



COLORADO

Department of Public Safety Policy



Title: Training Conduct Policy Main Section: Sub Section:	POLICY NUMBER: 2020-1 VERSION: 1.1 Supersedes:
Related Mandates, Law, Standards, Executive Orders, Policies, or Procedures:	
APPROVED BY: <u>Chin Shann-Rostovsky</u> APPROVING AUTHORITY	<u>12-22-2020</u> EFFECTIVE DATE

I. BACKGROUND AND PURPOSE

The purpose of this training policy is to establish parameters that will increase the quality, consistency, and overall effectiveness of training events sponsored by the Office of Domestic Violence and Sex Offender Management (ODVSOM). Learning opportunities through ODVSOM training events should promote a culture of collaboration and professionalism. The development of competencies for professionals who work in the field of domestic violence and sex offender management require a healthy and safe learning environment.

II. SCOPE

This policy is applicable to all professionals who register, attend, and participate in ODVSOM in-person and online training events, including those delivered by staff and those sponsored by the ODVSOM.

III. DEFINITIONS

- A. **Credit** - Issuance of a sum of money to an individual's account that can only be redeemed through another ODVSOM paid training event.
- B. **Refund** - A repayment of a sum of money for a paid training event.
- C. **Professional** - This policy is applicable to all trained professionals who are responsible in the case management and decision-making of individuals who are court ordered into

domestic violence and sex offender offense-specific services who register, attend, and participate in ODVSOM training events, including those delivered by staff and those sponsored by the ODVSOM.

IV. POLICY

A. Registration

- a. Professionals will be required to register in advance in order to attend any ODVSOM training event unless the training event allows for same-day registration.
- b. Based on the type of training and the expertise required, the ODVSOM reserves the right to limit the number of attendees and the qualifications required of professionals to attend. The ODVSOM, where appropriate and necessary, can make accommodations for stakeholders restricted from attending a training to receive a similar training in a modified format based on availability of staff resources. Staff may also restrict or limit training events to out-of-state professionals based on qualifications and resources.
- c. Registration for paid training events may be transferable to another professional when arranged with ODVSOM staff 7 days in advance of the training. This policy does not apply to the ODVSOM annual conference.
- d. Board members may register and attend ODVSOM sponsored training and conferences free of charge. Board members may send a proxy to attend ODVSOM sponsored training.

B. Cancellation

- a. Due to limited seating, professionals may cancel their registration 72 hours before a scheduled training event by phone, by email, or through the registration site. For paid trainings, cancellations prior to 72 hours will be offered a credit to their account and must be used within one year from the date the credit is offered. Professionals may use these credits towards any future paid training events. If registration is cancelled within 72 hours of a training event, no credits will be given.
- b. Refunds for training events will not be issued under any circumstances.
- c. Professionals who demonstrate a pattern of cancelling their registration especially within the 72 hours before the training, may be temporarily denied the ability to register for training events based on the discretion of the Program Manager.

C. No-Show Policy

- a. Misuse of registration in the form of a pattern of missed trainings will not be tolerated. Professionals who consistently miss training events may be temporarily denied the ability to register for future training events and be wait-listed only based on the discretion of the Program Manager.

D. Tardiness Policy

- a. At the discretion of staff, attendees who are more than 15 minutes late to the beginning of a training event without making prior arrangements with the ODVSOM staff will not be allowed to attend.

E. Certificate of Completion

- a. Certificates of completion are offered to all professionals who attended the training in its entirety. A survey with a certificate of completion will be emailed to attendees one week following the training event. It is the professional's responsibility to retain a copy of the certificate of completion for their records. Certificates of completion will not be available after 90 days post-training date.

F. Releasability of Training Materials

- a. Materials, handouts, and documents associated with third party training events hosted by the ODVSOM will be made available only to those who attend. Professionals who do not attend training events will not be given access to materials, handouts, and other documents associated with third party training events. Presenters may be contacted directly to request this information.

V. PROCEDURE

- A. Training events will be announced 6 weeks before the scheduled date. Announcements will first be sent to professionals who are applicants or listed on the Domestic Violence Offender Management Board (DVOMB) and the Sex Offender Management Board (SOMB) approved provider lists. Based on the discretion of program staff, training events will be publically announced one week after that date to other stakeholders on the general email list. Once the training is available to a wide audience, training events will be posted to the website with a link to access registration.
- B. Training events will comply with ADA requirements and program staff will assist to those attendees who require special accommodations.
- C. Professionals requesting to be placed on a waitlist will be managed on a first come first served basis and accommodated as seats become available including the day before the training.
- D. A survey with a certificate of completion will be emailed to attendees one week following the training. Attendees have 90 days to complete the survey at which point the survey will close.

- E. Feedback and data collected on training events will be retained and stored in accordance with CDPS policy. Data collected from training events will remain anonymous and used to continuously improve the training events conducted and sponsored by the ODVSOM.
- F. ODVSOM Program Staff may require attendees to demonstrate proficiency with pre-determined learning objectives in order for an attendee to receive a training certificate.

VI. REVISION HISTORY

- A. Training Conduct Policy, Version 1.1, adopted August 1st, 2019.