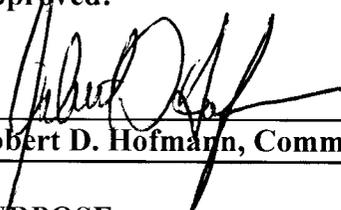


State of Vermont Agency of Human Services Department of Corrections	Title: Vermont Correctional Academy	Page 1 of 5			
Chapter: Staff Training and Education	# 106.05	Supersedes # 106.05, <i>The Vermont Correctional Academy</i> dated 2/14//2001			
Attachments, Forms & Companion Documents: N/A					
Local Procedure(s) Required: No					
Applicability: All staff (including volunteers and contractors)					
Security Level: "B"- Anyone may have access to this document.					
Approved:  <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Robert D. Hofmann, Commissioner</td> <td style="width: 33%; text-align: center;"><u>October 16, 2007</u> Date Signed</td> <td style="width: 33%; text-align: center;"><u>November 13, 2007</u> Effective Date</td> </tr> </table>			Robert D. Hofmann, Commissioner	<u>October 16, 2007</u> Date Signed	<u>November 13, 2007</u> Effective Date
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PURPOSE

The purpose of this administrative directive is to establish standards, define elements and structure, and assign responsibilities of the Vermont Correctional Academy, the Department's primary pre-service staff training program.

POLICY

It is the policy of the Vermont Department of Corrections to establish and maintain high standards for staff, using the Standards of the American Correctional Association and other recognized professional associations as guidelines; to establish training programs for new employees and such in-service training programs as deemed advisable; and to ensure that the Academy staff development and student training programs are planned, coordinated, and supervised by qualified employees.

AUTHORITY

28 V.S.A. 102 (c) (12); American Correctional Association Standards for Adult Correctional Institutions, 4th Edition, January 2003, Standard 4-4084; American Correctional Association, Standards for Correctional Training Academies, 1st Edition, May 1993, Standards 1-CTA-3A-01, 1-CTA-3A-03, 1-CTA-3A-05, 1-CTA-3A-10, 1-CTA-3A-11, 1-CTA-3A-16, 1-CTA-3A-17, 1-CTA-3A-18, 1-CTA-3A-19.

REFERENCE

Department Administrative Directive # 106.06, *Vermont Correctional Academy Field Training Program*

DEFINITIONS

Certified Trainers: Qualified personnel who are approved by the Academy Administrator to instruct specific training courses.

Correctional Academy Administrator: A fulltime classified employee responsible for all phases of the Academy, who works under the direction of the Department's Director of Human Resource Development. The Academy Administrator will serve as the appointing authority for those enrolled in the residential aspect of the program.

Corrections Training Advisory Board: A Commissioner-appointed group whose members meet periodically to assist the Academy Administrator to plan, review, evaluate, and recommend training plans and courses.

Pre-Academy Field Training; One week of job shadowing for new staff at a work site, combined with some on-the-job training based on learning objectives defined by the Academy Administrator. (See *Administrative Directive #106.06, Vermont Correctional Academy Field Training Program.*)

Training Coordinator: A fulltime classified employee who plans, develops, coordinates, and supervises on-going training programs.

Training Assistant: A related duty assigned to selected Department staff for the purpose of providing operational supervision, mentoring, and coaching of trainees during the term of the residential Academy program.

VT Correctional Academy (VCA) Program: An orientation and training program which provides an overview of the Department of Corrections and a basic level of knowledge, skills, and performance-based training abilities for newly-hired staff. This includes a standardized, competency-based curriculum supported by appropriate materials and classroom resources.

PROCEDURAL GUIDELINES

1. Vermont Correctional Academy (VCA) Operations

- a. The Academy Program is a multi-week residential and on-site training.
- b. Every entry-level Correctional Officer is required to attend this Basic Correctional Officer Training and must satisfactorily complete the program and orientation prior to a duty assignment at a Department correctional facility.
- c. VCA staff and instructors will assess all Academy program participants' conduct and competence throughout the term of the program, as outlined in the VCA Rules and Regulations. These expectations will be communicated to participants during the pre-Academy field training (see *Administrative Directive #106.06, Academy Field Training Program.*) VCA staff and instructors will notify the Academy Administrator of any personnel issues during this program.
- c. The Academy Program is primarily targeted to Correctional Officers, but it will be open to other new staff as needed and as staffing resources allow, and on a space-available basis. The following will occur in order for staff other than COs to attend:
 - Appointing authorities or their designee will develop a training plan with the employee that may utilize portions of, or the entire Academy curriculum.
 - A copy of this individualized training plan will be forwarded to the Academy Administrator for consideration and assignment of available training dates.
 - The Academy will provide proficiency testing services for these individuals as requested by the appointing authority or designee. These results may be utilized in performance

management at the discretion of the appointing authority or designee.

