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ADMINISTRATIVE REGULATION
NUMBER 219

OPR: TRAINING

TRAINING

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies, and procedures for the development and implementation of professional training programs that meet federal and state requirements for ADOC employees.

II. POLICY

It is the policy of the ADOC to provide employees and contractors with the training and skills necessary to meet the changing correctional environment.

III. DEFINITIONS AND ACRONYMS

- A. **ADOC Law Enforcement Personnel**: An employee in one of the correctional officer/law enforcement job classifications requiring APOSTC certification.
- B. **Alabama Peace Officers Standards and Training Commission (APOSTC)**: A state regulatory agency that sets standards for selection, recruitment, and training of law enforcement officers in Alabama.
- C. **APOSTC Certification**: A certificate issued by APOSTC attesting to the accreditation of an approved academy, instructor, or law enforcement officer.
- D. **APOSTC Instructor**: An individual who possesses a certificate issued by APOSTC to instruct in an approved academy or Regional Training Center.
- E. **Applicant**: An individual who is seeking admittance to an approved academy for certification as a law enforcement officer or Correctional Security Guard.

- F. **Continuing Education Unit (CEU)**: The annual twelve (12) hours of continuing education/training required by APOSTC to maintain certification. This does not include annual re-certifications such as firearms, PPCT, CPR/First Aid.
- G. **Correctional Security Guard (CSG)**: ADOC-certified officers that serve in a limited security capacity as defined by the job description and authorized by the State Personnel Department.
- H. **Employee**: For the purpose of this AR, any person employed by the ADOC as a full-time, part-time, conditional, or temporary employee, and all other persons such as contractors, vendors, and volunteers in the classified and unclassified service.
- I. **ePost**: A suite of applications within the Alabama Criminal Justice Information Services Division designed to aid in the management of academy applications, continuing education, employment history, information requests, officer certification, and much more.
- J. **Field Training Program (FTP)**: On-the-job training provided by an experienced employee to equip a new employee with the skills, knowledge, and experience necessary for effective job performance in real-life conditions.
- K. **In-Service Training**: Annual training conducted by certified Regional Training Instructors.
- L. **National Institute of Corrections (NIC)**: An agency of the U.S. Department of Justice, Bureau of Prisons (BOP), that provides technical assistance, training, and information to federal, state, and local criminal justice disciplines throughout the country.
- M. **Non-Security Employee**: For the purpose of this AR, any non-law enforcement person employed by the ADOC.
- N. **Prison Rape Elimination Act (PREA) of 2003**: A federal statute (Code of Federal Regulations, Title 28, Part 115) enacted in September of 2003 to provide for the analysis of the incidences and effects of sexual abuse in federal, state, and local correctional institutions and to provide information, resources, recommendations, and funding to enable reviews of facility practices to protect confined individuals from sexual abuse.
- O. **Strategic Self Defense and Gun Fighting Tactics (SSGT)**: An APOSTC-mandated defensive tactics training program.
- P. **Trainee**: For the purpose of this AR, an ADOC employee in the class title of Correctional Officer Trainee (class code 60710) or Correctional Security Guard

(class code of 60618) that has not completed basic training and probationary period.

IV. RESPONSIBILITIES

- A. The Commissioner is responsible for ensuring that ADOC employees are properly trained to perform their assigned duties.
- B. The Deputy/Associate Commissioner of Administrative Services is responsible for administering a training program for ADOC employees.
- C. Wardens/Division Directors are responsible for:
 - 1. Developing their facility/divisional Standard Operating Procedures (SOPs) and post orders as necessary for the implementation of this AR.
 - 2. Ensuring that assigned employees complete training prescribed by the Deputy/Associate Commissioner of Administrative Services and/or the Director of Training.
 - 3. Providing necessary resources for the Regional Training Center in their area.
 - 4. Support and assist the FTP and staff at major facilities. .
 - 5. The implementation of the FTP at community-based facilities.
- D. The Director of Training is responsible for:
 - 1. Ensuring that the Alabama Corrections Academy maintains APOSTC certification.
 - 2. Administering the Basic Academy Training Program to ensure that the training of ADOC Law Enforcement Personnel and Correctional Security Guards is conducted in accordance with federal, state, APOSTC, and ADOC requirements.
 - 3. Administering the Regional Training Centers to ensure that employee training is conducted in accordance with federal, state, APOSTC, and ADOC requirements.
 - 4. Developing and maintaining the annual ADOC Master Training Plan to include, but not limited to, a program and schedule for:
 - a. Basic Academy Training.
 - b. Regional In-Service Training.

