

	DEPARTMENT OF CORRECTIONS AND REHABILITATION CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: COR.04.04
		SUPERSEDES (Policy No. & Date): Chapter 4.4.0.4 of June 21, 1988	
	SUBJECT: PROFESSIONAL DEVELOPMENT		Page 1 of 3

1.0 PURPOSE

To encourage the professional development of Department of Corrections and Rehabilitation personnel.

2.0 SCOPE

This policy applies to all employees of the Department of Corrections and Rehabilitation.

3.0 REFERENCES, DEFINITIONS & FORMS

None

4.0 POLICY

The Department encourages employees to improve their professional competence and standing through pursuits of educational betterment and professional association.

5.0 PROCEDURES

- .1 The Department encourages outside training and educational involvement, including:
 - a. Post-secondary education.
 - b. Attendance at National Institute of Corrections training session.
 - c. Attendance at local law enforcement training sessions and programs sanctioned by the Department.
 - d. Attendance at Hawaii Department of Personnel Services/Department of Human Resources Development training sessions.
 - e. Enrollment at Colleges and Universities toward the completion of a program that would lead to a degree(s) or certificate(s) in areas of benefit to the Department and the employees in the performance of his/her work.

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- .2 The Department also encourages membership in Correctional Associations whose mission is the upgrading, and professionalization of the correctional field, including, but not limited to:
 - a. The American Correctional Association (ACA)
 - b. The American Association of Correctional Training Personnel (AACPT)
 - c. The American Association of Correctional Officers (AACO)
 - d. Other professional organizations involved in the Administrative and Management of Correctional Services, and programs.

- .3 The Training and Staff Development (TSD) center shall complete informational material regarding educational and professional development opportunities and forward copies to all facilities and departmental staff offices.

- .4 Employees will be encouraged to attend educational programs, professional meetings, and specialized training offered by professional and educational associates.

- .5 Department staff and Branch Administrators will ensure that requests to have training conducted for the Department/Branch, or for personnel to attend courses conducted by outside agencies (out-service) are forwarded to the Director for approval/disapproval through the ASO. After review, the Administrative Services Officer may recommend:
 - a. Total funding.
 - b. Partial funding.
 - c. Referral for outside funding.
 - d. Administrative leave.
 - e. Funding to be accomplished at employee expense.

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