KENTUCKY CORRECTIONS Policies and Procedures	Policy Number 4.8	Total Pages 8
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References/Authority ACA 3A-05 through 3A-09, 3A-11 through 3A-19, 3A-22 through 3A-24, 3A-26, 3B-01 through 3B-03, 3B-06 through 3B-08, 3C-03, 3E-05, 3E-06, 3F-02 and 3G-03. KRS 196.070 101 KAR 2:102; 200 KAR 2:006	Subject STAFF TRAINING AND DEVELOPMENT – PROBATION AND PAROLE	

I. DEFINITIONS

"Adjunct Instructor" means an employee who may present information at pre-service or in-service training, but does not hold instructor qualifications.

"Administrative and Management Personnel" means Wardens, Deputy Wardens, Department Heads, Branch Managers, Executive Staff Assistant, Probation and Parole District Supervisors, Assistant Directors, Business Managers, Personnel Directors, Case Manager Supervisors, Unit Administrators, Shift Supervisors, and any person who supervises one or more employees.

"In-service training" means required training received by an employee of the Department of Corrections on an annual basis.

"Learning Management System" (LMS) means a computer based training and record system.

"Pre-service Training" means training received by an employee of the Department of Corrections prior to independent assignment to a particular job.

"Qualified Instructor" means an employee who conducts training, who has successfully completed an Instructor Course for a particular area of instruction (CPR, Firearms, etc.) or a general Train the Trainer course provided by the Division of Corrections Training (DCT) or equivalent outside agency.

"Subject Matter Expert" means someone with extensive knowledge on the particular subject being taught, approved by the Director of the DCT.

"Training" means formal classroom instruction; on the job training; training meetings or conferences which include a formal agenda and instruction by a teacher, manager or official; LMS based learning; physical training; or other instructional programs.

"Training Credit" means the amount of time spent by the employee in course related activity.

"Training Records System" (TRS) means a computer based training records system. This is a part of the LMS.

"Training Staff" means a Department of Corrections employee whose primary job duty is to provide or develop training.

II. POLICY and PROCEDURE

Division of Corrections Training (DCT) Staff, under the direction of the Commissioner of the Department of Corrections and the Director of the DCT, shall plan, coordinate and review all training programs annually. The agency's training plan provides for ongoing evaluation of all pre-service, in-service, and specialized training programs. The Director of the DCT shall prepare a written report annually.

A. TRAINING PROVIDERS

Staff can provide training to Department of Corrections employees shall be limited to:

1. Training Staff - A full time training employee who has successfully completed the forty (40) hour "Train the Trainer" course provided by the DCT.
2. Qualified Instructor
3. Subject Matter Expert
4. Adjunct Instructor - Training Staff must be present during an Adjunct Instructor's course of instruction

B. ORIENTATION

All new full time Probation and Parole employees shall receive forty (40) hours of Orientation training prior to independent assignment on a particular job. This training shall include at a minimum the following topics:

1. An overview of the agency purpose, goals, policies and procedures for the facility and parent agency;
2. Working conditions and regulations;
3. Office and Field Safety;
4. Code of Ethics;
5. Overview of the Criminal Justice System; and
6. Job requirements.

C. PRE-SERVICE TRAINING

The Pre-Service Training shall include at a minimum the following topics:

1. Supervision of offenders;
2. Policies and Procedures;
3. Use of force;
4. First Aid and CPR;
5. Offender management system;
6. Drug testing procedures;
7. Home visits and Officer safety;
8. Pre-sentence investigation reports;
9. Offender interviews and assessments;
10. Critical incident procedures;
11. Court procedures;
12. Transportation procedures;
13. Arrest procedures;
14. Substance abuse identification;
15. Firearms safety;
16. Care of firearms;
17. Constraints of the use of firearms;
18. Firearms qualification; and
19. Self-defense techniques.

D. ON-THE-JOB TRAINING

Probation and Parole employees shall receive a minimum forty (40) hour parent agency structured, supervised, and evaluated on-the-job training program.

E. IN-SERVICE

All Probation and Parole employees shall receive in-service training annually provided by Training Staff, Qualified Instructors, Subject Matter Experts, Adjunct Instructors, or through LMS. A Probation and Parole employee shall be required to successfully complete the annual in-service training.

F. TRAINING REQUIREMENTS

1. Administrative and Managerial Staff shall receive forty (40) hours of training in addition to orientation training during their first year of employment and forty (40) hours of training each year thereafter, in areas relevant to their position.
2. All newly appointed supervisors and managers shall receive forty (40) hours of supervisory training within one year of their appointment. This training shall cover at a minimum the following areas:

a. Supervisory skills and functions;
b. General management;
c. Labor law;
d. Employee-management relations;
e. Relationships with other service agencies; and
f. Evidence based practices for effective offender intervention.

3. Clerical/Support Employees receive sixteen (16) hours training in addition to orientation training during their first year of employment and sixteen (16) hours of training each year thereafter.
4. Professional/Specialist Employees who have contact with offenders shall receive forty (40) hours of training in addition to orientation training during their first year of employment and forty (40) hours of training each year thereafter.
5. Part-time staff should receive training appropriate to their work assignment.