- c. New Supervisor Training.
 - d. Specialized Training Programs.
 - e. Field Training Officer Program.
5. Overseeing the planning of the annual departmental Executive Leadership Conference.
 6. Ensuring that employee training records are accurately maintained.
 7. Providing training statistical data when required.
 8. Selecting and assigning personnel to the Training Division.
 9. Ensuring that adequate facilities and equipment are available to conduct training programs.
 10. Submitting recommendations to the Deputy/Associate Commissioner of Administrative Services to reassign training personnel that are not in compliance with APOSTC requirements and/or ADOC policies and procedures.
 11. Ensure all agency weapons are accounted for and in a serviceable condition.
 12. Oversee the implementation of the FTP at major facilities.
- E. The PREA Director is responsible for providing training for facility staff tasked with performing the role of PREA compliance manager in accordance with AR 454, *Inmate Sexual Abuse and Harassment*.
- F. The Academy Training Captain is responsible for supervising the Alabama Corrections Academy which includes:
1. Managing the day-to-day operations of the Academy.
 2. Enforcing Academy standard operating procedures.
 3. Ensuring the Academy operates within the guidelines of all applicable APOSTC requirements and/or ADOC policies and procedures.
- G. The Regional Training Captain is responsible for supervising the Regional Training Centers which includes:

1. Providing input to the ADOC Master Training Plan as requested by the Director of Training.
 2. Managing the day-to-day operations of Regional Training Centers.
 3. Enforcing regional standard operating procedures.
 4. Ensuring that continuing education is documented in the e-Post system for all APOSTC-certified ADOC staff members.
- H. The FTP Captain is responsible for the implementation of the FTP at major facilities and the regulation of the FTP at community-based facilities.
1. Provide training to all FTP staff as required.
 2. Ensure facility and staff adherence to the Field Training Manual.
 3. Ensure that all FTP documentation is completed and maintained.
- I. The Central Armory Captain is responsible for all ADOC weapons and service ammunition which includes:
1. Conducting bi-annual facility armory inspections and provide reports.
 2. Issuing all service ammunition in accordance with AR 307.
 3. Servicing and maintaining all weapons as needed.
 4. Track all issued body armor for serviceability and notify facilities and divisions of outdated body armor.
- J. The Regional Training Supervisors (Lieutenant) are responsible for:
1. Providing input to the ADOC Master Training Plan as requested by the Director of Training.
 2. Executing the required training per the ADOC Master Training Plan for the facilities/divisions in their designated region.
 3. Ensuring that all assigned employees in their designated region have been scheduled for and complete annual training.
 4. Ensuring that continuing education is documented in ePost for all APOSTC-certified ADOC staff members within their training region.

5. Ensuring that the training facilities and equipment are operational and conducive to training.
 6. Ensuring that employees attending training programs comply with ADOC policies and procedures.
 7. Completing and submitting training reports to the Regional Training Captain as directed.
 8. Ensuring that all in-service training of employees is documented and completed by the fifteenth of December each year.
- K. ADOC Law Enforcement personnel shall be responsible for successful completion of annual In-Service Training including:
1. APOSTC requirements (i.e., 12 hours of CEUs and handgun requalification).
 2. ADOC requirements (i.e., shotgun, specialized training).
- L. It is the responsibility of all employees to adhere to the contents of this AR.

