

GEORGIA DEPARTMENT OF CORRECTIONS

Standard Operating Procedures

Functional Area: Program Services/ Counseling	Reference Number: VB01-0003	Revises Previous Effective Date: 5/01/05
Subject: Staff Development		
Authority: Donald/Smith	Effective Date: 12/15/07	Page 1 of 2

I. POLICY:

To provide for counselors participating in initial and ongoing staff development activities so that skill levels for service delivery to offenders can be maintained and improved.

II. APPLICABILITY:

Administrative and counseling staff in all Correctional Institutions, Pre-Release Centers, Transitional Centers, Detention Centers, Diversion Centers, Boot Camps, and field offices with Counseling Services available.

III. RELATED DIRECTIVES:

- A. GDC Rules and Regulations: 125-2-1-.06, 125-4-1-04
- B. GDC Standard Operating Procedures: IIIC02-0008, IIID02-0006, IVP01-0002, IVP01-0003, IVP02-0005, VB02-0001, VB03-0001, VB03-0002, VB03-0003

IV. DEFINITIONS:

None

V. ATTACHMENTS:

- Attachment 1: New Employee Checklist
- Attachment 2: Program Delivery Agreement

VI. PROCEDURE:

- A. Under the direction of the designated supervisor for counselors, each new counselor will complete the NEW EMPLOYEE CHECKLIST (attachment 1) during the first six-(6) weeks of employment. Upon completion of the

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checklist it should be filed in the employee's facility personnel file. Note: During the first week of employment an initial orientation is provided.

- B. All counselors hired after October, 1998 must successfully complete Basic Counselor Orientation Training, Basic Group Counseling, and Basic Counseling and Facilitation Skills training within the first twelve months of employment.
- C. The designated supervisor may provide, or arrange the provision of, at least one in-house in-service training activity per quarter. The designated supervisor will ensure and follow up that counselors are trained in all areas of the required 20 hours per year of institutional mandatory training and 20 hours of specialized training annually, unless no applicable programming is available. All counselors are required to receive training in required and specialized risk reduction programs prior to delivering or facilitating these programs.
- D. All counselors should receive formal review/training of any and all Counseling Services SOP revisions within 30 days after such revisions are received at the facility. The supervising counselor will provide this training.
- E. All counselors identified to attend Risk Reduction Services programs training will sign a Program Delivery Agreement Form (Attachment 2) indicating they will deliver the group within 30 days or during the next program cycle, upon completion of the training. The form requires the signature of the Deputy Warden of Care and Treatment, Assistant Superintendent or Chief Probation Officer. Failure of the supervisor to ensure program delivery by staff following training will be negatively reflected on the supervisor's Performance Management Form.

VII. RECORD RETENTION:

Attachments 1 and 2 should be retained in the employee's facility personnel file.