


<p align="center">POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION</p>	<p align="center">POLICY NUMBER 16.1</p>	<p align="center">TOTAL PAGES 6 (Including 1 Attachment)</p>
	<p>RELATED ACA STANDARDS: 1-CTA-1A-02 to 1-CTA-1A-04; 1-CTA-1A-14; 1-CTA-1A-15; 1-CTA-1B-01; 1-CTA-1B-09; 1-CTA-1D-03; 1-CTA-3A-01; 1-CTA-3A-03 to 1-CTA-3A-06; 1-CTA-3A-10 to 1-CTA-3A-14; 1-CTA-3A-19; 1-CTA-3A-21; 1-CTA-3A-21-1 to 1-CTA-3A-21-4; 1-CTA-3A-22; ACA 2-CO-1D-01 to 2-CO-1D-08; ACI 4-4073 to 4-4078, ACI 4-4081 to 4-4094, ACI 4-4119; 4-ACRS-7B-13 to 4-ACRS-7B-19; 4-APPFS-3A-05 to 4-APPFS-3A-24; 4-ALDF-7B-05 to 4-ALDF-7B-17</p>	
<p>CHAPTER: 16 EMPLOYEE DEVELOPMENT/ STAFF TRAINING</p>	<p>SUBJECT: EMPLOYEE DEVELOPMENT</p>	
<p>APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE: 9/19/18 </p>		
<p>APPROVED FOR PUBLIC RELEASE</p>		

I. **AUTHORITY:** 11 *Del. C.* §6517, §6565; 29 *Del. C.* §8903

II. **PURPOSE:** To establish a staff training program.

III. **APPLICABILITY:** All Department employees, volunteers, persons, or organizations conducting business with the Department.

IV: DEFINITIONS:

Training Academy Administrator: Section Manager for the Employee Development Center

Training Advisory Committee – A panel composed of the Training Academy Administrator and Representatives of Bureau of Prisons (BOP), Bureau of Community Corrections (BCC), and Bureau of Administrative Services (BAS)

V: **POLICY:** It is the policy of the Department of Correction (DOC) to establish and maintain a progressive and relevant training program to improve the efficiency and effectiveness of the Department. All employee staff development and training programs are planned, coordinated, and supervised by qualified supervisory and training personnel. Personnel are encouraged to seek professional growth.

In order to facilitate training and staff development, the Employee Development Center (EDC) shall be established by the Department. The EDC shall be administered by the Training Academy Administrator, who will report directly to the Warden or designee of the Special Operations Group (SOG). The Training Academy Administrator is in charge of all personnel, volunteers, programs, and activities connected with the Academy. The Training Academy Administrator shall oversee and direct the planning, coordination, delivery, evaluation, and reporting of all DOC training using qualified training personnel and within the listed standards.

Whenever possible, the Training Academy Administrator shall utilize external resources available from private and public agencies/institutions to supplement the training resources of the Department. The Training Academy Administrator/designee will monitor training programs and operations through inspections and reviews at least annually. The Training Academy Administrator is responsible for fiscal policy management including the development of Standard Operating Procedures. Training Academy employees will be included in the process of review and formulation of the Standard Operating Procedures and programs.

VI: PROCEDURES

A. Program Coordination and Planning

- 1) All full-time Training Educators shall complete a 40-hour training-for-trainers course.
- 2) Training Educators will be certified by either internal or external certification standards for the topic areas taught.
- 3) All Training Educators will be trained and maintain certifications in First Aid, CPR/AED, and methods of obtaining medical assistance.
- 4) Directors and Wardens shall designate a qualified Institutional Training Administrator and adjunct trainers at their respective divisions.
- 5) The Institutional Training Administrator shall receive specialized training as established by the EDC to perform their duties.
- 6) A facility training committee chaired by the Warden/Designee will develop a comprehensive training plan that meets the training needs of all staff assigned to that facility. Consideration of training topics mandated by ACA and Department standards will be made in the development of the training plan.
- 7) The facility training committee will meet at least quarterly to review progress and resolve problems that may arise. A written record of the training committee meetings will be forwarded to the Training Academy Administrator.
- 8) The Institutional Training Administrator shall work with the EDC to develop for approval an agency training plan that considers the needs of all Bureaus within the Department of Correction. The Department Training Plan will be reviewed and approved annually based on the operational needs of the department.

B. Program Evaluation

The Training Academy Administrator will formulate goals for the academy and translate the goals into measurable objectives. Agency and facility training plans will be developed, evaluated, and updated based on a valid annual assessment that identifies current job related training needs. A written report on academy activities including major developments relating to academy progress and objectives will be prepared by the Training Academy Administrator and reviewed by the Warden of the Special Operations Group at least annually. The annual report will include statistics of all Department training completed including pre-service, in service and specialized training. Upon review and approval of the Special Operations Group Warden, the annual training report will be forwarded for review to the Bureau Chief of Community Corrections, Bureau Chief of Prisons, and Commissioner of Correction.

C. Program and Curriculum Development

1. Training programs will be based on needs assessment and job/task analysis, incorporate measurable performance-based learning objectives, and be reviewed and updated annually.
2. The EDC will oversee and participate in the development of training curriculum and programs. All lesson plans shall be submitted to the EDC for approval and entry into the Department's training record management system. Training curriculum will be developed based on clear, concise, and measurable written statements of intended learning outcomes. The content and instructional methods selected for a training program shall be consistent with the stated learning objectives, sequenced to facilitate learning, and incorporate strategies to evaluate training.

