

KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 03-118D	PAGE NUMBER 1 of 3
		SUBJECT: STAFF SKILL DEVELOPMENT: Training Requirements for Designated Fire Safety Officers, Health and Sanitation Officers, Industrial Safety Officers, and Weekly Inspectors	
Approved By:  Secretary of Corrections		Original Date Issued: 09-15-15	Replaces Version Issued: N/A
		CURRENT VERSION EFFECTIVE: 09-15-15	

APPLICABILITY:	_ ADULT Operations Only	_ JUVENILE Operations Only	X DEPARTMENT-WIDE
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POLICY STATEMENT

To ensure adequate monitoring of the facility's compliance with applicable safety and fire codes, sanitation, and hygiene regulations, and standards of good practice to protect the health and safety of all persons in the facility, designated health, safety, and sanitation officers shall receive training from an independent inspector. All designated inspectors shall be required to participate in and complete a minimum number of formal initial and annual training hours. (ACI 4-212, 4-4329) Documentation of the completion of such training shall be maintained to demonstrate the designated inspectors qualifications and familiarity with the safety and sanitation requirements.

DEFINITIONS

Designated Fire Safety, Health and Sanitation, and Industrial Safety Officers: Those individuals responsible for conducting monthly inspections as designated in IMPPs 09-101D, 09-102, and 09-103. Includes reserve officer(s).

Independent Inspector: For the purposes of this IMPP, an inspector assigned by the State Fire Marshal, the Kansas Department of Agriculture, or the Kansas Department of Health and Environment, or a Kansas Department of Corrections staff member(s), not an employee of the facility being inspected, who has completed the training required by this IMPP.

Inspection Facilitator: The person designated by the Deputy Secretary of Facilities Management as responsible for coordinating the inspection activities, reviewing inspection findings, and preparing the inspection report.

Training: For the purpose of this IMPP, an activity specifically designed to improve an employee's inspection performance and enhance an employee's knowledge of and ability to apply regulations, departmental policies and procedures, and applicable standards relating to fire safety, health and sanitation, and industrial safety.

PROCEDURES

I. Training of Designated Fire Safety, Health and Sanitation, and Industrial Safety Officers

- A. Designated fire safety, health and sanitation, and industrial safety officers, per IMPPs 09-101D, 09-102, and 09-103, respectively, shall complete the appropriate formal training prior to conducting independent monthly inspections.
- B. Designated fire safety, health and sanitation, and industrial safety officers shall receive training as follows:

<u>Designated Officer</u>	<u>Initial Training</u>	<u>Annual Training</u>
Fire Safety	4 hours	2 hours
Health and Sanitation	2 hours	1 hour
Industrial Safety	2 hours	1 hour

- C. Except in the event of a scheduling conflict and/or when excused by the warden/superintendent, the designated fire safety, health and sanitation, and industrial safety officers shall participate in the annual inspections conducted by the respective independent inspectors.
1. This participation shall count towards annual training requirements.

II. Training of Reserve Fire Safety, Health and Sanitation, and Industrial Safety Officers

- A. Reserve fire safety, health and sanitation, and industrial safety officers shall complete four (4) hours of initial training prior to conducting independent monthly inspections followed by two (2) hours of annual training.
1. Such training shall be arranged for and/or provided by the facility's designated health and sanitation, and industrial safety officer and shall include fire safety, industrial safety, and health and sanitation.
- B. Staff who function as reserve fire safety, health and sanitation, and, industrial safety officers shall participate in no less than two (2) monthly internal inspections annually and the annual inspection conducted by the independent inspectors, per IMPPs 09-101D, 09-102 and 09-103.
1. This participation shall count toward annual training hours.

III. Training of Area Inspectors

- A. Personnel conducting weekly area inspections shall receive initial training and refresher training annually.
1. Such training shall be arranged and/or provided by the facility's designated fire safety officer, health and sanitation officer and/or industrial safety officer.
 2. Training shall be completed prior to the new area inspector's authorization to independently conduct weekly inspections.

IV. Coordination and Documentation of Training

- A. The Staff Skill Development Coordinator/Training Manager of each facility shall be responsible for identifying those designated staff members in need of such training.
- B. Documentation of the completion of training requirements for fire safety, health and sanitation, and industrial safety officers, reserve fire safety, health and sanitation, industrial safety officers, and for area inspectors shall be maintained in the individual employee's permanent training file.

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

None.

REFERENCES

IMPP 09-101D, 09-102, 09-103, 09-104D

ACI 4-4212, 4-4329

4-JCF-1A-07; 4-JCF-1B-01; 4-JCF-1B-02; 4-JCF-4A-11; 4-JCF-4A-12

ATTACHMENTS

None.