



INTERNAL MANAGEMENT POLICY & PROCEDURE

Applicability: ☐ Adult Operation Only ☐ JUVENILE Operations Only ☒ DEPARTMENT-WIDE

IMPP #: 03-110D

PAGE #: 1 of 5

STAFF DEVELOPMENT: Reports and Administration of Staff Development Records

Original Date Issued: 08-12-14 Replaces IMPP Issued: 08-12-14 CURRENT EFFECTIVE DATE: 10-17-23

Approved By: , Secretary Next Scheduled Review: 08/2026

POLICY

To ensure that the staff development program is annually reviewed and evaluated, each facility and parole services shall prepare a written narrative report summarizing the previous year's experience and proposing revisions to address current job-related needs. An annual report shall be prepared that addresses all orientation, in-service, and specialty training, and the Department-wide experiences, significant issues, and/or concerns with regard to staff skill development for purposes of assessment, evaluation, and planning.

To ensure accurate records and the application of credit for training received by all KDOC employees, complete training files and records shall be maintained.

DEFINITIONS

Learning Management System (LMS): The system used to deliver online training, track training, and maintain employee training records.

Needs Assessment: An annual assessment to identify current job-related training needs. The needs assessment may entail observation and analysis of job tasks and components; staff surveys regarding training needs; reviews of agency/facility operations; staff reports; and evaluations and findings from sources within the agency such as security inspections and staff development advisory committees.

Training Evaluation: An ongoing formal evaluation of all orientation, basic, annual and specialized training programs to determine whether all components support the Department's mission and goals, as well as develop the knowledge and skills of the trainees. The evaluation should include appraisals from trainees and supervisors.

Training Plan: All orientation, basic, annual and specialized training curriculums with specific timelines for completing each training unit. The training plan shall be developed based on employees' job requirements and organizational needs.

PROCEDURES

I. Facility, Parole Services, and Central Office Annual Staff Development Reports

- A. Facilities, Parole Services, and Central Office shall annually prepare an Annual Staff Development Report (Attachment A) that contains:
 1. A summary of the ongoing formal training evaluation of all orientation, basic, annual, and specialized training programs. The report should indicate the type of evaluation method(s) used, summarize the findings, and identify elements of the training plan to be developed, modified, or updated based on the results of the evaluation;
 2. Results of an annual needs assessment. The report should indicate the method(s) of assessment, the training needs identified, and those elements of the training plan to be

developed, modified, or updated based upon the results of the assessment;

3. A summary of personnel included in the training programs; and,
 4. The training plan for the upcoming fiscal year. The training plan shall be based on the annual needs assessment which may include staff observations, job/task analysis, staff surveys regarding training needs, input from staff development advisory committees and/or staff development council, review of facility operations, staff reports, and evaluations and findings from sources within and outside the Department.
- B. Reports shall be prepared on a fiscal year basis and shall be submitted to the Staff Development Director Team and the local Appointing Authority by August 1 of each year.

II. Establishment of Curriculum/Lesson Plans

- A. Prior to the delivery of training, instructors shall have prepared curriculum/lesson plans for the course of instruction.
- B. Lesson plans shall include instructional learning objectives and shall be in the format prescribed by the Staff Development Director Team.
1. The content and instructional methods shall be selected to meet the stated learning objectives.
 2. An assessment of achieved learning objectives should be performed during and upon conclusion of the training activity whenever possible.
- C. Instructors shall submit curriculum/lesson plans, including examinations, handouts, training aids, and other supporting material, to the respective staff development manager/director to begin the review process. Curriculum/lesson plans must be approved prior to the delivery of instruction.
1. New and/or revised curriculum/lesson plans will be submitted and reviewed by the Staff Development Director Team and the Staff Development Council. Additional subject matter experts and/or Staff Development Managers may review curriculum.
 2. The Staff Development Council shall be responsible for approval of curriculum/lesson plans and supporting materials for both local and agencywide trainings.
 - a. Electronic files of approved curriculum/lesson plans shall be placed in a centralized location determined by the Staff Development Director Team.

