



INTERNAL MANAGEMENT POLICY & PROCEDURE

Applicability: ☐ ADULT Operations Only ☐ JUVENILE Operations Only ☒ DEPARTMENT-WIDE

IMPP #: 03-104D

PAGE #: 1 of 17

STAFF DEVELOPMENT: Minimum Departmental Training Standards

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POLICY

This policy and the related procedures shall set forth officer certification requirements and ensure that minimal levels of training are provided, hourly and/or subject matter standards of training are established for all Departmental employees, contractual personnel, interns, and volunteers; consistent with the position occupied and in proportion to the number of hours worked.

DEFINITIONS

Administrative: Appointing authorities, wardens, superintendents, deputies, managers, or other ranking staff positions responsible for the development and implementation of the Department's policy.

Annual Training: Training which takes place during each fiscal year of employment following the fiscal year in which the employee received basic training.

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."

Basic Training: Instruction approved by the Secretary, which is in addition to orientation instruction, and takes place during the employee's first year of employment.

Certification: The documented, successful completion of basic training.

Clerical/Support Minimal Contact: Non-security classifications of personnel whose work in adult correctional facilities and parole offices frequently requires *minimal* contact with residents/offenders, to include, but not be limited to clerical and administrative support personnel.

Clerical/Support Frequent Contact: Non-security classifications of personnel whose assigned duties in adult correctional facilities and parole offices include the responsibility to supervise or frequently interact with residents/offenders, or maintain continuous, day-to-day contact with residents/offenders, to include, but not limited to clerical and administrative support personnel.

Competency Testing: An examination at the end of selected modules or courses of instruction. Test of knowledge, competency and skills.

Contract/Industry Personnel: Any person employed by an entity under contract to provide services to the Kansas Department of Corrections.

Corrections Officer: Security classifications of employees with the rank of Corrections Officer IA, Corrections Officer IB, and Corrections Officer II.

Crisis Resolution Team (CRT): Unit responsible for negotiations in incidents such as hostage situations, barricaded individuals, and utilized for de-escalation of everyday events.

Delivery of Medication: The provision of non-prescription and/or prescription medication to residents in the pre-packaged form and/or quantities as authorized/prescribed by the responsible physician and prepared by a pharmacist.

Direct Care Staff: Personnel in non-uniformed classifications and positions at a juvenile correctional facility including case managers, corrections counselors, social workers, teachers, psychologists, medical personnel, chaplains, activity therapists, activity specialists, activity therapy technicians, storekeepers, and chemical dependency counselors who are required to have regular and continuous contact with residents.

Direct Care Support Staff: Personnel in non-uniformed classifications and positions at a juvenile correctional facility including maintenance workers and hearing officers who are required to have regular contact with residents.

Elective Training Events: Specialty modules/topics required to enable designated staff, in specific positions or classifications, to perform their unique duty assignments, or, additional training provided to enhance the understanding and skills of employees in the related job classification.

Employee: Any person employed full-time, part-time, or on a temporary or intermittent appointment to the Kansas Department of Corrections, including personnel employed by a contractor to provide services to the Kansas Department of Corrections.

Essential Skills: Those skills needed to complete the required tasks of a particular position or assignment.

Facility Case Management: Staff members assigned to non-uniformed unit team functions to include Corrections Counselor I (CCI), Corrections Counselor II (CCII), Unit Team Supervisor (UTS), and Unit Team Managers (UTM).

Field Training: Formal training under the guidance and supervision of an Field Training Officer that is designed to build skills and competency in core job tasks to increase performance on the job.

Field Training Officer (FTO): An experienced staff member who can demonstrate fluency and mastery of core job tasks and teach those tasks to others by explaining and demonstrating, observing officers practice the tasks and providing feedback and coaching, recognizing and reinforcing good performance, assessing performance, and documenting the transfer of learning.

Frequent/Direct Contact: Refers to continuous, day-to-day contact with residents/offenders by staff in posts/positions whose assigned duties include the responsibility to supervise or to interact frequently with residents/offenders.

Handle With Care (HWC): An integrated crisis intervention system that incorporates both verbal and physical intervention methods to be used when managing a resident's aggressive behavior.

Information Technology: Those classifications of personnel who provide technical support for the Department's computer systems and telecommunications, to include, but not limited to programmers/analysts; information resource specialists and managers; computer operators; and microcomputer system support staff.

Intern: A student participating in a compensated or non-compensated supervised work experience for which the individual may receive university/college credit.

Juvenile Corrections Officer: This term includes all facility-based positions that have direct contact with residents and involves the use of force and/or law enforcement responsibilities and includes any juvenile corrections officer position as defined herein (JCO IA [Officer]; JCO IB [Officer]; JCO II [Sgt.]; JCO III [Lt.]; Corrections Supervisor III [Capt.]; Corrections Supervisor IV [Maj.]).

Juvenile Special Agent: Law enforcement officer assigned to the Enforcement, Apprehension, and Investigations juvenile Unit who works in a juvenile correctional facility.

Managerial: Managers or other ranking staff positions responsible for the implementation of the Department's policy and the management of key functions within the facilities, parole regions, or offices.

Minimal Contact: Refers to less than continuous contact with residents/offenders by staff in posts/positions whose duty assignments do not require supervision or direct interaction with residents/offenders.

Non-Direct Care Support Staff: Personnel in non-uniformed classifications and positions in a juvenile correctional facility to include accounting, office assistants, maintenance and custodial staff, human resources professionals, and any other personnel who have minimal or no contact with residents/offenders.

On-the-Job Training: Instruction and supervision of personnel at one or more posts or work sites by experienced staff prior to being independently assigned to a particular post or duty.

Offender: A person under post-incarceration supervision with the Secretary of Corrections (KDOC).

Orientation: General instruction intended to acquaint new employees or volunteers with the Department and the facility/office of assignment, which takes place prior to entering basic training or an independent assignment to a particular job.

Private Industry Personnel: Persons employed by a private firm under agreement with the department to locate their operations in or near KDOC facilities to provide employment for residents.

Professional Specialists: Non-security classifications of employees/personnel with specialized background training for their positions, to include, but not be limited to recreation specialists, chaplains, teachers, etc. Community positions may include program consultants, employment and cognitive specialists, and business developers. This does not include contract personnel.

Reentry Case Managers: Staff members who provide reentry services/case management to residents/offenders in the facilities or in the community.

Regional Medical Director: The physician Medical Director of the contracted agency or organization responsible for the provision of health care services for the KDOC offender population. This position has full clinical autonomy and responsibility for the provision of clinical services within the KDOC.

Resident: A person who is in the legal custody of the Secretary of Corrections housed in a correctional facility.

Special Agent Facility Operations: An officer selected and specially trained to perform duties relating to conducting investigations, apprehension of fugitives and escapees, and intelligence gathering.

Special Agent Field Operations: An officer selected and specially trained to perform duties such as apprehending absconders, arresting conditions violators, conducting special investigations, apprehension of escapees and fugitives, and monitoring high-risk offenders.

Special Operations Response Team (SORT): A team of specially trained employees in correctional facilities deployed to resolve unusual incidents, various emergencies or high-risk situations. This includes the tactical, logistical, CRT and sharpshooter units.

Specialty Training: Training for employees who work in specific/specialized areas requiring knowledge and skills beyond those required for corrections officers, or, other staff of the same classification, conducting routine duties. Posts and/or duty assignments requiring such knowledge and skills include but are not limited to armories, restrictive housing units, investigation units, key control, communications, food service, personnel, maintenance, unit teams, property, SORT team, security team, special enforcement parole officers, CRT, records personnel, etc.

Staff Development: The on-going growth of knowledge, skill, and values through deliberate learning efforts to enable individuals to perform more competently their professional roles, support their organizations, objectives, and contribute to the profession.

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

Staff Development Director Team: The 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.

Supervisor: An employee, per K.A.R. 1-2-84, who performs a majority of work which is different from that of the employees' subordinates, and, who has the responsibility to authorize or recommend, in the interest of the employer, a majority of the following actions: To hire, transfer, suspend, promote, demote, dismiss, discipline other employees and address employee grievances; and, assign, direct, and conduct performance reviews of the work. The exercise of this authority and responsibility must not be routine or clerical but requires the use of independent judgment (i.e., Corrections Supervisor I, Corrections Supervisor II, Unit Team Supervisor, Juvenile Corrections Officer II, supervisory maintenance and activity specialists).

Support Staff: All staff who are not considered or classified as Administrative and Managerial, Professional Specialist, Case Management, Clerical/support or Corrections Officers.

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 program that includes a trainer/trainee relationship. Delivery of training will vary and can be in person, hybrid, online, etc.

Training Action Plan: A plan developed by the Staff Development Manager, Director, or designee and approved by the Appointing Authority or designee to address a staff member's training deficiencies, whether due to extended military or medical leave or failure to complete basic/annual training requirements that identifies specific courses and timelines for completion. The Training Action Plan shall be documented, signed and retained in the individual employee training file.

Volunteer: Any person who works at a facility or for the KDOC on a voluntary basis (including interns), who has completed the minimum required volunteer training program.

