


DEPARTMENT OF CORRECTION 	COMMUNITY CORRECTIONS DIVISION	DIRECTIVE NUMBER: 118.04.02.000	PAGE NUMBER: 1 of 5
		SUBJECT: Training – Community Corrections Division, Probation and Parole	Adopted: Reviewed: 03-08-02

01.00.00. POLICY OF THE DEPARTMENT

It is the policy of the Board of Correction that the Department of Correction shall ensure all training is consistent with Policy 118 for all department employees, contract personnel, and volunteers. All department employees, contract personnel, and volunteers who may be required to make arrests and/or use chemical agents to restrain offenders should be properly trained in professionally recognized use of force techniques involving arrest and usage of chemical agents.

02.00.00. TABLE OF CONTENTS

01.00.00.	POLICY OF THE DEPARTMENT
02.00.00.	TABLE OF CONTENTS
03.00.00.	REFERENCES
04.00.00.	DEFINITIONS
05.00.00.	PROCEDURE
05.01.00.	New Full-Time Employees
05.02.00.	Part-Time Employees
05.03.00.	Training Records
05.04.00.	Training Requirements By Category Of Position
05.05.00.	Continuing Education Procedure
05.05.01.	Continuing Education And Training Goals
05.05.02.	Continuing Education And Training
05.05.03.	Professional Associations

03.00.00. REFERENCES

Department Policy 118, Training for Department of Correction Employees.

04.00.00. DEFINITIONS

Division Training Plan: The division training plan describes and outlines the major program elements, requirements, and schedule to be followed. The training plan shall include pre-service and in-service training curricula.

DIRECTIVE NUMBER: 118.04.02.000	SUBJECT: Training for Department of Correction Employees	PAGE NUMBER: 2 of 5
---	---	-------------------------------

Professional Associations: A collective body of persons engaged in a particular calling or vocation; i.e., Idaho Correctional Association.

Training: A method of enhancing the performance of personnel which includes such activities as management seminars, meetings with probation and parole field staff regarding Department services, workshops on the use of management information and instruction in the use of research and evaluation data. Meetings of professional associations are considered training where there is clear evidence of participation.

05.00.00. PROCEDURE

All new hire employees will attend the Community Corrections Division (CCD) Academy within the first year of their employment. All new full-time employees shall receive a minimum of eighty (80) hours of a combination of pre-service orientation and on-the-job training (OJT) prior to job assignment; provisions exist for acknowledging and giving credit for prior training received. All full-time employees shall receive a minimum of forty (40) hours of in-service or refresher training annually. All part-time employees working less than thirty-five (35) hours per week shall receive orientation and training appropriate to their assignment.

05.01.00. New Full-Time Employees

The district manager or designee shall provide all new full-time employees in the division, regardless of status or title, at least forty (40) hours of general orientation to the policies, organizational structure, programs and regulations of the division, and, where applicable, the Department. This training shall be given before the employee receives a job assignment. If the employee has had training in these areas prior to employment, he may receive credit and not be required to repeat this training. The program objectives shall be as follows:

- To familiarize the new employee with the offices;
- To inform the new employees of the Department mission and goals;
- To instruct new employees in policies, procedures, and programs;
- To provide employees with improved skills in their specialty;
- Organization of the Department;
- Programs for offenders;

DIRECTIVE NUMBER: 118.04.02.000	SUBJECT: Training for Department of Correction Employees	PAGE NUMBER: 3 of 5
---	---	-------------------------------

Regulations of the Department; and

Special training directed toward the employee's division and/or task-oriented assignments.

05.02.00. Part-Time Employees

Part-time employees receive training based upon the number of hours appropriate to their assignment.

05.03.00. Training Records

Staff training records shall be maintained at the Training Bureau.

05.04.00. Training Requirements By Category Of Position

1. ADMINISTRATIVE/MANAGEMENT PERSONNEL: Administrators, District Managers, and employees with similar duties	First <u>Year</u> 40 hours	Each Year <u>After</u> 40 hours
2. SECTION SUPERVISORS	40 hours	40 hours
3. FIELD OFFICERS: All Probation/Parole Officers and Presentence Investigators assigned to full-time posts	120 hours + FTO program (PPO only)	40 hours
4. CLERICAL/SUPPORT:	120 *hours	40 hours
5. Administrative Assistant, Office Specialists PART-TIME EMPLOYEES	number of hours appropriate to their assignment	

DIRECTIVE NUMBER: 118.04.02.000	SUBJECT: Training for Department of Correction Employees	PAGE NUMBER: 4 of 5
---	---	-------------------------------

05.05.00. Continuing Education Procedure

This Division encourages training of all employees. To accomplish this goal, the following minimum standards shall apply:

All in-service training programs shall be planned and implemented by the division in cooperation with appropriate city, county, state and federal agencies, colleges, universities and community organizations.

The division encourages employees to attend professional meetings, seminars and similar work-related activities and may provide administrative leave and/or reimburse employees for expenses connected with these activities when these activities are approved in advance by the Administrator of the Community Corrections Division.

The division shall encourage staff participation in criminal justice and allied professional associations and activities on a local and a national level.

05.05.01. Continuing Education And Training Goals

The in-service training program shall be related to goals and objectives and sufficiently diverse to meet varying staff needs. The resources available in the community shall be used whenever possible. The district manager and the Administrator of the Community Corrections Division shall review, for relevance and effectiveness, programs that are available for all levels of staff.

05.05.02. Continuing Education And Training

Ongoing training shall enable employees to sharpen their skills, familiarize themselves with new developments in the field and reinforce their knowledge and understanding of the fundamentals of their job.

Outside training programs provide new ideas and insight into probation, parole and related activities. Participation in these activities shall be encouraged and the budget shall include funds for staff participation.

DIRECTIVE NUMBER: 118.04.02.000	SUBJECT: Training for Department of Correction Employees	PAGE NUMBER: 5 of 5
---	---	-------------------------------

05.05.03. Professional Associations

Employees are encouraged to participate in educational and professional associations.

Any changes or deviations from this procedure requires the approval of the Administrator of the Community Corrections Division, or his designee.

Administrator, Operations Division

Date