



INTERNAL MANAGEMENT POLICY & PROCEDURE

Applicability: ☐ Adult Operation Only ☐ JUVENILE Operations Only ☒ DEPARTMENT-WIDE

IMPP #: 03-102D

PAGE #: 1 of 4

STAFF DEVELOPMENT: Staff Development Advisory Committees

Original Date Issued: 08-12-14 Replaces IMPP Issued: 08-12-14 **CURRENT EFFECTIVE DATE: 09-23-25**

Approved By: , Secretary

Next Scheduled Review: 08/2028

POLICY

To ensure the training plan is responsive to the changing professional development needs, current correctional issues, and new theories, techniques and technologies; staff development advisory committees shall be assigned the responsibility to review and evaluate all basic, annual, and specialized training programs and provide an annual written report. All staff development plans and curriculum shall be developed or revised based upon a needs assessment and developed around measurable, performance-based learning objectives which define successful completion of the training program, advisory committee recommendations and review by appointing authorities. Additionally, for field services, the training curriculum shall be developed based on an annual job/task analysis.

DEFINITIONS

Appointing Authority: As defined in IMPP 02-109D, any person or group of persons empowered by the constitution, by statute, or by lawfully delegated authority to make appointments to positions in the State service pursuant to K.A.R. 1-2-9. Anytime this term is used in this IMPP, it can be read as referring to the "appointing authority or designee."

Curricula/Curriculum: A standardized listing of subject matter and minimum hourly training requirements.

Local Staff Development Advisory Committee: A group of employees representing a cross section of facility/office personnel appointed by the appointing authority to review, evaluate and assess training needs.

Staff Development Council: A committee established by the Secretary of Corrections for the purpose of reviewing facility/office reports and making recommendations regarding training for all KDOC staff.

Staff Development Manager: The designated staff member responsible for the planning, scheduling, organization, presentation, and evaluation of training in community and field services regions or in facilities.

Staff Development Director Team: Central Office staff positions assigned the responsibility for staff development and the employee training programs of the Department by coordinating and collaborating statewide with the Staff Development Managers.

Training: An organized, planned, and evaluated activity designed to achieve specific learning objectives and enhance the job performance of personnel. It includes a formal agenda and instruction by a facilitator, manager, or official; physical training; or other instructional programs that include a trainer/trainee relationship. Delivery of training will vary and can be in person, hybrid, online, etc.

PROCEDURES

I. Establishment of Local Staff Development Advisory Committees

- A. Each facility and community and field services shall appoint local Staff Development Advisory

Committees to review job-related training needs, review progress, resolve problems, and provide recommendations for changes in training.

1. Community and field services shall have one (1) statewide Staff Development Advisory Committee.

B. Local Staff Development Advisory Committee Composition

1. Each appointing authority of a facility shall designate the Staff Development Manager or designee to serve on the Advisory Committee as chairperson for the committee.
2. The community and field services Staff Development Director shall be designated as the Advisory Committee's chairperson for community and field services.
3. Each appointing authority of a facility or community and field region may designate representatives from the respective functional units to serve on the Advisory Committee. Representatives may include: maintenance, support staff, security, direct care staff, unit team staff, etc.
4. Staff Development Director Team Members and management team members shall constitute the Staff Development Advisory Committee for the Central Office.
5. The facility or office Staff Development Manager/Director shall schedule the meetings of the advisory committee.

C. Local Staff Development Advisory Committee Responsibilities

1. The Staff Development Advisory Committee shall assist the Staff Development Manager/Director in determining the training needs of the facility or Central Office and provide recommendations to the appointing authority and Staff Development Council.
 - a. The Staff Development Advisory Committee shall function as a focus group in identifying the current job-related training needs of the facility or office.
 - b. The Staff Development Advisory Committee shall assist in managing/coordinating the scheduling and logistical issues related to training for the facility or office. The primary focus of the group, and, the decisions made by the group should be on the delivery of training rather than the content of the curricula.
2. The Staff Development Advisory Committee shall meet at least semi-annually.
 - a. The committee shall provide a written record of the meetings to the appropriate appointing authority.
3. The committee shall review and make recommendations for needed modifications to the following:
 - a. Basic and annual corrections officer/juvenile corrections officer curriculum, if it's a corrections facility committee;
 - b. Basic and annual parole officer curriculum, if it's a community and field services office committee;
 - c. Orientation curriculum for new employees;
 - d. Basic and annual curriculum for support services personnel;
 - e. Basic and annual curriculum for all non-uniform personnel (administrative, management, supervisory, etc.);

