WYOMING DEPARTMENT OF CORRECTIONS

Policy and Procedure #1.300
Training and Staff Development

Authority: Wyoming Statute(s): 9-1-701 through 9-1-711; 25-1-104; 25-1-105 ACA Standard(s): **2-CO**-1D-01; through 1D-06; 2-CO-1D-07-R; 2-CO-1D-08; 2-CO-1D-09; 2-CO-1D-10 **1-CTA**-3A-01 through 3A-10; **4-APPFS** 3A-05; 3A-06; 3A-08; 3A-12; 3A-13; 3A-15 through 3A22; 3A-22-M; 3A-24 **ACI** 4-4073; 4-4074; through 4-4083; 4-4084 R; 4-4084-1; 4-4085; 4-4086; 4-4087; 4-4088; 4-4089 R; 4-4090; through 4-4094; **2-CI**-6C-5 through 6C-7	**Effective Date:** June 1, 2016 **Revision/Review History:** 05/01/15, 06/16/14, 05/01/13, 06/10/12 **Summary of Revision/Review:** Updates existing policy pursuant to annual review.
Cross Reference of Policy: P&P #1.101, *Fiscal Standards;* P&P #1.112, *Staff Travel;* P&P 1.207, *Employee Tuition Reimbursement Program*; P&P #1.226, *Recruitment, Selection and OnBoarding of WDOC Employees*; P&P 1.301, *Field Training Officer Program;* P&P #3.015, *Use of Force and Related Security Equipment* P&P 3.016, *Use of Firearms*.	**Supersedes Existing Policy :** Policy and Procedure #1.300 *Institutional Training and Staff Development*

Approved:

R.O. Lampert — 5-26-16

Robert O. Lampert, Director — Date

REFERENCE

1. **ATTACHMENTS**

   A. WDOC Form #148.5, *Training Attendance Form*

2. **OTHER**

   A. Wyoming Peace Officer Standards and Training Rules
   B. National Institute of Corrections Academy Training Guidelines
   C. Records Retention Schedule PSS-CIM-12 In-Service File
   D. Records Retention Schedule EMP-ELS-04 In-Service Individual File
   E. Records Retention Schedule PSS-TGM-01 Academy File
   F. Records Retention Schedule EMP-TRM-01 Academy Individual File

I. PURPOSE

A. Guidelines for Training Activities. The purpose of this policy is to provide guidelines within which training activities are conducted.

II. POLICY

A. Adequate Training of Staff. It is the policy of the Wyoming Department of Corrections (WDOC) that all staff be adequately trained to perform their duties. This includes the pre-service training staff receives from the Training Academy or Field Services training team, any specialized training, and annual in-service training.

B. Legally Defensible Training. It is the policy of WDOC that staff training be legally defensible. Legally defensible material must be:

1. Based on specific competencies;

2. Based on specific performance objectives targeted to outcomes;

3. Documented for records;

4. Delivered by a qualified source;

5. Conducted in a sufficient amount of time;

6. Relevant to the student and organization; and

7. Delivered to the correct population.

III. DEFINITIONS

A. Institution Training Coordinator: (*For this policy only.*) An employee of an institution who has a background in training and is assigned the additional duty of orchestrating the institution's In-Service training program and providing an orientation to staff who will work with inmates prior to attending the Training Academy's pre-service training.

B. Peace Officer's Standards and Training (POST): The Training Commission that oversees the basic training and continuing education of peace officers in the State of Wyoming, to include Correctional Officers. Its

purpose is to raise and maintain the level of competence within the law enforcement community.

C. **Training:** A formal exchange of job-related information and/or skills from someone having it to someone needing it where the information and/or skills are acquired and applied.

IV. PROCEDURE

A. **Program Coordination and Supervision.** Written policy, procedure, and practice provide that staff development and training programs are planned, coordinated, and supervised by a qualified supervisory employee. The training plan is reviewed annually. (ACI 4-4073) (2-CO-1D-01) (1-CTA-3A-01) (4-APPFS 3A-06)

1. Each institution will have an institution training coordinator assigned who will plan, coordinate, and supervise specialized and in-service training at that institution. The institution training plan shall be reviewed annually.

