STATE OF ALASKA DEPARTMENT OF CORRECTIONS POLICIES & PROCEDURES	SECTION: Administration		PAGE: Page 1 of 10
	CHAPTER: 400	NUMBER: 401.01	P&P TYPE: Public
	TITLE: Employee Training Standards		
	APPROVED BY: Dean R. Williams, Commissioner		DATE: 11/19/18
ATTACHMENTS / FORMS: (A.) Minimum Training Standards Spreadsheet.	AUTHORITY / REFERENCES: 13 AAC 85.200-900 13 AAC 87.040-090 22 AAC 05.155 22 AAC 05.195(c) AS 18.65.240-248 AS 33.05.010 AS 33.16.180 American Correctional Association (ACA), Standards for Adult Local Detention Facilities (ALDF), 4th Ed. ACA, Standards for Adult Correctional Institutions (ACI), 4th Ed. ACA, Standards for Adult Probation and Parole Field Services (APPFS), 4th Edition. ACA 2016 Standards Supplement.		AS 33.30.011 AS 33.30.021 AS 44.28.030 DOC P&P 202.01 DOC P&P 401.01 DOC P&P 1208.15

EFFECTIVE DATE:

This policy will have a future effective date of 12/03/2018.

DISCUSSION:

The Department of Corrections (DOC) recognizes that training is the cornerstone of success in professional development, and that training both required by job status or position as well as continuing education pursued at staff discretion enhances the effectiveness and professionalism of the Department.

POLICY:

I. It is the policy of the Department of Corrections (DOC) that new employees receive training as required by their specific job class, which may include but is not limited to: policies and procedures; administrative code; initial programs of instruction; field training; and basic academies.

II. It is the policy of the Department that upon permanent appointment employees shall receive continuing education and annual professional development including in-service training based on their assigned duties.

III. It is the policy of the Department that employees seeking additional training and certification to benefit the

Department should be supported when possible; which may include training both on and off duty to attend courses approved by the Alaska Police Standards Council (APSC), the DOC Training Academy Supervisor, or a higher authority.

IV. It is the policy of the Department that any person applying for a position as a Correctional or Probation / Parole Officer (CO or PO) must meet the standards set forth by Alaska Statutes (AS), Alaska Administrative Code (AAC), the Alaska Police Standards Council (APSC) and the Department prior to being offered a permanent position in DOC.

V. It is the policy of the Department that the supervisor of the DOC Training Academy shall establish and certify curriculum for each course of study and subsequent certifications as set forth by AS and AAC, to meet the needs of the Department and to attain APSC certification.

VI. It is the policy of the Department that DOC Academy Staff Instructors must either be certified by the APSC or qualify as a guest lecturer as set forth in AS and AAC.

VII. It is the policy of the Department that institutional Superintendents, Division of Probation and Parole Chief Probation Officers, Pretrial Enforcement Division Supervisors and Specialized Unit Supervisors or their representatives are responsible for developing, maintaining and updating annual training plans, and ensuring required training is completed within designated timelines.

APPLICATION:

This policy and procedure will apply to all Department employees.

DEFINITIONS:

As used in this policy, the following definitions shall apply:

Academy Staff Instructor:
An instructor assigned to the DOC Training Academy, who is certified by the Alaska Police Standards Council (APSC) as qualified to provide instruction to Law Enforcement, Probation and Parole, Municipal or Correctional Officer candidates for certification in accordance with Alaska Administrative Code (AAC).

Academy Supervisor / Commander:
The Academy Supervisor is an Alaska Police Standards Council (APSC) certified Department of Corrections employee assigned to supervise the DOC Training Academy.

Administrative Support Staff:
Administrative support personnel may include but are not limited to secretaries, clerks, receptionists, office assistants and accountants who have minimal prisoner or offender contact.

Alaska Police Standards Council (APSC):
A council appointed by the Governor to establish training and certification requirements for Police,

Correctional, Municipal Correctional and Probation / Parole Officers and the related curriculum to include instructor certifications.

Contract, Part-Time Employees and Volunteers:
Non-DOC personnel who either work for contracted agencies, non-profits or are volunteers from the community who will enter institutions and may have either periodic or regular contact with prisoners or offenders.

