I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies, and procedures for the development and implementation of professional training programs that meet federal and state requirements for ADOC employees.

II. POLICY

It is the policy of the ADOC to provide employees and contractual clients with the training and skills necessary to meet the changing correctional environment.

III. DEFINITION(S) AND ACRONYM(S)

A. ADOC Law Enforcement Personnel: An employee in one of the correctional officer / law enforcement job classifications, to include: Correctional Officer, Correctional Sergeant, Correctional Lieutenant, Correctional Captain, Correctional Warden I, Correctional Warden II, Correctional Warden III, Associate Commissioner, Deputy Commissioner, Institutional Coordinators, Corrections Training Director, Corrections Community Program Director, Corrections Canine Assistant Handler, Corrections Canine Handler Supervisor, Corrections Canine Handler, Correctional Investigative Services Officer, Correctional Investigation Services Assistant Director, and Correctional Investigative Services Director.

B. APOSTC (Alabama Peace Officers Standards and Training Commission): An agency that was created to ensure that law enforcement officers in Alabama receive training in their vocations, thereby providing better service to the public. These goals are obtained
by empowering the Commission with authority to promulgate rules in
the selection, recruitment, and training of law enforcement officers and
the work of law enforcement agencies in the State and to prescribe
standards for law enforcement officers.

C. **APOSTC Certification**: A certificate issued by APOSTC attesting to
the accreditation of an approved academy, instructor, or law
enforcement officer.

D. **APOSTC Instructor**: An individual who possesses a certificate
issued by APOSTC to instruct in an approved academy or Regional
Training Center.

E. **Applicant**: An individual who is seeking admittance to an approved
academy for certification as a law enforcement officer.

F. **CEU (Continuing Education Unit)**: The annual twelve (12) hours of
continuing education / training required by APOSTC to maintain
certification. This does not include annual re-certifications such as
firearms, PPCT, CPR / First Aid.

G. **DD-214, Report of Separation**: The Defense Department issues to
each veteran a DD-214 identifying the veteran’s condition of discharge
– honorable, general, other than honorable, dishonorable or bad
conduct.

H. **Employee**: For the purpose of this regulation, any person employed by
the ADOC as a full-time, part-time, conditional or temporary
employee, and all other persons such as contractors, vendors, and
volunteers in the classified and unclassified service.

I. **ePost**: A suite of applications within the Alabama Criminal Justice
Information Center designed to aid in the management of academy
applications, continuing education, employment history, information
requests, officer certification and much more.

J. **FLETC**: Federal Law Enforcement Training Center.

K. **In-Service Training**: Annual training conducted by certified Regional
Training Instructors.

L. **LEA Uniform**: For the purpose of this regulation, refer to AR 217,
*Dress Code*. 

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M. **NIC (National Institute of Corrections):** An agency of the Department of Justice, Bureau of Prisons (BOP) that provides technical assistance, training, and information to federal, state and local criminal justice disciplines throughout the country.

N. **NOBE:** Notice of Basic Eligibility (GI Bill).

O. **OJT (On-The-Job Training):** For the purpose of this regulation, training provided by an experienced worker to a new employee while he or she is at the job site under real life conditions learning the skills and information necessary for productive and satisfactory job performance to enhance their career knowledge and skills.

P. **PPCT (Pressure Point Control Tactics):** A research-based training program that specializes in defensive tactics.

Q. **Prison Rape Elimination Act (PREA) of 2003:** A federal statute enacted in September 2003, to provide for the analysis of the incidents and effects of prison rape in federal, state, and local institutions and to provide information, resources, recommendations and funding to protect individuals from prison rape.

R. **SUB Uniform:** For the purpose of this regulation, refer to AR 217, *Dress Code.*

S. **Support Employee:** For the purpose of this regulation, any non-law enforcement person employed by the ADOC.

T. **Trainee:** For the purpose of this regulation, an ADOC employee in the class title of Correctional Officer Trainee, class code of 60710.

