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			SUPERSEDES:	3700.2H January 18, 2018	
			OPI:	TRAINING	
			REVIEW DATE:	May 20, 2023	
			Approving Authority	Thomas Faust Director	
	SUBJECT:	EMPLOYEE TRAINING AND PROFESSIONAL DEVELOPMENT			
NUMBER:	3700.2I				
Attachments:	Attachment A - Employee Training Authorization Form Attachment B - Adjunct Instructor Agreement Attachment C - Lesson Plan Template				

SUMMARY OF CHANGES:

Section	Change
	<i>Minor changes made throughout the policy.</i>
	<i>Body Worn Camera section added.</i>
	<i>Language has been added: Employees absent 6 months or less must complete an eight (8) hour refresher training.</i>
	<i>Employees absent 6 months or more must complete forty (40) hours of training equivalent or identical to In-Service training.</i>
Section 14 (letter g.) Section 15	<i>Language has been added: Prison Rape Elimination Act (PREA)</i> <i>Language has been added: Prison Rape Elimination Act (PREA)</i> <i>Language has been added to letter a.</i>
Section 16 Section 17	<i>Language has been added to #7</i> <i>Language has been added: Prison Rape Elimination Act (PREA)</i>

APPROVED:



Thomas Faust, Director

5-20-2022
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 professional 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 will 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 will be made in a non-discriminatory manner and will not be based on factors unrelated to the need for training.
5. **PROGRAM OBJECTIVES.** The expected results of this program are:
 - a. Staff professional development and training programs will be planned, developed, evaluated, and updated annually.
 - b. Professional development and training should meet agency short-term and long-term program needs by occupation, organization and other criteria that may be established.

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- c. The professional development/training program will be integrated with other personnel management and operating activities.
- d. Employees will receive regular professional development and training throughout their employment that is responsive to position requirements, professional growth, current correctional issues, and theories.
- e. All affected employees receive professional development and 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 the mission and goals of the agency.

6. DIRECTIVES AFFECTED

a. Directives Rescinded

PP 3700.2H Employee Training and Staff Development (01/18/18)

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) 4th 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-

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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.

- 9. DELEGATION OF AUTHORITY.** The Director has designated administration, management and oversight of this program to the DOC Deputy Director of College and Career Readiness and Professional Development (DD of CCRPD). The DD of CCRPD will have charge of personnel, volunteers, programs and activities connected with the Center for Professional Development and Learning (CPDL).

10. TRAINING ADVISORY COMMITTEE

The Director or designee will appoint members to the Training Advisory Committee.

- a. The Training Advisory Committee will be chaired by the DD of CCRPD and composed of representatives from the agency's central office and operational units.
- b. In accordance with the Collective Bargaining Agreement, the Union is afforded membership on the Training Advisory Committee.
- c. The DD of CCRPD will meet with the agency Training Advisory Committee members at least annually to evaluate professional development/training activities. The evaluation will include but not be limited to the following objectives:
 - 1) Identifying professional development/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, professional development/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;
 - 5) Documenting milestones when professional development/training objectives have been met; and

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- 6) Reviewing and prioritizing identified professional development/training needs assessments for incorporation into the Annual Professional Development/Training Plan.

11. ANNUAL PROFESSIONAL DEVELOPMENT/TRAINING PLAN

- a. By July 31st each year the DD of CCRPD will prepare the Annual Professional Development/Training Plan for DOC.
- b. The Annual Professional Development/Training Plan will consist of training and developmental activities that support the DOC's mission by improving employee effectiveness.
- c. The DD of CCRPD will submit the Annual Professional Development/Training Plan to the Director by September 1st for approval.
- d. Upon the approval of by the Director, the DD of CCRPD will disseminate the Annual Professional Development/Training Plan to senior executives to be disseminated as deemed appropriate to administrators, managers and supervisors.
- e. The Annual Professional Development/Training plan is a working document; the DD of CCRPD will adjust it to reflect changes, updates, replacements, and accomplishments.

12. STAFF RESPONSIBILITIES

- a. **DD of CCRPD and/or designee will:**
 - 1) Ensure that all training programs and facilitated events for the DOC are managed effectively and aligned with the agency's mission and goals.
 - 2) Ensure that all submitted curricula are reviewed for accuracy, legal, and policy compliance at least annually.
 - 3) Supervise the Training Manager and ensure that CPDL staff are appropriately assigned and supervised.
 - 4) Determine and develop professional development/training initiatives and strategies for implementing change to meet agency objectives.