III. Establishment of Online Training Courses

- A. All online training content shall be developed in accordance with the standards set forth in the Checklist for Online Training (Attachment B).
1. Courses shall include learning objectives, learning activities or assignments, quizzes or other demonstrations of proficiency, course evaluations, and certificates of completion.
 2. Online courses shall be designed to meet accessibility requirements for people with disabilities pursuant to Section 508 of the Rehabilitation Act of 1973 and the State of Kansas Information Technology Policy 1210.
 - a. All online courses shall be submitted to a Staff Development Director a minimum of three (3) months in advance to begin the review process. Curriculum/lesson plans must be approved prior to delivery of instruction.

- b. New and/or revised curriculum/lesson plans will be submitted and reviewed by the Staff Development Director Team and the Staff Development Council. Additional subject matter experts and/or Staff Development Managers may review curriculum. Each online course shall be adequately tested prior to opening the course to check for errors, ease of navigation, and functionality.
- c. The Staff Development Council shall be responsible for approval of curriculum/lesson plans, and supporting materials for both local and agencywide online trainings.
 - (1) Electronic files of approved curriculum/lesson plans shall be placed in a centralized location determined by the Staff Development Director Team.

IV. Establishment and Maintenance of Training Course Files

- A. For each on-site training, virtual, or hybrid event conducted by KDOC, the respective staff development manager, director or designee shall prepare electronic and/or paper course files. Files shall be retained in accordance with the state records retention schedules.
 - 1. Course files shall contain the following information:
 - a. Course schedule or agenda with instructor names identified by each course;
 - b. Each day's sign-in sheet;
 - c. A master copy of each test given, with answers;
 - d. Results of written test scores;
 - e. Evaluation forms completed by attendees, as appropriate;
 - f. Any performance sheets completed by instructors; and,
 - g. Evaluation of course content completed by the staff development manager, director or designee, as appropriate.
 - 2. Course files or portions thereof may be maintained electronically in the Learning Management System (LMS) as applicable.
 - 3. The host staff development manager, director or designee shall take attendance in the LMS for all participants, including personnel from other facilities, parole regions and offices.

V. Maintenance of Examination Record

- A. Instructors shall be responsible for providing staff development manager, director or designee with the results of written and performance testing. Staff development manager, director or designee shall be responsible for entering examination scores in the LMS. If the examination is conducted electronically in the LMS, the scores do not need to be entered manually.
 - 1. Written test scores shall be stated in percentages.
 - a. Once test scores are recorded, completed tests shall be retained.
 - 2. Performance testing shall be stated Pass/Fail.

VI. Certificates of Completion

- A. Staff Development managers, directors or designees shall prepare certificates for those employees successfully completing basic corrections officer, parole officer and/or supervisory training.

- B. At the discretion of staff development managers, directors or designees, certificates may be prepared to document completion of other training events such as annual training or specialized training.
- C. Certificates of completion shall be issued via the LMS for all online training courses and shall be maintained electronically.

VII. Establishment of Individual Employee Training Files

- A. Staff development managers, directors or designees or site volunteer coordinators shall establish an individual training file for each employee, volunteer, contract, and intern.
- B. Individual training files shall contain consecutive Employee Training Records Reports (Attachment C) generated from the LMS at the end of each fiscal year. All training activities of employees, volunteers and interns for the duration of their employment/volunteer status shall be reflected on these Employee Training Records Reports.
- C. Employee Training Records Reports shall contain, at a minimum, the following information:
 - 1. Name (last, first, middle initial) of the employee/volunteer/intern;
 - 2. Data on each training event completed, including:
 - a. Title of the course;
 - b. Hours of the course;
 - c. Date(s) of the course;
 - d. Instructor(s) name(s) and the agency/organization providing the training; and,
 - e. Location of the course.
- D. Employee Training Records Report will be closed out annually, so that they reflect the training activity of one fiscal year only.
- E. Employees attending training events conducted outside of KDOC shall be responsible for providing documentation relevant to such training to the staff development manager, director or designee.
 - 1. Documentation shall include certificates, training announcements, or other information as requested by the staff development manager, director or designee.
- F. Training files for Central Office personnel shall be maintained by Human Resources.
- G. Upon notification that an employee/volunteer/intern/contract is transferring to another KDOC agency, the staff development manager, director or designee or volunteer coordinator shall forward the employee's individual training record to the staff development manager, director or designee or volunteer coordinator at the gaining KDOC agency.
 - 1. The agency from which the employee/volunteer/intern/contract is transferring shall notify the LMS administrator or the Customer Service Center of the change.
- H. Upon notification that an employee has left employment with KDOC, the individual's training files and logs shall be merged with the employee's personnel file.

