



POLICY STATEMENT

Policy Statement 410.2

Policy Area: Training

Effective Date: **FEB 17 2005**

Approved: *Paul A. Quander, Jr.*
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Training Center Utilization

I. COVERAGE

This Policy Statement applies to all offices and units of the Court Services and Offender Supervision Agency ("CSOSA"), the Pretrial Services Agency ("PSA") and the Public Defender Service ("PDS") that utilize the Training and Career Development Center ("Training Center" or "Center"). External organizations must use the Occasional Use of Facilities application and procedures when using CSOSA facilities. The procedures outlined in this Policy Statement apply to the above-named entities as well as to contractors, consultants and vendors they may utilize.

II. BACKGROUND

The purpose of this Policy Statement is to advise employees and other users of the CSOSA's Training Center, of the rules and policies governing the use of the Center for meetings and training programs, as well as other agency-sponsored programs.

III. POLICY

The rooms in the Training Center will be primarily used to conduct training for CSOSA employees. However, subject to availability, the Center is also available to PSA and PDS. The Training Directors of PSA and PDS will submit their requests for training rooms on a semi-annual basis. Each Director must submit requests for the January-June timeframe by November 30th of the previous year and must submit requests for the July-December timeframe by May 30th of the same year. Rooms will be assigned on a space available basis. In the event of a scheduling conflict, training planned for CSOSA employees will be given preference.

Training rooms are also available on a limited basis for meetings that are too large to be accommodated by the conference rooms located throughout CSOSA and PSA. Attached to this Policy Statement is a list of the available conference rooms (see Appendix D). This list includes the room capacity, contact person and telephone number of the contact person. Training rooms will be assigned without regard to race, color, sex, age, religion, disability or national origin of the users. The Training Center will ensure that reasonable accommodations are provided to people with disabilities.

IV. AUTHORITIES, SUPERSEDURES, REFERENCES, AND ATTACHMENTS

A. Authorities

5 U.S.C. § 4104 Government facilities; use of

5 U.S.C. § 4103 Establishment of training programs

5 C.F.R. § 411.201(a)

5 C.F.R. § 410.302(a)(2) and (3)

Executive Order 11348 20 Apr 67 Section 302 (c) and 303 (g)

B. Supersedures

Human Resources Policy Statement 410.1 Change 1

C. Procedural References

Policy Statement 5400 Occasional Use of Agency Facilities
Training and Career Development Center Participant Guide

D. Attachments

Appendix A. General Procedures

Appendix B. Training Room Request Form

Appendix C. CSOSA Local Conference Room Listing

**APPENDIX A
GENERAL PROCEDURES**

A. Request for Training Rooms

CSOSA, Pretrial Services Agency, and the Public Defender Service shall submit requests for training rooms as outlined below.

1. When scheduling meetings, employees must seek an available conference room prior to requesting a training room in the Training Center. CSOSA units should complete and submit a Training Room Request Form (see Appendix C) via e-mail to the Training Center at least five (5) business days prior to the scheduled training. The requestor should identify the requesting office, contact person, telephone number, training date(s), number of attendees, room configuration and audio visual equipment needs. Long-term room requests will be reviewed and confirmed on a quarterly basis.
2. PSA and PDS should complete and submit a Training Room Request Form(s) (see Appendix C) via e-mail to the Training Center. Requests for classes planned for the January – June timeframe should be submitted by November 30th of the previous year. Requests for classes planned for July-December timeframe should be submitted by May 30th of the same year. Rooms will be assigned on a space available basis. Requests for training room space which could not be foreseen during the established room request time period will be assigned on a space available basis. The requestor should follow the procedures in section “1” above for these types of room requests.
3. Upon receipt of the request, the Training Center will make every effort to provide the appropriate room and audio-visual equipment based upon availability. The Training Center will not be responsible for audio-visual equipment not indicated on the request form. The Training Center will notify the requestor of their training room assignment.
4. When a computer classroom is needed, the requestor should follow the same procedures for requesting a training room as outlined above. Each requestor should allow a minimum of 10 business days prior to the scheduled training date, to make sure the environment is suitable for their specific training needs. For example, should the use of special software be required, it is the user’s responsibility to have software installed ahead of time. The CSOSA IT Help Desk can assist with these types of requests prior to the training date. In order to ensure that all users are able to access the computer lab with limited problems, the following rules also apply:
 - a). Restore the original login, password or server location, if changed for a class;
 - b). Restore the original default settings in any program, if changed for a class;
 - c). Uninstall any programs that were installed specifically for a class;
 - d). Delete all icons you installed on the desktop upon completion of the class;

- e). Food is not allowed in the computer rooms; and
- f). If there is a malfunction in equipment or if assistance is needed with software or hardware, please alert a staff member of the Training Center immediately. They will contact the IT Help Desk.

