

## **CHAPTER 5. Professional Development**

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	<b>JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>REFERENCES:</b>
<b>CHAPTER: Professional Development</b>		<b>AUTHORITY: KRS 15A.065</b>
<b>SUBJECT: Definitions</b>		
<b>POLICY NUMBER: DJJ 500</b>		
<b>TOTAL PAGES: 4</b>		
<b>EFFECTIVE DATE: 6/23/2018</b>		
<b>APPROVAL: CAREY D. COCKERELL , COMMISSIONER</b>		

### **I. POLICY**

The following definitions shall apply in the Department of Juvenile Justice Policy and Procedures Manual Chapters 501 through 506.

### **II. APPLICABILITY**

This policy shall apply to all DJJ staff.

### **III. DEFINITIONS**

- A. “Administrative Manager” means an employee within an organizational unit of the Department of Juvenile Justice (DJJ) with supervisory responsibility for carrying out the mission and policies of the Department within that unit. This term shall include Division Director, Assistant Director, Facilities Regional Administrator (FRA), Juvenile Services Regional Manager, Branch Manager, Justice Program Supervisor, Superintendent, Juvenile Services District Supervisor (JSDS), and Fiscal Manager.
- B. “Certification Course” means a course provided to meet certification requirements within specific job classifications.
- C. “Curriculum” means training developed in Instructional Theory into Practice (ITIP) format.
- D. “Department Advisory Training Committee” (DATC) means a committee comprised of the Division Director of Professional Development, the two Deputy Commissioners, the Regional Division Directors, the Director of

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Program Services, the Training Branch Manager, and other invited DJJ staff.

- E. “Facility Advisory Training Committee” (FATC) means a committee composed of the facility training coordinator and representatives from within other facility departments.
- F. “Facility Based Trainer” (FBT) means a staff member who has received advanced training and is approved to provide training to staff, contracted personnel, and volunteers.
- G. “Facility Training Coordinator” (FTC) means staff member assigned by the superintendent to coordinate and schedule training as well as maintain training records.
- H. “Field Training Instructor” (FTI) means a certified instructor that may train newly hired Youth Workers and shall provide remedial youth worker training.
- I. “Field Training Instructor Program” means facility based instruction in coordination with the Youth Worker Training Academy that shall be required for all newly hired youth workers.
- J. “Facility Based Trainer” (FBT) means a staff member who has received advanced training and is approved to provide training to staff, contracted personnel, and volunteers.
- K. “Facility Training Coordinator” (FTC) means staff member assigned by the superintendent to coordinate and schedule training as well as maintain training records.
- L. “Field Training Instructor” (FTI) means a certified instructor that may train newly hired Youth Workers and shall provide remedial youth worker training.
- M. “Field Training Instructor Program” means facility based instruction in coordination with the Youth Worker Training Academy that shall be required for all newly hired youth workers.

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- N. “Fire Safety Officer” means a facility staff person who has been designated by the Superintendent and received training in the application of fire, safety, and sanitation requirements/standards. The training shall be from a qualified source such as representatives from the state or local fire authority, state and local college or university.
- O. “Individual Training Plan” means a written plan developed annually for a staff by their supervisor.
- P. “In-Service Training” means on-going training staff is required to receive annually, except in the first year of service employment.
- Q. “Juvenile Contact” (Contact) means being in the same area or general vicinity of youth, having daily contact whether or not charged with supervisory responsibility.
- R. “Mechanical Restraint” means a device (handcuff, anklet, and waist chains) used by DJJ staff to restrict the free movement of a juvenile.
- S. “On the Job Training” (OJT) means the training of specific job requirements that occurs on the job.
- T. “Orientation Training” means mandatory department and departmental practices familiarization training for newly hired staff.
- U. “Physical Restraint” means a set of techniques used to physically manage an out of control juvenile.
- V. “Physical Skills Training” means a course consisting of Physical Restraint, Self-Protection, and Mechanical Restraint training.
- W. “Pre-Service Training” means a prerequisite training an employee must complete prior to fulfilling duties in a specific job classification.
- X. “Remedial Training” means additional training provided to staff following the identification of a need in order to increase proficiency in performing job tasks.
- Y. “Self-Protection Training” means a course in self-defense concentrating on escape and release techniques.

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- Z. “Specialized Training” means a course consisting of detailed training for a particular Job Classification or set of Job Classifications.
- AA. “Training Branch Liaison” means the designated trainer assigned to a specified catchment area, including central office, community, and facilities, who is responsible for making visits to their assigned area, communicating with their assigned area regarding training needs and concerns, and signing off on training plans.
- BB. “Training Calendar” means a published schedule reflecting the planned training activities for department staff.
- CC. “Training Plan” means a written plan developed annually for an individual, program, or office by the responsible administrative manager.
- DD. “Training Records” means documentation of training attendance
- EE. “Training Record System” means a computerized system for the storage and analysis of information regarding the training activities of DJJ personnel .
- FF. “Training Track” means a minimum list of required annual training for each job classification within the Department.
- GG. “Training of Trainer” (TOT) or “Instructor Courses” means courses conducted by the Training Branch staff, or Training Branch approved instructors, to develop or maintain the skills or certification of facility and other DJJ staff.
- HH. “Web host” means an online training records database and may include training courses.
- II. “Youth Worker Training Academy” (Academy) means a centralized location where pre-service training is conducted for the youth worker job classification.

	<b>JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>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</b>
<b>CHAPTER: Professional Development</b>		<b>AUTHORITY: KRS 15A.065</b>
<b>SUBJECT: Training and Staff Development</b>		
<b>POLICY NUMBER: DJJ 501</b>		
<b>TOTAL PAGES: 2</b>		
<b>EFFECTIVE DATE: 6/23/2018</b>		
<b>APPROVAL: Carey D. Cockerell</b>		<b>, COMMISSIONER</b>

**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 Chapter 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 events;
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; 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.