PROCEDURES

I. Standards of Staff Development

- A. All staff are responsible for completing at least the minimum number of orientation, basic and annual training hours as determined appropriate for the position occupied, per the Summary of Minimum Orientation, Basic and Annual Training Hours (Attachment A.)
 - 1. Employees and contract personnel assigned to posts and/or duty assignments that require specialized skills must receive training necessary to perform adequately the tasks required for their position/post.
 - a. All personnel authorized to use conducted energy (electrical) weapons, firearms and/or chemical agents must receive appropriate training before being assigned to a post involving the possible use of such weapons.
 - 2. All specialty training hours may be applied to annual training requirements, and all elective and specialty training event curricula shall be reviewed annually and updated, as appropriate to the designated positions.
- B. Orientation Requirements for KDOC Employees and Contract Personnel.
 - 1. All newly hired employees, prior to undertaking their job assignment, must receive the minimum orientation hours in accordance with Attachment A. (K.A.R. 1-8-2; NCCHC P-C-09)
 - 2. The content of orientation for full-time employees is in accordance with The Orientation Curriculum: New Employees (Attachment B.)
 - The appointing authority or designee is responsible for determining the content of orientation for part-time and temporary employees.

3. Personnel previously employed by the Department (within the last 12 months) may be given credit for orientation instruction received during the initial period of employment, as deemed appropriate by the appointing authority.
 4. Contract personnel are required to receive orientation and additional training hours, appropriate to their assignments as defined within contractual agreements, or as mutually agreed by KDOC and the contract service provider.
 - a. Contract personnel in facilities shall be provided with a minimum of 40 hours of KDOC orientation.
 - b. The initial 24 hours of orientation, to be completed prior to the independent assumption of job duties by such personnel, shall be structured in accordance with the Orientation Curriculum: New Employees (Attachment B.)
 - c. Such personnel are required to receive an additional 16 hours during the first scheduled Basic training course offered following the completion of the initial orientation period in accordance with Attachment B.
 5. Health service staff orientation shall be appropriate to the assignments of health service staff receiving the training and be designed in consultation with, and annually approved by, the Regional Medical Director. (NCCHC P-C-09)
 - a. All qualified health care professionals who have patient contact must have current training in cardio-pulmonary resuscitation (CPR). (NCCHC P-C-03)
 6. Contract personnel in the community shall receive orientation instruction during their first week of employment in accordance with Attachment B.
 - a. The Juvenile and Adult Community-Based Services shall develop and oversee procedures for providing orientation training to new contract personnel.
 7. Upon completion of orientation training the completed orientation form(s) shall be placed in the employee's permanent training file.
- C. Basic Training/Electives/Specialty Topics
1. The topics presented in orientation may be repeated during basic training but shall be dealt with differently in terms of depth of content, level of emphasis, and method of presentation.
 2. The basic training topics for each position/classification of employee shall be specified in The Basic Training Requirements by Job Category (Attachment C). If additional hours of training are required to satisfy the total basic training requirement, per Attachment A, employees may participate in training topics/modules/ events relevant to their position, as approved by their supervisor.
 - a. Community and Juvenile Special Agents are required to complete, as part of their basic training, a certified law enforcement basic training course in addition to the training modules contained in Attachment C.
 3. Employees appointed to supervisory positions are required to complete a supervisory training program in accordance with the provisions of K.A.R. 1-8-6.
- D. Annual Training/Electives/Specialty Topics
1. All staff shall attend annual training each fiscal year as set forth in this policy with the exception of the fiscal year in which the employee completes orientation and basic training.

2. The topics presented in basic training may be repeated during annual training, but annual training shall consist of different or more advanced subject matter.
 - a. Training curriculum modules and/or training events included in a basic training program, which were developed subsequent to the employee's completion of basic training, shall not be considered duplicative training and may be credited to the employee's annual training without the recommendation of the appointing authority and approval of the Staff Development Manager/Director.
3. The annual training topics for each position/classification of employee shall be specified in Attachment D. If additional hours of training are required to satisfy the total annual training requirement, per Attachment A, employees may participate in training topics/modules/ events relevant to their position, as approved by their supervisor.
 - a. Staff may request to take online training courses that are not specific to their position/facility/office as electives or as developmental opportunities, as approved by their supervisor. The request shall be submitted to the Staff Development Manager, Director, or designee through an Application for Outside Training/Education Credit (IMPP 03-101D, Attachment A) for review and processing.
4. KDOC employees receiving promotion within the Department and/or corrections officers or juvenile corrections officers involved in post rotation shall be provided on-the-job training appropriate to their new position/post, as approved by their supervisor.
5. Supervisors are required to receive continuing education and development annually per K.A.R. 1-8-6 in addition to the training set forth in Attachment A.
6. In addition to the subjects designated in the Annual Training Requirements by Job Category (Attachment D), the Department may designate additional mandatory subjects for each fiscal year.
 - a. The requirements for the next fiscal year must be established by December 1st of each year based on recommendations from the Management Team and the Secretary of Corrections, in accordance with provisions of IMPP 03-102D.
7. The annual training requirements for facility-based contract personnel shall be provided in accordance with the contents of Attachments A and D.
 - a. Contract staff shall receive at least 16 of the required number of annual training hours through the KDOC staff development program.
 - (1) PRN's are required to attend eight (8) hours of annual training.
 - b. Any remaining hours required by Attachment A are at the discretion of the contract employer, either additional corrections-related training provided by KDOC or specific skill training related to the individual's particular profession or craft.
 - c. Contract service providers are responsible for ensuring through written procedures, that contract personnel receive the annual continuing education appropriate to their positions/professions in accordance with provisions of the contract.
 - d. Documentation detailing the training events attended, provided to, or received by contract personnel not presented through the Department's Staff Development program shall be submitted by the contract entity to the appropriate facility Staff Development Manager, Director or designee for maintenance of training files.

- e. Food service personnel shall be provided annual training by the dietitian employed by the contractor regarding the preparation of therapeutic diets and the procedures to ensure compliance with IMPP 10-119D.
 - f. Health service personnel are required to maintain current training and certification in cardio-pulmonary resuscitation (CPR) through the health service contract provider. (NCCHC P-C-03)
8. Community-based contract personnel shall receive annual training at the discretion of the contract employer and KDOC Parole Service Training staff. Annual training may be provided by KDOC or by other instructors with special skills or information that is related to an individual employee's particular profession or craft.

E. Officer Certification

- 1. In accordance with K.S.A. 75-5212 and 38-2385, no person shall receive a permanent appointment as a parole officer, corrections officer, or juvenile corrections officer unless certified as having satisfactorily completed the basic course of instruction.
 - a. Persons who terminate employment with the Department for a period exceeding a year require recertification. (K.S.A. 75-5212; 38-2385)
- 2. Basic certification training for parole officers consists of a minimum of 40 hours of orientation and 160 hours of additional training to be completed within one (1) year of the employee's appointment.
 - a. If necessary due to course availability, travel considerations or scheduling, the Parole Staff Development Director may authorize a delay in the completion of the basic training courses included in Attachment C.
 - b. Course attendance that is delayed must be completed within a designated timeframe.
 - c. At no time is a Parole Officer certification to be awarded without the successful completion of Parole Basic Training, Case Management Basic Training, All Risk Assessment Certifications, and On-the-Job Training.
- 3. Basic certification training for corrections officers consists of a minimum of 40 hours of orientation and 200 hours of additional training to be completed within three (3) months of the employee's appointment.
- 4. Basic certification training for juvenile corrections officers consists of a minimum of 40 hours of orientation and 200 hours of additional training to be completed within three (3) months of the employee's appointment.
- 5. Adult and juvenile corrections officers shall not be independently assigned to a post until they have successfully completed the entirety of their basic training.
- 6. Completion of annual training for corrections officers/specialists, juvenile corrections officers, and parole officers is a prerequisite for the retention of certification. Officers who fail to complete the required annual training hours and topics prior to the end of the fiscal year are subject to disciplinary action and loss of certification.
 - a. Exceptions shall be made for officers on active military leave or medical leave.
 - (1) Training in Critical Skills topics shall be completed within 30 days of return to regular duty or expiration of certification in the Critical Skill topic(s) as appropriate to the position. Critical skill topics include:
 - (a) Firearms;

- (b) CPR/First Aid;
- (c) Chemical Agents/Less Lethal Munitions;
- (d) Defensive Tactics;
- (e) Use of Force;
- (f) Handle with Care (HWC); and
- (g) All Risk Assessment Certifications recertification as indicated in IMPP 11-113A.

- (2) Training in other topics shall be completed as scheduled by the Staff Development Manager, Director or designee.
- (3) Returning officers are not allowed to work armed posts until weapons qualifications are current.

7. Public health epidemic or pandemic

- a. During periods where a public health epidemic or pandemic situation exists and an emergency has been declared, the following provisions shall apply:
 - (1) Annual and basic training in the facilities, parole office and Central Office shall continue as scheduled, as often as possible, using remote training and social distancing when the material allows.
 - (a) Courses can be conducted in person, online, through field training or remotely where available.
 - (b) Social distancing must be observed as well as other Kansas Department Health and Environment (KDHE) recommendations.
 - (2) If an employee is unable to complete the annual training requirements prior to June 30th during the fiscal year the public health epidemic or pandemic exists, the employee shall work with the Staff Development Manager, Director or designee at his/her site, or designee, to develop a Training Action Plan outlining steps to complete that fiscal year's requirements at the earliest opportunity after the pandemic period ends but no later than September 30th.
 - (a) This Training Action Plan shall be placed in the employee's training file, and the Staff Development Manager, Director or designee shall arrange for substitute or follow up classes as needed to fulfill the requirements of the Training Action Plan.
- b. Parole Officer certification during a public health epidemic or pandemic.
 - (1) The retention of the Parole Officer Certification is allowed if training in the required annual training topics is completed, but the minimum 40 hours of training was not accomplished during the fiscal year the public health epidemic or pandemic was declared.
 - (2) If the 40 training hours are not met after all mandatory courses have been completed, due to circumstances related to the public health epidemic or pandemic, the remainder of the hours due shall be waived.

