



*State of North Carolina
Department of Public Safety
Prisons*

Chapter: A
Section: .0900
Title: **Employee Training**
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POLICY & PROCEDURES

References

Related ACA Standards

5th Edition Standards for Adult Correctional Institutions 5-ACI-1D-01, 5-ACI-1D-02, 5-ACI-1D-03, 5-ACI-1D-04, 5-ACI-1D-05 5-ACI-1D-06, 5-ACI-1D-07, 5-ACI-1D-08 5-ACI-1D-09, 5-ACI-1D-10, 5-ACI-1D-11 5-ACI-1D-12, 5-ACI-1D-13, 5-ACI-1D-14 5-ACI-1D-15, 5-ACI-1D-16, 5-ACI-1D-17 5-ACI-1D-18, 5-ACI-1D-19, 5-ACI-1D-20 5-ACI-1D-21, 5-ACI-1D-22, **5-ACI-6A-30**

.0901 AUTHORITY

The NCDPS Prisons adheres to the North Carolina Administrative Code 12-NCAC-09 which sets the requirements for the Criminal Justice Education and Training Standards.

.0902 PURPOSE

The purpose of this policy is to establish a standard of training for the Division of Prisons (DOP) that will enhance employee professionalism, proficiency, development and consistence throughout the DOP.

.0903 POLICY

It is the policy of Prisons to provide opportunity for training for its employees. Training is designed to help employees develop their knowledge, skills and abilities so they may become more proficient in the performance of the duties of their current jobs and prepare for advancement within Prisons.

.0904 APPLICABILITY

This policy applies to all NC DOP Employees, Volunteers, and Contract Employees.

.0905 REFERENCES

Chapter 9 of Title 12 of the North Carolina Administrative Code; North Carolina Office of State Human Resources; North Carolina Department of Public Safety Human Resources Policies; North Carolina Department of Public Safety Office of Staff Development and Training Policy Manual; Office of Staff Development and Training Field Training Coordinator Manual; North

Carolina Department of Public Safety Fiscal Policy Manual; American Correctional Association Manual of Standards-Central Office; American Correctional Association Manual of Standards-Adult Correctional Institutions, Fifth Edition.

.0906 RESPONSIBILITIES

Providing adequate training of Prison employees can best be accomplished through the combined efforts of employees, supervisors, Division Management, the Office of Staff Development and Training and other sections of the Department of Public Safety. The following responsibilities should be recognized regarding employee training:

- (a) *Employees* – Prisons’ employees at all levels retain an obligation for their own development and education and it is expected that employees will advance their careers through appropriate self-education and self-improvement.
- (b) *Managers and Supervisors* – Managers and supervisors have the initial responsibility for ensuring that employees are properly trained to perform assigned job functions. In fulfilling this responsibility, managers and supervisors should identify the individual training needs of their employees and work with the employees to plan and implement needed training. Such plans may make use of on-the-job training, individual and group instruction by supervisors, formal training activities and rotational assignments to provide greater depth and a wider base of experience.
- (c) *Prisons* – Prisons has a responsibility to ensure that employees are trained to perform assigned job functions. It is responsible for assuring that training programs geared to specific division needs are planned, budgeted and provided and that its employees participate in these programs. The institution’s budget includes funds to reimburse staff for their time when training is conducted during off-duty hours. Prisons works closely with the Office of Staff Development and Training, other sections of the Department of Public Safety and the Office of State Human Resources and utilizes to the fullest degree possible State universities, community colleges and the Department of Public Instruction in securing professional, management and vocational training to meet the training needs of its employees.

.0907 COORDINATION AND SUPERVISION OF TRAINING

1. The overall coordination, supervision, planning and annual review of training for the employees of Prisons shall be the responsibility of the Prisons Operations Manager for Training.
2. The Prisons Operations Manager for Training shall be assisted in the coordination of the training by Central Office Section Managers, Regional Staff, the Institution Correctional Training Specialists, staff of the North Carolina Department of Public Safety’s Office of Staff Development and Training, staff of the North Carolina Justice Academy and staff of the various member institution of the North Carolina Community College System.