	<b>JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>REFERENCES:</b>
<b>CHAPTER: Professional Development</b>		<b>AUTHORITY: KRS 15A.065</b>
<b>SUBJECT: Pre-Service Training</b>		
<b>POLICY NUMBER: DJJ 502</b>		
<b>TOTAL PAGES: 2</b>		
<b>EFFECTIVE DATE: 6/23/2018</b>		
<b>APPROVAL: Carey D. Cockerell</b>		<b>, COMMISSIONER</b>

**I. POLICY**

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

**II. APPLICABILITY**

This policy and procedures shall apply to Department of Juvenile Justice (DJJ) staff except the Executive Staff.

**III. DEFINITIONS**

Refer to Chapter 500.

**IV. PROCEDURES**

- A. The Training Branch shall have oversight for the planning, provision, record-keeping, evaluation, and reporting of pre-service training activities.
- B. Pre-Service training requirements shall be evaluated on an ongoing basis and reviewed annually.
- C. The Training Branch shall develop or coordinate the development of, a Pre-Service Training Plan for a new DJJ staff in specified job classifications within the first thirty (30) days of employment.
  - 1. The hiring program shall notify the Training Branch Manager through registration of a newly hired Youth Worker (YW). All newly hired youth workers shall be provided the Field Training Instructor (FTI) packet by the Superintendent or designee. This packet can be accessed via the Training Branch website.

- 2. Special Group Requirements:

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- a. All newly hired Youth Workers shall be required to attend the Training Academy.
  - b. Youth Worker Supervisor (YWS), Youth Services Program Supervisor (YSPS), and Juvenile Facility Superintendent (JFS) I, II, and III: The Division Director or designee shall conduct a review of the trainings completed for each staff hired or promoted into these specific job classifications to determine specific training needs and shall develop a Training Plan for that staff accordingly. The training plan may be comprised of some or all of the Academy, in-service trainings, Office of Diversity Equality and Training (ODET) courses, or other training. The staff's supervisor shall forward the Training Plan to the Training Branch Manager or designee, including all relevant information needed for completion of the plan.
- D. Academy training records shall be maintained in the training record system by the Training Branch. Training records shall be maintained in accordance with Kentucky Department for Libraries and Archives (KDLA) Retention Schedules.

**V. MONITORING MECHANISM**

The Division Director of Professional Development and Training Branch Managers shall monitor this policy on an annual basis

 <p><b>JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b></p>	<p><b>REFERENCES:</b></p>
<p><b>CHAPTER: Professional Development</b></p>	<p><b>AUTHORITY: KRS 15A.065</b></p>
<p><b>SUBJECT: Field Training Instructor Program</b></p>	
<p><b>POLICY NUMBER: DJJ 502.1</b></p>	
<p><b>TOTAL PAGES: 2</b></p>	
<p><b>EFFECTIVE DATE: 6/23/2018</b></p>	
<p><b>APPROVAL: Carey D. Cockerell , COMMISSIONER</b></p>	

**I. POLICY**

The Field Training Instructor (FTI) Program shall ensure youth workers (YWs) are trained on job specific tasks deemed critical in the Department of Juvenile Justice (DJJ) facilities. This program shall be utilized for all newly hired YWs and may be used to assist staff members requiring remedial training.

**II. APPLICABILITY**

This policy shall apply to all DJJ YWs.

**III. DEFINITIONS**

Refer to Chapter 500.

**IV. PROCEDURES**

- A. The Division of Professional Development (DPD), in collaboration with Program Operations, shall develop and implement the FTI program. The FTI program in conjunction with the Youth Worker Training Academy (Academy) shall oversee all initial training for newly hired YWs.
- B. DPD, in collaboration with Program Operations, shall develop facility based training curriculum, job specific tasks, and performance requirement guidelines. The training curriculum shall be utilized during the On the Job Training (OJT) training phase of the Academy and immediately following the Academy, as well as any time remedial instruction is required.
- C. DJJ staff shall not alter any part of this training program without approval of the Division Director of Professional Development.

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- D. A Youth Worker who desires to become a FTI shall have completed their initial probation period, be certified in all YW tasks, and be recommended by their superintendent prior to attending FTI certification training.
- E. Facility Supervisory personnel, YWS, YSPS, and Superintendents may be certified as FTIs online, via the DJJ portal. This online certification allows these personnel to train and sign FTI documents in the absence of an FTI. The Superintendents shall be responsible for selection of these personnel. On line, certified personnel are not required to attend annual recertification.
- F. FTIs shall attend an initial in-service training to become a certified trainer and attend an annual FTI recertification training.
- G. During OJT only certified FTIs shall train newly hired YWs on FTI program job specific tasks. YWs shall not be responsible for juveniles without direct supervision of an FTI prior to graduating from the Academy.
- H. FTIs shall be responsible for documenting daily observations of the newly hired YW's progress.
- I. FTIs shall ensure all OJT job specific task documentation has been completed at the time the task is signed off. Superintendents shall review the newly hired YW's progress and documentation with the FTI, prior to certifying proficiency of the job specific task.
- J. The Superintendent shall ensure the completed Performance Checklist Verification form is forwarded electronically to the FTI Coordinator and the Training Branch Manager upon the completion of the OJT process. Academy participants shall arrive at the Academy with a copy of this document.
- K. Newly hired YWs shall complete an FTI program evaluation no later than 30 days post Academy graduation submitted to FTI Coordinator and Academy Training Branch Manager.
- L. All pre and post FTI documentation shall be archived locally in the staff's individual training file and maintained at their assigned facility.
- M. Probationary FTI program documentation shall be reviewed randomly on annual basis by DPD designated staff
- N. Post Academy FTI performance checklists shall be completed within the probationary period.
- O. Medical related Performance checklists shall be trained, documented and filed locally at the facility by the Nurse FTI.

