

 <p>DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY AND PROCEDURE</b></p>	<b>EFFECTIVE DATE:</b>	January 18, 2018	<b>Page 1 of 19</b>
	<b>SUPERSEDES:</b>	3700.2G June 5, 2013	
	<b>OPI:</b>	TRAINING	
	<b>REVIEW DATE:</b>	January 18, 2019	
	<b>Approving Authority</b>	Quincy L. Booth Director	
	<b>SUBJECT:</b>	<b>EMPLOYEE TRAINING AND STAFF DEVELOPMENT</b>	
<b>NUMBER:</b>	<b>3700.2H</b>		
<b>Attachments:</b>	Attachment A - B		

**SUMMARY OF CHANGES:**

<b>Section</b>	<b>Change</b>
10 Subsection E	<i>Remove Completely</i>
11	<i>Remove Completely</i>
12	<i>Replace Facility Training Coordinator with Training Manager or Designee</i>
12 Subsection A	<i>Replace Training Coordinator with Training Manager</i>
12 Subsection B	<i>Replace Training Coordinator with Training Manager</i>
12 Subsection C	<i>Replace Training Coordinator with Training Manager</i>
13	<i>Replace 'Instructors' with Training Specialists</i>
13 Subsection C	<i>Replace Training Instructor with Training Specialists</i>
13 Subsection C No. 2	<i>Add "Experience does not need to be limited to DC Department of Corrections; experience in other corrections agencies is acceptable."</i>
13 Subsection D	<i>Replace Academy Instructors with Training Specialists</i>
14	<i>Add No. 8) Employees are not authorized to use personal cellular phones, PDA's, or any other electronic devices during class. Staff issued a government cellular phone may utilize the device outside of class as necessary.</i>
15	<i>Add "The Training Manager will review all lesson plans and presentation material prior to submission to the Training Administrator."</i>
16	<i>Remove letter 'H' Facility Organization</i>
18 Subsection A No. 1	<i>Change number from 70% to 75%</i>
19 Subsection B	<i>Add "Volunteer Pre-Service Training is 16 hours. Volunteer In-Service training is 8 hours."</i>
21 Subsection L	<i>Remove CN</i>
23	<i>Correctly Spell "Regulations"</i>
26 Subsection D	<i>All employees requesting access to their Training File must do so in writing through the Human Resources office.</i>

**APPROVED:**



**Quincy L. Booth, Director**

**1/18/2018**  
**Date Signed**

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1. **PURPOSE AND SCOPE.** To establish policy and procedures for the DC Department of Corrections' (DOC) employee training and staff development program.
2. **POLICY.** It is DOC policy to provide planned courses, programs and other instruction and education for employees designed to increase knowledge, proficiency, ability, skill and qualification of employees in the performance of their duties.
3. **APPLICABILITY.** This directive applies to all personnel who perform services within DOC. This shall include probationary, career, legal, management supervisory, excepted service, term, inter-agency personnel agreement employees, contractors, volunteers, and student interns.
4. **NOTICE OF NON-DISCRIMINATION**
  - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code section §2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination, which is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
  - b. Selection of employees for training shall be made in a non-discriminatory manner and shall not be based on factors unrelated to the need for training.
5. **PROGRAM OBJECTIVES.** The expected results of this program are:
  - a. Staff development and training programs shall be planned, developed, evaluated, and updated annually.
  - b. Training should meet agency short-term and long-term program needs by occupation, organization and other criteria that may be established.
  - c. The training program shall be integrated with other personnel management and operating activities.

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- d. Employees shall receive regular training throughout their employment that is responsive to position requirements, professional growth, current correctional issues, and theories.
- e. All affected employees receive training that the DC Government and/or DOC has designated as mandatory.
- f. Training in use of new techniques and technology is provided in a manner consistent with mission and goals of the agency.

