

 KENTUCKY CORRECTIONS Policies and Procedures	Policy Number	Total Pages
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References/Authority ACA 2-CO-1D-01 through 2-CO-1D-8 KRS 196.070 101 KAR 2:102; 200 KAR 2:006	Subject STAFF TRAINING AND DEVELOPMENT – CENTRAL OFFICE	

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.

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“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

The following staff can provide training to Department of Corrections employees.

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 central office 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. Policies and procedures;
2. Organizational structure;
3. Programs; and
4. Regulations of the agency.

C. IN-SERVICE TRAINING

All central office employees shall receive in-service training on an annual basis. In-Service training shall be provided by Training Staff, Qualified Instructors, Subject Matter Experts, Adjunct Instructors, or through LMS and shall include at a minimum the following topics:

1. Fire and emergency procedures;
2. Safety procedures;
3. Interpersonal relations;

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4. Report writing;
5. Communication Skills; and
6. Sexual harassment.

D. 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. Support Employees who have regular or daily 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.
3. Clerical/Support Employees who have minimal contact with inmates shall 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.

E. 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.

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- 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.

F. 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 appropriate Deputy Commissioner or designee.
 - 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

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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.

G. 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.

H. SPACE AND EQUIPMENT

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

I. 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.

J. 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.

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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.

K. TRAINING PLAN

The DCT shall develop, evaluate, and update a written plan based on annual assessment that identifies current job-related training needs. The training plan shall meet the following guidelines:

1. The training plan shall provide for ongoing formal evaluation of all pre-service, in-service, and specialized training programs.

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2. The training plan shall be developed by an advisory training committee composed of the DCT training staff and representatives from other departments.
3. 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 training.
4. A written report shall be prepared annually.