

YOUTH SERVICES POLICY

Title: Staff Development and Training Plan	Type: A. Administrative
Next Annual Review Date: 04/25/2018	Sub Type: 2. Personnel
	Number: A.2.24
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References: References are listed in Attachment A.2.24 (a).	
STATUS: Approved	
Approved By: James Bueche, Deputy Secretary	Date of Approval: 04/25/2017

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish a plan of training and staff development for all YS employees, contract personnel, and interns.

III. APPLICABILITY:

All YS employees, contract providers and interns.

Each Unit Head is responsible for ensuring that a staff development plan and curriculum is developed and implemented pursuant with the requirements outlined in this policy.

Training requirements for agency volunteers shall be in accordance with YS Policy No. B.8.3.

IV. DEFINITIONS:

Capstone Courses - An instructor-led CPTP course that covers information addressed in course prerequisites for Core, Supervisory Group 1 and Supervisory Group 2 CPTP training.

In-Service Training - An organized, planned and evaluated training program following the first year of employment, designed to achieve specific learning objectives.

Louisiana Employees Online (LEO) – Statewide management system which includes the Comprehensive Public Training Program (CPTP) providing online courses accessible to all state employees and which can be accessed at: <http://www.civilservice.louisiana.gov/Divisions/Training/Default.aspx>.

Minimal Contact – When staff is not in continuous contact with youth.

On-The-Job Training (OJT) - Any training an employee, contract personnel or intern receives under the direct supervision of an experienced employee or supervisor while performing the regular or functional duties and tasks of their job.

Orientation Training - Any job specific training received by an employee, contract personnel or intern, directly related to job duties, tasks and responsibilities before that employee functionally begins their assigned job position.

Pre-Service Training - Any training conducted as part of the initial training curriculum, which provides an overview of the agency's vision, mission, goals, policies, procedures and operations, before that employee, contract personnel, or intern functionally begins the assigned job position.

Professional Specialist – An individual who generally possesses a bachelor's degree and has received advanced training in social or behavioral sciences.

Special Skills Instructor - A person who has completed a specialized training curriculum and is qualified to instruct special skills training, such as "Firearms Instructor", "NRA", "SCM", "CPR", "PPCT", etc.

Specific Specialty Training – Training that is provided by supervisors and is in addition to regular Pre-Service/annual In-Service training.

Staff Development Training Specialist - A full time secure care trainer position at the unit level that has completed a specialized 40-hour training-for-trainers curriculum through the agency or other qualified source, [i.e., "American Correctional Association", "National Institute of Corrections", "Federal Bureau of Investigation Instructor Development Course" (FBI-IDC), Louisiana Employees Online (LEO), etc.], responsible for the development, documentation and delivery of the agency's approved training.

Staff Development Director - A Central Office employee charged with overseeing the agency's Staff Development and Training Program, and who serves as the clearinghouse for training opportunities for agency personnel.

Training Advisory Committee - A committee comprised of the unit's Staff Development Training Specialist/Unit Training Officer, and other representatives as deemed necessary by the Unit Head, who shall meet quarterly at a minimum, to review progress, plan for future training events and resolve issues.

Training Advisory Council - A multi-disciplinary group of employees selected by the YS Staff Development Director, to serve in an oversight capacity regarding staff development and training activities.

Training Records Entry Completed (TREC) – The learning management system database used to track training hours of all YS employees.

Unit Head – Deputy Secretary, Facility Directors and Regional Managers.

Unit Training Officer - A unit level regional office employee, who by job description or assignment, oversees the development, documentation and delivery of the agency's approved training.

V. POLICY:

It is the Deputy Secretary's policy that all YS employees shall have access to training and development opportunities, as limited by budgetary considerations and the need to maintain safety and security in agency work settings, as well as workplace coverage, in order to accomplish the agency's mission.