Core Competencies:
A determined set of knowledge, important skills and necessary abilities required to successfully perform duties while accepting the responsibilities associated with a job.

Field Training:
On the job training that occurs while an employee is learning duties and responsibilities associated with their job as outlined in an approved field training manual and as determined by supervisory and training staff.

Field Training Manual:
A manual that documents individualized training required for job positions utilizing evidence based best practices and as required by Departmental policy and procedures, Federal Regulation or Law, Alaska Statute (AS), Alaska Administrative Code (AAC), Alaska Police Standards Council (APSC) and / or required job related certifications.

Field Training Officer (FTO):
Staff members selected, trained and certified to provide field training to officers, both newly hired and in-service.

Initial Orientation:
An initial overview of the duties and responsibilities assigned to an employee based on job requirements that takes place within the first 30 days of hire.

Initial Program of Instruction:
Training conducted within 30 work days of initial hire as required by Alaska Administrative Code (AAC), Department policy and as specified in the *Minimum Training Standards Spreadsheet* (Attachment A).

Professional and Technical Support Staff:
Professional and technical support staff may include but are not limited to industrial, mechanical and food service employees who have regular or daily contact with prisoners or offenders.

Standard Operating Procedure (SOP):
A detailed outline of specific activities or actions required to implement and enforce Department policies. An SOP may not be a duplicate of an existing policy and procedure.

Training Supervisor / Officer:
Employees with a minimum of three (3) years in the Department assigned as trainers or who are responsible for

conducting, coordinating and facilitating training within a section, at an institution, office or in a field unit.

Training Module:
A unit of education or instruction in the training manual, in which a single topic is studied.

PROCEDURES:

I. Initial Orientation Training:

A. Each new employee shall receive orientation training upon initial hiring and prior to assuming normal duties. Orientation training curriculum may include preparatory instruction related to the particular job and varies based on assigned duties and required certifications as described in duty descriptions. At a minimum, all employees shall complete training as outlined in the *Minimum Training Standards Spreadsheet* (Attachment A) within the first 30 days of hire. Supervisors are responsible for outlining initial training requirements for specialized duties that are outside the scope of this policy and the *Minimum Training Standards Spreadsheet* (Attachment A).

B. Part-time or contract personnel and volunteers shall receive initial orientation and on-going training pursuant to the *Minimum Training Standards Spreadsheet* (Attachment A):

1. Contract, part-time employees and volunteers shall receive an amount of training appropriate to their role and extent of prisoner or offender contact and should be scheduled for at least four (4) hours of training annually.

II. Field Training:

A. Upon assignment to a shift or duty section, new Correctional / Probation Officers (CO or PO) shall be assigned to a qualified Field Training Officer (FTO) who will provide direct supervision at the onset of the field training process. In the absence of a dedicated FTO within a work unit, the immediate supervisor or designee, of the trainee will administer field training.

B. COs shall be directly supervised by their FTO for a period of time necessary to reasonably ensure officers are capable of safely working independently around prisoners and effectively performing duties as outlined in Post Orders.

1. Prior to working independently, without direct supervision of an FTO, COs should:

a. Receive no less than two (2) full work weeks of direct training / supervision from an FTO;

b. Be directly supervised by an FTO for a week of days and a week of nights if assigned to a rotational work cycle; and

c. Be cleared, in writing, by their immediate supervisor prior to working independently around prisoners; supervisors may adjust the length of training based on the individual capabilities of

each trainee.

C. COs transferring from one institution to another should be provided an orientation and offered the opportunity to work directly with a qualified FTO for an amount of time sufficient to familiarize the transferee with routine duties and allow them to review Post Orders, SOP's and Emergency Plans prior to counting towards minimum manning requirements.

D. POs shall be directly supervised by their supervisor, FTO or designee for a period of time necessary to reasonably ensure officers are capable of safely working independently around offenders and effectively performing duties.

1. Prior to working independently, without direct supervision of an FTO, POs should:

a. Receive no less than one (1) full work week of direct training / supervision from an FTO; and

b. Be cleared, in writing, by their immediate supervisor prior to working independently around offenders; supervisors may adjust the length of training based on individual capabilities of each trainee.

E. Newly hired COs and POs must begin field training, using the Departmental approved Field Training Manual, immediately after the date of hire and must complete the FTO training program within 12 months of the date of hire. The FTO program must be completed prior to being offered a permanent position within the Department.