VIII. This IMPP must serve as final policy in all departmental facilities, and no General Orders shall be developed or implemented on this subject.

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>
Annual Training Report	Facilities/Parole Services to Staff Development Manager	August 1

REFERENCES

Title IV--Rehabilitation Act Amendments of 1998 Section 508: Electronic And
Information Technology (<http://www.usdoj.gov/crt/508/508law.html>)
State of Kansas Information Technology Policy 1210
IMPP 03-104D

HISTORY

08-12-14 Original
10-17-23 Revision 1

ATTACHMENTS

Attachment	Title of Attachment	Page Total
A	Annual Staff Skill Development Report	2 pages
B	Checklist for Online Training	3 pages
C	Employee Training Records Report EXAMPLE	1 page

ANNUAL STAFF DEVELOPMENT REPORT

FISCAL YEAR: _____
FACILITY/PAROLE SERVICES: _____
DATE PREPARED: _____
PREPARED BY: _____

SECTION I: TRAINING EVALUATION (Narrative)

Evaluation method(s) used:

Summary of findings:

Elements of the training plan to be developed, modified or updated based on the evaluation:

SECTION II: NEEDS ASSESSMENT (Narrative)

Method(s) of needs assessment used:

Summary of findings:

Elements of the training plan to be developed, modified or updated based on the needs assessment:

SECTION III: PERSONNEL

Staff Development/Trainers			
_____ # of FTE's assigned to Staff Development - Trainers			
_____ # of FTE's assigned to Staff Development - Support			
_____ # of facility/parole staff utilized to deliver training (other than staff development)			
<i>Training Activity</i>			
	# Completed	# Failed to Complete	List reasons for failure to complete (Resignation, Termination, Military Leave, Medical Leave, Training Crosses Fiscal Years, etc.)
Orientation			
Officers:			
Non-uniformed Staff:			
Contract Staff:			
Volunteers:			
<i>Basic Training</i>			
Officers:			
Non-uniformed Staff:			
Volunteers:			
Annual Training			
Officers:			
Non-uniformed Staff:			
Contract Staff:			
Volunteers:			

SECTION IV: TRAINING PLAN

(Attach training plan)

Checklist for Online Training

	Yes	No	N/A	Comments
CURRICULUM				
A course description, who should attend the course, and any pre-requisites for the course are included in the course summary.				
Student learning objectives are clearly stated.				
Students are provided with information regarding the average length of time it takes to complete the course and the number of credit hours that will be awarded.				
Activities, assignments, and quizzes are clearly matched to the learning objectives.				
The course includes instructor information to include how to contact the instructor for information or questions regarding the course.				
Power point presentations converted from classroom to on-line use have instructional input added to the slides.				
Content is broken up into small pieces of information; short concise sentences, bulleted items, with single topics or concepts per page.				
Abbreviations are avoided. If acronyms are used, the meaning is spelled out the first time the acronym is used.				
Content is current, to include current policy and procedures.				
Content is in final draft. All grammar and punctuation are correct. All proofreading, editing, and subject matter expert review have been conducted.				
Appropriate permissions or purchase documentation is provided for videos and other copyrighted materials.				
Sources of data and other information are cited as appropriate.				
Course material is designed for instructional use, not reference. (If they aren't required to read it for course completion, don't include it.)				
The course flows in a logical order.				
Students are assessed with a quiz or other demonstration of proficiency. When a quiz is used, the answers to the quiz are provided in the content.				
Students are provided with information on how they will be graded.				
The course includes an evaluation.				
The course includes a certificate dependent upon completion of course activities. Note: Only one certificate per course.				
The learning objectives were met.				
The number of credit hours awarded is based on the average length of time it takes to complete the course.				
ONLINE DESIGN				
Instructions on how to get started are clear and easy to find.				
Navigability is clear, simple and user-friendly.				
The directions are clear.				

