

<b>CHAPTER 5. Professional Development</b>			
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**JUSTICE CABINET  
DEPARTMENT OF  
JUVENILE JUSTICE  
POLICY AND PROCEDURES**

**REFERENCES:**

<b>CHAPTER: Professional Development</b>	<b>AUTHORITY: KRS 15A.065</b>
<b>SUBJECT: Training and Staff Development</b>	
<b>POLICY NUMBER: DJJ 500</b>	
<b>TOTAL PAGES: 3</b>	
<b>DATE ISSUED: December 15, 2005</b>	<b>EFFECTIVE DATE: 12/15/05</b>
<b>APPROVAL: Bridget Skaggs Brown</b>	<b>, COMMISSIONER</b>

**I. POLICY**

The Department of Juvenile Justice shall provide training and professional development for department employees.

**II. APPLICABILITY**

This policy shall apply to all programs, offices and employees of the Department of Juvenile Justice with the exception of the Executive Staff.

**III. DEFINITIONS**

- A. "Centralized Training" means sessions conducted by the Division of Professional Development (DPD), Training Branch staff, or by vendors hired by the Training Branch, in one centralized location of the state.
- B. "Curriculum Development" means training developed by the Training Branch for skills development related to job function and duties.
- C. "Individual Training Plan" means a written plan developed annually for individual employees by the responsible supervisor.
- D. "Pre-Service Training" means any required training event for a specific employee group that is a pre-service requirement.
- E. "Regionalized Training" means sessions conducted by the Training Branch, or by vendors hired by the Training Branch, in any geographic DJJ administrative regions of the state.
- F. "Staff Assessments" means periodic assessment of staff training needs conducted by the Training Branch using a variety of methods including staff survey, job task analysis, time studies or job site observations.

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- G. "Training Academy" means pre-service training occurring at a centralized location for a specific employee group.
- H. "Training Advisory Committee (TAC)" means a committee comprised of the two deputy commissioners, the five regional directors, the Director of Program Services, the Director of Professional Development, the Training Branch Managers and other invited DJJ personnel.
- I. "Training Records" means documentation of training attendance that is entered into the computerized Training Record System. Training records shall be retained for three (3) years and shall be archived after audit to assure all training information is listed in the Training Records System.
- J. "Training of Trainer (TOT)" or "Instructor Courses" means courses conducted by the Training Branch, or by vendors hired by the Training Branch, to develop or maintain the skills or certification of facility or other DJJ employees who conduct specified trainings.

#### **IV. PROCEDURES**

- A. The Division of Professional Development shall administer or provide oversight for all training activities for DJJ in compliance with applicable Federal and state laws and regulations, DJJ policies, national standards adopted by DJJ, and best professional practices that include but are not limited to:
  - 1. Pre-Service assessment and training coordination for all DJJ employees;
  - 2. Training Academies for specific employee groups;
  - 3. Centralized or regionalized training events;
  - 4. Training of Trainer (TOT) or Instructor Courses;
  - 5. Periodic staff assessments for training needs;
  - 6. Curriculum development to meet employee or agency needs;
  - 7. Contracting for expert consultants, or vendors, as necessary to provide additional or advanced training;
  - 8. Development of Individual Training Plans to promote staff development and enhanced skills;

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- 9. Development of contracts with approved vendors for training materials or space;
  - 10. Maintenance of accurate records for DJJ to analyze training compliance and effectiveness; 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 and regulations and DJJ policies. Reference DJJPP 107 & 107.1.
  - C. The Training Branch Manager, through the Professional Development Division Director (DPD), shall provide quarterly reports to the Deputy Commissioner of Support Services of academy, pre-service, in-service, regional and other training and staff development issues in compliance with DJJPP 101.
  - D. The TAC shall meet at least annually to review and approve training issues.

**V. MONITORING MECHANISM**

The Director of the Division of Professional Services, the Training Branch Manager, and the Deputy Commissioner for Support Services shall monitor this policy.



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**REFERENCES:**

<b>CHAPTER: Professional Development</b>	<b>AUTHORITY: KRS 15A.065</b>
<b>SUBJECT: Academy and Pre-Service Training</b>	
<b>POLICY NUMBER: DJJ 501</b>	
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**I. POLICY**

Employees hired or promoted into specific positions shall be required to complete pre-service training as indicated by job classification, previous job experience, training or education.

**II. APPLICABILITY**

This policy shall apply to all programs, offices and employees of the Department of Juvenile Justice with the exception of the Executive Staff.