- c. Officers who lose certification are prohibited from performing officer duties until re-certified through completion of the next basic training program.
8. The Staff Development Manager, Director or designee shall post an annual training calendar for the upcoming training year by July 1st of each year. Supervisors shall ensure staff attend the required training.
9. The Staff Development Manager, Director or designee shall provide a list of officers who have not completed annual training by June 1st of each year.
10. The Staff Development Manager, Director or designee shall offer opportunities to make up training to meet the mandatory training requirements and required number of training hours prior to the end of the fiscal year.

F. **JUVENILE:** Handle with Care Training (HWC)

1. All juvenile corrections officers shall receive HWC training and use of force training during basic training and be evaluated by a performance examination. This training must occur prior to the officer being assigned to any facility post.
2. All direct care staff are required to attend workplace safety training using HWC techniques during basic training.
3. All juvenile corrections officers shall receive eight (8) hours of refresher training throughout the year in HWC and be evaluated by a performance examination for annual recertification.
4. All Special Response Team (SRT) members are required to attend HWC PLUS training. This training must occur prior to the individual member's assignment to the unit.

G. **ADULT:** SORT Experience and Training Requirements

1. All SORT members shall receive 40 hours of basic SORT training specific to their unit, in accordance with Special Operations Response Team (SORT) Training (Attachment E). This training must occur prior to the individual member's assignment to the unit.
 - a. Members assigned to the sniper squad shall attend a 40-hour certification course through KDOC master instructors.
 - b. Specialized SORT training may be a part of the first-year training program for corrections officers who meet the criteria for and have been selected as candidates for SORT, per IMPP 12-104D.
2. In addition to corrections officer annual training, SORT members assigned to the tactical unit shall receive annual training specific to their unit, in accordance with Attachment F.
 - a. Members assigned to the tactical unit shall receive at least 88 hours of special response training for a total of 128 hours annually.
 - b. Members assigned to the regional crisis resolution units shall receive at least 48 hours of relevant specialty training for a total of 88 hours annually.
 - c. Members assigned to the logistics unit shall train with the tactical and crisis resolution units a minimum of twice annually receiving a minimum of 24 hours for a total of 64 hours annually.

H. Transportation of Residents/Offenders

1. **ADULT:** Correction Officers, Special Agents, and staff involved in the public escort of residents/offenders are required to complete specialty training to include firearms and

weaponry training as determined by the respective appointing authorities, in consultation with the Staff Development Director Team, considering the responsibilities of those positions.

2. **JUVENILE:** Staff involved in the public transportation of residents are required to complete appropriate training as determined by the superintendent, in consultation with the Staff Development Director Team, considering the responsibilities of those positions.

I. **ADULT:** LS/CMI and/or WRNA Certification/Recertification

1. All parole officers, their immediate supervisors, and unit team staff as identified by the respective appointing authority are required to achieve and maintain LS/CMI and/or WRNA certification.
 - a. Under circumstances where a parole officer is responsible for neither the management of a caseload nor for the supervision of offenders, the appointing authority may make an exception and release the parole officer from the requirement of maintaining LS/CMI and WRNA certification.
2. LS/CMI and WRNA raters are required to complete training for LS/CMI and/or WRNA certification and re-certification as indicated in IMPP 11-113A. Additional training may be required as needed to assure quality interviews and scoring accuracy.

J. On-The-Job Training (OJT)

1. A written OJT plan shall be developed if the OJT option is selected for portions of either mandated (e.g., Basic and Annual Training) or elective training events. The OJT plan shall identify the specific learning objectives to be trained, the standards for these objectives, and includes an evaluation plan to determine if objectives have been achieved.
2. Wardens/superintendent/parole directors shall approve OJT plans pertaining to their facilities or respective parole regions. After initial approval, they shall review, cause to be revised, and/or revalidate OJT plans on an annual basis.
3. The OJT program shall be supervised by staff who have completed either the 40 hour or the eight (8) hour Training of Trainers course as required by Sections III.A. or B. below.

K. **ADULT:** Defensive Driving Training

1. Departmental employees authorized to operate emergency vehicles, in accordance with IMPP 22-102D, are required to successfully complete a defensive driving training course, presented on site at the Kansas Law Enforcement Training Center, the Kansas Highway Patrol, or at a location and through an agency approved by the Staff Development Director Team.
2. Successful completion of the defensive driving training is governed by the agency(ies) providing the training.
3. Recertification training for emergency vehicle operators shall be established by the Staff Development Director Team, in accordance with applicable statutes and/or regulations.
 - a. Recertification of persons trained to operate emergency vehicles is required at least every three (3) years. Such training may be provided:
 - (1) Through the facility Staff Development program or the resources available at another KDOC facility by qualified staff, as approved by the Department's Staff Development Director Team;

- (2) At the Kansas Law Enforcement Training Center or the Kansas Highway Patrol Training Academy; or
- (3) At a location and through an agency approved by the Department's Staff Development Director Team.

L. Private Industry Personnel Training Requirements

1. Private industry personnel working inside a correctional facility must attend KDOC provided orientation and annual training for contract staff as set forth within this policy.
2. Private industry personnel working at a location outside a correctional facility who supervise residents are required to attend orientation and annual training in accordance with the provisions of the agreement and as determined by the facility Warden.

M. Training Provided by Health Care Personnel

1. All health-related training of adult and juvenile corrections officers shall be developed and approved by the Regional Medical Director in consultation with the wardens/superintendent. (NCCHC P-C-04)
2. Every employee who is responsible for the delivery of medication to residents shall receive training from health care personnel, or appropriate training as approved by the Regional Medical Director and the warden/superintendent, or his/her respective designee.
3. Every staff member who is responsible for conducting the intra-system health screening shall be provided training in the completion of such a screening by the Regional Medical Director.

N. Training Provided to Special Agents

1. Special Agents Facility Operations (Juvenile) and Special Agents Field Operations (K.S.A. 38-2386) are required to complete, or be credited for as part of their basic training, a certified law enforcement basic training course in addition to the training modules contained in Attachment D or as specified below and maintain law enforcement certification:
 - a. The Enforcement, Apprehension and Investigation (EAI) Director may waive the basic training requirement based on previous documented law enforcement, training, and/or completion of other basic law enforcement academy(ies).
 - b. The EAI Director may direct a Special Agent to complete specific and applicable law enforcement basic training classes to satisfy this basic training requirement.
2. Special Agents Facility Operations (Adult) are required to complete or to have already completed the facility basic training program for corrections officers in addition to the training modules contained in Attachment D.
 - a. The EAI Director may waive the basic training requirement based on previous documented law enforcement experience, training, and/or completion of other basic law enforcement academy(ies).
3. Special Agents are required to complete the annual training requirements specified in Attachment E.
 - a. **ADULT:** Special Agents certified as corrections officers by the Secretary of Corrections are allowed to substitute special agent annual training in lieu of corrections officer annual training to maintain their officer certification.

- b. **JUVENILE:** In addition to the requirements in the Annual Training Requirements by Job Category (Attachment D), Special Agents located at juvenile facilities are required to maintain their law enforcement certification by completing 40 hours of annual in-service training approved by the Kansas Law Enforcement Training Center.

II. Volunteer/Intern Training

- A. Volunteers and interns shall receive an appropriate orientation prior to assignment to any program.
 1. The appointing authority or designee is responsible to determine the orientation program appropriate to the individual volunteer's or intern's role and activity to be performed within the facility/office and in accordance with IMPP 13-101D.
 2. Volunteers and interns are required to acknowledge the orientation with the documentation provided to the site volunteer coordinator and maintained in the volunteer or intern training file.
- B. At the discretion of the warden, superintendent, regional parole director, or the appointing authority as appropriate, training for volunteers may be:
 1. Increased to meet program needs; or
 2. Revised to include orientation to current policies and procedures for volunteers who do not regularly participate in scheduled activities.
- C. All volunteers shall be provided with an appropriate amount of volunteer orientation per requirements of IMPP 13-101D and shall be under the continuous supervision of facility staff until orientation is satisfactorily completed.
- D. Volunteers shall be provided the approved volunteer basic training and annual training in accordance with IMPP 13-101D.
 1. Volunteers approved to transfer to another KDOC facility or parole region are not required to complete basic training at a subsequent facility or parole region. However, such volunteers shall receive volunteer orientation with the subsequent facility and/or parole office.

III. Standards Established for Staff Development Managers, Directors, Training Staff, and Instructors

- A. Staff Development Managers, Directors, master instructors and staff assigned full-time to the area of staff development shall, within 12 months of their appointment, have successfully completed a Training of Trainers course of at least 40 hours in length.
 1. After completing the Training of Trainers course participants, at a minimum, shall be able to use the principles of adult learning, a variety of experiential instructional techniques, principles of curriculum design, and facilitation and presentation strategies.
- B. All training programs, including the supervision of OJT, shall be presented by persons who are qualified in the areas in which they conduct training. Qualifications may be demonstrated through any of the following;
 1. Completion of eight (8) hours of Training of Trainers;
 2. Completion of degree requirements in a field related to the training topic; or
 3. Work experience related to the training topic, as approved by the Staff Development Manager and/or Director Team.

