

DEPARTMENT OF CORRECTION 	INSTITUTIONAL SERVICES DIVISION	DIRECTIVE NUMBER: 118.06.01.001	PAGE NUMBER: 1 of 4
		SUBJECT: Training	Adopted: 03-1999 Reformatted: 03-2001

01.00.00. POLICY OF THE DEPARTMENT

It is the policy of the Board of Correction that the Department of Correction will ensure that all training is consistent with this policy for all department employees, contract personnel and volunteers.

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Idaho Department of Correction Policy 118, Training for Department of Correction Employees

04.00.00. DEFINITIONS

Administrative/Clerical Work Category: Administrative/clerical work category employees do not have daily continuous contact with inmates.

Annual Training: Employee training expected or required on an annual basis by the Idaho Department of Correction and Institutional Services Division for each staff member. This will include training deemed appropriate by the Division Administrator, the bureau chiefs and supervisors to maintain professional skills and development. Annual training also includes that training deemed appropriate by the institutions to maintain safety and security.

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Continuous or Extensive Contact with Inmates: An employee with continuous or extensive contact with inmates is one whose duties require routine unsupervised contact with inmates.

Contract Personnel: Contract personnel are those staff who are working under contract with the Department and who provide various support services to include, but not limited to, medical services, substance abuse treatment, or commissary. Because they have continuous contact with inmates, they shall be required to adhere to standards assigned to Service Delivery Staff.

Pre-Service Basic: An intensive multiple week training program provided by the Idaho Department of Correction training staff for any employee who will have daily, continuous, or frequent contact with inmates.

Pre-Service Orientation: A self-study program which includes video tapes, a notebook text, and a written test. The purpose of the self-study is to explain what the Idaho Department of Correction is and the functions it provides to the State of Idaho. Personnel's new employee orientation is a part of the Pre-Service Orientation.

Service Delivery Staff: Idaho Department of Correction employees who have daily, continuous, or frequent contact with inmates and who provide a service to inmates (substance abuse counselors, food service workers, teachers, etc.). These services are usually provided at a Department prison, work center, or work camp.

Training Plan: A completed Individual, Bureau, and Division Training Plan that reflects pre-service training and annual in-service training requirements anticipated by each contingent in a budget fiscal year.

05.00.00. PROCEDURE

05.01.00. Training Requirements

05.01.01. Pre-Service Basic. New employees or contractors who will have continuous or extensive contact with inmates will be scheduled for the first available Department Pre-Service Basic training. Exceptions to this directive will be approved by the Administrator of Institutional Services Division or designee. Enrollment into the Pre-Service Basic Training will be made through the Department's Training Bureau. Credit may be given for prison experience.

05.01.02. Pre-Service Orientation. All new employees or contractors not attending the Department's Pre-Service Basic Training will attend the first available Department-level personnel orientation. Credit may be given based on prior experience.

05.01.03. Part-Time Employees and Volunteers. All part-time employees and

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volunteers, regardless of hours worked per week, will receive orientation and training appropriate to their assignment. Each bureau chief in cooperation with the Department's Training Bureau should determine what training/orientation is appropriate. A brief memo will be sent to the division training representative describing the training/orientation.

05.01.04. Contract Professionals. Contract professionals such as medical doctors, doctors of optometry, psychiatrists, and dentists will be required a minimum of 12 hours training as identified by Institutional Services Division and the Division of Prisons.

05.02.00 Annual Training

All employees will receive a minimum number of hours of formal annual training to be determined by their Division Administrator or bureau chief. The specified training requirement for each employee is outlined in section 05.04.00.Training Requirements by Bureau and Work Category.

Support personnel working in institutions who have continuous contact with inmates will attend the training mandated by the institution. This training will be in addition to training outlined in section 05.04.00. Training Requirements by Bureau and Work Category.

05.03.00. Training Plans

Each Division staff member will complete an Individual Training Plan. Upon completion of Individual Training Plans, the bureau chief will compile the individual plans into a Bureau Training Plan and submit a completed Bureau Training Plan to the Administrator of Institutional Services. Each Bureau Training Plan will have copies of Individual Training Plans for each bureau staff member attached to it. From this data a Division Training Plan will be developed and submitted to the Idaho Department of Correction Training Manager.

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05.04.00. Training Requirements by Bureau and Work Category

WORK UNIT	PRE-SERVICE ORIENTATION	PRE-SERVICE BASIC	ANNUAL
Inst. Serv. Admin.	X		40 hours
Clerical	X		40 hours
Contracts Admin	X		40 hours
Dietary Admin.		X	40 hours
Education Admin.		X	40 hours
Clerical	X		40 hours
Service Delivery Staff		X	40 hours
* Medical Admin.	X		50 prof hrs +20 hrs corr trng
Contractors	12 hours		
Offender Programs Adm		X	40 hours
Clerical	X		40 hours
Service Delivery Staff		X	40 hours

* Medical Admin. – plus IDOC administration desired corrections professional training – minimum 20 hours per year of corrections training.

05.05.00. Training Records

Upon completion of training, each staff member will submit a Department of Correction Training Record with the requested documentation to his/her supervisor. The supervisor will forward the Training Record to the bureau or Division designee for entry into the Training Administrative System (TAS).

Administrator, Institutional Services Division

Date

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