2. The qualified individual coordinating the staff development and training program has specialized training for that position. At a minimum, full-time training personnel possess at least a GED or high school diploma and have completed a 40-hour training-for-trainers course and must, at a minimum, have a combination of college education, training, or experience that total of at least five years.

i. After completing this training-for-trainers course, participants, at a minimum, should be able to demonstrate the use of the principles of adult learning, a variety of experimental instructional techniques, principles of curriculum design, and facilitation and presentation strategies. (ACI 4-4074) (1-CTA-3A-02) (4-APPFS-3A-08)

B. **Training Plan.** The training plan and curriculum is developed, evaluated, and updated based on an annual assessment that identifies current job-related training needs. (ACI 4-4075) (1-CTA-3A-03) (4-APPFS-3A-12) (2-CI-6C-5)

1. The institution's training plan shall be developed annually by an advisory training committee composed of the institution training coordinator and representatives from other institutional departments. The committee shall meet at least quarterly to review progress and resolve problems; a written record of the meetings shall be forwarded to the warden. (ACI 4-4076)

2. The Training Academy's student training plan is reviewed and approved by an advisory training committee composed of the training academy manager, representatives from Central Office, and the operational units. (1-CTA-3A-05)

i. The training plan contains at least the following information:

a. List of all courses/classes to be offered;

b. Dates the courses/classes are offered;

c. Synopsis of each course/class, including length in hours, target group, objective, and prerequisite training;

d. Enrollment information. (1-CTA-3A-04)

3. Training plans shall provide for ongoing formal evaluation of all pre-service, in-service, and specialized training programs. A written report is prepared annually. (ACI 4-4077) (2-CO-1D-03) (1-CTA-3A-06) (4-APPFS-3A-19)

4. Ongoing evaluation should include appraisals from trainees and supervisors.

C. **Lesson Plans.** Each class taught will be supported by a lesson plan/outline which will become a part of the appropriate file.

D. **Training Resources.** A library of materials and reference services will be available to staff to complement the training and staff development program. (ACI 4-4078) (2-CO-1D-04) (1-CTA-3A-07) (4-APPFS-3A-24)

1. The institution training coordinator and the academy will use appropriate resources of public and private agencies, private industry, colleges, universities, and libraries for training and staff development programs. (ACI 4-4079) (1-CTA-3A-08)

2. Adequate space and equipment for training and staff development programs will be provided. (ACI 4-4080) (1-CTA-2C-01) (4-APPFS-3A-13)

3. Staff shall be paid for their time when training is conducted during off-duty hours. The institution's budget includes funds to reimburse staff for their time when training is conducted during off-duty hours. (ACI 4-4081)

E. **Training Responsibilities.** The institution is responsible for orientation, specialized, and in-service training. The Training Academy is responsible for

pre-service training for institution and Central Office staff. The Prisons Training Program Manager provides additional training for case worker staff. The Field Services Division training team provides training for Field Services staff.

F. **Orientation.** In accordance with Policy and Procedure #1.226, *Recruitment, Selection and OnBoarding of WDOC Employees*, new employees are expected to complete a formalized forty (40) hour orientation program. The orientation will, at a minimum, include the following: (ACI 4-4082) (2-CO-1D-05) (1-CTA-3A-09) (4-APPFS-3A-05)

1. The purpose, goals, policies, and procedures for the operational unit and Department;

2. Working conditions and regulations;

3. Personnel practices;

4. Prohibitions concerning sexual harassment, religious prejudice, and minority rights;

5. Code of ethics;

6. Office and field safety;

7. Security and contraband regulations;

8. Key control;

9. Appropriate conduct with offenders;

10. Responsibilities and rights of employees;

11. Universal precautions;

12. Occupational exposure;

13. The use personal protective equipment;

14. Bio-hazardous waste disposal;

15. An overview of the correctional field/criminal justice system;

16. Manipulation by inmates; and

17. Instruction and training on the Prison Rape Elimination Act (PREA).

G. Institutional Training Requirements

1. Pre-Service. Pre-service training will be provided by training staff of the Department's Training, based on the following guidelines:

i. Administrative Staff. Administrative and managerial staff at institutions will attend two hundred (200) hours of training at the Academy as soon as possible after hire. (ACI 4-4083)

ii. Correctional Officer Series Staff. Correctional officer series staff will not be assigned to direct inmate contact positions outside the immediate presence of a Peace Officer's Standards and Training (POST) certified staff prior to completion of pre-service training.

a. Correctional officer series staff will attend the complete POST accredited Academy course of three hundred sixty (360) hours as soon as possible after hire. This training shall include, at a minimum, the following areas, with additional topics added at the discretion of the agency or facility: (ACI 4-4084 Revised)

(1) Security and safety procedures;

(2) Emergency and fire procedures;

