



**DEPARTMENT OF CORRECTIONS**  
**Human Resources**



<b>Title:</b> DPSST Training	<b>DOC Policy:</b> 20.7.5
<b>Supersedes:</b> N/A	
<b>Applicability:</b> All department correctional officer series personnel	
<b>Directives Cross-Reference:</b>	

**I. PURPOSE**

To describe department requirements and procedures for training at the Department of Public Safety Standards and Training Academy.

**II. POLICY**

- A. All department correctional officer series personnel shall complete the training requirements of DPSST for basic correctional officer certification as a condition of employment in department security positions within the first year of employment.
- B. Supervisors of personnel in the correctional officer series shall submit all DPSST required forms to the department Staff Training and Development Section for all newly hired, promoted, transferred, placed on extended leave without pay, and terminated DPSST certified employees within one (1) week of any personnel action.
- C. The Staff Training and Development Section shall coordinate with DPSST and the department functional units on scheduling staff for basic training.
- D. All requests from department personnel for intermediate or advanced DPSST certification and registrations for other DPSST training courses shall be submitted to the Staff Training and Development Section for forwarding to DPSST.

**III. IMPLEMENTATION**

This policy will be adopted immediately without further modification.