	Yes	No	N/A	Comments
The amount of text and images per page are no more than 1/3 of a page in a word document or what can fit on one slide in a power point slide show.				
Consistent presentation styles are used to organize the slideshow; headings, subheadings, font colors, font styles and font sizes.				
Font sizes are 22-26 pt. for headings, 16-22 pt. for subheadings, and no less than 14 pt. for presentation body text.				
Text is clearly readable against the background and uses adequate contrast between text and background for legibility (black or another dark color for text on a light background or white text on a dark background).				
Red text is not used.				
Videos are used sparingly to avoid bandwidth and technical issues. When a video is used in a course, it is short in duration and is debriefed or explained in the content being delivered.				
Video is not used in the course outline page; only on a separate web page.				
Graphics and videos are meaningful and relevant to the content.				
A link is created for policy (IMPP's) in lieu of uploading the policy itself.				
Underlined text is not used for anything other than links.				
Buttons, links, etc. are functioning.				
The course uses consistent navigation controls, images, color schemes and organization.				
The course uses consistent headings, subheadings and fonts to organize the content.				
Pages are designed to avoid horizontal scrolling and limit vertical scrolling.				
ACCESSIBILITY REQUIREMENTS				
A text equivalent/label (Alt tag) is used for all images contained in the course to include Power Point slides.				
Color is not used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.				
Color highlighting or font color changes are not used as a means to emphasize or deliver instructions.				
Text does not include italics, characters, or unnecessary spaces. Font, color, bold, or other styling changes are not used to designate meaning.				
Presentations do not use flashing, scrolling, repeating, or blinking text, objects, or other elements.				
If animation is used, the information must be displayable in at least one non-animated presentation mode.				
All functions can be executed from a keyboard and are labeled textually. Do not include interactions that require the use of a mouse; e.g. drop and drag, matching, etc.				
If electronic forms are designed to be completed online, the form allows people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.				
The user can return or advance from each page, activity, etc. to avoid being				

	Yes	No	N/A	Comments
trapped in a particular content area.				
If audio is used, a text transcript is provided.				
Multimedia presentations (audio and video) are close captioned or a text transcript is provided.				
Row and column headers are identified for data tables.				
Timed responses are not utilized.				
Headings and labels are used to describe topics or purpose.				
Labels for links are brief and descriptive of the link itself, not a generic "click here".				
A text-only page with equivalent information or functionality is provided to comply with the provisions of these standards when compliance cannot be accomplished in any other way.				

Course: _____

Color contrasts have been checked using a readability tool for ADA requirements. ☐

Accessibility has been checked using Wave toolbar for Section 508 compliance.

Reviewed by: _____

Date: _____

Employee Training Records Report EXAMPLE

Region Department of Corrections

Facility: Central Office

Department: Human Resources [CO] [5210101200]

Name: [REDACTED] Employee ID: [REDACTED] Hire Date: 6/5/2017

Credit Hours : 67.00

<u>Course Name</u>	<u>Date Completed</u>	<u>Score</u>	<u>Credit Hours</u>	<u>Credit Units</u>	<u>Other Credits</u>
FY23 Leadership Stretch	06/21/2023	Pass	1		
FY23 Respectful Workplace & Sexual Harassment	06/12/2023	Pass	7		
FY23 Leadership Stretch	05/17/2023	Pass	1		
FY23 Respectful Workplace & Sexual Harassment Training of Trainers	05/01/2023	Pass	8		
FY23 Leadership Stretch	04/19/2023	Pass	1		
FY23 Leadership Stretch	03/21/2023	Pass	1		
Advanced Skill Development FY2023 - Basic Communication - Training of Trainers	03/07/2023	Pass	5		
FY23 Leadership Stretch	02/15/2023	Pass	1		
24 Conclusion	02/09/2023	Pass	3		
23 Social Media Best Practice	02/01/2023	Pass			
22 Safe Web Browsing Brief	02/01/2023	Pass			
21 Approved Software	02/01/2023	100			
20 Intellectual Property	02/01/2023	Pass			
19 Clean Desk Policy	02/01/2023	Pass			
18 Security Incident Reporting Requirements	02/01/2023	100			
17 Incident Response	02/01/2023	Pass			
16 Insider Threats	02/01/2023	Pass			
15 How To Report A Phishing Email	02/01/2023	100			
14 Phishing	02/01/2023	Pass			
13 Business Email Compromise	02/01/2023	Pass			
12 Removable Media Brief	02/01/2023	Pass			
11 Mobile Security	02/01/2023	Pass			
10 Data Destruction	02/01/2023	Pass			
9 Data Loss Prevention	02/01/2023	Pass			
8 Privacy PII Brief	02/01/2023	Pass			
7 Identity Theft	02/01/2023	Pass			
6 Malware	02/01/2023	Pass			
5 QR Code Security	02/01/2023	Pass			