



Illinois Department of Corrections

Administrative Directive

Number: 03.03.102	Title: Employee Training	Effective: 8/1/2024
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Authorized by:	<i>[Original Authorized Copy on File]</i> Latoya Hughes Acting Director
Supersedes:	03.03.102 effective 7/1/2023

Authority: 730 ILCS 5/3-2-2 and 3-2-7	Related ACA Standards: 5-ACI-1D-01, 03, 07, 08, 10 – 17
Referenced Policies: 03.03.103 03.03.111 04.04.102	Referenced Forms: DOC 0043 – Employee Orientation DOC 0053 – Employee Request for Training by Outside Source DOC 0198 – Staff Development and Training In Service Program Evaluation DOC 0220 – Employee Training Record

I. POLICY

The Department shall ensure all new employees receive orientation and pre-service training and all employees receive in-service training on a fiscal year basis.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure for the training and development of all Department employees.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. General Provisions

1. To ensure all employees within the Department receive orientation training and, as appropriate, career development training in the area of their job descriptions, Training Coordinators shall be designated, as follows:
 - a. The Director, Chiefs and Deputy Directors shall assign Training Coordinators within their area of responsibility for General Office employees and program staff whose work locations are not at a facility. The name of each Training Coordinator shall be submitted to the Manager of Staff Development and Training.

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- b. The Chief Administrative Officer (CAO) of each facility and parole office shall assign an individual to be the Training Coordinator for all employees within the facility or office. The name of the Training Coordinator shall be submitted for approval to the respective Deputy Director, and if approved, forwarded to the Manager of Staff Development and Training.

NOTE: The Training Coordinator shall **not** be the primary institutional Training Officer who is responsible for delivery of on-site training if the facility has over 400 employees.

2. The Training Coordinator shall coordinate all orientation, pre-service and in-service training and maintain a master record of completed training on each employee.
3. The Office of Staff Development and Training shall:
 - a. Serve as a primary resource for pre-service and in-service training.
 - b. Review Employee Requests for Training by Outside Sources, DOC 0053, in accordance with the guidelines set forth in Administrative Directive 03.03.111.
4. Transition center staff shall receive training such as annual cycle training at the nearest facility.
5. Parole Agents shall receive training such as annual cycle training at a location approved by the Office of Staff Development and Training.

F. Requirements

1. Training Coordinator

The Training Coordinator shall be an individual who has:

- a. Access to or is in attendance at monthly meetings of departmental head managers.
- b. Successfully completed Instructional Methods training offered through or approved by the Office of Staff Development and Training.
- c. Ability to attend all mandated training as outlined by the Manager of Staff Development and Training.

2. Training Plans for Correctional Centers

- a. The Training Coordinator of each facility shall:
 - (1) Ensure all participants of training programs are given the opportunity to complete a Staff Development and Training In Service Program Evaluation, DOC 0198.
 - (2) Review the DOC 0198 and annually submit to the CAO a needs assessment to identify staff training needs that shall be addressed in the annual training plan.
- b. By April 1st of each year, the Manager of Staff Development and Training shall:
 - (1) Prepare a list of Department training mandates for the upcoming fiscal year for orientation, pre-service and in-service training. The list shall contain:
 - (a) Training topics (to include all applicable training as required by Administrative Directives);

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- (b) Subtopics;
 - (c) Target group;
 - (d) Approximate length of training; and
 - (e) Source and location of training, if known.
- (2) Distribute the list of Department training mandates to all facility Training Coordinators.
- (3) Distribute curriculum for the upcoming fiscal year to Training Coordinators in each facility.
- c. The Training Coordinators at each facility shall prepare and submit to their CAO a training plan reflecting the schedule of all orientation and in-service training to be offered at their facilities in the upcoming fiscal year.
- d. By June 1st of each year, the CAO shall submit the training plan to the respective Deputy Director.
- e. The Deputy Director shall review the training plans, and if approved, forward to the Manager of Staff Development and Training.
- f. The Manager of Staff Development and Training shall review the training plan and ensure scheduled training meets all training mandates.
 - (1) If training mandates are met, a memo shall be sent to the facility indicating approval.
 - (2) If the mandates are not met, the training plan shall be returned to the CAO for amendments.