D. Training Requirements - Security Employees

The Training Academy Administrator will develop procedures to ensure the following employee orientation training standards are met for security employees:

1. All new Correctional Officers and Correctional Officer/Series employees must successfully complete Correctional Officer Employee Initial Training (CEIT) as mandated by Delaware Code. After initial training, each officer must complete 40 hours of annual in-service training. Annual training shall include at a minimum the following areas:
 - Standards of conduct/ethics
 - Security/safety/fire/medical/emergency preparedness
 - Offender supervision/PREA /suicide prevention
 - Use of force
 - Cyber-security
 - Sexual harassment
 - Quick Response Team (QRT)
 - Firearms requalification
2. All new Probation and Parole Officers must successfully complete Basic Officer Training Course (BOTC). After initial training, each officer must successfully complete 40 hours of annual in-service training.
3. All personnel authorized to use chemical agents and/or oleoresin-capsicum based products shall receive thorough training in their use and in the treatment of individuals exposed to them.
4. All Correctional Officers and Probation and Parole Officers are trained in approved methods of self-defense and the use of force continuum.
5. All new full-time employees receive additional orientation once arriving at their assignment. At minimum, the orientation should include a historical perspective of the work site, site goals and objectives, site rules and regulations, job responsibilities, offender supervision, security, universal precautions, occupational exposure, environmental safety and sanitation, report writing, and any site-specific skills training deemed necessary. Each site shall document that the new employee has received orientation.

E. Training Requirements - Non-Security Employees

The Training Academy Administrator will develop procedures to ensure the following employee orientation training standards are met for non-security employees:

1. All new full-time employees must complete a formalized 40 hour orientation program before undertaking their assignments. Orientations shall be consistent with American Correctional Association (ACA) standards applicable for the employees' bureau and section.
2. DOC and Department of Education (DOE) employees in the following classifications assigned to work with offenders in Level IV or Level V facilities are required to successfully complete a basic training program.. See DOC Policy 16.3 for additional details.
 - a. Correctional Counselor
 - b. Senior Correctional Counselor
 - c. Master Correctional Counselor
 - d. Correctional Counselor Supervisor
 - e. Correctional Treatment Administrator
 - f. Teacher (DOE)
 - g. Chaplain
 - h. Paralegal II
 - i. Legal Services Administrator
 - j. Inmate Classification Officer I and II
 - k. Community Work Program Coordinator
 - l. Recreation Program Leader
 - m. Recreation Program Specialist
 - n. Correctional Arts Program Coordinator
 - o. Trainer/Educator (Non-Security only)
 - p. Correctional Facilities Maintenance Manager
 - q. Any other classifications as identified by the Commissioner
3. All current full-time employees receive annual in-service training of 16 hours for clerical/support staff having minimal offender contact, 40 hours for clerical/support staff having regular or daily offender contact inside an offender housing facility, and 40 hours for all other staff, in addition to orientation training their first year of employment, and every year thereafter.
4. All new full-time employees receive additional orientation once arriving at their assignment. At minimum, the orientation should include a historical prospective of the work site, site goals and objectives, site rules and regulations, job responsibilities, offender supervision, security, universal precautions, occupational exposure, environmental safety and sanitation, report writing and any site specific skills training deemed necessary. Each site shall document that the new employee has received orientation.
5. All casual/seasonal staff and contract personnel will complete New Employee Orientation (NEO) and receive site specific formal orientation appropriate to their assignments. Annual professional development shall be job specific and relevant to the performance needs of the employee.

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6. Volunteers will receive site-specific formal orientation appropriate to their assignments, delivered by the ITA's or designee of the assigned facility.

7. Administrators, managers, supervisors, and professional specialists receive 40 hours of training in addition to orientation during their first year of employment and 40 hours of training each year thereafter in areas relevant to their position and work environment.

F. Continuing Education

Employees are encouraged to continue their education, training, and professional development. Where practical, administrative leave, reimbursement, or funding may be made available for employee participation in approved educational programs, professional meetings, seminars, or similar work related activities. Employees are further encouraged to join and participate in appropriate criminal justice, medical, legal, business, accounting, and other professional associations and activities.

Employees satisfactorily completing college-level courses may be eligible to apply those hours to their annual training requirements. To be eligible for training hours, the employee must have received a passing grade of at least a C, 2.0 Grade Point, or Pass in the course. College courses must be relative to the employee's current job, required as part of a degree program relative to their position in the Department, or pursued as professional development in order to promote to higher-ranking positions in the Department.

Each college credit hour equates to 15 hours of training. Therefore, a three hour college credit course would result in 45 training hours. Employees interested in receiving training hour credit for college courses must complete and submit the Department's Request to Apply College Credits to Training Hours form to their supervisor (Attachment 1) http://extranet.doc.state.de.us/pdfs-enabled/edc/Convert_College_Credits_Form.pdf. Upon final approval of all signees, the employee must enter the training hours as External Training in Delaware Learning Center (DLC), and attach the form and proof of passing grade as justification.

ATTACHMENT I

**DEPARTMENT OF CORRECTION
REQUEST TO APPLY COLLEGE CREDITS TO TRAINING
HOURS FORM**

Employees satisfactorily completing college-level courses may be eligible to apply those hours to their annual training requirements. Employees interested in receiving training hour credit for college courses must complete and submit this form to their supervisor, and the supervisor will forward to EDC for final approval.

Check all that apply:

- College course(s) must be relative to the employee's current job
- College course(s) must be required as part of a degree program relative to their position in the Department
- College course(s) must be pursued as professional development to be considered for future promotional opportunities in the Department

Employee's Name:		Date:
DDS:	Employee's Title:	
Degree being pursued (if applicable):		
Title of college course:	College credits earned (employee must attach verification documentation):	
Employee's Signature:	Date:	
Supervisor's Signature:	Date:	
EDC Approval:	Date:	

EDC will return the electronic form with all approvals to the employee. The employee must enter the training hours as External Training in Delaware Learning Center (DLC).