3. At a minimum, the Prisons Operations Manager for Training and the Institution Training Specialists shall have completed the North Carolina Criminal Justice Education and Training Standards Commission's General Instructor Training course or equivalent education, including a minimum of 40 hours of a Training for Trainers course and training experience.

.0908 TRAINING PLAN

- (a) A comprehensive staff development and training plan will be developed, evaluated and updated as needed, based on current job-related training needs. The training plan shall be developed by the In-Service Training Committee which shall be led by the Prisons Operations Manager for Training.
- (b) The training plan shall include ongoing formal evaluation of all pre-service, in-service and specialized training programs. At a minimum, this shall be accomplished by having trainees complete a course/class appraisal questionnaire at the conclusion of each training. Such questionnaires shall be reviewed and comments/suggestions shall be used in an ongoing formal evaluation of the training. A written report shall be completed at least annually and forwarded to the Training Committee for review.
- (c) Members of this committee will consist of Regional Staff, Institution Correctional Training Specialists, representatives of each major section of the Prisons Central Office, and staff of the North Carolina Department of Public Safety's Office of Staff Development and Training. Consideration should be given to position requirements, professional development needs, current correctional issues, and new techniques and technology. The Division Training Committee shall meet at least annually and written records of these meetings shall be forwarded to the Commissioner of Prisons with a recommendation for appropriate action or remedy.
- (d) Each facility shall develop an internal advisory training committee composed of the facility training coordinator and a representative from each of the facility's operational areas. The facility advisory training committee should meet quarterly to review the progress and discuss problems with the current training plan. A written report of this meeting will be forwarded to the Warden, whom will share any recommendations or concerns with the Region Office and the Prisons Operations Manager for Training.

.0909 TRAINING SPACE AND EQUIPMENT

Training locations and equipment shall be decided based upon the type of training and number of staff being trained. Training Space and equipment shall be made available to accommodate the type of training being provided and number of staff attending the training.

.0910 TRAINING**(A) Orientation for Full Time Employees :**

All new employees of the Division of Prisons shall receive a minimum of 40 hours of formalized orientation prior to receiving a job assignment. This training will be a combination of instructor led training as well as training through the Learning Management System (LMS). The sophistication level and amount of training should be based on the employee's need to know and their job assignment. At a minimum this training should include information on:

- DPS New Employee Orientation to include responsibilities and rights of employees
- Purpose, goals, policies & procedures of Prisons and each individual facility
- A general overview of the field of corrections
- Safety procedures
- Mental Health and self-injurious behavior prevention
- Staff-offender relations – Maintaining professional boundaries (Non-certified)
- Unlawful workplace harassment inclusive of Sexual Abuse & Harassment (Non-certified)
- Prison Rape Elimination Act orientation
- Sustainable & Environmentally Responsible Practices
- Security and Contraband Regulations
- Key Control
- Occupational Exposure
- Personal Protective Equipment
- Biohazard Waste Disposal
- Emergency Plan
- Suicide Intervention/Prevention

In addition to this class, all new employees in job classes certified as State Correctional Officers by the North Carolina Criminal Justice Education and Training Standards Commission shall receive the initial pepper spray (OC) training.

Upon promotion to a position that has access to E-Mail; the employee shall complete E-Mail Tutorial training.