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- 5) Oversee the development of reports to address organizational training and professional development issues.
- 6) Establish and maintain a continuous improvement process that involves measuring the effectiveness of training.
- 7) Provide advisory services to the executive team and other designated staff on all issues related to staff development/training.

b. Training Manager or Designee will:

- 1) Receive administrative direction and technical guidance from the DD of CCRPD.
- 2) Assist the DD of CCRPD as assigned with lesson plan review, modification, and development as new and/or updated policy and procedures are issued.
- 3) Coordinate the following activities:
 - a) Publicize announcements for all scheduled and unscheduled training in a timely manner.
 - b) Coordinate schedules and instruction provided by the CPDL, adjunct instructors, contractors, and other specialists.
 - c) Ensure classroom materials are provided and reasonable requests from adjunct instructors, contractors, and other specialists are accommodated.
 - d) Oversee the management of the agency approved learning management system.
 - e) Ensure that all DOC staff complete pre-service and annual in-service training as required by DOC policy and the American Correctional Association.
 - f) Ensure notification of student course completion and non-compliance is made to students and supervisors.
 - g) Notify the DD of CCRPD and Warden of cumulative training non-compliance at least monthly.

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- h) Prepare reports as directed by the DD of CCRPD.
- i) Supervise assigned staff.
- j) Manage the daily office functions of the CPDL.

c. Training Specialists will:

- 1) Deliver classroom (on-site or virtual) and facility instruction on a regular basis, enhancing the competencies of DOC employees by designing and conducting training and professional development curricula and programs that will boost employees' workplace performance in alliance with the DOC's mission, vision, and core values.
- 2) Strictly adhere to DOC procedures for ensuring the control, use and security of equipment, weapons, and chemical agents used in training exercises.
- 3) Maintain required certifications and stay abreast of current trends in training competencies and DOC policies.
- 4) Continuously identify training needs, evaluate their own and the team's strengths and weaknesses, translate requirements into trainings that will prepare DOC employees for the next step of their career path, and assist in building an annual training program.
- 5) Ensure that curriculum and learning materials are current, accurate, and meet legal sufficiency as assigned.

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 CPDL with its mission. Adjunct instruction candidates will:

- 1) Submit a signed Adjunct Instructor Agreement (See Attachment B), along with a bio-sketch, resumé or curriculum vitae to the Training Manager;
- 2) Provide a written supervisory recommendation for participation;

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- 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 Deputy Director;
 - 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.
- e. **Training through Non-District Government and Contract Agencies.**
DOC may make arrangements for employee professional 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 American Correctional Association (ACA), and specialty providers with whom DOC contracts for delivery of its food service and health care programs.
- 1) Documentation supporting training attendance (i.e. certificates, transcript, etc.) will be forwarded to the CPDL for placement in the Employee's Training File.
 - 2). Refer to documentation and approval processes for all Specialized Training in Section 18.a. of this Program Statement.

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 will sign in using the class roster form prepared by the CPDL, or for virtual and on-line instruction, register via the agency's learning management system.

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- d. Staff arriving 10 minutes or later after the scheduled start time to a scheduled training or for virtual trainings are not visible to the instructor will be directed by training staff to return to his/her facility/unit and notification will be made to the immediate supervisor; the missed day of training must be rescheduled and completed.
- e. Employees will be present and participate during all phases of scheduled training; in the event that training is virtual, employees will be visible to the instructor for the duration of training sessions.
- f. An Employee's failure to successfully complete mandated training will 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 an 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 during training. 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 who have been issued a government cellular phone may utilize the device outside of class as necessary. In the event of virtual training, employees must be visibly engaged in training and not engaged in other activities, including activities on an electronic device.
- i. Employees will adhere to the DOC's dress code policy for training unless otherwise noted, including training that may occur virtually. In the event that training occurs virtually, employees will participate in a non-public location, ensuring non-agency employees are not present, and utilizing a professional setting.
- j. An employee may be excused for failure to attend training based on appropriate and documented reasons, including 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, or attendance in a 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' Deputy Director. Notification of the approval must be sent to the Training Manager

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prior to the employee being excused from training. Missed training must be rescheduled and completed in the timeframe determined for compliance.