d. The Academy will provide training targeted to the knowledge, skills, and attitudes required to be successful as a correctional professional.

e. This training will include, but not be limited to, the following general topic areas:

- *Orientation*
- *Ethics and the Corrections Professional*
- *Rights and Responsibilities of Offenders*
- *Medical/Mental Health*
- *Sexual Abuse/Assault*
- *Supervision of Offenders*
- *Conflict and Crisis Management*
- *Security Management*
- *Emergency Prevention and Response*

Full details of the curriculum are included in the Academy Training Manual.

f. Facilities will contribute Training Assistants who give on-site supervision at the Academy. Training Assistants will be Correctional Officers who have shown a high level of professionalism and motivation; they will attend for all 40 hours of the training.

g. Only a Correctional Officer who has successfully completed the full Academy program (or been issued a formal waiver) will assume a post position in a facility. Only the Facilities Executive may authorize the postponed attendance at the Academy for any reason.

- The Academy Administrator may evaluate the basic training requirements, in part or in whole, for re-hired correctional officers who left the Vermont Department of Corrections in good standing within one (1) year of departure.

h. Course Content and Lesson Plans

i. The Vermont Correctional Academy will provide standards for the development of lesson plans and require the lesson plans to be on file and followed for each class conducted.

ii. All Vermont Correctional Academy training lesson plans, course outlines, or content summaries will be submitted to the Academy Administrator for final review and approval.

iii. The Academy Administrator will ensure that lesson plans will be reviewed at regular intervals and will submit any updates/changes to the training curriculum to the Training Advisory Board for review and recommendation. The Academy Administrator is responsible for final review, approval, and implementation.

iv. Training plans are developed, evaluated, and updated based on a valid assessment that identifies current Department job-related training needs.

v. The VCA will provide instructor development for all core competency topic areas.

vi. All instructors authorized to train others on specialized topics are approved by HRD to conduct such training. These include, but are not limited to, the following:

- *Use of Force/Unarmed Self-Defense*
- *Suicide Prevention/Response to Self-Harm*
- *Firearms*
- *Use of Chemical Agents*

- *Treatment of Individuals Exposed to Chemical Agents*
- *Emergency Health-related Situations/Methods of Attaining Assistance*
- *Fire Safety (including use of Self-Contained Breathing Apparatus)*

2. Course Records

The Academy Administrator will ensure that staff maintain a record of each Academy course to include at a minimum the following:

- Attendance records
- Course Table of Contents
- The instructor's name
- Course beginning and ending dates
- Course evaluations
- Student test results
- A record of certificates issued.

3. Employee Training Records

a. The Training Academy will govern the maintenance of staff and student training records. Full time and adjunct Training Academy staff and other authorized personnel will maintain an ongoing record of personnel training and instructor credentials in accordance with the standards and procedures issued through the office of the Academy Administrator.

b. New employee supervisory files will be created and maintained at the Academy and follow new employees to the job. Field Training and performance-related information will be compiled, establishing the basis for performance review. These files also serve as the means of recording annual training.

c. Individual Academy participants or the supervisory personnel at the institution of hire may request participation performance-related information from the Academy Administrator.

4. Corrections Training Advisory Board

a. The VCA Training Advisory Board has a mission to promote correctional professional development within the Department. The Commissioner will appoint up to twelve (12) members to represent a broad spectrum of Department employees or, at the sole discretion of the Commissioner, non-DOC individuals. The Board will meet at least quarterly.

b. The Board operates within the scope of a furnished Commissioner mandate and reviews all substantive recommended changes to Academy policies, structure, and costs.

c. The Board reviews, evaluates, and approves the Academy's student training plan, including Field Training.

d. Standing Committees - The Board will maintain three (3) standing committees as follows.

- i. The Curriculum Committee will ensure that all training curricula have performance objectives and follow correctional standards.

- ii. The Quality Assurance Committee will ensure that training is developed, evaluated, and updated based on an assessment schedule established by the Committee. The assessments will identify current job-related training needs.
 - iii. The Standards Committee will ensure the integration of current Department policy and administrative directive and/or revisions with training curriculum development.
 - iv. A member of the Advisory Board will chair each committee. Other Board members and Department employees may serve on a committee based on individual expertise and with approval of the Board.
- e. Vacancies
- i. An outgoing Board member may be asked to submit names for consideration for a possible replacement to the Board.
 - ii. The Board will make recommendations to the Commissioner to fill any vacancies that occur. They may identify particular need areas for representation.

TRAINING

The Academy Administrator will ensure that all Academy staff and the Academy Board are fully informed on the elements of this directive. It is designed and provided to managers and supervisors of the department as resource information.

QUALITY ASSURANCE

1. The Academy Board will provide consultation to the Academy Administrator regarding program evaluation. Academy staff as assigned will conduct process evaluations and provide instructor supervision and feedback.
2. The Academy Administrator will develop a procedure for periodic updates of Rules and Regulations.