REVIEW/REVISION HISTORY:
Effective: 5/21/08
Revised: 10/17/11

SUMMARY OF REVISION/REVIEW:
Policy title change
Removed ACA standards and related attachment
I.A.1. - Added academies to the new employee training/development program
Section V. - Removed requirements for specific hours of training throughout
V.A.3.b. and B. - Added clarifying language
V.F. - Adjusted that all full-time Department staff will complete in-service training per the Annual Agency Training Plan
VI.B. - Adjusted language for clarification
IX.D. - Removed unnecessary language
Removed X.D. on professional/technical instructor certification for Correctional Sergeants

APPROVED:
Signature on file

BERNARD WARNER, Secretary
Department of Corrections

9/18/11 Date Signed
POLICY

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; RCW 43.101.010; WAC 139-10; ACA 4-4083; ACA 7B-15; DOC 880.130 Continuing Education Unit/Tuition Reimbursement

POLICY:

I. The Department will provide training and development opportunities for all contract staff, volunteers, and employees in permanent, non-permanent, and on-call status to increase their ability to contribute to the accomplishment of the Department’s mission.

II. Appointing Authorities will manage resources to ensure that staff receive all required training.

DIRECTIVE:

I. Training Coordination and Supervision

A. The Corrections Training and Development Manager will plan, coordinate, supervise, and review annually the Department’s:

1. New employee training/development programs, which include Correctional Worker Core (CWC), Community Corrections Academy (CCA), Case Management Academy (CMA), New Employee Orientation (NEO), and Work Release Academy (WRA), and

2. Employee in-service training and development programs.

B. The Chief of Emergency Operations will plan, coordinate, supervise, and review annually the Department’s specialty training/development programs, which include Emergency Response Team (ERT), Special Emergency Response Team (SERT), and Emergency Response Training.

C. Department employees who deliver training full-time will be qualified in the areas in which they conduct training and either:

1. Complete at least a 40 hour instructor development course approved by the Corrections Training and Development Manager, or

2. Possess prior work experience and/or training/education that qualifies them to instruct, as determined by the Corrections Training and Development Manager.

II. Training Plans and Evaluations
A. The Human Resources Director and Corrections Training and Development Manager will annually assess and plan for training and staff development.

1. The Department will have a written Annual Agency Training Plan. At a minimum, the plan should include:
   
   a. Responsibilities of:
      
      1) Training Advisory Committees,  
      2) Facility Performance Coordinators/In-Service Specialists,  
      3) Supervisors, and  
      4) Employees.  

   b. Annual In-Service Training hours required, driven by:
      
      1) Requirements (e.g., professional standards, policy, law), and  
      2) Performance requirements/needs assessments.

2. Each Prison will develop an Annual Training Plan based on the guidelines set forth in the Department’s Annual Agency Training Plan and input from the facility Training Advisory Committee.

   a. The facility Training Advisory Committee will include the Facility Performance Coordinator and representatives from other Prison facility sections or Division departments, and will meet at least quarterly to:
      
      1) Review progress,  
      2) Identify and address problems, and  
      3) Provide a written record of the quarterly meeting to the Superintendent/designee and the Corrections Training and Development Manager/designee.

B. All Annual Training Plans will:

1. Be developed, evaluated, and updated based on annual assessments that identify current job related training needs.

2. Include an evaluation of pre-service, in-service, and specialty training programs.

3. Be written reports that are reviewed annually by the Corrections Training and Development Manager.
C. Supervisors will develop an individualized training plan for each employee they supervise, and document the training plan in the employee’s Performance Development Plan. The individualized training plan should identify specific training that is mandatory for the employee, as well as any developmental training that may assist the employee or Department.

III. Training Curriculum

A. All Department required training curriculum will:

1. Be approved by the Corrections Training and Development Manager/designee prior to being delivered,

2. Include performance-based learning objectives staff are expected to demonstrate during the training, and

3. Include content and instructional methods that are based on curriculum design or Instructional Systems Design theories and principles.

IV. Training Resources

A. Reference Services

1. The Corrections Training and Development Unit, and each Prison and Work Release, will maintain a library of reference materials and make library and reference services available to staff to complement training and staff development programs.

