March 30, 2020

TO: All DOC Staff

FROM: Stephen Sinclair, Secretary

SUBJECT: **Rapid Staff Hiring**

The impacts of COVID-19 on our staffing levels will continue over the coming months. In an effort to mitigate staffing shortages, we are implementing an expedited hiring and training process for 'Limited-Scope Correctional Officer 1' positions.

Today we launched Rapid Staff Hiring – statewide recruitment for all facilities. Using an expedited process, we expect new limited-scope CO1s will be recruited, screened, interviewed, tested, and trained in a 32-day period.

Expedited NEO/CWC Academy

- Designed to provide basic correctional training to support emergency, short-term hiring and assignment of essential positions.
- Incorporates versions of essential courses from existing NEO and CWC.
- New temporary employees will receive critical knowledge and skill learning to support efficient and safe operation of facilities.
- Academies will be limited to 20 new employees to maintain effective learning environment.

Assignment and Duty Restrictions

Until such time as new CO1s receive the full academy and post-academy training, the following restrictions will be placed on their assignments/work duties:
- Restrained escorts at a facility will be done with a CO2 and/or supervisor. The CO2 will apply the restraints prior to escort.
- Pre-planned use of force will not include CO1s.

- CO1s will not work in Intensive Management Units, Segregation Units, Secured Housing Units, Special Needs Units, Treatment Evaluation Centers, Closed Observation Areas, or other units/assignments which require enhance security measures.
- CO1s will not work as hospital watch officers or transport officers.
- CO1s will not work a single post assignment.

In the coming days or weeks, this expedited hiring process may extend to additional essential positions, including food service and health care professionals.

Thank you for your continued understanding during this unprecedented health emergency. We're all in this together!

SS:lk