



TRAINING OPERATIONS PROCEDURE GUIDE

Professional Development Bureau

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TRAINING OPERATIONS PROCEDURE GUIDE

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TRAINING REQUEST FORM

When requesting to attend a training course, accurately complete and submit a Training Request form with documentation attached.

- 1) Employees are responsible to ensure they meet all training mandates and requirements and will:
 - a) Seek out educational learning and training opportunities to enhance personal and professional growth.
 - b) Accurately complete and submit Training Request forms and associated documentation to ensure credit is received for training completed, this includes full name, employee ID number, and work place locations, as specified.
 - c) Attend training for which they have been scheduled or registered to attend. If for any reason they will not be in attendance it is their responsibility to notify their immediate supervisor and their Facility/Program Training Specialist or the Professional Development Bureau. Employees are responsible for ensuring that their training reservations have been cancelled.
 - d) Employees who terminate their employment with the Department within 12 months of completing a course for which they received financial assistance are responsible for making full repayment of the funds to the Department.

	IN-STATE TRAINING PROCEDURE:	RESPONSIBILITY:
1	The Training Request form is completed and submitted to Immediate Supervisor. The completed training brochure or a copy of the training announcement must be attached. You must justify why you need the training and how it would benefit your position and the department. If travel advance is needed, employee must fill out the appropriate section of the Training Request form at least two to four weeks in advance and submit to payroll.	Employee
2	Training request is reviewed, approved/disapproved based upon training relevancy, need for training and budget status. If approved, form is forwarded to the Training Coordinator/Officer. If disapproved, form is forwarded to the Professional Development Bureau Operations Manager for permanent record filing. <i>Proceed to step 4. YSD proceed to Step 3.</i>	Immediate Supervisor
3	<i>For YSD only:</i> Training request is reviewed and either approved or disapproved based upon training relevancy; need for training and budget status. If approved, form is forwarded to the Training Coordinator/Officer. If disapproved, form is forwarded to the Professional Development Bureau Operations Manager for permanent record filing.	YSD Administrator

4	Training request is reviewed and either approved or disapproved based upon training relevancy; need for training and budget status. Notifies employee of approval/disapproval. A copy of training request is sent back to employee. Original training request is routed to the Professional Development Bureau Operations Manager.	Training Coordinator/Officer
5	May make registration and payment arrangements. (The employee may register themselves and make payment, if verbal approval has been received). If travel advance is requested, the Training Coordinator/Officer or PDB Operations Manager will forward copy of Training Request to Payroll.	Training Coordinator/Officer Professional Development Bureau Operations Manager
6	Responsible for travel and accommodation arrangements.	Employee
7	Responsible to send copy of completion certificate or completed Independent Study Report with course agenda and supporting documents.	Employee
8	Maintains SABHRS training database and training records. Records include name of staff person, date of training, course name, and number of training hours.	Professional Development Bureau Operations Manager
9	Submit travel expenses, including motel room, per diem, eating expenses, etc., via Travel Expense Voucher to receive reimbursement for training costs if no travel advance was received or the travel advance amount did not cover the actual expenses. If the employee was given a travel advance and the actual training costs were less than the amount received, the employee will arrange with the Fiscal Bureau to reimburse the Department the difference.	Employee

[Training Request Travel Expense Voucher PDF](#)

	OUT-OF-STATE TRAINING PROCEDURE:	RESPONSIBILITY:
1	The Training Request form is completed and submitted to Immediate Supervisor. The completed training brochure or a copy of the training announcement must be attached. You must justify why you need the training and how it would benefit your position and the department. If travel advance is needed, employee must fill out the appropriate section of the Training Request form at least two to four weeks in advance and submit to payroll. All out of state travel must be approved by the Director.	Employee

2	Training request is reviewed, approved/disapproved based upon training relevancy, need for training and budget status. If approved, form is forwarded to the Training Coordinator/Officer. If disapproved, form is forwarded to the Professional Development Bureau Operations Manager for permanent record filing.	Immediate Supervisor
3	Training request is reviewed. If approved by the Training Coordinator/Officer, the form is forwarded to the Bureau chief, Administrator or YSD Administrator. If disapproved, form is forwarded to the Professional Development Bureau Operations Manager for permanent record filing.	Training Coordinator/Officer
5	Training request is reviewed. If approved by the Bureau Chief, Administrator or YSD Administrator, form is forwarded to the Division's Budget Analyst. If disapproved, form is forwarded to the Professional Development Bureau Operations Manager for permanent record filing.	Bureau Chief Administrator YSD Administrator
6	Training request is reviewed to determine if the resources are available to pay for the proposed training, travel, per diem, etc. If approved, form is forwarded to the Professional Development Bureau Chief. If disapproved, form is forwarded to the Professional Development Bureau Operations Manager for permanent record filing.	Division Budget Analyst
7	Training request is reviewed to determine training relevancy, need for training and to ensure the training is not offered in-state. If approved, form is forwarded to the Director for final approval. If disapproved, form is forwarded to the Professional Development Bureau Operations Manager for permanent record filing.	Professional Development Bureau Chief
8	Training request is reviewed. If approved/disapproved the training request is sent to the Professional Development Bureau Operations Manager.	Director or Deputy Director
9	May make registration and payment arrangements. (The employee may register themselves and make payment, if verbal approval has been received). If travel advance is requested, the Professional Development Bureau Operations Manager will forward copy of Training request to Payroll.	Professional Development Bureau Operations Manager
10	Responsible for travel and accommodation arrangements.	Employee
11	Responsible to send copy of completion certificate or completed Independent Study Report with course agenda and supporting documents.	Employee

12	Maintains SABHRS training database and training records. Records include name of staff person, date of training, course name, and number of training hours.	Professional Development Bureau Operations Manager
13	Submit travel expenses, including motel room, per diem, eating expenses, etc., via Travel Expense Voucher to receive reimbursement for training costs if no travel advance was received or the travel advance amount did not cover the actual expenses. If the employee was given a travel advance and the actual training costs were less than the amount received, the employee will arrange with the Fiscal Bureau to reimburse the Department the difference.	Employee

[Training Request](#) [Travel Expense Voucher](#) [PDF](#)

INDEPENDENT STUDY - NON-DEPARTMENT SPONSORED TRAINING REPORT

Accurately complete and submit Independent Study Report and associated documentation to ensure credit is received for completed training.