Training shall focus on safety, security practices and therapeutic programming, with the level and amount based on the employee's job assignment and responsibilities. This also includes, but is not limited to the following:

- A Pre-Service program that adequately prepares new employees for independent functioning “in the workplace” or “in their job assignment”;
- In-Service training that allows all employees to gain knowledge and skills necessary to improve job performance and meet the requirements for any licensing or certifications that they must have as a requirement for their job;
- Other job related or career-enhancing training that may be available both on the job and through benefits programs, such as premium pay for Firearms Instructors, Defensive Tactics Instructors, National Rifle Association (NRA) Instructors, and/or SCM Instructors, associated with their employment (refer to Section IV of this policy for the definition of “Special Skills Instructor” and YS Policy No. A.2.2); and
- Specific specialty training by supervisors that is in addition to regular Pre-Service, annual In-Service training, i.e. Social Services (refer to YS Policy No. D.15.1), Food Services (refer to YS Policy No. C.6.1), Maintenance (refer to the appropriate facility Standard Operating Procedure (SOP), etc. in order to attain and maintain the appropriate level of competence with regards to the services they provide.

In addition, the “OJJ Training and Confirmation of Receipt Requirements” [refer to Ys Policy No. A.1.1, Attachment A.1.1 (d)] provides a list of specific policies that require training for interns and contract providers.

VI. GENERAL:

- A. Youth Services "Staff Development and Training Program" shall be planned, coordinated and implemented by qualified employees and consultants under the general direction and supervision of the YS qualified Staff Development Director. The Unit Staff Development Training Specialist/Unit Training Officer, and/or Special Skills Instructor shall develop, coordinate and monitor the site's Annual Training Plan. Training plans shall provide for procedures for the on-going evaluation, and review of all Pre-Service, In-Service and specialized training programs.
- B. The training program shall provide employees with training needed to address the OJJ mission, vision and guiding principles, as well as the specific needs of youth and staff. Training plans shall incorporate, but not be limited to; the specific requirements set forth by each unit's applicable accreditation standards, performance-based standards, YS policy requirements, contracted healthcare provider (CHP) policies, the Office of Risk Management (ORM), and any other State Regulations/Guidelines, as well as required job-specific training needs.

Delivery of training shall be through online classes, LEO, video and instructor-led training as appropriate and allowed pursuant to YS policy requirements and recommendations. YS leadership shall be involved in the delivery of training as knowledgeable subject matter trainers on applicable topics, such as the agency overview, systems, etc.

- C. Satisfactory completion of all required training shall be made part of an employee's formalized performance expectations, and shall be used as a part of the employee's annual performance evaluation (refer to YS Policy No. A.2.45). Specific training requirements for a job position may be approved or substituted, but must be authorized by the individual's supervisor.
- D. All YS POST Certified staff shall complete the annual In-Service training required by the Louisiana Commission on Law Enforcement, which became effective at the beginning of 2014.
- E. To the extent possible, each unit shall utilize information and assistance, including a resource library and reference services, to complement the YS Staff Development and Training Program. This includes resources from other public and private agencies for guidance in training development, programming and evaluation.
- F. All YS employees should be encouraged to continue their education through participation in formal educational programs such as professional meetings, YS affiliated workshops, the Comprehensive Public Training Program (CPTP), seminars, conferences, correspondence courses, and other community and technical college and university courses.

Staff Development Training Specialists/Unit Training Officers are encouraged to participate in professional development activities to improve their training knowledge and skills.

Membership in juvenile/criminal justice professional associations should also be encouraged.

VII. CPTP MANDATORY TRAINING REQUIREMENTS:

- A. All classified supervisors must complete CPTP training required according to their supervisory level and specified timelines.
- B. Unclassified supervisors may be required to complete CPTP supervisor training at the discretion of their supervisor.
- C. Online courses are accessible to all state employees through the “Louisiana Employees Online” (LEO) system and can be accessed at: <http://www.civilservice.louisiana.gov/Divisions/Training/Default.aspx>.

Information on CPTP minimum supervisory training requirements and a list of Frequently Asked Questions (FAQ) can be accessed at the following website: <http://www.civilservice.louisiana.gov/divisions/training/CPTPLearner/SupervisorTrainingReqs.aspx>.

For questions or concerns regarding the Mandatory Supervisor Training Requirements, contact your OJJ CPTP Training Coordinator. The CPTP office can be reached at (225) 342-8539 or by email at CPTPLSO.Coordinator@la.gov.

