

1705.00 – MCSO Training Development and Documentation

Stakeholder Review: 10/01/25-10/31/25

Refer:

- [Oregon.gov Maintenance of Certifications Page](#)
- MCSO Agency Policy 245.00 Travel and Training
- Corrections Operational Procedure Manual, Chapter 3 Staff Training and Development
- Law Enforcement Operational Procedure 10.26 Maintenance Training
- F-6 Form

Definitions:

- None

Policy:

1. The Multnomah County Sheriff's Office (MCSO) Training Unit has the primary responsibility of identifying and delivering realistic and relevant training to uphold professional public safety standards.
2. Training is shaped by best practices, legal and legislative updates, requirements set forth through the Oregon Department of Public Safety Standards and Training (DPSST), accreditation bodies, policy and procedure, audits/inspections and feedback from members and the community.
3. Specific training requirements for members in the Corrections Division and Law Enforcement Division can be found in their respective division manuals (see Refer section above). The purpose of this policy is to broadly describe the process for establishing and documenting MCSO training for all members and how MCSO members and the community may provide recommendations to shape curriculum development.

Procedure:

1. MCSO Annual Training Plan.
 - 1.1. Annually, the MCSO Training Unit will produce a written training plan. The plan will outline all required and supplemental training, as identified by the MCSO Training Unit, for all members of the Sheriff's Office. The MCSO Annual Training Plan will consist of, at a minimum, the following:
 - 1.1.1. State mandated training as published by the Oregon DPSST.
 - 1.1.2. Law enforcement accreditation standards, Oregon Jail Standards (OJS), and associated trainings to ensure compliance with requirements set forth by the Northwest Accreditation Alliance (NWAA) and the Oregon State Sheriffs' Association (OSSA).
 - 1.2. The Training Unit Manager will meet with the Sheriff, Division Chiefs, Use

of Force Inspector, and Professional Standards Unit Manager to review and receive feedback regarding the MCSO Annual Training Plan for the next fiscal year by November 30.

- 1.3. By December 31, the Training Unit Manager will present a final draft of the MCSO Annual Training Plan to the Sheriff and Division Chiefs for approval.
- 1.4. Once approved the MCSO Annual Training Plan will be made available on the MCSO Intranet and public website.
2. Requests for Agency Training.
 - 2.1. Requests for agency training may be emailed directly to the Training Unit Manager by September 1 of each fiscal year to be considered for the upcoming year's plan.
 - 2.2. Any member of MCSO may submit an agency training request regardless of rank or assignment. Community members or organizations may also provide input for training by submitting a Contact Form via [MCSO.us](https://mcsocalifornia.org).
 - 2.3. Training requests will be cataloged and reviewed prior to the preparation of the MCSO Annual Training Plan. The following will be considered during the review:
 - 2.3.1. Does the requested training already exist?
 - 2.3.2. Is the training reasonable and does it fit MCSO's vision, mission, and values?
 - 2.3.3. Is the training cost effective and fiscally responsible?
 - 2.3.4. Does time allow for the training to be included in the upcoming Annual Training Plan?
 - 2.4. After review of training requests each request will be denied, approved for inclusion in the current training plan, approved for inclusion in a future training plan or suspended pending further review. The requesting party will be notified of the training request outcome.
 - 2.5. As funding and staffing levels allow, supplemental training will be provided and could include aforementioned training requests not included in the Annual Training Plan.
 - 2.6. While the Annual Training Plan creates structure and ensures that the MCSO meets outlined training requirements within fiscal parameters, the MCSO and Training Unit are cognizant that training needs may arise spontaneously, due to a number of factors, including but not limited to, new laws, policy and procedure updates, member needs, and emergent community needs.

- 2.7. The MCSO and Training Unit shall remain flexible and prioritize when unplanned training needs arise.
3. Additional Opportunities for Training.
 - 3.1. Roll calls, briefings, and meetings offer opportunities for members to acquire knowledge through the sharing of information, which could include training topics. Some topics may qualify for DPSST certification hours, and any training may be documented and sent to the Training Unit for professional development hours.
 - 3.2. All trainings must be approved by an exempt manager, the applicable Division Chief, and must be vetted via a subject matter expert(s) (i.e., County Attorney, etc.).
4. Documentation of Training.
 - 4.1. Upon completion of certifiable training, members shall promptly complete and submit to the Training Unit a DPSST F-6 Form, as proof of compliance and credit for training hours.

History:

- Originating Policy and Procedure Effective:
- Next Review:
- Review By: MCSO Training Unit

Please provide feedback here: <https://forms.office.com/g/X0yRhXX2Vb>