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|  | State of Alaska Department of Corrections Policies and Procedures | | Index #: 401.02 | Page 1 of 4 | |
| | | | Effective: 10/31/07 | Reviewed: | |
| | | | Distribution: Public | Due for Rev: | 10/09 |
| | Chapter: | Training and Staff Development | | | |
| Subject: | Standards and Training for Correctional and Probation/Parole Officers | | | | |

I. 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.

II. References

Alaska Statutes

AS 18.65.240-.248

Alaska Administrative Code

13 AAC 85.200-900

13 AAC 87.050-090

22 AAC 05.195

Standards for Adult Correctional Institutions, 4th Edition 2003

4-4073, 4074, 4075, 4076, 4078, 4079, 4080, 4082, 4090, 4091, 4092

Standards for Adult Local Detention Facilities, 3rd Edition 1991

3-ALDF-1D-01, 02, 03, 04, 05, 06, 07, 08, 12

Standards for Adult Probation and Parole Field services

3-3072, 3073, 3074, 3075, 3076, 3077

III. Purpose

To establish uniform procedures within the Department for Standards and training for Correctional and Probation/Parole Officers.

IV. Application

All Departmental Correctional and Probation/Parole Officers.

V. Definitions

A. Alaska Police Standards Council (APSC)

A council appointed by the Governor to:

1. Establish minimum standards for employment as a police officer, probation/parole officer, municipal correctional officer, and correctional officer in a permanent or probationary position; and certify persons to be qualified as police officers, probation/parole officers, and correctional officers; and
2. Establish minimum criminal justice curriculum requirements for basic, specialized, and in-service courses and programs for schools operated by or for the state or a political subdivision of the state for the specific purpose of training police officers, probation/parole officers, municipal correctional officers, and correctional officers.

B. Department of Corrections Field Training Manual

The Field Training Manuals are individualized training and documentation records for Correctional and Probation/Parole Officers to demonstrate that an officer has met the minimum training standards established by the APSC.

C. Academy Commander

The Academy Commander is an APSC certified Department of Corrections employee assigned to supervise the training academy.

D. Academy Staff instructor

An Academy Staff Instructor is an APSC certified Department of Corrections employee assigned to work at the Training Academy.

E. Training Officer

A Training Officer is a Department of Corrections employee certified by APSC as an instructor who is responsible for coordinating and conducting the ongoing training of all staff assigned to a facility or field office.