- 1) Employees are responsible to ensure they meet all training mandates and requirements and will:
 - a) Seek educational and training opportunities to enhance personal and professional growth.
 - b) Accurately complete and submit, Independent Study Report and associated documentation to ensure credit is received for training completed.
 - c) You are not required to submit an Independent Study Report when a certificate of completion is provided to the Professional Development Bureau.
 - d) Attend training for which they have been scheduled or registered to attend. If for any reason they will not be in attendance it is their responsibility to notify their immediate supervisor and their Facility/Program Training Specialist or the Professional Development Bureau Operations Manager. Employees are responsible for ensuring that their training reservations have been cancelled.
 - e) Employees who terminate their employment with the Department within 12 months of completing a course for which they received financial assistance may be responsible for making full repayment of the funds to the Department.

	INDEPENDENT STUDY PROCEDURE:	RESPONSIBILITY:
1	If the employee completes any non-Department sponsored training that is applicable to their job duties (i.e. participating in VHS, DVD or CD training, webinars, distance education, etc.), where a certificate of completion was NOT provided, employee completes the Independent Study Report and submits to immediate supervisor for approval/disapproval.	Employee
2	Reviews form to ensure it is completed and relevant to the employee. If the training is part of a performance improvement plan, forward to Personnel Officer and proceed to step 3. If not, proceed to step 4.	Supervisor
3	Review Independent Study Report for approval/disapproval. Forward form to Training Coordinator/Officer for approval/disapproval or to the Professional Development Bureau Operations Manager for permanent record filing.	Personnel Officer
4	Independent Study Report is forwarded to Training Coordinator/Officer for approval/disapproval. Form is forwarded to the Professional Development Bureau Records Manager for permanent record filing.	Training Coordinator/Officer

5	Maintains SABHRS training database and training records. Records include name of employee, date of training, course name, and number of training hours.	Professional Development Bureau Operations Manager
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[Independent Study Report PDF](#)

COACHING FORM

Accurately complete and submit Coaching Form and associated documentation to ensure credit is received for completed in-service training.

1. Employees are responsible to stay current with correctional practices and will:
 - a. Stay knowledgeable and compliant with current policy and procedure.
 - b. Accurately complete and submit Coaching form and associated documentation to ensure credit is received for training completed, this includes full name, employee ID number, and work place location, subject coached, coach name and minutes/hours.

	COACHING FORM PROCEDURE:	RESPONSIBILITY:
1	The Coaching form is completed by the coach, with the performance objectives listed and a brief outline of the materials covered. The form is forwarded to the employee for review and signature.	Coach
2	The Coaching form is reviewed and signed by the employee. Completed form is forwarded to the Professional Development Bureau Operations Manager for permanent record filing.	Employee
3	Maintains SABHRS training database and training records. Records include name of staff person, date of training, course name, and number of training hours.	Professional Development Bureau Operations Manager

[Coaching PDF](#)

BASIC TRAINING PROGRAMS ENROLLMENT PROCEDURE

Corrections Officer Basic-Probation/Parole Officer Basic-Juvenile Detention Officer Basic

Policy Statement: All Contact Staff must complete a minimum of 120 hours, position applicable, Basic Training within six months of hire or as soon thereafter as the course is offered.

	BASIC TRAINING PROCEDURE:	RESPONSIBILITY:
1	Contact specific Basic Training Coordinator-COB-Program Manager-MT Law Enforcement Academy. P/P Training Coordinator-DOC. JCDOB Training Coordinator-DOC.	Administrator or Training Specialist.
2	Request reservation and enrollment packet from specific training program coordinator, at a minimum; 45 days in advance of next class.	Administrator or Training Specialist.
3	Ensure all information in packet is completed by attending officer. Expedite all completed paperwork to specific Basic Training Coordinator to ensure enrollment by dates indicated on forms.	Administrator or Training Specialist
4	Provide Attending Officer with manual (if applicable), location, time/date and materials required for specific Basic Course.	Administrator or Training Specialist.
5	Forward Hire/Termination Form to POST, to ensure registration and certification.	Administrator or Training Specialist.
6	Upon arrival for Basic course, all attendees will sign an attendance form which is forwarded to POST for accurate attendance and certification.	Specific Basic Training Coordinator.
7	During Orientation, all students will be notified of Student Code of Conduct and made aware of academic requirements for the Basic Course.	Specific Basic Training Coordinator.
8	Attendance, Academic and Personnel Issues will be handled via DOC Policies/Procedures of progressive discipline. If there is a situation, Administrative personnel and DOC Human Resources within that Division will be notified immediately.	Specific Basic Training Coordinator
9	Basic Training Coordinator will maintain all records of attending officers which includes overall grades and Performance level.	Specific Basic Training Coordinator.
10	Request of overall academic performance can be requested via electronically or fax.	Specific Basic Training Coordinator.

FIELD TRAINING OFFICER PROGRAM

The Department of Corrections is committed to establishing quality Field Training Officer and Evaluation Programs for newly assigned Correctional Officers, Drill Instructors, and Parole and Probation Officers. This program is to be used for the mentoring of new officers and to provide specific training on the skills and abilities required of new officers.

	FIELD TRAINING OFFICER PROGRAM PROCEDURE:	RESPONSIBILITY:
1	Establish a formal FTO Program that meets the needs of the division/facility.	Administrator
2	Submit the FTO plan to the Human Resources Bureau Chief and Professional Development Bureau Chief	Administrator
3	Approve/ Deny/ Provide technical assistance on the FTO plan and submit to the Administrator	HR Bureau Chief / Professional Development Bureau Chief
4	Upon approval of the FTO Program plan, Field Training Officers will be selected based on job performance, training ability and potential for supervision.	Administrator or designee.
5	Notify HR of appointment to FTO assignment	Administrator or designee.
6	Ensure selected Field Training Officers receive adequate training (this should include training in basic supervision & instructor development, or an approved FTO course).	Administrator or designee
7	Assign new employees to the FTO to begin the program	Employee Supervisor
8	Each facility/ program will establish a quality assurance program that will address quality of the training materials, quality of instruction, quality of trainees, and FTO performance.	Administrator

SUPERVISOR TRAINING

The Department recognizes the important role which staff supervisors play in the operations of our programs and facilities. As such, the Department requires continuing education for all supervisors within the organization. The Department mandates that all supervisors receive 30 hours of initial, position specific supervisor training and 15 hours of annual in-service training, thereafter on leadership, management and/or staff supervision. All training for this policy must be approved by the Professional Development Bureau. The table below indicates approved courses for each level of supervisor within the Department. Exceptions to these approved courses may be made by the Professional Development Bureau Chief on a case-by-case basis.

