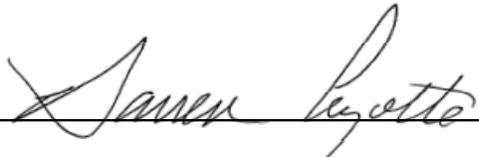


 Department of Corrections and Community Supervision DIRECTIVE	TITLE		NO. 2401
	Professional Staff Development		DATE 11/17/2025
SUPERSEDES DIR #2401 Dtd. 02/08/22	DISTRIBUTION A	PAGES PAGE 1 OF 7	DATE LAST REVISED
REFERENCES (Include but are not limited to) ACA Expected Practices 2-CO-1D-01, 2-CO-1D-03, 2-CO-1D-05, 2-CO-1D-09, 4-APPFS-3A-05, 4-APPFS-3A-06, 4-APPFS-3A-10, 4-APPFS-3A-15, 4-APPFS-3A-20, 4-APPFS-3A-21, 4-APPFS-3A-24, 2-1056, 2-1057, 2-1058, 2-1059, 2-CI-1A-2, 2-CI-1A-3, 2-CI-6C-5, 2-CI-6C-7, 5-AC1-6B-13, Directive #2402, #2407	APPROVING AUTHORITY 		

- I. **PURPOSE:** To outline Departmental responsibility for providing professional development for all staff.
- II. **POLICY**
 - A. It is the policy of the Department of Corrections and Community Supervision (DOCCS) to ensure that all employees are adequately prepared (trained) to fully perform the duties of their positions. Training programs will focus on increasing employee awareness and understanding of Departmental policies and procedures and acquiring the required skills for effective job performance and career advancement.
 - B. The Director of the Training Academy is responsible for all Department training, staff development programs, and training plans.
 - C. All new employees will receive 40 hours of orientation training, and all transferring staff will receive 16 hours of familiarization training. The Facility or Community Supervision Training Coordinator may waive the 16 hours of familiarization for previously assigned staff transferring into a facility or Area Office when the transfer occurs within one calendar year. In addition, all staff that have regular and daily contact with incarcerated individuals, a releasee caseload, and/or management responsibility shall receive 40 hours of in-service training annually. All other staff shall receive 16 hours of in-service training annually.
 - D. All new civilian employees will receive 80 hours of the mandatory Initial Employee Training Program (IET). The IET is a two-week course designed to prepare new employees to work safely, successfully, and efficiently within the Department by ensuring they receive crucial and required trainings. The IET will take place quarterly in each region, and employees must attend the first scheduled training in their region following the completion of orientation. Regional Training Lieutenants and Regional Training Coordinators will work together to schedule the IET.
 - E. All newly appointed Senior Parole Officers will receive the 40-hour Leadership Academy for Senior Parole Officers within one year of their appointment. This training covers supervisory skills, general management, labor law, employee-management relations, relationships with other service agencies, and evidence-based practices for effective incarcerated individual intervention.
 - F. All mental health staff will annually receive 12 hours of continuing professional education or staff development in clinical skills.
 - G. Annual training requirements should be satisfied through the program offerings of the DOCCS Training Academy, Regional Training Centers, Superintendents, Regional Directors, supervisory staff, or any outside source approved by the Department.

H. Training should reflect the highest standards of DOCCS. The Training Academy shall meet or exceed criteria established by the New York State Division of Criminal Justice Services (DCJS), the New York State Municipal Police Training Council, the New York State Commission of Correction, the New York State Office of Employee Relations (OER), and the American Correctional Association (ACA).

III. DOCCS TRAINING ACADEMY: The Training Academy is the Department's primary training authority and resource. Academy staff plan, develop, direct, coordinate, and evaluate pre-service, in-service, instructor development, management, and special topics training courses for the Department's employees.

A. On-site program offerings include, but are not limited to:

1. Correction Officer Recruit Training
2. Parole Officer Recruit Training
3. Instructor Development Programs:
 - a) Chemical Agents
 - b) Defensive Tactics
 - c) Suicide Prevention
 - d) Firearms
 - e) General Topics
 - f) Recognizing, Evaluating, and Controlling Aggressive Behavior (RE CAB)
 - g) Diversity and the Workplace
4. Initial Peace Officer Training (and re-qualification for Central Office executives)
5. Leadership Training
6. Various Supervisory Trainings
7. Management Team Building
8. CERT Supervisors School
9. Advanced CERT School
10. Institution Safety Officer Training

B. Other programs include but are not limited to:

1. Executive Planning Sessions
2. Staff Mentoring Program as defined in Directive 2407, "Staff Mentoring Program."
3. Statewide Meetings with Plant Superintendents, CIU, Industries, Health Services, and other Divisions
4. Computer Training
5. Employee Union Partnership Programs
6. Home base of Albany CERT Team
7. Facility use by other State Agencies upon request and approval, based on availability

The Training Academy serves the Department and its employees as a resource center with links to a variety of information sources, such as the National Institute of Corrections (NIC) National Correctional Academy, Statewide Libraries Network, SUNY System, OER, and various criminal justice agencies throughout the country. This process enables access to correctional information practices and agency program initiatives and decisions and provides an essential data bank from which the Department may draw for present and future training.