U. **Valid Driver’s License:** A driver’s license issued by the state the employee resides and has not been suspended, revoked, canceled, denied, or otherwise disqualified. Residents of the state of Alabama must obtain a valid Alabama driver’s license in accordance with Code of Alabama 1975 as amended, Title 32-6-1.

IV. **responsibilities**

A. The Commissioner is responsible for ensuring that departmental employees are properly trained to perform their assigned duties.

B. The Associate Commissioner of Operations is responsible for administering a training program for departmental employees.

C. Wardens / Division Directors are responsible for:
1. Developing their institutional / divisional Standard Operating Procedures (SOPs), as necessary, for the implementation of AR 219, *Training*.

2. Ensuring that assigned employees complete training prescribed by the Associate Commissioner of Operations and / or the Director of Training.

3. Providing and maintaining building maintenance and necessary resources for the Regional Training Center in their area.

4. Administering an institutional / divisional OJT program and a new employee orientation in accordance with AR 204, *New Employee Orientation*.

D. The Director of Training is responsible for:

1. Ensuring that the Alabama Corrections Academy maintains APOSTC certification.

2. Administering the Basic Academy Training Program (Alabama Corrections Academy) to ensure that the training of law enforcement applicants’ is conducted in accordance with federal, state, and APOSTC requirements.

3. Administering the Regional Training Centers to ensure that employee training is conducted in accordance with federal, state, and APOSTC requirements.

4. Developing and maintaining the annual ADOC Master Training Plan, to include, but not limited to, a program and schedule for:
   a. Basic Academy Training.
   b. Regional In-Service Training.
   c. New Support Training.
   d. Specialized Training Programs.

5. Organizing and planning the annual departmental Executive Leadership Conference.
6. Ensuring that employee training records are accurately maintained.

7. Providing training statistical data when required.

8. Selecting and assigning personnel to the Training Division.

9. Ensuring that adequate facilities and equipment are available to conduct training programs.

10. Ensuring that law enforcement training is conducted in accordance with APOSTC standards to maintain certification.

11. Ensuring that APOSTC Instructors are in compliance with APOSTC requirements and departmental policies and procedures.

12. Submitting recommendations to the Associate Commissioner of Operations to reassign training personnel that are not in compliance with APOSTC requirements and / or departmental polices and procedures.

13. Designing and implementing evaluation instruments to assess the impact of training programs.

E. The Academy Training Captain is responsible for supervising the Alabama Corrections Academy.

F. The Regional Training Captain is responsible for supervising the Regional Training Centers, Residential Training Annex and the Regional PREA Training Program.

G. The Regional Training Supervisor (Lieutenant) is responsible for:

1. Providing input to the ADOC Master Training Plan as requested by the Director of Training.

2. Executing the required training per the ADOC Master Training Plan for the institutions / divisions in their designated region.

3. Ensuring that all assigned employees in their designated region have been scheduled for and complete annual training.

4. Ensuring that required documentation is maintained in the ePost and Training Division database.
5. Supervising the physical fitness training program for Trainees that are not enrolled in the Academy.

6. Ensuring that the training facilities and equipment are operational and conducive to training.

7. Ensuring that employees attending training programs are in compliance with departmental policies and procedures.

8. Completing and submitting quarterly and annual training reports to the Regional Training Captain.

9. Ensuring that all in-service training of employees is documented and completed by the fifteenth of November.

H. ADOC Law Enforcement personnel shall be responsible for successful completion of annual In-Service Training, to include:

1. APOSTC requirements (12-hours of CEUs and handgun requalification).

2. Departmental requirements (shotgun, specialized training).

I. It is the responsibility of all employees to adhere to the contents of this regulation.

V. PROCEDURES

A. Training Personnel:

1. Training Personnel assigned to a training position shall successfully complete APOSTC Instructor Certification and departmental requirements within one (1) year.