(B) Correctional Officer Basic Training (COBT)

- (1) Each newly hired State Correctional Officer (see Attachment A) is required by the North Carolina Criminal Justice Education and Training Standards Commission to complete the 220hour Correctional Officer Basic Training course within twelve (12) months of employment. This course of instruction is developed by the Office

of Staff Development and Training and approved by the North Carolina Criminal Justice Education and Training Standards Commission. At a minimum, this training covers the following areas:

- (A) Security procedures
 - (B) Supervision of offenders; offender rules and regulations
 - (C) Suicide intervention/prevention
 - (D) Use of force as a last resort to control offenders
 - (E) Safety procedures
 - (F) Key control
 - (G) Interpersonal relations
 - (H) Communication skills
 - (I) Cultural awareness
 - (J) Control, Restraints, Defensive Techniques Fire safety
 - (K) CPR/First Aid
 - (L) Straight/Expandable baton
 - (M) Report writing
 - (N) Security Risk Groups
 - (O) Contraband control
 - (P) Tool control
 - (Q) Emergency plans/procedures
 - (R) Firearms training and qualification
 - (S) Staff-offender relations-professional boundaries
 - (T) Unlawful workplace Harassment inclusive of Sexual Abuse/Assault Intervention
 - (U) Offender Rights
 - (V) Standards of Conduct
 - (W) Code of Ethics
- (2) Institutions should refer to the Office of Staff Development and Training's Division or Prisons' Field Training Coordinators' Manual for procedures relating to the Correctional Officer Basic Training and Pre/Post Basic Training Standard Operating Procedures
- (3) As per Criminal Justice Standards, the Basic Correctional Officer training must be successfully completed within 12 months from the date of hire. Successful completion of Basic Correctional Officer training includes the passing of all BCO courses with a passing score of 70 or higher. An employee's failure at any level on any course is consider an "attempt". An employee will have a total of three (3) attempts to successfully complete Basic Correctional Officer training. Failure to successfully complete Basic Correctional Officer training on the third attempt will result in termination of employment.

- (4) An employee who fails to demonstrate competency in any of the psychomotor skills courses (firearms qualification scores, proficiency testing for Controls, Restraints & Defensive Techniques (“CRDT”) training, and CPR) during the Correctional Officer Basic Training shall return to the assigned facility for remedial training or may receive remedial training by OSDT. The employee who fails to demonstrate competency in any of the psychomotor skills shall not be permitted to sit for the Correctional Officer Basic Training Examination but instead shall be diverted for remediation. After the employee has demonstrated competency during remediation, he/she shall be scheduled to re-attend the applicable portion of the Correctional Officer Basic Training. If the employee demonstrates competency in the psychomotor skills after re-taking the applicable module, he/she shall be permitted to sit for the Correctional Officer Basic Training Examination. If after remediation and re-attending the relevant module, the employee still fails to demonstrate competency in the required psychomotor skills, he/she shall be scheduled to re-complete the Correctional Officer Basic Training in its entirety. If the employee fails to demonstrate competency during the second session of the Correctional Officer Basic Training, his/her employment shall be terminated.
- (5) An employee who fails to attain a passing score on the Correctional Officer Basic Training Examination shall return to the assigned facility for remedial training in the subject matter of the basic training course. While the employee is working at the facility prior to successful completion of Correctional Officer Basic Training, he/she is to have no direct contact with the offender population. After the remediation, the employee shall be scheduled to sit for the Correctional Officer Basic Training Examination for the second time. If the employee fails to attain a passing score on this examination, he/she shall be scheduled to re-complete the Correctional Officer Basic Training in its entirety. If the employee fails to attain a passing score on the Correctional Officer Basic Training at the conclusion of this second session of the Correctional Officer Basic Training, his/her employment shall be terminated.

(C) Annual In-Service Training for Certified Correctional Officers

After the first year of employment, Certified State Correctional Officers shall receive 40 hours of in-service training **each year**. This training shall include at a minimum:

- Firearms (including law & policy, safety, and qualification)
- Security/safety/fire/medical emergency procedures
- Supervision of offenders including training on sexual abuse and assault
- Control, Restraints, Defensive Techniques
- Fire safety
- Occupational Exposure to Infectious Disease
- **Suicide and** Self-injurious behavior prevention
- OC (pepper spray refresher)
- CPR (bi-annual)

- Expandable Baton
- Safe search practices
- Staff Offender Relations – Maintaining Professional Boundaries
- Unlawful Workplace Harassment
- Professional Ethics in the Workplace
- Security Awareness Training
- Use of Force as a last resort to control offenders
- Response to mental health crisis

(D) Use of OC Spray

(1) All new employees in job classes certified as State Correctional Officers by the North Carolina Criminal Justice Educations and Training Standards Commission shall receive the initial OC Pepper Spray & Decontamination training.