- C. Staff instructing the following subjects shall have successfully completed a subject-specific instructor course that has been approved by the Staff Development Director Team:
 - 1. Firearms;
 - 2. First Aid;
 - 3. Cardio-Pulmonary Resuscitation (CPR);
 - 4. Defensive Tactics;
 - 5. Chemical Agents and Munitions;
 - 6. Training of Trainers;
 - 7. Riot Control Tactics;
 - 8. Incident Command;
 - 9. Defensive Driving Training;
 - 10. All Adult &/or Youth Risk Assessment Certifications;
 - 11. Communication;
 - 12. Advanced Communication & Motivational Strategies;
 - 13. Effective Practices in Correctional Settings;
 - 14. Handle With Care (HWC); and/or
 - 15. Verbal Judo.
- D. The instructor's level of competency may be determined by the Staff Development Director Team, or by specific assessment or evaluation methods.
- E. Instructors for ethics courses shall be carefully screened and approved by the appointing authority. Selection is based on:
 - 1. Demonstrated abilities to set a positive example for staff and residents/offenders and to emphasize positive behavior and individual accountability;
 - 2. Satisfactory work performance and employment records; and
 - 3. Recommendations by supervisors, peers, or subordinates.
- F. Ethics instructors shall present curriculum approved by the Staff Development Director Team.
- G. Ethics instructors' level of competency shall be determined by the appointing authority or designee.

IV. Recognition of Previous Training Toward KDOC Basic Training Requirements

- A. An employee who has received corrections or corrections related training as the result of a position previously held within the KDOC or in another agency, or, who has terminated employment with the KDOC for a period exceeding one (1) year, may request that all or part of previous training experience be applied toward basic training requirements.
- B. Training requirements which shall not be waived by previous training credit are:
 - 1. **ADULT:**

- a. Firearms;
- b. Use of force including the use of physical force and mechanical restraints;
- c. CPR/First Aid;
- d. Chemical Agents/Less Lethal Munitions;
- e. Defensive Tactics;
- f. Regulations of the Secretary of Corrections (K.A.R.);
- g. Internal Management Policies and Procedures (IMPP);
- h. General Orders (Corrections Officers only);
- i. Emergency Management;
- j. On the Job Training;
- k. Orientation; and
- l. Conducted energy (electrical) weapons (Parole Staff only).

2. **JUVENILE:**

- a. Adolescent Growth and Development;
- b. Behavior Management/Privileges and Incentives;
- c. CPR/First Aid;
- d. Handle With Care (HWC);
- e. Use of force including the use of mechanical restraints;
- f. Legal Issues;
- g. Reporting Abuse and Neglect;
- h. Regulations of the Secretary (K.A.R.);
- i. Internal Management Policies and Procedures (IMPP);
- j. General Orders (Juvenile Corrections Officers only);
- k. Emergency Management;
- l. On-the-Job Training;
- m. Orientation; and
- n. Verbal Judo.

- C. Staff who desire credit for previous training shall submit a written request for review of previous training to their respective Staff Development Manager, Director or designee. Requests include:
- 1. Name of employer/agency providing previous training;
 - 2. Date(s) of employment;

3. Type of training received;
 4. Dates training was provided/received; and
 5. Copies of certificates and/or supporting documentation.
- D. If the Staff Development Manager, Director or designee approves a request for credit for previous training, such approval shall be documented in the employees' individual training record.

V. Administration of Examinations

- A. Whenever possible, competency testing shall be utilized and a demonstration of competency is required in training.
- B. At the conclusion of selected modules of instruction and/or practical demonstration, the instructor shall administer a written and/or performance examination to measure the participant's achievement of instructional objectives.
1. Upon completing the administration and scoring of each written examination, the instructor shall review each item contained in the examination with the participants. Review includes the citing of correct response(s) and an explanation as to the preferable correct responses to other examination choices available.
 2. Upon completing the administration and scoring of each performance examination, the instructor shall review the performance items with each participant on an individual basis, offer additional instruction with regard to how the score on each item could be improved, and provide any necessary additional demonstration.
- C. Participants are required to attain a minimum score of 70 percent on both the written and performance test to satisfactorily complete the training unless the specific course requires a higher completion score.
1. Probationary Employees
 - a. Failure to attain the minimum required score on any written examination by a probationary employee may result in dismissal.
 - (1) Probationary employees who pass the written examination but fail the physical performance demonstration of skills on any core training are required to attend remedial training.
 - (2) Failure to pass the physical demonstration of skills after three (3) attempts shall result in dismissal.
 2. Permanent Employees
 - a. Employees in the civil service classifications who fail to attain the minimum required score on a written or performance examination are:
 - (1) Allowed to retake each failed examination up to two (2) additional times within a 45-day period.
 - (a) Additional retake attempts may be allowed for online courses. Online courses shall specify the number of retakes available within the course content.
 - (2) Allowed to practice and be re-evaluated on the physical performance examination prior to the expiration of their certification date.

- b. Staff who are unable to complete the written and/or physical performance examination satisfactorily shall be removed from the position that requires the training and may be dismissed from the service in accordance with applicable personnel regulations and procedures.

D. **JUVENILE**: Handle With Care (HWC) Performance Examination

1. As part of the conditions of employment, uniformed staff are required to pass a HWC proficiency test to complete annual training satisfactorily in accordance with IMPP 12-111J.
2. Upon completing the administration and scoring of each performance examination, the trainer shall review the performance items with each participant on an individual basis, offer additional instruction with regard to how the score on each item could be improved, and provide any necessary additional demonstration.
3. Staff who fail to obtain annual certification on the proficiency test for HWC prior to their certification expiration date are:
 - a. Permitted to return to their post and continue to work their normal assigned duties if they possess a current annual certification.
 - b. Offered further training and testing opportunities by staff development prior to the expiration date of their certification.
4. Staff who fail to obtain annual certification on the proficiency test for HWC after their certification date has expired:
 - a. Are not allowed to return to their post and shall report to the human resources manager.
 - b. The human resources manager shall provide an explanation to the staff member that certification on HWC is a required condition of employment and that their failure to maintain certification prohibits the staff member from returning to their post.
 - c. The human resources manager is also to inform the staff member that he/she shall be placed on leave with pay pending a review by the superintendent in consultation with the legal counsel and human resources director.
 - d. Based upon information presented to the superintendent by the staff member and by HWC trainers, the staff member may be given an additional opportunity to complete the certification.
 - e. Staff who are unable to complete the HWC proficiency test satisfactorily shall be removed from the position and may be dismissed from service in accordance with applicable personnel regulations and procedures.

VI. **Training Space and Resources**

- A. Appropriate space and equipment shall be provided for training and staff development.
- B. Training areas for classroom instruction shall be:
 1. Easily accessible;
 2. Free from distracting noise or observations by other individuals; including residents/offenders;
 3. Large enough to accommodate 20-30 people; and

4. Appropriate for audiovisual presentations.
- C. Separate spaces shall be provided for specialized training.
- D. Staff development shall maintain an educational and video training library to include reference materials that are available to employees.

VII. 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, residents 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, residents or offenders, or an independent duty owed by the Department of Corrections to employees, residents, 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 are not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS

None.

REFERENCES

K.S.A. 21-5512; 21-5914; 38-2385; 38-2386; 46-237a; 75-5212
K.A.R. 1-2-9; 1-2-84; 1-8-2; 1-8-6; 44-2-103; 44-15-101a; 123-5-106
IMPP 02-101D; 02-104D; 02-107D; 02-109D; 02-110D; 02-113D; 02-114D; 02-115D; 02-116D; 02-118D; 02-120D; 02-122D; 02-123D; 02-124D; 02-126D; 03-102D; 03-106D; 03-110D; 03-117D; 03-118D; 05-116D; 05-172D; 09-101D; 09-102D; 09-103D; 09-104D; 09-106D; 09-107D; 10-103D; 10-110D; 10-119D; 10-125A; 10-140J; 11-113A; 12-103D; 12-104D; 12-105D; 12-110A; 12-111A ; 12-111J; 12-112D; 12-113; 12-115D; 12-121D; 12-124D; 12-126A; 13-101D; 14-164A; 16-106D; 19-101D; 19-103A; 19-104A; 21-101A; 22-102A; 22-103D; 22-105A; 22-107D; 22-108D
ITEC 7230-A
NCCHC P-C-03; P-C-04; P-C-09
OEC Manual

HISTORY

08-05-14 Original
08-12-14 Revision 1
12-01-17 Revision 2
08-09-21 Revision 3
04-10-25 Revision 4
04-22-26 Revision 5

ATTACHMENTS

Attachments	Title of Attachments	Page Total
A	Summary of Minimum Orientation, Basic and Annual Training Hours	2 pages
B	Orientation Curriculum: New Employees	3 pages
C	Basic Training Requirements by Job Category	9 pages
D	Annual Training Requirements by Job Category	5 pages
E	Special Operations Response Team (SORT) Training	2 pages

SUMMARY OF MINIMUM ORIENTATION, BASIC, AND ANNUAL TRAINING HOURS

<u>CENTRAL OFFICE</u>	<u>ORIENTATION</u>	<u>BASIC</u>	<u>ANNUAL</u>
Administrative/Managerial	40	16	16
Professional Specialist	40	16	16
Information Technology	40	16	16
Reentry Case Managers	40	40	40
Clerical Support	40	16	16
Contract Personnel	40	0	16
Part-time Non-uniform	4	*	*
Volunteers/Interns	**	4	**

<u>PAROLE SERVICES</u>	<u>ORIENTATION</u>	<u>BASIC</u>	<u>ANNUAL</u>
Administrative/Supervisory	40	40	40
Professional Specialists	40	40	40
Parole Officers/Special Agent/PEO	40	160	40
Information Technology	40	16	16
Contract Personnel	***	***	***
Clerical Support	40	16	16
Part-time Non-uniform	16	*	*
Volunteers/Interns	**	4	**

<u>ADULT CORRECTIONAL FACILITIES</u>	<u>ORIENTATION</u>	<u>BASIC</u>	<u>ANNUAL</u>
Administrative/Managerial	40	40	40
Professional Specialists	40	40	40
Information Technology	40	16	16
Contract Personnel			
Contract Full-time	40	0	40
Contract Part-time	16	0	16
Contract Temporary	16	0	16
Contract PRN	8	0	8
Clerical (Frequent Contact)	40	0	40
Clerical (Minimal Contact)	40	0	16
Corrections Officers/Specialists/EAI K.S.A 75-5212	40	200	40
Facility Case Management	40	160	40
Support Staff	40	40	40
Clerical Support (Minimal contact)	40	16	16
Clerical Support (Frequent contact)	40	40	40
Part-time Non-uniform	16	*	*
Volunteers/Interns	**	4	**

SUMMARY OF MINIMUM ORIENTATION, BASIC, AND ANNUAL TRAINING HOURS Continued.