**V. MONITORING MECHANISM**

The Division Director of Professional Development and Training Branch Manager shall monitor this policy annually.

	<b>JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>REFERENCES:</b>
<b>CHAPTER: Professional Development</b>		<b>AUTHORITY: KRS 15A.065</b>
<b>SUBJECT: In-Service Training</b>		
<b>POLICY NUMBER: DJJ 503</b>		
<b>TOTAL PAGES: 2</b>		
<b>EFFECTIVE DATE: 6/23/2018</b>		
<b>APPROVAL: Carey D. Cockerell</b>		<b>, COMMISSIONER</b>

**I. POLICY**

Department of Juvenile Justice (DJJ) staff, except Executive Staff, shall be required to complete in-service training. Each DJJ staff shall have an Individualized Training Plan developed in accordance with their job classification.

**II. APPLICABILITY**

This policy shall apply to DJJ staff, except Executive Staff.

**III. DEFINITIONS**

Refer to Chapter 500.

**IV. PROCEDURES**

- A. The Training Branch shall have oversight of the planning, provision, record keeping, evaluation, and reporting of in-service training activities.
- B. In-service training shall be on topics relevant to staff positions, enhancing skills, and job performance.
- C. The Training Branch shall produce a Training Calendar. The Training Calendar shall be reviewed semi-annually and revised.
- D. The Training Branch shall:
  - 1. Provide information to the Departmental Advisory Training Committee (DATC) and administrative managers regarding training curricula, calendars, schedules, and course offerings projected for each year.
  - 2. Advise and monitor completion of a Training Plan for each program.

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- a. The training plan should include all pre-service, in-service, and specialized training curriculums, with specific timelines for completing each training unit.
  - b. The Training Plan and Individual Training Plan development process shall start at the beginning of each calendar year and be completed by May 31.
  - c. The Training Branch Manager or designee shall notify administrative managers of the required in-service training hours.
  - d. Information to be provided to the administrative manager shall include current training, training calendar of projected training events, and a summary of new training curriculum or courses.
3. Assist DJJ staff in maintaining on-site and in-service training by providing Training of Trainers (TOT) or Instructor Courses.
  4. Provide oversight for records related to in-service training. Training records shall be maintained in accordance with Kentucky Department for Libraries and Archives (KDLA) Retention Schedules.
- E. In-Service training curriculum shall be continually evaluated.

**V. MONITORING MECHANISM**

The Division Director of Professional Development and Training Branch Manager shall monitor compliance with this policy on an annual basis.

	<b>JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>REFERENCES: 4-JCF-6E-14</b>
<b>CHAPTER: Professional Development</b>		<b>AUTHORITY: KRS 15A.065</b>
<b>SUBJECT: Training Registration, Training Record, Outside Training, &amp; Requests for Training</b>		
<b>POLICY NUMBER: DJJ 504</b>		
<b>TOTAL PAGES: 3</b>		
<b>EFFECTIVE DATE: 6/23/2018</b>		
<b>APPROVAL: Carey D. Cockerell , COMMISSIONER</b>		

## I. POLICY

The Department of Juvenile Justice (DJJ) Training Branch shall provide a system for the request, registration, attendance, recording, and tracking of participation in training events.

## II. APPLICABILITY

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

## III. DEFINITIONS

Refer to Chapter 500.

## IV. PROCEDURES

### A. Training Registration

1. The Training Branch shall send electronic notification to staff regarding upcoming training events. Priority shall be given based on:
  - a. Relevance of training to the staff's job classification; and
  - b. Timeliness of registration.
2. Confirmation of registration shall be sent to the individual staff, supervisor, or administrative manager.
3. After confirmation of registration and up to twenty-four (24) hours prior to the scheduled training, it shall be the responsibility of the staff or their supervisor to cancel the registration. Staff shall not cancel within twenty-four (24) hours of a scheduled training, except in unforeseen circumstances.
4. Staff lodging and meals reimbursement shall occur as referenced in DJJPP Chapter 1.

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5. If an unforeseen circumstance occurs after lodging arrangements have been made for a staff, it shall be the responsibility of the staff or their supervisor to contact the Training Branch Manager or designee to cancel lodging arrangements. After office hours or on weekends, the staff or their supervisor shall contact the hotel directly to cancel arrangements.
- B. Training Record**
1. Staff attending a training event shall be required to sign an attendance log.
  2. A training record shall be maintained for each staff in the training record system.
- C. Outside Training**
1. The Division Director shall approve requests that are relevant to the staff's job classification and do not duplicate current training offered by the Training Branch. Copy of approved requests shall be forwarded to the Training Branch within fourteen (14) days of the training date.
  2. Staff may submit request for training credit for college courses to the Training Branch Manager.
    - a. The staff 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 ten (10) hours for every college credit, except DJJ Certification Courses, which are given actual training hours.
    - c. Upon approval, completion and verification of college course, training credit hours shall be recorded in the training record system.
  3. Staff desiring to attend a conference or training event outside of DJJ shall first seek approval through supervisory chain in accordance with DJJPP Chapter 1. Approval by the Training Branch shall only be necessary if training credit is requested.
    - a. Training credit for conferences, seminars or other events shall be awarded based upon documentation of training attendance.
    - b. 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:
    - a. Training credit be awarded for training to be provided by DJJ staff.
    - b. A specific training curriculum outside the Training Plan shall be developed and implemented by the Training Branch or an outside entity.
    - c. Training be provided on-site or at a regional location.

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2. All such requests, with supporting justification, shall be submitted in writing to the Training Branch Managers.
3. The Training Branch Managers, in collaboration with the Division Director of Professional Development, shall approve the request or may choose to bring the request before the Department Advisory Training Committee (DATC) for discussion and decision.
4. If approved, the Training Branch Managers shall work directly with the requesting administrative manager to implement the training.