(2) Non-certified staff shall have the option to receive the initial OC Pepper Spray training to obtain their certification to possess and carry the OC Pepper Spray while on duty.

(E) Firearms Training

(1) All staff authorized to carry and/or use firearms must receive appropriate training in the use of any firearm the staff member is authorized to carry or use. The training must include the use, safety and care of the issued and/or authorized firearm. This training must be successfully completed by the staff member prior to the staff member being issued or authorized to use a firearm. Every employee in a certified position within Prisons is required to successfully re-qualify annually with the Division's designated weapons (handgun and shotgun). Designated employees shall also re-qualify annually with the rifle.

(2) All staff certified to carry and/or use firearms are afforded 3 re-qualification attempts to successfully complete annual in-service firearms training with the agency approved firearm(s) proceeding the first event. The maximum amounts of ammunition for the handgun consist of 150 rounds and the shotgun consists of 21 rounds. Three re-qualification attempts in one day constitutes a session.

(3) Failure to successfully complete Annual In-Service Firearms Training

(A) Any employee who fails to qualify/re-qualify during the Annual In-Service Firearms Training, will be afforded two additional opportunities to successfully qualify. Each failure will require a remedial firearms training, coordinated by the Institution's Correctional Training Specialist or designee

prior to scheduling a date to re-qualify with the agency approved firearms(s) to retain their firearms certification.

(B) The employee is instructed to return to his/her facility by the OSDT Firearms Instructor/designee after he/she is informed of failure to qualify.

(C) The OSDT Firearms Instructor shall consult with the Institution's Correctional Training Specialist stating the issues observed during qualification resulting in the employee's inability to successfully qualify with the functionality portions of the firearms training.

(D) Employee's supervisor must document any assistance provided as a coaching session in the North Carolina Valuing Individual Performance (NCVIP) system to include the determined action plan.

(E) Employee's supervisor shall explain to the employee the complete disciplinary process for failure to successfully complete the firearms training.

(F) Employee will be scheduled for next available Firearms class once the remedial training has been successfully completed.

(i) **First Attempt:** Coaching with action plan documented in the NCVIP.

(ii) **Second Attempt:** Written Warning for unacceptable job performance for failing to successfully qualify with the agency approved firearm(s) to retain their firearms certification; documenting the actions taken to assist the employee in areas for improvement.

(iii) **Third Attempt:** Recommendation for dismissal due to unacceptable job performance for failing to maintain firearms certification which is a requirement from the North Carolina Criminal Justice Educations and Training Standards.

(G) During the dismissal process, the Institution's Warden/designee must review post assignments to ensure the staff member is not assigned any post requiring the use/possession of firearms on their scheduled days to work.

(H) All attempts to re-qualify should be completed within four (4) months of the initial re-qualification failure.

(F) Annual In-Service Training for Managerial, Administrative, Support, and Professional Specialist Employees

(1) In addition to the formalized orientation all managerial, administrative, support and professional specialist employees shall receive 40 hours of additional training during the first year of employment and in-service training each year thereafter, in areas relevant to their position. This training will be a combination of instructor led training as well as training through the Learning Management System (LMS). This training should include at a minimum:

- Fire safety
- Unlawful Workplace Harassment
- Contraband Control
- Staff Offender Relations – Undue Familiarity
- Ethics and Professional Conduct
- Emergency procedures
- Occupational Exposure to Infectious Disease
- Suicide and Self-injurious behavior prevention
- Security Awareness (as applicable)
- Response to mental health crisis

In addition to training conducted by Prisons, training that is related to the job responsibilities may be received from other sources such as the Office of State Human Resources, the member institutions of the C Community College System, the North Carolina Board of Nursing, the local Area Health Education Centers and professional associations/organizations. Additional training will be completed by the employee as necessary to comprise the total of 40 hours.

