



DEPARTMENT OF CORRECTIONS

POLICIES & PROCEDURES MANUAL

SUBJECT:

PROFESSIONAL DEVELOPMENT-

EFFECTIVE DATE:

~~JUN 23 1988~~

JUN 01 1989

POLICY NO.:

4.4.0.4

CHAPTER NO.:

4

SUPERSEDES NO.:

DOC.04.04

DATE:

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### 1.0 PURPOSE

To encourage the professional development of Department of Corrections personnel.

### 2.0 POLICY

The Department of Corrections encourages employees to improve their professional competence and standing through pursuits of educational betterment and professional association.

### 3.0 PROCEDURES

- .1 The Department encourages outside training and educational involvement, including:
  - a. Post secondary education.
  - b. Attendance at National Institute of Corrections training sessions.
  - c. Attendance at local law enforcement training sessions and programs sanctioned by Department of Corrections.
  - d. Attendance at Hawaii Department of Personnel Services training sessions.
  - e. Enrollment at Colleges and Universities towards the completion of a program that would lead to a degree(s) or certificate(s) in areas of benefit to the Department and the employee in the performance of his/her work.
- .2 The Department also encourages professional membership in correctional associations whose mission is the upgrading, and professionalization of the correctional field, including, but not limited to:
  - a. The American Correctional Association (ACA).
  - b. The American Association of Correctional Training Personnel (AACPT).

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- c. The American Association of Correctional Officers (AACO).
- d. Other professional organizations involved in the Administrative and Management of Correctional Services, and programs.
- .3 The Training Development Center (TDC) shall compile informational material regarding educational and professional development opportunities and forward copies to all facilities and departmental staff offices.
- .4 Employees will be encouraged to attend educational programs, professional meetings, and specialized training offered by professional and educational associations.
- .5 Department staff and Branch Administrators will insure that requests to have training conducted for the Department/Branch, or for personnel to attend courses conducted by outside agencies (out-service) are forwarded to the Director for approval/disapproval through the ASO. After review, the Administrative Services Officer may recommend:
  - a) Total funding.
  - b) Partial funding.
  - c) Referral for outside funding.
  - d) Administrative leave.
  - e) Funding to be accomplished at employee expense.

4.0 SCOPE

This policy applies to all employees of the Department of Corrections.

APPROVED:



Director

JUN 21 1988

Date

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