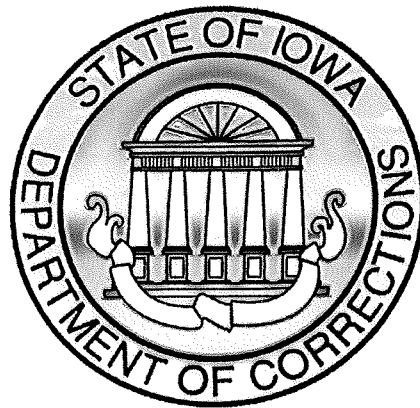

FY12 PROFESSIONAL DEVELOPMENT TRAINING PLAN



IOWA DEPARTMENT OF CORRECTIONS TRAINING AND PROFESSIONAL DEVELOPMENT PROGRAM

MISSION STATEMENT

To prepare and update institution and community correctional employees' knowledge base, skills, and competencies; to enable them to perform their duties within the parameters of sound and effective correctional practices in order to protect the public, themselves, and their co-workers, while managing offenders in an environment that supports long term offender change.

Iowa Department of Corrections

Mission Statement:

**To advance successful offender reentry to protect the public,
staff and offenders from victimization**

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Annual Training and Professional Development Plan Training Year 2010

Prepared by: Laura Farris, Director of Training

Signature Laura Farris Date: 7-21-11

Director's Approval: John Baldwin Date: 25 July 11

Introduction

The Iowa DOC employs approximately 2,800 institutional staff serving a population of approximately 8,800 offenders in custody. Department institution staff are distributed across the nine institutions and Prison Industries as follows:

Ft. Madison - 451
Anamosa - 318
Oakdale - 538
Newton - 278
Mt. Pleasant - 291
Rockwell City - 102
Clarinda - 277
Mitchellville - 182
Ft. Dodge - 287
Prison Industries - 81
Prison Industries Farms - 9

The eight Judicial District Departments of Correctional Services (CBCs) employ approximately 1,100 staff serving approximately 30,000 offenders under community-based supervision. The Iowa DOC Central Office is comprised of 41 staff and provides central administration, training and management of the IDOC. The Iowa Corrections Learning Center, as part of the Central Office, provides for administration and oversight of training and staff development programs statewide with 7 employees.

Training Year 2010 Accomplishments

The Iowa Department of Corrections database tracks training throughout the DOC prisons, Central Office and CBCs for eLearning only because community-based corrections have separate tracking systems for other types of training. This database reports that the total hours of training provided statewide for Training Year '11 was **101,345 classroom/hands-on training hours and 87,441 eLearning training hours.**

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The Learning Center conducted 7 Pre-Services in Training Year 2011 for a total of 21 weeks of Pre-Service Training. (In 2012 there are 7 Pre-Service Academies scheduled.)

In Training Year 2011, there were 38 hours of training offered for a total of 87,441 hours of training hours completed via eLearning. (In training Year 2012, there will be almost 60 hours of training offered via eLearning.)

The Learning Center developed and implemented an Offender Supervision/Communications Train-the-Trainer Training for the Department. This training focused on effective offender management, communication and professionalism.

The Learning Center created the curriculum and program for a 4 week Pre-Service Academy, which will start July 1, 2011. The new Pre-Service curriculum greatly expands focus on effective offender supervision techniques.

Needs Assessment

Please find attached the full Training Needs Assessment summary done in Training Year 2010 as part of planning and preparation for Training Year 2011 and 2012. (This attachment is not available on the DOC web-site.)

A summary of the Needs Assessment is:

The first section of the Needs Assessment gathered specific feedback about topics trained in the Pre-Service Academy. That data was compiled and used to develop the 2011 and 2012 Pre-Service Academy schedule.

The second section of the Needs Assessment gathered information about what additional training staff would like to see offered by the Learning Center including via eLearning. That feedback will be used to continue to develop eLearning topics and training as a whole for the Department.

The third section of the Needs Assessment is a summary of the feedback from Pre-Service participants in FY11 about each Pre-Service course, that information was utilized to develop the FY12 Pre-Service Academy schedule. The most common comment we received from participants was to extend Personal Safety training, which we did for FY12.

Dent Mission/Agency Mission

Iowa Department of Corrections

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The Mission of the Iowa DOC is "To advance successful offender reentry to protect the public, staff and offenders from victimization."