- F. Department Training Advisory Committee
A committee composed of the Academy Commander, Director or Deputy Director of Institutions, Director of Probation/Parole or Chief Probation Officer and at least one Correctional Superintendent and one Field Office Supervisor.
 - G. Records
Records are documents certifying that an employee has successfully completed a specific course of study.
 - H. Prisoner
An individual meeting the definition set out in AS 33.30.901 (12) (A).
- VI. Policy
- A. Hiring Standards
Any person applying for a position as a Correctional or Probation/Parole Officer must meet the standards set by the Alaska Police Standards Council (APSC) and the Department of Corrections.
 - B. Training Program
The Department shall establish a training program to qualify persons for APSC Correctional and Probation/Parole Officer certification. The curriculum for each course of study conducted at the Training Academy shall comply with the requirements of the APSC and shall be designed to meet the needs of the Department. The Department training plan, space, and resources shall be evaluated and updated by the Department Training Advisory Committee on an annual basis.
 - C. Academy Commander
All training at the Department Academy shall be planned, coordinated and supervised by the Academy Commander.
 - D. The training program uses the resources of public and private agencies, private industry, colleges, universities, and libraries. Library and reference shall be made available to complement the training and staff development program.
 - E. Academy Staff Instructors
All instructors shall either be certified by the APSC or qualify as a guest lecturer as set forth in statute and regulation.
 - F. Policies
Correctional Officers and Probation/Parole Officers shall be trained in Department policies and procedures.
 - G. Firearms
 - 1. Institutional Officers
Correctional Officers and Probation/Parole Officers assigned to an institution must demonstrate proficiency in firearms use by qualifying every 12 months on the Department-approved firearms courses.
 - 2. Field Officers
Probation/Parole Officers and Prisoner Transportation Officers who carry firearms in the field must qualify every six months on the Department-approved firearms courses. These officers must undergo training on a judgmental shooting program every two years.
 - H. Less-lethal weapons and chemical agents
All Correctional Officers and Probation/Parole Officers shall be trained in the use of less-lethal weapons and chemical agents.
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- I. First Responder Methods
All Correctional Officers and Probation/Parole Officers shall be trained and certified in first responder methods every two years.
 - J. Physical Fitness
All Correctional Officers, Probation/Parole Officers and Prisoner Transportation Officers must meet the Department's physical fitness standards prior to receiving their basic certificate.
 - K. Remediation
Officers who do not qualify on the Department's firearms course(s) during the Basic Academy will not complete the Academy until they have successfully completed these components. The Training Academy will establish (and modify as necessary to meet Basic Academy curricula changes) the remediation training standards and curriculum an officer must complete prior to being re-tested by an Academy Staff Instructor.
- VII. Procedures
- A. Training Program requirements for New Employees
All Correctional Officers and Probation/Parole Officers shall be assigned a Field Training Officer and begin field training immediately after hire. All new Correctional and Probation/Parole employees shall complete a formalized 40 hr orientation program prior to assuming their duties. Field Training Proficiency Checklists shall be sent to the DOC Juneau Central Office, Human Resources, Alaska Police Standards Council (APSC) Investigations Unit and the Training Academy upon completion of the Field Training Program and before the employee's twelfth month with the Department.
 - 1. Correctional Officers
 - a. All new Correctional Officers must attend the Basic Correctional Officer Academy;
 - b. Correctional Officers hired at a Correctional Officer II level shall be required to attend the Basic Correctional Officer Academy.
 - 2. Probation/Parole Officers
All Probation/Parole Officers must attend the Basic Probation and Parole Officer Academy. Probation and Parole Officers II are eligible to apply to attend the Prisoner Transportation Officer Academy.
 - 3. Credit
To receive credit for the basic Correctional or basic Probation/Parole Officer training program, all officers shall comply with attendance and grade requirements set out in statute and regulation.
 - 4. Continuing Education
Correctional and Probation/Parole Officers must complete the continuing education requirements as established by the APSC in statute and regulation.
 - 5. Prisoner Transportation Officers (PTO)
All Correctional and Institutional Probation/Parole Officers responsible for the transportation of prisoners must meet the qualifications for PTOs and successfully complete the Prisoner Transportation Officer Academy prior to transporting prisoners. Minimum qualifications for PTOs include:
 - a. Certification as a Correctional Officer II, Probation/Parole Officer II;
 - b. Meeting the psychological examination criteria;
 - c. Successful completion of the approved firearms course; and
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- d. Meeting minimum physical fitness standards.
- 6. Facility Standards Officers
All Facility Standards Officers must receive instruction in DOC facility standards as well as another other legal requirements before acting as a standards officer.

B. Certification
Unless employed as a Correctional or Probation/Parole Officer on or before February 9, 1991, a Correctional or Probation/Parole Officer must obtain an APSC basic certificate within 14 months of being hired as set out in AS 18.65.248 (section 9, ch. 112, SLA 1988). The APSC shall issue a basic certificate if the officer meets the requirements set forth in 13 AAC 85.230. The Department shall not employ an officer for more than 14 consecutive months unless the officer has a basic certificate issued by the Alaska Police Standards Council (APSC) under 13 AAC 85.230 or is granted an extension under 13 AAC 85.220(c). All requests for extensions must be submitted through the division directors.

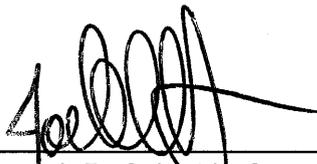
C. Lapse
A basic certificate lapses if a correctional agency does not employ the holder as a Correctional or Probation/Parole Officer for a period of 12 consecutive months. A person may request reinstatement of a lapsed certificate after serving an additional 12-month probation period. The APSC will, in its discretion, require supplemental training as condition of reinstatement.

VIII. 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.

10/17/07

Date



Joseph D. Schmidt, Commissioner
Department of Corrections