## 6. DIRECTIVES AFFECTED

### a. Directives Rescinded

PP 3700.2G Employee Training and Staff Development (06/05/13)

### b. Directives Referenced

PS 2000.2 Retention and Disposal of Department Records

## 7. AUTHORITY

- a. DC Code § 24-211.02 Powers; promulgation of rules.
- b. DC Code § 1-609.55 Management Supervisory Service Skills Maintenance and Enhancement.
- c. District Personnel Manual (DPM), Title 6, Chapter 13, Employee Development

## 8. STANDARDS REFERENCED

- a. American Correctional Association (ACA) 4<sup>th</sup> Edition Standards for Adult Local Detention Facilities: 4-ALDF-1C-01, 4-ALDF-4D-08, 4-ALDF-7B-05, 4-ALDF-7B-06, 4-ALDF-7B-07, 4-ALDF-7B-08, 4-ALDF-7B-09, 4-ALDF-7B-10, 4-ALDF-7B-11, 4-ALDF-7B-12, 4-ALDF-7B-13, 4-ALDF-7B-14, 4-ALDF-7B-15, 4-ALDF-7B-16, 4-ALDF-7B-17, and 4-ALDF-7E-01.

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**9. DELEGATION OF AUTHORITY.** The Director has designated administration, management and oversight of this program to the DOC Training Administrator. The Training Administrator shall have charge of personnel, volunteers, programs and activities connected with the Training Academy.

**10. TRAINING ADVISORY COMMITTEE**

- a. The Director or designee shall appoint members to the Training Advisory Committee.
- b. The Training Administrator shall Chair the Committee. Members shall include managers and supervisors from operations, programs, information technology, human resources and risk management; a training coordinator; a representative from the collective bargaining unit, and line and support staff.
- c. As the Training Administrator designates; individual Training Advisory Committee members shall meet with managers, supervisors and employees in assigned occupational units to develop training needs assessments.
- d. The Training Administrator shall meet with the agency Training Advisory Committee bi-annually to evaluate training activities. The evaluation shall include but not be limited to the following objectives:
  - 1) Identifying training programs that bring about more effective performance at the least possible costs;
  - 2) Reviewing participant evaluations, supervisory feedback, instructor observations, and ACA or other industry standards of program effectiveness;
  - 3) Determining that to the extent possible, training was scheduled in a manner that did not incur overtime;
  - 4) Implementing program modifications when changes occur and/or as executive decisions are made to add or expand agency objectives; and
  - 5) Documenting milestones when training objectives have been met.
- e. The Training Advisory Committee shall review and prioritize identified training needs assessments for incorporation into the Annual Employment Development Plan.

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## 11. ANNUAL EMPLOYMENT DEVELOPMENT PLAN (AEDP)

- a. By July 31<sup>st</sup> each year the Training Advisory Committee shall prepare the Annual Employment Development Plan (AEDP) for DOC.
- b. The AEDP shall identify:
  - 1) Subject matter areas where training is needed;
  - 2) The occupational category and number of employees requiring training;
  - 3) A prioritization of training based upon mandatory training requirements, agency objectives and budget;
  - 4) The cost for training;
  - 5) Sources of funding; and
  - 6) The impact and success of prior training and employee development activities.
- c. The Training Administrator shall submit the Annual Employee Development Plan to the Director by December 31<sup>st</sup> for approval and signature.
- d. The Training Administrator shall submit the approved Annual Employee Development Plan to the District of Columbia Department of Human Resources (DCHR) by October 1<sup>st</sup>.
- e. Upon the approval by DCHR, the Training Administrator shall disseminate the AEDP to senior executives, administrators, managers and supervisors.
  - 1) **Responsibility of the Training Administrator**
    - a. Manage all training programs and facilitated events for DOC.
    - b. Review all submitted curriculums for accuracy, law and policy compliance.
    - c. Supervise all Training Specialists and support staff assigned to the training academy.
    - d. Publicize announcements for all scheduled training in a timely manner.

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- e. Determine and develop training initiatives, organization development issues, and strategies for implementing change to meet agency's objective.
- f. Develop reports while making recommendations to the executive team to address organizational training and development issues.
- g. Establish and maintain a continuous improvement process that involves measuring the effectiveness of training.
- h. Provide advisory services to the executive team and other designated staff on all issues related to staff development.