**I. MONITORING MECHANISM**

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



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

**REFERENCES:**  
1-CTA-3A-04  
3-JTS-1D-08-13  
1-JBC-1D-07-12, 16  
1-JDTP-1D-07-11, 3B-04  
3-JDF-1D-07-13  
3-JCRF-1D-03, 09-13  
4-JCF-6E-07-13, 14  
1-JPAS-2-7048,  
7049,7049-1, 7050, 7051,  
7054, 7055,7056  
2-CO-1D-02, 05-08

**CHAPTER: Professional Development**

**AUTHORITY: KRS  
15A.065**

**SUBJECT: Training Requirements, Special Staff  
Groups and Specialized Task Training**

**POLICY NUMBER: DJJ 505**

**TOTAL PAGES: 11**

**EFFECTIVE DATE: 6/23/2018**

**APPROVAL: Carey D. Cockerell , COMMISSIONER**

**I. POLICY**

Staff training requirements shall be determined by job classification. The staff that performs 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, staff, and volunteers of the Department of Juvenile Justice (DJJ) with the exception of the Executive Staff.

**III. DEFINITIONS**

Refer to Chapter 500.

**IV. PROCEDURES**

A. Training Tracks shall:

1. Be developed by the Training Branch Managers and approved by the Departmental Advisory Training Committee (DATC);
2. Reflect and indicate the sequence of training for professional development;
3. Be reviewed annually and updated as necessary; and
4. 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. Annual training plans shall be developed and submitted to the Training Branch by March 1<sup>st</sup> of each year.

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**B. Training Calendar, Lesson Plans, and Lesson Plan Approvals**

1. The Youth Worker Training Academy (Academy) shall provide:
  - a. A list of all courses or classes to be offered;
  - b. Dates and times of the courses or classes to be offered;
  - c. Synopsis of each course or class, including length in hours, target group objective, and prerequisite training; and
  - d. Enrollment information.
2. Youth workers (YWs) will receive the training schedule including the name of the expected instructor upon arrival at the Academy. This information is available to the YW through the Superintendent prior to training.
3. All trainings offered for credit in DJJ shall be delivered according to a written lesson plan that is approved by the Training Branch Managers and the Division Director of Professional Development. Lesson plans shall include:
  - a. List of training aids and materials;
  - b. Detailed class content outline;
  - c. Performance objectives;
  - d. Copies of handouts; and
  - e. Test procedures and questions, if applicable.
  - f. Exceptions are:
    - i. Meetings where credit is awarded for DJJ Policy or Standard Operating Procedure review. In this case, the Policy or Standard Operating Procedure shall be attached to the training sign-in sheet and kept on file with the facility or office training manager.
    - ii. Staff meetings where training credit is awarded.
    - iii. Outside trainings or college courses that are approved.
4. Lesson plans for trainings developed and delivered at the facility or office level shall be submitted by the assigned Training Branch Liaison for approval by the Division of Professional Development (DPD).
  - a. The approval shall be obtained before the training is delivered.
  - b. These lesson plans shall be reviewed annually by the assigned Training Branch Liaison.
  - c. All revisions to these lesson plans shall be submitted by the facility or office to the assigned Training Branch Liaison for approval by the DPD prior to the training.

**C. Orientation and Pre Service Training**

1. Administrative managers and assigned Training Branch Liaisons are responsible for working cooperatively to ensure appropriate

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orientation training is available for all job classifications as listed within this policy.

2. All full-time staff shall receive forty (40) hours of orientation training prior to job assignment. Provisions shall exist for giving credit for equivalent previous training completed prior to employment.
3. All new DJJ staff shall have access to the Kentucky Department for Libraries and Archives (<https://kdla.ky.gov/employee>). Agency programs may develop an on-site library and reference services to compliment the training and staff development program.
4. All new DJJ staff shall complete the New Staff Training module (NST) on web host as part of their orientation training.
  - a. All new staff shall be assigned NST. For all staff except YWs, NST shall be completed as soon as possible, but no later than thirty (30) days after the date of hire. YWs are required to complete NST as soon as possible, but no later than thirty (30) days after their Academy graduation date with the exception of Workplace Violence and Sexual Harassment and Anti-Harassment part 1 and 2 which shall be completed prior to reporting to the Academy. Each staff's chain of command is responsible for ensuring that these trainings are completed within the specified timeframes.
  - b. Staff that are employed by the agency and promoted or have transferred to another position do not have to retake these lessons once they are completed unless directed to by their next-line supervisor.
  - c. NST consists of the following trainings:
    - i. NST DJJ Organization;
    - ii. NST Ethics;
    - iii. NST General Information;
    - iv. NST Introduction to Windows;
    - v. NST Justice and Public Safety Cabinet;
    - vi. NST Microsoft Outlook;
    - vii. NST Personnel Information;
    - viii. NST Policy 115 Email and Internet Access;
    - ix. NST DJJ Policies;
    - x. NST Health Information Portability and Accountability Act (HIPAA) 1-6;
    - xi. NST Sexual and Anti- Harassment 1;
    - xii. NST Anti- Harassment 2;
    - xiii. NST Travel Policy;
    - xiv. NST Workplace Violence 1 and 2;

