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).

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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