

R.C.C.C. RIVER CITY CORRECTIONAL CENTER  POLICIES AND PROCEDURES	EFFECTIVE DATE: 6/26/06
	ANNUAL REVIEW: Yes
SECTION: Personnel	DATE REVIEWED: 3/3/08
SUBJECT: Annual Training	
DRC CBCF STANDARD: General Specific #4	
ACA STANDARD: #4-ACRS-7B-14,17	PAGE <u>1</u> OF <u>2</u> PAGES

## I. POLICY

All full-time staff having direct contact with offenders shall receive a minimum 24 hours of training annually relevant to changing offender behavior. Training hours for part-time staff shall be on a prorated basis. The Program or Training Administrator shall approve appropriate staff training and shall ensure training hours are completed.

## II. PROCEDURES

It is the policy of River City Correctional Center (RCCC) that employees defined as having regular/direct contact with offenders and who are full-time will be required to participate in at least 40 hours of training/educational activities on an annual basis, in addition to their 40 hours of orientation training (if applicable). As part or in addition to the 40 hours of training, 24 hours of training is relevant to changing offender behavior.

At the beginning of each fiscal year a training schedule is created by the Training Coordinator for the upcoming year. This training schedule is approved by the Executive Director before implementation.

Part-time staff and volunteers working less than 40 hours per week shall receive position appropriate training proportionate to the number of hours employed. To determine the amount of training a part-time staff member shall receive, the number of hours worked per year will be divided by 40 equaling the pro-rated amount. To determine the pro-rated amount of hours for training required on changing offender behavior, take the hours worked per week and divide by 40. The given percentage will then be applied to 24.

Training topics will include, but are not limited to:

- Team Building
- Sexual Harassment
- First Aid/Bloodborne Pathogens
- Crisis Intervention
- Safety & Security: Games Criminals Play
- Relaxation Technique, Positive Sober Leisure Activities
- Stages of Change & Addiction

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- Use of Force
- Report Writing
- Understanding Abuse
- Cultural Awareness
- Ethics
- Treating Co-Occurring Disorders
- CPR
- Suicide Risk/Prevention
- Communication Skills
- Understanding Anger
- key control
- Resident Rights/Legal Issues
- Emergency Procedures
- Toxics & Caustics
- Signs & Symptoms of MI/CD

It is also the policy of RCCC to monitor employee comprehension of training programs. The satisfactory completion of a training post-test will be randomly required for the employee to receive credit for training.

Each employee's request for training beyond mandatory topics must go to his/her immediate supervisor. If the supervisor approves and deems it appropriate he/she forwards the request to the director of that area. If the director approves he/she forwards the request to the Training Coordinator who works with Business Manager and Executive Director on approval of the training based on financial feasibility.

Security staff → Security Director → Operations Director → Training Coordinator

Kitchen staff → Kitchen Manager → Operations Director → Training Coordinator

Clinical staff → Clinical Supervisor → Training Coordinator

Administrative staff → Administrative Director or Business Manager → Training Coordinator

Maintenance staff → Operations Director → Training Coordinator

Directors → Executive Director → Training Coordinator