## 12. RESPONSIBILITY

### a. Training Manager

- 1) Training Manager receives administrative direction and technical guidance from the Training Administrator.
- 2) The Training Manager assists the Training Administrator with lesson plan review, modification and development as new and/or updated policy and procedures are issued.
- 3) The Manager coordinates the following activities at the CDF and CTF:
  - a) Coordinates schedules and instruction provided by the training academy, adjunct instructors and other specialists.
  - b) Ensures classroom materials are provided and reasonable requests from adjunct instructors are accommodated.
  - c) Ensures that all DOC staff complete pre-service and annual in-service training as required by the American Correctional Association.
  - d) Ensures notification of student course completion.

- b. **Training Specialists** deliver classroom instruction on a regular basis. Training Academy Employee Orientation. Prior to assumption of duties, the Training Administrator shall provide orientation to new Academy employees. This shall include an orientation to purpose, goals, policies and procedures of

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- the Academy and agency, the employee’s basic duties and responsibilities, security related responsibilities; and working conditions and regulations.
- c. Training Specialists shall strictly adhere to DOC procedures for ensuring the control, use and security of equipment, weapons, and chemical agents used in training exercises.
- d. **Adjunct Instructors.** The Adjunct Instructor Program is a collateral function of subject matter experts. Employees may volunteer (with supervisory approval) on an as-needed basis to assist the agency and Academy in its mission. Adjunct instruction candidates shall:
- 1) Submit a signed “Willing to Train Agreement” (See Attachment A), along with a bio-sketch, resume or curriculum vitae to the Training Administrator;
  - 2) Provide a written supervisory recommendation for participation;
  - 3) Have at least an excellent performance evaluation at the time of application that rates the applicant as having good interpersonal and communications skills;
  - 4) Have completed their probationary period. Under special circumstances the probationary period required may be waived by the Training Administrator;
  - 5) Have no adverse action pending or finalized within the previous 6 months of employment;
  - 6) Be physically capable of performing training tasks related to the specific training being conducted; and
  - 7) Possess and produce any required certification or qualification to teach specialized courses.
  - 8) Permission to instruct will not be granted when employee is subject to adverse action.
- e. **Training through Non-District Government and Contract Agencies.** DOC may make arrangements for employee development training or use of appropriate training materials through other government agencies, institutions of higher education and private sector organizations. These organizations include, but are not limited to: the National Institute of Corrections (NIC), the

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American Correctional Association (ACA) and specialty providers with whom DOC contracts for delivery of its food service and health care programs.

### 13. ATTENDANCE AND PARTICIPATION

- a. All employees are required to successfully complete the required hours of training for their respective positions.
- b. Designated courses require an employee proficiency demonstration in addition to attendance. Proficiency may include, but is not limited to class discussion, written testing, physical exhibitions such as firearms, CPR, agility, and role play.
- c. All training participants shall sign in using the class roster form prepared by the Training Academy.
- d. Staff arriving late, 10 minutes after the scheduled start time of the class to the scheduled training shall be directed by Academy staff to return to his/her facility/unit and notification shall be made to the immediate supervisor.
- e. Employees shall be present and participate during all phases of scheduled training.
- f. An Employee's failure to successfully complete mandated training may be reflected in the individual's performance evaluation and the employee may be subject to further discipline. Probationary employees are subject to employment dismissal.
- g. Employees should provide a written evaluation of training received. Employee identification is not required on the evaluation.
- h. Employees are not authorized to use personal cellular phones except to maintain family and emergency contact, Employees may not generally use other electronic devices during class except where approved to be used as a learning or notetaking device or as adaptive equipment to accommodate a disability Staff issued a government cellular phone may utilize the device outside of class as necessary.
- i. An employee may be excused for failure to attend training based on appropriate reasons and documented reasons can include documented medical reasons from a physician, approved Family Medical Leave, a DOC operations emergency, previously authorized leave, death in the family, military service, jury duty, court or other proceeding before a tribunal or in relation to a case such as a subpoena or deposition notice, workers compensation, voting and registration, emergency closures of work or school for snow or other conditions or electrical and other failures, attendance in a



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child's school obligation such as parent teacher conferences. All other requests for leave to miss a portion of training must be approved by the employees' immediate supervisor. Notification of the approval must be sent to the Training Manager or Training Administrator prior to the employee being excused from training.

