



Illinois Department of Corrections

Administrative Directive

Number:
03.03.111

Staff Training by Outside Sources

Effective:
9/1/2022

Authorized by:

[Original Authorized Copy on File]

Rob Jeffreys
Director

Supersedes:

03.03.111 effective 7/1/2020

Authority:

730 ILCS 5/3-2-2

Related ACA Standards:

5-ACI-1D-22

Referenced Policies:

03.03.102, 03.03.104

Referenced Forms:

DOC 0053 – Employee Request for Training by an
Outside Source
DOC 0547 – Staff Development and Training Sanction
Approval Request

I. **POLICY**

The Department shall encourage the use of professional training by outside sources when the desired training is not available through Department resources.

II. **PROCEDURE**

A. **Purpose**

The purpose of this directive is to establish a written procedure governing approval for staff training provided by an outside source.

B. **Applicability**

This directive is applicable to all personnel within the Department.

C. **Facility Reviews**

A facility review of this directive shall be conducted at least annually.

D. **Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. **Definitions**

1. Outside training – a training program provided by a non-Department source either on site or outside of the Department such as professional workshops, seminars and conferences.
2. Department Sanctioned Training – outside training programs that have been approved by the Department.
3. Department Non-Sanctioned Training – outside training programs that have not been approved by the Department.

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F. General Provisions

1. These procedures are not applicable to employees who are taking college course work for career advancement and professional development. Those employees may be eligible for tuition reimbursement in accordance with Administrative Directive 03.03.104.
2. The Chief Administrator shall ensure that professional training is afforded to all employees equitably and that appropriate approvals are obtained prior to any outside training.
3. The facility Training Coordinator shall maintain training files on each employee in accordance with Administrative Directive 03.03.102.
4. Reviews for training requests shall be based on the following, among other matters:
 - a. Availability of comparable training provided by the Department;
 - b. Relevancy to the job;
 - c. Prior training;
 - d. Assessment of other individuals who would benefit from the training; and
 - e. Program cost.
5. Requests for training shall normally be submitted to the Manager of Staff Development and Training:
 - a. For in-state training, at least 30 days prior to the training program.
 - b. For out-of-state training, at least 45 days prior to the training program.
6. Written approval shall normally be obtained prior to making arrangements for any in-state or out-of-state training; however, tentative arrangements may be made to secure a slot in the training. If the request is denied or if the approval has not been received prior to the time at which the Department would incur charges for cancellations, the tentative arrangements shall be canceled.

G. Requirements for Department Sanctioned Training

Requests for Department Sanctioned Training may be requested via electronic mail or telephone registration procedures. This includes all Department Sanctioned Training listed on Attachment A and other training approved by the Manager of Staff Development and Training.

H. Requirements for Non-Sanctioned Training

1. Requests for all Non-Sanctioned outside training shall be submitted on an Employee Request for Training by an Outside Source, DOC 0053.
2. The employee or other facility staff requesting outside training shall complete and submit the DOC 0053 to the facility Training Coordinator.
 - a. The "Justification" section shall include:
 - (1) The reason for training;

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- (2) Rationale for the employee's attendance; and
- (3) Explanation of how the employee and Department will benefit from the training.
- b. Descriptive information, if available, such as brochures or fliers shall be attached to and submitted with the DOC 0053. If no descriptive information is available, a notation shall be made on the DOC 0053 or a memo stating above justifications shall be attached.
- 3. The facility Training Coordinator shall:
 - a. Ensure the DOC 0053 is thoroughly and properly completed.
 - b. Ensure descriptive information is attached, if available, or a notation is made regarding its absence.
 - c. Return an incomplete DOC 0053 to the employee initiating the request; or
 - d. Forward the completed DOC 0053 and all attachments to the Chief Administrator with a recommendation for approval or denial.
- 4. The Chief Administrator shall review the request and shall either:
 - a. Deny and return the denied request to the Training Coordinator who shall notify the requestor; or
 - b. Approve and forward the approved request and attachments to the Manager of Staff Development and Training.
 - (1) Requests for in-state training shall normally be submitted at least 30 days prior to the scheduled training.
 - (2) Requests for out-of-state training shall normally be submitted at least 45 days prior to the scheduled training.
 - (3) If a request is not submitted within the above time frames, the Chief Administrator shall document rationale for a late request.
- 5. The Manager of Staff Development and Training shall:
 - a. Review the request.
 - b. Notify the Chief Administrator of the approval or denial.
 - (1) The DOC 0053 for both approved and denied in-state training and for denied out-of-state training shall be returned to the CAO for notification of the requestor and filing.
 - (2) For approved out-of-state requests, the DOC 0053 shall be forwarded to the Director.
- 6. The Director shall review and return the out-of-state request with the decision to the Manager of Staff Development and Training. The Registrar will process the out-of-State employee request for training through the Governor's Office of Management and Budget for their approval as well.