B. Outside Resources

1. The training and staff development programs may include the use of public and private agencies, private industry, colleges, universities, libraries, and community resources as approved by the Corrections Training and Development Manager.

C. Space and Equipment

1. The Superintendent, Assistant Secretary for Health Services, Chief of Emergency Operations/designee, Corrections Training and Development Manager/designee, and Field Administrators will ensure that the necessary instructors, space, and equipment are available for all required training and staff development programs. Available space and equipment from outside Department facilities may be used to meet program resource needs.
D. Reimbursement

1. Each Prison’s or Operational Leader’s budget will include funds to pay overtime to eligible employees when training is conducted during off-duty hours.

V. Training Requirements

A. All new full-time employees, and temporary or on-call staff assigned to work in a Prison, who are responsible for supervising, confining, and/or caring for offenders will complete Correctional Worker Core before starting their assignments.

1. Correctional Officers assigned to Tri-Cities Work Release or a Community Justice Center will attend the Correctional Worker Core academy.

2. Appointing Authorities may hire staff to begin employment and job shadowing prior to Correctional Worker Core completion, provided:

   a. The staff is enrolled in the first available academy, in coordination with the Corrections Training and Development Unit.

   b. A uniform is not issued and the staff is not assigned to a post where s/he has authority over offenders.

   c. The staff completes a security orientation at the local level that contains, at a minimum:

      1) Security briefing,
      2) Key control,
      3) Site specific safety training, and
      4) Introduction to facility operations.

3. Superintendents may request approval from the applicable Assistant Secretary for a staff working in a Prison to attend New Employee Orientation in lieu of Correctional Worker Core in limited instances.

   a. These instances include where the staff:

      1) Will not have significant contact with offenders,
      2) Is returning to the Department from a short break in service (i.e., 24 months or less), or
      3) Has prior correctional work and training experience.

   b. Approved requests will be forwarded to the Corrections Training and Development Manager and the Superintendent.
B. New full-time employees, and temporary or on-call staff, who are not assigned to work in a Prison or required to attend Correctional Worker Core will complete New Employee Orientation before starting their assignments.

C. All contractors providing more than 30 hours of services each week at a Work Release, Community Justice Center, or Field Office will complete 40 hours of orientation before delivering services. Orientation may be a combination of Department orientation courses and on-site facility orientation training.

D. All new contract employees working at a Prison who work less than 30 hours per week will complete the security briefing before starting their assignments.

E. Employees appointed to a permanent supervisory or management position must successfully complete entry-level supervisory or managerial training within 6 months of appointment. If training is not available, the employee will be enrolled in the first available training, in coordination with the Corrections Training and Development Unit.

F. All full-time Department staff will complete the in-service training stipulated in the Annual Agency Training Plan and outlined for their position. Staff who completed Correctional Worker Core during the current fiscal year are exempt for that cycle only. [4-4083] [7B-15]

G. All full-time contract staff will comply with the training requirements set forth in the facility Training Plan or Annual Agency Training Plan.

H. All part-time employees working less than 30 hours per week will receive training appropriate to their assignments.

I. All part-time contract staff who are:

1. Assigned to a Prison or Work Release will receive formal orientation appropriate to their assignments, to include facility rules, security, and operational procedures, and additional training as needed.

2. Assigned to Headquarters or a Field Office will:
   a. Complete training in confidentiality requirements.
   b. Be trained in the processes for appropriate collection, safeguarding, and disbursement of all monies consistent with law, policies, and directives, if they collect funds from offenders.

J. All full-time Program Monitors/Offender Care workers assigned to a Work Release will complete the Work Release Academy within 6 months of
appointment. If the academy is not available, the worker will be enrolled into the first available academy, in coordination with the Corrections Training and Development Unit.

K. All newly appointed full-time Counselors assigned to a Prison will complete the Case Management Academy within 6 months of appointment. If the academy is not available, the Counselor will be enrolled into the first available academy, in coordination with the Corrections Training and Development Unit.

