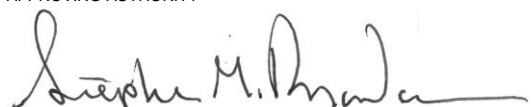
 <b>Corrections and Community Supervision</b>  <b>DIRECTIVE</b>	TITLE		NO. 2406
	<b>Training Advisory Committees</b>		DATE 07/08/2019
SUPERSEDES DIR #2406 Dtd. 01/19/17	DISTRIBUTION A	PAGES PAGE 1 OF 6	DATE LAST REVISED
REFERENCES (Include but are not limited to) ACA Expected Practices 4-4073, 4-4075, 4-4076, 4-4077, 4-APPFS-3A-07, 2-1055, 2-1056-1, 4-JCF-6E-01, 4JCF-6E-02, 4-JCF-6E-03, 4-JCF-6E-04; "Definition of Training" issued December 1990	APPROVING AUTHORITY 		

- I. PURPOSE:** To formulate annual training plans for all Department of Corrections and Community Supervision (DOCCS) employees. To provide for quarterly evaluation of the DOCCS Correctional Facilities' training progress, and annual evaluation of the Board of Parole, Central Office, and Community Supervision training progress based on employees' needs and Departmental goals.
- II. APPLICABILITY:** To all DOCCS employees, especially those involved in training and as members of the Training Advisory Committee (TAC).
- III. DEFINITIONS**
- A. Annual Planning Guide: The training plan for the Board of Parole, Central Office, Community Supervision, and each facility. This plan describes and outlines the major training elements, requirements, and schedules to be followed. It is comprised of separate Annual Planning Guides for civilian, peace officer, uniformed, and non-uniformed employees.
  - B. Unit Planning Guide: A detailed training plan which will list the training courses, recognized requirements for professional development, and statutory standards for training and education for the employees in an individual work unit.
  - C. Training Enhancement Day: The third Wednesday of each month when facilities operate on a modified/holiday schedule to allow for the maximum number of staff to be relieved from regular duty to attend pre-determined training sessions conducive to large numbers of staff. The local Training Advisory Committee shall pre-determine which training will be offered during the upcoming quarter and provide the schedule to their assigned Regional Training Lieutenant.
- IV. ORGANIZATION:** The Training Advisory Committee shall consist of:
- A. Board of Parole
    - 1. Chair of the Board of Parole or designee
    - 2. Board of Parole Accreditation Liaison
    - 3. Board of Parole Commissioner's Liaison
    - 4. Board of Parole Counsel's Liaison
    - 5. Labor Representative(s)<sup>1</sup>
    - 6. Training Academy Board of Parole Representative
  - B. Central Office
    - 1. Executive Team Liaison or designee
    - 2. Division Heads

3. Labor Representative(s)<sup>1</sup>
  4. Training Academy Central Office Representatives
- C. Community Supervision
1. Deputy Commissioner for Community Supervision or designee
  2. Assistant Commissioner for Community Supervision
  3. Regional Directors
  4. Labor Representative(s)<sup>1</sup>
  5. Training Academy Community Supervision Representative
- D. Correctional Facility
1. Superintendent or designee
  2. First Deputy Superintendent\*+
  3. Deputy Superintendent for Security\*+
  4. Deputy Superintendent for Administration\*+
  5. Deputy Superintendent for Programs\*+
  6. Labor Representative(s)<sup>1</sup>
  7. Regional Training Center Representative
  8. Other employees as designated by the Superintendent (i.e., Division of Industries, Office of Mental Health, Office of General Services, Facility Training Staff when available).

\*In facilities that do not have this position, the title shall mean the highest ranking employee with equivalent responsibilities.

+The facility Superintendent will designate an employee in one of these titles to act as the Training Contact Person.

<sup>1</sup>TAC must include those labor representatives governing employees whose training needs are considered by TAC.

## V. PROCEDURE

- A. Committee Duties: Committee duties shall include the following:
1. Meetings to be held at a minimum of once each quarter of the training calendar year for Facility and Central Office Committees. Board of Parole and Community Supervision meetings to be held annually during the last quarter of the preceding training calendar year.
  2. An agenda will be developed and distributed, in advance, by the Facility Training Contact Person or appropriate Training Academy Representative.
  3. The agenda should address the following:
    - a. Review Annual Training Guide (develop, evaluate, revise, etc.);
    - b. Assess potential training requirements for outside agency programs;
    - c. Review and evaluate training plan's current status;
    - d. Brief committee members on new training issues and present Department concerns (led by the Regional/Training Academy Representative);

- e. Review training facilities and equipment needs;
  - f. Identify potential training resources;
  - g. Review location-specific training needs;
  - h. Review orientation/familiarization outline and ensure that orientations and familiarizations are being completed on time;
  - i. Update professional associations (refer to Section V-D below); and
  - j. Prepare and distribute a complete report regarding the current status of training, with recommendations of the committee, for the consideration of the respective Division Head, Chair of the Board of Parole, Deputy Commissioner for Community Supervision, or Superintendent. Current training status reports should be reviewed at Department Head meetings.
4. Planning and Executing Training Enhancement Days:
- a. Every January, April, July, and October, all facilities will develop an agenda for the Training Enhancement Days within each quarter.
  - b. The agenda will include the following for each training day:
    - (1) Targeted employees, including number of attendees expected and their respective work areas (security, programs, administration);
    - (2) Course titles and time allocated for each (must be a full day of training for all participants); and
    - (3) Names and titles of all instructors.
  - c. The agenda will be reviewed and discussed with the Regional Training Lieutenant at respective, quarterly (TAC) meetings.
  - d. Regional Training Lieutenants can provide ideas for courses prior to or at the TAC meetings.
  - e. A three month agenda will be agreed upon and signed by the facility Superintendent, or designee, and the Regional Training Lieutenant prior to the conclusion of the meeting.
  - f. The completed agendas will be attached to the facility TAC minutes and forwarded to the Director of Training via the Regional Training Lieutenant each quarter.
- B. Facility Annual Planning Guide: Annual Planning Guide shall include the following:
1. All training mandated by statute or Agency regulations;
  2. A specific time schedule proposed for the accomplishment of all approved training; and
  3. Identification of special training needs which are relevant to job performance, supervisory evaluations, and other program needs related to existing goals.
- C. Unit Planning Guide Development: The Unit Guide shall be accomplished by each department manager. After consultation with the employees, the manager/supervisor will ensure that the unit's employees' training not only meets mandatory requirements, but also provides the employees with any programs especially suited to improving job performance.