Supervisor Level	Approved Training
New Supervisors	<ul style="list-style-type: none"> • Nuts & Bolts of Supervision (Mandatory)
First Line Supervisors - Those staff that supervise other staff in their job assignment	<ul style="list-style-type: none"> • Nuts & Bolts of Supervision • Unleash Your Leadership Competency Potential (Manager & Supervisor Level) • DOC Leadership Webinars • Any NIC position-appropriate distance learning course
Middle Management - Those staff that supervise first line supervisors and others (i.e. Bureau Chiefs, Unit Managers, Regional Administrators, LTs & CPTs)	<ul style="list-style-type: none"> • Unleash Your Leadership Competency Potential (Manager & Supervisor Level) • Unleash Your Leadership Competency Potential (Executive & Senior Level) • Management Development for the Future • Correctional Leadership for Women (NIC) • Correctional Leadership Development (NIC) • DOC Leadership Webinars • Any NIC position-appropriate distance learning course
Executive-Level - Includes the Director and command staff who report directly to the director (i.e. Warden, Administrator, Department heads).	<ul style="list-style-type: none"> • Montana Executive Leadership Institute (MLEA) • Unleash Your Leadership Competency Potential (Executive & Senior Level) • Correctional Leadership Development (NIC) • Correctional Leadership for Women (NIC) • Executive Training for New Wardens (NIC) • Executive Excellence (NIC) • DOC Leadership Webinars • Any NIC position-appropriate distance learning course

NON-DEPARTMENT TRAINING

The Department encourages its employees to improve their job skills through participation in seminars, conferences, professional meetings and professional education programs for additional formal education. Total funding, partial funding, and/or administrative leave may be available when funds are available and if approved in advance by the immediate supervisor and the administrator.

1) PROFESSIONAL/HIGHER EDUCATION:

- a) An employee may apply for payment of tuition by completing a [Training Request](#) form (see Training Request Form Procedure). If the request is approved, payment shall be made only after successful completion of the course. Employee's tuition assistance requests shall be processed on a semester-by-semester basis (one semester at a time) due to budget constraints.
- b) Only full-time employees of the Department are eligible to apply for tuition assistance
- c) Tuition reimbursement shall be subject to the availability of funds.
- d) Courses shall meet the following criteria in order to be eligible for payment:
 - i) Be offered by a college or university whose accreditation is recognized by the Council of Higher Education Accreditation (CHEA).
 - ii) Be directly related to the employee's ability to perform in his/her current position, to a degree program related to the employee's current position, or to Department promotional opportunities.
 - iii) Employee initiated reimbursement may be paid up to a maximum of 90% of the tuition.
- e) Professional Education Assistance Restrictions
 - i) No reimbursement shall be made for books or supplies or registration related fees.
 - ii) When tuition/registration fees are covered, or an applicant is eligible for coverage by Veteran's benefits, fellowship, scholarships, grants, or similar programs, the applicant shall only be eligible to receive the difference between the tuition assistance amount and the amount of the assistance covered by other means. Assistance for Department mandated professional education will be paid up to 100% of the tuition, registration fees, books and supplies.
 - iii) Employees who terminate their employment with the Department within 12 months of completing a course for which they received educational assistance are responsible for making full repayment of the funds to the Department.
- f) Prior to approving reimbursements for Supplemental Training, Administrators shall be responsible for ensuring availability of funds.
- g) If disapproved, the administrator will return the original Request for Training/Education Leave form to the applicant with

comments stating reasons for the disapproval; and forward a copy to the Professional Development Bureau.

- h) Upon completion proof of attendance (e.g., a completion certificate) shall be sent to the Professional Development Bureau Operations Manager for entry into the Trainings Records System.

	PROFESSIONAL/HIGHER EDUCATION PROCEDURE:	RESPONSIBILITY:
1	Complete request for tuition assistance for Professional Education using the Training Request form and submit to immediate supervisor.	Employee
2	Based on criteria stated above and the merits of the request, approve or deny request and submit to Administrator.	Immediate Supervisor
3	Based on criteria stated above and availability of funds, approve or deny request. If <i>approved</i> , submit to the Director for final approval. If <i>denied</i> , return the original Training Request form to the applicant with comments stating reasons for the disapproval; and forward a copy to the Professional Development Bureau.	Administrator
4	Review application, justification and availability of funds for final approval. Return the original Training Request form to the applicant with comments stating reasons for the approval/disapproval; and forward a copy to the Professional Development Bureau.	Director
5	Upon completion of education, proof of attendance (e.g., a completion certificate or transcript) shall be sent to the Professional Development Bureau Operations Manager for entry into the Training Records System.	Employee

2) SEMINARS, CONFERENCES AND PROFESSIONAL MEETINGS:

- a) Employees wishing to attend non-department training must submit a Training Request Form (see Training Request Form Procedure).
- b) Employees canceling attendance at a requested training must notify the Department Professional Development Bureau.
- c) Requests shall be submitted for approval or denial no less than **30 days** prior to the training/workshop/seminar.
- d) Upon completion, proof of attendance (see *Self Study - Non-Department Sponsored Training Report* procedure) shall be sent to the Professional Development Bureau Operations Manager for entry into the Training Records System.

	SEMINARS, CONFERENCES AND PROFESSIONAL MEETINGS PROCEDURE:	RESPONSIBILITY:
1	Complete request for non-department training using the Training Request form, and submit to immediate supervisor.	Employee
2	Based on the merits of the request, approve or deny request and submit to Administrator.	Immediate Supervisor
3	Based on the merits of the request and availability of funds, approve or deny request (see Training Request Form procedure) and forward a copy to the Professional Development Bureau.	Administrator
4	Upon completion of seminar, conference or professional meeting, submit a completed Independent Study Report to the Administrator for approval. The Independent Study Report must be accompanied by both a certificate of training or supporting documentation (e.g. agenda, handouts, etc.) and a narrative of the training.	Employee
5	Based on criteria in the <i>Self Study - Non-Department Sponsored Training Report</i> procedure, approve or deny the report. If denial, return to employee for completion. If approved, forward to the Professional Development Bureau Operations Manager for entry into the Training Records System.	Administrator

[Independent Study Report PDF](#)

NATIONAL INSTITUTE OF CORRECTIONS ACADEMY

Department employees are encouraged to participate in the training programs offered by the National Institute of Corrections (NIC). Because NIC covers the cost for the course, travel and lodging for most of their courses, this offers staff with a cost-effective, high-quality training opportunity. When seeking training through the National Institute of Corrections, employees must do the following:

- 1) NIC training schedules are available from the professional Development Bureau or on the NIC Web page at: www.nicic.gov
- 2) Employees may nominate themselves for applicable seminars/courses by submitting a Department Training Request and completing the NIC application (see NIC announcement for details), including all required supplemental materials, through the chain of command, to the Professional Development Bureau Chief for forwarding to the Director for final approval.

