

 <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.