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7. The Manager of Staff Development and Training shall notify the Training Coordinator of the decision and return the DOC 0053 to the Training Coordinator. The Training Coordinator shall ensure the requestor is notified of the approval or denial and ensure the DOC 0053 is maintained in the employee training file. The Training Coordinator shall notify the Chief Administrator of the decision.

I. Requirements to Establish a New Sanctioned Training

A Staff Development and Training Sanction Approval Request, DOC 0547, shall be submitted for any Non-Sanctioned Training developed by any entity with the intent to deliver curriculum on a continuous basis. The DOC 0547 shall be submitted to the Manager of Staff Development and Training at least 30 days prior to the training program. Upon sanction approval, the DOC 0053 is no longer required for future approval. Once the training has been Sanctioned, it shall be added to the Department Sanctioned Training list.

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Attachment A
Department Sanctioned Training

Chaplain

American Correctional Chaplains Association
Annual Meeting
Illinois State Association Annual Meeting
Denominational Annual Meeting

CMS Training

Benefits Choice
Employee Assistance Program
Rutan Interview Training
Semi-Annual Training for all Personnel Managers
State Employment Retirement

Department of Agriculture

Hazardous Analysis Critical Control Point

Department of Human Rights

Affirmative Action Training

Department of Public Health

Certification for High Risk Foodborne Pathogens

Dietary

Dietary Managers Certification Food Protection
Professional
Food Service and Sanitation Certification
Refresher
Illinois License
Registered Dietitians (75 hours in 5 years)

Health Care

ACLS/LIFE Support Equipment
Allied Health Information Management Association
ARRT License
Automatic External Defibrillator
Certified Correctional Health Professional
Emergency Response
Sexual Assault Evidence Collection
Staff (Hours or Units Required to maintain certification)
Contractual Nurses (24)
Dental Hygienist (24)
Dentist (32)
(Hours or Units required to complete range from a 1 year to 3 year timeframe)
Medical Doctor (150)
Nurse Practitioner (15)
Pharmacist
Physicians Assistant (100)
Psychologist (40)
R.N. & L.P.N. Review license (every two years)
Record Administrator (30)

Records Technician (20)

X-ray Technician (12)

Investigations and Intelligence

skills conducting investigations: Interviews & interrogation, Criminal Law, Search & Seizure, Lead Homicide Investigator, and other similar training.

Maintenance

Asbestos Worker Refresher
Back Flow Prevention
Electricians Meeting
First Responder Awareness Course
HAZ-MAT First Responder
Hazardous Material Handler
Hazardous Analysis Critical Control Point
Ice Machine Maintenance
Illinois Plumbing Association
Locksmith
Pest Control
Portable Water License Class B
Refrigeration Certification
Sewage Treatment Operator
Sewage License Class 3
Southern Illinois Grounds Maintenance School

Management Information Services

Computer training contracted by DOC

Mental Health

Social Worker Trainee
Activity Therapist Training
Mental Health Nurse Training
CEU Training

Parole Agents

Specialized training in the special needs of female releasee including the family re-unification process

School District

One Day Regional In-service
Mt. Vernon Teacher Conference
Central Illinois Adult Education Conference
Title I Conference
Good Teaching Practice In-service
Educational Service Regional Superintendent In-service
Certified Teaching Staff (25 hours of In-service)

State Retirement System

Agency Liaisons Annual Training

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Substance Abuse

Certification for Counselors (40 hours every two years)
 Certified Alcohol and other drug Abuse
 Specialized Training needed to establish

IAODAPCA Conference

Women & Family Services Division

Specialized Training for: Gender Responsive,
 Trauma Informed, Tools, Skills, and Evaluation.

- The above listed classes and other training courses approved by the Manager of Staff Development and Training shall be considered Department sanctioned training.
- Updated Sanctioned Training can be located on the intranet under Training > Training Academy > Department Sanctioned Training or on the Training Coordinator Share Point site.
- Items listed on Attachment A will reflect the proper crediting code.