	NIC ACADEMY PROCEDURE:	RESPONSIBILITY:
1	The Training Request form is completed, along with any other required supplemental materials and submitted to Immediate Supervisor (<i>See Training Request Form Procedure</i>)	Employee
2	Staff will follow the <i>Training Request Form</i> procedure	Chain of Command
3	Notify employee of approval/denial	Training Coordinator or Professional Development Bureau Operations Manager
4	If approved, employee must submit online application to NIC per the course announcement (this is usually done online at www.nic.learn.com)	Employee
4	Applicants selected by NIC are notified by mail approximately 45 days prior to the start date of the seminar/course	NIC
5	Make travel and lodging arrangements as instructed by NIC	Employee
6	Upon completion of the NIC course, the employee shall forward a copy of the course certificate to the Professional Development Bureau Operations Manager for entry into the Training Records System.	Employee

[Training Request](#)

**AMERICAN CORRECTIONAL ASSOCIATION (ACA) CORRESPONDENCE COURSE
TRAINING REQUEST FORM**

When requesting to complete an ACA correspondence course, accurately complete and submit a Training Request form.

	ACA CORRESPONDENCE COURSE PROCEDURE:	RESPONSIBILITY:
1	The Training Request is completed and submitted to Immediate Supervisor. You must justify why you need the training and how it would benefit your position and the department.	Employee
2	Training request is reviewed, approved/disapproved based upon training relevancy, need for training and budget status. If approved, form is forwarded to the Bureau Chief or Division/Facility/Program Administrator. If disapproved, form is forwarded to the Professional Development Bureau for permanent record filing.	Immediate Supervisor
3	Training request is reviewed and approved/disapproved based upon training relevancy; need for training and budget status. If approved, form is forwarded to the Training Coordinator/Officer. If disapproved, form is forwarded to the Professional Development Bureau for permanent record filing.	Bureau Chief Division/Facility/Program Administrator
4	Training request is reviewed and approved/disapproved based upon training relevancy/ need for training and budget status.	Training Coordinator/Officer
5	Notifies employee of approval/disapproval. If the training is approved the training coordinator/officer will order the ACA correspondence test. A copy of training request is sent to employee & Training Coordinator/ Officer, reflecting approval/disapproval of the training. Original training request is routed to the Professional Development Operation Records Manager.	Training Coordinator/Officer
6	Will make arrangements with the Professional Development Bureau to check out ACA correspondence manuals.	Employee
7	Will issue the ACA correspondence manuals to the employee. Notifies the Training Coordinator/Officer via email that the employee has checked out the ACA correspondence manuals.	Professional Development Bureau Operations Manager
8	When the employee has finished reading the ACA correspondence manuals and is ready to take the test, he/she will contact the Training Coordinator/Officer and schedule a test date and time.	Employee

9	After the test is completed, the Training Coordinator/Officer will collect the test and the ACA correspondence manuals. The test will be mailed to ACA. The manuals will be returned to the Professional Development Bureau.	Training Coordinator/Officer
10	When the test results and the completion certificate are returned a copy will be submitted to the Professional Development Bureau Operations Manager for entry into the SABHRS training database. The original will be delivered to the employee.	Training Coordinator/Officer
11	Maintains SABHRS training database and training records. Records include name of staff person, date of training, course name, and number of training hours. Records will be maintained for a fiscal year from July through June of each year.	Professional Development Bureau Operations Manager

ONLINE LEARNING PROCEDURE

The Department of Corrections offers employees opportunities for increased efficiency and independence regarding the selection, registration, and completion of training through access to online training. The Professional Development Bureau provides an updated list of all sanctioned online training on the online training page of the intranet. The Professional Development Bureau does not discourage you from finding outside online training specific to your needs, the needs of your supervisor or the department.

Whether or not the training is provided by or approved by the department, the following apply:

	ONLINE LEARNING PROCEDURE:	RESPONSIBILITY:
1.	Online learning can be accessed from anywhere at any time, so it is critical that you receive specific supervisor approval regarding any online learning.	Employee
2.	The type of courses you enroll in, cost of the course and whether or how you will be paid for training time is to be determined by your supervisor. This includes overtime, accessing courses from home, etc...	Immediate Supervisor
3.	Usually, specific hourly credit is applied to each course. Make sure both you and your supervisor are aware of the time commitment to take a course.	Employee and Immediate Supervisor
4.	Responsible to submit an independent study form along with any documentation or certificate you receive. DOC Online Training Center courses are tracked automatically and an independent study form is unnecessary.	Employee
5.	Maintains SABHRS training database and training records. Records include name of staff person, date of training, course name, and number of training hours.	Professional Development Bureau Operations Manager

[Independent Study Report](#)

ANNUAL TRAINING PLANS

Training plans will be created to ensure employees complete applicable mandatory and in-service training necessary to develop or maintain minimum job competencies. This policy also requires that administrators establish minimum training requirements, including a necessary minimum number of hours to meet specific program accreditation or preference requirements. Training Plans will be submitted to the Department Professional Development Bureau annually on a *Fiscal Year* basis (July 01 - June 30).

DEPARTMENT ANNUAL TRAINING PLAN - A Department-wide training plan that identifies mandatory or special training based upon various training needs assessments, state or federal law, settlement agreements, and Department policy.

	DEPARTMENT ANNUAL TRAINING PLAN PROCEDURE:	RESPONSIBILITY:
1	Utilizing annual needs assessment, current laws, industry standards, POST standards, and court orders, to create a Department Annual Training Plan as per DOC Policy 1.4.1. - Sample Plan	Professional Development Bureau
2	Review Department Annual Training Plan to ensure it complies with DOC Policy 1.4.1, changes in POST, Industry Standards, or any other accrediting body. Submit training plan to the Staff Services Administrator for approval.	Professional Development Bureau Chief
3	Review Department Annual Training Plan. Submit training plan to the Director for approval.	Staff Services Administrator
4	Submit Department Annual Training Plan to Professional Development Bureau Chief for filing.	Director
5	File Department Annual Training Plan in designated location.	Professional Development Bureau Chief

FACILITY/PROGRAM ANNUAL TRAINING PLAN - The facility/programs' annual training plans that are based on a training needs assessment to identify site-specific needs.

	FACILITY/PROGRAM ANNUAL TRAINING PLAN PROCEDURE:	RESPONSIBILITY:
1	Utilizing the Department Annual Training Plan, coordinate with Professional Development Specialist or designated staff and/or Standing Training Committee Representative(s) annually to create a Program Annual Training Plan as per DOC Policy 1.4.1. - Sample Plan	Administrator
2	Submit Training plan to Professional Development Bureau Chief for approval.	Administrator
3	Review Program Annual Training Plan to ensure it complies with DOC Policy 1.4.1, the Department's Annual Training Plan, and changes	Professional Development Bureau Chief

	in POST, Industry Standards, or any other accrediting body. Provide Technical Assistance to Administrator if necessary.	
4	File Program Annual Training Plan in designated location.	Professional Development Bureau Chief

[Sample Facility/Program Plan](#)

INDIVIDUAL TRAINING PLAN - A training plan designed to meet Department and/or the individual employee's performance objectives and training needs.