14. LESSON PLANS

- a. All lesson plans will be documented on an agency-approved, standardized template (Attachment C).
- b. All training courses will have an approved lesson plan on file, including presentation and supporting materials (e.g., audio/visual aids and handouts).
- c. Courses to be provided via the agency-approved learning management system will be created on the learning management system and published by the Training Manager or DD of CCRPD once approved.
- d. Lesson plans will be followed for each class conducted.
- e. The DD of CCRPD or designee will approve all lesson plans and teaching aids such as audio-visual aids and handouts prior to use in the classroom. The DD of CCRPD or designee will review lesson plans for format, content, and compliance with this directive.
- f. Lesson plans will comply with District and Federal law and regulations, court mandates, and DOC policy and procedures and satisfy the requirements of applicable American Correctional Association (ACA) Standards.
- g. 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, Prison Rape Elimination Act (PREA), etc.) will assist the CPDL in developing and updating lessons plans not less than annually.
- h. The Training Manager will, upon electronic receipt of each new or annually updated policy and procedure, review the corresponding lesson plan(s) and coordinate with training staff or subject matter expert(s) to ensure the lesson plan(s) are updated within thirty (30) days and submitted to the DD of CCRPD for final approval prior to being incorporated in the training program.

15. **PRE-SERVICE ORIENTATION.** Prior to being independently assigned to assume duties, every newly hired employee, including contractors who have regular and/or daily inmate contact, will receive at least 40 hours of a formal Pre-Service Orientation (hereafter called Orientation) that is appropriate to their assignments

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and may be a combination of classroom (on-site or virtual) and online instruction.
At a minimum, the orientation will include:

- orientation to the purpose, goals, policies, and procedures of the agency;
 - working conditions and regulations;
 - employees' rights and responsibilities;
 - security responsibilities;
 - personnel practices;
 - prohibitions concerning sexual harassment, religious prejudice, and minority rights; and
 - the emergency plan.
 - PREA
- a. **Volunteers** will receive at least eight (8) hours of a formal Pre-Service Orientation that is appropriate to their assignments including mandatory PREA training and may be a combination of classroom (on-site or virtual) and/or online instruction.
 - b. The DD of CCRPD and Training Manager will provide orientation to new **CPDL employees**. This will include, at a minimum, an orientation to purpose, goals, policies and procedures of the CPDL and agency, the employee's basic duties and responsibilities, security related responsibilities, and working conditions and regulations.
 - c. Depending on the employee(s) and the particular job requirements, orientation training may include preparatory instruction related to the particular job that may be a combination of classroom and/or online instruction.

16. 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 will 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 will, in addition to the forty (40)-hour Orientation program topics, receive at least one hundred-twenty (120) hours of Basic Correctional Training (BCT) that may include a combination of classroom (on-site and virtual) and online instruction prior to a permanent post assignment.

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- 1) Candidates must graduate from BCT with a minimal written test score of 75%. Candidates may receive tutorial assistance and must pass the test on the second attempt. Failure will result in academic dismissal.
 - 2) Candidates will 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-issued firearms before completion of BCT.
 - 3) Candidates will receive thorough training in the use of approved chemical agents and the appropriate protocol that will be followed when individuals are exposed to a chemical agent.
 - 4) Candidates will receive training on use of force/self-defense including the use of physical force to instances of justifiable self-defense, protection of others, protection of property, and prevention of escapes, and then only as a last resort and in accordance with appropriate statutory authority; instruction will emphasize that in no event is physical force justifiable as punishment.
 - 5) Candidates must demonstrate competency in cardiopulmonary resuscitation (CPR) and first aid.
 - 6) Candidates must demonstrate 100% competency with all practicum outlined in BCT.
 - 7) Candidates will receive mandatory training in the Elimination of Sexual Abuse, Assault and Misconduct (PREA).
- b. **Program Staff.** Case managers, medical personnel, college and career readiness personnel, and other specialists whose backgrounds include considerable training for their positions will receive specific job implementation training from their respective program managers/administrators that may include a combination of classroom (on-site or virtual) and/or online instruction. Any specialized training must follow approval and reporting guidelines in Section 19 of this directive.

