



THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE

<input type="checkbox"/> NEW <input type="checkbox"/> INTERIM <input checked="" type="checkbox"/> REVISED			SUBJECT	
EFFECTIVE DATE 9 / 21 / 92			TERMINATION DATE / /	
CLASSIFICATION #2264R			SUPERSEDES 2264	DATED 1/23/89
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RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER			AUTHORIZED BY THE COMMISSIONER	
SIGNATURE			SIGNATURE	

I. PURPOSE

- A. This Directive is promulgated to establish the Training Advisory Committee (referred to herein as "The Committee") and to outline its functions.
- B. To outline Department policy regarding the Committee and those entities involved with it, both directly and indirectly.

II. POLICY



- A. The Committee shall consider and deliberate on all training matters presented to it that relate to the Department's needs.
- B. The Committee may establish policy in regard to the training needs of the Department.
- C. The Committee shall review and make a determination of training requests presented to it from Commanding Officers of Facilities, Divisions and Units.

III. COMPOSITION OF THE COMMITTEE

The Department's Training Advisory Committee shall be comprised of the following members of the Department and each shall serve in the designated capacity:

A. Chairperson

Chief of Department

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II. COMPOSITION OF THE COMMITTEE (cont.)

B. Members



1. General Counsel;
2. Deputy Commissioner, Strategic Planning and Programs;
3. Deputy Commissioner, Investigations and Management Services;
4. Chief of Compliance;
5. One (1) Division Chief (on a rotating basis);
6. Assistant Commissioner, Training and Resource Development; and,
7. Director of Training.

C. Executive Assistant (Non-Voting Member)

Director of Special Projects

IV. FUNCTIONS OF THE COMMITTEE

- A. To advise and update the Commissioner on the status of training in the Department with regard to operational concerns including, but not limited to the following:
 1. Scheduling
 2. Attendance
 3. Evaluation
 4. Effectiveness
 5. Reporting (including feedback)
- B. To submit quarterly Training Status Reports to the Commissioner and First Deputy Commissioner on Department participation in training.

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IV. FUNCTIONS OF THE COMMITTEE (cont.)

- C. To monitor, review and evaluate the aforementioned subject matter and make appropriate recommendations.
- D. To review and evaluate training needs proposed to the Correction Academy by field units, as required.
- E. To meet, when called upon to evaluate special training needs that require oversight approval.
- F. To be representative of all major training curricula in the Department.
- G. To serve as an oversight Committee on programs that have Department-wide impact.

V. COMMITTEE MEETINGS

A. Meeting Schedule

1. There will be quarterly meetings of the Committee during each calendar year.
2. This does not preclude the scheduling of an additional meeting(s) by the Chairperson, if the need arises.

B. Quorum

The quorum of four (4) Committee Members including the Chairperson shall be required to conduct the business of the Committee.

VI. SUPERSEDES

Directive #2264, TRAINING ADVISORY COMMITTEE, dated 1/23/89.