



**Court Services and Offender Supervision Agency  
for the District of Columbia**

*Office of Human Resources  
Training and Career Development*

**HUMAN RESOURCE DIRECTIVE: HR – 410.2 Change 1**

**SUBJECT: TRAINING CENTER UTILIZATION**

**EFFECTIVE DATE: 5/9/02**

**APPROVED: Jasper Ormond, Interim Director (signed)**

**I.) PURPOSE**

The purpose of this Directive is to apprise employees and other users of the Court Services and Offender Supervision Agency's Training and Career Development Center, (to be referred to as "Training Center" or "Center") of the rules and regulations governing the use of the Training Center for meetings and training programs, as well as other rules governing the Center.

**II.) COVERAGE**

This Directive applies to all CSOSA offices and units, the Pretrial Services Agency, the Public Defender Service and external organizations that utilize the Training Center. The procedures outlined in this Directive apply to the above named entities as well as to consultants and vendors they may utilize.

**III.) USE OF TRAINING ROOMS FOR TRAINING CLASSES**

The rooms in the Training Center will be primarily used to conduct training for CSOSA employees. The Training Directors of the Pretrial Services Agency and the Public Defender Service will submit their requests for training rooms on a half-year basis. Each Director will submit requests for January – June by November 30<sup>th</sup> of the previous year and will submit requests for July-December by May 30<sup>th</sup> of the same year. Rooms will be assigned on a space available basis.

**IV.) USE OF TRAINING ROOMS FOR MEETINGS**

The rooms in the Training Center are to be used primarily for training classes. Training rooms are available on a limited basis for meetings that are too large to be accommodated by the conference rooms located throughout CSOSA. Attached to this Directive, (See Attachment 1) is a list of conference rooms which are available for meetings. This list includes the room capacity, contact person and telephone number of the contact person. When seeking rooms for meetings, employees are asked to refer to this list for scheduling prior to attempting to schedule a room in the Training Center.

**V). PROCEDURES FOR REQUESTING THE USE OF TRAINING ROOMS**

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

- A). CSOSA units should complete and submit a Training Room Request Form (See Attachment 2) via e-mail to the Administrative Assistant at least 5 business days prior to the scheduled training. Long-term room requests will be reviewed and confirmed on a quarterly basis. The requestor should identify the requesting office, contact person, telephone number, training date(s), number of attendees, room configuration and audio visual equipment needs.
- B). The Pretrial Services Agency and the Public Defender Service should complete and submit a Training Room Request Form(s) (See Attachment 2) via e-mail to the Administrative Assistant. Requests for classes planned for January – June timeframe should be submitted by November 30<sup>th</sup> of the previous year. Requests for classes planned for July-December timeframe should be submitted by May 30<sup>th</sup> 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. Follow the procedures in letter “A” mentioned above for these types of room requests.
- C). Upon receipt of the request, the Administrative Assistant will make every effort to provide the requestor with the appropriate room and audio-visual equipment based upon availability. The Training Center cannot be responsible for audio-visual equipment not indicated on the request form. The Administrative Assistant will notify the requestor of their training room assignment.

**VI). RESERVING A COMPUTER LAB**

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 install software ahead of time. The CSOSA IT Help Desk can assist you with these requests prior to your 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). If you change a login, password or server location, please change it back to the original login.
- B). If you change default settings in any program, please reset the to the original settings.
- C). If you install programs, which are not a part of the Standard Desktop, please uninstall those programs.
- D). Delete all icons you install on the desktop upon completion of your class.

- E). If there is a malfunction in equipment or if you need assistance troubleshooting problems you experience with software or hardware, please alert a member of the Training and Career Development staff immediately so that they can contact the IT Help Desk.

## **VII). FOOD AND MEALS**

In order to maintain a clean and sanitary training environment for Training Center users, food consumption is limited to specific areas in the Training Center. Students are allowed to consume non-alcoholic beverages and snacks in all training rooms except the computer lab, 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 a drink, he or she is expected to clean up the spill immediately and to report the spill to the instructor or classroom manager who will contact the Administrative Aide for further clean up. Students are also expected to dispose of all trash at the end of each training day.

## **VIII.) CLASSROOM MONITORING RESPONSIBILITIES**

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

- A). Ensure students understand the rules and regulations of the Training Center by reviewing the Training Participant Guide (See Attachment 3) 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.
- D). Ensure that the training room is left neat and all trash has been disposed of at the conclusion of the session.

### **Attachments**

- CSOSA Local Conference Room Listing
- Training Request Form
- Training Center Participant Guide