	<b>DEPARTMENT OF CORRECTIONS AND REHABILITATION</b> <b>DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> January 01, 2024	<b>POLICY NO.:</b> ADM.04.10
		<b>SUPERSEDES (Policy No. &amp; Date):</b> ADM.04.10 of May 11, 2023	
	<b>SUBJECT:</b> <b>DEPARTMENT TRAINING AND STAFF DEVELOPMENT PROGRAM</b>		Page 1 of 9

## 1.0 PURPOSE

The purpose of this directive is to establish guidelines for the administration and management of the Department of Corrections and Rehabilitation's (DCR) training program to ensure training is compliant with applicable laws, statutes, DCR policies, and applicable accreditation requirements.

## 2.0 SCOPE

This policy shall apply to all employees of the Department. To the extent that any Department of Corrections and Rehabilitation policies or directives conflict with this statewide policy, ADM.04.10 shall take precedence.

If any part of this policy is found to be in conflict with law or otherwise rendered invalid, the remainder of this policy shall be considered severable and remain in effect.

## 3.0 REFERENCES, DEFINITIONS & FORMS

### .1 References

- a. Hawaii Revised Statutes 353-A, Director of Corrections and Rehabilitation, Powers, and Duties.
- b. HRS §353C-4 Appointment of Employees with Police Powers and Other Employees.
- c. Approved Records Retention and Disposition Schedule (Form SA-1) for Training and Staff Development, compiled by the Department of Accounting and General Services, Archives Division, Records Management Branch.

### .2 Definitions

- a. Training and Staff Development Office (TSD): Under the general direction of the Deputy Director for Administration, TSD manages training and staff development functions and needs, developing overall plans and strategies, and designing curricula, course content and examinations for Corrections, Law Enforcement, Supervision and Management Leadership training needs; coordinates and conducts training courses, including the training of

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DCR  P & P M	<b>SUBJECT:</b>  <b>DEPARTMENT TRAINING AND STAFF DEVELOPMENT PROGRAM</b>	<b>POLICY NO.:</b> <b>ADM.04.10</b>
		<b>EFFECTIVE DATE:</b> <b>January 01, 2024</b>
		<b>Page 2 of 9</b>

trainers; and monitors adherence to training programs, schedules, and other requirements.

- b. Training and Staff Development (TSD) Supervisor: Ranking civil service employee, Public Safety Training Officer, is responsible for the management and administration of the Department training programs.
- c. Employees: When used alone shall include both sworn officers and non-sworn employees of the Department collectively, and a section reading "employee shall" refers to both classifications.
- d. Member: Any person employed, appointed, or approved by the Department, including all employees, volunteers, reserve officers, interns, and recruit candidates.
- e. Recruit: An individual assigned to pre-appointment training conducted by the TSD.
- f. Sworn Personnel: Refers to Adult Corrections Officers, commissioned Deputy Sheriffs, Investigators, Special Agents, and TSD Uniformed Instructional Staff.
- g. Law Enforcement Officer (LEO): Department employees who receive an appointment to a position in which he/she is granted police authority under HRS §353C-4. This shall include Deputy Sheriffs, NED, Sheriff, and IAO Investigators.
- h. Training Coordinator: A member of the TSD responsible for overseeing, and documenting training with the individual Division, Facility or Section Training Liaisons.
- i. Training Liaison: A member of a Division, Facility, or Section, assigned by the Division, whose responsibility, in consultation with the training coordinator, is to ensure that all members of that unit complete training as required, and that documentation of all training is provided to the TSD training coordinator. The training liaison may also be the unit's training officer.
- j. Training Needs Assessment: A systematic assessment of the known and anticipated courses of training that will be required or desired for the upcoming calendar year. The assessment will include all training that is anticipated for every member or unit of the Department.

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DCR  P & P M	<b>SUBJECT:</b>  DEPARTMENT TRAINING AND STAFF DEVELOPMENT PROGRAM	<b>POLICY NO.:</b> ADM.04.10
		<b>EFFECTIVE DATE:</b> January 01, 2024
		Page 3 of 9

- k. Unit Training Officer: A member of a unit or Facility who is qualified to conduct unit level training and perform the functions of a “training officer.” The Unit Training Officer is responsible for Unit In-Service training, submission of records and coordination if they are the training coordinator for the unit.
- l. Volunteer: An individual who performs a service for the Department without promise, expectation, or receipt of compensation for services rendered, including chaplains, Victim Service’s Team members, unpaid officers, interns, persons providing administrative support, and youth involved in a law enforcement Explorer Post.

