

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 148.00

EFFECTIVE DATE: 11 December 2024

**SUBJECT: TRAINING AND EMPLOYEE
DEVELOPMENT**

POLICY DIRECTIVE

PURPOSE:

To provide policy and procedure establishing the agency's training and staff development programs, including training requirements for all categories of personnel.

REFERENCE:

WV Code §15A-1-1 *et seq.*; ACA Expected Practices 5-ACI-1D-01 through 07, 10 through 17, and 19 through 22, 5-ALDF-7B-05 through 11, and 14 through 18, 3-JDF-1D-01 through 04, and 07 through 14, 4-JCF-6E-01 through 05, and 07 through 14, 1-JDTP-1D-01 through 04, and 07 through 12, 4 APPFS-3A-05 through 08, 12, and 14 through 24; 4-APPFS-3B-03, 06, and 16, 2-CO-1D-01 through 06, and 08 through 10, 2-CI-6C-5 through 2-CI-6C-7-2, and 1-CTA-1A-01, 02, 04, 05, 10 through 13, and 15, 1-CTA-3A-01, 03 through 09, 11, and 19; and Prison Rape and Elimination Act (PREA) §§115.31, 115.311, 115.32, and 115.332.

RESPONSIBILITY:

The Assistant Commissioner of Intergovernmental Affairs is responsible for issuing Protocols and the Director of Training and Staff Development for enacting Operational Procedures to ensure compliance with this Policy Directive.

CANCELLATION:

Any previous written instruction on the subject including DCR Policy Directive 111, dated 20 September 2024.

APPLICABILITY:

All facilities and work units within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

Academy Manager: BTSD staff member responsible for all DCR Corrections Academy facility matters, Basic Training, and training records retention. Supervises the Basic Training Supervisor and Records Secretary.

Bureau of Training and Staff Development (BTSD): Bureau responsible for the operation of the division's training programs.

Training: An organized, planned, documented, and evaluated or assessed activity designed to impart knowledge and skills to enhance job performance. Training is based on specific objectives, is job related, from an appropriate source, of sufficient duration, relevant to organizational need, and delivered to appropriate staff.

Training Plan: A set of long- or short-range training activities that equip staff with the knowledge, skills, and attitudes that they need to accomplish the goals of the agency.

POLICY:

- I. The Director of Training and Staff Development is assigned by the Commissioner and has the authority and responsibility for the operation of the Division of Corrections and Rehabilitation's (DCR) Training Program, to include:
 - A. Orientation
 - B. Basic Training
 - C. On-The-Job Training
 - D. Annual In-Service/Refresher Training
 - E. Specialized Training
 - F. Awarding of certifications and qualifications upon successful completion of training
 - G. Formulating goals for training and translating them into measurable objectives
 - H. Supervision of all personnel, volunteers, programs and activities related to training
- II. To meet the goal of having highly trained and professional employees, the Director of Training and Staff Development 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 training programs to identify current job-related training needs, with a written report being prepared and submitted to the Commissioner 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 Director of Training and Staff Development 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 should be made available to all employees.
- VI. The Director of Training and Staff Development/designee will regularly schedule monthly meetings with BTSD personnel.
- VII. All employee training related lesson plans utilized by the DCR should be reviewed and approved by the Director of Training and Staff Development/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 Director of Training and Staff Development, 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.
- XI. Each facility should have a Training Advisory Committee composed of the facility's training coordinator and representatives from departments within the facility. The committee meets at least quarterly to evaluate current training, determine employee training needs, and develop the facility's annual training plan, with a written report

forwarded to the Superintendent, who shall review and forward to the Director of Training and Staff Development.

- XII. Each facility and work unit shall have assigned a designated, qualified Correction Trainer to coordinate, oversee, and maintain the facility and work unit Training Program.
- A. All new full-time Correctional Trainers receive orientation training before undertaking their assignments. Orientation training includes at a minimum the following:
1. Orientation to the purpose, goals, policies, and procedures of the Training Program and agency.
 2. Working conditions and regulations.
 3. Employees' rights and responsibilities.
 4. Security responsibilities.
 5. Personnel practices.
 6. Prohibitions concerning sexual harassment, religious prejudice, and minority rights.
 7. The emergency plan.
 8. Depending on the particular job requirements, orientation may include preparatory instruction related to the particular job.
- B. All Correctional Trainers will complete at least a forty (40) hour training-for-trainers course.
- XIII. Formalized orientation training as prescribed by BTSD protocol will be required as follows.
- A. All new, fulltime DCR employees, to include temporary Correctional Officers, will complete a minimum of forty (40) hour pre-basic orientation training program, beginning upon employment.
- B. Contract staff, temporary (non-correctional officer) employees, and volunteers will complete orientation training appropriate to their assignments.
- XIV. Defensive tactics training will be completed by all residential facility employees prior to the employee being 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, operations of the facility).

- XV. Basic Training as prescribed by BTSD protocol will be required as follows.
- A. All Correctional Officers are required to successfully complete the entire Basic Training curriculum (a minimum of 120 hours) during their first year of employment.
 - B. The Basic Training Program for employees who work in facilities shall be at least 120 hours; for employees assigned to Central Office, Correctional Industries, Parole Services and BTSD, it shall minimally be 40 hours of training relevant to their position.
 - C. Employees, regardless of hire date, who may have prior DCR experience 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 Academy Manager.
 - 2. The recommendation must minimally include the employee's date of hire, position(s) held, and a detailed list of completed training (to include dates, locations, and subject/course name).
 - 3. The Academy Manager 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.
 - D. When an employee is returned to his/her Appointing Authority due to misconduct, the circumstances are reviewed, and disciplinary action may be taken. An Appointing Authority may only return an employee who was removed or dismissed from Basic Training (not due to medical or emergency-type situation) one time to complete Basic Training. As successfully completing Basic Training is a condition of employment, should the employee again be removed or dismissed from Basic Training, the Appointing Authority shall seek dismissal.
- XVI. Upon completion of the pre-basic orientation training program, all new DCR employees will be assigned to a mentor to begin the On-The-Job (OJT) Employee Training Program as prescribed by BTSD protocol
- A. The OJT Program will be at least forty (40) hours for employees assigned to facilities.
 - B. The program will be administered and/or coordinated by the designated Correctional Trainer. The Director of Training and Staff Development 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.

- XVII. 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 Services, Youth Reporting Centers (YRC): 40 hours
 - B. Central Office, Correctional Industries, and BTSD Staff: 16 hours
- XVIII. 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.
- XIX. Orientation, Basic, and In-Service Training for any person who works in or with the DCR, 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 DCR'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/residents 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/residents to a facility that houses only female inmates/residents, or vice versa.
 - K. Each employee will complete refresher training at least yearly to ensure that all employees know the DCR'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.
- XX. Library and reference services are available to complement training and staff development programs at the Academy and residential facilities, YRC, and parole services. These materials are accessible to employees. Materials not available should be available through other sources, such as criminal justice clearinghouses and interlibrary loans.

ATTACHMENT(S):

None.

APPROVED SIGNATURE:  12/11/2024
William K. Marshall III, Commissioner Date