2. Training Personnel shall maintain and continue to comply with APOSTC and departmental requirements, to include, but not limited to:

   a. Basic Training for Trainers / Foundation Skills for Trainers.

   b. PPCT Instructor Certification.

   c. NRA, FLETC or FBI Firearms Instructor Certification.
d. American Red Cross CPR and First Aid Instructor Certification.

e. APOSTC Instructor Certification.

3. Training Personnel who are unable to successfully obtain or maintain APOSTC Instructor Certification and departmental requirements shall be reviewed by the Director of Training for appropriate action.

4. The Director of Training shall make a recommendation to the Associate Commissioner of Operations to remove training personnel from their training assignments.

B. Training Regions:

1. Annual in-service training shall be conducted at Regional Training Centers located geographically around the state.

2. Each training center shall support the following institutions/divisions:

   a. **Region 01** – Located on the premises of St. Clair Correctional Facility and provides training support to the following:

      2. Childersburg Work Release.
      3. Regional Division personnel to include, but not limited to I&I, ACI, and SRP.

   b. **Region 02** – Located on the premises of Kilby Correctional Facility and provides training support to the following:

      1. Kilby Correctional Facility.
      2. Tutwiler Prison For Women.
      4. Red Eagle Honor Farm.
5. Alexander City Work Release.

6. Central Office personnel.

7. Regional Division personnel to include, but not limited to I&I, ACI, and SRP.

c. **Region 03** – Located on the premises of Fountain Correctional Facility and provides training support to the following:

1. Fountain Correctional Facility.

2. Holman Correctional Facility.

3. JO Davis Correctional Facility.

4. Atmore Work Release.

5. Loxley Work Release.


7. Regional Division personnel to include, but not limited to I&I, ACI, and SRP.

d. **Region 04** – Located on the premises of Limestone Correctional Facility and provides training support to the following:

1. Limestone Correctional Facility.

2. Decatur Community Base Facility / Community Work Center.

3. Regional Division personnel to include, but not limited to I&I, ACI, and SRP.

e. **Region 05** – Located on the premises of William E. Donaldson Correctional Facility and provides training support to the following:


3. Regional Division personnel to include, but not limited to I&I, ACI, and SRP.

f. **Region 06** – Located on the premises of Ventress Correctional Facility and provides training support to the following:

1. Bullock County Correctional Facility.
2. Easterling Correctional Facility.
4. Elba Work Release.
5. Regional Division personnel to include, but not limited to I&I, ACI, and SRP.

g. **Region 07** – Located on the premises of Draper Correctional Facility and provides training support to the following:

1. Draper Correctional Facility.
2. Staton Correctional Facility.
3. Elmore Correctional Facility.
4. Frank Lee Youth Center.
5. Regional Division personnel to include, but not limited to I&I, ACI, and SRP.

h. **Region 08** – Located on the premises of Bibb County Correctional Facility and provides training support to the following:

1. Bibb County Correctional Facility.
2. Farquhar State Cattle Ranch.
4. Regional Division personnel to include, but not limited to I&I, ACI, and SRP.
Region 09 – Located on the premises of East Thomas Residential Training Annex and provides training support to the following:

1. Hamilton A&I.

2. Hamilton Community Base Facility.

3. Regional Division personnel to include, but not limited to I&I, ACI, and SRP.

3. Request to train outside an assigned Regional Training Center:

   a. An employee may request to attend training outside of their assigned region if the employee’s residence is closer to another Regional Training Center.

   b. The employee must submit a written request by January 15th to their Warden / Division Director. The Warden / Division Director shall verify the request and submit their recommendation to the Director of Training.

   c. The Director of Training shall review the request and notify the Warden / Division Director of the final decision.

   d. The Warden / Division Director shall notify the employee’s supervisor of the final decision.

   e. The employee’s supervisor shall contact the respective Regional Training Supervisor to schedule the employee for training.

   f. Once an approved request is on file with the Training Division, the Regional Training Supervisor shall review and validate previous approved requests annually.

