

OJJ TRAINING and CONFIRMATION OF RECEIPT REQUIREMENTS

YS Policy #	Policy Name	Staff (includes WAES)	Youth	Contractor	Volunteer	Intern	Pre-Service / Orientation	In-Service / Annual	Trainer or Course Specific Required
A.1.8	Emergency Operations Plan	✓ (EOP Response Team)							✓ (EOP– Disaster Recovery Plan Scenarios – 2x a year)
A.1.13	Influenza Preparedness, Response and Recovery	✓ (all YS staff)	✓	✓		✓			✓ (In conjunction with EOP planning above)
A.1.14	Unusual Occurrence Report	✓ (all YS staff)		✓	✓	✓	✓		✓ (In conjunction with Report Writing Class & on an as needed basis)
A.2.7	Drug-Free Workplace	✓ (all YS staff)		✓			✓	✓	✓ (1 hour per year required)
A.2.8	Sexual Harassment	✓ (all YS staff initially w/in 90 days of hire)		✓	✓	✓	✓	✓	✓ (online course or attorney)
A.2.19	Special Agents (Commissioned P&P Officer – Juvenile)	✓ (commissioned officers/special agents)					✓	✓	✓ (Refer to C.1.8 for specifics)
A.2.20	Critical Incident Stress Management Program	✓ (CISM Team initially)		✓ (if applicable)					✓ (annually & as needed - group crisis intervention course)
A.2.22	Violence-Free Workplace	✓ (all YS staff)		✓	✓	✓	✓	✓	✓ (Violence-Free Workplace training)
A.2.26	Hiring and/or Promotional Interviews	✓ (all YS staff conducting hiring / promotional interviews)							✓ (CPTP or agency approved class)
A.2.28	Return to Work	✓ (all YS staff initially within 90 days of hire)					✓	✓	✓ (electronically, video recording or classroom type environment provided by designated staff knowledgeable of RTW)
A.2.33	Uniformed Services Employment and Re-employment Rights	✓ (Uniformed Service Members)							✓ (training or retraining since absence)
A.2.38	Ethics for Public Employees: Nepotism, Prohibited Contractual Relations, Gifts, Ethics Opinions	✓ (all YS staff within 90 days)		✓	✓	✓	✓	✓	✓ (attorney training for secure staff /attorney or LEO training for CBS & CO staff)
A.2.45	Performance Evaluation System (PES) and Performance Adjustment	✓ (all evaluating supervisors / second level evaluators / designated agency reviewers)							✓ (LEO courses as new supervisors, etc. are hired)

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A.2.48	Driver Safety Program	✓ (within 90 days of hire / within 90 days of ODR violations / secure care non-licensed vehicle training as needed)	✓	✓		✓	✓	✓ (every 3 years)	✓ (LEO-ORM Defensive Driving Course)
A.2.55	Time and Attendance	✓ (Time Administrators as needed)							✓ (LEO specific training courses)
A.2.62	Staff/Youth Relationships	✓ (all YS staff)		✓	✓	✓	✓	✓	✓ (Policy Specific)
A.2.67	Tuberculosis Testing – Employees	✓ (all YS staff w/in 90 days of hire)		✓		✓	✓	✓	✓ (30 minutes annually on TB specifics noted in policy)
A.3.1	Asset Management	✓ (Property Control Managers & Property Liaison's initially and as needed)							✓ (DOA State Property Control Regulations)
A.3.2	Travel	✓ (all YS staff at time of hire)					✓	✓ (active card holders & approvers)	✓ (training provided annually by Undersecretary)
A.3.8	Budget & Fiscal Management Activities	✓ (YS staff assigned fiscal responsibilities prior to assuming duties)							✓ (provided by supervisor, and if needed, PSS/OMF)
A.3.10	LaCarte Purchasing Card and Program	✓ (LaCarte card holders prior to receiving card; key supervisors annual approver certification training; annual agency program training; key card hold annual agency training; key card holder annual certification)							✓ (Training provided by OJJ Program Administrator)
A.5.1	Access to, Security of, and Use of Information Technology Resources and Mobile/Cellular/Smartphone Devices	✓ (all YS staff as needed)		✓		✓			✓ (UH to provide training)
A.5.9	Social Networking	✓ (all YS staff)		✓	✓	✓	✓	✓	✓ (OJJ provided training)
A.7.1	Safety Plan	✓ (all YS staff within 90 days of hire)		✓	✓	✓	✓	✓	✓ (also provided on an as needed basis)
A.7.2	Freon Recovery – Certification of Technicians & Recovery Equipment	✓ (YS staff AC/refrigeration disposal staff)							✓ (EPA tech certified)
B.2.3	Secure Care Intake		✓ (intake)						✓ (FTC training)

