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| <p style="text-align: center;">STATE OF VERMONT AGENCY OF HUMAN SERVICES DEPARTMENT OF CORRECTIONS</p> | <p style="text-align: center;">Staff Training</p> | | <p style="text-align: center;">Page 1 of 4</p> | | | | | | |
| <p style="text-align: center;">CHAPTER: STAFF TRAINING AND EDUCATION</p> | <p style="text-align: center;">#106</p> | <p>Supersedes: #106.05, dated 11/13/2007; 106.06 dated 6/30/2008; #107 dated 05/31/1994; #107.01 dated 06/05/1997; #107.02 dated 09/19/1997</p> | | | | | | | |
| <p>Local Procedure(s) Required: No Applicability: All staff (including contractors and volunteers) Security Level: “B” – Anyone may have access to this document.</p> | | | | | | | | | |
| <p>Approved:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;"><u>SIGNED</u></td> <td style="width: 33%; border: none;"><u>04/30/2024</u></td> <td style="width: 33%; border: none;"><u>05/22/2024</u></td> </tr> <tr> <td style="border: none;">Nicholas J. Deml, Commissioner</td> <td style="border: none;">Date Signed</td> <td style="border: none;">Date Effective</td> </tr> </table> | | | | <u>SIGNED</u> | <u>04/30/2024</u> | <u>05/22/2024</u> | Nicholas J. Deml, Commissioner | Date Signed | Date Effective |
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PURPOSE

This policy establishes the training framework, curricula course design, and training plans that the Department of Corrections’ (DOC’s) Office of Professional Standards and Compliance (OPSC) shall use when offering and ensuring access to, onboarding training, and continuing training units (CTUs).

AUTHORITY

28 V.S.A. §§ 102(c)12.

DEFINITIONS

Continuing Training Units: The DOC’s approach to measuring an individual’s participation in specific and specialized training. The units are measured by the training hours.

Stipend: A form of compensation for participation in specialized continuing training units.

POLICY

The DOC’s policy is to ensure all DOC staff have access to training opportunities that build the skills, knowledge, and abilities they need to perform their job function. To that end, the OPSC is responsible for creating, improving, and managing the Vermont Correctional Academy (VCA) and its complementary on-the-job training (OJT) that all facility and field staff must complete when they onboard. The OPSC also ensures that all DOC staff have access to specialized continuing training units (CTUs) throughout each year.

It is further the policy of the DOC to ensure that DOC specific training curricula integrates best practices, is gender responsive, aligns with the DOC’s mission, vision, and values, and supports the needs of adult learners. To that end, the OPSC shall request that all instructors utilize Instructional Theory Into Practice (ITIP) training methodology when designing their curricula and training plans.

GENERAL PROCEDURES

The OPSC organizes all training into the tiered categories described below (onboarding, foundational, position specific, and special assignment). The training categories are designed to discern which trainings are applicable to, and establish specific training plans for, a job function (i.e., probation and parole officers shall be proficient in the STATIC-99).

| Tier: | Purpose: | Staff: | Requirements: |
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| Tier 1 Onboarding Training | Training that provides all staff with an introduction to the DOC, the Agency of Human Services (AHS), and their unit, as appropriate. | All DOC staff including new hire, rehire, transfers, or appointments. | Staff shall complete all DOC, state agency, and federal onboarding training within the required timeline. |

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| <p>Tier 2 Foundational Training (core practice areas)</p> | <p>Subject specific training that supports the DOC core function of protecting those in our care and custody.</p> <p>(Subject to change as new initiatives or needs arise.)</p> | <p>All DOC staff</p> | <p>Staff may be required to become certified in a specialized subject matter.</p> |
| <p>Tier 3 Position-Specific Training</p> | <p>Subject and skills-based trainings related to the core functions of a job position.</p> | <p>Specific Job positions</p> | <p>Some job positions and worksites may require that staff participate in specialized training or certification courses.</p> |
| <p>Tier 4 Special Assignment Training</p> | <p>Specific trainings related to special opportunities within the DOC for staff assuming roles outside of their job position duties including Training-for-Trainers (T4T) offerings, special team opportunities, and specialized trainings.</p> | <p>Specific job positions</p> | <p>Requires the approval of a supervisor/manager.</p> |
| <p>Tier 5 Professional Development</p> | <p>Professional Development</p> | <p>All DOC staff</p> | <p>Staff may utilize outside DOC trainings, but they require approval by the supervisor and OPSC.</p> <p>All professional development shall be related to the</p> |

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| | | | expectations or goals outlined in the staff member's annual review or their most recent performance management interview (PMI). |
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