3. **Orientation, Pre-Service, and In-Service Training Requirements**

The Training Coordinator shall coordinate orientation, pre-service and in-service training as follows:

- a. The Training Coordinator at each facility shall ensure that each full-time and part-time, State or contractual employee new to the Department, receives orientation training at the worksite. The immediate supervisor for employees not working within a facility shall ensure that each full-time and part-time, State or contractual employee new to the Department, receives orientation training at the worksite. Explanations of the items listed on the Employee Orientation, DOC 0043, shall be presented to each new employee by the Training Coordinator or the employee's supervisor. All new employees shall receive a minimum of eight hours of credit for completing items listed on the DOC 0043.
- b. To ensure new full-time employees are registered with the Training Academy for the next available pre-service training session, within one week of their hire date, the supervisor shall submit each employee's name, race, gender, and job title to the Training Coordinator. The Training Coordinator shall submit the appropriate information to the Registrar in the Office of Staff Development and Training.
 - (1) The Registrar in the Office of Staff Development and Training shall register security employees for the next available training.

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- (2) Non-security employees shall attend the pre-service orientation training within two months of their hire date pending session availability. Within each facility, this training is registered by the Training Coordinator. The supervisor of new staff, not in a facility, shall notify the Training Academy Registrar for enrollment in the next available pre-service orientation training.

NOTE: Exceptions for cause, such as full-time physicians and union electricians, may receive pre-service training at the facility upon request of the CAO with the approval of the Manager of Staff Development and Training.

- c. To ensure that new part-time or PRN employees receive pre-service training, within one week of their hire date the supervisor shall submit the name, race, gender, and job title of each employee to the Training Coordinator. Pre-service training for part-time or PRN employees may be offered on a pro-rated basis as noted in Attachment A.
- d. Employees shall receive additional training during their first year of employment as outlined on Attachment A.
- e. All employees shall receive an additional 40 hours of training each subsequent year of employment unless otherwise noted on Attachment A.
- f. All employees employed at a women's facility shall receive an additional 40 hours of gender responsive and trauma informed training onsite upon hire. Each employee shall then be provided a gender responsive and trauma informed refresher training each subsequent year of employment.
- g. All employees employed at an inpatient treatment center shall receive an additional 80 hours of combined training consisting of Peer Support and Recovery, approved specialized De-Escalation Techniques, and approved Mental Health specialized training. Each employee shall then receive an approved refresher by the Office of Staff Development and Training covering all courses previously listed along with departments mandatory 40 hour in service training for all employees.
- h. Employees who are assigned to Special Operations Response Teams (SORT), such as Tactical Team and Snipers, shall have completed the 240-hour pre-service security training and shall receive a minimum of 32 hours of specialized training designated by the Special Operations Commander before assuming such duties. These employees shall also receive 20 hours of specialized training each subsequent year of employment. This specialized supplemental training:
 - (1) May be included as part of the employee's annual training requirements.
 - (2) Shall be scheduled and conducted by the Commander of the Special Operations Response Team using instructional material approved by the Manager of Staff Development and Training. Documentation and evaluation of all such training shall be provided to the Office of Staff Development and Training in a timely manner.
- i. All employees assigned as Hostage Negotiators shall receive a minimum of 80 hours of specialized training, such as Hostage Negotiators I and II, before assuming such duties and 16 hours (minimum 4 hours per quarter) of specialized training each subsequent year of employment. This specialized training may be included as part of the employee's annual training requirements.
- j. All staff that supervise individuals in custody shall be trained on suicide prevention and intervention in accordance with Administrative Directive 04.04.102.

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- k. All mailroom staff shall be trained on mailroom inspection procedures, including but not limited to the handling of suspicious packages, and shall receive updated training on an annual basis.
- l. Each staff member newly appointed as Duty Administrative Officer shall, upon appointment, complete the mandatory curriculum requirements developed by the Office of Staff Development and Training. Staff shall not serve as a Duty Administrative Officer until training is complete.