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- xv. NST Think Trauma - Trauma Informed Care;
  - xvi. NST Domestic Violence;
  - xvii. NST Training Rules and Expectations; and
  - xviii. NST Human Trafficking.
5. All staff hired in a DJJ facility shall be provided orientation training.
- a. Trainings not offered by the Training Branch are the responsibility of the individual Superintendent for development and delivery.
  - b. Orientation training shall be addressed in each staff's Training Plan in accordance with policy.
  - c. All facility staff shall be provided orientation training in the following topics (Required in-service training frequency is in parenthesis):
    - i. DJJ Policy and Facility Standard Operating Policy review (Annual);
    - ii. Program History, Philosophy, Purposes, Goals, and Objectives;
    - iii. Chain-of-command;
    - iv. Facility Emergency Procedures, including Security, General Safety, Fire Safety and Medical Emergency Procedures (Annual);
    - v. The Facility Environmental Health and Safety Plan (Annual);
    - vi. Bloodborne and Airborne Pathogens, including the Facility Exposure Control Plan (Annual);
    - vii. Key Control;
    - viii. Report Writing;
    - ix. Specific Job Responsibilities, including Position Description (Annually through evaluation);
    - x. Sexual Abuse Prevention and Response in Supervisory Settings/ Prison Rape Elimination Act of 2003 (PREA), (Annual);
    - xi. Procedures for Patient Transfers to appropriate Medical Facilities or Community-health-service Providers; and
    - xii. Cardio Pulmonary Resuscitation (CPR), Standard First Aid (SFA), and Automatic External Defibrillator (AED) Training (Annual).
  - d. YW, Youth Worker Supervisors (YWSs), and Youth Services Program Supervisors (YSPSs), pre-service training shall be accomplished through successful completion of the Academy. The Academy shall contain at least five (5) weeks of instruction.

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- e. The Training Branch shall ensure that Academy curriculum includes:
  - i. An Overview of the Juvenile Justice Field;
  - ii. Safety and Security Procedures;
  - iii. Working Conditions and Regulations;
  - iv. Health Services Protocol;
  - v. CPR, Standard First Aid, and AED Training;
  - vi. Juvenile Rights, Rules, Regulations and Responsibilities;
  - vii. Supervision of Juvenile Offenders, including Use of Discipline Regulations;
  - viii. Juvenile Searches;
  - ix. Suicide Intervention and Prevention, including Signs of Suicide Risks and Mental Illness;
  - x. Signs and Symptoms of Chemical Dependency;
  - xi. Physical Skills and Use-of-Force Training
  - xii. Key Control;
  - xiii. Report Writing;
  - xiv. Legal Responsibilities of Staff;
  - xv. Interpersonal Relations;
  - xvi. Communication Skills;
  - xvii. Cultural Awareness and Implicit Bias;
  - xviii. Social and Cultural Lifestyles of the Juvenile Population;
  - xix. Sexual Abuse, Sexual Harassment, and Prison Rape Elimination Act of 2003 (PREA);
  - xx. Introduction to Personnel Policies; and
  - xxi. Code of Ethics.

Additional topics may be added at the discretion of the Department.

- 6. The Superintendent shall work cooperatively with their assigned Training Branch Liaison to develop additional orientation training for new YWs beyond the Academy. The Training Branch Liaison shall assist in providing training whenever possible and practical.
- 7. New YWs shall not perform the functions of a YW until they have successfully completed all Academy Training requirements.
  - a. With the exception of Health Service Protocol (HSP), the DPD shall have the discretion to certify YWs to begin performing their duties in instances where parts of the Academy are missed due to illness or emergency and scheduling a missed training is not practical.

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- b. The Training Branch Manager shall communicate to the Superintendent needed courses for completion and shall work with the Superintendent to ensure the courses are completed prior to independently supervising youth.
- 8. All Department staff shall receive annual training on Employee Code of Conduct. Reference DJJPP Chapter 1.
- 9. YWs shall receive one-hundred and twenty (120) hours of Academy training during their first year of employment. YWs are required to have at least forty (40) hours of in-service training each year after their first year of employment as determined by their individual training plan.
- 10. Treatment Directors, Youth Counselors, Nurses, Vocational Counselors, and Institutional Recreation Leaders in DJJ programs are considered professional specialist staff and shall receive at least one-hundred and twenty (120) hours of training their first year on the job.
  - a. In addition to the topics listed in Section IV.C. 4 and 5, the first-year training shall consist of the following topics (Ongoing training in all areas is recommended, in-service training frequency are in parenthesis):
    - i. Safety and Security Procedures (Annual);
    - ii. Physical Skills and Use-of-Force Regulations and Tactics per the requirements of Section IV.C.10.b and Section IV.D. 4. b or c (As required in Section IV.D.4);
    - iii. Interpersonal Relations
    - iv. Communication skills;
    - v. Code of Conduct/Ethics (Annual);
    - vi. Suicide Prevention and Intervention (Annual);
    - vii. Searches, including Rules of Evidence; and
    - viii. Social and Cultural Lifestyles of the Juvenile Population.
  - b. Treatment Directors, Youth Counselors, and Recreation Leaders shall be required to complete Physical Skills Basic training. Nurses shall be required to complete Self Protection training.
  - c. Professional specialist staff shall receive at least forty (40) hours of in-service training each year after their first year of employment. In-service training shall include the topics listed in Section IV.C.10.a. and the Life Safety Course as outlined in Section IV.D.3.
  - d. New professional specialist staff may receive credit for training related to their professional field if completed and received during the previous five (5) years. Acceptance of prior training credit shall be approved by the Division Director of Professional Development. Documentation of prior training shall be required

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and shall be maintained in the staff's training file at their respective program.

