


Chapter:	Training	Classification:	Public Document
Subject:	General		
For:	Entire Division	 Authorized by Executive Director	

1. Policy

- 1.1 Correctional Services will provide training for employees consistent with the responsibilities for specific job classifications
- 1.1.1 for professional development
 - 1.1.2 as directed by the PSC or Nova Scotia Department of Justice – Correctional Services

2. Purpose

- 2.1 Training is designed to ensure a fundamental understanding of
- 2.1.1 Correctional Services operations
 - 2.1.2 the dynamics of the office or facility environment
 - 2.1.3 essential behavior management strategies
 - 2.1.4 essential case management strategies
 - 2.1.5 cultural competencies
 - 2.1.6 safety and security practices
- 2.2 Correctional Services training addresses business plan initiatives and core operations to provide cost effective training that is responsive to the changing needs of the individuals in custody or under community supervision, staff and the public.

3. Workplace Violence Prevention Plan

- 3.1 The policies and procedures, in addition to any associated facility standard operating procedures (SOP) are part of the Correctional Services Division's overall workplace violence prevention plan as required by Section 7 of the Violence in the Workplace Regulations.

4. Certification Standards

- 4.1 The Manager, Training and Development will define standards for training, (see Correctional Services Training Matrix and Correctional Services Certification Standards) where certification and re-certification are necessary to ensure the required level of competence.

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- 4.2 Standards for certification and re-certification for specific skills established by outside professional organizations, e.g., St. John Ambulance will be maintained as the minimum standard for the division.
- 4.3 Standards for certification and re-certification for specific skills where no outside professional body exists will be:
 - 4.3.1 recommended by the Manager, Training and Development in accordance with best practice national standards, and
 - 4.3.2 approved by the Executive Director, Correctional Services in accordance with Section 11 of this policy.


5. Expired Certifications

- 5.1 Staff training recertification standards will be tracked by the
 - 5.1.1 Learning Management System (LMS)
 - 5.1.2 training coordinator for community corrections or correctional facilities
- 5.2 Staff requiring recertification will be scheduled for the required training prior to the certification expiry date.
- 5.3 Staff who are returning to work after an absence where they require recertification will be
 - 5.3.1 scheduled for in person training at the earliest opportunity
 - 5.3.2 required to complete online training within the timelines defined in Section 10 of this policy

6. Reporting for Training

- 6.1 Attendance, punctuality, and reporting standards for staff on training remains the same as reporting for any other workday or shift.
- 6.2 The training site will be considered staff's designated work site for the duration of that scheduled training.
- 6.3 If staff will be absent or reporting late for scheduled training, they will promptly inform the
 - 6.3.1 training contact

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6.3.2 Officer in Charge (OIC), Captain, or Senior Probation Officer (SPO)

6.4 When staff are absent or late, the lead trainer will inform the

6.4.1 training contact

6.4.2 OIC/Captain/SPO

6.4.3 Manager, Training and Development

6.5 When late, the lead trainer and Manager, Training and Development will determine if the staff person will

6.5.1 remain in the course or

6.5.2 return to their regular workplace and be rescheduled to complete the training.

7. Documentation

7.1 All staff will sign the Course Attendance/Participation List ([11.04.00-A](#)) at the beginning of each training day.

7.2 At the completion of the training course, the lead trainer will forward the Course Attendance/Participation List to

7.2.1 the Administrative Assistant, Training and Programs to be documented on the Learning Management System

7.2.2 the training contact at each Correctional Facility or Community Corrections office who have staff in attendance


8. Dress Code

8.1 Unless otherwise indicated in the training participation instructions or memo to staff, the dress code while attending training will be business casual in accordance with Policy and Procedures, Subject No. 2.06.03 [Staff Uniform and Non-Uniform Guidelines](#).

9. Time Compensation

9.1 Staff who attend training or are involved in training activities will be compensated in accordance with the Civil Service Master Agreement.

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10. Mandatory Online Training

- 10.1 When a mandatory online training course is identified for staff it will be added to their Learning Plan on the Learning Management System (LMS).
- 10.2 The Corporate Learning Center (NSGOVLearning@novascotia.ca) will send an email notifying staff and their manager an online course has been added their learning plan.
- 10.3 The training contact for each correctional facility or Community Corrections will send an email to identified staff providing details of
 - 10.3.1 the online course
 - 10.3.2 how to access the online course
 - 10.3.3 timeframe for completion
- 10.4 If the online training course is less than one hour, staff are responsible to complete the course during their shift.
- 10.5 If the online course is more than one hour, staff may ask their manager to provide coverage for them to complete the course.
- 10.6 The timeframe for the completion of each online course is three months. If staff fail to successfully complete the mandatory online training course in the specified time frame, the training contact will meet individually with that staff to develop a plan to complete the course.

11. Revision to Training Requirements

- 11.1 Revision to current training requirements, certification and re-certification standards, introduction of new training programs and priorities will be approved in advance of implementation. The process is as follows
 - 11.1.1 Training Requirements Revision Form ([11.00.00-B](#)) will be completed by the Director, Correctional Services or their designate
 - 11.1.2 the Executive Director will approve or deny the request
 - 11.1.3 the decision will be retained according to the requirements of the Government of Nova Scotia's STAR and STOR manual

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11.1.4 changes to training will be communicated to staff via the Training Amendment Sheet ([11.00.00-C](#))