

# KANSAS DEPARTMENT OF CORRECTIONS

	<b>INTERNAL MANAGEMENT POLICY AND PROCEDURE</b>	<b>SECTION NUMBER</b>  03-102D	<b>PAGE NUMBER</b>  1 of 5
		<b>SUBJECT:</b>  <b>STAFF SKILL DEVELOPMENT: Staff Skill Development Advisory Committees</b>	
<b>Approved By:</b>    Secretary of Corrections		<b>Original Date Issued:</b> 08-12-14	<b>Replaces Version Issued:</b> N/A
		<b>CURRENT VERSION EFFECTIVE: 08-12-14</b>	

<b>APPLICABILITY:</b>	_ ADULT Operations Only	_ JUVENILE Operations Only	<input checked="" type="checkbox"/> DEPARTMENT-WIDE
-----------------------	-------------------------	----------------------------	---

## POLICY STATEMENT

To ensure the training plan is responsive to the changing professional development needs, current correctional issues, and new theories, techniques and technologies; staff skill development advisory committees shall be assigned the responsibility to review and evaluate all basic, annual, and specialized training programs and provide an annual written report. (ACI 4-4073; 4-4076; 4-4077; 4-APPFS-3A-12; 4-APPFS-3A-19; 4-JCF-6E-02; 4-JCF-6E-03; 6-JCF-6E-04) All staff development plans and curriculum shall be developed or revised based upon the determination of needs and developed around measurable, performance-based learning objectives which define successful completion of the training program, advisory committee recommendations and review by appointing authorities. (ACI 4-4075; 4-APPFS-3A-07; 4-JCF-6E-02) Additionally, for field services, the training curriculum shall be developed based on an annual job/task analysis. (4-APPFS-3A-11)

## DEFINITIONS

Appointing Authority: As defined in IMPP 02-109, any person or group of persons empowered by the constitution, by statute, or by lawfully delegated authority to make appointments to positions in the State service pursuant to K.A.R. 1-2-9. Anytime this term is used in this IMPP, it can be read as referring to the "appointing authority or designee."

Central Staff Skill Development Advisory Committee: A committee established for the purpose of reviewing facility/office reports and making recommendations regarding training for all KDOC staff.

Curricula/Curriculum: A standardized listing of subject matter and minimum hourly training requirements.

Local Staff Skill Development Advisory Committee: A group of employees representing a cross section of facility/office personnel appointed by the appointing authority to review, evaluate and assess training needs.

Training: An organized, planned, and evaluated activity designed to achieve specific learning objectives and enhance the job performance of personnel. It includes a formal agenda and instruction by a teacher, manager, or official; physical training; or other instructional programs that include a trainer/trainee relationship. It may occur on site, at a training center, an institution of higher learning, professional meetings, or through contract services or closely supervised on-the-job activity.

## PROCEDURES

### **I. Establishment of Local Staff Skill Development Advisory Committees**

- A. Each facility and parole services shall appoint local staff skill development advisory committees to review job-related training needs, review progress, resolve problems, and provide recommendations for changes in training. (ACI 4-4075; 4-JCF-6E-03)
1. Parole Services shall have one (1) statewide staff development advisory committee.
- B. Local Staff Skill Development Advisory Committee Composition
1. Each appointing authority of a facility shall designate the staff skill development officer or coordinator to serve on the advisory committee as chairperson for the committee. (ACI 4-4076; 4-JCF-6E-03)
  2. The parole services staff development coordinator shall be designated as the advisory committee's chairperson for parole.
  3. Each appointing authority of a facility or parole region shall designate representatives from the respective functional units to serve on the advisory committee. Representatives may include: maintenance, support staff, security, direct care staff, unit team staff, etc. (ACI 4-4076; 4-JCF-6E-03)
  4. Management Team members shall constitute the Staff Skill Development advisory committee for the Central Office.
  5. The facility or office staff skill development officer/coordinator shall schedule the meetings of the advisory committee.
- C. Local Staff Skill Development Advisory Committee Responsibilities
1. The Staff Skill Development Advisory Committee shall assist the staff development skill officer/coordinator in determining the training needs of the facility or office and provide recommendations to the appointing authority.
    - a. The Staff Skill Development Advisory Committee shall function as a focus group in identifying the current job-related training needs of the facility or office.
    - b. The Staff Skill Development Advisory Committee shall assist in managing/coordinating the scheduling and logistical issues related to training for the facility or office. The primary focus of the group, and, the decisions made by the group should be on the delivery of training rather than the content of the curricula.
  2. The Staff Skill Development Advisory Committee shall meet at least quarterly. (ACI 4-4076; 4-JCF-6E-03)
    - a. The committee shall provide a written record of the meetings to the appropriate appointing authority. (ACI 4-4076; 4-JCF-6E-03)
  3. The committee shall review and make recommendations for needed modifications to the following:
    - a. Basic and annual corrections officer/juvenile corrections officer curriculum, if a corrections facility committee;
    - b. Basic and annual parole officer curriculum, if a parole office committee;
    - c. Orientation curriculum for new employees; (ACI 4-4082; 4-APPFS-3A-05)