IV. INFORMATION

A. Training Staff

1. **Regional Training Lieutenant (RTL):** The RTL is responsible for planning, coordination, and implementation of training programs for both uniformed and civilian staff within a HUB Regional Training Center. The RTL reports directly to the Captain of the Training Academy.
2. **Regional Training Coordinator (RTC):** The RTC is responsible for the development, coordination, and delivery of training programs to all Community Supervision staff located in their respective region. The RTC reports directly to the Director of the Training Academy.
3. **Facility Training Contact (FTC):** The FTC is a Deputy Superintendent (or functional equivalent in facilities not having that title) designated by the facility Superintendent, responsible for planning and implementation of training at that facility and coordination with the RTL.
4. **Central Office Unit, Community Supervision Field Office, and Board of Parole Training Contacts:** These are the designated employees whose responsibilities include but are not limited to enhancing the flow of communication between their respective areas and the Training Academy, forwarding training announcements, ensuring proper records submission, and running training reports.

B. Training Documentation and Resources

1. **Training Manual:** The training manual is a compilation of policies and procedures regarding operations, goals, and direction of the Department training programs. It is prepared by the Training Academy and is reviewed and updated annually.
2. **Annual Planning Guide:** The facility Annual Planning Guide (APG) is the training plan of the facility, corresponding with the calendar year, which describes and outlines the major training elements, requirements, and schedules to be followed. The Community Supervision APG is comprised of particular training topics, specified by the Director of Training, to be delivered at Community Supervision Bureau/Unit meetings. The Director of Training shall review and approve the APGs each year.
3. **Unit Planning Guide:** A Unit Planning Guide is a detailed training plan that 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. Types of Training

1. **Formal Training:** Programs that use a traditional classroom setting of a training facility (such as a firing range) or a virtual training space (such as Webex) and use training techniques such as lesson plans, performance objectives, training agendas, and program curricula, and have a procedure for review and evaluation of instructors and materials. Such training may be sponsored by DOCCS, another governmental agency, an association, or a private vendor.
2. **Conferences:** Training gatherings that can be clearly distinguished from gatherings such as business meetings, social events, awards or similar functions, or other events where job-related learning information is not exchanged. This training should be presented by an instructor, manager, official, or topical expert. Participants should retain program agendas, course descriptions, or other such evidence of attendance.
3. **Lineup Training (Uniformed Personnel Only):** Training that occurs at lineup during an Officer's duty assignment for a maximum credit of eight hours per year.
4. **Civilian Training Recorded from Meetings:** Civilian employees will be credited yearly with either four or eight hours of training per year, dependent on annual hours requirements, for training derived from anticipated regular meetings.
5. **Bureau Meeting Training (Community Supervision and Board of Parole Staff Only):** Training hours may be earned during Bureau/Unit meetings when Agency policy and procedure are reviewed, initiatives are announced, projects or tasks are assigned, planning and analysis are performed, problem solving occurs, or when goals and objectives are identified.
6. **On-the-Job Training and Cross Training:** Employees may receive credit if approved by the RTL or RTC. Such training must be structured, identify training objectives, be supervised, and take place at specific dates and times.
7. **Self-Study (Correspondence, Computer-Based) Programs:** Employees may receive credit if approved by the Training Academy. Program materials must be tightly structured and contain the elements of formal training with the exception of an on-site instructor. A participant must complete all segments of the program and have their performance reviewed by a supervisor.
8. **Other Training:** Training credit will be approved only if the employee and/or supervisor can demonstrate through the RTL or RTC to the Training Academy that such training will satisfy the general requirements of formal training.
9. **Facility Training Day:** Will be approved only through the RTL and the Training Academy with complete agendas, names of courses, names of instructors, and time frames submitted at least 30 days prior to the requested date.
10. **Facility Training Enhancement:** On the third Wednesday of each month, facilities shall operate on a modified/holiday schedule to allow for the maximum number of staff to attend pre-determined training.

All Facilities will run uniform topics at these training sessions. The topics will be designated by the Albany Training Academy.

