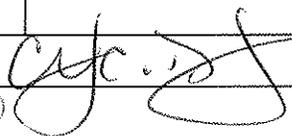
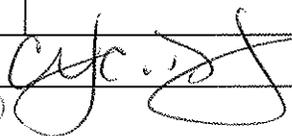


<p style="text-align: center;">POLICY OF</p> <p style="text-align: center;">STATE OF DELAWARE</p> <p style="text-align: center;">DEPARTMENT OF CORRECTION</p>	<p style="text-align: center;">POLICY NUMBER</p> <p style="text-align: center;">9.8</p>	<p style="text-align: center;">PAGE NUMBER</p> <p style="text-align: center;">1 of 2</p>
<p>CHAPTER: 9 Human Resources, Employee Development & Employee Management Relations</p>	<p style="text-align: center;">RELATED ACA Standards</p> <p>2-CO-1D-05, 2-CO-1D-06, 2-CO-1D-08</p>	
<p>APPROVED BY THE COMMISSIONER:</p>		
<p>EFFECTIVE DATE: 3 May 2010</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 Administrator - Section Manager for the Employee Development Center.

V. POLICY: It is the policy of the Department of Correction to establish and maintain a progressive and relevant training program to improve the efficiency and effectiveness of the Department as well as encourage the personal and professional growth of all employees.

In order to facilitate training and staff development, the Employee Development Center shall be established and operated by the Department. The Employee Development Center shall be administered by the Training Administrator who will report directly to the Director of Human Resources and Employee Development. All training must be approved and documented by the Director of Training or their designee. Whenever possible, the Training Administrator shall utilize external resources available from private and/or public agencies/institutions to supplement the training resources of the Department. The official employee training record is maintained in the Training Education Database (TED)

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The Training Administrator and the bureau chiefs/section managers will jointly determine training objectives for their respective bureaus/sections. It shall be the responsibility of the Training Administrator to develop curricula to meet the identified training objectives.

In addition, the training objectives and the curricula will be reviewed annually by the Training Administrator and the bureau chiefs/section managers to ensure the training needs of the Department and individual staff are met.

The Training Administrator shall develop procedures to implement this policy. These procedures must meet the following standards:

- A. 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 annual refresher/in-service training as mandated by the Department.
- B. All new Probation and Parole Officers must successfully complete Basic Officer Training Course (BOTC).
- C. All non uniformed employees receive orientation training by the Human Resources Office and additional training at their respective office or facility. An additional sixteen (16) hours in—service training shall be provided for clerical/support staff and an additional forty (40) hours for all other staff during the first year of employment.
- D. All current full-time employees receive annual in-service training of sixteen (16) hours for clerical/support staff and forty hours (40) for all other staff.
- E. Part—time employees and volunteers receive training appropriate to their assignment
- F. Specialized training programs should be established to meet specific job functions as appropriate.
- G. Administrative and supervisory staff receive forty hours (40) of management training annually. The management training should include, training in human relations, conflict resolution, employee motivation, and employee-management relations.