17. ANNUAL IN-SERVICE PROFESSIONAL DEVELOPMENT/TRAINING. All employees will attend and receive professional development/training that may include a combination of classroom (on-site and virtual) and online instruction during each subsequent year of employment.

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- a. In-Service professional development/training will include refresher training in basic security, organizational, and correctional subject areas. At a minimum the training will include:
 - security responsibilities;
 - personnel practices;
 - prohibitions concerning sexual harassment, religious prejudice, and minority rights; and
 - the emergency plan.
 - PREA
- b. **8-Hour In-Service Professional Development/Training.** DOC will conduct an eight (8)-hour in-service professional development/training for volunteers. Volunteers may be trained on weekends and/or during evening hours.
- c. **16-Hour In-Service Professional Development/Training.** Medical contract employees will receive sixteen (16) hours of annual in-service professional development/training.
- d. **24-Hour In-Service Professional Development/Training.** Employees who have minimal contact with inmates, designated part-time and/or contract employees will receive twenty-four (24) hours of annual in-service professional development/training.
- e. **40-Hour In-Service Professional Development/Training.** All professional and support employees, including contractors, who have regular and/or daily inmate contact will receive forty (40) hours of annual In-Service professional development/training.
- f. When proficiency testing is designated, the employee must obtain a minimal score of 75%. Employees who do not obtain a passing score will submit to retesting. Other remedial assistance may be made available.
- g. Employees who have been on Administrative leave or any Extended leave must complete the following training prior to returning to duty:
 - 1) Employees absent **6 months or less** must complete an eight (8) hour refresher training including but not limited to these courses:
 - Code of Ethics
 - Elimination of Sexual Abuse, Assault, and Misconduct
 - Employee Attire

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- 2) Employees absent **6 months or more** must complete forty (40) hours of training equivalent or identical to In-Service training.

18. SPECIALIZED TRAINING

- a. In order for training to be logged and certified by the CPDL as Specialized Training, the following must be forwarded to and approved by the Training Manager:
 - 1) Name of vendor/contractor and instructor conducting training
 - 2) Copy of sign in sheets for each training date. In the event that the training is conducted in a virtual format, a list of attendees must be submitted.
 - 3) Copy of Training Agenda to include an outline of topics covered, brief synopsis of each topic, and number of hours trained in each topic.
 - 4) Copy of completion certificate for each attendee upon completion
 - 5) Indicate whether retraining in topic area is needed (annual, bi-annual, quarterly).
- b. All documentation regarding Specialized Trainings will be kept on file by the CPDL.
- c. **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 CPDL for placement in the Employee's Training File.
- d. **Management Supervisory Staff.** The Training Manager will 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 CPDL for placement in the Employee's Training File.
- e. **Restrictive Housing Unit Training.** All Officers assigned to a Special Management Unit (SMU) will receive twenty-four (24) hours of training prior to assignment to this unit. At a minimum, the training will 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

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- supporting training attendance (i.e. certificates, transcript, etc.) should be forwarded to the CPDL for placement in the Employee's Training File.
- f. **Tactical Response Unit (TRU) Training.** Members assigned to the TRU will have at least one year of non-probationary experience as a Correctional Officer and will receive forty (40) hours of specialized training before undertaking this assignment. TRU team members will receive sixteen (16) hours of annual training that is specifically related to emergency unit assignments. Documentation supporting training attendance (i.e. certificates, transcript, etc.) will be forwarded to the CPDL for placement in the Employee's Training File.
 - g. **Master Roster Program.** Designated supervisors will receive an eight (8)-hour class along with four weekly two (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.) will be forwarded to the CPDL for placement in the Employee's Training File.
 - h. **Body-Worn Camera Program.** Uniform staff designated to utilize a DOC body-worn camera will attend at least two (2) hours of technical training for the operation of the device prior to use. Documentation supporting training attendance (i.e. certificates, transcript, etc.) will be forwarded to the CPDL for placement in the Employee's Training File.
 - i. **Training to Retain Licensure and Certification.** Upon request, the CPDL will coordinate training for DOC staff to maintain licensures and certification in specialized trades and positions (e.g., Sewage Treatment, 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.) will be forwarded to the CPDL for placement in the Employee's Training File.
 - j. **Working With Female Offenders.** Employees assigned to work with female offenders will receive 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.) will be forwarded to the CPDL for placement in the Employee's Training File.
 - k. **Inflammatory Agents.** All uniform staff designated by the Warden will receive training in the use of approved inflammatory agents (Cholorobenzal malononitrile (CS)/Oleoresin Capsicum (OC)) and for the appropriate protocol that will be followed when individuals are exposed to an inflammatory agent (Cholorobenzal malononitrile (CS)/Oleoresin Capsicum (OC)).