JUVENILE CORRECTIONAL FACILITIES	<u>ORIENTATION</u>	<u>BASIC</u>	<u>ANNUAL</u>
Administrative/Managerial	40	40	40
Information Technology	40	16	16
Contract Personnel Contract Full-time: Juvenile Contract Part-time	40 *	0 0	40 *
Direct Care Staff	40	120	40
Direct Care Support Staff	40	40	40
Juvenile Corrections Officers K.S.A. 38-2385	40	200	40
Non-Direct Care Support Staff (minimal or no contact)	40	16	16
Part-time Non-uniform	16	*	*
Volunteers/Interns	**	4	**

- * Basic and annual training for all part-time personnel, with the exception of parole clerical staff, shall be in proportion to the number of hours worked and applied to the appropriate standard for a full-time position in the same class. Part-time parole clerical personnel shall receive the same number of hours designated for clerical support staff, unless otherwise specified by the Regional Parole Director.
- ** Appointing authorities or designees shall ensure that, prior to assignment, volunteers are provided with appropriate orientation and basic training in accordance with IMPP 13-101D. Annual training shall be provided as determined appropriate to the role of the volunteer by the appointing authority or designee. Per IMPP 03-117D, interns are required to receive 16 hours of orientation prior to receiving any work assignments.
- *** Community-based contract personnel shall receive training in the subjects outlined in Attachment C.

The Orientation Curriculum: New Employees
ORIENTATION TRAINING REQUIREMENTS BY JOB CATEGORY
ALL (ADULT/JUVENILE) FACILITIES

Topic	Corrections Officers/ Specialists	Facility Case Management	Reentry	Professional Specialists/ Support Staff	Administrative /Managerial	Information Technology	Clerical	Contract
OVERVIEW OF THE CORRECTIONAL FIELD								
- KDOC Mission, Vision and Beliefs: IMPP 01-100D - Purpose and goals of the Facility/Office - Agency Programs - Code of Ethics	X	X	X	X	X	X	X	X
POLICES AND PROCEDURES (IMPP 02-118D)								
- Kansas Statutes Annotated - Kansas Administrative Regulations - Rules and Regulations of the Secretary - Internal Management Policies and Procedures	X	X	X	X	X	X	X	X
RESPONSIBILITIES AND RIGHTS OF EMPLOYEES								
- EEO Discrimination Complaint Resolution (IMPP 02-101D; IMPP 01-128D) - Communication - Resident Sexual Safety, Coordinated Response to Sexual Abuse and Harassment (PREA), (IMPP 10-103D) - Employee Rules of Conduct and Undue Familiarity (IMPP 02-118D) - Unlawful Sexual Relations (K.S.A. 21-5512) - Use of Alcohol, Illegal Drugs and/or Controlled Substances by Employees, Contract Personnel, and Volunteers (IMPP 02-110D) - Equal Employment Opportunity Representatives (IMPP 02-123D) - Workplace Violence Prevention (IMPP 02-122D) - Sexual Harassment (IMPP 02-124D) - Tobacco-Free Environment (IMPP 09-107D) - Trafficking in Contraband (K.S.A. 21-5914, K.A.R. 44-2-103) - Searches (IMPP 12-121D)	X	X	X	X	X	X	X	X
JOB SPECIFIC ORIENTATION								
- Position Description (IMPP 02-105D) - Time Keeping (IMPP 02-113D, 02-114D) - Work Unit Specific Procedures	X	X	X	X	X	X	X	
ADDITIONAL REQUIREMENTS FOR ALL FACILITY STAFF								
- Key Control; (IMPP 12-108D) - Tool Control; (IMPP 12-109D) - Radio Procedures; (IMPP 12-122D) - Universal Precautions; (IMPP 09-106D) - Personal Protective Equipment (PPE) (IMPP 09-101D) - Biohazardous Waste Disposal/Toxic and Caustic materials; (IMPP 12-112D; IMPP 09-108D) - Fire and Emergency Procedures (IMPP 09-101D, IMPP 19-103A) - Media Relations	X	X	X	X	X	X	X	X
- Occupational Exposure (IMPP 09-106D; OEC Manual) - Policy and Procedure Review - Uniforms (IMPP 12-123D) - KOSE (Adult Facilities Only), TEAMSTERS (Juvenile Facility Only)	X	X	X	X	X	X	X	X

[illegible]

The Orientation Curriculum: New Employees
Orientation Requirements: All Central Office New Employees &
Community and Field Services New Employees

AGENCY MISSION, VISION AND GOALS (K.A.R. 1-8-2)	
KDOC Mission, Vision and Beliefs (IMPP 01-100D)	- Purpose and Goals of the Facility/Office - Agency Programs
EMPLOYEE HEALTH PLAN & BENEFITS (K.A.R. 1-8-2)	
- Group Health Insurance - Flexible Spending Accounts - Retirement/Deferred Compensation - Disability/Death Benefits - Optional Group Term Life Insurance - Voluntary Group Long Term Care Insurance	- Health Quest - Employee Assistance Program - Healthy Kids - Learning Quest - State Thanks and Recognition (STAR) - Labor Relations & Employee Organizations
EMPLOYEE JOB RESPONSIBILITIES (K.A.R. 1-8-2)	
- Work Schedule and Compensation (02-113D) - Exempt/Non-exempt - Classified/Unclassified - Temporary/Permanent - Pay Schedule - Direct Deposit - Employee Self-Service - Employee Leave and Absences (IMPP 02-114D) - Family Medical Leave Act - Fair Labor Standards Act - Probationary Periods and Performance Appraisals (IMPP 02-107D)	- Position Description and Job Duties (IMPP 02-105D) - Employee Disciplinary Procedures and Formal Actions (IMPP 02-120D) - Personnel Records (IMPP 02-119D) - Emergency Plans (IMPP 19-103A) - Occupational Exposure (IMPP 19-106D, OEC Manual) - Universal Precautions - Communicable Diseases - Conflict of Interest: Relationships on the Job and Outside Employment (02-116D) - Timekeeping/DOA Time & Labor SHaRP Training
EMPLOYEE RIGHTS AND REGULATIONS	
- Employee Rules of Conduct and Undue Familiarity (IMPP 02-118D) - Code of Ethics - State of Kansas Social Media Policy - Trafficking in Contraband K.S.A. 21-5914; K.A.R. 44-2-103 - Kansas Statutes Annotated - Kansas Administrative Regulations/Rules and Regulations of the Secretary - Internal Management Policy and Procedures - Resident Sexual Safety, Coordinated Response (IMPP 10-103D, K.S.A. 21-5512) - Equal Employment Opportunity Discrimination Complaint Resolution (IMPP 02-101D) - Discrimination Complaints by Staff, Contractors, Volunteers, and Residents (IMPP 01-128D) - Affirmative Action - Employment Opportunity Representatives (02-123D)	- Americans with Disabilities Act Accommodation Requests and Disability Complaint Resolution (IMPP 02-129D) - Use of Alcohol, Illegal Drugs and/or Controlled Substances by Employees, Contract Personnel, and Volunteers (02-110D) - Federal Drug-Free Workplace Act - Tobacco Free Environment (IMPP09-107D) - Workplace Violence Prevention, Intervention and Resolution (IMPP 02-122D) - Employee Grievances (IMPP 02-115D) - Government Standards and Conduct (K.S.A. 46-237a) - Workers Compensation Act - Searches (IMPP 12-121D) - Sexual Harassment & EEO Discrimination Complaint Resolution (IMPP 02-124D; IMPP 02-101D; IMPP 01-128D)
INFORMATION TECHNOLOGY	
- Information Technology Security Awareness (IMPP 05-116D) - Incident Response (IMPP 05-115D) - KCJIS Privacy and Security Issues (IMPP 05-172D)	

