

POLICY AND PROCEDURES



**ST. LOUIS COUNTY
JUSTICE CENTER**

DEPARTMENT OF JUSTICE SERVICES
ST. LOUIS COUNTY, MISSOURI

NUMBER: 303

**SUBJECT: Training Needs Assessment and
Annual Plans**

ACA STANDARDS: 4-ALDF-7B-06

DIRECTOR: Herbert Bernsen

**EFFECTIVE DATE: 9/97 REVISION DATE: 12/99, 5/05 ,
11/11**

I. POLICY

The St. Louis County Department of Justice Services shall evaluate and update job related education/training needs based on an annual assessment of facility operations, job components, staff reports and any new theories or techniques dealing with correctional issues.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services ' Administrative, Managerial, Supervisory and Training staff are responsible for the following procedures.

III. PROCEDURES

A. Needs Assessment

- 1.** The Training Manager will complete an annual educational/training needs assessment in conjunction with the budget process.
- 2.** Employees attending educational/training programs will complete an evaluation of the course, the materials used and the instructor's presentation. A Training Needs form will be available to the employees to suggest additional education/training needed to improve the programs and/or the orderly and secure operation of the facility.
- 3.** The Training Manager/Specialists will organize and evaluate the

information and distribute it to the Community Corrections Superintendent, Fiscal & Human Services Superintendent and the Unit Managers for review.

4. The Training Manager will meet with the Division Superintendents to discuss the specific educational/training needs of the Department, determine the priority of training needed and develop the training budget needs for each division.
5. All information will be submitted to the Director for review and approval. The decision of the Director will be final.

B. Annual Training Plan

1. The Training Manager will compile all employee training statistics from the previous year and submit them to the Director by February 1st of each year.
2. Using this information, he/she will initiate development of the annual training plan by August 1st of each year. Information from annual surveys completed by staff attending the Academy, Unit Managers, the Community Corrections Superintendent and the Fiscal & Human Resource Superintendent will be compiled by the Training Manager and Training Specialist to:
 - a. Identify all required training, according to the employee's job classification and/or division.
 - b. Develop a tentative schedule to complete the training needs identified in Section 1a.
 - c. Select and assign qualified trainers to instruct at the Academy.
 - d. Initiate the development of lesson plans describing the curriculum, methods of instruction and objectives to be accomplished.
 - e. Develop a proposed budget to complete the scheduled training.
3. The training plan will be reviewed by the Training Manager, Training Specialists, the Division Superintendents, and the Unit Managers. The plan will be submitted by November 1st of each year, along with comments and recommendations, to the Director for final approval.

4. The approved training schedule will be posted in the Training Room.