- d. Basic and annual curriculum for support services personnel;
  - e. Basic and annual curriculum for all non-uniform personnel (administrative, management, supervisory, etc.);
  - f. Development of the annual training plan for the facility or office; (ACI 4-4075; 4-APPFS-3A-12; 4-JCF-6E-03)
  - g. Training related problems; (ACI-4-4076; 4-JCF-6E-03)
  - h. Training program progress; (ACI 4-4076; 4-JCF-6E-03)
  - i. Specialized training, supervisory training, management/administrative training and emergency response team training;
  - j. Changes or alterations in the training modules of course curricula; and,
  - k. Review and determine which job classifications belong in particular training tracks.
4. The chairperson of the committee shall maintain a written record of the committee's deliberations and forward that report to the appropriate appointing authority. (ACI 4-4076; 4-JCF-6E-03)
  5. The appointing authority shall forward his/her recommendations to the KDOC Staff Skill Development Manager by August 1<sup>st</sup>. The recommendations shall include any proposed revisions, additions, or deletions to the departmental mandatory training requirements for the following fiscal year.
  6. Recommended changes or alterations in the training modules of course curricula shall be submitted to the staff skill development officer/coordinator.

## **II. Central Staff Skill Development Advisory Committee**

- A. A Central Staff Development Advisory Committee shall be appointed within KDOC to review departmental training needs and provide recommendations for facility/office and departmental training plans to the System Management Team.
- B. Central Staff Skill Development Advisory Committee Composition
  1. Each appointing authority of the facility or parole region shall designate the staff skill development officer/coordinator or designee to serve on the Central Staff Skill Development Advisory Committee.
  2. Each appointing authority of the facility or parole region may designate certain corrections officers or, in the case of parole regions, parole officers, to attend Central Staff Skill Development Advisory Committee meeting on a rotating basis.
- C. Central Staff Skill Development Advisory Committee Responsibilities
  1. The committee shall act in an advisory capacity to the Secretary, who shall retain final decision-making authority over all recommendations submitted.
  2. The Central Staff Skill Development Advisory Committee shall be chaired by the KDOC Staff Skill Development Manager.
  3. The Central Staff Skill Development Advisory Committee shall meet at least semi-annually.

- a. The Committee shall provide a written record of the meetings to the appropriate appointing authority. (ACI 4-4076; 4-JCF-6E-03)
4. By September 1 of each year, the Staff Skill Development Manager shall present the Central Staff Skill Development Advisory Committee's recommendations regarding revised curricula to the Management Team and the Secretary of Corrections for review.
  - a. The Management team shall notify the Central Staff Skill Development Advisory Committee of any approved recommendations and/or revisions to the training curricula by December 1<sup>st</sup>.

### III. Revision to KDOC Training Plan Curricula

- A. Any recommendations for change to the training curricula shall be submitted through the appropriate chain of command to the System Management Team member
- B. Prior to their adoption, all revisions and additions to the training curricula, contained in IMPP 03-104, necessary to implement the departmental policies and procedures shall be reviewed by the System Management Team.
- C. If initial approval is given to a proposal to revise the training plan/curricula, all information related to the recommendation or proposal shall be forwarded by the Management Team member to the KDOC Central Staff Skill Development Advisory Committee for the following action:
  1. The development of lesson plans, course outlines and supporting materials; and,
  2. The development of a plan to integrate the proposed training/revision into the appropriate curriculum.
- D. The curricula shall be updated consistent with the Management Team's and Secretary's recommendations.

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

### REPORTS REQUIRED

<u>Name/Type of Report</u>	<u>By Whom/To Whom</u>	<u>Due</u>
Recommendations for Modifications to Staff Skill Development Program	Local Staff Development Advisory Committee to Appointing authority	Quarterly
Recommendations for Modifications to Basic and/or Annual Training Curricula	Appointing Authority to KDOC Staff Skill Development	August 1

Recommendations for  
Revisions to Staff  
Development Curricula

Staff Skill Development Manager  
to Management Team  
and Secretary of Corrections

September 1

Notification of approved  
Recommendations and/or  
Revisions to Training Curricula

Management Team to the  
Central Staff Advisory Committee

December 1

### **REFERENCES**

ACI 4-4073, 4-4075, 4-4076, 4-4077, 4-4082  
APPFS 4-APPFS-3A-05; 4-APPFS-3A-07; 4-APPFS-3A-11; 4-APPFS-3A-12; 4-APPFS-3A-19  
JCF 4-JCF-6E-02; 4-JCF-6E-03; 4-JCF-6E-04

### **ATTACHMENTS**

None.