**III. DEFINITIONS**

- A. "Academy" means pre-service training occurring at a centralized location for a specific employee group.
- B. "Pre-Service Training" means any required training event for a specific employee group that is a pre-service requirement.
- C. "Pre-Service Training Plan" means a written document that specifies the training activities required for each new employee.
- D. "Training Record System" means a computerized system for the storage, retrieval, and analysis of information regarding the training activities of the DJJ or an individual employee, program or office.
- E. "Training Track" means a listing of specific training content and courses identified for each job classification within the DJJ.

**IV. PROCEDURES**

- A. The Training Branch shall have primary responsibility for the planning, provision, record-keeping, evaluation and reporting of pre-service training

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activities. The Training Branch Manager shall submit quarterly reports to the Director of the Division of Professional Development (DPD) in compliance with DJJPP 101.

- B. Pre-Service training shall be in compliance with applicable Federal and state laws and regulations, DJJ policies, national standards adopted by the DJJ, and best professional practices.
- C. Pre-Service training curriculum shall be evaluated on an ongoing basis; revised as necessary; and reviewed in its entirety at minimum once every three years.
- D. The Training Branch shall develop, or coordinate the development of, a Pre-Service Training Plan for each new DJJ employee in specified job classifications within the first thirty (30) days of employment.
  - 1. The hiring program or office shall notify the Training Branch Manager or designee when approval is given to hire a new employee.
  - 2. The Personnel Branch Manager or designee shall notify the Training Branch Manager or designee of the new employee's job classification, education, previous job experience and training, and shall notify of new promotions into specified positions as listed: Youth Worker Supervisor, Youth Services Program Supervisor and Superintendents I, II & III.
  - 3. The Training Branch Manager or designee shall forward the Pre-Service Training Plan to the employee's supervisor, including all relevant information needed for completion of the plan before the lapse of the thirty (30) days.
  - 4. Special Group Requirements:
    - a. Youth Workers: A written pre-service training plan shall NOT be required for youth workers. Youth Workers shall be required to attend the Academy and shall be hired to coordinate with the start of a new Academy.
    - b. Youth Worker Supervisors, Youth Services Program Supervisors, and Superintendents I, II or III who have not previously completed the Academy may be required to attend part or all of the next scheduled Academy following the hire or promotion date as a condition of employment or promotion. Appropriate supervisors shall conduct a thorough review of the training accomplishments for each employee hired or promoted into these classifications to determine specific training needs and shall develop a Pre-Service

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Training Plan for that employee accordingly. The training may be comprised of portions of the Academy, existing in-service training offerings, KY Office of Government Training (OGT) courses, or other available training. The employee's supervisor shall forward the Pre-Service Training Plan to the Training Branch Manager or designee, including all relevant information needed for completion of the plan before the lapse of the thirty (30) days.

- c. Staff in the classifications of psychologist, medical doctor and attorney shall have a pre-service training plan developed by the Training Branch Manager or designee that acknowledges their advanced level of education and provides training necessary for the performance of these specialized duties within the parameters of DJJ.
- d. Staff who are counselors, Mental Health Providers and juvenile service workers shall follow a prescribed pre-service and annual training plan identified in their specific training track.
- E. Successful completion of Academy and pre-service training shall be used for probationary personnel decisions and may be used as a basis for promotion.
- F. Pre-Service training records shall be maintained in the Training Record System by the Training Branch. These records shall be retained for three (3) years to assure all training information is listed in the training records system and then shall be archived after audit.

**V. MONITORING MECHANISM**

The Training Branch Manager and the Director of the Division of Professional Development shall monitor compliance with this policy.



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**REFERENCES:**

<b>CHAPTER: Professional Development</b>	<b>AUTHORITY: KRS 15A.065</b>
<b>SUBJECT: In-Service and Regional Training</b>	
<b>POLICY NUMBER: DJJ 502</b>	
<b>TOTAL PAGES: 3</b>	
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<b>APPROVAL: Bridget Skaggs Brown</b>	<b>, COMMISSIONER</b>

**I. POLICY**

All DJJ employees, with the exception of the Executive Staff, shall be required to complete annual in-service training. Program and community service staff shall have a written individualized training plan developed in accordance with their job classification.

**II. APPLICABILITY**

This policy shall apply to all Department of Juvenile Justice employees, with the exception as stated above.