B. Classroom Monitoring Requirements

A trainer or classroom monitor is required to stay with each class the entire time the class is in session to facilitate the learning experience of the students. The trainer/classroom monitor is expected to:

- a) Ensure students understand the rules and procedures of the Training Center by reviewing the Training Participant Guide (see Appendix B) at the start of each session.
- b) Monitor the noise level of the class to ensure it does not disturb other classes in session. Students are also asked to switch their cellular phones and pagers to the vibrating mode while they are in class;
- c) Answer questions and clarify issues for students that may arise during the training session; and
- d) Ensure that the training room is left neat and all trash has been disposed of at the conclusion of the session.

C. Consumption of Food and Beverages in the Training Center

Food consumption is limited to specific areas in the Training Center, in order to maintain a clean and sanitary training environment for Training Center users. Students are allowed to consume non-alcoholic beverages and snacks in all training rooms except the computer rooms and library, where only beverages are permitted. A snack is considered a light refreshment such as cookies, chips, candy, etc. Meals such as breakfast, lunch, and dinner are not permitted in the training rooms or lounge areas. Students may use the pantry area of the Training Center to consume these types of meals. Should a student spill food or beverages, he or she is expected to clean up the spill immediately and to report the spill to the instructor, classroom manager or Training Center staff person. Students are also expected to dispose of all trash at the end of each training day.

APPENDIX B



**TRAINING AND CAREER DEVELOPMENT CENTER
 TRAINING ROOM REQUEST FORM**

Requesting Office:
Requestor's Name:
Telephone Number:
Requestor's Room Number:
Purpose of Room Use (check one): Training Meeting
Requested Date(s):
Requested Time:
How many attendees?
Title of Class:
Sign in Sheets Needed?
Human Resources Specialist:

Training Aids:

Directions: Please select the requested training aid and specify the quantity of each item needed.

Requested Training Aids	Quantity Available	Quantity Requested
<input type="checkbox"/> Tables	46	
<input type="checkbox"/> Chairs	184	
<input type="checkbox"/> Flip Chart Stand / White Board	10	
<input type="checkbox"/> Large White Board	2	
<input type="checkbox"/> VCR & Monitor	5	
<input type="checkbox"/> Overhead Projector	4	
<input type="checkbox"/> LCD Projector	3	
<input type="checkbox"/> Podium with Microphone	1	
<input type="checkbox"/> Podium/Lectern	9	
<input type="checkbox"/> Student Computer Lab	4 Stations w/ 1 Printer	
<input type="checkbox"/> Computer Training Rooms	2 rms-12 Stations w/ 1 Printer	
<input type="checkbox"/> Laptops	2	
<input type="checkbox"/> Document Imaging Camera	1	

Training Room Configuration:

Directions: Please check the room configuration needed.

XXXX	XX XX	XX	XXXX	X
X X	XX XX	XX	XXXX	X
X X	XX XX	XX XX	XXXX	X
X X	XX XX	XX XX	XXXX	X
X X	XX XX	XX	XXXX	X
		XX		

U Shape	Traditional Classroom	Quads	Theater Style (chairs only)	Conference
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For Department Use Only
 Room Number: _____

Appendix C
CSOSA Local Conference Room Listing

Location	Capacity	Contact	Telephone Number
300 Indiana Ave. N.W. Room. 2128 West	30 People	Levon Rice	585-7332
300 Indiana Ave. N.W. Broad Room 2066	50 People	Levon Rice	585-8332
808 17 th Street N.W. Room 8212A	12 People	Marlo Blue	220-5601
808 17 th Street N.W. Room 8211B	6 People	Marlo Blue	220-6501
800 N. Capital Street N.W. 1 st Floor Conference Room	75 People	Deborah Canty	442-1492
633 Indiana Ave. N.W. 13 th Floor West Conference Room	20 People	Valerie Bland	220-5311
633 Indiana Ave. N.W. 12 th Floor West Big Conference Room	15 People	Maetta Brown	220-5300
633 Indiana Ave. N.W. 12 th Floor West Small Conference Room	10 People	Denise Gaston	220-5345
633 Indiana Ave. N.W. 1 st Floor Conference Room	20 People	Vickie Manson	220-5486
25 K Street N.W. Conference Room	60 People	Carmen Brevard	442-1281
8th Floor Conference Room Reservation			
633 Indiana Ave. N.W. 8 th Floor East Conference Room	15 People	<ul style="list-style-type: none"> ▪ To make reservations for conference rooms on the 7th and 8th floors of 633 Indiana Avenue building, you will have to use Microsoft Outlook <p>Steps for creating calendar appointments:</p> <ol style="list-style-type: none"> 1. Click on File from the <i>menu bar</i>. Select Open 2. Click on the Other User's Folder 3. In the Open Other User's Folder box, <i>type room</i> in the name box 4. Next, change the folder name to Calendar, using the drop-down arrow ▼ 5. Click the <input type="button" value="OK"/> button 6. In the Check Name Box, select either the 7th or 8th floor conference room 7. Click the <input type="button" value="OK"/> button 8. A Calendar for the conference room selected will appear 9. Create your appointment on the calendar <p>If you need assistance, contact the IT Helpdesk at 220-5377</p>	