C. Annual Master Training Plan:

1. The Director of Training shall coordinate with executive leadership, to include Wardens and Division Directors for input, through a needs assessment, to develop an Annual
Master Training Plan.

2. Basic Academy Training:
   a. The Alabama Corrections Academy basic training program consists of 480-hours of APOSTC approved curriculum.
   b. The Academy Training Captain shall submit a scheduling proposal and curriculum updates to the Director of Training no later than July 1st of each year for the next calendar year.

3. New Support Training:
   a. The New Support Training program consists of 40-hours of approved curriculum.
   b. The Regional Training Captain shall submit a scheduling proposal and curriculum updates to the Director of Training no later than July 1st of each year for the next calendar year.

4. Regional In-Service Training:
   a. The Regional Training Captain shall submit a schedule and curriculum proposal to the Director of Training no later than July 1st of each year for the next calendar year.
   b. The proposal shall be divided into categories reflecting all employees.
   c. Law enforcement employees must complete a minimum of 32 to 40 hours of in-service training annually, as determined by the Director of Training.
   d. Support employees must complete a minimum of eight (8) hours of in-service training annually.

5. Specialized Training:
   a. The Director of Training shall arrange and / or facilitate special training programs as needs are identified, or as directed by the Associate Commissioner of Operations.
b. An employee that is required to acquire annual professional CEUs, such as psychologists, drug counselors, and accountants, shall coordinate course attendance through their immediate supervisor.

D. Basic Academy Training:

1. Prior to Academy Assignment:

   a. The ADOC Personnel Division shall advise the Correctional Officer Trainee of their employment date.

   b. A Trainee shall **not** be assigned to a correctional facility post involving inmate contact without supervision because he/she has not successfully completed the Alabama Corrections Academy and has not been certified as a law enforcement officer.

   c. A Trainee may perform routine tasks and duties under the direct supervision of an APOSTC certified Correctional Officer or Supervisor.

   d. A Trainee shall participate in a physical fitness program that shall be monitored by the Regional Training Center.

   e. Within fourteen (14) calendar days of the Trainee’s reporting date, the ADOC Personnel Division shall forward to the Director of Training copies of the following documents in accordance with APOSTC requirements (Chapter 650-X-2), to include, but not limited to:

      i. APOSTC application and affidavit.

      ii. Physical examination.

      iii. High School diploma or GED equivalent.

      iv. DD-214 or NOBE for military or National Guard members.

      v. Background check results.
vi. Valid driver’s license

f. The Director of Training shall notify the Trainee of their enrollment and reporting date to the Alabama Corrections Academy.

g. A Trainee shall complete the Basic Academy Training and receive APOSTC certification within one (1) year of their employment date.

2. During Academy Assignment:

a. A Trainee shall not work overtime at any institution while enrolled at the Alabama Corrections Academy.

b. A Trainee:

i. Must achieve a minimum of 70% academic average.

ii. That achieves an academic average of less than 70%, but greater than 60%, shall be afforded one (1) additional opportunity to return to the Academy.

iii. That achieves an academic average below 60% shall be separated from the ADOC and must wait two (2) years before he or she shall be considered for re-employment.

iv. Shall receive law enforcement certification as a Correctional Officer upon completion of the Alabama Corrections Academy.

c. After two (2) failed attempts to complete the Academy, a Trainee shall be separated from the ADOC and must wait two (2) years before testing again for the Correctional Officer Trainee position.

d. If a Trainee does not pass the Physical Ability / Agility Test, he or she shall be separated from the Academy.

i. The Trainee may be afforded one (1) additional opportunity to return to the Academy.
ii. After two (2) failed attempts to complete the Physical Ability / Agility Test, the Trainee shall be separated from the ADOC and he or she must wait two (2) years before testing again for the Correctional Officer Trainee position.

e. If a Trainee does not receive the required 70% on the First Aid / CPR and/or Legal exam, they shall be separated from the Academy. **NOTE:** These are “STAND ALONE” exams that must be passed with a minimum score of 70% in accordance with APOSTC requirements.

f. A Trainee must pass firearms qualification in order to graduate from the Academy.

i. Handgun.