BASIC TRAINING REQUIREMENTS BY JOB CATEGORY ADULT FACILITY

Topic	Corrections Officers/ Specialists	Facility Case Management	Reentry	Professional Specialists/ Support Staff	Administrative / Managerial	Information Technology	Clerical	Contract
RISK MANAGEMENT OVERVIEW								
Risk Management Overview - Risk Containment - Risk Reduction & Reentry - Risk Assessment Overview	X	X	X	X	X	X	X	X
Victim Services (IMPP 21-101A)								
STANDARDS OF PROFESSIONAL CONDUCT								
Code of Ethics (IMPP 02-118D)	X	X	X	X	X	X	X	X
Interpersonal Relations - Undue Familiarity/Sexual Misconduct (IMPP 02-118D) - Resident Manipulation								
Men's/Women's Forums								
Legal Issues for Corrections Resident Rights	X							
Sexual Harassment (IMPP 02-118D)	X	X	X	X	X	X	X	X
Stress Awareness	X							
CULTURAL AWARENESS								
Religious Issues	X	X	X	X	X	X	X	X
USE OF FORCE								
Chemical Agents (IMPP 03-106D; 12-111A)	X							
Defensive Tactics								
Range Safety/Range Training (IMPP 12-126A)								
Use of Force Policy/Procedures (IMPP 12-111A)								
Weapons Qualification (IMPP 03-106D; 12-111A)								
SAFETY/EMERGENCY PROCEDURES								
Fire and Emergency Procedures	X							
Hazardous Materials (IMPP 12-112D)								
Incident Command System for Corrections (ICSC) - Basic Security Practices - ICSC - Hostage Survival	X	X	X	X	X	X	X	X
FEMA IS-700: NIMS, An Introduction	X	X			X			
NIMS ICS-100: Introduction to Incident Command System	X	X			X			
NIMS ICS-200: ICS for Single Resources and Initial Action Incidents ¹	X	X			X			
NIMS ICS-300: Intermediate ICS for Expanding Incidents ²	X							
NIMS ICS-400: Advanced ICS ³						X		
NIMS IS-800: National Response Framework, An Introduction ⁴					X			
Occupational Exposure (IMPP 09-106D; OEC Manual)	X	X	X	X	X	X	X	
SECURITY PROCEDURES								
Count/Movement/Accountability Checks	X							
Key & Tool Control								
Property/Contraband Control								
Restraints/Avoiding Positional Asphyxia (IMPP 12-113)								
Rules of Evidence/Crime Scene Preservation								
Searches (personal/area/vehicle/medicine bags) (IMPP 12-103D)								
Transportation/Escort Procedures (IMPP 12-110A)								
MEDICAL EMERGENCIES								
CPR/First Aid	X							
Prevention and Control of Communicable Diseases/Universal Precautions (IMPP 16-106D)	X	X	X	X	X	X	X	X

Topic	Corrections Officers/ Specialists	Facility Case Management	Reentry	Professional Specialists/ Support Staff	Administrative /Managerial	Information Technology	Clerical	Contract
Recognition of signs and symptoms/knowledge of action that is required in potential emergency situations 4-minute response time - Methods of obtaining assistance - Procedures for patient transfers to medical facilities or health care providers - Signs & symptoms of mental illness, violent behavior, acute chemical intoxication & withdrawal	X							
Suicide Prevention/Intervention (IMPP 10-105D)	X	X	X	5				X
RESIDENT SUPERVISION								
Conducting Custody Classification Reviews		X						
Effective Resident Reviews		X						
Gender Responsivity Considerations (TCF Only)	X	X	X	X	X	X	X	X
Good Time Computation		X						
Resident Grievance Procedure (K.A.R. 44-15-101)		X	X					
Resident Property & Claims		X						
Resident Rules and Regulations	X	X	X	6				X
Resident Sexual Safety and Coordinated Response (IMPP 10-103D)	X	X	X	X	X	X	X	X
International Prisoner Transfer		X						
Interstate Corrections Compact		X						
Introduction to Prisoner Review Board		X						
Introduction to Sentence Computation		X						
Security/Classification Levels	X							
Security Threat Groups (IMPP 12-105D)	X	X	X	X	X	X	X	X
Types of Supervision	X							
Unit Team Concept		X						
COMMUNICATION SKILLS								
Communication	X	X	X	8	9			
Conflict De-escalation	X							
Radio Communications	X							
Report Writing - Incident Reports - Narratives - Logs - Disciplinary Reports - Use of Force Reports	X							
CASE MANAGEMENT								
Evidence Based Practices		X	X		7			
Risk Reduction and Core Correctional Practices		X	X		7			
Classification & Risk Containment		X	X		7			
Risk Assessments		X	X		7			
REENTRY AND RELEASE								
Home and Employment Plan Investigations			X					
Release Planning Process			X					

Topic	Corrections Officers/ Specialists	Facility Case Management	Reentry	Professional Specialists/ Support Staff	Administrative/ Managerial	Information Technology	Clerical	Contract
INFORMATION TECHNOLOGY								
Forms/Email/Intranet	X							
Information Technology Security Awareness (KS ITEC Policy 7230-A; IMPP 05-116D)	X	X	X	X	X	X	X	X
KASPER		X						
KCJIS/OMIS Security Requirements (IMPP 05-172D)	X	X	X	X	X	X	X	X
Athena		X	X					
ON-THE-JOB TRAINING OJT	X							

¹NIMS ICS-200: Required for Facility Command staff, Section Chiefs (includes Business Manager, Food Service Supervisor and Unit Team Managers), CSI's and above, SORT Team members

²NIMS ICS-300: Required for Facility Command staff, CSII's and above, SORT Commanders and Team Leaders

³NIMS ICS-400: Required for Wardens and Deputy Wardens

⁴NIMS IS-800: Required for Wardens and Deputy Wardens

⁵ Required for Professional Specialists/Support staff who supervise residents

⁶ Required for Professional Specialists/Support staff who supervise residents

⁷ Required for Administrators and Managers who oversee facility case management staff

⁸ Required for Professional Specialists/Support staff who supervise residents

⁹ Required for Administrators and Managers who oversee security, maintenance, and other staff who supervise residents

BASIC TRAINING REQUIREMENTS BY JOB CATEGORY JUVENILE FACILITY

Topic	Operations Staff	Facility Case Management	Direct Care	Non-Direct Care	Contract
STANDARDS OF PROFESSIONAL CONDUCT					
Legal Issues	X	X	X		X
CULTURAL AWARENESS					
Cultural Awareness/Social & Cultural Lifestyles of the Juvenile Population	X	X			
USE OF FORCE					
Defensive Tactics	X	X	X	X	X
Handle With Care (IMPP 12-111J)	X	X	X		
Mechanical Restraints/Avoiding Positional Asphyxia (K.A.R. 123-5-106; IMPP 12-113J)	X				
Use of Force	X	X	X		
SAFETY/EMERGENCY PROCEDURES					
Incident Command System for Corrections (ICSC)	X	X	X	X	X
NIMS IS-100: Introduction to Incident Command System	X	X	X		
NIMS IS-700: NIMS, An Introduction	X	X	X		
NIMS IS-200: ICS for Single Resources and Initial Action Incidents ¹	X				
NIMS IS-300: Intermediate ICS for Expanding Incidents ²	X				
NIMS IS-400: Advanced ICS ³					
NIMS IS-800: National Response Framework, An Introduction ⁴					
SECURITY PROCEDURES					
Crime Scene Preservation (IMPP 22-108D)	X	X	X		
Resident/Facility Searches (IMPP 12-103D)	X	X			
Rules of Evidence	X	X			
Searches of Employees and Volunteers (IMPP 12-121D)	X				
Searches of Visitors (IMPP 12-115D)	X				
Restricted Housing Procedures	X				
COMMUNICATION SKILLS					
Communication	X	X	X	X	X
Crisis Intervention	X	X			
Report Writing	X	X			
MEDICAL EMERGENCIES					
Communicable and Infectious Disease Management	X	X	X	X	X
CPR/First Aid	X	X	X		
Mental Health	X	X	X		X
Medical Emergency Response	X	X	X		
Suicide Prevention/Intervention (10-105D)	X	X	X		X
RESIDENT SUPERVISION					
Adolescent Growth and Development	X	X			
Behavior Management/Privileges and Incentives	X	X	X		
Juvenile Rights and Responsibilities	X	X	X		
Juvenile Rules & Regulations/Resident Disciplinary Process	X	X	X		
Resident Grievance Process	X	X			
Resident Property Claims	X	X			
Reporting Abuse and Neglect (IMPP 10-140J)	X	X	X	X	X
Resident Sexual Safety and Coordinated Response (IMPP 10-103D)	X	X	X	X	X
Supervision of Juveniles	X	X	X		
CASE MANAGEMENT					
Evidence Based Practices		X			
Risk Reduction and Core Correctional Practices		X			
Classification & Risk Containment		X			
Risk Assessments		X			
INFORMATION TECHNOLOGY					
Advanced Computer Training KJJIS	X	X			
Information Technology Security Awareness (KS ITEC Policy 7230-A)	X	X	X	X	X

Topic	Operations Staff	Facility Case Management	Direct Care	Non-Direct Care	Contract
ON THE JOB TRAINING (OJT)	X				

¹ **NIMS ICS-200:** Required for Facility Command staff and Section Chiefs (Business Administrator, Food Service Supervisor, etc.), Social Work Supervisors, and JCO II's and above

² **NIMS ICS-300:** Required for Facility Command staff and JCO III's and above

³ **NIMS ICS-400:** Required for Superintendent and Deputy Superintendent

⁴ **NIMS ICS-800:** Required for Superintendent and Deputy Superintendent

⁵ Required for Administrators and Managers who oversee security, maintenance, and other staff who supervise residents

BASIC TRAINING REQUIREMENTS BY JOB CATEGORY

Community and Field Services

Topic	Parole Officer	Professional Specialist	Administrative /Managerial	Information Technology	Clerical
RISK MANAGEMENT OVERVIEW					
Risk Reduction & Risk Containment Strategies	X	X	X	X	X
STANDARDS OF PROFESSIONAL CONDUCT					
Sexual Harassment/EEO (IMPP 02-124D)	X	X	X	X	X
Undue Familiarity/Sexual Misconduct (IMPP 02-118D)	X	X	X	X	X
Mandated Reporting ¹	X	X	X		
SAFETY/EMERGENCY PROCEDURES					
Active Shooter Preparedness	X	X	X	X	X
Hostage Survival (IMPP 19-104A)	X	X	X	X	X
Emergency Plans (IMPP 19-103A)	X	X	X	X	X
Occupational Exposure (IMPP19-106D, OEC Manual)	X	X	X	X	X
Universal Precautions & Communicable Diseases (IMPP 19-106D)	X	X	X	X	X
Staff Wellness	X	X	X	X	X
Use of Force	X	X	X		X
Search Procedures (IMPP 14-164A)	X				
Defensive Tactics	X	X			X
Chemical Agents ² (IMPP 03-106D)	X	X			X
Conducted Energy (Electrical) Weapons (IMPP 03-106D) ²	X	X			X
Office & Field Safety	X	X	X	X	X
CASE MANAGEMENT & SUPERVISION PROCESSES					
Resident Sexual Safety (IMPP 10-103D)	X	X	X	X	X
Record Management & Confidentiality	X	X	X	X	X
Communication	X	X	X		X
Release Planning	X				
Initial Reporting Procedures	X				
Supervision Grievance Procedures (K.A.R. 44-15-101a)	X		X		
Effective Interventions	X				
Risk/Need Assessment Certification(s) (IMPP 11-113A)	X				
Case Planning	X				
Violation & Revocation Processes	X				
Security Threat Groups (IMPP 12-105D)	X	X	X	X	X
Case Management of Specialized Populations: - Domestic Violence - Sexual Risk - Substance Use/Misuse - High Needs Mental Health Interstate Compact Cases	X				
Substance Use Testing (IMPP 14-112A)	X				
Office of Victim Services (IMPP 21-101A)	X	X	X	X	X
Case Management Basic Training ³	X	X			

