



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
12/26/24

PAGE NUMBER
1 of 6

NUMBER
DOC 880.100

POLICY

TITLE
CORRECTIONS TRAINING AND DEVELOPMENT

REVIEW/REVISION HISTORY:

Effective: 5/21/08
Revised: 10/17/11
Revised: 10/20/20
Revised: 12/26/24

SUMMARY OF REVISION/REVIEW:

Policy Statement I., Directive I.B.2.a.1), I.B.4., III.B.3.d., III.F.1., and IV.C. - Added clarifying language
I.B.3. and III.D. - Removed unnecessary language
I.B.5. & 6., I.C.1., II.C. & D., II.D.1., III.A. & B., III.B.1., III.B.3., III.F.2., III.H., and III.H.2. & 3. - Adjusted language for clarification
Added III.B.4. that online courses must be completed
Added III.C. that training specific to the position must be completed before performing duties
Added III.E. that volunteers will be trained per the volunteer program policy
Added III.H.1. that requests must include justification and strategies to mitigate risk


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

11/22/24

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 43.101.010](#); [WAC 139-10](#); DOC 530.100 Volunteer Program; DOC 880.130 Tuition Reimbursement; Annual In-Service Training Plan; [Records Retention Schedule](#)

POLICY:

- I. The Department will provide training programs and development opportunities for all employees, contract staff, and volunteers in permanent, non-permanent, and on-call status in alignment with the [Department's mission and values](#).

DIRECTIVE:

- I. Responsibilities
 - A. Appointing Authorities or their designees will manage resources to ensure employees, contract staff, and volunteers receive all required training.
 - B. The Training and Development Unit (TDU) Administrator will:
 1. Maintain procedures related to training and development.
 2. Plan, coordinate, review/evaluate, and audit the following mandatory training programs developed and delivered by the TDU:
 - a. Academies:
 - 1) Virtual New Employee Orientation
 - 2) Correctional Worker Core
 - 3) Community Corrections Officer Academy
 - 4) Case Management Academy
 - 5) Essential Skills for Supervisors
 - b. Annual in-service training
 3. Coordinate with leadership and stakeholders to design, develop, and implement training and development programs (e.g., emergency operations, reentry, health services).
 4. Maintain training records/certifications and training program materials per the Records Retention Schedule.
 5. Report training compliance to leadership at the end of the fiscal year or as requested.

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6. Continually assess Department training and development needs.

C. Each division/unit providing additional training will manage their registration process, and coordinate with the TDU to maintain training records/certifications.

1. Requests for TDU assistance to develop and facilitate training (e.g., lesson plan templates, standardized task performance checklist) will be submitted to docdltdurequest@doc1.wa.gov and approved as resources allow.

II. Training Curriculum and Development/Implementation

A. Curriculum (i.e., all materials used to deliver training) developed by the TDU will:

1. Use sound, research-based instructional design practices.
2. Be approved by the Training Program Manager before implementation/delivery.

B. TDU employees/contract staff who develop training will complete the Foundations of Curriculum Design course.

C. Employees/contract staff who deliver academy training will complete the appropriate Training for Trainer's course before independent facilitation.

1. Training provided in a classroom requires completion of the Foundations of Learning Delivery course, unless approved by the TDU Administrator.

D. Employees/contract staff may deliver training developed by the TDU with supervisor and Appointing Authority/designee approval. Requests will be submitted using DOC 03-499 Facilitator Agreement.

1. The TDU will assist with recruitment, development, and certification of facilitators working outside the TDU.

III. Mandatory Training Requirements

A. All employees, contract staff, and volunteers will complete the following new hire/appointment trainings, as applicable:

1. Administrative/facility orientation
2. Online training courses
3. Virtual New Employee Orientation
4. Correctional Worker Core
5. Community Corrections Officer Academy
6. Reentry Center Academy



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7. Case Management Academy
- B. The Appointing Authority/designee may approve newly hired/appointed employees/contract staff to begin employment and job shadowing before attending the mandatory academy training(s), provided the person:
 1. Is registered for enrollment in the mandatory academy training(s), in coordination with the TDU.
 2. Is not assigned to a post with direct authority over incarcerated individuals, unless approved by the Appointing Authority/designee.
 3. Completes an administrative/facility orientation that contains, at a minimum:
 - a. Security briefing,
 - b. Key control,
 - c. Site specific safety training,
 - d. Introduction to facility/area operations, and
 - e. Prison Rape Elimination Act training.
 4. Completes all mandatory online training courses.
 - C. Specific training required for the job classification/assignment must be completed before performing duties (e.g., first aid, firearms, control tactics).
 - D. Contract staff will complete training per [Required Contract Staff Training](#).
 - E. Volunteers will receive training per DOC 530.100 Volunteer Program.
 - F. Annual in-service training will be driven by professional standards, agency policy and initiatives, and legal statutes/administrative codes.
 1. Employees/contract staff will complete in-service training as outlined for their position and/or division per the Annual In-Service Training Plan.
 - a. Appointing Authorities will complete 16 hours of additional leadership training quarterly in person as outlined in the training plan.
 2. Employees/contract staff who complete the applicable new hire/ appointment training academy during the current fiscal year may be exempt for the current annual in-service cycle per the Annual In-Service Training Plan and/or as determined by TDU Administrator.

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- G. Employees/contract staff may be required to complete additional training if they are promoted or change positions.
- H. Extensions/exceptions to mandatory training requirements must be submitted through the IT service request process and approved by the appropriate Appointing Authority and Deputy Secretary/designee.
 - 1. Requests must include justification and strategies to mitigate risk if the employee receives an extension/exception.
 - 2. Appointing Authorities may request approval for an employee/contract staff to attend only the Virtual New Employee Orientation in limited instances (e.g., will not have significant contact with incarcerated individuals, has prior correctional work and training experience, works less than 30 hours per week, contract is less than 180 days).
 - 3. An employee may request an exemption from the applicable new hire/ appointment training academy if their break in service is less than 24 months with the Department. Approved employees will complete annual in-service training within 120 days of hire/appointment.
 - a. An employee whose break in service is 24 months or more will be required to complete the mandatory training.

IV. Continuing Education and Professional Development

- A. Based on funding and available relief, administrative leave and/or reimbursement will be provided for employees attending approved professional meetings, seminars, and/or similar work-related developmental activities.
- B. Employees may request to attend external agency courses through the chain of command using DOC 03-346 Employee Training Request and Registration.
- C. Employees/contract staff may request credit through the IT service request process for completed division/unit training and/or external agency courses that were not registered with the TDU.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None



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DOC FORMS:

DOC 03-346 Employee Training Request and Registration

DOC 03-499 Facilitator Agreement