F. Training Supervisors shall submit a completed F-23c, the FTO Manual and the final Field Training Evaluation to the DOC HR Recruitment Unit and the DOC Training Academy.

G. FTO candidates shall;

1. Be a permanent employee;

2. Be capable of demonstrating competency in tasks associated with the FTO manual;

3. Successfully complete a Department approved FTO certification course at, or approved by, the DOC Training Academy as soon as is operationally practical;

4. Have three (3) years of experience in probation, parole or corrections; and

5. As soon as practicable complete an APSC approved 40-hour Methods of Instruction course.

H. The final approval on the selection of FTO candidates lies with the Superintendent, Chief Probation Officer (CPO), or Special Unit Supervisor.

I. Division Field Training Manual(s) are maintained and updated by the DOC Training Academy: The

Academy Supervisor is the approval authority for changes and updates to training manual(s) and will ensure modifications are submitted to the APSC.

III. Certification:

A. To receive a basic certification from the APSC, officers must:

1. Successfully obtain a Basic Officer Certificate, either Correctional Officer or Adult Probation / Parole Officer from the DOC Training Academy;

2. Successfully complete the FTO program;

3. Have worked within the DOC for 12 consecutive months on probationary status; and

4. Read, acknowledge and comply with DOC P&P 202.01, Code of Ethical And Professional Conduct and meet all other requirements pursuant to 13 AAC 85.230, Basic certificate for Probation / Parole, and Correctional Officers.

B. Officers may not be employed beyond 14 months of the date of hire if they have not been awarded a basic certificate, unless requested in writing to APSC by the agency's Chief Administrative Officer. An extension may not exceed six (6) months.

C. A basic officer certificate lapses if the holder is not employed as a Probation, Parole or Correctional Officer with a correctional agency for a period of 12 consecutive months. Not employed includes a suspension for disciplinary reasons.

D. A person may request reinstatement through the Training Academy Commander of a lapsed certificate after serving an additional 12-month probationary period. The APSC or Department may require supplemental training as a condition of reinstatement. A certificate expires if it has been lapsed for more than four (4) years.

IV. Professional Development / In-Service Training:

A. All employees must meet minimum annual in-service training requirements outlined in the *Minimum Training Standards Spreadsheet* (Attachment A), based on specific job class and relevant to the performance needs of the employee, the position and the Department.

B. Department employees are encouraged, but not mandated, to continue professional development beyond the required minimum requirements listed in either Appendix A or otherwise directed by the DOC. These supplementary opportunities may be provided or facilitated through the DOC Training Academy, APSC, post-secondary, local and / or federal law enforcement or military courses as responsive to position requirements, core correctional best practices and other advancing industry or legal changes.

C. Prisoner Transport Officers (PTO):

1. A correctional staff member, in order to function as a PTO, shall complete a specific training course and be duly certified as per DOC P&P 1208.15, Transportation Of Prisoners.

2. Minimum qualifications for PTO's include, but are not limited to:

a. Alaska Police Standards Council (APSC) certification as a Correctional or Probation Officer;

b. Meeting the psychological examination criteria;

c. Successful completion of the approved PTO training curriculum which includes a firearms course; and

d. Meeting minimum physical fitness standards by attaining a passing score in the 40th percentile or greater of Cooper Institute Normative Standards.

D. Probation Supervisors, Staff Sergeants, Lieutenants and Mid-Level Managers should attend management and leadership development training as soon as practical.

E. Prior to performing duties as a Facility Standards Officer (FSO), prospective FSO's must complete training in DOC Facility Standards as well as applicable legal requirements associated with the position.

F. Supervisors shall:

1. Support their employees to attain advanced training and instructor certifications;

2. Encourage staff to enhance professional development through continued education;

3. Where possible and without creating undue overtime expenses, support staff by offering opportunities to adjust work schedules to attend post-secondary and / or professional development courses;

4. Approve training leave at no annual leave cost to officers in accordance with current bargaining unit agreements in support of approved training courses, where practical; and

5. Facilitate in-service training utilizing certified instructors within the duty section.

V. Training Supervisors / Officers:

A. Training supervisors are responsible for maintaining copies of training records for all employees at their location.

B. Training supervisors shall track completed / required training:

1. Maintain an electronic training database for each section which shows the training status of all employees in the section.