- j. Worksite officials shall provide timely verbal notification and follow-up with a written justification to the Training Administrator or designee when staff cannot attend training

#### 14. LESSON PLANS

- a. The Training Administrator shall approve all lesson plans and teaching aids such as audio-visual aids and handouts prior to use in the classroom. The Training Administrator shall review lesson plans for format, content and compliance with this directive. The Training Manager will review all lesson plans and presentation material prior to submission to the Training Administrator
- b. Lesson plans shall comply with District and Federal law and regulations; court mandates, DOC policy and procedures, and satisfy the requirements of applicable American Correctional Association (ACA) Standards.
- c. Subject-matter-experts (to include but not be limited to: Firearms, CPR, Fire Prevention, Environmental Safety and Sanitation, Psychology, Health Care, Food Services, Information Technology, Case Management, etc.) shall assist the Training Academy in developing and updating lessons plans not less than annually.
- d. The Training Administrator shall upon electric receipt of each new or annually updated policy and procedure, review the corresponding lesson plan(s) and coordinate with Academy staff or subject matter expert(s) to ensure the lesson plan(s) are updated within thirty (30) days and incorporated in the training program.

**15. PRE-SERVICE ORIENTATION.** Prior to being independently assigned to assume duties, each new employee shall receive a formal Pre-Service Orientation (hereafter called Orientation) that is appropriate to their assignments. At a minimum the orientation will include:

- a. Working Conditions
- b. Code of Ethics
- c. Personnel Policy Manual

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- d. Employees' Rights and Responsibilities
- e. Overview of the Criminal Justice System
- f. Tour of the Facilities
- g. DOC Goals and Objectives
- h. DOC Organization
- i. Staff Rules and Regulations
- j. Personnel Policies
- k. Program Overview

**16. 40-Hour Pre-Service ORIENTATION Training.** New professional and support employees, including contractors, who have regular and/or daily inmate contact shall receive the 40-hour pre-service orientation training. The DOC waives the 40 hour Orientation and allows volunteers to receive 16 hours of pre-service orientation training.

**17. BASIC TRAINING.** Training is distinct from orientation because it addresses the knowledge, skills, and abilities needed to implement assigned duties. Based upon work duties and requirements some employees shall receive basic training prior to job assignment. Such positions include, but are not limited to the following:

- a. **Uniform Staff-Basic Correctional Training (BCT).** Correctional Officer Candidates shall in addition to the 40-hour Orientation program receive 120-hours Basic Correctional Training (BCT) prior to a permanent post assignment.
  - 1) All candidates must graduate from BCT with a minimal written test score of 80%. Candidates may receive tutorial assistance and must pass the test on the second attempt. Failure will result in academic dismissal from the Academy.
  - 2) Correctional Officer Candidates shall receive firearms training, covering the use, safety, and care of firearms and constraints on firearms use. Candidates must demonstrate competency in the use of DOC firearms that will be issued to them before completion of BCT.
  - 3) Candidates shall receive thorough training in the use of approved chemical agents and the appropriate protocol that shall be followed when individuals are exposed to a chemical agent.

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- 4) Candidates must demonstrate competency in defensive tactics and the use of force to control inmates.
  - 5) Candidates must demonstrate competency in cardiopulmonary resuscitation (CPR) and first aid.
  - 6) Candidates must demonstrate a minimum of 80% competency with all other practicum outlined in BCT.
- b. **Program Staff.** Case managers, medical personnel and other specialists whose backgrounds include considerable training for their positions shall receive specific job implementation training from their respective program managers.

**18. ANNUAL IN-SERVICE TRAINING.** All employees shall receive training during each subsequent year of employment.

- a. In-Service training shall include refresher training in basic security and correctional issues. At a minimum the training shall include standards of conduct/ethics, security, safety, fire, medical emergency procedures, supervision of offenders including training on sexual abuse and assault and the use of force. Other professional development topics shall be included.