G. GRADING SYSTEM

1. To receive training credit, the Employee must attend a job-related training conducted by Training Staff, a Qualified Instructor, a Subject Matter Expert, or Adjunct Instructor. Training Credit shall be authorized by Training Staff of the DCT or the employee's home institution.
2. The Employee may receive training credit for attending job-related training conducted by an outside agency if the Employee provides either proof of attendance and/or a course outline or schedule for approval by the Training Staff.
3. Written and/or skill tests shall be administered to an Employee in classes conducted by the DCT. An Employee shall meet the minimum criteria of seventy (70) percent out of one hundred (100) percent on a written test and a minimum of 3.0 on a 5.0 scale on a behavioral skill performance test after the completion of the classroom training. Standards and criteria for successful completion shall be determined by the Director of the DCT.

   a. Pre-Service
      Written tests shall be administered during each forty (40) hour block of instruction in the Pre-Service training. An Employee

enrolled in the Pre-Service training who does not successfully complete the training requirement may be terminated from probationary status. An employee may be permitted one (1) re-take of the failed test and must achieve a seventy (70) percent on the re-take to pass the training. Additional training shall be successfully completed in the next training cycle.

b. In-Service
An Employee enrolled in the In-Service training, who fails to achieve a passing score on the written test (if applicable) may be permitted one (1) re-take of the failed test. If the employee does not achieve seventy (70) percent on the re-take, he may attend a subsequent in-service training session.

c. Firearms Training
An Employee enrolled in firearms qualification or requalification training who fails to receive a passing score may be re-tested a total of two (2) times. Failure to pass after two (2) re-tests will result in the Employee returning for a subsequent training session at a later date.

i. An Employee shall not be permitted to be re-tested on a portion of the firearms qualification or requalification without the approval of the Range Safety Officer.

H. ATTENDANCE

1. Pre-Service Training
An Employee having an unexcused absence or an excused absence of more than one (1) day, may be terminated from the training and returned to his work station for review by the Director.

a. An Employee having an excused absence of one (1) day or less may make up the missed training during the week the absence occurred before the test is administered. The training staff shall provide the necessary procedure for the Employee to complete the missed training.

b. The individual's supervisor shall receive written documentation of any absence.

I. CODE OF CONDUCT

Rules of conduct, as established by the DCT and approved by the Commissioner of the Department of Corrections shall be adhered to by all Employees attending a class conducted by or under the auspices of the DCT.

1. Violation of any rule of conduct shall result in written notification of the incident to the Employee's supervisor.

2. Appropriate disciplinary action, shall be initiated by the Director or his designee. The Director may terminate an Employee from training if it is determined that the Employee's continued involvement or attendance at training constitutes a safety hazard to the individual or class, or the Employee's conduct is seriously disruptive.

J. SPACE AND EQUIPMENT

The necessary space, equipment, and reference resources shall be made available for required training programs, contingent upon the availability of funds.

K. EXPENSES

An Employee attending training shall be reimbursed for meal expenses, lodging, and mileage in accordance with state travel regulations by his home institution's budget unit.

L. TRAINING RECORDS

The Department of Corrections shall maintain a digital LMS with subordinate TRS.

1. Employee training records of programs conducted by the DCT shall be entered within fifteen (15) days of completion of the training into the TRS.
2. Employee training records of programs conducted by adult institutions shall be entered within fifteen (15) days of completion of the training into TRS.

3. Employee training records in the TRS shall include at a minimum the following information:
    a. Employee name;
    b. Social Security number or employee ID;
    c. Job classification;
    d. Work location;
    e. Date of hire; and
    f. Training attended.

4. A DCT training application or class roster with signatures attesting to the Employee's attendance shall be completed by all employees participating in training for credit. The Employee is responsible to ensure that personal information is complete and correct.

    a. Training conducted by the DCT
    DCT staff shall use the information on the training application or class roster to record the Employee's training credit in the TRS.
    b. Training conducted outside the DCT
    Training Staff shall use the information within the training application or class roster to record the Employee's training credit in the TRS.
    c. Training conducted by an outside agency
    Training Staff shall verify training conducted by an outside agency with a certificate, course outline, or other confirmation of attendance before recording the trainee's training credit in the TRS. Once training credit has been entered into the TRS, the training application shall be sent to the appropriate departmental personnel office for electronic filing.
    d. Training applications shall be submitted for recording into the TRS no later than December 15th annually.

M. TRAINING PLAN

The Director of Probation and Parole in conjunction with DCT shall develop, evaluate, and update a written plan based on annual assessment that identifies current job-related training needs for staff members, interns, and volunteers. The training plan shall meet the following guidelines:

1. Training curriculum shall be is developed based on clear, concise, and measureable written statements of intended learning outcomes.
2. Training programs shall be based on needs assessment and job/task analysis that incorporate measureable performance-based learning objectives and outcomes.
3. The training plan shall be developed by an advisory training committee composed of DCT training staff and representatives from other departments.
4. The committee shall meet at least quarterly to review progress and resolve problems, and a written record of these meetings shall be forwarded to the Director of Probation of Parole.
5. The training plan shall provide for ongoing formal evaluation of all pre-service, in-service, and specialized training programs. A written report shall be prepared annually.