

<b>POLICY TITLE: ESTABLISHMENT AND ADMINISTRATION OF TRAINING AND STAFF DEVELOPMENT PROGRAMS</b>		<b>PAGE 1 OF 4</b>
<b>POLICY NUMBER: 4.1</b>		
<b>CHAPTER 4: TRAINING AND STAFF DEVELOPMENT</b>		
	<b>STATE of MAINE</b> <b>DEPARTMENT OF CORRECTIONS</b>	<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VII</b>
	Approved by: <u><i>Martin Magnusson</i></u> <b>Signature of Commissioner</b>	
<b>EFFECTIVE DATE:</b> August 15, 2003	<b>LATEST REVISION:</b> September 13, 2010	<b>CHECK ONLY IF</b> APA [ ]

**I. AUTHORITY**

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

**II. APPLICABILITY**

Entire Maine Department of Corrections

**III. POLICY**

It is the policy of the Maine Department of Corrections to establish training and staff development programs, utilizing the resources of public and private agencies, private industry, libraries, colleges and universities. Training shall be provided to each staff member in order to enhance job performance and professional development, based on annual assessments of job related training needs.

**IV. CONTENTS**

- Procedure A: Coordination of Training and Staff Development
- Procedure B: Training and Staff Development Plans
- Procedure C: Training Space and Equipment
- Procedure D: Reimbursement

**V. ATTACHMENTS**

None

## VI. PROCEDURES

### Procedure A: Coordination of Training and Staff Development

1. The Department shall establish and provide training and staff development programs for staff under the administration and direction of the Department's Director of Staff Training and Development, who shall ensure that training and staff development programs are coordinated, planned, and supervised by qualified Departmental staff members.
2. Departmental staff who are qualified by special training (e.g., training-for-trainers), credentials, and/or experience may assist in developing and delivering training and staff development programs.
3. Training and staff development programs may be provided directly or sponsored by the Department, the Maine Criminal Justice Academy or other educational institutions, public or private agencies or entities, or individuals.
4. The Department's Director of Staff Training and Development must approve the program's content prior to the establishment of a training and staff development program as a standard course.
5. Each correctional facility, each community corrections region, and the Department's Director of Staff Training and Development shall maintain a file containing a detailed description of each program provided directly or sponsored by the Department, as well as a record of those attending and those satisfactorily completing the program each time it is provided.

### Procedure B: Training and Staff Development Plans

1. All Chief Administrative Officers and Regional Correctional Administrators, or their designees, shall submit their training and staff development plans annually to the Department's Director of Staff Training and Development by December 1st for the following calendar year.
2. The training and staff development plan for Central Office shall be formulated annually by the Department's Director of Staff Training and Development by December 1st for the following calendar year.
3. All staff development and training plans must provide for an ongoing formal evaluation of all pre-service, in-service, and specialized training programs. A written report regarding the outcome and whether goals and objectives were met shall be prepared annually.

<b>POLICY NUMBER/TITLE</b>	<b>CHAPTER NUMBER/TITLE</b>	<b>PAGE NUMBER</b>
<b>4.1 Establishment and Administration of Training and Staff Development Programs</b>	<b>4. Training and Staff Development</b>	<b>Page 2 of 4</b>  9/13/10R

4. All training and staff development plans and subsequent training developed shall meet training needs based on an annual assessment conducted by the staff person designated at each facility, community corrections region and the Department's Director of Staff Training and Development. This assessment shall include, but not be limited to, areas identified as having deficiencies, annual certifications review, review of critical incidents, changes in law, upgrading of technology and equipment, and changing trends in the field.
5. Training staff at each facility, community corrections region and the Department's Director of Staff Training and Development shall develop the staff training curriculum based on clear, concise and measurable written statements of intended learning outcomes. In cases where staff attend training in which the Department is not involved in its design and development, where possible, a copy of the syllabus, that includes the identified learning objectives, shall be provided by attendees and placed in the staff member's training file.

**Procedure C: Training Space and Equipment**

1. All staff responsible for training shall ensure that training space, equipment and materials for classroom instruction are provided and made easily accessible to accommodate the number of students enrolled in each training presentation.

**Procedure D: Reimbursement**

1. Budgets for Central Office, facilities and community services shall include funds to allow staff who attend training during off-duty hours to be reimbursed.

**VII. PROFESSIONAL STANDARDS**

**ACA:**

- ACI - 4-4073** Written policy, procedure, and practice provide that the institution's employee staff development and training programs are planned, coordinated, and supervised by a qualified supervisory employee. The training plan is reviewed annually.
- ACI - 4-4074** The qualified individual coordinating the staff development and training program has specialized training for that position. Full-time training personnel have completed at least a 40-hour training-for-trainers course.
- ACI - 4-4075** The training plan is developed, evaluated, and updated based on an annual assessment that identifies current job-related training needs.
- ACI - 4-4077** The institution's training plan provides for ongoing formal evaluation of all pre-service, in-service, and specialized training programs. A written report is prepared annually.

<b>POLICY NUMBER/TITLE</b>	<b>CHAPTER NUMBER/TITLE</b>	<b>PAGE NUMBER</b>
<b>4.1 Establishment and Administration of Training and Staff Development Programs</b>	<b>4. Training and Staff Development</b>	<b>Page 3 of 4</b>  9/13/10R

- ACI - 4-4079 The training and staff development program uses the resources of public and private agencies, private industry, colleges, universities, and libraries.
- ACI - 4-4080 The necessary space and equipment for the training and staff development program are available.
- ACI - 4-4081 The institution's budget includes funds to reimburse staff for their time when training is conducted during off-duty hours.
- 4-ACRS-7B-10 The staff development and training program is planned, coordinated, and supervised by a qualified employee.
- 4-ACRS-7B-11 The training plan is developed, evaluated, and updated based on an annual assessment that identifies current job-related training needs. The training plan is reviewed annually.
- 4-ACRS-7B-12 The facility's training plan provides for ongoing written evaluation of all pre-service, in-service, and specialized training programs. All training programs are presented by persons who are qualified in the areas in which they conduct training.
- 4-ACRS-7B-13 The facility's training and staff development program uses community resources.
- 4-ACRS-7B-19 Employees are encouraged to continue their education and training. Continuing staff development is encouraged by providing administrative leave and/or reimbursement for attending approved educational programs, professional meetings, seminars, or similar work-related activities.
- 4-JCF-6E-01 The facility's staff development and training program is planned, coordinated, and supervised by a qualified employee.
- 4-JCF-6E-02 The training plan is developed, evaluated, and updated based on an annual assessment that identifies current job related training needs. The training plan is reviewed annually.
- 4-JCF-6E-04 The facility's training plan provides for ongoing written evaluation of all pre-service, in-service, and specialized training programs. Training is presented by individuals qualified in specific training subjects.
- 4-JCF-6E-06 The necessary space and equipment for the training and staff development program are available.
- 4-JCF-6E-14 Employees are encouraged to continue their education and training. Providing administrative leave and/or reimbursement for attending approved educational programs, professional meetings, seminars, or similar work-related activities encourages continuing staff development.

<b>POLICY NUMBER/TITLE</b>	<b>CHAPTER NUMBER/TITLE</b>	<b>PAGE NUMBER</b>
<b>4.1 Establishment and Administration of Training and Staff Development Programs</b>	<b>4. Training and Staff Development</b>	<b>Page 4 of 4</b>  9/13/10R