

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 111

DATE: 01 January 2019

**SUBJECT: TRAINING and
EMPLOYEE
DEVELOPMENT**

POLICY DIRECTIVE

PURPOSE:

To ensure employees of the West Virginia Division of Corrections and Rehabilitation (WVDCR) receive necessary training and educational opportunities.

REFERENCE:

WV Code 15A-1-1, et seq.

RESPONSIBILITY:

The Assistant Commissioner shall be responsible for developing Protocols to ensure compliance with this Policy Directive.

CANCELLATIONS:

Former Division of Corrections Policy Directive 148.00 dated 01 June 2008; Policy Directive 332.13 dated 01 August 2013; Policy Directive 332.14 dated 01 August 2013; Policy Directive 800.01 dated 01 November 2014

Former Division of Juvenile Services Policy 162.00 dated 01 January 2018

Former Regional Jail Authority Policy 4002 dated 6 January 2017; Policy 4003 dated 04 April 2018

APPLICABILITY:

This Policy Directive shall be applicable to all facilities and work units within the Division of Corrections and Rehabilitation, is for General Distribution, and **is not** exempt from Freedom of Information Act requests.

DEFINITIONS:

ASSISTANT COMMISSIONER – For the purpose of this Policy, “Assistant Commissioner” shall mean the Assistant Commissioner – Bureau of Training and Staff Development.

BUREAU OF TRAINING AND STAFF DEVELOPMENT (BTSD) – Bureau responsible for the operation of the Division’s Training Program.

FACILITY – WVDCR unit that houses inmates 24 hours a day, 7 days a week (does not include Youth Reporting Centers).

NEW EMPLOYEE TRAINING PROGRAM – A training program designed to ensure that new employees have the basic knowledge, skills and abilities to perform the most vital functions of their job classification.

YOUTH REPORTING CENTER (YRC) – A center, which serves as an alternative to detention, where select youth will report while on probation or as part of a commitment.

POLICY:

- I. The Assistant Commissioner is assigned by the Commissioner and has the authority and responsibility for the operation of the WVDCR’s Training Program, to include:
 - A. Basic Training
 - B. On-The-Job Training
 - C. Annual In-Service/Refresher Training
 - D. Specialized Training
 - E. Awarding of certifications and qualifications upon successful completion of training
 - F. Scheduling employees for training
- II. To meet the goal of having highly trained and professional employees, the Assistant Commissioner shall be responsible for ensuring a training plan is formulated, which shall minimally contain:
 - A. A list of all courses/classes offered
 - B. Dates the courses/classes are offered
 - C. A synopsis of each course/class including length in hours, target group, objectives, and prerequisite training

D. Enrollment information

- III. On an ongoing basis, the training plan, with the opportunity for input from employees at all levels, shall be based on an evaluation of all pre-service, in-service, and specialized training programs to identify current job-related training needs, with a written report being prepared and submitted to the Commissioner of Corrections or designee annually for approval. As needed, resources of other public and private agencies may be utilized in training; their relation to the authority and responsibility of the Assistant Commissioner shall be specified in writing and reviewed annually.
- IV. Employees are encouraged to further their knowledge and skills through attending approved professional meetings, seminars and similar work-related activities.
- V. All written instructions for operating and maintaining the Bureau of Training and Staff Development (BTSD) and its satellites are specified in a manual accessible to all employees; the manual shall be reviewed at least annually and updated as needed. As appropriate, all other new and revised written instructions shall be made available to all employees.
- VI. The Assistant Commissioner/designee will periodically schedule meetings with BTSD personnel.
- VII. All employee training related lesson plans utilized by the WVDCR shall be reviewed and approved by the Assistant Commissioner/designee and maintained on file. A record of each course taught that includes: attendance records, lesson plans, the instructor's name, course evaluations, course beginning and ending dates, student test results, and a record of certifications/qualifications awarded will be maintained.
- VIII. All instructors shall be trained in how to respond to emergency situations, to include administration of first-aid and methods of obtaining assistance.
- IX. A current, accurate, confidential record of training shall be maintained for all employees.
- X. A Training Advisory Board, comprised minimally of the Assistant Commissioner, Directors and Superintendents and those assigned by the Commissioner or designee, shall evaluate the effectiveness of current training and make recommendations for future training curriculum. Each facility and work unit shall have a Training Advisory Committee which conducts regular meetings to evaluate current training, determine employee training needs, and develop the facility/work unit's annual training plan, with a written report forwarded to the Superintendent or Director, who shall review and forward to the Assistant Commissioner.