V. PROCEDURES

- A. Minimum Training Requirements for ADOC Employees:
1. Basic training for certified law enforcement personnel consists of APOSTC approved 400-hour curricula and must be successfully completed within APOSTC allotted provisional appointment time frames.
 2. Basic training for non-law enforcement Correctional Security Guards consists of an ADOC-approved 240-hour curricula and must be successfully completed within State Personnel Department approved probationary time frames.
 3. Annual in-service training for ADOC Law Enforcement Personnel and Correctional Security Guards consists of an ADOC-approved curricula and shall meet APOSTC requirements and/or ADOC policies and procedures.
 4. Annual in-service training for non-security staff shall consist of an ADOC-approved minimum 8-hour curricula.
 5. Formal Orientation Training for new non-security ADOC facility employees shall consist of an ADOC-approved curricula.
 6. Formal Orientation Training for new contracted staff members shall consist of an ADOC-approved curricula.

7. New Supervisor Training shall consist of an ADOC-approved curricula.
8. Re-hired ADOC Law Enforcement Personnel that have been separated from state service for more than 2 years shall attend the 80-hour Refresher Training course at the Academy.
9. Re-hired non-security facility employees that have been separated from state service for more than 2 years shall repeat Formal Orientation Training.

B. ADOC Training Division Employees:

1. ADOC Training Division Employees assigned to a training position shall successfully complete APOSTC Instructor Certification and ADOC requirements.
2. ADOC Training Division Employees shall maintain and continue to comply with APOSTC, ADOC, and Training Division requirements.
3. ADOC Training Division Employees who are unable to successfully obtain or maintain APOSTC Instructor Certification and ADOC requirements shall be reviewed by the Director of Training for appropriate action.

C. Training Regions:

1. Annual in-service training shall be conducted at Regional Training Centers located geographically around the state.
2. Each Regional Training Center shall support the following facilities/divisions:
 - a. **Region 01** – Located in the Birmingham area and provides training support to the following:
 - (1) St. Clair Correctional Facility
 - (2) Childersburg Community-Based Facility and Community Work Release
 - (3) Donaldson Correctional Facility
 - b. **Region 02** – Located on the premises of Kilby Correctional Facility and provides training support to the following:
 - (1) Kilby Correctional Facility

- (2) Red Eagle Community Work Center
 - (3) Alex City Community-Based Facility and Community Work Center
 - (4) Central Office Personnel
- c. **Region 03** – Located on the premises of Fountain Correctional Facility and provides training support to the following:
 - (1) Fountain Correctional Facility
 - (2) Holman Correctional Facility
 - (3) Loxley Community-Based Facility and Community Work Center
 - (4) Mobile Community-Based Facility and Community Work Center
- d. **Region 04** – Located in the Decatur area (1420 5th Avenue Southeast) and provides training support to the following:
 - (1) Limestone Correctional Facility
 - (2) North Alabama Community-Based Facility and Community Work Center
- e. **Region 05** – Vacant
- f. **Region 06** – Located on the premises of Ventress Correctional Facility and provides training support to the following:
 - (1) Bullock County Correctional Facility
 - (2) Easterling Correctional Facility
 - (3) Ventress Correctional Facility
 - (4) Elba Community-Based Facility and Community Work Center
- g. **Region 07** – Located on the premises of the Wetumpka Complex and provides training support to the following:
 - (1) Draper Intake Facility
 - (2) Staton Correctional Facility

