

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 16.2	PAGE NUMBER 1 of 4
	RELATED ACA STANDARDS: 2-CO-1D-02; 4-4075; 4-ACRS-7B-11; 4-APPFS-3A-05 TO 4-APPFS-3A-24	
CHAPTER: 16 EMPLOYEE DEVELOPMENT/ STAFF TRAINING	SUBJECT: CORRECTIONAL OFFICER SERIES TRAINING AND STAFF TRAINING RELIEF OFFICERS	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:		
 10/05/2015		
APPROVED FOR PUBLIC RELEASE		

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

II. PURPOSE: To establish procedures for Correctional Officer series annual training and assignment of Staff Relief Training Officers (STROs), including the associated duties and responsibilities.

III. APPLICABILITY: All Department of Correction employees.

IV. DEFINITIONS:

Staff Relief Training Officers (STROs): Designated Correctional Series positions assigned to the Employee Development Center (EDC) with the primary function of providing training relief.

V. POLICY: It is the policy of the Department of Correction (DOC) to provide STROs to Level IV and V facilities so that employees may attend required annual training. Employees are required to attend the annual training as identified in the department's Annual Training Plan.

VI. PROCEDURES:

A. Annual Training

1. EDC will establish the annual training calendar and post it to the Department's Extranet site prior to the beginning of the fiscal year. (Please review DOC Policy 16.1, Employee Development.)
2. All courses and available dates/times will be posted annually in the Delaware Learning Center (Statewide Training and Organizational Development's Learning Management System). The entire training calendar will be viewable in the Delaware Learning Center, with training dates opening semi-annually for registration.

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 16.2	PAGE NUMBER 2 of 4
SUBJECT: CORRECTIONAL OFFICER SERIES TRAINING AND STAFF TRAINING RELIEF OFFICERS		

3. EDC courses will be offered on Monday through Friday to accommodate training resources and operational needs.
4. Wardens, in conjunction with the Institutional Training Coordinator, may choose from the following options for 10 hour workday employees attending eight (8) hour training sessions to address the remaining two (2) hours:
 - a. Send employee to range prior to the 16:00-24:00 training.
 - b. Schedule employee for additional 2 hours within the same pay period.
 - c. Authorize employee to complete 2 hours of required online training from home or work location.

B. Assignment of STROS

1. EDC Responsibilities: Comply with all applicable Merit Rules and Collective Bargaining Agreement provisions relevant to the work schedules and assignments of STROS.
2. STRO Lieutenant Responsibilities: Supervise all STROs assigned to the EDC.
3. Institutional Training Coordinator Responsibilities:
 - a. Schedule annual training for all facility staff to include the Administration Building, Delaware Correctional Industries (DCI), Maintenance and Food Services using the Delaware Learning Center.
 - b. Coordinate with the STRO Lieutenant to ensure that the proper number of facility staff is scheduled for training to ensure STROs are not utilized solely for overtime relief.
 - c. Assign resources to best fit the needs of the institution. STROs are lead workers and should be able to replace any Correctional Officer, Correctional Corporal or Sergeant barring specific skill requirements outside the normal scope of a Correctional Officer. STROs may be utilized in any area of the facility, including Food Service and Maintenance, as long as the STRO's training and experience meets the job requirements. Wardens or designees may use STROs for assignments as necessary to ensure institutional employees are available to attend training. STROs do not have to provide one-to-one relief for the specific employees attending training, but may work any duty assignment in order for training to occur.
 - d. STROs will not be subject to freezes at the institution. However, STROs may be used and retained during emergency situations.

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 16.2	PAGE NUMBER 3 of 4
SUBJECT: CORRECTIONAL OFFICER SERIES TRAINING AND STAFF TRAINING RELIEF OFFICERS		

4. STRO Responsibilities:
 - a. Maintain compliance with DOC Policy 8.27 Department Uniforms/Dress Code when reporting for duty at any institution. During transition to the new duty uniform awarded on July 1, 2015, the STROs will be permitted to wear existing uniforms until replaced.
 - b. Comply with the legitimate directions of any supervisor at the institution.
 - 1) Call Offs: STROS must first contact the shift commander at their assigned institution to report an unplanned absence.
 - 2) The STRO will then contact EDC at 857-5288 and reach a live person to report the unplanned absence. If the STRO leaves a voicemail, he or she must continue to call and reach an EDC employee to confirm the message was received.
 - 3) The Shift Commander or designee at the institution will email STRO Lieutenant as a double check to notify EDC of the STRO absence.
 - c. Report to assigned facility regardless of State of Delaware Government Closings and Delays for non-essential employees. STROs are deemed essential employees.
5. Student Responsibilities:
 - a. Report to the Employee Development Center or other designated training location by the class start time. Students that arrive more than 15 minutes after start time of the course may be denied access and advised to return to their home location.
 - b. Responsible for transportation to and from assigned training as it is the designated duty assignment. The department will not provide a state-owned vehicle nor reimburse for mileage.
 - c. Report to training wearing their duty uniform or uniform prescribed by EDC for the specific training.
 - d. Subject to their home facility's recall process in the event of an emergency situation. If an event occurs at the Employee Development Center/Administration Building, the student may be used as a resource in accordance with the Emergency Preparedness Manual of the Special Operations Group.
 - e. Attend training as scheduled; failure to attend without prior notice and a valid excuse may result in disciplinary action.
 - f. Notify instructor immediately of any injuries incurred during training. Student must complete First Report of Injury and submit to the Instructor.
 - g. Report to home facility in the event EDC training is cancelled due to State of Delaware Closings & Delays if classified as an essential employee. Training will not be conducted in the event of a closing or delay.

C. STRO Supervision

1. Time and Attendance:
 - a. The STRO Lieutenant is responsible for requesting and collecting leave forms and medical documentation from the STROs. The Warden or designee may relay any applicable information or concerns to the STRO Lieutenant for consideration.
 - b. The STRO Lieutenant will forward all pertinent documents to the EDC Timekeeper who will be responsible for all leave and payroll reporting for the STROs.
 - c. The STRO Lieutenant will coordinate with Human Resources regarding Return to Work Forms, Fitness for Duty, Light Duty Assignments, Workers' Compensation, FMLA, and Short/Long Term Disability cases.
 - d. STROs will submit annual leave requests to the STRO Lieutenant by June 1st of each year. STROs will be given the opportunity to submit annual leave requests on the basis of individual preference of 52 one-week intervals. Leave requests for the next calendar year are due by June 1st for the next fiscal year. The STRO Lieutenant will notify STROs by June 30th of the approved vacation schedule for the next fiscal year.
 - e. All subsequent requests for vacation time will be submitted in writing to the STRO Lieutenant at least seven (7) calendar days in advance of the requested start date using Form 509Z. Requests will be processed on a first come, first serve basis. Exceptions to the seven (7) day rule may be made under special circumstances and approved by the STRO Lieutenant or designee.
 - f. The STRO Lieutenant will control the number of STROs on vacation at any given time. No more than two (2) STROs will be on approved vacation on the same dates. Exceptions to the vacation rule may be made based on operational needs.
2. Performance Planning and Review: The STRO Lieutenant is responsible for Performance Plans and Reviews of the STROs. Wardens or designees from a STRO's assigned facility may submit input to the STRO Lieutenant for consideration and inclusion in the STRO's Performance Review.
3. Disciplinary Action: Institutional staff will complete and submit an Incident Report for any event involving a STRO at their facility. If a disciplinary investigation is warranted, either the institutional investigator or EDC designee will be responsible for completing the investigation. If disciplinary action is warranted, it will be issued from within the EDC chain of command.