I. Policy

All new offender supervision staff and offender careworkers shall receive 80 hours of training, in addition to the forty hour orientation training, during their first year of employment.

II. Procedure

A. Offender supervision staff and offender careworkers (case managers, community corrections specialists, home confinement specialist, employment representatives, substance abuse counselors) shall participate in on-going in-service training as well as training offered outside the agency.

B. All offender supervision staff and offender careworkers will complete a minimum total of 120 hours of training during their first year of employment. This will be achieved through the 40 hours of Introduction to Community Corrections class, an initial 40 hours of on the job training and then through attending a minimum of 10 hours of training per quarter. This quarterly requirement may be waived by the supervisor in special and specific circumstances, however a plan to achieve 40 hours of training in the year must be in place and approved.

C. At a minimum, the training received during the first year of employment shall include: security procedures
supervision of offenders
suicide intervention and prevention
use of force
offender rules and regulations
safety procedures
key control
interpersonal relations
cultural diversity
cultural awareness (includes sexual orientation & identity)
communication skills
crisis intervention
sexual harassment
sexual abuse and assault (PREA)
legal issues
code of ethics

D. PREA specific training during orientation will include: the agency’s zero tolerance policy on sexual abuse and harassment; prevention, detection, reporting, and responses to sexual abuse or assault allegations or observations; the rights of the residents in reporting allegations and to be free from retaliation; the dynamics of sexual abuse and harassment in confinement; how to detect and respond to signs of threatened and actual abuse; how to avoid inappropriate relationships with clients, appropriate communication with residents (including lesbian, gay, bisexual, and transgender clients); and how to comply with relevant laws regarding reporting of sexual abuse.

E. PREA specific training shall be specific to the gender related issues of the residents at the facility the new staff has been assigned to.

F. Offender supervision staff will receive a minimum of 24 hours of annual training focused on changing offender behavior. The appropriate trainings will be documented by the staff development department.

G. The employee shall sign and date the training attendance/certificate, with the signature of training staff/resource person to indicate that training was received.

H. A record of training attendance shall be submitted to the training coordinator for documentation and filing.