- e. Counselors shall be required to follow the training courses specified in the Training Tracks Document.
  - f. Counselors may take additional certification courses or specialized training as available after completion of these requirements.
  - g. Institutional Recreation Leaders shall attend a minimum of eight (8) hours per year of training in planning, scheduling, and documentation of recreational and leisure activities.
11. Youth counselors and Mental Health Branch staff shall attend the Juvenile Sex Offender Treatment Provider Certification (JSOTPC) at the first available training offered after their hire date.
  12. Maintenance and Food Service staff are considered support staff with daily or regular youth contact.
    - a. These staff shall receive at least forty (40) hours of training their first year, including the topics listed in Section IV.C.4 and 5.
    - b. These staff shall receive at least forty (40) hours of in-service training each year after their first year of employment. In-service training shall include the Life Safety Course as outlined in Section IV.D.3.
    - c. Maintenance and Food Service staff that does not have responsibility for direct supervision of youth shall complete Self Protection Basic training. Maintenance and Food Service staff that does directly supervise youth shall complete Physical Skills training.
  13. Administrative Specialists with regular or daily youth contact shall be considered as part of Section IV.C.4 and 5. Administrative Specialists and Support Staff with minimal or no youth contact training shall include:
    - a. Sixteen (16) hours of training during their first year of employment, including the topics listed in Section IV.C.4 and 5;
    - b. Sixteen (16) hours of in-service training each year after their first year of employment; and,
    - c. Self-Protection Basic training (Exception: Central Office Staff).
  14. YWSs, YSPSs, and Superintendents I, II, and III shall be considered administrative staff.
    - a. Administrative staff shall receive at least forty (40) hours of training during their first year of employment in areas relevant to their job responsibilities, including the topics listed in Section IV.C.4 and 5 above.
    - b. Administrative staff shall receive at least forty (40) hours of in-service training each year after their first year of employment. In-

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service training shall include the Life Safety Course as outlined in Section IV.D.3 below.

c. Administrative staff shall complete Physical Skills training.

15. All Branch Managers, Regional Managers, and Facilities Regional Administrators (FRAs), shall complete at least forty (40) hours of training during their first year including orientation and shall complete at least forty (40) hours annual in-service training during each subsequent year of employment.
16. JSW series shall complete seventy-five (75) hours of on the job training within the first three (3) months of employment. Forty (40) of those hours shall be completed prior to case assignments.
17. JSWs, JSDSs, and Mental Health Branch staff shall complete at least forty (40) hours of training during their first year of employment including an orientation. These staff shall complete at least forty (40) hours of in-service training during each subsequent year of employment. Community and Mental Health Service staff may hold a Cardio Pulmonary Resuscitation and Standard First Aid certification through a departmental instructor based course. This course is not mandatory but may be used toward annual in-service training.
18. Student interns, volunteers, and contract staff shall complete an orientation prior to their assigned duties. The orientation shall include a review of DJJ Policy and Procedures that are applicable to the intern, volunteer, or contract staff responsibilities. All student interns, volunteers, and contract staff shall be trained on PREA. Additional training will be provided as needed.
19. Contracted educational staff shall complete trainings per Interagency Agreement and shall be trained at the same time as department staff. Training may be conducted by the local school district if reviewed and approved by the DJJ Program Services Division. Annual trainings shall include:
  - a. CPR, SFA, and AED;
  - b. Emergency procedures and fire safety;
  - c. SOP Review relevant to education; and
  - d. PREA.

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

1. Group Facilitation:
  - a. This training content is designed to prepare selected YWs to co-lead groups, lead psycho-educational content groups, and to assist in the temporary absence of the counselor.
  - b. There shall be one (1) YW trained in Group Facilitation for each counselor in all DJJ day treatment programs, group homes, youth development centers, and detention centers.

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2. Health Services Protocol:
  - a. Medication Administration Training for Non-Licensed Staff training is a requirement of the Academy; however, any DJJ staff members that are not medical staff may be designated to attend this training.
  - b. This training shall be required for any person who is responsible for the administration of medications under the direction and supervision of a Registered Nurse (RN).
  - c. Health Services Protocol shall be reviewed annually as part of in-service training.
  - d. CPR, SFA, and AED training shall be prerequisites to participation in this course.
3. The Life Safety Course is a group of trainings designed to ensure that DJJ facility staff are adequately trained and prepared to maintain the health and well-being of youth.
  - a. The Life Safety Course shall include training to respond to health-related situations within a four (4) minute response time.
  - b. Life Safety Course includes the following trainings and annual in-service review:
    - i. CPR, SFA, and AED;
    - ii. Bloodborne and Airborne Pathogens, including the Facility Exposure Control Plan;
    - iii. Suicide Intervention and Prevention, including Signs of Suicide Risks and Mental Illness;
    - iv. Signs and Symptoms of Chemical Dependency; Supervision of Juvenile Offenders, including Use of Discipline Regulations;
    - v. Behavior Management including violent behavior;
    - vi. The facility Environmental Health and Safety Plan;
    - vii. PREA; and
    - viii. Procedures for patient transfers to appropriate medical facilities or community-health-service providers.
4. Physical Skills and Use-of-Force Regulations and Tactics Training:
 

Physical Skills Reviews shall be held on-site and conducted by a qualified Facility Based Trainer (FBT). FBTs shall provide an adequate number of scheduled reviews per month so that all staff needing reviews are able to attend.

  - a. Staff trained in the Physical Restraint Training shall be required to complete a minimum of one (1) hour of review per month for a total of twelve (12) hours review annually. The Division Director of Professional Development or designee shall be notified of any

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staff who is more than three (3) hours behind on monthly reviews. Training Branch staff shall schedule a Physical Skills Recertification test with the delinquent staff upon this notice. The recertification test result shall determine if the staff repeats the initial training. When a staff member fails to complete certification or recertification the Division Director of Professional Development shall notify the immediate supervisory staff of the individual's limitations with regards to job duties and what is required to successfully complete certification.