.3 Forms

- a. Verification of Training Attendance
- b. Approved Records Retention and Disposition Schedule (SA-1)

**4.0 POLICY**

The DCR shall administer a comprehensive employee training and professional development program that is responsive to the needs of the Deputy Directors of Law Enforcement, Corrections, and Administration to ensure proper job performance and professional development of all employees.

**5.0 PROCEDURES**

.1 Administration and Coordination

- a. The Training and Staff Development Office (TSD) shall be responsible for:
  - 1. The overall administration, management, and coordination of all components of the Departmental Training and Staff Development Program, including:
    - a) Developing and controlling the overall plans and strategies for a Department-wide program,
    - b) Formulating Training Plans
    - c) Developing curriculum

**NOT CONFIDENTIAL**

DCR P & P M	SUBJECT:  DEPARTMENT TRAINING AND STAFF DEVELOPMENT PROGRAM	POLICY NO.: ADM.04.10
		EFFECTIVE DATE: January 01, 2024
		Page 4 of 9

- d) Establishing schedules, and
  - e) Providing training programs in various subject areas as needed by the Department.
- b. Training Advisory Committee (TAC)
- 1. The TAC shall meet at least quarterly to review training needs, progress, resolve problems, determine resource needs, and evaluate training activities of the Department.
  - 2. The TAC shall be comprised with:
    - a) Corrections and Rehabilitation Training Officer (Chair)
    - b) Deputy Director for Corrections (or designee)
    - c) Deputy Director for Administration (or designee)
    - d) Deputy Director for Programs and Rehabilitation (or designee)
    - e) Internal Affairs Unit Chief (or designee)
    - f) Department Human Resources Officer (or designee)
  - 3. The TAC shall consider:
    - a) Trends in misconduct complaints to include Internal Affairs reports with name, date and location redacted;
    - b) Problematic uses of force
    - c) Officer safety issues
    - d) Input from or observations of field training personnel (FTOs)
    - e) Input from members at all levels within Divisions
    - f) Input from members of the community served
    - g) Jurisdictional court decisions

**NOT CONFIDENTIAL**

DCR  P & P M	<b>SUBJECT:</b>  DEPARTMENT TRAINING AND STAFF DEVELOPMENT PROGRAM	<b>POLICY NO.:</b> ADM.04.10
		<b>EFFECTIVE DATE:</b> January 01, 2024
		Page 5 of 9

- h) Research reflecting the latest in corrections, court security and policing trends
  - i) Individual Division Facility or Section training needs
  - j) Changes to Hawaii law, federal law, Accreditation requirements, or Department policy
  - k) In-Service Training evaluations
  - l) Job Task Analysis and current curriculum specific to the task
  - m) Records Management System (RMS) or other Report Review software; and
  - n) Equipment and/or Duty gear changes or needs.
4. The TAC shall submit a report, approved by all three Deputy Directors, to the Director.
  5. The TAC shall establish subcommittees as necessary. Subcommittees shall submit reports of their meetings to the TAC.
    - a) Corrections Sub Committee

The Committee shall consist of the Deputy Director for Corrections, division administrators, and the administrator of TSD. Training advisory subcommittees shall also be established at each correctional facility. These subcommittees shall consist of the warden, training officer and all section heads.
    - b) Support Personnel Training Sub Committee

This committee shall consist of the Deputy Director for Administration, the heads of all support staff offices in Department administration, and the administrator of TSD.

.2 Employee Training Record Maintenance

A centralized system shall be established for the maintenance of records that provide a complete history of all training an employee has received.

**NOT CONFIDENTIAL**

DCR  P & P M	<b>SUBJECT:</b>  <b>DEPARTMENT TRAINING AND STAFF DEVELOPMENT PROGRAM</b>	<b>POLICY NO.:</b> <b>ADM.04.10</b>
		<b>EFFECTIVE DATE:</b> <b>January 01, 2024</b>
		<b>Page 6 of 9</b>

- a. All training at TSD shall be maintained in the centralized system as a permanent record of the employee's training.
- b. When an employee completes a basic, advanced, or specialized training course outside the TSD, all documentation concerning course completions and a Verification of Training Attendance form shall be sent to TSD and filed with the employee's permanent training records
- c. Mandated in-service training shall be documented and forwarded to TSD for the employee's permanent training record.
- d. Any non-mandated in-service or on-the-job training completed by an employee at their assigned job site or Section shall be documented and the records maintained by the Section or Facility. Such training shall not become a part of the employee's permanent training record unless documentation is forwarded to TSD for input in the centralized training record maintenance system.