	INDIVIDUAL TRAINING PLAN PROCEDURE:	RESPONSIBILITY:
1	Utilizing the Department Annual Training Plan and Facility/Program Annual Training Plan, coordinate with Employee annually to establish an Individual Employee Training Plan as per DOC Policy 1.4.1. Supervisors should encourage employees to pursue professional level training and higher education toward career development.	Supervisor/ Employee
2	Submit the Employee Training Plan to the Administrator for approval.	Supervisor
3	Review the Employee Training Plan to ensure that it complies with the Facility/Program Annual Training Plan and DOC Policy 1.4.1. Once approved, place a copy in the employee's personnel file.	Administrator
4	Individual Employee Training Plans should be a written part of the employee's annual performance review to ensure compliance with mandates and requirements.	Supervisor
5	Provide technical assistance as necessary to the Supervisor, Employee, or Administrator in developing the Employee Training Plan.	Professional Development Bureau Staff.

[Individual Employee Training Plan](#)

INSTRUCTOR APPLICATION

The Department encourages staff with an interest, expertise or experience in a particular area to add to the professional development of the Department of Corrections by becoming staff instructors in those areas.

1) NEW INSTRUCTOR APPLICATION PROCESS:

- a) Employees wishing to volunteer as an instructor shall contact the Facility/Program Training Specialists for their location.
- b) The following criteria will be used in determining approval/denial of a request to become a staff instructor and referral to the Professional Development Bureau Operations Manager for registration into the next instructor development course.
 - i) Possesses good verbal communication and presentation/facilitation skills.
 - ii) Is willing to conduct courses in area of expertise.
 - iii) Is recognized by peers and other staff as a credible professional.
 - iv) Has received no major disciplinary actions within the last 24 months.
 - v) Is not a current subject of an administrative investigation.
 - vi) Currently has a work assignment that does not conflict with attending a Basic or Advanced Instructor Development course, completing the certification process and conducting assigned classes or maintaining Staff Instructor Certification.
 - vii) Will be given permission and time to conduct training for staff.
- c) Employees must complete a Basic Instructor Development course prior to attending an Advanced Instructor Development course. Advanced Instructor Development is intended for those trainers who have previous training experience, will be developing curriculum and have a basic knowledge of adult learning theory and presentation methods.
- d) There is an expectation that employees who complete this process and become instructors will provide training to the staff at their work location and may be asked, on occasion, to provide training to other facilities/programs within the Department.

2) CERTIFICATION OF INSTRUCTORS:

- a) Instructor applicants shall successfully complete a Basic or Advanced Instructor Development course approved by the Department and where applicable receive POST Instructor Certification prior to being given a class assignment.
 - i) Applicants failing to successfully complete the Department approved instructor development course shall not be certified until they do so and shall repeat the course, if directed by the Administrator, or designee.
 - ii) All Specialty Instructors shall meet the requirements of instructor certification, in addition to any other required in-service training in the specialized area.
 - iii) Criteria and procedures for obtaining and maintaining a POST instructor can be found at: <http://doj.mt.gov/enforcement/post/forms/default.asp>

	INSTRUCTOR APPLICATION PROCEDURE:	RESPONSIBILITY:
1	Make a request to become a staff instructor to the Facility/Program Training Specialists for their location.	Employee (instructor applicant)
2	Using the criteria listed above, approve or deny request and forward recommendation to the Administrator	Facility/Program Training Specialist
3	Approve/Deny request based on criteria listed above and refer to the Professional Development Bureau Operations Manager for registration into the next available instructor development course.	Administrator
4	Attend and successfully complete a Basic and/or Advanced Instructor Development Course approved by the Department and complete all assignments required for the course (i.e. Lesson plans, training plans, etc)	Employee
5	Where applicable, obtain certification for training. This may include POST certification if required or instructor certification from vendors (i.e. First aid, defensive tactics, firearms, etc.)	Employee
6	Provide copies of all certification(s) to Professional Development Bureau Operations Manager for entry into training records	Employee
7	Provide training as directed and maintain certifications as required by POST or specific program.	Employer

[POST Instructor Certificate and Renewal Requirements](#)

SPECIALIZED INSTRUCTOR CERTIFICATION

MUST HAVE BASIC INSTRUCTOR CERTIFICATION

1) External course instructor certification requirements

PPCT	Attend Instructor Certification Course Pass Test Provide 8 hours of training per year to maintain certification Recertify every 3 years Limited to agency instruction only
True Colors	Attend Instructor Certification Course No Recertification required Limited to agency instruction only
Verbal Defense & Influence	Attend Instructor Certification Course Pass Test Provide 16 hours of training per year to maintain certification Recertify every 3 years
Medic First Aide	Attend Instructor Certification Course Pass Test Provide 8 hours of training per year to maintain certification
Fatigue to Fulfillment	Attend Instructor Certification Course Pass Test Provide 8 hours of training per year to maintain certification Recertify every 4 years Limited to agency instruction only
<h3>2) <u>Internal course instructor certification requirements</u></h3>	
CP&R	Attend CP&R Facilitator Conduct CP&R for 1 year Co-Facilitate 1 time with Lead Instructor Facilitate CP&R on own with Lead Supervising
Effective Communication	Attend Basic Effective Communication Use and document Effective Communication for 1 year (MORRA, Case Mgmt. etc...) Co-Facilitate 1 time with Lead Instructor Facilitate Effective Communication on own with Lead Supervising
Basic Facilitator	Attend Basic Facilitator Conduct program/group or course requiring facilitation skills (i.e. CP&R, Anger Management, Team Building) for 1 year Co-Facilitate 1 time with Lead Instructor Facilitate Basic Facilitator on own with Lead Supervising
PREA	Attend Introduction to PREA Training Attend PRE A Training for Trainers Co-Facilitate 1 time with Lead Instructor Facilitate Basic Facilitator on own with Lead Supervising

COORDINATING A TRAINING COURSE

When coordinating a training course, DOC Standing Training Committee Members must ensure the following occurs:

