their Trainee, adhering strictly to all rules, procedures and policies. The trainers should give their complete and undivided attention to their Trainee and not leave the Trainee unattended. The Trainer is responsible for the quality of work created by the Trainee throughout the training assignment.

The training program is separated into different rotational duty phases to gradually take the Trainee through the different aspects of the job and responsibilities. Trainees will be assigned to a Trainer for each phase. The Trainee must successfully pass each phase and become proficient at all rotational duty assignments for continued participation in the training program. There may be times when a Trainee demonstrates the ability to perform independently in less time and may complete a phase early or need more time. The variable time frames in phases are provided in recognition of the reality that Trainees learn at different speeds and may need additional time to develop required skills.

Trainers make a commitment to the Trainee's success when they accept the responsibility of training. Unscheduled vacation or holiday time should be avoided during training and may not be approved if it has the potential to impact the Trainee's ability to complete their training in a timely fashion. All requests for time off during a training phase will be granted or denied at the discretion of the Property/Evidence Supervisor.

Trainers must complete Daily Observation Reports (DOR) each day for their Trainee. Sick days and other leave requests will be documented on a DOR. Observation reports will reflect accurately the performance observed for that shift. The DOR will be given to the Trainee at the end of the shift,

allowing time for discussion and sign off. The DOR will then be given to the Supervisor for review, signature and for inclusion in their personnel file.

Any time the trainer determines that a Trainee will not be successful in the training program they will notify the Supervisor immediately. The Property/Evidence Supervisor or Commander will make the decision on the next course of action.

Trainer Signature

Date