- b. All facility staff shall be trained in Physical Restraint Training or Self-Protection Basic Training.
- c. Staff trained in Self-Protection Basic shall be required to complete a one (1) hour review quarterly. Staff who fails to complete review for two consecutive quarters shall repeat the Self-Protection Basic Training.
- d. Staff with regular or daily youth contact shall be required to complete Physical Restraint training and shall complete a minimum of one (1) hour of review per month.
- e. Staff trained in the application of Mechanical Restraints shall be required to complete a minimum of one (1) hour review every six (6) months.
- f. Reviews shall be scheduled at least thirty (30) days in advance, shall be posted for facility staff to see, and this schedule shall be sent to the Statewide Physical Skill Coordinator or Physical Skill Instructor(s) at least thirty (30) days in advance.
- g. The Superintendent or designee shall ensure that all staff receives the required training.
- h. At least two (2) staff and one (1) FBT shall be required for a physical skills review. FBTs shall not conduct one on one reviews. Reviews shall be at least one (1) hour in duration and staff who cannot participate the entire hour shall not be given training credit for the review. Training credit shall not be given for observing reviews as physical participation is required.
- i. FBTs receive one (1) hour training credit for each full hour of review they participate, conduct, or co-lead.
- j. DJJ facilities shall maintain enough trained FBTs to cover for military leave, injury or illness, promotion, transfer, or resignation. The facility shall never be without a qualified FBT to conduct physical skill reviews.
- k. The minimum requirements to become a Physical Skill FBT shall include successfully completing two (2) initial trainings and one (1) Physical Skill TOT. Annual completion of a TOT shall be required to maintain a current FBT certificate. This certificate

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shall qualify the FBT to conduct Physical Skill reviews, Self-Protection reviews and mechanical restraint reviews. FBTs shall be certified by the Statewide Physical Skill Coordinator or Instructor(s) who can revoke or deny a certificate based on failure to meet training requirements, demonstrating substandard skills, providing sub-standard reviews, failure to follow the least restrictive alternative philosophy, or reflecting negatively on DJJ or the Physical Skill program.

1. FBTs are not qualified to do any initial training.

**V. MONITORING MECHANISM**

- A. The Administrative Manager for each organizational unit, Training Branch Managers, the Division Director of Professional Development, and the Quality Assurance Branch shall monitor compliance with this policy.
- B. The Division of Program Services shall have the responsibility of verifying that appropriate orientations and trainings are completed and entered into the web host learning system. Regular reports shall be provided to the Training Branch and to agency managers.

	<b>JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>REFERENCES: 1-CTA-3A- 09,10,11,13,14,19 3B-01,02,03,06,07;3C- 02; 3E-01; 3F-01,02,04 JPAS 2-7052</b>
<b>CHAPTER: Professional Development</b>		<b>AUTHORITY: KRS 15A.065</b>
<b>SUBJECT: Training Academy Operations</b>		
<b>POLICY NUMBER: DJJ 506</b>		
<b>TOTAL PAGES: 6</b>		
<b>EFFECTIVE DATE: 6/23/2018</b>		
<b>APPROVAL: Carey D. Cockerell , COMMISSIONER</b>		

**I. POLICY**

The Department of Juvenile Justice (DJJ) shall provide a Youth Worker Training Academy (Academy) utilizing Division of Professional Development (DPD) staff.

**II. APPLICABILITY**

This policy and procedure shall apply to the DPD staff and Academy participants.

**III. DEFINITIONS**

Refer to Chapter 500.

**IV. PROCEDURES**

- A. New Professional Development staff shall receive orientation training prior to receiving an assignment. Orientation training shall include:
  - 1. Purposes, goals, policies, and procedures of the Academy and parent agency;
  - 2. Working conditions and regulations;
  - 3. Employee Rights and Responsibilities;
  - 4. Security responsibilities;
  - 5. Personnel practices;
  - 6. Prohibitions concerning sexual harassment, religious prejudice, and minority rights; and
  - 7. Other staff trainings and certifications as assigned by the Division Director of Professional Development or designee.
- B. Staff and Academy participant training records shall be maintained as follows:
  - 1. Medical records shall be kept separate and under lock;
  - 2. A file shall be maintained for each Academy staff and participant;

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3. Records shall be entered into the web host program by a sub administrators or Academy staff;
  4. A hard copy shall be forwarded to the assigned facility for each participant and to the Division of Professional Development office for each Academy staff;
  5. Records shall be maintained according to the current Records Retention Schedule.
- C. Academy course training records shall include the following:
1. Attendance records;
  2. Lesson plans;
  3. Instructor's name;
  4. Course evaluations;
  5. Course beginning and ending dates;
  6. Student test results, if applicable; and
  7. A record of certificates awarded, if applicable.
- D. Each Academy instructor shall be trained to respond to emergency health-related situations, including the administration of first aid and obtaining emergency assistance.
- E. Designated Academy staff shall conduct an inspection of the Academy offices and classrooms quarterly, and shall submit a written report, including any deficiencies noted, to the Academy Branch Manager to distribute as required.
- F. Keys, tools, and training equipment shall be maintained as follows:
1. Keys:
    - a. Shall be individually numbered or labeled;
    - b. That are permanently assigned to individual staff shall be signed for and kept secure at all times;
    - c. Shall be signed for upon removal from and returned to the locked key container; and
    - d. Shall be inventoried quarterly. The inventory shall be a physical check of each key and documented listing all keys by number or label and include the date or dates that each key was checked. The inventory documentation shall be signed by at least two (2) staff, one (1) of which shall be the Academy Branch Manager.
    - e. If a key is lost, the staff shall immediately notify the Academy Branch Manager.
  2. Tools and training equipment:
    - a. Shall be inventoried at the conclusion of each day when the Academy is in session.
    - b. Shall be inventoried quarterly when the Academy is not in session.
    - c. Shall be secured behind a locked door when the classroom is not in

use.

G. Flammable, toxic, and caustic materials (FTC) shall be maintained as follows:

1. A designated staff member shall ensure that there are Safety Data Sheets (SDS) for all FTCs used in the Academy classroom or offices.
2. A perpetual inventory sheet shall be kept for each FTC.
3. Flammable products shall be stored in a fire rated cabinet.
4. All FTCs shall be maintained in a secured designated area.
5. Substances that are labeled “Keep Out of Reach of Children”, “May be Harmful if Swallowed” and have a SDS hazardous rating zero (0) or one (1) for health, flammability and reactivity do not meet the definition of FTC material, but shall be approved for use by the Academy Branch Manager .