- XI. Each facility and work unit shall have assigned a designated, qualified Correctional Trainer to coordinate, oversee, and maintain the facility and work unit Training Program.
- XII. New employees will not be assigned or permitted to work independently (meaning without being directly accompanied by a non-probationary employee, and the new employee is not counted as filling a mandatory post or position required to provide the security, services, programs, or operations of the facility) until they have successfully completed a new employee training program approved by the Assistant Commissioner.
- XIII. New employees will not be permitted to work more than forty (40) hours per work week until they have successfully completed a new employee training program approved by the Assistant Commissioner.
- XIV. All employees who work at a facility shall complete a Basic Training Program approved by the Assistant Commissioner, if possible, within the first year of employment. The Basic Training Program for employees who work in facilities shall be at least 120 hours; for employees assigned to Central Office, Parole and BTSD, it shall minimally be 40 hours of training relevant to their position.
 - A. All employees who work in a facility that houses inmates and who were hired on or after 01 January 2017 will be required to attend and successfully complete Basic Training, as scheduled by the Assistant Commissioner.
 - B. Employees who were hired prior to 01 January 2017 who have not attended and successfully completed an approved Basic Training Program may be considered for a waiver of attendance at Basic Training. Employees, regardless of hire date, who may have prior corrections- or law enforcement-related experience or training may be considered for a waiver of attendance at Basic Training.
 - 1. The recommendation must be in writing, signed by the Superintendent or Director, and submitted to the Assistant Commissioner;
 - 2. The recommendation must minimally include the employee's date of hire, position(s) held, and a detailed list of training completed (to include dates, locations, and subject/course name);
 - 3. The Assistant Commissioner will review the recommendation and make a written determination to the Superintendent or Director as to whether the employee needs to attend and successfully complete Basic Training, or if the employee needs to complete only certain courses of training that, once completed, will serve as the employee's having completed an approved Basic Training Program.
- XV. All new employees, regardless of classification, to include contractual employees and volunteers, shall complete a formalized On the Job (OJT) Program, relevant to

their job assignment, prior to independent placement on the job; the Program shall be at least forty (40) hours for employees assigned to facilities. The program will be administered and/or coordinated by the designated Correctional Trainer. The Assistant Commissioner shall ensure that the OJT Program includes a performance-based, on-the-job training component tailored to ensure that all new employees are able to demonstrate proficiency in the necessary duties, responsibilities, and tasks of their individual job classification prior to being independently assigned.

XVI. Every year after their first year of employment all employees, to include contractual employees, shall minimally complete In-Service Training, as listed below, relevant to their position. In-Service Training will be administered and/or coordinated by the designated Correctional Trainer.

A. Facility & Parole: 40 hours

B. Central Office, Youth Reporting Center & BTSD Staff: 16 hours

XVII. Prior to an employee being authorized to use firearms, chemical agents, or other force equipment (e.g. conducted electrical weapons, batons, etc.), they must have completed Basic Training and shall receive Division-approved training from a qualified instructor, which is consistent with industry standards and best professional practices instructor, as approved by the Assistant Commissioner or designee. Training for firearms, chemical agents, and other force equipment shall minimally include the use, safety, and care of such equipment, and the constraints in their use, and all employees authorized to use firearms, chemical agents, and other force equipment, must demonstrate competency, as established by Division-approved training, in their use at least annually.

XVIII. OJT, Basic, and In-Service Training for any person who works in or with the WVDCR, including vendors, contractors, and volunteers, shall minimally include:

A. The zero-tolerance policy for sexual abuse and sexual harassment;

B. How to fulfill their responsibilities under the WVDCR's sexual misconduct prevention, detection, reporting, and response policies and procedures;

C. Inmates/residents' right to be free from sexual abuse and sexual harassment, and the right of inmates and employees to be free from retaliation for reporting sexual abuse and sexual harassment;

D. The dynamics of sexual abuse and sexual harassment in confinement;

E. The common reactions of sexual abuse and sexual harassment victims;

F. How to detect and respond to signs of threatened and actual sexual abuse;

G. How to avoid inappropriate relationships with inmates/residents;

- H. How to communicate effectively and professionally with everyone, including lesbian, gay, bisexual, transgender, intersex, or gender nonconforming persons;
- I. How to comply with relevant laws related to mandatory reporting of sexual abuse to outside authorities;
- J. All such training shall be tailored to the gender of the inmates/residents at the employee's facility, and employees shall receive additional training if the employee is reassigned from a facility that houses only male inmates to a facility that houses only female inmates, or vice versa;
- K. Each employee will complete refresher training at least every two (2) years to ensure that all employees know the WVDCR's current sexual abuse and sexual harassment policies and procedures; in years in which an employee does not receive refresher training, the employee shall be provided refresher information on current sexual misconduct policies;
- L. All such training shall be documented, through employee signature or electronic verification that employees understand the training they have received.

ATTACHMENTS:

None.

APPROVED SIGNATURE: _____


Betsy C. Jividen, Commissioner

1-4-19
Date