


DEPARTMENT OF CORRECTION 	COMMUNITY CORRECTIONS DIVISION Community Work Centers	DIRECTIVE NUMBER: 118.04.03.001	PAGE NUMBER: 1 of 5
		SUBJECT: Training for Work Center Employees And Volunteers	Reviewed: 06-2002 Revised: 10-28-02

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.

01.01.00. Purpose

The deputy administrator of the Community Corrections Division directs work center managers, or designees, to ensure that all work center employees receive, at a minimum, their required annual training as put forth in Department Policy 118 and in this directive.

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03.00.00. REFERENCES

Department Policy 118, Training For All Department Employees, Contract Personnel, And Volunteers.

Department Policy 606, Volunteer Services In Institutions.

IDAPA 06.01.01, Rules Of The Board Of Correction, Section 606, Volunteer Services.

04.00.00. DEFINITIONS

05.00.00. PROCEDURE

Work center employees are required to attend and receive training as required and directed by the following sections.

05.01.00. Training Coordinator

The staff development and training program is planned, coordinated, and supervised by the Community Corrections Division training coordinator in conjunction with the work center manager or designee.

05.02.00. Annual review

The training plan is developed, evaluated, and updated based on an annual assessment that identifies current job-related training needs. The training plan is reviewed annually.

05.03.00. Training Evaluations

The Community Corrections Division work center training plan requires ongoing written evaluations for all pre-service, in-service, and specialized training programs provided by Community Corrections Division.

05.04.00. Qualified Presenters

Presenters of all training programs shall be qualified in the areas in which they conduct training. Qualified does not necessarily imply, nor require, certification. Qualification may be construed to imply knowledge, skill, or experience in the topic area and the ability to provide quality presentations. Certification may be required for certain topic areas.

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Training and employee development programs may be provided or presented by Department employees, other agency personnel, or by community resources.

05.05.00 Orientation Training

All new full-time work center employees shall receive the required hours of orientation and on-the-job training before undertaking their assignments as put forth in Department Policy 118. This training shall include, at a minimum, the following: a historical perspective of the work center, work center goals and objectives, program rules and regulations, job responsibilities, personnel policies, offender supervision, and report preparation. The employee shall sign and date a statement indicating that orientation and on-the-job training has been received.

05.06.00. Annual Training

All employees shall receive, at a minimum, the required annual hours of training as put forth in Department Policy 118. This training shall be in addition to the orientation training of a first-year employee. All employees shall receive the required training hours in each year of their employment. Training shall be appropriate to the assigned duties and responsibilities of each employee.

Annual training for offender case workers shall be reflected in the annual training plan and shall cover, at a minimum, the following areas:

Security procedures;

Supervision of offenders;

Signs of suicide risks;

Suicide precautions;

Use-of-force regulations and restraint techniques;

Report writing;

Offender rules and regulations;

Rights and responsibilities of offenders;

Fire and emergency procedures;

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Safety procedures; Key

control; Interpersonal

relations;

Social/cultural lifestyles of the offender population;

Cultural diversity training;

Communication skills;

First aid/cardiopulmonary resuscitation (CPR);

Counseling techniques;

Crisis intervention;

Sexual harassment; and,

Legal issues.

05.07.00. Recording Training

All training will be recorded on training sheets. These will include lesson plans and handouts, when appropriate. Work center managers, or designees, shall enter training information into the Training Administration System (TAS).

05.08.00. Part-Time Staff, Volunteers, And Contract Personnel Training

All part-time staff, volunteers, and contract personnel shall receive formal orientation appropriate to their assignments and additional training as needed. Volunteers shall receive orientation training and annual training, at a minimum, as prescribed by Department Policy 606.

05.09.00. Training Opportunities

Work center employees are encouraged to continue their education and training. Work center managers, or designees, shall encourage continuing staff development by

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providing administrative leave and/or reimbursement for staff attending approved educational programs, professional meetings, seminars, or similar work-related activities. Work center managers, or designees, shall make the determinations of approval.

Administrator, Operations Division

Date