

2911.1200 CLERICAL AND SUPPORT EMPLOYEES WITH REGULAR OR DAILY INMATE CONTACT; TRAINING.

Subpart 1. **Minimal inmate contact.** A facility shall have a written policy and procedure that provides that all new clerical and support employees that have minimal inmate contact receive 24 hours of orientation and training during their first year of employment. Sixteen of these hours are completed before being independently assigned to a particular job. Persons in this category are given an additional 16 hours of training each subsequent year of employment.

Subp. 2. **Regular or daily inmate contact.** A facility shall have a written policy and procedure that provides that all new clerical and support employees who have regular or daily inmate contact receive 40 hours of orientation and training during their first year of employment. These hours are to be completed before being independently assigned to a particular job. The employees are given an additional 16 hours of training each subsequent year of employment. At a minimum, this training covers the following areas:

- A. security procedures and regulations;
- B. rights and responsibilities of inmates;
- C. all applicable emergency procedures;
- D. interpersonal relations and communication skills; and
- E. first aid.

Statutory Authority: *MS s 241.021*

History: *23 SR 1834; 38 SR 523*

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