The Mission of the IDOC Training and Professional Development Program is to prepare and update institution and community correctional employees' knowledge base, skills, and competencies; to enable them to perform their duties within the parameters of sound and effective correctional practices in order to protect the public, themselves, and their co-workers, while managing offenders in an environment that supports long term offender change.

It is part of the focus and Mission of the Iowa DOC to maintain high levels and standards for training. The Guiding Principles of the Iowa DOC are:

- Safety
- Victim Reparation
- Reentry
- Collaboration
- Evidence-Based Practices
- Transparency
- Respect for Others
- Staff Recruitment and Development
- Fiscal Responsibility

Training Year 2011 Training Goals/Objectives

The following goals and objectives have been identified for Training Year '10:

Goal: All employees within the Department will receive, at minimum, the mandatory training topics per policy.

Objective: ICLC will provide centralized monitoring of training hours to ensure all staff meet the minimum requirements. The ICLC also strongly encourages all staff to exceed the minimum.

Objective: To provide consistent training throughout the Department.

Goal: The ICLC will develop all non hands-on mandatory training (per policy) on eLearning for Department staff to utilize.

Goal: To provide staff training that is specific, relevant and enhances professional growth.

Objective: ICLC will work with the Training Consortium, IDOC Management and other key staff to identify additional job-relevant training needed.

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Goal: The ICLC will continue to identify and implement new and innovative approaches to training delivery.

Objective: ICLC will research and develop new and interactive training delivery methods most specifically with eLearning, but through additional avenues as possible.

Priorities

The following are the priorities that have been identified by the Learning Center Director, Training Consortium and Central Office Executive Staff for Department training initiatives for Training Year 2012. They are listed in order of priority.

1. Offer a Pre-Service Academy that gives new staff the knowledge and skills to be proficient and effective in their everyday job duties while giving them an overview of the Mission, Philosophy and Values of the Iowa Department of Corrections.
2. Develop and produce high quality eLearning training modules that meet the needs of staff for their in-service mandatory training topics per policy. This will also ensure consistency of mandatory in-service training throughout the institutions and CBCs.
3. Develop and/or implement an effective communications course, including de-escalation skills, and teach it state-wide.
4. Coordinate and/or conduct initial instructor certification and instructor re-certification classes.
5. Prioritize and begin the development of additional eLearning modules based on the identified need and number of staff that will benefit from the additional training.
6. Conduct and coordinate LSI-R Training throughout the Department and continue to push for an expansion of trainers for this program, to include, Case Management Training.
7. Continue to offer, as needed, the Supervision/Management courses that were taught throughout the institutions and districts in Training Year 2009 and 2010.
8. Continue to have a Training Specialist/Coordinator fulfill the duty of National Institute of Corrections Regional Director for Iowa.
9. Provide coordination of Leadership training.

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10. Provide coordination of Victim Impact training.
11. Assist with the maintenance and/or development of FTO Programs throughout the Department as requested. In addition, expand the current OJT Program and make it consistent throughout the Department.
12. Provide assistance with coordination to Offender Services for treatment training.

Professional Development Training Strategies

IDOC promotes and encourages staff higher learning and development. Participation in outside training and educational programs, including membership in local, state, and national professional organizations is encouraged and supported. Utilization of available NIC and ACA correspondence courses, online training, reference libraries, videos and internet/satellite broadcasts is stressed.

The ICLC will continue to provide frequent oversight and assistance to institution and district training staff to achieve a higher level of training consistency in the Department.

The ICLC will coordinate with institutions and districts to conduct regional training whenever feasible reducing overtime and travel costs.

The ICLC will coordinate with institutions and districts to ensure sufficient trainers are available to conduct training on a variety of subjects.

The ICLC will work with source experts and information technology staff to develop eLearning modules.

Resources Needed/Issues/Concerns

Training Year 2012 will be a very difficult year due to budget constraints. However the need and demand for staff development and training will continue to be very high. Viewing training as a discretionary cost is an incorrect and inappropriate viewpoint. Training is just as important, if not more important, during tough budget years due to the need for staff to be even more proficient and knowledgeable as they continue to try to do more with even less resources.

Annual Schedule

The Training Plan will be electronically distributed throughout the corrections system, posted on the IDOC website, and on the IDOC's Outlook electronic mail system. Notices of additional training opportunities that arise throughout the year will be distributed

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electronically to all Institution and District training staff and placed on the state-wide Training Calendar on the IDOC's Outlook electronic mail system.

Note: For specific training requirements for staff please see Iowa Department of Corrections Policies in Training and Staff Development, and American Correctional Association standards, as applicable.

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