(3) Supervision of offenders;

(4) Suicide intervention/prevention;

(5) Use of force;

(6) Offender rights;

(7) Key control;

(8) Interpersonal relations;

(9) Communication skills;

(10) Standards of conduct;

(11) Cultural awareness;

(12) Sexual abuse/assault intervention (PREA); and

(13) Code of ethics.

b. They must also complete the Field Training Officer Program in accordance with WDOC Policy and Procedure #1.301, *Field Training Officer Program*, and meet all other POST requirements to attain Correctional Officer certification.

iii. **Specialist Employees.** Professional specialist employees who have inmate contact will attend a minimum of forty (40) hours of training in addition to orientation training at the Academy as soon as possible after hire. (ACI 4-4085) (2-CO-1D-06; 2-CO-1D-08)

a. **Case worker training division requirements.** All new facility case workers will be required to attend five (5) weeks of the training academy and an additional seven (7) days of case worker specific pre-service.

iv. **Support Staff.** Support staff at institutions, including those who have regular or daily contact with inmates and those who have minimal contact with inmates, will attend two hundred (200) hours of training in addition to orientation training at the Academy as soon as possible after hire. (ACI 4-4086; 4-4087) (2-CO-1D-06; 2-CO-1D-08)

a. This includes state of Wyoming ETS employees who work at an institution.

v. **Contract Staff, Part-time Staff and Volunteers.** All part-time staff, contract personnel, and volunteers will receive formal orientation appropriate to their assignments and additional training as needed. (ACI 4-4088)

2. **In-Service**. This training will enable employees to sharpen skills, maintain certification, and keep abreast of changes in policies, procedures, and legislative, judicial, or executive actions.

i. **Administrative Staff.** Administrative and managerial staff will attend a minimum of forty (40) hours of training each year. (ACI 4-4083)

ii. **Correctional Officer Series Staff.** Correctional officer series staff will attend a minimum of forty (40) hours of training each year. This training shall include, at a minimum, the following areas, with additional topics included based upon a needs assessment of both staff and institutional requirements: (ACI 4-4084-1)

a. Standards of conduct/ethics;

b. Security/safety/fire/medical/emergency procedures;

c. Supervision of offenders including training on sexual abuse and assault (PREA);

d. Use of force: all POST certified staff are required to maintain use of force certification and complete training requirements as outlined in WDOC Policy and Procedure #3.015, *Use of Force and Related Security Equipment*; and

e. Suicide crisis intervention.

iii. **Specialist Employees and Contract Staff.** Professional specialist employees who have inmate contact will attend a minimum of forty (40) hours of training each year. (ACI 4-4085)

iv. **Support Staff.** Support staff at institutions will attend a minimum of forty (40) hours of training each year, whether they have regular or daily contact with inmates or minimal contact with inmates. (ACI 4-4086; ACI 4-4087) (2-CO-1D-06; 2-CO-1D-08)

v. **Part-time Staff and Volunteers.** Part-time staff and volunteers will receive additional training as determined by the needs assessment. (ACI 4-4088)

H. Central Office Training Requirements

1. **All Staff.** All employees will receive annual in-service training on the following at a minimum:

i. Fire and emergency procedures;

ii. Safety procedures;

iii. Interpersonal relations; and

iv. Sexual harassment. (2-CO-1D-02-R)

2. **Support Staff.** All support employees who have regular or daily contact with inmates receive forty (40) hours of training in addition to orientation training during their first year of employment and forty (40) hours of training each year thereafter. (2-CO-1D-06)

3. **Administrative Staff.** Administrative and managerial staff receives forty (40) hours of training in addition to orientation training during their first year of employment and forty (40) hours of training each year thereafter, in areas relevant to their position. (2-CO-1D-07-R)

4. **Minimal Contact Staff.** Employees who have minimal contact with inmates receive at least sixteen (16) hours of training in addition to orientation training during their first year of employment and sixteen (16) hours of training each year thereafter. (2-CO-1D-08)

5. Central office employees are responsible for ensuring that the required training is obtained annually. Central office staff shall complete WDOC Form #148.5**,** *Training Attendance Form*, when they attend training outside of the agency (*e.g.*, training with NIC, ACA workshops, etc.) and submit the completed form to the Training Academy Manager's Executive Assistant for tracking of training.

I. Field Services Division Training Requirements

1. All new field services employees will be required to attend pre-service and to complete the field training program as outlined in the Field Services OSP #3.1, *Training and Program Requirements*.