- f. Development of the annual training plan for the facility or office;
 - g. Training related problems;
 - h. Training program progress;
 - i. Specialized training, supervisory training, management/administrative training and emergency response team training;
 - j. Changes or alterations in the training modules of course curricula; and,
 - k. Review and determine which job classifications belong in particular training tracks.
- 4. The chairperson of the committee shall maintain a written record of the committee's deliberations and forward that report to the appropriate appointing authority.
 - 5. The appointing authority or Staff Development Manager shall forward his/her recommendations to the KDOC Staff Development Director Team as recommendations arise. The recommendations shall include any proposed revisions, additions, or deletions to the departmental mandatory training requirements for the following fiscal year.
 - 6. Recommended changes or alterations in the training modules of course curricula shall be submitted to one of the Staff Development Directors to begin the review process. Final approval will be made by the Staff Development Council.

II. Staff Development Council

- A. A Staff Development Council shall be appointed to review departmental training needs, approve statewide curricula, ensure training is compliant with current standards, best practices, policies, and provide recommendations for facility/office and departmental training plans.
- B. Staff Development Council Composition
 - 1. The Staff Development Council shall be appointed by the Secretary of Corrections. The appointed Council shall include, but not be limited to, the Executive Director of Programs and Risk Reduction, Deputy Secretary of Facility Management, Deputy Secretary of Juvenile and Adult Community Based Services, and Wardens/Superintendents.
- C. Staff Development Council Responsibilities
 - 1. The committee shall act in an advisory capacity to the Secretary, who shall retain final decision-making authority over all recommendations submitted.
 - 2. The Staff Development Council shall be chaired by the Executive Director of Programs and Risk Reduction or designee.
 - 3. The staff development council shall meet at minimum bi-monthly.
 - a. The committee shall provide a written record of the meetings to the appropriate individuals as needed.
 - 4. The Staff Development Directors and/or Managers shall present the Staff Development Advisory Committee's recommendations regarding revised curricula to the Staff Development Director Team and the Staff Development Council for review.
 - a. The Staff Development Director team shall notify the Staff Development Managers of any approved recommendations and/or revisions to the training curricula.

III. Revision to KDOC Training Plan Curricula

- A. Any recommendations for change to the training curricula shall be submitted through the appropriate chain of command to the Staff Development Council.
- B. Prior to their adoption, all revisions and additions to the training curricula, contained in IMPP 03-104D, necessary to implement the departmental policies and procedures statewide shall be reviewed by the Staff Development Council
- C. If initial approval is given to a proposal to revise the training plan/curricula, all information related to the recommendation or proposal shall be forwarded by the Staff Development Director Team member to the Staff Development Manager for the following action:
 - 1. The development of lesson plans, course outlines and supporting materials; and,
 - 2. The development of a plan to integrate the proposed training/revision into the appropriate curriculum.
- D. The curricula shall be updated consistent with the Staff Development Council's and Secretary's recommendations.

IV. This IMPP must serve as final policy in all departmental facilities, and no General Orders shall be developed or implemented on this subject.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

<u>Name/Type of Report</u>	<u>By Whom/To Whom</u>	<u>Due</u>
Recommendations for Basic and/or Annual Training Curricula	Appointing Authority to KDOC Staff Development Manager or Director	Ongoing Modifications to
Recommendations for Revisions to Staff Development Curricula	Staff Development Manager to Staff Development Director Team and Staff Development Council	Ongoing
Notification of approved Recommendations and/or Revisions to Training Curricula	Staff Development Council or designee to the Staff Development Managers	Ongoing

REFERENCES

None.

HISTORY

08-12-14 Original
09-23-25 Revision 1

ATTACHMENTS

None.