- (3) Elmore Correctional Facility
 - (4) Frank Lee Community-Based Facility and Community Work Center
- h. **Region 08** – Located on the premises of Bibb County Correctional Facility and provides training support to the following:
 - (1) Bibb County Correctional Facility
 - (2) Camden Community-Based Facility and Community Work Center
- i. **Region 09** – Located on the premises of Bevill State Community College (1333 Military Street South, Hamilton AL) and provides training support to the following:
 - (1) Hamilton Aged and Infirm Center
 - (2) Hamilton Community-Based Facility and Community Work Center
- j. **Region 10** – Located on the premises of the Wetumpka Complex and provides training support to the following:
 - (1) Tutwiler Prison for Women and Tutwiler Annex
 - (2) Montgomery Women's Community-Based Facility and Community Work Center
 - (3) Birmingham Women's Community-Based Facility and Community Work Center
- 3. In developing the annual ADOC Master Training Plan, the Director of Training shall coordinate with ADOC executive leadership and include wardens and directors for input, through a needs assessment.
- 4. Request to attend training outside an assigned Regional Training Center:
 - a. An employee may request to attend training outside of their assigned region if the employee's residence is closer to another Regional Training Center.
 - b. The employee must submit a written request to their Warden/Division Director.

- c. The Warden/Division Director shall verify the request and submit their recommendation to the Director of Training.
 - d. The Director of Training shall review the request and notify the Warden/Division Director of the final decision.
 - e. The Warden/Division Director shall notify the employee's supervisor of the final decision.
 - f. The employee's supervisor shall contact the respective Regional Training Supervisor to schedule the employee for training.
 - g. Once an approved request is on file with the Training Division, the Regional Training Supervisor shall review and validate previous approved requests annually.
- 5. Regional training supervisors shall coordinate all class scheduling with Wardens/Division Directors (or designee) within their region.
 - 6. Wardens/Division Directors (or designee) shall schedule all staff for training.
 - 7. Regional training staff shall document and report all absences from scheduled training to the appropriate Warden/Division Director (or designee).
 - 8. Firearms Training:
 - a. In accordance with APOSTC and ADOC requirements, all ADOC law enforcement personnel must qualify annually with an authorized handgun and shotgun with a score of 70 or higher.
 - b. Regional Training staff shall notify the Warden/Division Director when a law enforcement employee fails to qualify after 3 attempts.
 - c. The law enforcement employee shall return to the Regional Training Center within 21 days of the failed re-qualification date for additional instruction and three additional attempts to re-qualify.
 - d. If the law enforcement employee fails to qualify after receiving the additional instruction and three additional attempts to re-qualify, the Regional Training Supervisor shall inform the respective Warden/Division Director.
 - e. The Warden/Division Director shall relieve the employee of law enforcement duties, assign the employee to administrative duties,

schedule the employee to attend a 40-hour remedial firearms training at the Academy.

- f. If the law enforcement staff member fails to qualify during remedial firearms training, the Director of Training shall notify APOSTC, and the Warden/Division Director shall initiate appropriate action to recommend dismissal or reclassification in accordance with AR 208, *Employee Corrective Action*.
9. When an ADOC law enforcement employee fails to meet training, qualification, or continuing education requirements as required by APOSTC (Rule 650-X-12.02) due to military activation or medical profile:
- a. The employee must submit the military orders or medical documentation to the Regional Training Center and Warden/Division Director.
 - b. ADOC law enforcement personnel who do not qualify annually due to medical profiles shall not be assigned to posts that require the use of firearms.
 - c. ADOC law enforcement personnel who do not qualify for two consecutive years due to a medical profile will be subject to reclassification and revocation of APOSTC certification in accordance with APOSTC administrative rules and ADOC policy.
10. The certification of any ADOC law enforcement personnel, not otherwise exempt, shall be suspended if their CEUs become delinquent 24 or more hours. The ADOC law enforcement personnel shall then be required to complete the ADOC 80-hour Refresher Course before his/her certification may be reinstated.

D. Basic Academy Training:

1. Prior to Academy Assignment:
- a. Upon employment, all trainees shall be assigned to FTP staff. Trainees shall not be assigned to a facility post without supervision until successfully completing Basic Academy Training and FTP.
 - b. The Basic Training Commander shall notify the trainee of their enrollment and reporting date to the Alabama Corrections Academy.
 - c. A trainee shall complete the Basic Academy Training within the designated provisional and probationary time frames.