   (a). A Trainee must pass two (2) of the three (3) attempts with a minimum score of 70% to meet APOSTC standards.

   (b). If a Trainee passes only one (1) of the three (3) attempts with the handgun, he or she may complete the Academy but must return to the next scheduled Academy class to complete the entire firearms portion of training, passing two (2) of three (3) attempts with a 70% or higher.

   (c). If a Trainee fails to achieve a qualification score, the Trainee shall be separated from the ADOC and he or she must wait two (2) years before they test again for the Correctional Officer Trainee position.

ii. Shotgun.

   (a). A Trainee must pass one (1) of the
three (3) attempts with a minimum score of 70% to meet departmental standards.

(b). If a Trainee fails to achieve a qualification score, the Trainee shall be separated from the ADOC and he or she must wait two (2) years before testing again for the Correctional Officer Trainee position.

g. A Trainee that is found to be cheating, or involved in any other disciplinary issues, such as, but not limited to, excess demerits or falsifying documents, shall be separated from the ADOC and must wait two (2) years before he or she shall be considered for re-employment.

3. Post Academy Completion:

a. Upon successful completion of the Academy, the Academy Training Captain shall issue an ADOC Form 219-A, *Training Record*. A copy of the information contained in the ADOC Form 219-A shall be maintained at the Alabama Corrections Academy.

b. The Academy Training Captain shall forward the graduates’ ADOC Form 219-A to the appropriate Regional Training Center.

c. The Regional Training Supervisor shall forward the graduates ADOC Form 219-A to the respective Warden.

d. The Warden shall ensure that the new officer completes a twelve (12) day OJT training program that is outlined in the ADOC Form 219-A.

i. A new officer shall perform tasks and duties under the direct supervision of an APOSTC certified Correctional Officer or Supervisor.

ii. After each block of training is completed,
the Correctional Officer, Supervisor, and new officer shall sign the corresponding block(s) in the Training Record.

iii. The Warden or designee shall monitor the OJT program closely and take appropriate action to ensure quality training is achieved during the OJT period.

iv. The Warden or designee shall ensure that the new officer has completed the OJT program and verify training by signing the officers ADOC Form 219-A as Certifying Official.

v. The Warden shall return the new officer’s certified ADOC Form 219-A to the Regional Training Center within seven (7) days of completion of the twelve (12) day OJT.

4. Refresher Program for Correctional Officers:

a. A Correctional Officer who is re-employed after a separation of two (2) or more years from the ADOC must complete the 80-hour Refresher Program to update their APOSTC certification.

b. Upon employment, Correctional Officer Candidates shall be issued the SUB uniform by the Regional Training Center.

c. The Regional Training Supervisor shall locate the existing ADOC 219-A, Training Record for the Correctional Officer Candidate and forward it to the respective Regional Training Center.

d. Until completion of the Refresher Program, the Correctional Officer Candidate shall not be assigned to a post involving inmate contact without supervision because he or she does not possess arrest authority.

e. The Correctional Officer Candidate shall participate in a physical fitness program that shall be monitored by the Regional Training Centers.
f. Within fourteen (14) calendar days of the Trainee’s reporting date, the ADOC Personnel Division shall forward to the Director of Training copies of the following documents in accordance with APOSTC requirements (Chapter 650-X-2), to include, but not limited to:

   i. APOSTC application and affidavit.

   ii. Physical examination.

   iii. High School diploma or GED equivalent.

   iv. DD-214 or NOBE for military or National Guard members.

   v. Background check results.

   vi. Valid driver’s license

g. Upon graduation, the Correctional Officer shall be issued an LEA uniform and badge by the Alabama Corrections Academy.