- (G) Annual In-Service Training for Clerical/Support Employees Who Have Minimal Offender Contact - Employees whose job responsibilities require only minimal offender contact shall receive 16 hours of training during the first year of employment over and above the formalized orientation and in-service training each year thereafter. This training should include at a minimum:

- Fire safety
- Contraband control
- Emergency procedures
- Unlawful Workplace Harassment
- Staff Offender Relations – Undue Familiarity
- Ethics and Professional Conduct
- Blood borne Pathogens
- Security Awareness (as applicable)

In addition to training conducted by the Department, training related to the job responsibilities may be received from other sources such as the North Carolina Justice Academy, the Office of State Human Resources, the member institutions of the NC Community College System, professional associations/organizations.

- (H) Part-time and Temporary Employees

Part-time and temporary employees shall receive formal orientation appropriate to their assignments and shall receive additional training as needed. This training should include at a minimum:

- Fire Safety
- Contraband Control
- Emergency Procedures
- Staff –Offender Relations – Professional Boundaries
- Prison Rape Elimination Act Orientation
- Security Awareness (as applicable)

(I) Volunteer Training

Volunteers will complete orientation and annual training as detailed in policy F .0604 Community Volunteer & Community Leave Program.

(J) Emergency Unit Specialized Training

- (1) Staff assigned to a Specialized Unit must have a minimum of one year of experience in corrections and must have successfully completed at least 40 hours of specialized training related to the Specialized Unit prior to undertaking any assignment with the Specialized Unit. Prior military, civilian corrections, or law enforcement experience may be used to substitute for the one year of corrections experience. Other staff must have at least one year of experience in their specialty within a correctional setting.
- (2) The specialized training may be part of their first year training program. Staff assigned to emergency units shall receive 40- hours of training annually. At least 16-hours of the annual training must be specific to the assigned specialized unit. These staff shall be required to participate in annual training for emergency plan systems relating to natural and man-made disasters.

.0911 EVALUATION OF THE TRAINING PROGRAM

The Quality Assurance Manager of the Office of Staff Development and Training is responsible for the evaluation of all orientation, basic, and in-service training conducted by divisions of the Division of Adult Correction and Juvenile Justice, which includes the Division of Prisons, and is responsible for the preparation of written reports annually to be submitted to the Commissioner of Prisons.

.0912 INSTRUCTORS

- (a) Instructors shall be selected based on a recommendation and approval from their superiors along with their experience, knowledge, ability and certifications.
- (b) Employees who instruct in accredited training classes shall have completed, at a minimum, the (80) hour General Instructor Training course as approved by the North Carolina Criminal Justice Education and Training Standards Commission.

- (c) In addition, employees who instruct in the Correctional Firearms; Control, Restraints, Defensive Techniques; Straight/Expandable Baton, OC Spray; Chemical Munitions; Unlawful Workplace Harassment; Occupation Exposure to Infectious Diseases; Staff-Offender Relations, CPR shall have completed specialized instructor training prior to instructing in these courses.

.0913 EXTERNAL TRAINING SOURCES

If approved by the Commissioner of Prisons, training that is related to an employee's job performance and responsibilities may be received from or provided by sources outside of Prisons. Such sources include, but are not limited to North Carolina Justice Academy, the OSHR, the member institutions of the NC Community College System, North Carolina Board of Nursing, the local Area Health Education Centers and/or other professional organizations which have been approved by the Division of Prisons.