2. **Administrative Staff.** All newly appointed supervisors and managers receive forty (40) hours of supervisory training within one year of their appointment. This training covers at a minimum the following areas: (4-APPFS-3A-15)

i. Supervisory skills;

ii. General management;

iii. Labor law;

iv. Employee-management relations;

v. Relationships with other service agencies; and

vi. Evidence-based practices for effective offender intervention

3. **Support Staff.** All clerical/support employees receive sixteen (16) hours of training during their first year of employment and at least sixteen (16) hours of training each year thereafter. (4-APPFS-3A-16)

4. **Professional Staff.** All probation/parole agents and other professional employees receive a minimum of forty (40) hours of training as soon as possible after their appointment but no later than one year, and forty (40) hours of training each year thereafter. (4-APPFS-3A-17)

5. **Part-time Staff.** All part-time employees working less than thirty-five (35) hours per week receive training appropriate to their assignment. (4-APPFS-3A-18)

J. **Correctional Industries Training Requirements.** Staff, volunteers, and contract personnel receive formal orientation appropriate to their assignments, and additional training, as needed. (2-CI-6C-6) All staff receives (40) forty hours of training annually. (2-CI-6C-7)

K. **Specialized Training**

1. **Emergency Unit.** Correctional officers assigned to an emergency unit must have at least one year of experience as a correctional officer and forty (40) hours of specialized training before undertaking their assignments. Other staff must have at least one year of experience in their specialty within a correctional setting. The specialized training may be part of their first year training program. Officers and staff assigned to emergency units will receive a minimum of forty (40) hours of training annually, at least sixteen (16) of which are specifically related to the emergency unit assignment. (ACI 4-4089 Revised)

2. **Use of Force.** Uniformed custody staff should be trained in the techniques of using physical force to control and/or to move inmates with minimal harm and discomfort to both inmates and staff. All uniformed custody staff will be trained in approved defensive tactics methods and the use of force as a last resort to control inmates. (ACI 4-4090)

3. **Use of Firearms.** All personnel authorized to use firearms shall receive appropriate training before being assigned to a post involving the possible use of such weapons. This training will be documented and will cover, at a minimum, the use, safety, and care of firearms and the constraints on their use. All personnel authorized to use firearms must demonstrate competency in their use at least annually. (ACI 4-4091) (4-APPFS 3A-22-M) (See WDOC Policy and Procedure #3.016, *Use of Firearms*.)

4. **Use of Chemical Agents.** All personnel authorized to use chemical agents shall receive thorough training in their use and in the treatment of individuals exposed to a chemical agent. (ACI 4-4092)

5. **Continuing Education**

i. Written policy, procedure, and practice encourage employees to continue their education/professional development. (WDOC Policy and Procedure #1.207, *Employee Tuition Reimbursement Program*, details the procedures for obtaining assistance.) (ACI 4-4093) (2-CO-1D-09) (4-APPFS-3A-20)

ii. As workloads and budgets allow, the agency and institutions encourage and provide administrative leave and/or reimbursement for employees attending approved professional meetings, seminars, criminal justice and allied professional associations, and similar work-related activities. (ACI 4-4094) (2-CO-1D-10) (4-APPFS-3A-21)

a. Attendance and use of state equipment for professional meetings, seminars, criminal justice/allied professional associations and similar work-related activities shall be approved by the CEO.

i. Approval may be provided if such meetings or associations are related to the employees' duties/responsibilities and such attendance would provide for development of the employees' skillsets related to his/her role within the agency.

b. Payment for such associations, meetings, conference, etc. will be processed and approved in accordance with Policy and Procedure #1.101, *Fiscal Standards* and Policy and Procedure *#1.112, Staff Travel.*

L. **Documentation**

1. Training will be documented using the Training Documentation Form and electronically. Records will be maintained per the applicable Retention Schedule and will be stored as personnel records. (1-CTA-3A-10)

2. Training provided to correctional officer series staff will be certified by POST using their forms and protocols. Documentation of attendance will be provided to POST to ensure correctional officer series staff maintains their POST certification.

3. It is the individual's responsibility to ensure they obtain the number of training hours required by POST to maintain their POST certification.

4. All employees who attend a conference or training outside of the agency, and want such training documented in their training file, may submit WDOC form 148.5, *Training Attendance Form*, to their designated training coordinator for tracking.

V. TRAINING POINTS

A. What constitutes legally defensible training?

B. Who develops the annual training plan?

C. What agency is responsible for Pre-Service training?