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B.2.7	LAMOD Program and Youth Stage Procedures	✓ (all secure care staff)	✓ (secure)				✓		✓ (LAMOD training - ongoing)
B.2.8	Behavior Management Unit	✓ (BMU/VTU assigned staff)		✓		✓			✓ (BMU/VTU – as needed basis)
B.2.12	Fast Track Program	✓ (Fast Track staff)		✓		✓	✓	✓ (30 hrs. annually)	✓ (Fast Track Program / 2 days CCP training)
B.2.14	Secure Care SAVRY	✓ (workshops /practice cases/booster training)		✓			✓	✓	✓ (SAVRY instrument)
B.2.15	Substance Abuse Treatment Program	✓ (OJJ staff providing SA TMT)		✓					✓ (SA training by CHP or OJJ qualified staff)
B.2.18	Reintegration Process	✓ (all PPOs/SS staff/JJS')		✓			✓		✓ (CMs & PPOs received OJT)
B.2.20	LGBTIQ	✓ (all YS staff)		✓	✓	✓	✓	✓	✓ (provided by qualified LGBTIQ trainer)
B.5.1	Youth Code of Conduct – Secure Care	✓ (all secure staff; Committee Members; Chair Persons)	✓	✓		✓	✓	✓	✓ (Youth Code of Conduct)
B.5.3	Administrative Remedy Procedure	✓ (all secure staff; ARP Coordinators)	✓	✓ (direct intake & group 1x quarter)			✓	✓ (continuous)	✓ (ARP Training; specific training for ARP Coordinators)
B.6.2	Communicable and Contagious Disease & Infection Control Program	✓ (all YS staff; within 90 days of hire for specific jobs)	✓	✓		✓	✓	✓	✓ (Communicable and Contagious Diseases and Infection Control Program provided by designated trained staff)
B.6.7	Secure Care Suicide Prevention	✓ (all secure staff)		✓	✓		✓	✓ (2 additional hrs. for CHP staff)	✓ (Suicide Prevention Training provided by Medical/Mental Health Director or Psychiatrist/designee as dictated by policy for YS / CHP staff)
B.6.9	Community Medical Health Care and Referrals	✓ (CHP Administrative Assistant and OJJ's RN Program Monitor)		✓					✓ (Exceptionist from DOC)
B.8.3	Volunteer Services Program	✓ (Family Liaison / Volunteer Services Coordinator)			✓ (CBS & secure care)		✓	✓	✓ (Volunteer Services Program Training)
B.8.4	Religious or Faith-Based Programs and Services				✓		✓ (volunteers)		✓ (Religious Volunteer Training)

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B.8.14	DNA Protocols	✓ (two DNA designated secure staff)							✓ (Approved by State Police Crime Lab)
B.8.17	Polygraph Testing of Youth	✓ (agency Polygraphist)							✓ Polygraphists-no less than twenty (20) continuing education credits during a period of two (2) consecutive years of professional recognized in-service training
C.1.8	Firearms Training	✓ (commissioned officer / special agent / commissioned special officer)					✓	✓	✓ (Policy Specific Firearms Training & Instructors)
C.1.9	EPA Worker Protection Standard	✓ (secure care pesticide handlers/trainers – as needed basis)	✓						✓ (EPA Approved WSP Manual)
C.1.17	Monitoring and Use of Smart Zone System (700 and 800 MHZ Radios)	✓ (all YS staff assigned a radio - as needed)						✓	✓ (Annually on program, monitor, usage & testing provided by the CO Emergency Operations Manager)
C.2.1	Escapes, Runaways, Apprehensions and Reporting	✓ (secure & regional response teams; IS staff; CO command center staff; CC staff – upon policy issuance)						✓	✓ (Escapes, Runaways, Apprehensions, and Reporting)
C.2.2	Facility Riot, Significant Disturbance and Hostage Situation	✓ (secure & regional response teams; IS staff; CO command center staff; CC staff – upon policy issuance)						✓	✓ (Facility Riot, Significant Disturbance and Hostage Situation)
C.2.3	Searches of Youth	✓ (all secure care staff / all PPOs & transport officers)					✓	✓	✓ (Searches of Youth training – also on as-needed basis)
C.2.4	Search of Employees	✓ (all secure care staff)					✓ (within 90 days of hire)	✓	✓ (Searches of Staff training – also on as-needed basis)
C.2.5	Searches of Visitors	✓ (all secure care staff)					✓	✓	✓ (Searches of Youth training – also on as-needed basis)
C.2.6	Use of Interventions – Secure Care	✓ (designated CO staff & all secure care staff)					✓	✓	✓ (SCM Certified Instructor training)
C.2.7	Youth Drug/Alcohol Testing Program	✓ (designated male secure care staff / CHP trained staff / trained CBS staff)		✓					✓ (Youth Drug Testing - Manufacturer Training by CHP for secure; PPO manufacturer training)

