



**DEPARTMENT OF CORRECTIONS
Human Resources Division**



Title:	Professional Development	DOC Policy: 20.7.1
Effective:	1/1/13	Supersedes: 7/15/98
Applicability: All department employees, volunteers, and contractors		
Directives Cross-Reference: DOC Policy 20.1.6 Dress code, DOC Policy 20.7.2 Basic Corrections Course, ORS 181.610 to 181.712, OAR 259-008-0000		
Attachments: New Course Application form (CD 1602)		

I. PURPOSE

To describe the training offered by the department and the steps necessary for curriculum development, approval, and recording. The department places high value on developing and realizing the full potential of each employee through investment in their training and professional development to meet the changing needs of the department and their profession; enhance skills required for job performance, and to develop and maintain a professional culture to support the department mission, vision, and core values.

II. DEFINITIONS

- A. **Approved Training:** Any curriculum that has been reviewed by the Training Advisory Committee (TAC) and approved by The Professional Development Unit (PDU) Administrator or designee prior to the training event and entered into the Learning Management System (LMS).
- B. **Blended Training:** Training that combines traditional face-to-face classroom methods with computer based online training to create a more integrated and dynamic learning event.
- C. **Classroom Training:** Courses delivered in a traditional classroom setting utilizing face to face instruction and activities.
- D. **Curriculum:** Training materials developed or obtained by PDU for the purposes of providing instruction to staff. PDU developed curriculum is the property of PDU and available to staff with expressed permission from PDU.
- E. **Learning Management System (LMS):** An employee accessible online system that allows viewing of all training records, taking of online training courses and participating in learning and succession programs.
- F. **New Course Application:** A form which is required to document the process for development and approval of all curriculums prior to delivery.
- G. **Online Training:** Courses delivered on the Internet or agency network.

- H. **Personal Learning Event Form:** A form that employees may submit for inclusion in the LMS to track and receive credit for training an employee has received from an outside vendor.
- I. **Training Advisory Committee (TAC):** A committee comprised of departmental employees from various divisions whose purpose is to advise, training delivery modes, training standards and employee development programs.
- J. **Training Record:** An electronic document maintained for and accessible by each employee that records each employee's approved training contained in the LMS.

III. POLICY

- A. The department is responsible to provide within budgeted resources an employee training and development plan and program that meets the training policy requirements and current department training priorities.
- B. The department will establish and maintain a Training Advisory Committee (TAC) to provide PDU with consultation and advice on training delivery modes, training standards, and employee development programs. The TAC shall consist of members representing the various divisions and representation from both management and represented staff. The members must be recommended by the functional unit manager, and approved by their division Assistant Director. The membership will include a labor representative from AOCE, AFSCME and AFSCME Security Plus. The committee shall meet at least quarterly.
- C. All training curriculum will be developed and approved utilizing the New Course Application form (CD 1602).
- D. All approved training will be recorded and maintained in the LMS.
- E. All requests from department personnel for intermediate or advanced DPSST certification shall be submitted (Form F-7) to the Professional Development Unit for forwarding to DPSST.

IV. TRAINING PROGRAMS

- A. The department is responsible to provide within budgeted resources an employee training and development plan and program that meets certification requirements and current department training priorities.
- B. **Basic Correction Course (BCC):** A comprehensive program that prepares Correctional Officers to perform their duties and receive State Correctional Officer Certification (DPSST) within the context of the Mission, Vision, Values and goals of the department as defined in DOC Policy 20.7.2.
- C. **New Employee Orientation (NEO):** A program that provides new employees, volunteers, and contractors with basic understanding of the department's expectations of employee conduct, with a focus on the department's mission, rules, policies, regulatory requirements, and procedures. All employees shall attend NEO within the first 3 months of their hire date. NEO is delivered in conjunction with the first two weeks of the BCC program.

- D. **Annual Training:** All permanent employees, full time contractors, and OCE employees shall participate in the amount and topic(s) of agency approved training annually. It is recommended that part-time contractor's attend corrections related training annually. Annual training may be offered as classroom, online, or blended training events.
- E. **Leadership and Professional Development:** Programs designed to prepare employees with the knowledge, skills, and work experiences necessary for professional growth and career advancement. These programs will meet the requirements of DPSST Supervision and Management Certifications per OAR 259-008-0000.
- F. Employees, volunteers and contractors are expected to give full attention and participation in all department training and development programs they attend. Participants are expected to dress in compliance with policy 20.1.6 Dress Code, conduct themselves in a professional manner and satisfactorily complete all required program or course elements in order to receive credit for training.

V. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: signature on file
Birdie Worley, Rules Coordinator

Approved: signature on file
Mitch Morrow, Deputy Director