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JOHN Q. HAMM
COMMISSIONER

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ADMINISTRATIVE REGULATION
NUMBER

231

OPR: TRAINING

TRAINING FOR SUPERVISORS

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures to ensure that all new supervisors receive New Supervisor Training (NST) within their probationary period.

II. POLICY

It is the policy of the ADOC to ensure that all supervisors receive training designed to develop and enhance supervision skills.

III. DEFINITIONS AND ACRONYMS

- A. New Supervisors Training (NST): A standardized forty (40) hour course designed to develop and/or enhance skills relevant to employee supervision.
- B. Performance Appraisal Training: Standard three (3) hour training program on the mechanics of the performance appraisal.

IV. RESPONSIBILITIES

- A. The Deputy Commissioners, Wardens, and Division Directors are responsible for ensuring all newly appointed supervisors attend NST.
- B. The Director of Training is responsible for:
 - 1. Development and scheduling of an NST.
 - 2. Ensuring that required training documentation is maintained.

V. PROCEDURES

- A. Wardens/Directors will submit the names of all newly appointed supervisors to the Regional Training Center in their region. Refer to AR 219, *Training* for a list of Regional Training Centers.
- B. Regional Training Supervisors shall schedule the required supervisory training course to enable the supervisors to complete the training within their probationary period and shall notify the Wardens/Directors of the scheduled course date.
- C. Newly appointed executive level staff shall be trained at the discretion of the appointing authority.

VI. DISPOSITION

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

VII. FORMS

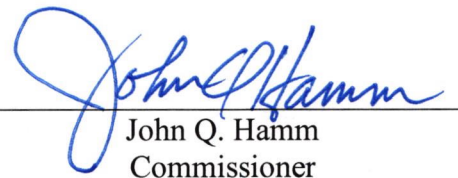
There are no forms prescribed by this regulation.

VIII. SUPERSEDES

This Administrative Regulation supersedes AR 231, *Training for Supervisors*, dated December 30, 2004, and any related changes.

IX. PERFORMANCE

Code of Alabama 1975 § 14-1-1.1 *et seq.*



John Q. Hamm
Commissioner