



POLICY DIRECTIVE

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| Policy: | DOC 1.4.1 STAFF DEVELOPMENT AND TRAINING |
| Effective Date: | 12/01/1996 Page 1 of 4 |
| Revision Date(s): | 03/28/2007; 03/26/2008; 06/15/2009; 11/28/2011; 05/05/2014; 05/06/2015; 08/28/2024 |
| Signature/Title: | /s/ Brian Gootkin, Director |

I. POLICY

The Department of Corrections will provide job training and professional development to ensure all employees have the skills necessary to perform their jobs competently and professionally, consistent with the Department's mission, values, and expectations.

II. APPLICABILITY

All Department divisions, facilities, and programs.

III. DEFINITIONS – See Glossary

IV. DEPARTMENT DIRECTIVES

A. General Requirements

1. Training in the Department is decentralized. Instructors are existing staff across the agency from numerous bureaus and facilities. The Department is responsible for ensuring training meets the requirements of statute, accreditation, certification, policy, and the annual training plan.
2. Employees will receive training relevant to the employees' work and consistent with the needs of respective job classifications and any applicable collective bargaining agreements.
3. Basic training must be completed by employees in the Correctional Officer, Probation and Parole Officer, or Investigator series within one year of hire in accordance with POST. The Department may request an extension for this requirement from POST.
4. A position-specific Field Training and Evaluation Program must be offered to employees identified in the Correctional Officer and Probation and Parole Officer series.

B. Responsibilities

1. The Department is responsible for the following:
 - a. maintaining minimum training requirements to meet accreditation or professional standards;
 - b. providing necessary space and equipment for all Department-required training;
 - c. providing sufficient budgetary resources for mandatory training;
 - d. offering Department training to contracted staff, when feasible;
 - e. approving the annual training plan at the Executive level; and
 - f. approving all Field Training and Evaluation Programs at the Division Chief level.
2. The Public Safety Training Manager or designee is responsible for:
 - a. developing and updating the annual training plan by December 1 each calendar year and presenting it directly to the Executive Team for approval;
 - b. conducting an annual training survey by March 1 and sharing the information with staff;

- c. actively reviewing Department policy and procedure to identify training needs;
 - d. announcing all training for POST-certified positions;
 - e. authorizing orders for training equipment;
 - f. conducting quality assurance activities to ensure training standards and objectives are being met;
 - g. authorizing, if needed, the use of training offered by community agencies, organizations, volunteers, businesses, industries, or other parties for POST-certified positions;
 - h. recommending and implementing training strategies with Department instructors;
 - i. processing employee training requests;
 - j. scheduling and/or announcing mandatory and specialty training;
 - k. reviewing progress towards meeting training goals, identifying training that does not meet standards, and developing solutions;
 - l. reviewing and updating the Instructor Training Guide and Student Training Guide as needed; and
 - m. signing all POST applications, certifications, and forms as a designee of the Public Safety Division Chief.
3. Department staff who are instructors are responsible for:
 - a. following the process to become approved instructors and conducting training as outlined in the Instructor Training Guide;
 - b. maintaining POST certification (if their position is POST-certified) to ensure trainees can receive POST credits if applicable;
 - c. assisting the Public Safety Training Manager with meeting training goals, identifying training that does not meet training standards, and developing solutions; and
 - d. documenting all in-service and/or table-top training through submission of a training roster.
 4. Supervisors are responsible for:
 - a. encouraging employees to pursue professional development training and ongoing education for career development;
 - b. monitoring employees' training requirements and certifications;
 - c. approving or denying employee training requests in a timely manner; and
 - d. ensuring employees are current on training directives and requirements. Supervisors may require staff to attend specific training as a result of coaching, formal discipline, and/or annual performance evaluations.
 5. Employees are responsible for:
 - a. monitoring training requirements and the annual training plan to meet Department-required training, mandates, recertifications, and accreditation requirements;
 - b. monitoring training announcements and completing training request forms;
 - c. registering in a timely fashion and reserving appropriate accommodations to attend approved training;
 - d. notifying their supervisor and cortraining@mt.gov if they cannot attend any approved training;
 - e. completing and submitting POST training credit forms for training conducted outside of the Department, independent study reports, and/or associated documentation to ensure credit is received for completed training;
 - f. meeting training standards and representing the Department in a professional manner while attending training; and
 - g. reviewing their individual training records for accuracy.

C. Training Plan

1. The Department's annual training plan, approved by the Department Director, will at minimum include:
 - a. a list of required and planned trainings;

- b. training course descriptions;
- c. changes in POST-required courses for Correctional Officer, Probation and Parole Officer, or Investigator series staff; and
- d. changes in national training standards (for example, ACA Adult Correctional Institutions, National Commission on Correctional Health Care, ACA Probation and Parole Field Services, and Performance Based Standards).

D. Training Standards

1. Employees and instructors must adhere to standards and requirements for completion of any course and for their professional behavior when in training as outlined in the Instructor Training Guide and the Student Training Guide.
2. Any course may be audited by Department Training staff serving in a quality assurance role to ensure course content aligns with the lesson plan and that instructors and employees are meeting standards.
3. Some training requires staff to meet physical standards or demonstrate physical proficiency. Staff may request reasonable accommodations to participate in training.

E. Professional Development

1. In addition to required training, staff may, with supervisor approval, seek out professional development training through a variety of sources including but not limited to LinkedIn Learning on Talent, continuing education, and professional conferences.
2. In order to receive training credit for continuing education or conferences, additional documentation must be provided in accordance with the Student Training Guide.

F. Training Records

1. The Department will establish an individual training record for each employee and maintain records in a designated system.
2. Instructors and employees will submit the required reports and documentation regarding completed training in accordance with the Instructor Training Guide.

G. Access to Training Records

1. The Training Records Manager will:
 - a. limit access to training records to individuals with a job-related purpose for viewing or using the records;
 - b. request the employee's informed voluntary consent or require a valid legal order before granting access to training records by any other individual; and
 - c. require requests for training record access to be in person, by email, written request, or telephone.

H. Reporting

1. The Training Records Manager is responsible for developing reports based on information entered into designated training management system(s).

V. CLOSING

Questions about this policy should be directed to the Public Safety Support Services Bureau Chief.

VI. REFERENCES

- A. 46-23-1002, MCA; 46-23-1003, MCA; 46-23-1004, MCA; 46-23-1028; 53-1-203, MCA

- B. *ARM 2.21.6606*
- C. *DOC 3.1.8 Use of Force and Restraints; DOC 3.1.31 Firearms; DOC 3.2.1 Emergency Management*
- D. *Montana Secretary of State Records and Information Management RM 3: Records Retention Schedule*
- E. *Montana Operations Manual*
- F. *ACA Standards for Adult Correctional Institutions*
- G. *ACA Standards for Juvenile Correctional Facilities*
- H. *ACA Performance-Based Standards for Adult Probation and Parole Field Services*
- I. *Performance Based Standards*
- J. *National Commission on Correctional Health Care; Standards for Health Services in Adult and Juvenile Detention and Confinement Facilities*