

103 CMR: DEPARTMENT OF CORRECTION

103 CMR 915.00: COUNTY CORRECTIONAL FACILITIES -- TRAINING AND STAFF DEVELOPMENT

Section

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915.01: Training and Staff Development Guidelines

The Sheriff/facility administrator shall develop guidelines for training and staff development including, but not limited to, the following areas:

- (1) Written policy and procedure shall require training programs for all employees, which are specifically planned, coordinated and supervised by a qualified employee at the supervisory level. If the facility has more than 100 employees, one full-time person or full-time equivalent position shall be provided to coordinate and supervise a training program. The individual coordinating and supervising the program shall be certified at a Trainer II level or equivalent;
- (2) Written policy and procedure shall require as a part of orientation, that every employee shall be required to read and understand the county correctional facility's policies and procedures applicable to the employee's position, and that every employee receive an overview of the operation of each of the facility's units, as well as the mission and goals of the county correctional facility.
- (3) Written policy and procedure shall provide that the training curriculum and plan is developed, evaluated and updated based on an annual needs assessment that identifies current job-related training needs;
- (4) Each county correctional facility with more than 100 employees, shall establish an Advisory Training Committee (ATC) composed of the facility training officer and representative staff. The ATC shall assist in the development of training plans, identify needs, assess and implement training plans and evaluate and review training programs as required. This committee shall meet quarterly and report in writing to the Sheriff/facility administrator;
- (5) The use of available resources of other public or private agencies, private industry, colleges and libraries to complement the county correctional facility's training and staff development program.

915.02: Emergency Plans Training (Required)

The Sheriff/facility administrator shall ensure that all county correctional facility personnel are trained in the implementation of written emergency plans, to include:

- (1) Requiring all new employees to be familiar with the written emergency plans prior to permanent work assignment;
- (2) Requiring a review of all plans as an element of the in-service training program; and
- (3) Work stoppage and riot/disturbance plans are communicated only to appropriate supervisory or other personnel directly involved in the implementation of those plans.

915.03: Orientation and Training Requirements

- (1) Written policy and procedure shall provide that all new correctional officer personnel receive 160 hours of orientation and training during their first year of employment; 40 of these hours shall be completed prior to an officer being independently assigned to a particular post. At a minimum, this training shall cover the following areas:

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- (a) security and search procedures;
- (b) use of force regulations and tactics;
- (c) supervision of inmates;
- (d) report writing;
- (e) inmate and staff rules and regulations;
- (f) rights and responsibilities of inmates;
- (g) emergency procedures;
- (h) interpersonal relations;
- (i) social/cultural life styles of the inmate population;
- (j) communication skills;
- (k) first aid and CPR;
- (l) key control;
- (m) firearms training;
- (n) PREA;
- (o) ADA; and
- (p) suicide prevention.

All correction officers shall be given an additional 40 hours of training each year thereafter.

(2) Written policy and procedure shall provide that the county correctional facility's administrative and managerial staff receive at least 40 hours of orientation if they are new to the facility and at least 24 hours of management training each year thereafter, which shall include, but not be limited to, the following areas:

- (a) general management and related subjects;
- (b) decision-making processes;
- (c) labor law;
- (d) employee-management relations;
- (e) the interaction of elements of the criminal justice system; and,
- (f) relationships with other service agencies.

(3) Written policy and procedure shall provide that all new support employees who have direct inmate contact receive 80 hours of orientation and training during their first year of employment. Of these hours, 40 shall be completed prior to being independently assigned to a particular job. Support employees shall receive an additional 40 hours of training during each subsequent year of employment. At a minimum, this training shall cover the following areas:

- (a) security procedures and regulations;
- (b) rights and responsibilities of inmates;
- (c) emergency procedures;
- (d) interpersonal relations;
- (e) communication skills;
- (f) first aid and CPR;
- (g) PREA;
- (h) ADA; and
- (i) suicide prevention.

(4) Written policy and procedure shall provide that all new clerical/support employees who have minimal inmate contact; receive 40 hours of orientation and training during their first year of employment; 24 of these hours shall be completed prior to being independently assigned to a particular job. All clerical/support employees shall be given an additional 16 hours of training during each subsequent year of employment.

(5) When a county correctional facility maintains an emergency response unit, written policy and procedure shall provide that all assigned personnel have appropriate experience and receive 40 hours of relevant training prior to assignment, and at least 16 of the 40 hours of annual training be specifically related to emergency unit assignments.

(6) All personnel authorized to use firearms shall receive appropriate firearm training. This training shall cover the use, safety, care, and constraints in the use of firearms. All authorized personnel shall be required to demonstrate competency on at least an annual basis.

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(7) All personnel authorized to use chemical agents shall be thoroughly trained in their use and the treatment of individuals exposed to the chemical agent from a qualified instructor at least every two years.

(8) All security personnel shall be trained in approved methods of defensive tactics and the use of force to control inmates.

(9) All part-time staff, consultants, and contractual personnel shall receive formal orientation appropriate to their assignments, and shall agree in writing to abide by all facility policies and procedures, particularly those relating to security, and the confidentiality of information.

915.04: Training Records and Documentation

The Sheriff/facility administrator shall require that designated staff responsible for training maintain the following records:

(1) Training records of all staff, and

(2) Submission of quarterly written status reports to the Sheriff/facility administrator on all training activities.

915.05: Staff Development

The Sheriff/facility administrator shall encourage employees to continue their education, and within available budgetary resources and subject to provisions of collective bargaining agreements, may provide reimbursement or administrative leave to employees attending approved professional meetings, seminars and similar work-related activities.

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915.06: Appendix: Summary of Orientation and Minimum Training Hours

Hours in accordance with 103 CMR 915.03

TITLE	POSITION	Prior to Job	First Year	Each Year Thereafter
CORRECTIONAL OFFICERS:	All staff assigned to full-time custodial and/or security posts.	40	120	40
ADMINISTRATIVE/MANAGEMENT PERSONNEL: (Additional Training)	Facility Administrators, Business Managers, Personnel Directors, or other Supervisors.	--	40	24
SUPPORT: (Regular or Daily Contact)	Food Service, Industry Work Supervisors, Farm Work Supervisors, Maintenance Work Supervisors, Social Service, Case Management	40	40	40
CLERICAL/SUPPORT: (Minimum Inmate Contact)	Secretaries, Clerks Typist, PBX Operators, Computer & Warehouse Personnel, Accountants, Personnel Staff.	24	16	16
EMERGENCY UNIT STAFF:	Members of emergency or confrontation units.	*40	--	**16
PART-TIME EMPLOYEES & VOLUNTEERS:		Appropriate to Assignments		

\* May be part of 120 hours of on-the-job training required in first year as a correctional officer.

\*\* May be part of 40 hours of required annual training.

REGULATORY AUTHORITY

103 CMR 915.00: M.G.L. c. 124, § (1), (c), (d) and (q); c. 127, §§ 1A and 1B.