.3 Recruit Training

- a. A basic recruit training program is required for all recruit candidates before assignment as an Adult Corrections Officer.
- b. Recruit training curriculum for each class of employee shall be based on the tasks specific to the position.
- c. Appropriate evaluation techniques shall be used to measure the competency in the required knowledge, skills, and abilities.
- d. Each recruit shall be given an orientation handbook at the beginning of their recruit training which covers the following:
  - 1. Organization of the TSD
  - 2. TSD rules and regulations
  - 3. TSD rating, testing, and evaluation system
  - 4. Physical fitness and proficiency skill requirements
  - 5. Daily training schedule

**NOT CONFIDENTIAL**

DCR P & P M	<b>SUBJECT:</b>  DEPARTMENT TRAINING AND STAFF DEVELOPMENT PROGRAM	<b>POLICY NO.:</b> ADM.04.10
		<b>EFFECTIVE DATE:</b> January 01, 2024
		Page 7 of 9

.4 Civilian Personnel

- a. All civilian personnel shall attend scheduled in-service training for civilian staff.
- b. TSD shall document the annual in-service training in the attendee's permanent training record.

.5 Department Wide In-Service Training

- a. Each facility and section shall include in-service training as needed during their pre-shift briefing.
- b. Any non-mandated in-service or on-the-job training at their assigned job site or section shall be documented and the records maintained by the Section or Facility.

.6 Remedial Training

- a. Each course or lesson should have established criteria to demonstrate an acceptable level of competency. Failure to achieve the required level competency may result in remedial training to assist the employee in meeting the required standard.
- b. A time frame for remedial training shall be pre-determined based on the required criteria.
- c. Remedial training shall be documented by the trainer and attached to the class training records.
- d. Failing to achieve the required standard after remedial training may result in progressive disciplinary action or termination.

.7 Accreditation Training

- a. All newly hired employees shall receive information regarding the CALEA accreditation process within thirty (30) days of their employment or within thirty (30) days after completing their recruit training.
- b. All employees shall receive training on CALEA accreditation, including the history and background of the agency's involvement in accreditation, the

**NOT CONFIDENTIAL**

DCR P & P M	<b>SUBJECT:</b>  <b>DEPARTMENT TRAINING AND STAFF DEVELOPMENT PROGRAM</b>	<b>POLICY NO.:</b> <b>ADM.04.10</b>
		<b>EFFECTIVE DATE:</b> <b>January 01, 2024</b>
		<b>Page 8 of 9</b>

accreditation process, the goals and objectives of accreditation, and the advantages of accreditation and its impact on the agency.

.8 Training Class Records Maintenance

a. TSD shall maintain records of each training class to include:

1. Course content (lesson plans);
2. Name of attendees;
3. Performance of individual attendees as measured by tests, if administered.
4. Lesson plans and related records shall be kept according to the PSD Records Retention Schedule.

a) Employee Training Records Master File:

- i) 5 years from employee's termination and/or transfer from the department.
- ii) Retain at agency for 2 years, may transfer to State Records Center for remainder of retention period.
- iii) Destroy at end of authorized retention period.

b) Employee Training Records Operational Files:

- i) 1 year from employee's termination and/or transfer from the department.
- ii) Destroy at the end of authorized retention period.

c) Individual Student Records, including instructors' evaluation of student course work in each training class:

- i) 5 years from end of training class.
- ii) Retain at agency for authorized retention period, then destroy.

**NOT CONFIDENTIAL**




DCR  P & P M	<b>SUBJECT:</b>  DEPARTMENT TRAINING AND STAFF DEVELOPMENT PROGRAM	<b>POLICY NO.:</b> ADM.04.10
		<b>EFFECTIVE DATE:</b> January 01, 2024
		Page 9 of 9


APPROVAL RECOMMENDED:

  
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Deputy Director for Administration      JAN 0 1 2024  
Date

APPROVAL RECOMMENDED:

  
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Deputy Director for Corrections      JAN 0 1 2024  
Date

APPROVED:

  
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DIRECTOR      JAN 0 1 2024  
Date

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