- D. Professional Associations: Employees shall be encouraged to participate in educational and professional associations such as the American Corrections Association (ACA), American Probation and Parole Association (APPA), Continuing Education Association of New York (CEANY), New York State Corrections and Youth Services Association (CAYSA), New York State Minorities in Criminal Justice, Inc. (NYSMICJ), and the New York State Personnel Council. Membership in these groups shall be encouraged by the training committee. The cost of membership remains with the individual employee. The Facility Training Contact Person/Training Academy Representative shall include agenda items relative to this subject for consideration at the regular training committee meetings. At a minimum, included shall be:
1. A list of all requests for educational programming from employees;
  2. Requests for specialized training;
  3. Requests for professional meeting attendance; and
  4. Comments and recommendations of the employee's Supervisor.
- E. Meeting Minutes: Minutes should be taken at all meetings and forwarded on to all attendees, as well as the facility Superintendent.

**VI. INSTRUCTOR CANDIDATE SELECTION:** Candidates are selected based on prior training experience, work performance, time and attendance records, and related qualifications. The candidates will be advised that if they are selected they will be expected to train. Failure to train may result in Trainer Status decertification.

A. Board of Parole Selection Process

1. Employee informs their supervisor of their interest (optional);
2. Supervisor recommends employee(s) to Unit Head;
3. Unit Head sends their recommendations to the Chair of the Board of Parole and the Training Academy Liaison;
4. Chair of the Board of Parole and the Training Academy Liaison send their prioritized candidate list to the Director of Training; and
5. Director of Training sends final candidate approval to the Chair of the Board of Parole and the Training Academy Liaison.

B. Central Office Selection Process

1. Employee informs their supervisor of their interest (optional);
2. Supervisor recommends employee(s) to Unit Head;
3. Unit Head sends their recommendations to the Division Head and the Training Academy Liaison;
4. Division Head and the Training Academy Liaison review the recommendations and send their prioritized candidate list to the Director of Training; and
5. Director of Training sends final candidate approval to the Division Head and the Training Academy Liaison.

C. Community Supervision Selection Process

1. Employee informs their supervisor of their interest (optional);
2. Supervisor recommends employee(s) to Area Supervisor;

3. Area Supervisor sends their recommendations to the Regional Director and the Regional Training Liaison;
  4. Regional Director and Regional Training Liaison review the recommendations and send their prioritized candidate list to the Director of Training; and
  5. Director of Training sends final candidate approval to the Regional Director and the Regional Training Liaison.
- D. Correctional Facility Selection Process
1. Subcommittees will be established at each facility to select and nominate staff to attend Instructor Development courses. The Training Selection Committees for each bargaining unit will consist of:
    - Council 82
      - Superintendent or designee
      - Deputy Superintendent for Security
      - President of Council 82
      - Union Designee
      - Regional Training Center Representative (when possible)
    - CSEA
      - Superintendent or designee
      - Deputy Superintendent for Administration
      - Industrial Superintendent
      - President of CSEA Local
      - Union Designee
      - Regional Training Center Representative (when possible)
    - NYSCOPBA
      - Superintendent or designee
      - Deputy Superintendent for Security
      - Chief Sector Steward
      - Union Designee
      - Regional Training Center Representative (when possible)
    - PEF
      - Superintendent or designee
      - Deputy Superintendent for Programs
      - President of PEF Local
      - Union Designee
      - Regional Training Center Representative (when possible)

- M/C
  - Superintendent or designee
  - Deputy Superintendent for Administration
  - Deputy Superintendent for Programs
  - Deputy Superintendent for Security
  - Industrial Superintendent
  - Regional Training Center Representative (when possible)

The subcommittee will operate in accordance with applicable labor/management agreements, when possible.

2. A review of the training announcement for the instructor training will be accomplished by the appropriate Training Selection Committee.
3. A determination will be made as to whether the applicants have met the announcement's requirements.
4. A review will be made of the qualified applicants to determine eligibility.
5. Where contractual provisions dictate that seniority be used to select the candidates who meet all other selection criteria and are equally qualified, the subcommittees will rank the applicants accordingly.
6. Where there are no contractual provisions for selection based on seniority, the committee may select the most experienced and qualified based on their review.
7. Selection(s) shall be made and alternate(s) identified.
8. For instructor training courses identified as "HUB trainer," each facility will, through their Selection Committee(s), submit the requested number of candidates for the course to the Regional Training Center. The Regional Training Lieutenant will meet with the HUB Supervising Superintendent and deliver the selections. The HUB Supervising Superintendent will be responsible for the selection of candidates for HUB Instructor Development Courses.
9. The Regional Training Center, upon notification by the HUB Superintendent of the candidate(s), will contact the selected employee(s) and advise them of all details regarding the development course.