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C.2.11	PREA	✓ (all secure care staff)	✓ (2-10 days of intake)	✓	✓	✓	✓	✓	✓ (PREA training as outlined in policy)
C.2.12	Emergency Escorting	✓ (Convoy Commander / Emergency Management Team / Regional Response Team)						✓ (prior to May)	✓ (Emergency Escort training provided by Emergency Preparedness Coordinator)
C.2.13	Key Control Program	✓ (all secure care staff - within 90 days of hire)		✓		✓	✓	✓	✓ (Key Control training for the staff key control officer & alternate provided by YS Safety Coordinator)
C.2.14	Tool Control Program	✓ (all secure care staff – within 90 days of hire)	✓ (doc. training)	✓		✓	✓	✓	✓ (Tool Control Program)
C.2.14A	Tool Control Program – PICARD	✓ (Picard staff – within 90 days of hire)					✓	✓	✓ (Tool Program provided by Safety Officer/Program Director)
C.2.15	Control and Use of Flammable, Toxic, and Caustic Substances (FTCs)	✓ (all staff – within 30 days of hire)	✓ (pre-service orientation & groups)	✓		✓	✓	✓	✓ (FTC Program training which includes “Globally Harmonized System of Classification with Labeling of Chemicals” when staff are working in a new area; whenever a new material or procedure is introduced; when the Facility Director, Safety Officer or Supervisor determines that refresher training is in order.
C.2.15A	FTCs – PICARD	✓ (Picard staff – within 90 days of hire)					✓	✓	✓ (FTC Program provided by Safety Officer/Program Director)
C.2.19	Youth Accountability – Secure Care	✓ (secure care staff – within 90 days of hire)		✓			✓	✓	✓ (Youth Accountability Training)
C.2.20	Youth Transport	✓ (secure care staff)		✓			✓	✓	✓ (Youth Transport policy training)
C.2.21	Security Manual – Secure Care Facilities	✓ (secure care staff)					✓	✓	✓ (Secure Care Manual policy training)
C.2.22	Contraband Control at Secure Care Facilities	✓ (all YS staff)		✓	✓	✓	✓	✓	✓ (Secure Care Contraband Policy training)

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C.2.23	Control Centers – Secure Care	✓ (secure care staff / control center operators)		✓			✓		✓ (CC Operators receive specific CC training, & computer/JETS/Lotus Notes training)
C.2.24	Electronic Monitoring Program	✓ (Facility Directors, Deputy Directors, Assistant Directors, Regional Directors, Control Center Staff, Case Managers, PPO/J's) (PPO/J's & CM's within 30 days of hire)							✓ (Total Access training / webinar training via vendor)
C.4.3	Mandatory Reporting of Abuse & Neglect of Youth	✓ (all YS staff)		✓	✓	✓	✓	✓	✓ (Mandatory Reporting Training)
C.4.9	Sale of Vocational Goods and Hobby Craft Items	✓ (secure staff involved with sale of hobby craft)							✓ (provided by Facility Director)
C.6.1	Food Services	✓ (secure care food service workers)	✓	✓			✓	✓	✓ (required hours of agency training, food service workshops, etc.)
D.10.11	Transporting Youth by CBS	✓ (CBS staff & transport officers)					✓	✓	✓ (training in PPCT (including intermediate weapons), the use of a chemical agent, officer survival and adolescent behavior prior to transporting or assisting in the transport of youth)
D.10.12	Use of Interventions – CBS	✓ (CBS staff & transport officers)					✓	✓	✓ (40 hours of training in PPCT Defensive Tactics System, including the use of an expandable baton. All professional staff, excluding Transport Officers, shall include weapon retention training. A 16 hour in-service training in PPCT techniques shall be completed in each subsequent year.)
D.10.32	SAVRY – CBS	✓ (all CBS staff, plus 2 CBS Master Trainers)					✓	✓	✓ (SAVRY workshops by qualified trainers/ practice cases / booster training)
D.15.1	Social Services Staff Orientation, Training and Continuing Education	✓ (CBS Social Service Staff)					✓	✓ (Licensure Specific)	✓ (CBS Social Services policy specific training and A.2.24 training requirements)
D.15.2	Social Services Youth Case Records	✓ (CBS Social Service Staff)					✓		✓ (Orientation, Training and Continuing Education pursuant to A.2.24 & D.15.1)

OJJ CONFIRMATION OF RECEIPT REQUIREMENTS for STAFF and YOUTH

YS Policy #	Staff (includes WAES)	Youth	Contractor/Volunteer/Intern	Comments
A.2.1	✓		✓	Staff/Contract Provider/Intern – Confirmation of Receipt of Policy - Employee Rules of Conduct
A.2.18	✓		✓	Staff/Contract Provider/Volunteer/Intern Confirmation of Receipt of Policy – Criminal Record Check
A.2.48	✓			Staff/Contract Provider Confirmation of Receipt – Driver Safety Program
A.2.62	✓		✓	Staff/Contract Provider/Volunteer Confirmation of Receipt – Staff/Youth Relationships
A.7.1	✓			Staff/Contract Provider/Intern signatures acknowledging receipt of the Safety Plan
B.2.7		✓		Youth signature acknowledging receipt of LAMOD Youth Manual
B.2.15	✓			Special Agent/Commissioned PPOs Receipt of Badge & Holder
B2.17		✓		Youth Confirmation of receipt of statutory requirements for Sex Offender Notification & Registration Requirements
B.5.1		✓		Youth Confirmation of receipt of Code of Conduct
C.2.11	✓	✓	✓	Youth Confirmation of Receipt Staff Confirmation of Receipt Contract Provider/Volunteer Confirmation of Receipt
C.4.3	✓		✓	Acknowledgment of Duties of Mandatory Reporter