.0914 CONTINUING EDUCATION

- (a) Employees are encouraged to continue their education and to utilize the resources of agencies external to the Department of Public Safety to attend approved professional meetings, seminars, training, and similar work-related activities. Agencies such as the National Institute of Corrections, the American Correctional Association, the U. S. Department of Justice, the North Carolina Office of State Human Resources, the North Carolina Justice Academy, the North Carolina Board of Nursing, the Area Health Education Centers, the member institutions of the NC Community College System and various other professional organizations and associations offer training that is appropriate for Prisons employees.
- (b) Prior to seeking approval for participation in seminars, workshops, etc. conducted or sponsored by agencies external to state governmental agencies, employees are responsible for exhausting the resources of Prisons, OSDT, other sections of the Department of Public Safety, OSHR, the Department of Public Instruction, the North Carolina Justice Academy, member institutions of the NC Community College System and the state university system. Prior approval must be obtained before employees attend any training seminars, workshops or conferences conducted by agencies external to DPS.
- (c) Employees in job classifications that require licensure or certification are responsible to ensure that such licensure or certification is kept current. Employees attending workshops, seminars, or other educational opportunities for the sole purpose of obtaining Continuing Education Units (CEU's) to maintain licensure or certification are responsible for the expenses of such workshops, seminars, or other educational opportunities. Prisons may grant training leave to attend these activities. Employees attending workshops, seminars, or other educational opportunities which award CEU's and the content of which is directly related to maintaining or improving knowledge, skills and/or abilities of the current job may be reimbursed for expenses incurred for the training.

- (d) Prisons may reimburse expenses consistent with current fiscal policy for employees to attend workshops, seminars, etc. which are conducted by organizations external to state agencies to correct documented performance deficiencies (rating of Does not Meet Expectations on the most recent work performance appraisal) when it is determined that (1) the deficiency can be corrected by training and (2) there are no essentially similar training programs offered by state agencies, including member institution of the community college system.
- (e) Prisons may reimburse expenses consistent with current fiscal policy for employees to attend job-related workshops, seminars, etc. designed to maintain or improve the knowledge, skill and ability of the current job that are conducted by organizations external to state agencies when deemed appropriate by the supervisor(s); however, there is no stated or implied obligation to do so.
- (f) Employees who are approved to participate in additional training such as professional meeting, seminars, and similar work-related activities may be approved for administrative leave based upon staffing levels and other considerations. The procedures for requesting approval for training conducted by agencies external to DPS are in Attachment B.

.0915 PROFESSIONAL MEMBERSHIPS

- (a) Prisons encourages membership and participation in criminal justice and allied professional associations and activities.
- (b) Providing an opportunity for the exchange of information and networking with other professionals in the correctional arena can best be accomplished by participation in job-related professional associations and organizations.
- (c) The following responsibilities should be recognized regarding employee membership and participation in professional associations and organizations:
 - (1) Employees
 - (a) Prisons employees are responsible for any and all expenses associated with membership in any professional association or organization.
 - (b) Employees may be approved to participate in leadership roles of professional organizations associated with the Department. Total participation in all organizations for all purposes (boards, committees, training conferences, etc.) is limited to a cumulative maximum of 10% (208 hours) of the employees work time, unless vacation or other appropriate leave is used. Leave request will be considered/approved by the employees' Section Manager/Facility Head in advance of the event. Employees must understand that their leave cannot be approved if their absence impedes the progress of the work unit.
 - (c) Any request for participation in activities associated with professional organizations in excess of the 10% limit must be referred to the Commissioner of Prisons or designee for review and final decision.

- (d) Employees must not commit to serve on boards or committees or to hold office in professional associations or organizations that will require the expenditure of state funds without the express written approval of the Commissioner of Prisons or his/her designee.
- (e) Employee participation in committee meetings, planning meetings, work groups, etc. for a professional association or organization is not training and should not be documented as such in the employee time records.

2. Managers and Supervisors

Managers and supervisors should encourage and support employee membership and participation in job-related professional associations and organizations.

3. Prisons

- (a) Prisons encourage and supports employee membership and participation in job-related professional associations and organizations. Prisons have no obligation to provide financial support to any professional association or organization or to any member thereof.
- (b) Prisons may approve reimbursement of expenses consistent with current fiscal policy for employee members to attend conferences, seminars or workshops sponsored by job-related professional associations and organizations at the regional, state or national level; however, there is no stated or implied obligation to do so.