2. The training database should establish staff compliance with required training.

3. The training database information shall be made available to the DOC Training Academy within 10 days of completion to include:

    a. Topic of instruction;

    b. Instructor(s);

    c. Attendees; and

    d. Date and duration of instruction (Hours).

C. Documentation of all completed training and / or certificates of training shall be electronically shared with the DOC Training Academy (**DOC.Trainingfiles@alaska.gov**).

D. Periodic, i.e. monthly or end of field training phase, updates of officers in field training status shall be submitted to the Superintendent, Chief Probation Officer, or Special Unit Supervisor.

VI. DOC Training Academy:

A. Academy curriculum shall be developed, evaluated and updated based on an annual assessment that identifies current job related training needs and shall be responsive to position requirements, professional development needs, current correctional issues, and new theories, techniques and technologies.

B. Adjustments to academy curriculum shall be implemented by the DOC Training Academy Supervisor.

C. The DOC Training Academy Supervisor shall:

1. Coordinate formation of specialized working groups to assess and or facilitate changes or updates to training process, procedure or curriculum as needed.

2. Attend and / or send staff to job related courses of instruction or instructor certification courses that can enhance, update or facilitate change in existing Departmental curriculum.

3. Maintain a calendar of upcoming training academies, courses and instructor training opportunities.

4. Ensure an electronic staff training record database of Departmental staff is maintained to include:

    a. Name;

b. Job class and title;

c. Duty entry date;

d. Required in-service training completion; and

e. Copies of all training certificates and a listing of all other training completed.

VII. Firearms And Less Lethal Training:

A. Basic firearm courses shall be hosted or approved by the DOC Training Academy.

B. Munitions training to include firearms and less lethal projectiles shall be documented on Range Data Logs.

C. Officers shall:

1. Shall maintain current weapons qualifications;

2. Not carry on duty a weapon they are not currently qualified with;

3. Only utilize Department firearms for training purposes if they are not currently qualified; and

4. Notify their supervisor when their weapons qualification expires.

D. Range Officers and Firearms Instructors shall:

1. Be currently qualified on each weapons system for which they are conducting training;

2. Provide remediation training to officers who fail to qualify on duty weapons; and

3. Submit Range Data Logs for each person in a firearms training session.

E. Firearms re-qualification shall be conducted as follows for each respective job class:

1. Institutional officers certified in the use of a Departmentally approved shotgun / rifle must demonstrate proficiency in the use of such firearm(s) every 12 months using the Department-approved firearms qualification course of fire.

2. Field Officers; POs and PTOs who carry handguns in the field must qualify every six (6) months on the Department approved handgun qualification course of fire.

3. Officers must qualify with the course of fire most appropriate for their Division, concealed carry

personnel must qualify from concealment. Officers operating and carrying firearms in both concealed and unconcealed duty configurations should qualify in both every six (6) months.

4. All COs and POs shall be trained and maintain qualifications on the use of less-lethal weapons and chemical agents as required per manufacturer's recommendation and best practice.

F. Armed POs and PTOs, or any other officer training to perform duties, while armed, in the field shall pass an initial judgmental based firearms simulator assessment proctored by or through the DOC Training Academy prior to final field clearance:

1. Subsequent in-service biennial judgmental based training is required for officers performing armed duties in the field utilizing curriculum approved through the DOC Training Academy. This curriculum may include but is not limited to: video based judgmental simulators; scenario reality based training or other judgmental decision-making educational instruction.

2. Curriculum satisfying this biennial requirement must be preapproved and certified by the DOC Training Academy before it can meet this policy.

3. Armed Probation Officers working in the community must follow the standards set forth in DOC P&P 401.04, Division Of Probation And Parole Standards For Probation Officer Field Clearance, and complete the outlined procedures prior to receiving full clearance to carry a firearm on duty.

G. Institutional Superintendents, Chief Probation Officers, and Specialized Unit Supervisors or their designee shall:

1. Provide ammunition or opportunities for officers to maintain proficiency in and qualification for each weapon system they are trained to use; and

2. Ensure weapons certified officers are current on weapons qualifications prior to performing armed field duties, transporting prisoners, or assigned to an armed post.