- D. Career Development: The Department supports higher education. All requests for such training are processed through the individual supervisors to the Regional Training Center. Refer to Directive #2402, "Tuition Support for Part-Time Study." Employees who complete such programs can request to receive Agency training credit. Many DOCCS programs have been reviewed by the National College Credit Recommendation Service (NCCRS), which has assigned semester hours to each based on comparison to more traditional learning environments.
- E. Union Participation: Training is a special focus of labor-management relations. Employee unions are instrumental in developing training opportunities.

V. TRAINERS

- A. The Department is continually recruiting trainers from the ranks of security and civilian staff who have specific skills, experiences, abilities, education, and corresponding interests in teaching others. Staff with such skills are encouraged to identify themselves to the RTL through the facility Superintendent or, in Community Supervision offices, through their Bureau/Unit Chief to their RTC. Staff is encouraged to explore the possibilities for developing training opportunities and contributing in this very significant and fulfilling way to the Department's training mission.
- B. A review of the credentials for all potential training staff will be conducted by the Training Academy. Effort will be made to identify and select instructors who represent the diversity of Department staffing, ensuring a balance of gender, minority, and regional representation. For Department employees to be able to instruct or train other employees, at least one of the following criteria must be met:
 - 1. Qualified Trainer: A qualified trainer is an employee authorized by the Training Academy to teach, train, or present official information to Department employees. Authorization is granted based on work experience, education, trainer/teacher ability, completion of an approved platform skills course, Department position, or other verifiable credential.
 - 2. Certified Trainer: A certified trainer is an employee recognized as having successfully fulfilled trainer development requirements with this Department, an oversight agency, a consulting firm, or a governing organization in a specific area of instruction (e.g., Municipal Police Training Council for weapons training or Emergency Care and Safety Institute for CPR).
- C. In an effort to maintain high standards, evaluations of trainers will be conducted on an ongoing basis by Academy and Regional staff.

VI. TRAINING RECORDS AND CREDITS

- A. KHRT: All training records will be entered into the KHRT and maintained by the Regional Training Centers and the Training Academy. KHRT is the only official DOCCS record of training histories.
- B. Hard Copy Records: It is the responsibility of the facility to maintain hard copy certificates, sign-off sheets, signature records, and other documentation submitted by the employee; to place them in the employee's personnel file; and to forward them upon transfer of the employee.

C. Training Credits

1. Training must be job-related and meet one of the following criteria in order to be credited toward the annual 40- or 16-hour prerequisite and included in an individual's training record:
 - a. Be mandated by law.
 - b. Be required by Department directive.
 - c. Enhance an employee's ability to do a job more effectively.
 - d. Prepare an employee for promotion within the Department.
2. Job-relatedness must be demonstrated upon the request of the RTL, the RTC, or the Training Academy.
3. Employee orientation programs are not counted toward the annual minimum training requirements for employees.
4. Employees may not dispute the inclusion of training hours in facility KHRT reports when any portion of such programs occurs on facility time and such training is consistent with training requirements. Training programs, conferences, etc., which are attended by an employee using their own time and expense, may only be counted by the facility if they meet training requirements and the employee so requests.

VII. IMPLEMENTING TRAINING PLANS AND COURSES

- A. Authorization: All new training courses, plans, and workshops must be approved by the Training Academy and the appropriate Deputy Commissioner.
- B. Lesson Plan Approval Process: Department lesson plans must meet or exceed ACA, DCJS, and NCCRS standards and be prepared in consultation with the Training Academy in accordance with Training Manual, Subject 6.000, "Lesson Plan Development, Review, and Revision".
- C. Curriculum: A course curriculum should be based on directive additions or revisions, changes to law, needs of the unit sponsor, or a formal assessment done in conjunction with the Training Academy. It must include specific objectives and a variety of delivery strategies such as lecture, discussion, case studies, and critical incidents. In addition, it should include handouts and visuals, as well as other training aids.
- D. Training Announcement: Each training course shall have a stated method of announcement/enrollment, which includes the application process (including selection criteria), distribution to eligible candidates, and notification of acceptance or disapproval within appropriate time frames.
- E. Scheduling Training: Training classes and events are scheduled to correspond to the calendar year from January 1 to December 31, with dates established based on identified needs and available resources and approved by the facility Training Advisory Committee and/or unit sponsor. Facility training days must be approved by the Training Academy.
- F. Evaluation
 1. All courses must be evaluated by participants and reviewed by appropriate training staff to recommend improvements as needed.

2. The Training Academy staff shall review and update approved lesson plans, curricula, and training outlines on an ongoing basis.