


POLICY TITLE: TRAINING COMMITTEES		PAGE <u>1</u> OF <u>2</u>
POLICY NUMBER: 4.6		
CHAPTER 4: TRAINING AND STAFF DEVELOPMENT		
	STATE of MAINE DEPARTMENT OF CORRECTIONS	PROFESSIONAL STANDARDS
	Approved by: <u>Martin Magnusson</u> Signature of Commissioner	See Section VII
EFFECTIVE DATE: September 15, 2003	LATEST REVISION: September 13, 2010	CHECK ONLY IF APA [ <input type="checkbox"/> ]

## I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

## II. APPLICABILITY

Entire Maine Department of Corrections

## III. POLICY

Department of Corrections Facility and Community Corrections Region Training Committees shall be created to assist Departmental staff in the areas of training and staff development.

## IV. CONTENTS

Procedure A: Facility and Community Corrections Region Training Committees

## V. ATTACHMENTS

None

## VI. PROCEDURES

### Procedure A: Facility and Community Corrections Region Training Committees

1. Each facility and community corrections region shall establish an advisory Training Committee comprised of the facility or regional Training Coordinator or Specialist, who shall chair the committee, and other representatives from the facility or regional staff.

2. The Training Committee shall meet at least quarterly and shall be responsible to:
  - a. Assist with the development of an annual facility or regional training and staff development plan;
  - b. Evaluate the implementation of the training and staff development plan and resolve any problems; and
  - c. Provide a written report to the Chief Administrative Officer, Regional Correctional Administrator, or their designees, within seven (7) days of the meeting.
  
3. At least annually, the Training Committee shall identify job related training needs and shall develop a plan to meet these needs. This plan shall be submitted to the Chief Administrative Officer or Regional Correctional Administrator, or their designee, as part of the committee's recommended annual training and staff development plan which shall be submitted by October 1st for the following calendar year.

## VII. PROFESSIONAL STANDARDS

### ACA:

- ACI - 4-4075** The training plan is developed, evaluated, and updated based on an annual assessment that identifies current job-related training needs.
- ACI - 4-4076** The institution's training plan is developed by an advisory training committee composed of the institution's training coordinator and representatives from other institutional departments. The committee meets at least quarterly to review progress and resolve problems, and a written record of these meetings is forwarded to the warden/superintendent.
- 4-ACRS-7B-11** The training plan is developed, evaluated, and updated based on an annual assessment that identifies current job-related training needs. The training plan is reviewed annually.
- 4-JCF-6E-02** The training plan is developed, evaluated, and updated based on an annual assessment that identifies current job-related training needs. The training plan is reviewed annually.
- 4-JCF-6E-03** The facility's training plan is developed by an advisory training committee composed of the facility's training coordinator and representatives from other institutional departments. The committee meets at least quarterly to review progress and resolve problems, and a written record of these meetings is forwarded to the facility's administrator.

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