**III. DEFINITIONS**

- A. "Centralized Training" means sessions conducted by the Division of Professional Development (DPD), Training Branch staff, or by vendors hired by the Training Branch, in one centralized location of the state.
- B. "Individual Training Plan" means a written plan developed annually for individual employees by the responsible supervisor.
- C. "In-Service Training" means training provided to employees on an ongoing basis after completion of Academy and/or pre-service training. This training may occur at a centralized location, a facility or a regional location.
- D. "On-Site Training" means any training conducted at a worksite by a qualified trainer.
- E. "Regionalized Training" means training sessions conducted by the Training Branch or by vendors hired by the Training Branch in any geographic DJJ administrative regions of the state.

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- F. “Staff Assessments” means periodic assessment of staff training needs conducted by the Training Branch using a variety of methods including staff survey, job task analysis, time studies or job site observations.
- G. “Training Advisory Committee (TAC)” means a committee comprised of the two deputy commissioners, the five regional directors, the Director of Program Services, the Director of Professional Development, the Training Branch Manager and other invited DJJ personnel.
- H. “Training Calendar” means a published schedule reflecting the planned training activities for department staff.
- I. “Training Plan” means a written plan developed annually for a program or office by the responsible administrative manager. This plan indicates required training as well as new training initiatives, reflects the mission of the program or office, and/or reflects the developmental needs of employee groups within the program or office.
- J. “Training of Trainer (TOT)” or “Instructor Courses” means courses conducted by the Training Branch, or by vendors hired by the Training Branch, to develop or maintain the skills or certification of facility or other DJJ employees who conduct on-site training.

#### **IV. PROCEDURES**

- A. The Training Branch shall have primary responsibility for the planning, provision, record keeping, evaluation and reporting of ongoing centralized, regionalized, or on-site in-service training activities. The Training Branch Manager shall submit quarterly reports to the DPD Division Director in compliance with DJJPP 101.
- B. The Training Branch shall produce a Training Calendar of all In-Service training. The Training Calendar shall be reviewed quarterly and updated.
- C. In-Service training shall be in compliance with applicable Federal and state laws and regulations, DJJ policies, national standards adopted by the DJJ, and best professional practices.
- D. The Training Branch shall:
  - 1. Conduct staff assessments as necessary. The results of staff assessments shall be used to review current training, make modifications and develop future training.

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2. Provide advance information to the Training Advisory Committee (TAC) and administrative managers regarding training curricula, calendars, schedules and course offerings projected for each year.
  3. Provide advice and monitor completion of Training Plans and Individual Training Plans.
    - a. The Training Plan and Individual Training Plan development process shall begin in January of each year.
    - b. The Training Branch Manager or designee shall notify administrative managers of the schedule for development of these annual plans.
    - c. Information to be provided to the administrative manager shall include but is not limited to current training, projected training calendar of training events, and summaries of new training curriculum or courses.
    - d. Training Plans shall be submitted to the Training Branch Manager by May 31.
  4. Assist DJJ employees to maintain on-site or section training by providing Training of Trainers (TOT) or Instructor Courses.
  5. Maintain all records related to in-service training. Branch training records shall be maintained for three (3) years and may be destroyed after audit to assure the information has been entered into the Training Record System.
- E. In-Service training curriculum shall be continually evaluated.

## **V. MONITORING MECHANISM**

The Training Branch Manager and the Director of the Division of Professional Development shall monitor compliance with this policy.

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<b>CHAPTER: Professional Development</b>	<b>AUTHORITY: KRS 15A.065</b>	
<b>SUBJECT: Training Registration, Records, Outside Training &amp; Requests For Training</b>		
<b>POLICY NUMBER: DJJ 503</b>		
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## **I. POLICY**

The Department of Juvenile Justice shall provide an organized system for the request of, registration, attendance, recording and tracking of participation in training events.

## **II. APPLICABILITY**

This policy shall apply to all programs, offices and employees of the Department of Juvenile Justice.

## **III. DEFINITIONS**

- A. "Academy" means pre-service training occurring at a centralized location for specific employee groups.
- B. "Centralized Training" means sessions conducted by the Training Branch staff, or by vendors hired by the Training Branch, in one centralized location of the state.
- C. "Certification Courses" means courses developed to meet specific training objectives or criteria. The courses developed by the Training Branch staff, or through a Training Branch consultant is then presented for curriculum approval of college credit to one of the state universities. The course is offered to specified DJJ employees for college credit, with all tuition, books, meals and miscellaneous costs for participation paid by DJJ.
- D. "On-Site Training" means any training conducted at a worksite by a qualified trainer or periodic review of training previously completed.
- E. "Regionalized Training" means training sessions conducted by the Training Branch, or by vendors hired by the Training Branch, in any geographic regions of the state.