2. During Academy Assignment:

- a. A trainee shall not work overtime at any facility while enrolled at the Alabama Corrections Academy unless pre-approved by the Deputy Commissioners of Men's or Women's Services.
- b. A trainee must fully participate and meet all APOSTC and ADOC requirements for successful completion and graduation from basic training.
- c. After two failed attempts to complete the Academy, a trainee shall be reclassified or separated from the ADOC. Such trainees must wait two years before testing/applying again for the Correctional Officer Trainee or Correctional Security Guard position.
- d. If a trainee fails to successfully complete the Physical Agility and Ability Test (PAAT), he/she shall be withdrawn from the Academy. Such trainee may be afforded one additional opportunity to pass the PAAT in the next basic training class if provisional and probationary time frames allow.
- e. APOSTC trainees must meet APOSTC firearms qualifications in order to graduate from basic training. A failure to meet APOSTC firearms qualification requirements will result in a two-year bar from applying for any law enforcement job in Alabama per APOSTC administrative rules.
- f. A trainee that is found to be cheating, or involved in any other formal disciplinary issues, such as, but not limited to, excessive demerits or falsifying documents, shall be separated from the ADOC.

3. Post-Academy Completion:

- a. The FTP staff at all facilities shall complete the Field Training Officer program upon the completion of basic training.
 - (1) The facility Field Training Supervisor shall monitor the Filed Training Program closely and take appropriate action to ensure quality training is achieved.
 - (2) The facility Field Training Supervisor shall return the Master Orientation Checklist and the Master Program Checklist to the appropriate Regional Training Center upon completion of the FTP.
 - (3) Upon completion of basic training and the FTP, trainees shall be released to facility leadership for shift assignment.

4. Refresher Program for Correctional Officers:
 - a. A Correctional Officer or a Correctional Security Guard who is re-employed after a separation of two or more years, but not more than 10 years from the ADOC must complete the 80-hour Refresher Program to update their APOSTC certification.
 - b. Upon re-employment, all trainees shall be assigned to FTP staff. Trainees shall not be assigned to a facility post without supervision until successfully completing APOSTC refresher training and any required FTP components outlined in the FTO manual. .
5. Lateral Entry Program for Correctional Officers:
 - a. A Correctional Officer or law enforcement officer that has been separated from law enforcement in another state for less than two years may apply for the Lateral Entry Program.
 - b. A Lateral Entry Candidate possessing APOSTC law enforcement certification shall be required to attend and successfully complete the ADOC 80-hour Lateral Entry Program within the designated provisional appointment time.
 - c. The Lateral Entry Candidate shall successfully complete the ADOC 80-hour Lateral Entry Course within the designated provisional appointment time.
 - d. Upon successful completion of the 80-hour Lateral Entry Program, the Academy Training Captain shall issue an ADOC Training Record Folder. A copy of the information contained in the Training Record Folder shall be maintained at the Alabama Corrections Academy.
 - e. An APOSTC certified Lateral Entry Candidate who has been separated from law enforcement for more than two years must attend the ADOC 80-hour Lateral Entry Program and the 95-Hour Law Enforcement Refresher course scheduled by APOSTC.
 - f. Upon re-employment, all trainees shall be assigned to FTP staff. Trainees shall not be assigned to a facility post without supervision until successfully completing APOSTC lateral training and any required FTP components outlined in the FTO manual. .

VI. **DISPOSITION**

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

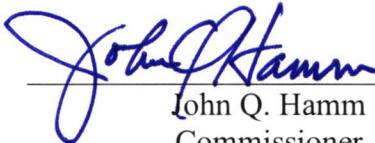
There are no forms prescribed in this regulation.

VIII. SUPERSEDES

This Administrative Regulation supersedes AR 219, *Training* dated July 15, 2008, and any related changes.

IX. PERFORMANCE

- A. Code of Alabama 1975 §§ 14-1-1.1 *et seq.*, 36-21-40 *et seq.*
- B. Alabama Administrative Code Rules 650-X-1.01 *et seq.*



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Commissioner