When proficiency testing is designated, the employee must obtain a minimal score of 80%. Employees who do not obtain a passing score shall submit to retesting. Other remedial assistance may be made available.

- b. **8-Hour In-Service Training.** DOC shall conduct an 8-hour in-service training for volunteers. Volunteers may be trained on weekends and/or during evening hours.
- c. **16-Hour In-Service Training.** Medical contract employees shall receive 16-hours of annual in-service training.
- d. **24-Hour In Service.** Employees who have minimal contact with inmates, designated part-time and/or contract employees shall receive 24-hours of annual in-service training
- e. **40-Hour In-Service.** All professional and support employees, including contractors, who have regular and/or daily inmate contact shall receive 40-hours of annual In-Service training.

**19. SUMMARY OF BASIC PRE-SERVICE ORIENTATION AND ANNUAL TRAINING PROGRAM.** The following tables depict basic training for pre-service orientation,

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basic correctional officer and annual in-service training. Subject modules may change based upon need.

Pre-Service Training Topics:

- Criminal Justice System Overview
- Inmate Grievance Process
- Sexual Harassment
- Ethics
- Code of Conduct
- Security Procedures
- Tool & Contraband Control
- Key Control
- Prison Rape Elimination Act
- Sexual Abuse & Misconduct
- Emergency Response Plan
- Fire Safety
- Cultural Diversity
- Communicable Diseases
- HIPAA
- Mental Illness/Suicide Prevention & Intervention
- CPR/First-Aid/AED
- Inmate Classification/Inmate Programs
- Stress Awareness
- Use of Force
- Customer Service
- E.E.O. Policies
- Con Games/Inmate Manipulation
- Communication Skills
- Interpersonal Relations
- Report Writing
- Facility Tour
- Inmate Rights & Responsibilities
- Correctional Legal Issues

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#### Basic Correctional Training Topics:

- To include all of the above and:
- Agency Mission & History
- Development & Purpose of Corrections
- Elements of the Criminal Justice System
- Mandatory Drug Testing
- Counseling Techniques & Helping Skills
- Crisis Communication & Crisis Intervention
- Environmental Sanitation
- Processing an Inmate
- Security Threat Groups
- Policy & Procedure Review
- Use of DOC Technology, Radio & Telephone
- Transportation of Inmates
- Search Procedures
- Consequences of Imprisonment
- Stress Management
- Institutional Tension
- Hostage Situations
- Conflict Management & Resolution
- Inmates with Special Problems: Drugs, Alcohol, Etc.
- Inmates with Special Problems: Disabled
- Court Testimony
- Inflammatory Agents
- Correctional Officer Subculture
- Trauma Informed Care
- Juvenile Offenders
- Inmate Rules, Discipline & Disciplinary Practices
- Disturbance Control
- Use of Restraints
- Special Management Units
- Supervision of Inmates
- De-Escalation
- Defensive Tactics

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- Entry-Level Firearms

In-Service Training Topics:

- Inmate Grievance Process
- Sexual Harassment
- Ethics
- Code of Conduct
- Prison Rape Elimination Act
- Sexual Abuse & Misconduct
- Communication Skills
- Emergency Response Plan
- Fires Safety
- Key Control
- Mental Illness/Suicide Prevention & Intervention
- Communicable Diseases
- Cultural Diversity
- American Red Cross CPR/FA/AED
- Defensive Tactics
- Use of Force
- Firearms (uniform staff only)
- Inmate Classification/Inmate Programs
- Stress Awareness
- Customer Service
- Chemical Agent Refresher Training (uniform staff only)
- Report Writing

## 20. SPECIALIZED TRAINING

- Executive Management Training.** Executive managers may participate in outside workshops, seminars and other formal education programs for additional professional development. The National Institute of Corrections (NIC), Federal Bureau of Prisons (FBOP) and other outside agencies and consultants may provide training as warranted. Documentation supporting training attendance (i.e. certificates, transcript, etc.) should be forwarded to the Training Academy for placement in the Employee's Training File.

