

STATE OF VERMONT  
AGENCY OF HUMAN SERVICES  
DEPARTMENT OF CORRECTIONS

Directive: 107.01

Subject: Corrections Competency Training Supplement  
Effective Date: June 5, 1997 Review and Re-Issue Date:  
Supersedes: 1/9/95 APA Rule Number:

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

1. Authority:

- 1.1 Article 25 of the "Agreements between the State of Vermont and the Vermont State Employees' Association, Inc."
- 1.2 Department of Corrections Policy 101, "Human Resource Development."

2. Purpose:

- 2.1 The purpose of this directive is to implement a system of accreditation for the Corrections Competency Training Supplement.

3. Applicability/Accessibility

- 3.1 Position classes specified in the above mentioned Article 25 are eligible. Anyone whose last performance evaluation is less than satisfactory shall not be eligible for competency training reimbursement until a satisfactory performance rating has been achieved.

4. Directive

4.1 Staff Roles

4.1.1 Local Training Coordinator

- 4.1.1.1 Organize local in-service training keep-accurate local training records

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assist in the distribution of the HRD training plan assist in the application for  
HRD training

### **4.1.2 Area Training Advisory Group (ATAG)**

**4.1.2.1** Advise HRD on the development of the Central training plan  
advise HRD on the need for certified trainers  
coordinate combined training in the Area when appropriate  
assist HRD in data collection.

### **4.1.3 Supervisor**

**4.1.3.1** Assess core competencies as part of the annual evaluation. In this  
regard, the supervisor must review the employee's training file.

**4.1.3.1** Article 25 allows for testing to occur, but .the employee's supervisor,  
not the trainer nor the local training coordinator must make the final  
determination of how competent an employee to do an essential  
function of the job.

## **4.2 Accreditation**

**4.2.1** HRD will conduct an annual evaluation of the stipend training program and  
submit a report to the Director of Correctional Services no later than the end  
of the fiscal year.

**4.2.2** HRD will conduct an annual training needs assessment as part of the  
evaluation process so that identified needs will be given proper consideration  
in the development of the HRD budget and training plan. The needs  
assessment will include input from ATAG's and managers at a minimum.

**4.2.3** Consistent with state policies, availability of funds, and accepted professional  
training standards, HRD will assist local training coordinators in the  
acquisition of training resources.

**4.2.4** HRD will certify sufficient trained trainers in .the core competencies as well  
as other areas of knowledge and skills designated by the Commissioner.

**4.2.5** All certified trainers will train according to a lesson plan developed or  
approved by HRD.

**4.2.6** All elective and locally mandated stipend training will have written  
performance objectives to be kept on file by the local training coordinator.

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- 4.2.7** For all elective and locally mandated training conducted for the first time, the local training coordinator is required to consult with HRD on the proposed performance objectives.
- 4.2.8** HRD is responsible for the recertification of core competency trainers and any other trainers as designated by the Commissioner.
- 4.2.9** Local trainers must notify HRD in a timely way of local training plans, indicating subject matter, trainer, and training module hours.
- 4.2.10** Every stipend training will have a participant evaluation form developed by HRD in consultation with local training coordinators. Such evaluations are to be kept on file for at least one year from the date of the training and are subject to review by HRD.

### **4.3 Core Competency Training**

- 4.3.1** Training for each of the core competencies will be available at least twice a year and advertised by the Area Training Advisory Group.
- 4.3.2** All first year stipend eligible employees shall have completed core competency training. The employee may not participate in elective training during the second year of stipend eligibility until which time the core competency training has been documented in the local training file.
- 4.3.3** All other stipend eligible employees may choose to be tested for core competencies annually according to procedures established by HRD in lieu of classroom participation. Local training coordinators should contact HRD for approval of testing methods.
- 4.3.4** Core competencies must relate to the essential functions of the job and may therefore be defined differently according to position. HRD is responsible for establishing the performance objectives and associated lesson plans for different positions.

### **4.4 Physical Fitness Training Standards**

- 4.4.1** According to the "Agreements between the State of Vermont and the Vermont State Employees' Association, Inc.," the Department Labor Management Committee shall develop Department wide physical fitness standards and criteria for correctional officers. This directive will be amended when agreement is reached.

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### **4.5 Time and Travel**

**4.5.1** The employee does not become eligible for stipend reimbursement until he or she arrives at the training site. Reimbursement eligibility ends upon completion of the training.

**4.5.2** A local manager may authorize payroll and travel expenses to and from stipend training events but is under no obligation to do so.

### **4.6 Classroom Conduct**

**4.6.1** The trainer is responsible for setting the tone of the class and being sensitive to the needs of adult learners. For example, some training participants are intimidated by role plays. The trainer may have to find another way to help the participant accomplish the learning objective. For reasons such as this, it is strongly recommended that all stipend trainers attend HRD's "Training for Trainers" workshop as well as consult with HRD on instructional methods.

**4.6.2** A trainer may require a disruptive participant to leave the classroom and/or report the incident to the employee's superintendent or district manager. The employee will receive stipend reimbursement only for class time up to notification to leave.

### **4.7 Independent Practice**

**4.7.1** HRD may authorize independent practice when training performance objectives are considered sufficiently difficult to attain without continued practice.

**4.7.2** HRD may also authorize independent practice for advanced study, the affected employee will make the request in writing which must be endorsed by the employee's manager.

**4.7.3** An employee may receive a one time stipend reimbursement for 5 hours for any post-secondary education which meets the requirements of the Department of Personnel and Department of Corrections Tuition Reimbursement Program, provided that such participation does not interfere with the satisfactory completion of annual core competency training or demonstration.

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**4.7.4** HRD may approve stipend reimbursement for lesson plan development and training delivery, provided that the trainer agrees to be evaluated and the resources are available to do the evaluation.

**5. Training Method**

**5.1**

**6. Quality Assurance Processes**

**6.1**

**7. Financial Impact:**

**7.1**

**8. References**

"Agreements Between the State of Vermont and the Vermont State Employees' Association, Inc."

**9. Responsible Director and Draft Participants**

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