5. Lateral Entry Program for Correctional Officers:

   a. A Correctional Officer or law enforcement officer that has been separated from law enforcement in another state for less than two (2) years may apply for the Lateral Entry Program.

   b. A Lateral Entry Candidate who possesses an Alabama POST law enforcement certification shall be required to attend the ADOC 80-hour Lateral Entry Program.

   c. An Alabama POST certified Lateral Entry Candidate who has been separated from law enforcement for more than 2 years must attend the ADOC 80-hour Lateral Entry Program and the 80-Hour Law Enforcement Refresher course scheduled by APOSTC.

   d. Once a Lateral Entry Candidate becomes ADOC employed, he or she shall be issued the SUB uniform
by the Regional Training Center.

e. Until completion of the Lateral Entry Program, the candidate shall not be assigned to a post to work independently involving inmate contact without supervision because they do not possess arrest authority.

f. The Lateral Entry Candidate shall participate in a physical fitness program that shall be monitored by the Regional Training Centers.

g. The Lateral Entry Candidate shall successfully complete the ADOC 80-hour Lateral Entry Course within the first twelve (12) months of ADOC employment.

h. The Director of Training shall review the Lateral Entry Candidate equivalency criteria to include, but not limited to:

i. Experience as a Correctional Officer or other law enforcement officer.

ii. Basic training hours completed as a Correctional Officer or other law enforcement officer.

iii. Post-secondary education.

i. If the candidate meets the equivalency criteria, the Director of Training shall submit the applicant’s documentation and signed letter of recommendation to APOSTC for consideration.

j. Upon successful completion of the 80-hour Lateral Entry Program, the Academy Training Captain shall issue an ADOC Form 219-A, Training Record. A copy of the information contained in the ADOC Form 219-A shall be maintained at the Alabama Corrections Academy.

k. Upon completion of the 80-hour Lateral Entry Program, a 12-day OJT training shall be conducted in accordance with AR 204, New Employee Orientation.
Regional In-Service Training:

1. The Regional Training Supervisor shall send a schedule of class dates to all institutions within their region no later than January 22nd of each calendar year.

2. The Wardens/Division Directors or designee shall submit to the Regional Training Supervisor a completed schedule of employees to be trained no later than February 5th of each calendar year.

3. The Regional Training Supervisor shall report employee absences and any course incompletion to the respective Warden/Division Director.

4. Firearms Training:
   
a. In accordance with APOSTC and departmental policy, all law enforcement personnel shall complete the approved handgun and shotgun re-qualification courses annually, with a score of 70% or higher.

b. Re-Qualification Failures:
   
i. The Regional Training Supervisor shall inform the respective Warden / Division Director when an ADOC Law Enforcement Employee fails to re-qualify after three (3) attempts.

   ii. The Warden / Division Director shall impose formal disciplinary action(s) in accordance with AR 208, Employee Standards of Conduct and Discipline; and, forward a copy of the disciplinary action(s) to the Director of Training.

   iii. The law enforcement employee shall return to the Regional Training Center within fourteen (14) days of the failed re-qualification date for additional instruction and three (3) additional attempts to re-qualify.

   iv. If the law enforcement employee fails to
qualify after receiving the additional instruction and three (3) additional attempts to re-qualify, the Regional Training Supervisor shall inform the respective Warden / Division Director.

v. The Warden / Division Director shall:

(1). Relieve the law enforcement employee of all law enforcement duties and reassign him or her to administrative duties;

(2). Impose disciplinary action in accordance with AR 208; and

(3). Submit a copy of the disciplinary action to the Director of Training and the ADOC Personnel Director.

vi. The Warden / Division Director shall contact the Academy Training Captain to schedule the employee for remedial firearms training that shall include three (3) additional attempts to re-qualify.

vii. If the employee fails to re-qualify upon completion of the remedial firearms training, the Director of Training shall submit a recommendation to the Associate Commissioner of Operations in accordance with AR 208.

viii. The Director of Training shall submit the employee’s documentation to the APOSTC Executive Secretary for review.

ix. Any employee who fails to re-qualify shall be subject to APOSTC certification revocation, which may result in dismissal or reclassification to a non-sworn position, depending on departmental needs.