L. All full-time Community Corrections Officers (CCOs) will complete:

1. The Community Corrections Academy within 6 months of appointment. If the academy is not available, the CCO will be enrolled in the first available academy, in coordination with the Corrections Training and Development Unit.

2. Defensive Tactics training.

VI. Continuing Education and Professional Development

A. Supervisors and administrators will encourage employees to continue their education and professional development and, based on funding and available relief, will provide administrative leave and/or reimbursement for employees attending approved professional meetings, seminars, and similar work-related activities.

B. Employees may be provided administrative leave and/or reimbursement for continuing education units required for re-licensure or certification when approved per DOC 880.130 Continuing Education Unit/Tuition Reimbursement.

VII. Mandatory Training

A. All staff will comply with the training requirements established by the Department, as well as individual requirements established by their supervisor.

B. Participants in Department academies will comply with the Department Academy Administrative Guidelines (Attachment 1).

C. Staff will be scheduled for mandatory in-service training prior to, but as close as possible to, the date of the individual employee’s training compliance expiration for each mandatory training lesson.

D. Any exceptions to mandatory training requirements or the established timeframes must be approved by the appropriate Assistant Secretary and forwarded to the Corrections Training and Development Manager.
VIII. Planned Training Assignments

A. Appointing Authorities may assign staff to perform duties outside the current job class on a time limited basis, intra-agency/interagency rotational, or special project assignment for employee career development without incurring reallocation or compensation obligations.

B. The Department and the employee will mutually agree, in writing, including time limits, to planned training assignments and obtain approval from the Human Resources Director.

IX. Course Announcements, Registration, and Documentation

A. The Corrections Training and Development Manager will establish, implement, and ensure consistent administrative processes to announce, register/schedule, document, and report official Department training (i.e., a set of activities, documented in an approved lesson plan, designed to change behaviors in specific and predetermined ways).

B. For statewide agency courses (e.g., Emergency Response Team, Special Emergency Response Team, Joint Operations, etc.), employees will submit DOC 03-346 Employee Training Request and Registration to their supervisor.

C. For outside agency (e.g., Department of Personnel, Criminal Justice Training Commission) or elective training, employees will submit DOC 02-002 Verification of Completion to the Corrections Training and Development Unit.

D. Staff Training and Tracking Information System (STATIS) will be used to document all official Department training.

X. Structured On-The-Job Training

A. The Superintendent will ensure that every Correctional Officer on probation, trial service, on-call, or temporary status participates in the Correctional Officer Achievement (COACH) program. All Correctional Officers must complete COACH within one year of full-time hire.

B. The Superintendent will ensure that every Correctional Officer placed on full-time assignment to the Intensive Management Unit (IMU) completes the IMU Structured On-The-Job Training (OJT) program.

C. Supervisors who are assigned to provide COACH and IMU On-The-Job training to Correctional Officers will complete “Leading Workplace Learning: A Guide for Correctional Sergeants” before starting COACH and/or IMU On-The-Job training assignments.
XI. Veterans Affairs’ On-The-Job Training Program

A. Eligible employees will be informed of the Veterans Affairs’ On-The-Job Training Program in Correctional Worker Core or a COACH Seminar and provided an opportunity to participate.

XII. Instructor Development, Recruitment, and Certification

A. The Corrections Training and Development Manager will establish guidelines and procedures for the recruitment, development, and certification of instructors.

1. To manage instructor pools, the Corrections Training and Development Unit will publish a recruitment announcement and instructor expectations.

B. Department training will be delivered by individuals who have received basic instructor training and have demonstrated proficiency as an instructor.

C. Instructors will conduct themselves in accordance with the Instructor Expectations (Attachment 2).

D. Specialized training approved by the Corrections Training and Development Manager or the Chief of Emergency Operations will be delivered by individuals certified in the specialized subject by the certifying agency/vendor.

DEFINITIONS:

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

ATTACHMENTS:

Department Academy Administrative Guidelines (Attachment 1)
Instructor Expectations (Attachment 2)

DOC FORMS:

DOC 02-002 Verification of Completion
DOC 03-346 Employee Training Request and Registration