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#### **IV. PROCEDURES**

##### **A. Training Registration**

1. The Training Branch shall send written notice to appropriate staff of upcoming training events. Priority shall be given on the basis of timeliness of registration; relevance of the training topic to the employee's job classification; and class size.
2. Confirmation of registration shall be sent to the individual employee, supervisor and/or administrative manager.
3. After confirmation has been given, it shall be the responsibility of the employee, or their supervisor, to cancel the registration within 24 hours of the training date and time, except in emergency situations.

*Note: An emergency is a personal, last minute problem that may require the use of sick or annual leave; or a job-related critical incident requiring presence at the work-site. In either situation, a written explanation shall be provided to the Training Branch Manager or designee within 48 hours subsequent to the training date and time by the employee's supervisor or designee.*

4. Arrangements or reimbursement of costs for staff lodging and meals shall be in compliance with state laws and regulations.
5. In all situations in which lodging arrangements have been made for an employee and an emergency prevents the employee from attending the training event, it shall be the responsibility of the employee or the employee's supervisor, to call the Training Branch Program Coordinator to cancel lodging arrangements. After office hours or on weekends, the call shall be made directly to the hotel with a written follow-up to the Training Branch Program Coordinator.

##### **B. Records**

1. Staff attending training shall be required to sign an attendance log.
2. All training records shall be entered into the Training Record System:

##### **C. Outside Training**

1. Requests for training for which pre-service or in-service training credit is requested shall be submitted in writing to the appropriate Division Director in advance of the proposed training. The Division Director shall only approve requests that are relevant to the employee's job

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classification, cost and whether it duplicates current training offered by the Training Branch. Copy of approved requests shall be forwarded to the Training Branch within 14 days of the training date.

2. Employees may submit request for training credit for college courses to the Training Branch Manager.
  - a. The employee shall be required to submit verification of hours and course completion to the Branch Manager.
  - b. Training credit for college courses shall be calculated as 10 hours for every college credit, excepting DJJ Certification Courses which are given actual training hours only.
  - c. Upon approval, completion and verification of college course, training credit hours shall be recorded in the training record system.
3. Employees desiring to attend a conference or training event outside of DJJ shall first seek approval through supervisory channels in accordance with DJJPP 106.1. Approval of Training Branch shall only be necessary if training credit is requested.
  - a. If training credit is requested, the Outside Training Request Form shall be submitted to the Training Branch Manager at least fourteen (14) days prior to the training event. Reference DJJPP 106.1.
  - b. Training credit for conferences, seminars or other events shall be awarded based upon documentation of training attendance.
  - c. Upon approval, completion and verification of attendance at conferences or outside training events, training credit hours shall be recorded in the training record system,.

#### D. Requests for Training

1. DJJ administrative managers may request that:
  - a. Training credit be awarded for training to be provided by regional DJJ staff or unit supervisors.
  - b. A specific training curriculum outside the Training Plan be developed and implemented by the Training Branch.
  - c. Training shall be given on-site or at a regional location.
2. All such requests, with supporting justification, shall be submitted in writing to the Training Branch Manager.

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3. The Training Branch Manager, in collaboration with the DPD Director shall make a decision, or may choose to bring the request before the TAC for discussion and decision.
4. If approved, the Training Branch Manager shall work directly with the requesting administrative manager to implement the training.

**V. MONITORING MECHANISM**

The Training Branch Manager and the Director of the Division of Professional Development shall monitor compliance with this policy.

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<p><b>CHAPTER: Professional Development</b></p>	<p><b>AUTHORITY: KRS 15A.065</b></p>	
<p><b>SUBJECT: Training Requirements, Special Staff Groups and Specialized Task Training</b></p>		
<p><b>POLICY NUMBER: 504</b></p>		
<p><b>TOTAL PAGES: 6</b></p>		
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**I. POLICY**

Staff training requirements shall be determined by job classification. Staff that perform special duties or assigned tasks may be required to participate in specialized training, in addition to mandatory annual training.

**II. APPLICABILITY**

This policy shall apply to all programs, offices and employees of the Department of Juvenile Justice with the exception of the Executive Staff.