5. When a law enforcement employee fails to meet training requirements as required by APOSTC (Rule 650-x-12-.02),
due to military activation or medical limitations:

a. The employee’s supervisor shall submit military activation or medical limitation documentation to the Regional Training Supervisor.

b. The Regional Training Supervisor shall forward the documentation to the Director of Training.

c. The Director of Training shall forward documentation to the APOSTC Executive Secretary and ensure that the employee’s training record is updated.

6. The certification of any law enforcement officer, not otherwise exempt, shall be suspended if the law enforcement officer’s CEUs become twenty-four (24) hours or more delinquent. The law enforcement officer shall then be required to complete the APOSTC 80-hour Refresher Program before his / her certification may be reinstated.

7. All annual in-service training shall be documented and completed by the end of the 2nd week of November of each calendar year.

F. New Support Training:

1. New ADOC Support Employees shall receive 40-hours of training within the first six (6) months of ADOC employment at their Regional Training Center.

2. New contract personnel shall receive 16-hours of training within the first six (6) months of institutional assignment.

3. Rehired Support Personnel that have been separated from the ADOC for five (5) or more years shall receive 40-hours of training within the first six (6) months of ADOC employment at their Regional Training Center.

4. The immediate supervisor of new support personnel, or new contract personnel, shall contact their Regional Training Supervisor within ten (10) calendar days of employment, or assignment, to schedule training.

5. The institution / division shall conduct an orientation program for new employees in accordance with AR 204, New
6. The immediate supervisor shall submit a copy of the employee’s completed orientation to the Regional Training Supervisor within seven (7) calendar days of the completion date.

7. The Regional Training Supervisor shall issue a Training Record for all support personnel.

G. Specialized Training:

1. The Training Division shall conduct specialized training as the specific need is identified and approved by the Director of Training.

2. The Training Division shall schedule and conduct the New Supervisors Training course in accordance with AR 231, Training For Supervisors.

3. The Regional PREA Coordinator shall conduct training of staff and the education of inmates in accordance with AR 454, Inmate Sexual Offenses and Custodial Sexual Misconduct as it relates to the Prison Rape Elimination Act (PREA) of 2003.

4. An employee who completes a job-related training course (such as NIC, State Personnel Department, CERT, and FEMA courses) shall forward a copy of the certificate of completion to their immediate supervisor and to the Regional Training Supervisor.

5. An employee who attends training for annual professional CEUs, such as psychologists, drug counselors, and accountants, shall forward a copy of his or her course certificate to the Regional Training Supervisor.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

A. ADOC Form 219-A, Correctional Officer Training Record (See Training Division Standard Operating Procedures).
VIII. SUPERCEDES

This Administrative Regulation supersedes, AR 219, *Training*, dated August 11, 2004 and any changes.

IX. PERFORMANCE


B. American Correctional Association (ACA), Standards for Adult Correctional Institutions, Fourth Edition, 4-4073, 4-4074, 4-4075, 4-4078, 4-4080, 4-4082, and 4-4093.

C. Alabama Peace Officers Standards and Training Commission Administrative Rules and Regulations.

D. ADOC AR 204, *New Employee Orientation*.

E. ADOC AR 208, *Employee Standards of Conduct and Discipline*.

F. ADOC AR 231, *Training For Supervisors*.

G. ADOC AR 307, *Firearms*.

H. ADOC AR 454, *Inmate Sexual Offenses and Custodial Sexual Misconduct*.

I. ADOC AR 639, *Alcohol Sobriety Field Test*.

Richard F. Allen, Commissioner