



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
10/20/20

PAGE NUMBER
1 of 5

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

SUMMARY OF REVISION/REVIEW:

Major changes to include required contract staff and volunteer training. Read carefully!

APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
Department of Corrections

9/17/20
Date Signed

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REFERENCES:

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

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.

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) 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 specialty training and development programs (e.g., emergency operations, reentry, health services).
 4. Maintain training records/certifications.
 5. Update training completion reports quarterly.
 6. Assess training and development needs annually.

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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 the TDU Administrator 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 delivery.

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 Instructor Agreement.

1. The TDU will establish and maintain a program to recruit, develop, and certify instructors working outside the TDU.

III. Mandatory Training Requirements

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

1. New Employee Orientation,
2. Correctional Worker Core, or
3. Community Corrections Officer Academy.

B. The Appointing Authority/designee may approve newly hired/appointed employees/contract staff to begin employment and job shadowing before attending Correctional Worker Core, provided the person:

1. Is enrolled in the first available session, in coordination with the TDU.

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2. Is not assigned to a post with direct authority over incarcerated individuals, unless approved by the Appointing Authority/designee.

3. Completes a local security orientation that contains, at a minimum:

- a. Security briefing,
- b. Key control,
- c. Site specific safety training,
- d. Introduction to facility operations, and
- e. Prison Rape Elimination Act training.

C. Contract staff and volunteers will be required to complete training per [Required Contract Staff Training](#).

D. 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 per the Annual In-Service Training Plan.
2. Employees/contract staff who complete the applicable new hire/ appointment training academy during the current fiscal year are exempt for the current annual in-service cycle only.

E. Employees/contract staff may be required to complete additional training if they are promoted or change positions.

F. Extensions/exceptions to mandatory training requirements must be submitted through the IT service request process and approved by the appropriate Assistant Secretary/designee.

1. Superintendents may request approval for an employee/contract staff to attend New Employee Orientation in lieu of Correctional Worker Core in limited instances (e.g., will not have significant contact with incarcerated individuals, has prior correctional work and training experience).
2. 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 60 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

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- 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 for division/unit training and/or external agency courses through the IT service request process.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

- [DOC 03-346 Employee Training Request and Registration](#)
- [DOC 03-499 Instructor Agreement](#)