**III. DEFINITIONS**

- A. “Academy” means pre-service training occurring at a centralized location for a specific employee group.
- B. “Centralized Training” means sessions conducted by the Training Branch staff, or by vendors hired by the Training Branch, in one centralized location of the state.
- C. “Certification Courses” means courses developed to meet specific training objectives or criteria. The course is developed by Training Branch staff, or through a Training Branch consultant, and is then presented for curriculum approval of college credit to one of the state universities. The course is offered to specified DJJ employees for college credit, with all tuition, books, meals and miscellaneous costs for participation paid by the DJJ.
- D. “Individual Training Plan” means a written plan developed annually for individual employees by the responsible supervisor.
- E. “In-Service Training” means training provided to employees on an ongoing basis after completion of Academy and/or pre-service training. This training may occur at a centralized location, a facility or a regional location.
- F. “On-Site Training” means any training conducted at a worksite by a qualified trainer or periodic review of training previously completed.

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- G. “Pre-Service Training Plan” means a written document that specifies the training activities required for each new employee.
- H. “Training Advisory Committee (TAC)” means a committee comprised of the two deputy commissioners, the three regional directors, the Director of Program Services, the Training Branch Managers and other invited DJJ personnel.
- I. “Training Track” means a listing of specific training content and courses identified for each job classification within the DJJ.

#### **IV. PROCEDURES**

- A. Training Tracks shall be developed by the Training Branch Manager and approved by the Training Advisory Committee (TAC). Training tracks shall reflect and indicate the sequence of training for professional development. Training Tracks shall be reviewed annually and updated as necessary. For ACA training requirements refer to the Summary of Orientation and Minimum Training Hours located in the Training and Staff Development Section of ACA Standards Handbooks.
- B. Training Tracks shall be used as a basis for the development of the annual in-service training calendar, Training Plans, Pre-Service Training Plans and Individual Training Plans.
- C. General Training Requirements:
  - 1. Branch Managers, Regional Managers, Regional Facility Administrators, Support & Clerical Staff in the Central, Regional and District Offices
    - a. Employees in these job classifications shall be required to complete an orientation developed by their supervisor that includes review of DJJ Policies & Procedures. Supervisors shall seek to obtain sixteen (16) hours annual in-service training for these employees annually thereafter.
    - b. This employee group shall be exempt from taking Life Safety Courses unless individual employees within this group have direct, daily contact or supervision duties with youth.
  - 2. Counselors
    - a. Pre-Service Training Plans shall require eighty (80) hours of combined academy, centralized training, on-site training and orientation.
    - b. Individual Training Plans shall require forty (40) hours of job specific training to be completed within the first year subsequent to

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employment or promotion and forty (40) hours of training each year thereafter, including annual mandatory training reviews.

- c. Counselors shall be required to follow the training courses specified in the Training Tracks Document.
  - d. Counselors may take additional certification courses or specialized training as available after completion of these requirements.
3. Juvenile Service Workers, Juvenile Service District Office Supervisors
    - a. Pre-Service training plans shall require forty (40) hours job specific centralized training, on-site training and orientation.
    - b. Individual Training Plans shall require (40) hours of In-Service training annually, including annual mandatory training reviews.
    - c. Juvenile Service Workers who perform special duties or assigned tasks shall be required to follow the training courses specified in the Training Tracks document.
  4. Mental Health Providers
    - a. Pre-Service Training Plans shall require eighty (80) hours of combined academy, centralized training, on-site training and orientation.
    - b. Individual Training Plans shall require forty (40) hours of job specific training to be completed within the first year subsequent to employment or promotion and forty (40) hours of training each year thereafter, including annual mandatory training reviews.
    - c. Mental Health providers shall be required to follow the training courses specified in the Training Tracks document.
  5. Facility Administrative Staff with minimal youth contact.
    - a. Pre-Service training plans shall require forty (40) hours of job specific centralized training, on-site training and orientation. These training plans shall be developed at the facility level.
    - b. Individual Training Plans shall require sixteen (16) hours of job specific training to be completed within the first year subsequent to employment or promotion and sixteen (16) hours of training each year thereafter, including annual mandatory training.
  6. Facility Administrative Staff with regular/daily youth contact:
    - a. Pre-Service training plans shall require forty (40) hours of job specific centralized training, on-site training and orientation. The Individual Training Plans shall require forty (40) hours of job specific training to be completed within the first year subsequent to employment or

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promotion and forty (40) hours of training each year thereafter, including annual mandatory training reviews.

