	DEPARTMENT OF CORRECTIONS AND REHABILITATION DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: ADM.04C.01
		SUPERSEDES (Policy No. & Date): ADM.04C.01 of December 14, 2011	
	SUBJECT: BASIC TRAINING REQUIREMENTS FOR ADULT CORRECTIONS OFFICER RECRUITS		Page 1 of 5

1.0 PURPOSE

To establish the statewide basic training requirements for an Adult Corrections Officer Recruit (ACOR).

2.0 SCOPE

The policy applies to the Corrections Division within the Department.

3.0 REFERENCES, DEFINITIONS & FORMS

.1 References

- a. Department of Corrections and Rehabilitation (DCR) Policy No. ADM.04A.01, DCR Training and Staff Development Program
- b. Department of Human Resources Development (DHRD) Policy No. 400.001, Training and Employee Development.

.2 Definitions

- a. Basic Corrections Recruit Class (BCRC): A series of comprehensive core courses designed and integrated within the basic training for ACOR.
- b. Adult Corrections Officer Recruit: Initial probationary employee hired to undergo the BCRC.

4.0 POLICY

- .1 It is the policy of DCR to uphold a high standard for job performance, proficiency, and professionalism among its employees. In support of this, the ACOR shall complete all required basic training and successfully complete their initial probationary period.
- .2 The BCRC curriculum shall be developed and/or revised by the Training and Staff Development Office (TSD) and/or other subject matter experts in the department or outside of the department.

NOT CONFIDENTIAL

DCR P & P M	SUBJECT: BASIC TRAINING REQUIREMENTS FOR ADULT CORRECTIONS OFFICER RECRUITS	POLICY NO.: ADM.04C.01
		EFFECTIVE DATE: January 01, 2024
		Page 2 of 5

- .3 TSD shall be in compliance with Bargaining Unit 10 Agreement, Sections 47.011b, and 47.01c, regarding union consultation when developing training plans and specific training programs.
- .4 The BCRC training curriculum and program shall be endorsed by the Corrections Training Advisory Committee (CTAC), recommended for approval by the Deputy Director for Corrections and the Deputy Director for Administration, and approved by the Director.
- .5 TSD shall coordinate the implementation of the BCRC program. It shall conduct periodic assessments of the curriculum to ensure the training is consistent with current laws as needed, TSD shall propose any revision to the program which shall be reviewed by the CTAC and accordingly processed for the DIR's approval prior to union consultation.
- .6 Responsibilities
 - a. Director (DIR)
Ensures full compliance with this policy.
 - b. Deputy Director for Corrections
 - 1. Assist the DIR in carrying out the responsibilities prescribed in this policy.
 - 2. Ensured that the contents of this policy are fully implemented.
 - c. TSD
 - 1. Comply with the contents of this policy.
 - 2. Ensures that this policy is fully complied with.
 - 3. Plans, coordinates, implements and evaluates each BCRC.
 - d. Branch and Division
Administrators comply with the contents of this policy.

NOT CONFIDENTIAL

DCR P & P M	SUBJECT: BASIC TRAINING REQUIREMENTS FOR ADULT CORRECTIONS OFFICER RECRUITS	POLICY NO.: ADM.04C.01
		EFFECTIVE DATE: January 01, 2024
		Page 3 of 5

5.0 PROCEDURES

.1 CTAC

The CTAC shall periodically review the BCRC curriculum and make any appropriate recommendations. Any revision to the training program, and upon consultation with the union, shall carry the approval of the DIR through the DEP-A.

.2 BCRC Classes

The conduct of BCRC shall be contingent on the following:

- a. Current and anticipated vacancies;
- b. Availability of recruits;
- c. Availability of training site, instructors, equipment, and supplies.

.3 BCRC List

For each BCRC class, DCR Personnel shall work with DHRD to obtain eligible names to fill position vacancies sufficient to warrant a satisfactory class size for BCRC.

.4 Notification

- a. TSD shall notify each newly hired recruit of the requirements to attend BCRC.
- b. This notification shall be issued in the form of a Training Order and signed by the DIR of DCR.

.5 Attendance

- a. Recruits shall be required to attend all courses of BCRC.
- b. Authorized absences will be considered and granted on a case-by-case and/or emergency basis only.

NOT CONFIDENTIAL

DCR P & P M	SUBJECT: BASIC TRAINING REQUIREMENTS FOR ADULT CORRECTIONS OFFICER RECRUITS	POLICY NO.: ADM.04C.01
		EFFECTIVE DATE: January 01, 2024
		Page 4 of 5

- c. Recruits on authorized leave of absence shall make up that part of the missed course(s) no later than two weeks after the scheduled BCRC program.
- d. Any unauthorized absence may result in a recommendation for discharge from the BCRC program.

.6 Opportunity for Remediation

- a. A recruit who fails any course shall be given the opportunity for remediation to pass a satisfactory level of proficiency as prescribed by the BCRC course standard requirements and expectations.
- b. Failure to pass a course after remediation as prescribed by the BCRC course standard requirements and expectations shall result in a recommendation for discharge from the BCRC program.

.7 Infractions

- a. The training coordinator shall report, in writing, any related infraction to the TSD Administrator (TSDA) who will take appropriate action on the matter.
- b. All witnesses including instructors and trainees shall be required to submit to the TSDA a written report of any infraction observed no later than close of business on the same day of the incident.
- c. The TSDA shall ensure that all reported infractions are reviewed and investigated properly and that appropriate resolution be made in a timely manner.

.8 Action for Discharge

- a. Action may be taken to discharge a recruit from BCRC when he/she fails to satisfactorily comply with this policy or any other circumstances that reflect documented unsatisfactory performance or unacceptable behavior.
- b. The written memorandum to release a trainee from the BCRC shall be reviewed by the DCR Personnel Labor Relations Unit and signed by the TSDA.

NOT CONFIDENTIAL

DCR P & P M	SUBJECT: BASIC TRAINING REQUIREMENTS FOR ADULT CORRECTIONS OFFICER RECRUITS	POLICY NO.: ADM.04C.01
		EFFECTIVE DATE: January 01, 2024
		Page 5 of 5

c. If the release of a recruit results in discharge from DCR employment, TSD shall draft an appropriate letter and send it to the DEP-A for review and endorsement. The DIR shall sign the document and the original copy shall be mailed certified to the concerned individual via the U.S. Postal Service.

.9 Graduation and Retention

An ACOR shall successfully complete BCRC in order to graduate, receive a post assignment and be retained as a permanent employee in their class of work.

.10 Training Records

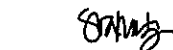
All completed training records shall be entered into TSD's training database and maintained periodically in each employee's training record file.

APPROVAL RECOMMENDED:



Deputy Director for Administration JAN 0 1 2024
Date

APPROVAL RECOMMENDED:



Deputy Director for Corrections JAN 0 1 2024
Date

APPROVED:



DIRECTOR JAN 0 1 2024
Date

NOT CONFIDENTIAL