Topic	Parole Officer	Professional Specialist	Administrative /Managerial	Information Technology	Clerical
INFORMATION TECHNOLOGY					
Computer Systems	X	X			X
Information Technology Security Awareness (KS ITEC Policy 7230-A; IMPP 05-116D)	X	X	X	X	X
ON-THE-JOB TRAINING (OJT)	X				
BASIC SUPERVISORY TRAINING⁴			X		

¹ Training on mandated reporting is required for all staff who meet the definition of a mandated reporter per K.S.A. 38-2223(a)(D) and K.S.A. 39-1431, including any staff who hold a license that would meet the criteria of a mandated reporter.

² All staff are required to attend instruction on chemical agents (CA) and conducted energy (electrical weapons (CEW)). Staff who wish to be certified in CA and/or CEW and carry CA/CEW while on the job, are required to complete certification training.

³ Case Management Basic Training is required for staff who facilitate KDOC programs; including but not limited to Program Consultants and Sex Offender Specialists.

⁴ Staff hired for supervisory positions are required to complete a supervisory training program (K.A.R. 1-8-6)

BASIC TRAINING REQUIREMENTS BY JOB CATEGORY

Special Agents

FACILITY SPECIAL AGENTS

Facility Special Agents are required to complete corrections officer basic training. In addition, facility special agents are required to complete basic investigator training as follows:

- Code of Ethics
- Legal Issues
- Crime Scene/Evidence Collection
- Offender/Resident Sexual Safety Investigations
- Interview and Interrogation
- Arrest Procedures (IMPP 22-105A)
- Transportation of Resident (IMPP 22-105A)
- Assembling a Case/Report Writing
- Preparing for Court
- Drug Identification
- Surveillance Techniques
- Conducted Energy (Electrical) Weapons

JUVENILE SERVICES SPECIAL AGENTS

Juvenile Services Special Agents are required to complete a certified law enforcement basic training course. In addition, KDOC training requirements include:

STANDARDS OF PROFESSIONAL CONDUCT

- Code of Ethics (IMPP 02-118D)
- Interpersonal Relations
 - Undue Familiarity/Sexual Misconduct (IMPP 02-118D)
 - Sexual Harassment/EEO (IMPP 02-124D)

RESIDENT SUPERVISION

- Resident Sexual Safety and Coordinated Response (IMPP 10-103D)
- Reporting Abuse & Neglect (IMPP 10-140J)

USE OF FORCE

- Use of Force Policy/Procedures (IMPP 12-111J)
- Handle With Care (IMPP 12-111J)
- Chemical Agents (IMPP 03-106D; IMPP 12-111A)
- Conducted Energy (Electrical) Weapons
- Range Safety (IMPP 12-126A)
- Weapons Training (IMPP 22-107D; 03-106D; IMPP 12-111A)
- Weapons Qualification (IMPP 03-106D)

SAFETY/EMERGENCY PROCEDURES

- Incident Command System for Corrections
- FEMA IS-700: NIMS, An Introduction
- NIMS ICS-100: Introduction to ICS
- Occupational Exposure (IMPP 09-106D; OEC Manual)

SECURITY PROCEDURES

- Arrest Procedures (IMPP 22-105A)
- Restraint Applications/Positional Asphyxia (IMPP 12-113; K.A.R. 123-5-106)
- Crime Scene Preservation (IMPP 22-108D)
- Transportation Procedures (IMPP 22-105A)
- Search Procedures (IMPP 12-103D)

MEDICAL EMERGENCIES

- Prevention and Control of Communicable Diseases/Universal Precautions

INFORMATION TECHNOLOGY

- IT Security Awareness (KS ITEC Policy 7230A; IMPP 05-116D)
- KCJIS/OMIS Security Requirements (IMPP 05-172D)

COMMUNITY SPECIAL AGENTS

Community Special Agents are required to complete a certified law enforcement basic training course. In addition, KDOC training requirements include:

RISK MANAGEMENT OVERVIEW

- Risk Containment
- Risk Reduction & Reentry
- Risk Assessment Overview
- Victim Services (IMPP 21-101A)

STANDARDS OF PROFESSIONAL CONDUCT

- Code of Ethics (IMPP 02-118D)
- Interpersonal Relations
 - Undue Familiarity/Sexual Misconduct (IMPP 02-118D)
 - Sexual Harassment/EEO (IMPP 02-124D)

OFFENDER SUPERVISION

- Resident Sexual Safety and Coordinated Response (IMPP 10-103D)

USE OF FORCE

- Use of Force Policy/Procedures (IMPP 12-111A)
- Defensive Tactics
- Batons (IMPP 03-106D)
- Chemical Agents (IMPP 03-106D; 12-111A)
- Conducted Energy (Electrical) Weapons
- Range Safety (IMPP 12-126A)
- Weapons Training (IMPP 22-107D; 03-106D; 12-111A)
- Weapons Qualification (IMPP 03-106D)

SAFETY/EMERGENCY PROCEDURES

- Emergency Plans (19-103A)
- FEMA IS-700: NIMS, An Introduction
- NIMS ICS-100: Introduction to ICS
- Defensive Driving (IMPP 03-104D; 22-102A)
- Hostage Survival (IMPP 19-104A)
- Occupational Exposure (IMPP 09-106D; OEC Manual)

SECURITY PROCEDURES

- Arrest Procedures (IMPP 22-105A)
- Restraint Applications/Positional Asphyxia (IMPP 12-113)
- Collection and Preservation of Evidence
- Transportation Procedures (IMPP 22-105A; 12-110A)
- Search Procedures (IMPP 12-103D; 14-164A)
- Security Threat Groups (IMPP 12-105D)

MEDICAL EMERGENCIES

- Prevention and Control of Communicable Diseases/Universal Precautions (IMPP 16-106DD)

INFORMATION TECHNOLOGY

- IT Security Awareness (IMPP 05-116D)
- KCJIS/OMIS Security Requirements (IMPP 05-172D)
- Athena

EAI Supervisors are also required to take NIMS ICS-200: ICS for Single Resources and Initial Action Incidents.

ANNUAL TRAINING REQUIREMENTS BY JOB CATEGORY

Adult Facility

Topic	Corrections Officers/ Specialists	Facility Case Management	Reentry	Professional Specialists/ Support Staff	Administrative/Managerial	Information Technology	Contract	Clerical
Chemical Agents ⁵	X							
Communication	X	X	X	6	7			
CPR/First Aid	8							
Defensive Tactics	X							
Emergency Plans/Procedures (IMPP 19-101D)	X	X	X	X	X	X	X	X
Fire and Emergency Procedures	X							
Resident Sexual Safety and Coordinated Response (IMPP 10-103D)	X	X	X	X	X	X	X	X
IT Security Awareness (IMPP 05-116D; KS ITEC Policy 7230-A)	X	X	X	X	X	X	X	X
Medical Emergency/Responses	X							
Occupational Exposure (IMPP 09-106D; OEC Manual)	X	X	X	X	X		X	X
Resident Rules of Conduct	X	X	X	9			X	
Prevention/Control of Infectious & Communicable Diseases (IMPP 16-106D)	X	X	X	X	X	X	X	X
Security Procedures	X							
Sexual Harassment (IMPP 02-124D)	X	X	X	X	X	X	X	X
Code of Ethics	X	X	X	X	X	X	X	X
Suicide Prevention/Intervention	X	X	X	10			X	
Undue Familiarity/Sexual Misconduct (IMPP 02-118D)	X	X	X	X	X	X	X	X
Use of Force/Positional Asphyxia	X							
Weapons Training (IMPP 03-106D)	11							
EEO Discrimination Complaint Resolution (IMPP 02-101D; IMPP 01-128D)	X	X	X	X	X	X	X	X
Facility Electives	X	X	X	X	X	X	X	X

⁵ Staff required to carry or who may be issued chemical agents are required to attend annual training to retain their certification.

⁶ Required for professional specialists who supervise residents.

⁷ Communication refresher required for Administrative/Managerial staff who oversee security, maintenance, and other staff required to take Communication; Communication refresher required for Administrative/Managerial staff who supervise facility case management staff.

⁸ Staff shall be re-certified in CPR/First Aid bi-annually in accordance with the certifying health organization's requirements.

⁹ Required for professional specialists who supervise residents.

¹⁰ Required for professional specialists who supervise residents.

¹¹ Corrections officers designated to staff armed posts and respond to emergency situations shall receive 8 hours of weapons training, in two sessions, as a portion of their 40 hours of annual training in accordance with the firearms training plan described in IMPP 03-106D.