4. **Pre-Service Training for Security Personnel and Parole**

The Office of Staff Development and Training shall provide all pre-service training for security personnel and parole agents.

- a. Pre-Service Corrections Training shall be at least 240 hours.
- b. Pre-Service Parole Training shall be at least 320 hours.
- c. Successful completion of the applicable pre-service training shall be a requirement for certification as a Correctional or Parole Officer.

NOTE: Security personnel and parole agent trainees shall be given 2 attempts to meet Staff Development and Training certification requirements. If terminated twice for failure to meet certification requirements they shall be ineligible for re-employment under that title for 12 months.

5. **Training Requirements for Returns from Leave, Rehire, Recall or Reinstatement**

The Training Coordinator shall coordinate the training requirements for employees returning to work from a leave of absence, layoff, discharge or when a former employee has been rehired as follows:

- a. An employee or former employee who returns to work after an absence of three months or more shall receive re-orientation training at the facility, as appropriate. At a minimum, re-orientation training shall include those topic areas mandated by Administrative Directives as appropriate for the job title. Pre-service training or portions thereof provided through the Office of Staff Development and Training may be required at the discretion of the CAO.
- b. Employees authorized to carry weapons who return to work after 12 months or more:
 - (1) Shall complete the appropriate Firearms Training in accordance with Administrative Directive 03.03.103.
 - (2) May be required by the CAO or respective Deputy Director to attend pre-service training or portions thereof.
- c. Pre-service training or portions thereof shall be required for persons returning to a security position from a non-security position. The Manager of Staff Development and Training shall make the determination as to whether the entire training or select portions are required. Such determination shall be based on, but not limited to, the length of time the employee has been out of a security position.
- d. Pre-service training shall be required for security personnel other than those addressed in Paragraph II.F.5.c. above returning to work after 24 months.

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6. **Training**

- a. In classes such as CPR, Control Tactics, Firearms, Chemical Agents and Distraction Devices where instructor certification is required, the training programs shall be provided by instructors who hold current instructor certification status.
- b. All staff shall receive mandatory training as outlined in the Administrative Directives. Additional annual training hours can be acquired through classroom presentations, on-the-job training (24 hours maximum), roll call, staff meetings, read and understand sign offs, correspondence courses, conferences, outside seminars or workshops or job-related college courses.

7. **Training Records**

- a. The Training Coordinator shall maintain an Employee Training Record, DOC 0220, or automated registration system for each employee on a fiscal year basis.
 - b. Certificates or other verification of training received shall be provided to the Training Coordinator. The certificates or verification of training shall include all information required on the DOC 0220.
 - c. The Training Coordinator shall maintain all training documentation.
 - d. Credit shall only be given for completed courses that are properly documented. Proper documentation includes:
 - (1) Credit memorandum or certificate issued by the Office of Staff Development and Training.
 - (2) Certificate issued by an outside instructor or vendor approved by the Office of Staff Development and Training.
 - (3) Training verification formats used within facilities and signed by an authorized training officer.
 - e. Upon transfer of an employee to another facility, site or office, all training records for that employee shall be forwarded within 30 days to the Training Coordinator or supervisor at the new location.
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ATTACHMENT A
Minimum Training Hour Requirements

	<u>Employee Orientation</u>	<u>Pre-Service</u>	<u>First Year On the Job</u>	<u>Each Year Thereafter</u>
Full-Time Employees				
Correctional Officers	40	240	*	40
Parole Officers	40	320	*	40
Clerical and Support Staff (such as, personnel in the RC-14 bargaining unit, Secretary II's and III's, and others who have little or no individual in custody contact)	40	40	*	16
Administrative and Management Personnel	40	40	40	40
All Other Employees	40	40**	*	40
Part-time and PRN Employees	8	Pro-rated	*	Pro-rated

Pro-rated training requirements for part-time and PRN employees shall be determined and approved by the Manager of Staff Development and Training.

*Requirements met through completion of pre-service training program.

**Exceptions for cause, such as full-time physicians and union electricians, may receive pre-service training at the facility upon request of the CAO with the approval of the Manager of Staff Development and Training.