	COORDINATING A COURSE PROCEDURE:	RESPONSIBILITY:
1	Ensure that all training is in accordance with the annual training plan established for individual Department Facility/Programs. Any training to be conducted by out of Department vendors needs to be scheduled in consultation with the Professional Development Bureau and/or Division Administrator in order to maintain DOC standards and fiscal responsibility.	Standing Training Committee Member
2	Ensure that all DOC training courses have a current DOC approved lesson plan (follows ITIP philosophy). Outside vendors must submit at a minimum a training agenda and/or outline and instructor bio information to the Standing Training Committee Member and then be forwarded on to the Professional Development Bureau Operations Manager.	Standing Training Committee Member
3	Notify Professional Development Bureau Operations Manager 45 days prior to training for a training announcement to be created and posted.	Standing Training Committee Member
4	Post training announcement within Facility/Program or on the DOC Training Calendar.	Standing Training Committee Member Professional Development Bureau Operations Manager
5	Reserve adequate training space for each class in consultation with course instructor. Consult with assigned instructor in order to ensure all needed student materials/equipment are available.	Standing Training Committee Member
6	Make sure that all needed training supplies/equipment are on hand and that the class space is prepared for the training a minimum of 30 minutes prior to the class.	Standing Training Committee Member
7	At the beginning of the class, introduce guest instructor and go over all paperwork that students will need to fill out i.e.; DOC Roster, POST Roster, time sheets, etc.	Standing Training Committee Member
8	If needed, monitor ongoing progress of the class. This should only be needed if you are using an outside vendor and only when asked to do so or for security reasons.	Standing Training Committee Member or designee
9	At the conclusion of training, ensure that students have filled out and signed appropriate rosters, class evaluations and time sheets as necessary.	Standing Training Committee Member

10	Handout class certificates if applicable.	Standing Training Committee Member Outside Vendor if applicable
11	Clean up class facilities as required.	Standing Training Committee Member
12	Forward DOC Training Roster, POST Roster and Course Evaluations to the Professional Development Bureau Operations Manager within 7 days of the completion of the training including weekends/holidays.	Standing Training Committee Member

POST CERTIFYING A TRAINING COURSE

When POST certifying a training course, DOC Standing Training Committee Members must do the following:

	POST CERTIFICATION PROCEDURE:	RESPONSIBILITY:
1	Request POST certification of a particular training course a minimum of 45 days in advance of the scheduled training. Send request to the Professional Development Bureau Operations Manager for DOC sponsored courses which includes outside vendors. Requests must include an Application for Course POST Credit ; instructor bio's and lesson plans (in ITIP format) and/or agenda if an outside vendor is being used.	Standing Training Committee Member
2	Produce training announcement to be posted on the internet for all agencies in the POST network.	Professional Development Bureau Operations Manager
3	At the beginning of the class have the POST qualified students fill out the POST Roster applicable to the course. Name and birth date are required. (see forms link below)	Standing Training Committee Member
4	For longer courses, ensure that roll call is taken at the beginning of the class and at the midday break (if applicable) and note on the POST Roster if there are any changes in participation.(see forms link below)	Standing Training Committee Member
5	At the conclusion of the training, ensure that the POST Roster is complete and collect class evaluations. Ensure credit given is based on POST Administrative Rules. (see link below)	Standing Training Committee Member
6	Forward completed forms to the Professional Development Bureau Operations Manager.	Standing Training Committee Member
7	Review forms for completion and forward to POST for entry into POST database.	Professional Development Bureau Operations Manager

[Post Forms and Other Documents](#) [POST Administrative Rules](#)

COORDINATING AN ONLINE LEARNING EVENT

When coordinating a distance education course, DOC Standing Training Committee Members must do the following:

	COORDINATING AN ONLINE EVENT PROCEDURE:	RESPONSIBILITY:
1	Ensure that all training is in accordance with the annual training plan established for individual Department Facility/Programs. Any training to be conducted by out of Department vendors needs to be scheduled in consultation with the Professional Development Bureau and/or Division Administrator in order to maintain DOC standards and fiscal responsibility.	Standing Training Committee Member
2	Ensure that outside vendors submit at a minimum a training agenda and/or outline and instructor bio information to the Standing Training Committee Member and then be forwarded on to the Professional Development Bureau Operations Manager. <ul style="list-style-type: none"> • If using the Video Conferencing Services you must refer to the Video Conferencing Quick Start Guide. • If using Online Conferencing or webinar software, you must test your computer to ensure that you have the correct software and/or settings. If you do not, you must contact the Help Desk to open a work order. Software and settings may or may not be supported. 	Standing Training Committee Member
3	Notify Professional Development Bureau Operations Manager 45 days prior to training for a training announcement to be created and posted.	Standing Training Committee Member
4	Post training announcement within Facility/Program or on the DOC Training Calendar.	Standing Training Committee Member Professional Development Bureau Operations Manager
5	Reserve adequate training space for each class in consultation with course instructor. Consult with assigned instructor in order to ensure all needed student materials/equipment are available.	Standing Training Committee Member
6	Make sure that all needed training supplies/equipment are on hand and that the class space is prepared for the training a minimum of 30 minutes prior to the class.	Standing Training Committee Member
7	At the beginning of the class, go over all paperwork that students will need to fill out i.e.; DOC Roster, POST Roster, time sheets, etc.	Standing Training Committee Member

8	If needed, monitor ongoing progress of the class. This should only be needed if you are using an outside vendor and only when asked to do so or for security reasons.	Standing Training Committee Member or designee
9	At the conclusion of training, ensure that students have filled out and signed appropriate rosters, class evaluations and time sheets as necessary.	Standing Training Committee Member
10	Handout class certificates if applicable.	Standing Training Committee Member Outside Vendor if applicable
11	Clean up class facilities as required.	Standing Training Committee Member
12	Forward DOC Training Roster, POST Roster and Course Evaluations to the Professional Development Bureau Operations Manager within 7 days of the completion of the training including weekends/holidays.	Standing Training Committee Member

[Video Conferencing Quick Start Guide](#)

DEVELOPING A LESSON PLAN

All staff that develop lesson plans for the Department must first attend an Advanced Instructor Development Course approved by the Department and complete all assignments required for the course (i.e. Lesson plans, training plans, etc). Each lesson plan developed for the Department of Corrections must utilize the Instructional Theory Into Practice (ITIP) format. Remember that lesson plans using this format are written and designed so that any competent instructor with the required knowledge and background can instruct the lesson.

When developing a DOC lesson plan, Professional Development Specialist, DOC Standing Training Committee Members or staff assigned to write the lesson plan must do the following:

	DEVELOPING A LESSON PLAN PROCEDURE:	RESPONSIBILITY:
1	When writing a lesson plan for the Department of Corrections, you must use the ITIP format as outlined in the “ITIP Lesson Plan.”	Professional Development Specialist, Standing Training Committee Member or staff member writing the lesson plan.
2	After completion of the lesson plan, forward it to the Professional Development Bureau Chief for approval.	Professional Development Specialist, Standing Training Committee Member
3	After review by the Professional Development Bureau Chief, the lesson plan may be sent to Legal staff for review, approved without Legal review or returned to the author for suggested changes. <i>All reviews will be completed within five (5) business days.</i> If approved and sent on to Legal, go to step 5 below.	Professional Development Bureau Chief/ Legal Services Bureau
4	If the lesson plan is returned to the author for changes, the author will make the necessary changes and return it back to the Professional Development Bureau Chief (see step 2 above).	Professional Development Specialist, Standing Training Committee Member or staff member writing the lesson plan.
5	After review from Legal the lesson plan will be sent back to the author with approval or suggested changes. If approved go to step 6, if changes are needed, make changes and then go back to step 2 above.	Professional Development Bureau Chief
6	Instruct course from lesson plan.	Professional Development Specialist, Standing Training Committee Member or staff member who wrote the lesson plan.

