



**DEPARTMENT OF CORRECTIONS  
Human Resources**



<b>Title:</b>	<b>Annual In-Service Training Programs</b>	<b>DOC Policy: 20.7.3</b>
<b>Supersedes:</b>	<b>DOC Procedure #71, Employee Training Program dated 9/4/90</b>	
<b>Applicability:</b>	<b>All department employees</b>	
<b>Directives Cross-Reference:</b>	<b>Policy: Leadership and Professional Development Program #20.7.4</b>	

**I. PURPOSE**

To provide department managers and employees with the description, requirements, and procedures of the department's annual In-Service Training programs.

**II. POLICY**

All permanent employees shall participate in at least forty (40) hours of in-service training annually. The department Staff Training and Development Section shall determine, develop, and provide a menu of Annual In-Service Training course offerings based on the biennial training needs assessment and training plan as reviewed by the department Training Advisory Committee. Accordingly:

- A. The course offerings shall provide opportunity for individual development or remediation in a variety of delivery methods to maximize the availability of courses and resources and minimize the need for overtime or post relief costs;
- B. The Staff Training and Development Section shall publish a list of mandatory training requirements and catalog of course offerings, location, and schedule at least three months prior to the beginning of each calendar year (training year);
- C. Supervisors, in discussions with employees, shall identify and enroll employees in all mandatory training and/or the most appropriate or applicable in-service course and provide the employee on-duty time for completion of the course;
- D. Supervisors and employees may jointly agree upon other job-related training that enhances the employee's ability to support the department mission available from other sources which will meet the requirement of forty hours of annual in-service training based on the employee's individual development plan and as resources permit. The

employee is responsible to submit a record of any such training to the Staff Training and Development Section within five days of successful completion; and

- E. The Staff Training and Development Section shall conduct regularly scheduled instructor development courses for those employees interested and approved to become department adjunct trainers. The department training staff shall prepare curriculum and train trainers to deliver courses in fire arms use, cell extraction, and range master duties in their functional units.
- F. Each level of the department Leadership and Professional Development Program may be substituted for annual In-Service Training as described in department Policy 20.7.4.

### **III. IMPLEMENTATION**

This policy will be adopted immediately without further modification.

---