



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

**REFERENCES:**

<b>500 Series: 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: 10/01/2019</b>	
<b>APPROVAL: Denver E. Butler</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 Policy 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.

<b>POLICY NUMBER</b> <b>DJJ 503</b>	<b>EFFECTIVE DATE</b> <b>10/01/2019</b>	<b>PAGE NUMBER</b> <b>2 of 2</b>
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- a. The training plan shall 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 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 Trainer (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 continually be evaluated.

**V. MONITORING MECHANISM**

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