



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

REFERENCES:
2-CO-1D-01
1-CTA-3A-01,06
1-JBC-1D-01
4-JCF-6E-01-04
3-JCRF-1D-01,04,05
3-JDF-1D-01
1-JDTP-1D-01
1-JPAS-2-7010,7049,7053
1-JTS-1D-01

500 Series: Professional Development	AUTHORITY: KRS 15A.065
SUBJECT: Training and Staff Development	
POLICY NUMBER: DJJ 501	
TOTAL PAGES: 2	
EFFECTIVE DATE: 10/01/2019	
APPROVAL: Denver E. Butler	, COMMISSIONER

I. POLICY

The Department of Juvenile Justice (DJJ) shall provide training and professional development for department staff.

II. APPLICABILITY

This policy shall apply to all DJJ programs, offices, and staff except Executive Staff.

III. DEFINITIONS

Refer to Policy 500.

IV. PROCEDURES

A. The Division of Professional Development (DPD) shall administer or provide oversight for any DJJ training activity including:

1. Pre-Service assessment and training coordination for DJJ staff;
2. The Youth Worker Training Academy (Academy);
3. In-Service Training;
4. Training of Trainer (TOT) or Instructor Courses;
5. Annual staff assessments for training needs;
6. Curriculum development to meet staff or agency needs;
7. Procurement of contracts for expert consultants, vendors, and training materials or space, as necessary to provide additional or advanced training;

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8. Development of Individual Training Plans to promote staff development and enhanced skills;
 9. During an internal investigation for technical assistance on proper use of trained techniques. Assistance shall not include opinions on questions of excessive force;
 10. Maintaining staff and Academy students training records in accordance with DJJPP Chapter 5 (Training Registration, Training Record, Outside Training, & Requests for Training); and
 11. Provision of an annual catalog and summary of all training courses offered by DJJ, to include procedures for access.
- B. Fiscal management, procurement, and contracting for goods and services shall be conducted in compliance with state laws, regulations, and DJJ policies. Reference DJJPP Chapter 1.
 - C. The Training Branch Managers, through the Division Director of Professional Development, shall provide quarterly reports to the Commissioner regarding training and staff development issues in compliance with DJJPP Chapter 1.
 - D. The Department Advisory Training Committee (DATC) shall meet annually to review and approve training issues.
 - E. Supervisory staff shall provide or request assistance from DPD for remedial training for staff as deemed necessary.

V. MONITORING MECHANISM

The Division Director of Professional Development and Quality Assurance Branch shall monitor this policy on an annual basis.