

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
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XXX. STAFF DEVELOPMENT AND TRAINING PINS/BAR AWARDS:

In conjunction with Policy and Administrative Procedure 02-03-104 “Dress Standards for Uniformed Staff”, Section XXIII “Badges, Nameplates and Bar Awards,” Staff Development and Training has implemented a procedure for the Staff Development and Training Pins and Bar Awards.

This procedure only covers the following authorized Pins and Bar awarded by Staff Development and Training:

- Staff Development and Training (SD&T) Bar
- Recruitment and Retention Coordinator (RRC) Pin
- Field Training Manager (FTM) Pin
- Field Training Officer (FTO) Pin
- Certified Treatment Specialist (CTS) Pin

The following procedure shall be used to accurately account for the distribution and accountability of the Pins and Bar:

A. Requesting Pins/Bar

1. On a quarterly basis the Facility Training Coordinator shall forward the “Pins/Bar Request” (Attachment 1-L) and a copy of the Class Transcripts for each program identified to the appropriate Regional Training Manager according to the established schedule below:

- October 31st – for the period of July 1st – September 30th
- January 31st – for the period of October 1st – December 31st
- April 30th – for the period of January 1st – March 31st
- July 31st – for the period of April 1st – June 30th

2. The Regional Training Manager shall verify the qualification of each staff member. They shall process the request and forward the submitted “Pins/Bar Request” to the designated Regional Training Manager according to the established schedule below:

- November 15th
- February 15th
- May 15th
- August 15th

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3. The designated Regional Training Manager shall gather all submitted “Pins/Bar Requests” for each individual quarter and forward the information to the Uniform Distribution Center (UDC) for the ordering of the Pins/Bar.
4. UDC shall process the submitted orders and deliver the orders to the facilities.

B. Distribution Process

Once the Pins/Bar have been delivered to the facility, the Facility Training Coordinator shall have the following responsibilities:

1. Track the distribution process by obtaining a signature when the Pins and/or Bar are issued to each individual. This signature form shall be scanned and saved in the Employee’s electronic Training File, Section 4 “Specialized Training” folder.
2. Coordinate with the Facility’s Executive Staff (e.g. Warden, Deputy Wardens, Major, Unit Team Managers) the presentation of the Pins and/or Bar to recipients. This shall be completed during the Facility Quarterly Staff Assembly, Roll Call, In-Service, etc. The appropriate Regional Training Manager or Regional Training Specialist shall be notified of distribution.
3. Notify Facility Executive Staff (e.g. Warden, Deputy Wardens, Major, Unit Team Managers) of an individual no longer certified in a specific program. This includes Field Training Manager, Field Training Officer, and Certified Treatment Specialist Certifications.

For the appropriate wearing of the above Pins/Bar, staff shall refer to Policy and Administrative Procedure 02-03-104, “Dress Standards for Uniformed Staff.”