

	<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;

<b>POLICY NUMBER</b> <b>DJJ 506</b>	<b>EFFECTIVE DATE</b> <b>6/23/2018</b>	<b>PAGE NUMBER</b> <b>2 of 6</b>
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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

<b>POLICY NUMBER</b> <b>DJJ 506</b>	<b>EFFECTIVE DATE</b> <b>6/23/2018</b>	<b>PAGE NUMBER</b> <b>3 of 6</b>
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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

<b>POLICY NUMBER</b> <b>DJJ 506</b>	<b>EFFECTIVE DATE</b> <b>6/23/2018</b>	<b>PAGE NUMBER</b> <b>5 of 6</b>
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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**

<b>POLICY NUMBER</b> <b>DJJ 506</b>	<b>EFFECTIVE DATE</b> <b>6/23/2018</b>	<b>PAGE NUMBER</b> <b>6 of 6</b>
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The Division Director, Training Branch Manager, and the Quality Assurance Branch shall monitor this policy.