.0916 TRAINING LIBRARY AND RESOURCES

- (A) Employees are encouraged to take advantage of available library and reference services to complement the training and staff development program. Agencies such as the National Institute of Corrections, the American Correctional Association, the U.S. Department of Justice, the OSHR, the North Carolina Justice Academy, the North Carolina Board of Nursing, the Area Health Education Centers, the member institutions of the NC Community College System, the State University System, and various other professional organizations and associations offer library and reference material that is appropriate for Adult Facilities employees.



Commissioner of Prisons

January 01, 2021

Date

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ATTACHMENT A
CERTIFIED STATE CORRECTIONAL OFFICER JOB CLASSIFICATIONS

Correctional Officer Trainee (Probationary Certification)

Correctional Officer I, II, III

Correctional Sergeant I, II, III

Correctional Lieutenant I, II, III

Correctional Captain I, II, III

Correctional Assistant Unit Manager I, II

Correctional Unit Manager I, II

Correctional Case Manager

Correctional Programs Supervisor

Correctional Food Service Officer I, II, III

Correctional Food Service Manager I, II, III

Correctional Associate Warden

Associate Correctional Warden for Programs I, II

Associate Correctional Warden for Custody and Operations I, II, III, IV, V

Correctional Warden I, II, III, IV

Deputy Prison Warden I, II

Prison Warden I, II

Associate Prison Warden

ATTACHMENT B
PROCEDURES FOR REQUESTING TRAINING EXTERNAL TO THE DEPARTMENT

Seminars, workshops and/or professional associations or conferences conducted by agencies external to the Department of Public Safety for which there is no expense involved or for which the employee pays the associated costs without expectation of reimbursement, use of a state-owned vehicle may be authorized.

1. Submission of Employee Training Request

Externally Based Training (Not based on an OSDT approved lesson plan) (In-State and/or Out of State Training)

Training Authorization Form CNTR 001a is to be used to request approval for participation in training, workshops or conferences. The CNTR 001a must be submitted without regard to the source of payment or expenses or the source of instruction and accompanied by the CNTR001 Travel Authorization form. The forms are available from the OSDT website: <http://internal.doc.state.nc.us/osdt/forms.htm>

The employee completes the CNTR 001a and CNTR 001 and submits forms to Supervisor who reviews and forwards to facility manager or designee if required for approval. The Location Manager/Training Coordinator reviews the CNTR 001a and approves/disapproves, provides the authorization signature and scans the form, email to OSDT@ncdps.gov or fax to 919-367-7180 Attention: External Training Request.

The CNTR 001a and CNTR 001 must be approved by Section/Location Head prior to being submitted to OSDT. Out of state request require Division Head approval and out of country request require approval by Secretary of Public Safety. Upon completion of approved training and in order to receive course credit, the employee must login to LMS, click on *My Transcript, Add External Training* and complete the required fields, click the *Submit* button and click on *Mark Complete* within 60 days. These forms may be found on the OSDT webpage.

2. Division Sponsored/Supported Training

If employees attending a Prisons sponsored/supported training event are to receive training credits, the sponsor of the event will have to submit a formal training proposal in advance of the event to establish a training course code and training credit in LMS. This must be accomplished by following the "Training Proposal Format" of OSDT. This format is available on OSDT website: <http://internal.doc.state.nc.us/osdt/training/TrainingProposalFormat.pdf>

3. Reimbursement of expenses:

Approved expenses will be reimbursed consistent with Fiscal Travel Policy. Form CNTR 003 is to be used for reimbursement request.

4. Documentation of training through LMS

To receive training credit, within 60 days upon completion of training, the employee must login to the LMS, click on My Transcript, Add External Training, complete/submit the form, click on Mark Complete, Submit. This notification of completion is sent by the system to OSDT for verification and applied to the employee's transcript as training completed.