

POLICY 16.1 - EMPLOYEE DEVELOPMENT

<p align="center"><b>POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION</b></p>	<p align="center"><b>POLICY NUMBER</b> 16.1</p>	<p align="center"><b>TOTAL PAGES: 6</b> (One attachment)</p>
	<p><b>RELATED ACA Standards</b> 2-CO-1D-01 to 2-CO-1D-08; 4-4073 to 4-4078, 4-4081 to 4-4094, 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><b>CHAPTER: 16 EMPLOYEE DEVELOPMENT</b></p>	<p><b>SUBJECT: EMPLOYEE DEVELOPMENT</b></p>	
<p><b>APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:</b></p>		
<p align="center">  <span style="float: right;">8/17/2016</span> </p>		
<p><b>APPROVED FOR PUBLIC RELEASE</b></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

**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 and operated by the Department. The EDC shall be administered by the Training Academy Administrator, who will report directly to the Bureau Chief of Administrative Services. The Training Academy Administrator shall oversee 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.

## POLICY 16.1 - EMPLOYEE DEVELOPMENT

### A. Program Coordination and Planning

Directors and Wardens shall designate qualified Training Coordinators and adjunct trainers at their respective divisions. All full-time trainers shall have at least a 40 hour training-for-trainers course and be certified by either internal or external certification standards for the topic areas taught. Training Coordinators shall receive specialized training as established by the EDC to perform their duties and will establish a Training Advisory Committee within their respective division composed of site representatives who collectively represent all personnel at the site. This committee will develop a comprehensive training plan that describes the methods to be used to ensure each staff member, intern and volunteer has the needed knowledge skills and abilities to perform his or her assigned duties. The training plan will be developed, evaluated and updated based on an annual assessment that identifies current job-related training needs. The committee will meet at least quarterly to review progress and resolve problems that may arise. A written record of advisory committee meetings will be forwarded to the Director/Warden. The Training Coordinators shall work with the EDC to develop and implement an agency training plan.

### B. Program Evaluation

Agency and facility training plans will provide for ongoing written evaluation of all pre-service, in service and specialized training programs. The EDC will produce a comprehensive annual written evaluation report of all training completed.

### 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 the development of training curriculum. 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

## POLICY 16.1 - EMPLOYEE DEVELOPMENT

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.

### **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 CEIT. 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

## POLICY 16.1 - EMPLOYEE DEVELOPMENT

- k. Community Work Program Coordinator
  - l. Recreation Program Leader
  - m. Recreation Program Specialist
  - n. Correctional Arts Program Coordinator
  - o. Trainer/Educator I (Braille Instructor at JTVCC)
  - p. Correctional Facilities Maintenance Manager
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, volunteers and contract personnel receive formal orientation appropriate to their assignments and additional training as deemed necessary.
  6. 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.

## POLICY 16.1 - EMPLOYEE DEVELOPMENT

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). 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

➤ Each college credit hour equates to 15 hours of training. As an example, a three hour college credit course will result in 45 training hours.

Employee’s Name: Click here to enter text		Date: Click here to enter a date.
DDS:	Employee’s Title: Click here to enter text.	
Degree being pursued (if applicable): Click here to enter text.		
Title of college course: Click here to enter text.	College credits earned (employee must attach verification documentation): Click here to enter text.	
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).*