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- b. **Management Supervisory Staff.** The Training Administrator shall coordinate with the DC Office of Personnel Center for Workforce Development to ensure each MSS employee receives mandatory training. Documentation supporting training attendance (i.e. certificates, transcript, etc.) should be forwarded to the Training Academy for placement in the Employee’s Training File.
- c. **Mental Health Unit Training.** Prior to assignment to the Mental Health Unit, each CDF employee shall receive a minimum of twenty-four (24) hours of specialized training that is conducted by the medial contractor and shall receive eight (8) hours annually thereafter. All training must be documented and sign-in sheets and evaluations must be completed and turned into the Training Department for record keeping purposes.
- d. **Restrictive Housing Unit Training.** All Officers assigned to the Special Management Unit (SMU) shall receive twenty four (24) hours of training prior to assignment to this unit. At a minimum, the training shall include working with inmates who are in special custody and security status such as special handling, separation, administrative segregation, disciplinary segregation, protective custody, or involuntary protective custody. Documentation supporting training attendance (i.e. certificates, transcript, etc.) should be forwarded to the Training Academy for placement in the Employee’s Training File.
- e. **Juvenile Offender Training.** Program personnel who work with juveniles being adjudicated as adults are trained in the developmental, safety and other specific needs of youthful offenders before they are assigned to work with this population. Documentation supporting training attendance (i.e. certificates, transcript, etc.) should be forwarded to the Training Academy for placement in the Employee’s Training File.
- f. This training shall include but is not limited to the following areas:
  - 1) adolescent development
  - 2) education programming
  - 3) cultural awareness
  - 4) crisis prevention and intervention
  - 5) legal issues
  - 6) management and programming for sex offenders
  - 7) substance abuse services
  - 8) cognitive behavioral interventions including anger management

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- 9) social-skills and problem-solving
  - 10) resisting peer pressure
  - 11) suicide prevention
  - 12) nutrition
  - 13) mental health issues
  - 14) gender specific issues
  - 15) case management planning and implementation.
- g. **Emergency Response Team (ERT) Training.** Members assigned to the Emergency Response Team (ERT) shall have at least one year of non-probationary experience as a Correctional Officer and shall receive forty (40) hours of specialized training before undertaking this assignment. ERT team members shall receive sixteen (16) hours of annual training that is specifically related to emergency unit assignments. Documentation supporting training attendance (i.e. certificates, transcript, etc.) shall be forwarded to the Training Academy for placement in the Employee's Training File.
- h. **Jails and Community Corrections System (JACCS).** Employees assigned to use and/or input information into this database shall receive training in the use of the system to enhance jail operations, administration and procedures. Documentation supporting training attendance (i.e. certificates, transcript, etc.) shall be forwarded to the Training Academy for placement in the Employee's Training File.
- i. **Master Roster Program.** Designated supervisors shall receive an 8-hour class along with four weekly 2-hour skill enhancement sessions in the scheduling and tracking system to manage post/staff assignments, leave status, sick certifications and counseling. Documentation supporting training attendance (i.e. certificates, transcript, etc.) shall be forwarded to the Training Academy for placement in the Employee's Training File.
- j. **Mandatory Employee Drug and Alcohol Testing (MEDAT).** Managers/Supervisors shall attend biennial training in the education and awareness of the drug and alcohol testing program, its policy, procedures and substance abuse recognition. Documentation supporting training attendance (i.e. certificates, transcript, etc.) shall be forwarded to the Training Academy for placement in the Employee's Training File.
- k. **Training to Retain Licensure and Certification.** Upon request, the Training Academy shall coordinate training for DOC staff to maintain licensures and certification in specialized trades and positions (e.g., Sewage Treatment,



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Plant Operations, Steam Engineers, Commercial Driver's License (CDL) holders, Food Handlers, Plumbers and Electricians, etc.). Documentation supporting training attendance (i.e. certificates, transcript, etc.) shall be forwarded to the Training Academy for placement in the Employee's Training File.

