

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 04/27/2015	NUMBER 02.05.101
	SUBJECT IN-SERVICE TRAINING	
SUPERSEDES 02.05.101 (01/01/2011)		AUTHORITY MCL 791.203, 1982 PA 415, MCL 791.501 <i>et. seq.</i>
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POLICY STATEMENT:

Student assistants, unpaid student interns, all Department employees, and if they work inside a correctional facility or field office, contractual employees, which includes 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:

DEFINITIONS

- A. In-Service Training Plan – A plan that provides for the comprehensive annual training within the Department. The plan is developed annually and approved by each administration’s Deputy Director or designee, the Chief Deputy Director, and the Director.

GENERAL INFORMATION

- B. Exclusively represented employees are governed by their collective bargaining unit agreement where in conflict with this policy.
- C. The Administrator of the Training Division, Budget and Operations Administrations (BOA), 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 Training Division Administrator is also responsible for ensuring that all mandatory training, including training required to meet state or federal laws, has been developed and is available to staff.
- D. Department staff may develop in-service training with approval of the appropriate supervisor and the Training Division 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 Training Division Administrator or designee before the training is provided. However, the Training Division 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.
- E. The Effective Process Improvement and Communication (EPIC) training team shall assist the Training Division Administrator in the coordination and development of Department in-service training. Department training committee or EPIC 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.
- F. 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 D. Such training does not require approval from the Training Division Administrator prior to being offered. However, training credit for the training shall be provided only as set forth in Paragraph M.

LICENSURE/CERTIFICATION

- G. It is the responsibility of the employee to ensure that the training requirements needed to maintain their licensure or certification (e.g., teachers, health care professionals), and training available to meet those

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requirements, are completed and reported to their supervisor and the Human Resource manager or designee prior to the expiration of their licensure or certification.

IN-SERVICE TRAINING PLAN

- H. The Training Division 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 In-Service Training 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. Also, the In-Service Training Plan shall identify all training that has been approved to satisfy in-service training requirements.
- I. The Training Division Administrator shall ensure a copy of the In-Service Training Plan is available for use in determining training requirements for employees.

TRAINING CALENDAR

- J. The Training Division 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.

EMPLOYEE TRAINING

- K. Each Executive Policy Team (EPT) member 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. 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 (DTMB) Standardized Travel Regulations.
- L. 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 or Designee 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.
- M. Employees shall receive training credit for all training approved pursuant to Paragraph K. Employees shall receive credit for other training attended only with the approval of the appropriate supervisor and the Training Division 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 Training Division 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.
- N. The Training Division Administrator shall ensure that information is available upon request to the appropriate supervisor regarding their respective employees' compliance with in-service training requirements.

Documentation

- O. 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 Training Division for entry into the Department's computerized database. If the training was not conducted by Department staff, it is the responsibility of the employee attending the training to submit the completed form.
- P. Employees attending training conducted by Department staff shall be requested to evaluate the training in writing. The evaluations shall be used to assist trainers and the appropriate training committee in

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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," or by the process in PD 01.01.110 "Effective Process Improvement and Communication."

PROCEDURES

- Q. See statewide OP 02.05.101 for certification, continuing certification, decertification, and recertification processes for Corrections Officers. The FOA Deputy Director and Wardens shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive. Procedures shall be completed within 60 calendar days after the effective date of this policy directive.

AUDIT ELEMENTS

- R. 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: DHH 03/23/15