

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 01/01/11	NUMBER 02.05.101
	SUBJECT IN-SERVICE TRAINING	
SUPERSEDES 02.05.101 (01/01/04)		
AUTHORITY MCL 791.203; 791.501 et.seq.		
ACA STANDARDS 2-1058; 2-1059; 3-3047; 3-3083; 3-3084; 3-3085; 3-3100; 4-4048; 4-4077; 4-4083 through 4-4089; 4-4385; 2-CO-1D-08; 1-ABC-1D-05; 3-ACRS-1C-02; 3-ACRS-1D-03; 3-ACRS-1D-09 through 13		
PAGE 1 OF 3		

POLICY STATEMENT:

All Department employees, including student assistants and unpaid student interns, and, if they work inside a correctional facility or field office, contractual employees, including employees of other State Departments, are required to successfully complete in-service training in accordance with the requirements set forth in this policy and the In-Service Training Plan.

POLICY:

GENERAL INFORMATION

- A. Exclusively represented employees are governed by their collective bargaining unit agreement where in conflict with this policy.
- B. The Administrator of the Office of New Employee Training and Professional Development (ONETPD), Operations Support Administration, is responsible for coordinating all in-service training provided by Department staff to meet Department training requirements, including approving training modules required to be used during in-service training. The ONETPD Administrator also is responsible for ensuring that all mandatory training, including training required to meet state or federal laws or American Correctional Association (ACA) standards, has been developed and is available to staff. It is the responsibility of the appropriate administrator to ensure that training requirements employees must meet to maintain their licensure or certification (e.g., teachers, health care professionals), and training available to meet those requirements, are identified and brought to the attention of the ONETPD Administrator or designee.
- C. Department staff may develop in-service training with approval of the appropriate supervisor and the ONETPD Administrator. The objectives of such training shall be to reinforce understanding or increase knowledge of issues related to an employee's job responsibilities or employment with the Department, or to increase familiarity with new developments in corrections. All components of training developed by Department staff, including training modules for those components, must be approved by the ONETPD Administrator or designee before the training is provided; however, the ONETPD Administrator may delegate this authority to Wardens or other appropriate supervisory staff for training developed and provided at their work site to meet the specific needs of that work site.
- D. The Staff Skills Development and Leadership Board shall assist the ONETPD Administrator in the coordination and development of Department in-service training. Department training committee recommendations supported by the Director shall be incorporated within in-service training programs, as appropriate. All Department in-service training shall be consistent with Department goals and objectives and, when applicable, be evidence-based.
- E. Appropriate supervisors may offer training to their staff that is provided by agencies or individuals not associated with the Department or the State of Michigan provided the training meets the objectives set forth in Paragraph C. Such training does not require approval from the ONETPD Administrator prior to being offered; however, training credit for the training shall be provided only as set forth in Paragraph K.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 01/01/11	NUMBER 02.05.101	PAGE 2 OF 3
-----------------------------------	----------------------------	---------------------	-------------

IN-SERVICE TRAINING PLAN

- F. The ONETPD Administrator shall maintain an In-Service Training Plan for each fiscal year, consistent with this policy and subject to the approval of the Director. The Plan shall identify the number of hours of in-service training required for all employees, which shall be based in part on the amount of offender contact the employee will have and the employee's job responsibilities. The Plan also shall identify all training that has been approved to satisfy in-service training requirements.
- G. The ONETPD Administrator shall ensure a copy of the In-Service Training Plan is available for use in determining training requirements for employees.

TRAINING CALENDAR

- H. The ONETPD Administrator shall ensure that a training calendar is published at least quarterly each fiscal year, setting forth the dates and locations of training offered by the Department and other State agencies which employees may attend to satisfy in-service training requirements with appropriate supervisory approval. The ONETPD Administrator shall ensure the training calendar is available for use in identifying available training.

EMPLOYEE TRAINING

- I. Each Executive Policy Team (EPT) member and Warden shall ensure that the appropriate supervisors have their respective employees satisfy all in-service training requirements identified in the In-Service Training Plan for the fiscal year. Training beyond what is required in the In-Service Training Plan shall be approved only if the training is directly related to the employee's job responsibilities and is approved by the appropriate EPT member, Regional Prison Administrator, Regional Administrator, or Warden. Attendance at training approved pursuant to this paragraph shall be considered part of the employee's assigned duties, and the employee shall be reimbursed for travel, meals and lodging expenses incurred during the training as set forth in the Department of Technology, Management, and Budget Standardized Travel Regulations.
- J. Employees also may attend training that is not determined to be directly related to the employee's job responsibilities, but must do so on his/her own time unless administrative leave is approved by the Director in accordance with PD 02.02.101 "Administrative Leave". Employees shall not be reimbursed for travel, meals, or lodging expenses incurred to attend training pursuant to this paragraph.
- K. Employees shall receive training credit for all training approved pursuant to Paragraph I. Employees shall receive credit for other training attended only with the approval of the appropriate supervisor and the ONETPD Administrator; approval shall be granted only if it is determined that the training was intended to reinforce or improve the employee's knowledge or understanding of his/her job responsibilities or to benefit the Department. With approval of the ONETPD Administrator, credit received for training attended during the last or first quarter of a fiscal period may be used to fulfill training requirements for either fiscal period.
- L. The ONETPD Administrator shall ensure that information is available upon request to the appropriate supervisor regarding their respective employees' compliance with in-service training requirements.

Documentation

- M. All in-service training shall be documented on an Individual Training Program Report (CAR-854). The completed form shall be submitted to the local training officer/coordinator or, in Central Office, to the ONETPD for entry into the Training Automated Documentation System (TADS). If the training was not conducted by Department staff, it is the responsibility of the employee attending the training to submit the completed form.
- N. Employees attending training conducted by Department staff shall be requested to evaluate the training

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 01/01/11	NUMBER 02.05.101	PAGE 3 OF 3
-----------------------------------	----------------------------	---------------------	-------------

in writing. The evaluations shall be used to assist trainers and the appropriate training committee in identifying any necessary changes in the training offered. Recommendations for new training or changes in existing training shall be submitted by the training committees as set forth in PD 02.05.102 "Training Committees".

PROCEDURES

- O. Procedures are not required for this policy directive.

AUDIT ELEMENTS

- P. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: PLC 11/30/10