- i. **Working With Female Offenders.** Employees assigned to work with female offenders shall receive semi-annual enhancement training on topics and issues specific to the treatment and care of female offenders. Documentation supporting training attendance (i.e. certificates, transcript, etc.) shall be forwarded to the Training Academy for placement in the Employee's Training File.
- m. **Inflammatory Agents.** All uniform staff designated by the Warden shall receive training in the use of approved inflammatory agents (Cholorobenzal malononitrile (CS)/Oleoresin Capsicum (OC)) and for the appropriate protocol that shall be followed when individuals are exposed to an inflammatory agent (Cholorobenzal malononitrile (CS)/Oleoresin Capsicum (OC)).INSERT CRT Training

## 21. CONTINUING EDUCATION

- a. Managers and Office Chiefs shall promote employee participation in outside training and education programs.
- b. Administrative leave, funding and/or reimbursement (if funds are available) shall be provided for employees attending approved professional meetings, seminars, conferences and similar work-related activities in accordance with this directive.
- c. In order to effectively monitor and evaluate the use of training funds and the results produced by these programs, any person coordinating training programs conducted with DOC funds shall be responsible for coordinating those efforts through the Training Administrator.
- d. Employees shall request advance authorization prior to attending all training, conferences, meetings, workshops and travel related to training to include in-house, inter-agency or non-District Government training.
  - 1) The employee shall submit the District of Columbia Government Training Adjunct Instructor Form (Attachment B) to their supervisor. This form shall be completed whether expenses are to be paid by the employee, grant, or appropriation, etc.
  - 2) Upon receipt, the manager or supervisor shall forward the form to the Training Academy for approval.

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- 3) Training Form 1, travel authorization, and budget documents shall be prepared on all external training involving expenditures. Copies of travel authorization and budget approval documents shall be forwarded to the Training Administrator within two (2) working days of approval.

**22. OUTSIDE RESOURCES.** Outside resources from the public and private sector and other agencies may be used to provide training, guidance and assistance in accordance with District of Columbia laws and regulations. This may include, but not limited to instruction, lesson plan development, course and evaluation techniques, materials and equipment.

**23. TRAINING BULLETINS/E-Mail**

- a. Training Bulletins provide information to staff regarding training opportunities within the Academy and programs provided by or by external programs such as the DC Center for Workforce Development (CWD), the University of the District of Columbia (UDC), the Federal Law Enforcement Training Center, the American Correctional Association (ACA), the National Institute of Corrections (NIC) and other private public sector programs. Training bulletins shall be disseminated via email as appropriate by the Training Administrator.

**24. COMPUTER LABORATORY**

The Training Administrator shall ensure that the computer-learning lab is available for staff use **EMPLOYEE TRAINING INFORMATION FOLDER (ETIF)**

- a. All employees shall have an official DOC Employee Training Information Folder (ETIF). The Training Academy shall be the only repository for the ETIF.
- b. All in-house and DC Government inter agency shall be documented in the ETIF and in the Academy’s database regardless of whether-the training was provided by the Academy or other entities.
- c. Managers and supervisors shall forward all training documentation to the Training Academy within ten (10) days after completion of training. Managers and supervisors shall keep copies of original documents in the event of court requests, potential employer inquiries, potential for promotion, or administrative hearings for verification of training.
- d. Employees shall provide at least a twenty-four (24) hour advance notice to request access to their ETIF.

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- e. All employees and former employees requesting access to their Training File must do so in writing through the Human Resources office.
- f. All training files shall be stored in locked secured file cabinets.

## 25. DOCUMENTATION AND RECORD KEEPING

- a. **Records Retention and Disposal.** Retention, purging and disposal of ETIF content shall be consistent with the DOC Records Retention Program Statement and the District Personnel Manual.
- b. **Database.** The Training Academy shall maintain a database of employee training participation in accordance with Section 26 of this directive.
- c. **Supporting Documentation.** The Training Administrator shall maintain a record of each training course in the following manner.
  - 1) **Schedule.** Each course of instruction shall include a class schedule that includes the name of each class, time, and date of each class, and the scheduled instructor.
  - 2) **Activity.** This record shall include attendance records, lessons plans, the instructor's name, course evaluations, course beginning and ending dates, student test results and a record of any certificates that were awarded.

