

**STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS**

Policy: 107

Subject: Corrections Competency Training
Effective Date: May 31, 1994 **Review and Re-Issue Date:**
Supersedes: NEW **APA Rule Number:**

Recommended for approval by:		Authorized By:	
_____	_____	_____	_____
Signature	Date	Signature	Date

1. Authority:

1.1 28 VSA Section 102(c)(12), Agreement between the State of Vermont and the Vermont State Employees Association; Corrections (Article 25) and Supervisory (Article 24) Bargaining Units

2. Purpose:

2.1 The above named bargaining agreements create a special training stipend for the personnel who work within or have the potential to work within any of the Department of Correction's correctional facilities. Specifically the agreements call for the department providing ten hours of such training per calendar quarter which shall be scheduled outside of any other normally scheduled working hours and outside of any other normally required overtime work that may be required.

2.2 The Agreement allows for the Department to test employees as regards to the success of the training provided that such testing shall not adversely impact on eligibility for the compensation or that the results of the tests adversely affect the employees performance evaluation unless related to specific skills tests which are the requirement of the job such as air packs, first aid, etc.

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2.3 Finally, the Agreement calls for the training and compensation for those classes who by the virtue of the nature of their job assignment and/or class specification, are subject to assignment, or reassignment on a temporary or permanent basis to work in a correctional facility.

3. Applicability/Accessibility

3.1 Department of Corrections employees eligible for competency training supplement.

4. Policy

4.1 The Policy of the Department of Corrections is to insure that those individuals eligible for Corrections Competency Training are continuously prepared to work within the confines of a correctional facility and are trained and certified as necessary to handle the unusual circumstances that can present themselves within a correctional facility. At a minimum, those eligible for competency training will receive yearly training and/or certification in the following basic competencies:

4.1.1 Fire safety, including use of air packs, and fire extinguishers

4.1.2 Conflict resolution techniques, including verbal as well as physical control and restraint techniques

4.1.3 Suicide prevention and assessment techniques

4.1.4 Medical first aid, including application of C.P.R.

4.2 Performance or learning objectives related to the basic competencies may differ according to position class. For example, a secretary B may have to demonstrate knowledge of a fire evacuation plan whereas a correctional officer will have to put on an airpack to demonstrate an ability to assist inmates in fire evacuation.

4.3 The Human Resources Unit is hereby designated as the primary administrator of the competency training program and is required to monitor records that indicate compliance with this policy. At a minimum, such standards shall include the following accreditation criteria:

4.3.1 A basic competencies trainer shall have completed the Department's "Training for Trainers" program.

4.3.2 A basic competencies trainer shall be certified in the knowledge and/or skills for which the trainer is-training. Certification standards shall be determined by HRD upon the advice of the Department's Assistant: Attorney General.

