

INDIANA DEPARTMENT OF CORRECTION  
DIVISION OF WORKFORCE ENGAGEMENT  
CORRECTIONAL TRAINING INSTITUTE



NEW EMPLOYEE TRAINING PROGRAM PARTICIPANT GUIDELINES

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# New Employee Training Program Participant Guidelines

On behalf of the Commissioner of the Indiana Department of Correction, the Executive Director of Workforce Engagement, the Staff and Instructors at the Regional Training location, welcome to the Correctional Training Institute. Your attendance, participation, and completion of this New Employee Training Process (NETP) will be the first stage of a successful career with the Indiana Department of Correction. Please familiarize yourself with the guidelines in this document and observe them during your training program. Any questions about these guidelines should be directed to the Regional Training Manager or designated representative.

## PROFESSIONAL FOCUS

Participants are required to read and understand these guidelines, as you will be held accountable to these standards during the training program. The Workforce Engagement, Correctional Training Institute staff is committed to assisting all program participants in the successful completion of their training. Any concern, problem or issue which interferes with an individual participant's capability to fully participate and successfully complete the program requirements should be documented to the instructional staff and/or administration of training. We are confident that you can learn and accomplish the program requirements with your motivated effort and our support. Participants should study their manuals, take notes in class, and participate in class discussions/activities.

## YOUR ROLE AND RESPONSIBILITY

Your role and responsibility as an employee of the Indiana Department of Correction and a participant of the Correctional Training Institute are as follows: be in the classroom on time; listen attentively; participate; interact appropriately in class; and do your best to successfully complete this training. Our expectation is that you will maintain a positive attitude, professional appearance and demeanor while attending the training.

## EMERGENCIES

Participants are responsible for contacting the Training Location when an emergency occurs which necessitates an absence from class, or any situation that may require assistance or advice from Training Staff. As the situation permits, this should occur no later than a half hour prior to the start of the program on the day of the emergency (participants will be responsible for notifying their facility and following your facility's procedures of notification).

## DRESS/GROOMING

Custody personnel who have been issued "complete" sets of uniforms are expected to wear the complete uniform, including the Utility Belt in compliance with DOC policy 02-03-104 "Dress Standards for Uniformed Staff." Non-custody staff will wear dress pants, shirts, and shoes in accordance with the Department's non-uniform dress code per Policy

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04-03-110 “Dress Standards for Non-Uniformed Staff.” Dress and accessories will be clean, neat, fit properly, and will be professionally appropriate.

### ABSENCES/TARDINESS

Good attendance and punctuality are expected of professional correctional staff. Participants will be responsible for maintaining proper class attendance and punctuality. Prior to any absence, participants should first contact their home facility/division within the proper time frame and then report the absence to the Regional Training Manager or designated representative.

All participants are expected to have initialed the Class Attendance Roster and be in their seats prior to the beginning of their A.M. and P.M. classes. Failure to return or appear in any class at the scheduled time will be considered tardy, this will include lunch, relief times, etc.

Training staff will complete a “Trainee’s Absent Report” for all absences/tardiness during the NETP. Every effort should be made to reschedule all appointments for times that do not conflict with the training schedule.

Class work missed due to absences/tardiness must be made up by participants at their facility. Any absence or class work missed in excess of 15 minutes of an hour must be made up. Participants will not be given credit for completion of the program if absences occur. All makeup classes must be completed within (30) days of the originally scheduled class or the entire program will have to be repeated. If a participant misses more than 22.50 accumulated hours for all phases of the NETP, dismissal from the NETP process may occur.

### CLASSROOM & STAFF AREA CLEANLINESS

Participants are expected to maintain classroom cleanliness. Participants should remove any trash and align tables and chairs in their areas at the end of the day.

Staff break areas are to remain clean before and after use. Food and drinks should not be left unattended. All items shall be removed on the last day of the program.

### RELIEF TIME

Instructors will provide scheduled breaks throughout the duration of the day. Participants should be back in their seats at the designated time. Lunch times will be designated by the primary instructor of the program. The hallways are to remain clear during all relief times for safety purposes.

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## ALCOHOL AND ILLEGAL DRUGS

Alcohol and illegal drugs are not permitted on State property or in State-sponsored housing (motel). Participants are permitted to bring only enough medication (prescription/non-prescription) to cover the workday.

Possession, use of, or being under the influence of drugs, alcohol, narcotics, or other controlled substances while on State property may result in disciplinary action or dismissal from training, and/or termination of employment. If there is reasonable suspicion of illegal drug use or alcohol related impairment, the participant may be tested. Failure to comply could result in administrative action.

## PROHIBITED ITEMS

Taking pictures or videos of State grounds or restricted materials (tests, policies, etc.) with a cell phone, camera, or any electronic device is a serious violation that will result in disciplinary action up to and including termination.

Personal cellphones, if authorized, are only allowed to be used during breaks and will be maintained in “silent” mode.

## SPECIAL ACCOMMODATIONS

Participants will be required to complete a Training Enrollment Form prior to attending any training. Staff shall indicate on this form if any special accommodation is needed to fully participate in the scheduled training. The appropriate Regional Training Manager and/or Program Dean will review and respond to all accommodation requests.

## FRATERNIZATION

Fraternization between Training Staff, Facility Staff on Duty, and participants is prohibited except in supervised classroom activities. This contact may occur in the context of classroom training and should always remain conducive to a professional learning environment.

## KNOWLEDGE BASED TESTING

During the NETP you will complete a variety of knowledge-based testing that will cover the information and materials that has been provided in the classroom. You must correctly answer 70% for all knowledge-based tests.

Attempting to provide or receive any unauthorized assistance during the testing process will result in disciplinary action. Participants requiring any special assistance to take any performance or cognitive testing should inform the Regional Training Manager or the designated representative on the first day of training. Learning or comprehension

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disabilities should be documented in writing by the participants and be supported by written statements by the appropriate authority.

### VETERANS ADMINISTRATION BENEFITS

Those participants who are Veterans of the Armed Forces, and who may qualify for benefits, may file for these benefits by completing the appropriate forms at the Regional Training Site with the VA Liaison. Participants must be enrolled in all phases of the NETP to qualify. These forms will be forwarded to the appropriate agency.