

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

NUMBER: PD/POP-1.1.16

DATE: 08-25-00

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SUPERSEDES: N/A

SUBJECT: PAROLE DIVISION IN-SERVICE TRAINING REQUEST

AUTHORITY: N/A

PURPOSE: To establish procedures for requesting in-service training for Parole Division personnel, including but not limited to directorates, sections, regions, district offices, units, or employees, with regard to implementation of and compliance with parole and mandatory supervision policies.

PROCEDURE:

I. PERSONS AUTHORIZED TO REQUEST IN-SERVICE TRAINING

- A. The following Parole Division personnel may request in-service training: director, deputy directors, section directors, and regional directors.
- B. Persons authorized to request in-service training shall limit requests to training of Parole Division personnel under their supervisory authority.
- C. Training shall not be conducted without the use of approved lesson plans. Approved lesson plans are defined as lesson plans developed or approved for use by Staff Services training department.
- D. The Division director may, at any time and for any reason, order, grant, deny or suspend in-service training.

II. IN-SERVICE TRAINING REQUEST PROCEDURE

- A. In-service training requests shall be submitted in writing and shall specify the directorate, section, region, district office, unit, or employee to be trained.
- B. In-service training requests shall specify the parole or mandatory supervision area(s) to be trained.
- C. Deputy directors shall submit requests to the director of Staff Services.

- D. Section directors shall submit requests to the director of Staff Services through the Parole Division's deputy director for Support Services.
- E. Regional directors shall submit requests for in-service training to the administrator of training and curriculum development through the regional training coordinator (RTC) assigned to their region.
- F. The administrator of training and curriculum development shall
 - 1. Review all training requests;
 - 2. Determine the extent and scope of any training to be conducted;
 - 3. Determine the in-service trainer that will develop training curriculum;
 - 4. Assign in-service staff accordingly; and
 - 5. Establish milestones in development of each curriculum, conduct audits on milestones, adjust milestones accordingly, and ensure completion of each curriculum development process.

III. RESPONSIBILITIES OF ADMINISTRATOR OF CURRICULUM AND TRAINING DELIVERY

- A. Prior to beginning any curriculum development, the administrator of curriculum and training delivery shall
 - 1. Create a file that includes the originating in-service training request;
 - 2. Identify all applicable policies and directives relevant to the parole or mandatory supervision policy area(s) to be trained;
 - 3. Establish the primary and any secondary areas to be reviewed and create a worksheet that addresses all the area(s) to be trained;
 - 4. Identify all types of reports (caseload report, monthly restitution payment schedule, etc.) that will be required to conduct the training; and
 - 5. Determine the training methodology to be applied.
- B. Upon completing the preparation required under III.A. above, the administrator of curriculum and training delivery shall conduct a final training review conference with the administrator of training and curriculum development for the following purposes:
 - 1. Final approval and determination of the extent and scope of the in-service training.
 - 2. Approval of preparation required under III.A. above.

3. Establishment of milestone timelines.

- C. Upon completion of III.A. and III.B. above and completion of curriculum development, the administrator of curriculum and training delivery shall notify the person requesting the in-service training that the curriculum has been developed and approved. Affected Division personnel will be notified of the date of the in-service training by the designated regional training coordinator.

IV. RESPONSIBILITIES OF AFFECTED DIVISION PERSONNEL

- A. In-service training topics are the prerogative of the director of the Parole Division and carry the authority of the director's office.
- B. Upon notice from in-service training staff that an approved in-service training course is scheduled, all Division personnel designated shall attend training as scheduled.

V. PAROLE DIVISION IN-SERVICE TRAINING REPORTS

- A. A completed class roster for each in-service training event shall be submitted to the region/section director for review and final approval.
- B. Upon approval by the region/section director, the approved class roster shall be returned to the regional training coordinator. A copy of the approved class roster shall be provided to the administrator of training and curriculum development for entry into the Registrar database.

VI. PREPARATION AND DISTRIBUTION OF TRAINING REPORTS

- A. Release and distribution of quarterly training attendance reports shall be the responsibility of the administrator of training and curriculum development.
- B. minimum distribution of quarterly training attendance reports shall include the director of the Parole Division, deputy directors, and the region/section director.
- C. Requests for reports on specific training events and other reports as required by the region/section director shall be the responsibility regional training coordinator.

VII. SUBSEQUENT IN-SERVICE TRAINING REQUEST

Any subsequent in-service training request shall constitute a new request and shall be governed by this policy.

Victor Rodriguez
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