Authority
In accordance with 22 AAC 05.155, the Department will maintain a manual comprised of policies and procedures established by the Commissioner to interpret and implement relevant sections of the Alaska Statutes and 22 AAC.

References
Alaska Statutes
AS 33.30.011
Alaska Administrative Code
22 AAC 05.195(c)
Standards for Adult Correctional Institutions, 3rd Edition 1990
3-4070 through 3-4080; 3-4083 through 3-4085; 3-4090 through 3-4091
Standards for Adult Local Detention Facilities, 3rd Edition 1991
3-ALDF-1D-01 through 1D-11; 1D-13 through 1D-15; 1D-20 through 1D-22

Purpose
To establish uniform procedures within the Department for minimum training programs for employees who are not Correctional or Probation Officers.

Application
All staff.

Definitions
A. Institutional Training Officer (ITO)
   An institutional staff member who is designated to coordinate staff training, has completed a 40-hour Training-for-Trainers course, and is responsible for the coordination of institutional staff training.

B. Orientation
   Orientation includes instruction concerning: orientation to the mission, goals, policies, and procedures of the Department; working conditions and applicable regulations; employees’ duties and responsibilities; and an overview of the correctional field. Depending on the employee and the particular job requirements, orientation may include preparatory instruction related to the particular job.

C. Training Supervisor
   The Supervising Training Officer of the Department’s Correctional Training Center. This person is responsible for the overall operation, supervision, and budget of the Center, and oversees coordination of all training center programs and assists in the development and implementation of other programs as needed throughout the department. The Training Supervisor must meet the education and experience requirements set out in 13 AAC 87.070.
Policy

It is the policy of the Department to provide, through a well-managed program structure, training to each staff member in order to ensure proper job performance and professional development.

A. Correctional Training Center Advisory Committee (CTCAC)

The Deputy Commissioner shall chair the Correctional Training Center Advisory Committee, which shall evaluate the Department’s current training program, solicit field suggestions from employees, and recommend training procedures.

B. Training Plan

The Training Supervisor in conjunction with the CTCAC shall develop a training plan that describes the Department’s training philosophy, goals, program requirements, and training schedules. The plan will include all training mandated by statute, regulations or policy, an orientation and annual training program, performance standards, and special training for specific jobs. The plan shall be submitted to the Commissioner for approval.

C. Institutional Advisory Training Committee

Each institution shall form an advisory training committee, composed of the institution’s ITO and representatives of other institutional sections, for the development, on-going evaluation, revision, and annual review of the institution’s training plan and programs. The committee shall meet at least quarterly. A written report of the meeting will be prepared and submitted to the Superintendent and the Training Supervisor at the Training Center.

Procedures

A. Correctional Training Center Advisory Committee (CTCAC)

The CTCAC Chairperson shall appoint representatives from the following groups to the committee:

1. Central Office;
2. Administrative Services;
3. Institutions;
4. Community Corrections; and
5. Health Care.

The Training Supervisor shall attend all meetings of the CTCAC.

B. Training Needs Survey

The Training Supervisor shall send a Training Needs Survey annually to Training Officers and District Supervisors (or Supervising PO IIs) for distribution to all staff. The Training Officers will return these surveys to the Training Center. The Training Center will provide this information to the CTCAC members annually. Committee members may attend and evaluate staff training courses, solicit ideas from staff, and meet semi-annually to discuss staff training needs.

C. Training Programs

Training programs may include: formal classroom instruction; on-the-job training; formal training meetings or conferences with instruction by a trainer; written training materials; physical training; or other instructional programs. When appropriate, training plans shall incorporate the use of outside resources. Where available, collaboration with colleges and universities in areas of mutual interest shall be pursued. On-the-job training shall be provided to enhance the performance of all full-time employees during their probationary period.
1. Administrative Support
   Administrative support personnel (secretaries, clerks, typists, receptionist and switchboard operators, accountants, etc.) with minimal prisoner, probationer or parolee contact will receive a minimum of 16 hours of training during their first year of employment, and 16 hours of training each year of employment thereafter. The orientation training shall include:
   a. An overview of Corrections, and its purposes and goals;
   b. Department policies, procedures, and regulations;
   c. Employee duties and responsibilities;
   d. Equal employment opportunity principles; and
   e. Instructions for specific jobs.

2. Professional and Technical Support Personnel
   Technical support personnel (employees in areas such as industrial, mechanical, food service, farming, etc.) who have regular or daily contact with prisoners, probationers, or parolees will receive a minimum of 40 hours of orientation training during their first year of employment and 40 hours of training each year of employment thereafter. Examples of training subject matter include:
   a. Civil law and legal liability;
   b. Criminal justice;
   c. Crisis intervention;
   d. Cross-cultural awareness;
   e. Disciplinary procedures;
   f. Emergency procedures for strikes, escapes, fires, and hostage situations;
   g. Employee conduct and responsibility;
   h. Interpersonal communications;
   i. Labor relations;
   j. Management skills;
   k. Report writing;
   l. Safety;
   m. Security;
   n. Sexual harassment prevention; and
   o. Special training directed toward the employee's unit or job.

3. Managerial Staff
   Managerial staff (including Deputy Directors, Assistant Directors, Training Supervisors, Training Officers, PO III, IV and Vs, Superintendents, Assistant Superintendents, Shift Supervisors, and Functional Unit Managers) will receive the same instruction as in C.2. above, with additional training that includes:
   a. Employee-management relations;
   b. General management;
   c. Labor law;
   d. Public relations;
   e. Relationships with other service agencies; and
   f. Vicarious liability
4. Contract and Part-Time Employees and Volunteers

Contract and part-time employees and volunteers will receive orientation training appropriate to their assignments and additional training as needed.

D. Continuing Education

The Department encourages employees to continue their education and provides administrative leave or reimbursement to employees attending approved professional meetings, seminars, and similar work-related activities.

E. Records

1. The Correctional Training Center shall maintain staff training records and file copies to include the employee's:
   a. Name and position control number (PCN);
   b. Job class title and working title;
   c. Duty entry date;
   d. Required annual training hours; and
   e. An up-to-date chronological list of training completed by the employee at the Training Center.

2. Each employee's supervisor or Training Officer shall ensure that the training is documented.

3. Employees and supervisors shall ensure that the Correctional Training Center has all relevant training documents for its files.

Implementation

This policy and procedure is effective 14 days following the date signed by the Commissioner. Each Manager shall incorporate the directions outlined in this document into local policy and procedure. All local policies and procedures must conform to these directions; any deviation must be approved in writing by the Division Director.

November 27, 2002

Date

Margaret M. Pugh
Department of Corrections