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DONAL CAMPBELL
COMMISSIONER

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**ADMINISTRATIVE REGULATION
NUMBER 231**

OPR: TRAINING

TRAINING FOR SUPERVISORS

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures to ensure that all new supervisors receive New Supervisor Training (NST) within the probationary period.

II. POLICY

It is the policy of the ADOC to ensure that all supervisors shall receive training designed to develop and enhance supervision skills.

III. DEFINITION(S) AND ACRONYM(S)

- A. New Supervisors Training (NST): A standardized forty- (40) hour course designed to develop and/or enhance skills relevant to employee supervision.
- B. Performance Appraisal Training: Standard three- (3) hour training program on the mechanics of the performance appraisal.

IV. RESPONSIBILITIES

- A. The Deputy Commissioners, Wardens, and Division Directors are responsible for ensuring all newly appointed supervisors attend NST.
- B. The Director of Training is responsible for:
 - 1. The development of an NST.
 - 2. Ensuring that required training documentation is maintained.

V. PROCEDURES

- A. Wardens/Directors will submit the names of all newly appointed supervisors to the Advanced Training Center in their region.

- B. Advanced Training Supervisors shall request the required supervisory training course through the Alabama Corrections Academy to enable the supervisor(s) to complete the training within their probationary period..
- C. Newly appointed executive level staff shall be trained at the discretion of the appointing authority.

VI. DISPOSITION

There are no forms prescribed by this regulation. Therefore, disposition procedures are not necessary.

VII. FORMS

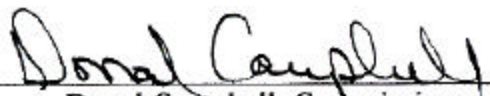
There are no forms prescribed by this regulation.

VIII. SUPERCEDES

This being a new regulation, there are no other regulations at this time that will supercede.

IX. PERFORMANCE

Code of Alabama, 1975, Section 14-1-1



Donal Campbell, Commissioner