### Attachments

Attachment A - Employee Training Authorization Form  
Attachment B - Training Adjunct Instructor Form



**MEMORANDUM**

**TO:** Training Administrator

**FROM:**

**DATE:**

**SUBJECT:** Willing to Train

I certify that upon signing below that I acknowledge the fact that I am willing to train for the D.C. Department of Corrections on an as needed basis. I further understand that I will not be compensated and that my time will be donated voluntarily. I understand that the Department of Corrections is under no obligation to call upon me and that all discretion lies within the department.

In preparation, I will successfully complete the 40-hour Training-for-Trainers course and any other specialty courses deemed necessary by the Department of Corrections. After completion of the course(s), I will be willing to provide instructional information in the training modules as required. I will also provide notification of any class cancellation, within 48 hours if possible and supply the academy with the name and telephone number of an alternate. I will contact the alternate to verify his/her facilitation of the class assignment when possible.

I understand that I will be monitored from time to time to assure compliance with the lesson plan; and I will submit to a bi-annual performance review.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Training Administrator

\_\_\_\_\_  
Date

Effective:



# REQUEST FOR TRAINING AND TRAVEL

## I. Training and Travel Request Summary

1. Name of Traveler		2. Agency/Department DC Department of Corrections	
3. Position Title		4. Training or Conference Dates: From: <a href="#">Click here to enter a date.</a> To: <a href="#">Click here to enter a date.</a>	
5. Description of Travel/Training Input Justification		6. Travel Destination	7. Training, Conference or Seminar Cost
8. Training, Conference or Seminar Event Location Address		9. Training or Conference Vendor Name and Address (as it must appear on check)	

## II. Transportation

10. Mode of Transportation Airline <input checked="" type="checkbox"/> Train <input type="checkbox"/> Other _____				11. Method of Payment <input type="checkbox"/> Advance <input checked="" type="checkbox"/> Travel Card <input type="checkbox"/> Other _____		
Transportation to Destination	12. Point of Departure	13. Travel Date	14. Carrier Name	15. Flight or Train IDs	16. Departure Time	17. Arrival Time
Transportation Return	18. Point of Departure	19. Travel Date	20. Carrier Name	21. Flight or Train IDs	22. Departure Time	23. Arrival Time
23. Notes						

## III. Lodging

24. Hotel Name and Address		25. Hotel Phone
		26. Lodging Dates From: <a href="#">Click here to enter a date.</a> To: <a href="#">Click here to enter a date.</a>
		27. Length of Stay Nights: _____

## IV. Total Cost

Item	Quantity	Unit Cost	Subtotal	Tax Rate	Total Rate	Total Cost	Advance
Transportation (Airline, Train, etc.)							
Lodging (Government Rate)							
Per Diem							
-Per Diem (First and Last Day)				N/A	N/A		
Car Rental (Only If Approved)				N/A	N/A		
Training/Registration Fees							
Other Expenses: _____				N/A	N/A		
<b>TOTAL</b>							

## V. Funding Attributes (Provided by Agency Budget Responsible Manager or Agency Fiscal Officer)

Agency	Year	Org Code	Fund	Index	PCA	Project/Phase	Grant/Phase	Object	Initials
FL	2012	3600	0100	APP36	343L			409	

## VI. Traveler Signature

I have prepared this request in accordance with all applicable District of Columbia policies and procedures governing travel and training. I certify that I am traveling on official District government business. I will keep original receipts for all expenses and submit them, along with a properly completed travel reconciliation, within five business days of the authorized travel completion date. I understand that if I fail to attend this travel or training, submit a properly completed travel reconciliation by the required date or reimburse the District for any advance in excess of actual costs, the balance may be withheld from my bi-weekly pay or other District payments.

Signature

Date

## VII. Authorizations

Supervisor	Name (Printed)	Title	Signature	Date
	Thomas Faust	Director		
Agency Fiscal Officer	Antionette Hudson-Beckham	AFO		
Agency Director	Thomas Faust	Director		