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NUMBER:	3700.2I			
Attachments:	Attachment A - Employee Training Authorization Form Attachment B - Adjunct Instructor Agreement Attachment C - Lesson Plan Template			

19. PROFESSIONAL DEVELOPMENT AND CONFERENCE ATTENDANCE

- a. Managers and Office Chiefs will promote employee participation in internal professional development offerings and external professional development, training, and education programs.
- b. Administrative leave, funding and/or reimbursement (if funds are available) will 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 will be responsible for coordinating those efforts through the Special Assistant to the Deputy Director of College and Career Readiness and Professional Development.
- d. Employees will request advance authorization from their immediate supervisor prior to attending all professional development, training, conferences, meetings, workshops, and travel related to training to include in-house, inter-agency or non-District Government training.
 - 1) The employee will submit the District of Columbia Government Employee Training Authorization Form (Attachment A) to their supervisor. This form will be completed whether expenses are to be paid by the employee, grant, or appropriation, etc.
 - 2) Upon receipt, the manager or supervisor will forward the form to the CPDL for approval.
 - 3) Training Form 1, travel authorization, and budget documents will be prepared on all external training involving expenditures. Copies of travel authorization and budget approval documents will be forwarded to the Special Assistant to the Deputy Director of College and Career Readiness and Professional Development within two (2) working days of approval.

20. 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 is not limited to instruction, lesson plan development, course and evaluation techniques, materials, and equipment.

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21. TRAINING BULLETINS/E-Mail

Training Bulletins provide information to staff regarding training opportunities within the CPDL 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 will be disseminated via email as appropriate by the Training Manager.

22. EMPLOYEE TRAINING INFORMATION FOLDER (ETIF)

- a. All employees will have an official DOC Employee Training Information Folder (ETIF). The CPDL will be the only repository for the ETIF.
- b. All in-house and DC Government inter-agency training information will be documented electronically in the ETIF regardless of whether the training was provided by the CPDL or other entities.
- c. Managers and supervisors will forward all training documentation to the CPDL within ten (10) days after completion of training. Managers and supervisors will keep copies of original documents in the event of court requests, potential employer inquiries, potential for promotion, or administrative hearings for verification of training. The Training Manager will ensure that all training documents are scanned into the employee's ETIF.
- d. Employees will provide at least a twenty-four (24) hour advance notice to request access to their ETIF.
- e. All employees and former employees requesting access to their ETIF must do so in writing through the Human Resources office.
- f. All training files will be stored electronically.

23. DOCUMENTATION AND RECORD KEEPING

- a. **Records Retention and Disposal.** Retention, purging and disposal of ETIF content will be consistent with the DOC Records Retention Program Statement and the District Personnel Manual.
- b. **Database.** The CPDL will maintain a database of employee training participation in accordance with Section 24 of this directive.

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- c. **Supporting Documentation.** The Training Manager will maintain a record of each training course in the following manner:
- 1) **Schedule.** Each course of instruction will 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 will 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 – Adjunct Instructor Agreement Form

Attachment C – Lesson Plan

DOC/PP3700.2I/5/20/2022/OPP



GOVERNMENT OF THE DISTRICT OF COLUMBIA
TR-1 TRAINING AND TRAVEL EXPENSE AUTHORIZATION FORM

PP 3700.2
Attachment A

I. Training/Travel Request Summary

1. Name of Traveler		2. Employee ID:		3. Agency/Department (Including Budget Code)	
4. Position Title		5. Training or Conference Dates: From: _____ To: _____			
6. Description of Travel/Training		7. Travel Origin		Destination	
8. Total Cost (Travel, Training, or Conference)					
9. Training, Conference or Seminar Event Location Address			10. Training or Conference Vendor Name and Address (as it must appear on check)		
11. Sponsor (if applicable)			12. Donation Application Request No.		13. Sponsor's Donation Amount

