

 <p style="text-align: center;"> <b>ADMINISTRATIVE POLICIES AND PROCEDURES</b>          State of Tennessee          Department of Correction       </p>	Index #: 110.05	Page 1 of 4
	Effective Date: April 1, 2021	
	Distribution: A	
	Supersedes: 110.05 (1/15/18) PCN 18-30 (5/15/18)	
Approved by: Tony Parker		
Subject: IN-SERVICE TRAINING POLICY		

- I. AUTHORITY: TCA 4-3-603, TCA 4-3-606, TCA 41-1-116, TCA 41-1-407, and Prison Rape Elimination Act of 2003 standard 115.31(c).
- II. PURPOSE: To implement policy and procedures for the provision of in-service training for Tennessee Department of Correction (TDOC) employees.
- III. APPLICATION: All TDOC employees.
- IV. DEFINITIONS:
  - A. In-Service Training: Yearly training courses offered by any Tennessee state agency [Tennessee Correction Academy (TCA), Tennessee Department of Human Resources (TDOHR), Strategic Technology Solutions (STS) etc.] to enhance employee knowledge and skills.
  - B. Out-Service Training: Training courses, seminars and/or workshops sponsored by federal, state, and non-governmental agencies outside Tennessee state government.
- V. POLICY: All employees in the Department shall receive training annually in accordance with standards and procedures established by the Commissioner.
- VI. PROCEDURES:
  - A. Employees will be given ample opportunities to continue their professional development and are encouraged to attend workshops, seminars, and other education/programs.
  - B. Employees in Central Office (except ranked officers in the Correctional Officer series) with minimal offender contact, including non-security staff, shall receive a minimum of 16 hours of in-service training annually each fiscal year. All other employees, including Contract Monitors of Operations and Compliance appointed for the privately managed facilities and all Correctional Administrators, shall receive a minimum of 40 hours in-service training each fiscal year.

Employees in Central Office should utilize form CR-4183 TDOC Training Hours to track quarterly training. This form shall be emailed to DCCO.Training@tn.gov each quarter.

These 40 hours may be attained through sources such as the TCA, core training, and other in-service or out-service job-related training opportunities. Courses delivered and the

documentation of such shall be accomplished in accordance with requirements set forth by existing policies and ACA standards that address staff in-service training.

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- C. Mandatory in-service training that is required for all TDOC employees' (as driven by departmental policies) shall include, but not be limited to, the following topics annually:
1. Title VI (1 hour)
  2. Emergency Operation Plans and Fire Safety (1 hour, not required for Central Office staff)
  3. Four Minute Response, Tuberculosis Prevention and Control, HIV/AIDS (1 hour combined)
  - 4. Suicide Prevention (1 hour)
  5. Drug-Free Workplace Refresher (1 hour)
  6. Prison Rape Elimination Act (PREA) (2 hour)
  7. Security Threat Group (STG) Identification (1 hour)
  8. Code of Conduct/Ethics (1 hour)
  9. Overcoming Manipulation (1 hour)
  10. Abusive Conduct in the Workplace (1 hour)
  11. Respectful Workplace Refresher (1 hour)
  12. Accident/Injury and Incident Reporting Refresher (1 hour)

On an annual basis (by July 1st), the Academy Superintendent will distribute a listing of all mandatory in-service training to all Wardens/Superintendents/Directors/Training Specialists, and other applicable policy recipients.

- D. In-service training for all regular/permanent employees (prisons, community supervision, and community correction staff) may be accomplished through attending the mandatory in-service training and other job-related training. In-service training for part-time employees will also be accomplished through attending the mandatory in-service training and other job-related training.
- E. In Service Training Requests: Requests to attend in-service training courses offered by another state agency shall be made through their supervisor and submitted to the Warden/Director or designee, and must be submitted at least 30 days in advance of the scheduled training date.
1. DOHR courses that are in Edison can be requested and enrolled through Edison My Learning portal but is subject to supervisor approval.
  2. Requests for STS training will be made through employees' supervisor and submitted to the Warden/Director or designee.
- F. Out Service Training Requests
1. Training request approval must be granted by the employee's appropriate approving authority prior to submitting to Edison. Once approved, a Travel Authorization

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needs to be completed through Edison at least 30 days in advance of the scheduled training date. Approval for reimbursement of out-service workshops and/or seminars shall be based on departmental budget constraints, whether the course is job related, and the needs of the Department. Out-service training activities for the purpose of renewing professional licenses or certificates required upon appointment will not be approved by the TDOC. Administrative leaves with pay, not to exceed five days per year, may be granted for employees to attend these activities at their own expense.

2. After the request has been approved or denied, the employee should receive notification from Edison, via Outlook e-mail.
- G. TDOC employees newly hired during the period between July 1-March 31 shall receive 40 hours of employee orientation followed by an additional 16 hours of training during their first fiscal year. TDOC employees newly hired during the period April 1-June 30 shall receive 40 hours of employee orientation. There is no additional 16-hour training requirement for the remainder of their first fiscal year. For rehired employees refer to Policy 110.01.
- H. Employees who have been enrolled and registered for a class and have received official notification of class start date, time, and location are expected to attend. Barring an emergency or illness (and if an employee substitute cannot be identified to attend the class), employees not attending classes for which they have been enrolled, registered, and notified will be disciplined in accordance with TDOHR Rules and Regulations.
- VII. ACA STANDARDS: 2-CO-1D-06 through 2-CO-1D-09, 5-ACI-1D-13 through 5-ACI-1D-16 and 4-ACRS-7B-17-1.
- VIII. EXPIRATION DATE: April 1, 2024



TENNESSEE DEPARTMENT OF CORRECTION

**TRAINING HOURS FY 2020/2021**

**Training Hours**

Employee Name: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_

Job Title: \_\_\_\_\_  
Edison ID: \_\_\_\_\_

<b>Class</b>	<b>Date</b>	<b>Total Hours</b>	<b>Instructor</b>	<b>Location</b>

Employee Name: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

Please keep a copy for your records. This form should be submitted by the following dates accompanied with certificates and/or proof of completion to receive credit for the above classes:

- September 30<sup>th</sup>
- December 15<sup>th</sup>
- March 31<sup>st</sup>
- June 15<sup>th</sup>