


STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF CORRECTION

 DIVISION OF CORRECTION DIRECTIVE	PROGRAM: STAFF TRAINING
	DCD #: 30-3
	TITLE: Responsibilities of Institutional Training Managers
	ISSUED: September 1, 1986
	APPROVED: Original Signed By Arnold J. Hopkins COMMISSIONER

- I. Reference:
 - A. Training Commission COMAR, Section 12.10.01.07
 - B. DCR 30-1, 30-2

- II. Applicable to: Headquarters and All Institutions

- III. Purpose: To establish the position and duties of the Institutional Training Manager

- IV. Definitions:
 - A. ITM: Institutional Training Manager
 - B. Director – Director of Staff Development and Training

- V. Policy:
 - A. The Institutional Training Manager (ITM) is a full-time position, reporting to the Director on all program matters and to the Warden on administrative matters. Primary responsibilities for this position are the development, implementation, monitoring, evaluation and documentation of all training activity at the institution. The ITM shall also develop, monitor and facilitate compliance with all training regulations and directives at the institution.

 - B. Responsibilities of the Institutional Training Manager shall include but not be limited to:
 - 1. Assisting the Director in the development, implementation, and support of Division-wide training and career development programs;
 - 2. Developing institutional training programs consistent with demonstrated needs;
 - 3. Scheduling, monitoring and evaluating training programs;
 - 4. Recruiting, training and evaluating the performance of institutional staff involved in the delivery of training;
 - 5. Coordinating the certification process for institutional instructors in accordance with the requirements of the Correctional Training Commission. This shall include submitting to the Warden and Director recommendations for certification or renewal of certification.

6. Identifying appropriate resources for program delivery including staff, equipment, and sites.
7. Participating at meetings of the Institutional Training Advisory Committee. This committee shall be chaired by the Assistant Warden and shall meet at least quarterly to assess training needs, discuss problems and suggest solutions, and exchange information. Each major operation at the institution (security, classification, health services, clerical, food services, etc.) shall be represented on this committee.
8. Serving on various committees and sub-committees as assigned by the Director in consultation with the Warden.
9. Documenting all training received by staff to include course title, trainer, date(s), vendor, attendance, successful completion and all other pertinent information.
10. Completing and maintaining quarterly, annual and special reports as required by the Director.
11. Reviewing lesson plans prior to the implementation of institutional training programs and submitting recommendations regarding these to the Warden.
12. Reviewing and processing all requests for out-service training and tuition reimbursement, submitting recommendations regarding these requests to the Warden, and upon approval, forwarding these to the Director.
13. Developing an Annual Institutional Training Plan subject to approval by both the Warden and the Director to include pre-service and in-service programs for all staff.
14. Reviewing institutional training directives on or before the anniversary of the date of issue and recommending revisions as needed.
15. Participating at meetings of the Division of Correction Training Committee.
16. Participating at the Warden's monthly staff meeting.
17. Consulting with the Warden or designee in the development of the institutional training budget.

VI. Procedure:

Each Warden shall develop institutional directives necessary to implement and comply with this regulation.

VII. Rescission: DCR 30-3, dated January 2, 1974

Distribution:

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