	DEPARTMENT OF CORRECTIONS AND REHABILITATION DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: ADM.04C.02
		SUPERSEDES (Policy No. & Date): ADM.04C.02 of December 14, 2011	
	SUBJECT: IN-SERVICE TRAINING REQUIREMENTS FOR ADULT CORRECTIONS OFFICERS		Page 1 of 4

1.0 PURPOSE

To establish the statewide in-service training requirements for Adult Corrections Officers.

2.0 SCOPE

This policy applies to all Corrections Division personnel within the Department.

3.0 REFERENCES, DEFINITIONS & FORMS

.1 References

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

.2 Definitions

- a. In-Service Training: Specialized performance and competency-based training which consist of courses designed to enable participants to increase their effectiveness to perform the duties and functions of their present assignments or to prepare for future assignments.
- b. Adult Corrections Officer (ACO): An employee who has successfully completed basic recruit training for a permanent ACO position.

4.0 POLICY

- .1 It is the policy of DCR to uphold and maintain a continued high standard for job performance, proficiency, and professionalism. All ACOs shall attend and complete all applicable in-service training as mandated.
- .2 All in-service training 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.

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- .3 TSD shall be in compliance with Bargaining Unit 10 Agreement, Sections 47.01lb and 47.01c, regarding union consultation when developing training plans and specific training programs.
- .4 All in-service training curricula and programs 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 In collaboration with the Corrections Division and facilities, TSD shall facilitate in planning and coordinating of all statewide in-service training for Corrections-related programs.
- .6 The scheduling, implementation, and extent of in-service training shall be contingent upon the availability of training site, instructors, equipment, and supplies.
- .7 Firearms re-qualification/in-service training is subject to current DCR firearms policies.
- .8 Responsibilities
 - a. Director
 - Ensures full compliance with this policy.
 - b. Deputy Directors
 - 1. Assist the Director in carrying out the responsibilities prescribed in this policy.
 - 2. Ensures the contents of this policy are fully implemented.
 - 3. Ensures appropriate funds are available to meet all mandatory in-service training programs.
 - 4. Ensured adequate and qualified staffing are available to plan, coordinate, implement, and conduct in-service training.
 - c. TSD
 - 1. Comply with the contents of this policy.

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2. Ensures this policy is fully complied with.
 3. Plan, coordinate, implement, and evaluate all in-service training programs.
- b. Branch and Division Administrators
1. Comply with the contents of this policy.
 2. Ensured that all ACOs are provided and attend in-service training, as required.

5.0 PROCEDURES

.1 Notification

In coordination with TSD, the facility shall notify each selected officer to attend a scheduled in-service training through a written training order issued and signed by the facility administrator (or designee).

.2 Attendance

- a. Officers shall be required to attend in-service training as mandated. Attendance records shall be forwarded to TSD for update of the individual training record and a copy be maintained by the designated in-service training coordinator.
- b. Officers on authorized absence on the day(s) of in-service training, shall be rescheduled for the next immediate offering of in-service training by the officer's respective facility.
- c. Any unauthorized absence or "no show" shall be immediately reported to the facility for appropriate action.

.3 Opportunity for Remediation

In coordination with TSD, the concerned facility shall schedule the employee for remediation.

.4 Infractions

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- a. Infractions are to be reported by the training coordinator to the TSD Administrator for appropriate action.
- b. Training coordinators, instructors, participants, as well as other witnesses shall be required to document in writing, notify and submit such document(s) to the TSD Administrator immediately or no later than the close of business of the day of the incident for action.

.2 Class Evaluation

Participants shall receive an end-of-course written class evaluation. The class evaluation shall be reviewed by TSD for informational purpose. All class evaluations shall be on file at TSD for departmental review.

.3 Training Records

All completed in-service training shall be entered and maintained into TSD's training database and individual officer's training file.


APPROVAL RECOMMENDED:



Deputy Director for Administration Date

JAN 0 1 2024

APPROVAL RECOMMENDED:



Deputy Director for Corrections Date

JAN 0 1 2024

APPROVED:



DIRECTOR Date

JAN 0 1 2024

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