ANNUAL TRAINING REQUIREMENTS BY JOB CATEGORY

Juvenile Facility

Topic	Juvenile Corrections Officers	Direct Care Staff	Direct Care Support Staff	Non-Direct Care Support Staff	Administrative Staff	Contract
CPR/First Aid ¹	X	X	X			
Communicable and Infectious Disease Management	X	X	X	X	X	X
Fire and Emergency Procedures	X	X	X	X	X	X
Handle With Care Refresher	X	X	X	X	X	As required
IT Security Awareness (IT 7230A)	X	X	X	X	X	X
Juvenile Rules and Regulations	X	X	X			X
Medical Emergency Response 4-minute response time - Recognition of signs & symptoms, and required action - Recognition of signs & symptoms of mental illness, violent behavior, and acute chemical intoxication and withdrawal - Methods of obtaining assistance - Procedures for transfer to medical facilities or community health service providers	X					
Occupational Exposure (IMPP 09-101D; OEC Manual)	X	X	X	X	X	X
Resident Sexual Safety and Coordinated Response (IMPP 10-103D)	X	X	X	X	X	X
Reporting Abuse or Neglect (IMPP 10-140J)	X	X	X			X
Safety Procedures	X					
Security Procedures	X	X	X			X
Sexual Harassment (IMPP 02-124D)	X	X	X	X	X	X
Standards of Conduct/Ethics	X					
Suicide Prevention/Intervention	X	X	X			X
Supervision of Juveniles	X	X	X			X
Undue Familiarity/ Sexual Misconduct	X	X	X			X
Use of Force	X					
EEO Discrimination Complaint Resolution (IMPP 02-101D; IMPP 01-128D)	X	X	X	X	X	X
Electives	X	X	X	X	X	X

¹ Staff shall be re-certified in CPR/First Aid bi-annually in accordance with the certifying health organization's requirements.

¹² Training is required for staff in this category with offender contact.

ANNUAL TRAINING REQUIREMENTS BY JOB CATEGORY

Parole Services

Topic	Parole Officer /Reentry Case Managers	Professional Specialist/ Support Staff	Administrative /Managerial	Information Technology	Clerical
Chemical Agents (staff certified and authorized to carry chemical agents only) (IMPP 03-106D)	X	X	X		X
Communication (include cognitive skills refresher) ¹²	X	X	X		
Emergency Plans/Procedures (IMPP 19-103A)	X	X	X	X	X
IT Security Awareness (KS ITEC Policy 7230A; IMPP 05-116D)	X	X	X	X	X
Occupational Exposure (IMPP 09-106D; OEC Manual)	X	X	X		X
Resident Sexual Safety and Coordinated Response (10-103D)	X	X	X	X	X
Sexual Harassment (IMPP 02-124D)	X	X	X	X	X
Undue Familiarity/Sexual Misconduct (IMPP 02-118D)	X	X	X	X	X
EEO Discrimination Complaint Resolution (IMPP 02-101D; IMPP 01-128D)	X	X	X	X	X
Electives	X	X	X	X	X

¹ Staff shall be re-certified in CPR/First Aid bi-annually in accordance with the certifying health organization's requirements.

¹² Training is required for staff in this category with offender contact.

ANNUAL TRAINING REQUIREMENTS BY JOB CATEGORY Central Office/EAI

Topic	Administrative /Managerial	Professional Specialists	Information Technology	Clerical	Contract	EAI
Batons (IMPP 03-106D)						X
Chemical Agents (IMPP 03-106D)						X
CPR/First Aid						¹³
Fire and Emergency Procedures (19-101D; 19-103A)	X	X	X	X	X	X
IT Security Awareness (KS ITEC Policy 7230A; IMPP 05-116D)	X	X	X	X	X	X
Legal Issues						X
Occupational Exposure (IMPP 09-106D; OEC Manual)						X
Resident Sexual Safety and Coordinated Response (IMPP 10-103D)	X	X	X	X	X	X
Prevention/Control of Infectious & Communicable Diseases (IMPP 16-106DD)						X
Security Threat Groups						X
Sexual Harassment (IMPP 02-124D)	X	X	X	X	X	X
Standards of Conduct/Ethics						X
Conducted Energy (Electrical) Weapons (CEW)						X
Undue Familiarity/Sexual Misconduct (IMPP 02-118D)	X	X	X	X	X	X
Use of Force/Positional Asphyxia						X
Weapons Training/Range Safety (IMPP 22-107D; 03-106D)						X
EEO Discrimination Complaint Resolution (IMPP 02-101D; IMPP 01-128D)	X	X	X	X	X	X
Electives	X	X	X	X	X	X

¹³ Staff shall be re-certified in CPR/First Aid bi-annually in accordance with the certifying health organization's requirements.

MANDATORY JOB-SPECIFIC TRAINING REQUIREMENTS

Resident Grievance Procedures: All facility employees directly involved in the operation of the grievance procedure shall receive training in the skills necessary to operate, or participate in, the grievance procedure in accordance with K.A.R. 44-15-101a.

EEO Representatives: Training shall be provided per IMPP 02-123D.

Exit Interview Teams: Training shall be provided per IMPP 02-104D.

Fire Safety Officers: Initial training is required per IMPP 03-118D.

Health and Sanitation Officers: Initial training is required per IMPP 03-118D.

Industrial Safety Officers: Initial training is required per IMPP 03-118D.

Weekly Inspectors: Initial training is required per IMPP 03-118D.

Non-departmental Supervisors of Residents Initial Training: IMPP 10-125A requires 24 hours of initial training for all non-departmental personnel selected to provide direct supervision of resident labor crews. Such training shall include: Departmental and Facility Organizational Structure; Security Policies and Procedures; Undue Familiarity/Sexual Misconduct; Resident Sexual Safety and Coordinated Response; Inmate Rule Book; Emergency Responses (escape, injury, natural disaster); and First Aid/CPR.

Substance Abuse Testing: All personnel conducting drug tests shall be trained in the actual operation of the test equipment per IMPP 12-124D.

Fire Safety Officers: Annual training shall be provided in accordance with IMPP 03-118D.

Health and Sanitation Officers: Annual training shall be provided in accordance with IMPP 03-118D.

Industrial Safety Officers: Annual training shall be provided in accordance with IMPP 03-118D.

Weekly Inspectors: Annual training shall be provided in accordance with IMPP 03-118D.

Non-departmental Supervisors of Residents Annual Training: IMPP 10-125A requires 16 hours of annual training for all non-departmental personnel selected to provide direct supervision of resident labor crews. Such training includes: Departmental and Facility Organizational Structure; Security Policies and Procedures; Undue Familiarity/Sexual Misconduct; Resident Sexual Assault Prevention/PREA; Inmate Rule Book; Emergency Responses (escape, injury, natural disaster); and, on a bi-annual basis in accordance with the certifying health organization's requirements, First Aid/CPR.

NCIC: KCJIS workstation users and agency technical support personnel shall be provided network security awareness training within six (6) months of their employment or assignment per IMPP 05-172D.

SPECIAL OPERATIONS RESPONSE TEAM (SORT) TRAINING

SORT BASIC TRAINING FOR TACTICAL UNITS

• Ethics • Advanced Chemical Agents and munitions • Advanced Shotgun, Handgun and Rifle Techniques to include low light shooting • Basic Building Entry • Forced Cell Moves • Stretching/Physical Training • Rappelling (Optional) • Riot Control Tactics • Equipment inspection and instruction • Marching • Advanced Defensive Tactics to include restraint techniques, weapon retention and response drills • Tactical First Aid	PREREQUISITES: Must be qualified on 9mm, shotgun and rifle, and pass physical fitness test in accordance with IMPP 12-104D prior to attending and to remain in training.
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SORT BASIC TRAINING FOR CRISES RESOLUTION TEAMS

• 40 hour certified Level 1 Crisis/Hostage Management course through Midwest Counterdrug Training Center (MCTC) OR • 40 hour certification Basic Negotiations Course through the Federal Bureau of Investigations	
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SORT BASIC TRAINING FOR LOGISTICS UNITS

• Overview of SORT Operations • Logistical Support Requirements: - Command Center Operations - Crises Resolution Unit - Public Information Officer - Tactical Unit Squads - Support Services • Emergency Key Procedures	• Procurement and Distribution Procedures • Provisions for Staff Relief • Transportation/Restraint Procedures • Use of Video Equipment • Fire Safety/Hazardous Materials • Chemical Munitions Cleanup Procedures • Evidence Collection/Retention • Documentation/Forms
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ANNUAL TRAINING FOR SORT TACTICAL UNIT

<i>Topics</i>	
• Advanced Chemical Agents & Munitions • Advanced Defensive Tactics • Advanced Firearms including low light shooting • Building Entry/Clearing • Forced Cell Moves • Riot Control Tactics	Full-scale exercises conducted by the facility shall be designed to include participation by the SORT team and includes cross training with the crisis resolution unit, logistics unit, and outside agencies in accordance with IMPP 12-104D. Table-top exercises, functional exercises, facility specific training and squad specific training (#5077) may be used to complete the 88 hours.

ANNUAL TRAINING FOR CRISIS RESOLUTION TEAM

<i>Topics</i>	
• Hostage/Barricade Scenario Exercises • Regional Exercise rotating within the region. • Local Exercise at each facility in the region to cover perimeter maintenance, situational assessment, communication between commanders/IC and surrender ritual	Staff on the team for two years shall complete the Level 2 certification through MCTC. Regional Team Leaders will complete levels 2 and 3 as soon as possible.

ANNUAL TRAINING FOR LOGISTICS TEAM

<i>Topics</i>	
• Logistics Unit Training	Logistics units shall train with the tactical and crisis resolution units a minimum of twice annually as determined by the SORT Commander.