[ITIP Lesson Plan PDF](#)
[Lesson Plan Sample](#)

TRAINING ROSTER

When filling out the DOC Training Roster, DOC Standing Training Committee Members must ensure the following:

	TRAINING ROSTER PROCEDURE:	RESPONSIBILITY:
1	Ensure the <i>current</i> DOC Training Roster form is used for all courses. The current form can be obtained from the DOC Intranet Training page or by contacting the Professional Development Bureau.	Standing Training Committee Member
2	At the beginning of each class, pass out the roster to students.	Standing Training Committee Member or designee
3	Students must fill out the form completely, including printed name, work location or facility/agency mailing address, signature, State employee ID number.	Standing Training Committee Member or designee
4	The training roster will be forwarded to the Professional Development Bureau Operations Manager for permanent record filing.	Standing Training Committee Member or designee
5	Maintains SABHRS training database and training records. Records will be maintained for a fiscal year from July 1 through June 30.	Professional Development Bureau Operations Manager

[Training Roster PDF](#)

COURSE EVALUATION

When filling out the DOC Course Evaluation, DOC Standing Training Committee Members must ensure the following:

	COURSE EVALUATION PROCEDURE:	RESPONSIBILITY:
1	Ensure the <i>current</i> DOC Course Evaluation form is used for all courses. The current form can be obtained from the DOC Intranet Training page or by contacting the Professional Development Bureau.	Standing Training Committee Member
2	At the beginning of each class, pass out the course evaluation form to students.	Standing Training Committee Member or designee
3	Students must fill out the course evaluation form completely at the end of the course and give to the Standing Training Committee Member or designee.	Standing Training Committee Member or designee
4	The course evaluation will be forwarded to the Professional Development Bureau Operations Manager for permanent record filing.	Standing Training Committee Member or designee
5	Maintains data file and records. Records will be maintained for a fiscal year from July 1 through June 30.	Professional Development Bureau Operations Manager

[Course Evaluation Form](#)

TRAINING RECORDS

Employee training records will be maintained by the Professional Development Bureau in the State SABHRS system using an appropriate accountability system and in file cabinets.

	TRAINING RECORDS PROCEDURE:	RESPONSIBILITY:
1	An individual training record will be established for each employee. The record will include employee's name and State employee ID number. It will be an up-to-date, chronological list of all training successfully completed by the employee.	Professional Development Bureau Operations Manager
2	Training records shall be updated at least monthly	Professional Development Bureau Operations Manager
3	Employees may review their training record by contacting the Professional Development Bureau Operations Manager in person, by email, written request, or telephone. Access to training records by other individuals shall be limited to staff who have positional authority and a legitimate need to access the employee's training record.	Professional Development Bureau Operations Manager
4	An employee who has a CI# may review their training record on the State SABHRS system.	Employee
5	Quarterly training reports will be sent to respective Administrators and Training Specialists. The training records will be reported on a fiscal year basis July 1 - June 30. The quarterly reports will be created and distributed electronically or hard copy. Administrators and Training Specialists will receive these reports October January, April and July.	Professional Development Bureau Operations Manager
6	Standing Training Committee Members may request special training reports (number of attendees for a course, list of employees who attended a course, etc.) by contacting the Professional Development Bureau Operations Manager in person, by email, written request or telephone.	Professional Development Bureau Operations Manager

RECORD RETENTION

In accordance with DOC 1.2.7 and Section 2-6-203, 204, MCA, a schedule of retention and destruction for DOC training records has been established and approved by the Secretary of State. The DOC training records retention schedule is filed with DOC Administrative and Financial Services Division.

	RECORD RETENTION PROCEDURE:	RESPONSIBILITY:
1.	Current employee training files will be located in a locked area at the DOC Training Center.	Professional Development Bureau Operations Manager
2.	At the end of the calendar year employee training files that are 5 years after termination will be pulled and stored at the DOC Training Center.	Professional Development Bureau Operations Manager
3.	At the end of the calendar year employee training files that are 10 years after termination will be pulled and shredded.	Professional Development Bureau Operations Manager
4.	Current roster files will be located in a locked area at the DOC Training Center.	Professional Development Bureau Operations Manager
5.	At the end of the calendar year roster files that are 5 years obsolete will be pulled and stored at the DOC Training Center.	Professional Development Bureau Operations Manager
6.	At the end of the calendar year roster files that are 10 years obsolete will be pulled and shredded.	Professional Development Bureau Operations Manager
7.	Current lesson plans - course curriculum files will be located in a locked area at the DOC Training Center.	Professional Development Bureau Operations Manager
8.	At the end of the calendar year lesson plans - course curriculum files that are 3 years obsolete will be pulled and stored at the DOC Training Center.	Professional Development Bureau Operations Manager
9.	At the end of the calendar year lesson plans - course curriculum files that are 5 years obsolete will be pulled and tossed without restriction.	Professional Development Bureau Operations Manager
10.	Current evaluations will be located in a locked area at the DOC Training Center.	Professional Development Bureau Operations Manager
11.	At the end of the calendar year evaluations that are 2 years obsolete will be pulled and stored at the DOC Training Center.	Professional Development Bureau Operations Manager
12.	At the end of the calendar year evaluations that are 3 years obsolete will be pulled and tossed without restriction.	Professional Development Bureau Operations Manager

STAFF LIBRARY

The Professional Development Bureau and Facility/Program Training Specialists will establish and maintain resource libraries that provide employees access to self-study materials.

- 1) Staff libraries shall have a check out system to track the loaning and return of the materials.
 - a) Staff failing to return checked out materials will receive a past due notice advising them to return the materials within two weeks or they will be responsible for replacement costs.
 - b) Staff failing to return the materials within 60 days of written past due notice shall be assessed replacement cost through payroll.
- 2) At a minimum staff libraries should include the following:
 - a) A library lending service that complements the training and staff development program;
 - b) Reference and loan program that permits Department staff to use books, VHS, DVD and CD resources from all Department libraries;
 - c) Publications collected from existing materials; and
 - d) Appropriate publications acquired through regular budget requests that will enable staff to stay in touch with contemporary correctional standards, operations, and trends.

