



## **Formula for 20-Hour In-Service Training** **for Local Corrections Officers**

Approved November 8, 2012  
Effective Date: January 1, 2013

### **Officers (Full/Part Time) Waiting to Attend the Corrections Academy**

- 1) For the officer who is waiting to attend the corrections academy,
  - a) If the officer is hired at any time in the first quarter of the calendar year (January-March), the officer would be required to complete twenty (20) hours of in-service training for the calendar year.
  - b) If the officer is hired at any time in the second quarter of the calendar year (April-June), the officer would be required to complete fifteen (15) hours of in-service training for the calendar year.
  - c) If the officer is hired at any time in the third quarter of the calendar year (July-September), the officer would be required to complete ten (10) hours of in-service training for the calendar year.
  - d) If the officer is hired at any time in the fourth quarter of the calendar year (October-December), the officer would be required to complete five (5) hours of in-service training for the calendar year.

**Exception: Successful completion of a 160 hour Local Corrections Officer Academy or the 96 hour Re-entry/Core training during the same calendar year will satisfy the 20 hour in-service training requirement for the same calendar year.**

**A Calendar year begins January 1 and ends on December 31.**

## **Officers (Full/Part Time) on Medical/Military Leave Who Return to the Jail**

- For the officer who is out on medical/military leave and returns to duty at any time during the first quarter of a calendar year (January- March), the officer would be required to complete twenty (20) hours of in-service training for that calendar year.
- For the officer who is out on medical/military leave and returns to duty at any time during the second quarter of a calendar year (April-June), the officer would be required to complete fifteen (15) hours of in-service training for that calendar year.
- For the officer who is out on medical/military leave and returns to duty at any time during the third quarter of a calendar year (July-September), the officer would be required to complete ten (10) hours of in-service training for that calendar year.
- For the officer who is out on medical/military leave and returns to duty at any time during the fourth quarter of a calendar year (October-December), the officer would be required to complete five (5) hours of in-service training for that calendar year.

**A Calendar year begins January 1 and ends on December 31.**

**Please Note: Officers who work any part of a quarter are considered to have worked for the complete quarter and would therefore have to complete the corresponding hours for that quarter. This would also apply for those officers who may be working for one quarter and then are off on medical/military leave for one or more quarters. **Example:** If an officer was working at any point in the first quarter (January-March =5 hours), then was on medical/military leave for the second quarter (April-June= 0 hours) and returned at any point in the third quarter (July-September = 5 hours) for the remainder of the year (October-December=5 hours), that officer would be required to complete 15 hours of in-service training for the calendar year.**

**Special circumstances regarding waivers may be submitted in writing to the Council and will be considered on a case by case basis.**