H. Emergency medical contact information:

1. Shall be obtained from Academy staff upon hire and from participants upon Academy enrollment.
2. Twenty-four (24) hour emergency medical services contact information shall be provided to Academy staff and participants during orientation.

I. In the case of an injury the following actions shall be taken:

1. Certified staff shall administer first aid and cardio pulmonary resuscitation (CPR) within a four (4) minute response time;
2. Staff shall call for emergency assistance;
3. In the case of serious illness or injury of an Academy staff member, the Academy Branch Manager shall contact the emergency contact.
4. In the case of serious illness or injury of an Academy participant, the Academy staff will contact the participant’s supervisor who will then contact the emergency contact.
5. Paperwork shall be completed and forwarded to the Division Director of Professional Development or designee. The paperwork package shall include a DJJ Incident Report and Form 1-A for Workman’s Compensation.

J. The Academy shall have a written Emergency Plan. The plan shall include:

1. Provisions for emergency equipment and supplies shall include:
  - a. Access to building/room floor plans.
  - b. Fire Extinguishers that are kept in fully charged and operable condition. Extinguisher shall have a current and valid inspection tag securely attached showing the last maintenance or recharge date.
  - c. A fire alarm system, including all heat and smoke detectors, that is inspected quarterly by a qualified outside vendor. Fire Safety Officer (FSO) shall maintain copies of these inspections.
  - d. A communications system within and between the Academy and community if conventional means of communications are disrupted.

- e. Emergency lighting that is tested weekly by a FSO to ensure the provision of essential lights during an emergency.
2. Evacuation plans posted in each building of the facility and in all areas where Academy participants and staff routinely congregate. This includes classroom and housing units/areas, when applicable.
  - a. The Academy Branch Manager shall ensure the emergency evacuation plans have been approved by an independent, outside inspector trained in the regulations by the authority having jurisdiction.
  - b. If any changes or modifications occur in any evacuation routes because of new construction, renovations, or modifications of the facility, the revised evacuation plan shall be approved by an independent, outside inspector trained in the regulations by the authority having jurisdiction.
3. The authority to make decisions during an emergency situation affecting the facility, the emergency, and security of the premises. This shall be the responsibility of the highest ranking staff member on duty. Notification of the Academy Branch Manager shall be immediate upon completing evacuation of all Academy participants and staff.
4. Procedures for notification of law enforcement and emergency medical personnel.
5. The requirement to conduct fire, earthquake, and tornado drills in various locations of the facility. Documentation of all drills including the scenario, staff response, identified problems, and a corrective action plan shall be maintained.
  - a. Fire drills shall be conducted within the first week of each scheduled Academy. If an Academy is not scheduled during a calendar year, at least one fire drill shall be conducted.
  - b. Tornado and earthquake drills shall be conducted within the first week of each scheduled Academy. If an Academy is not scheduled during a calendar year, at least one tornado and earthquake drill shall be conducted. A tornado drill shall be conducted in March or April each year.
  - c. Staff and Academy participants shall be evacuated to a pre-designated safe area where a count will be conducted as soon as possible following evacuations. Anyone not accounted for shall be reported immediately to the staff in charge. All evacuees shall remain in the pre-designated safe area until directed otherwise by emergency personnel or the staff person in charge.
6. Scheduled fire and safety inspections. The Maintenance Superintendent or their designee shall maintain copies of these inspections.
  - a. A monthly fire and safety equipment inspection conducted by a qualified staff member. This monthly inspection shall include at a minimum emergency lights, exit lights, fire extinguishers, smoke

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detectors, posted emergency evacuation routes, obstructions of egress routes, electrical equipment, chemical storage including flammable materials, tool and equipment storage, and security devices. The results of this inspection shall be documented and kept in a file.

- b. Annually, based on the calendar year (January-December), the Academy physical plant shall be inspected by the State Fire Marshall's Office (SFM). There may not be more than twelve (12) months between inspections.
  - (1) At the 10<sup>th</sup> month post inspection, the Maintenance Superintendent or his designee shall advise in writing the SFM regarding requirements for annual fire safety inspection. In the event that the SFM has not conducted this inspection by the anniversary date of the last inspection, the Maintenance Superintendent or his designee shall submit a "Second Request for Inspection" letter through the Academy Branch Manager and Maintenance Superintendent requesting an inspection. A copy of this letter shall be electronically transmitted to the Commissioner's Office.
  - (2) The Fire Safety Officer shall be responsible for developing a Corrective Action Plan (subject to review and approval by the Academy Branch Manager and Maintenance Superintendent), timetables for completion on any deficiency noted, and return of the document to the office of the State Fire Marshall.
- 7. The Academy Branch Manager, Training Branch Qualified Fire Safety Officer, and the local fire authority shall approve the Emergency Plan.
- K. The Academy Branch Manager shall ensure that all personnel are trained in the implementation of the Emergency Plan. Familiarity with the Emergency Plan and the procedures to be followed in the event of a fire or other emergency shall be included in the orientation process for all new staff and Academy participants. The Emergency Plan shall be available for staff and participants review at all times.
- L. The Academy Branch Manager shall ensure that the Emergency Plan is reviewed annually by the Fire Safety Officer in collaboration with the local/state fire authority, updated, and issued to the local fire jurisdiction and other responding agencies.
- M. Sanitation Inspections
  - 1. Monthly sanitation inspections shall be conducted by a qualified departmental staff member.
  - 2. An annual sanitation inspection shall be conducted by the jurisdiction having authority over the Academy.
- N. DJJ shall ensure that the Academy is provided with the necessary equipment and space to function properly.

**V. MONITORING MECHANISM**

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The Division Director, Training Branch Manager, and the Quality Assurance Branch shall monitor this policy.