	STAFF LIBRARY PROCEDURE:	RESPONSIBILITY:
1	Employee will review library list posted on the DOC Intranet Training Tab . Employee will contact the Training Specialist via phone or email to check out resource.	Employee
2	Professional Development Specialist will check out the resource to the employee by completing the loan card with due date and name of employee. Due date of material is 30 days from the date of check out. Training Specialist will mail to employee via interdepartmental mail or US Priority mail.	Professional Development Specialist
3	Employee will return the resource to the DOC Training Center on or before the 30 day due date. Employee is responsible for material and will not loan out to other DOC staff.	Employee
4	If the employee has not returned the material within the 30 days, the Training Specialist will contact the employee by memo via mail or email notifying the employee they must return the material by the next due date. The second due date is 60 days from the date of check out.	Training Specialist
5	If the employee does not return the material or notifies the Training Specialist the material is lost, the Training Specialist will submit an invoice to payroll for the cost of replacement.	Training Specialist
6	Payroll will deduct the invoice amount from the employee's payroll and credit into the DOC Training organization fund.	Payroll

GLOSSARY

Administrator - The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility, or program operation and management.

Basic Training - A structured training program that provides initial knowledge and skills. e.g., Juvenile Correction/Detention Officer Basic, Correction/Detention Officer Basic, Adult Probation & Parole Basic.

Competency - A job-related task that can be observed and measured.

Competency Based Training - Training that has as its objective the mastery of a job-related task.

Conferences - Conventions or seminars presented by experts in a given field that provide an opportunity for staff to assimilate new information and network with professional colleagues.

Contact Staff - Staff who have frequent offender contact as a normal function of their jobs, to include, but not limited to: administrators; correctional officers; drill instructors; correctional counselors; investigators; teachers; work supervisors; probation and parole officers; mental health and health care providers and staff, and staff working in offices where offenders may be assigned full-time work.

Continuing Education - Courses or seminars that allow staff to earn continuing education units (CEUs) that may be required by state regulatory boards for renewal of licensure or certification.

Department Annual Training Plan - A Department-wide training plan that identifies mandatory or special training based upon various training needs assessments, state or federal law, settlement agreements, and Department policy.

Department Annual Training Report - A summary of the Department's annual training activities including orientation, basic, in-service, and professional training that details the extent to which training policy requirements are met.

Emergency Training - Training staff on their roles and responsibilities in preventing, responding to, and resolving emergencies.

Field Training Officer/On the Job Training Program (FTO/OJT) - A training program in which newly hired correctional officers, correctional counselors, drill instructors, and probation and parole officers are teamed up with, and trained by, experienced formally-trained staff or field training officers.

Independent Study - Assigned or approved individual study opportunities, i.e., correspondence courses, reading material, audio/video tapes, and online learning.

Individual Employee Training Plan - A training plan designed to meet Department and/or the individual employee's performance objectives and training needs.

In-service Training - Training to develop or maintain minimum job competencies on techniques or topics such as: first aid, first aid refresher, CPI, CPI refresher, sexual harassment, sexual misconduct, and FTO program.

Intermediate Weapons - The application of any weapon or object, which is not part of the human body, to control resistance or assault, and may include: restraints, chemical or inflammatory agents such as CS, CN or OC, impact weapons such as collapsible batons, riot batons, riot shields, conductive energy devices (tasers/stun guns), and may also include emergency or improvised weapons such as flashlights and radios.

Mandatory Training - Training that is required or specifically designated by the Department director or administrator to be completed during any given training year.

New Employee Orientation - Position, site-specific, or on-the-job training for newly hired contact and non-contact employees that includes, but is not limited to, review of Department and program purposes, goals, policies, and procedures.

Non-Contact Staff - Staff members who do not have frequent and continuous contact with offenders as a normal function of their job performance; e.g., staff in administrative offices.

Part-time, Contracted Staff, and Volunteers - Staff members who work for the Department less than 40 hours per week, contract with the Department to provide a service, or provide services through a volunteer or intern program.

Performance-oriented Training - Training that tests an employee's ability to perform specific tasks and meet set standards to successfully complete the training.

POST - Refers to Public Safety Officer Standards and Training Council that determines public safety officer qualifications, certification, and basic training requirements.

Professional Training - Training courses, which typically extend over a period of time, designed to increase knowledge and skills above minimum job competencies, e.g., motivational interviewing, instructor development, advanced firearms, staff supervision, Investment in Excellence, CME Outfitters broadcasts, and NIC broadcasts. Professional training courses generally qualify for Continuing Education Units (CEUs) and POST credit.

Program - Any prison, correctional facility, or community-based program operated under Department jurisdiction or contract.

Facility/Program Annual Training Plan - The facility/programs' annual training plans that are based on a training needs assessment to identify site-specific needs.

Facility/Program Annual Training Report - A summary of each facility/program's annual training activities including orientation, basic, in-service, and professional training that detail the extent to which training policy requirements are met.

Program Training Specialists - Staff who manages the program training functions.

Qualified Instructor - An employee who has successfully completed an instructor development course or an equivalent program and has met additional specialty instructor or curriculum orientation training as necessary.

Record Retention Schedule - A document listing the records series, length of time each document or record will be retained as an active record, the reason for its retention and disposition.

SABHRS Training Records System - The computer-based data system used specifically for tracking and reporting employee training.

Scenario Based Learning - Learning that uses interactive scenarios to support active learning strategies. It normally involves students working their way through a storyline, usually based around a complex problem, which they are required to solve. In the process students must apply their subject knowledge, critical thinking and problem solving skills in a safe, real-world context. Scenario Based Learning is often non-linear, and can provide numerous feedback opportunities to students, based on the decisions they make at each stage in the process.

Seminar - Typically a single day educational conference or discussion focused on a specific topic.

Specialized Training - Training that requires staff to maintain necessary knowledge and skills and demonstrate their technical competencies on a predetermined basis.

Specialty Instructor Training - Training to qualify instructors to deliver training in specialty areas, such as firearms, first aid, CPR, and defensive tactics.

Staff Development and Training Bureau - Provides course curriculum development, training, technical assistance, and training records management for the Department.

Standing Training Committee - A committee composed of the program training specialists and the Staff Development and Training Bureau staff.

Subject Matter Expert - A staff member who is recognized as having expertise in specific subject areas.

Supplemental Training - Training that is not reflected in the Department's annual training plan, which usually does not occur at the worksite and is generally taken at the discretion of the individual employee with administrative approval.

Training - An organized, planned, and evaluated activity designed to achieve specific learning objectives and enhance the job performance of personnel that may include classroom instruction, distance learning, on-the-job training, independent study, meetings, and conferences where proof of completion and attendance is required.

Training Operations Procedure Guide - Outlines the procedures to follow when developing, conducting, providing, or requesting training.