II. Transportation

14. Mode of Transportation Airline <input type="checkbox"/> Train <input type="checkbox"/> Other Private Vehicle <input type="checkbox"/>				15. Method of Payment Advance <input type="checkbox"/> Travel Card <input type="checkbox"/> Other <input type="checkbox"/>			
Transportation to Destination		16. Point of Departure	17. Travel Date	18. Carrier Name	19. Flight or Train IDs	20. Departure Time	21. Arrival Time
Transportation to Return		22. Point of Departure	23. Travel Date	24. Carrier Name	25. Flight or Train IDs	26. Departure Time	27. Arrival Time

III. Lodging

28. Hotel Name and Address		29. Hotel Phone	
30. Lodging Dates From _____ To _____		31. Length of Stay (Nights)	

Special Notes

IV. Total Cost

Item	Quantity	Unit Cost	Subtotal	Tax Rate	Total Rate	Total Cost	P-Card	Advance
Transportation (Airline, Train, etc.)								
Lodging (Government Rate)								
Per Diem								
Per Diem (First and Last Day of Travel)								
Car Rental (Only if Approved)								
Training/Registration Fees/Tuition								
Books/Materials								
Other Expenses (Ground Travel including shuttles, Taxis, Car Rental, Parking Fees / Baggage fees)								
TOTAL								

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

VI. Traveler Signature

I certify that I am requesting authorization to travel on official District government business. I will keep original receipts for all expenses and submit them, along with a properly completed travel reconciliation form, within ten (10) business days of the authorized travel completion date. I understand that I will not be reimbursed for any expenses that are not associated with official business, not authorized by this form, or not authorized by ___ DCMR ___ or other applicable District or federal law or regulations. I understand that if expenses are incurred by the District (such as through an advance to me or through advance payments to third parties) and I fail to travel or attend the training, fail to submit a properly completed travel reconciliation form by the required date, or fail to reimburse the District for any advance in excess of actual and authorized expenses, the balance due may be withheld from my pay or from other District payments due to me now or in the future; I may also be subject to disciplinary action.

Signature	Date
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VII. Authorizations

Administration Representative	Name (Printed)	Title	Signature	Date
AFO or Budget Analyst	Name (Printed)	Title:	Signature	Date
Agency Director or Designee	Name (Printed)	Title:	Signature	Date



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:



Center for Professional Development and Learning Lesson Plan

Course Title:

Module Title (if applicable):

Parameters

Course Duration:	
Target Audience:	
Training Space Needed	
Min-Max Number of Participants	

Course Description:

--

Performance Objectives (add as many as needed):

--

Assessment & Evaluation Techniques

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Resources

<u>Equipment</u>	<u>Supplies</u>
_____ Computer	_____ Flip Charts
_____ Projector Screen	_____ Markers
_____ Television	_____ Easels
_____ Video Camera	_____ Posters boards
_____ Smart Board	_____ Index cards
_____ I-Respond	_____ Pens
_____ Other:	_____ Pencils
	_____ Other:

Participant Materials (Add numbers as needed):

*Specifically name handouts, manuals, etc...to be distributed. If none, state none or N/A

Course Prerequisites

*if none, state none or N/A

References

*Include all legal statutes, policy statements, & ACA standards relevant to subject matter

Methods and Delivery Techniques

<p><u>Instructor Materials:</u></p> <p>_____ Power Point or other electronic slide show</p> <p>_____ Video(s) URL(s):</p> <p>DVD (Title):</p> <p>_____ Other:</p>	<p><u>Instructional Strategies:</u></p> <p>_____ Instructor lecture</p> <p>_____ Small group discussion</p> <p>_____ All-class discussion</p> <p>_____ Written response</p> <p>_____ Instructional Game(s)</p> <p>_____ Ice breaker or Do Now</p> <p>_____ Assessment</p> <p>_____ Reading assignment</p> <p>_____ Q&A</p> <p>_____ Hands-on activity</p> <p>_____ Other:</p>
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All presentation and student materials (e.g., power point, handouts) must be submitted with the lesson plan for review and to be maintained on file. Any changes in presentation content or materials must be submitted to the CPDL prior to presentation.

Attachments submitted (list here):

Module/Lesson Outline (add as needed):

Section	Narrative/Instructional Strategies	Instructor/Trainer Notes
1		
2		