7. Student Interns shall complete an orientation appropriate to their assigned duties, to include review of applicable DJJ policies and procedures. Reference DJJPP 128.
8. Superintendents
  - a. Pre-Service Training Plans for employees in this group shall require forty (40) hours comprised of orientation, Academy courses, existing in-service training offerings, Office of Government Training (OGT) courses, or other available training. These training plans shall be developed at the regional level.
  - b. Individual Training Plans shall require forty (40) hours of In-Service Training annually, including annual mandatory training.
9. Transportation staff are youth workers who are responsible for transporting youth in DJJ from community, courts, detention, and residential programs. Transportation Aids shall complete training as specified in the Training Tracks in addition to the general requirements for youth workers.
10. Volunteers shall complete an orientation appropriate to their assigned duties, to include review of applicable DJJ policies and procedures. Reference DJJPP 112
11. Youth Workers
  - a. Youth Workers shall be required to attend the Academy as specified in DJJPP 501.
  - b. Individual Training Plans shall require forty (40) hours of job specific training each year thereafter, including annual mandatory training reviews.
12. Youth Work Supervisors, Youth Services Program Specialist
  - a. Pre-Service Training Plans for employees in this group shall require forty (40) hours comprised of orientation, Academy courses, existing in-service training offerings, Office of Government Training (OGT) courses, or other available training.
  - c. Individual Training Plans shall require forty (40) hours of In-Service Training annually, including annual mandatory training reviews.
  - d. Employees in these job classifications shall be required to complete supervision skills training.

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**D. Special Staff Groups and Specialized Task Training**

The following are listed alphabetically and indicate additional training requirements:

1. **Group Facilitation:** This training content is designed to prepare selected youth workers to co-lead groups, lead psycho-educational content groups and to assist in the temporary absence of the counselor. There shall be one youth worker trained to assist every counselor in all DJJ day treatment programs, group homes, youth development centers, and detention centers in which group counseling is used as a treatment technique.
2. **Health Services Protocol: Administration of Medications by Non-Licensed Staff** training is a requirement of the Youth Worker Basic Academy; however, any DJJ staff that are not RN's may be designated to attend this training. This training shall be required for any staff who is responsible for the administration of medications under the direction and supervision of a Registered Nurse. Cardio-Pulmonary Training (CPR) and Standard First Aid training are prerequisites to participation in this course.
3. **Life Safety Training** includes the following training content—those courses marked with an (\*) require annual review as on-site training:
  - a. \*Cardio-Pulmonary Training and Standard First Aid (CPR/SFA)
  - b. \*Universal Precautions, including AIDS, Bloodborne or Airborne Pathogens
  - c. \*Physical Skills, Behavior Management, and Mechanical Restraints
  - d. \*Fire Safety
  - e. \*Suicide Prevention and Intervention
  - f. Hazardous Materials
4. **Physical Skills Training**, as approved for use by DJJ, shall be required for all staff that have regular or daily contact with youth. The Superintendent or designee shall ensure that all such staff receive the required training. Staff shall be required to pass a physical skills test and participate in regular on-site reviews.
5. **Physical Skills Reviews** shall be held on-site and conducted by a qualified Facility Based Trainer (FBT). Reviews shall be held one (1) hour per month and shall total a minimum of twelve (12) hours annually.
  - a. Staff trained in Aikido Control Training (ACT) shall be required to complete a minimum of 12 hours of review annually.
  - b. Staff trained in the application of Mechanical Restraints shall be required to complete a minimum of 1 hour, biannually of review.
6. **Recreation Leaders or Staff Designated to Lead Structured Activities** shall

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attend annual seminars for this task. Staff so designated shall attend a minimum of eight (8) hours per year of training in planning, scheduling and documentation of recreational and leisure activities.

7. Youth Searches: Staff who are assigned to perform youth searches, and have not attended the Youth Worker Basic Academy shall attend the Academy "Searches" course.
8. All DJJ employees who have access to protected health information shall receive training related to DJJPP 132 and HIPAA privacy rules.
9. Acknowledgment of such training shall be received from each employee who receives the training.
10. Training related to sexual assault and sexual abuse shall be required training for youth care workers and for professional specialist staff who work directly with youth.

**V. MONITORING MECHANISM**

The Superintendent or Juvenile Service Office Supervisor, the Training Branch Manager, and the Director of the Division of Professional Development shall monitor compliance with this policy.