VIII. YS/OJJ PROCEDURES:

- A. Orientation, Pre-Service and/or On-the-Job (OJT) training shall be provided prior to independently commencing work assignments for all new:
 - Part-time;
 - Full time;
 - Interim employees; or
 - Employees who have been on leave for more than one (1) year and have subsequently returned to employment.

Prior to rendering services to the agency, all temporary agency employees shall participate in a safety and security orientation as well as specific training appropriate to the provided services.

The Unit Head shall be notified by the Staff Development Training Specialist/Unit Training Officer of employees who have not completed Pre-Service/Orientation training, and of the schedule for completion and completion dates. Employees who miss any portion of Pre-Service training due to excused absences shall complete those sessions within 6 (six) weeks from the end of the first Pre-Service training period or by attending the classes with the next pre-service training class,

and prior to independently commencing duty at the unit for which they have been employed.

- B. Transferring employees shall receive credit for applicable prior required training (i.e. "CPTP", "ORM", etc.).
- C. A minimum of 40 hours of annual In-Service training shall be provided to all YS employees who have regular or daily contact with youth in YS programs.
- D. All YS employees with minimal to no contact with youth in YS programs shall receive a minimum of 16 hours of training during their first year of employment and each subsequent year thereafter. Refer to Sections X. B., XI. F. and X. G. of this policy that explains positions and specific training requirements.
- E. Adequate space and equipment shall be provided for YS "Staff Development and Training Programs". Designated space should be free from distracting noise, observations from youth (if applicable), and large enough to accommodate 20 - 30 staff, as well as appropriate audio visual equipment. Designated areas shall be utilized for specialized training (i.e., "Use of Interventions/Safe Crisis Management", "Chemical Agents", "Firearms", etc.).
- F. The Staff Development Training Specialist/Unit Training Officer shall post paper and/or electronic announcements for all upcoming training sessions offered through YS.

The current training schedule for each secure care facility and regional office shall be posted in the Training Section of the OJJ SharePoint site, which can be accessed by logging on to: <http://oydcosps/default.aspx>.

Announcements shall include:

- 1. Course title/topic;
- 2. Dates/times offered;
- 3. Description of the course;
- 4. Length of the course;
- 5. Trainee target group;
- 6. Course location;
- 7. Prerequisite training; and
- 8. Enrollment information.

A training schedule shall be sent to all trainers at least one (1) week prior to the training date.

- G. Throughout the In-Service training year, the Staff Development Training Specialist/Unit Training Officer shall prepare and submit a monthly report to the Unit Head detailing the following:
 - 1. Staff who have been trained;

2. Staff who have not attended;
3. Staff who successfully demonstrated proficiency in any aspect of the In-Service training; and
4. Information regarding any failures or non-participation.

The responsibility for addressing these matters shall rest with the Unit Head.

- H. The YS Staff Development Director and the Staff Development Training Specialist/Unit Training Officer shall ensure that training for all YS employees is entered into the "Training Records Entry Completed" (TREC) database within three (3) weeks of the training event. TREC records shall include name, identification/personnel number, and status as listed in ISIS and in the "YS Phone Book" in Lotus Notes. The TREC database shall be utilized for documentation and reports of training activities.
- I. The unit's Human Resource (HR) Liaison or designated staff is responsible for entering/maintaining staff information in the "YS Phone Book" within two (2) weeks of the personnel action (new hire/position change/separation).
- J. All requests for passwords and access to TREC's training data shall be made through DPS using a URAC completed by staff within the Office of Management and Finance with approval from the Undersecretary. Additionally, the YS Staff Development Director shall be notified and approve any changes to personnel who have access to the TREC database (i.e. upon termination, transfer or other action).
- K. The YS Staff Development Director and the Staff Development Training Specialist/Unit Training Officer shall document, compile and maintain reports of all training activities, to include current proficiency lists for special skills areas requiring certification and re-certification.

Approved lesson plans for Pre-Service/Orientation and In-Service training shall be maintained on OJJ's SharePoint Portal Page and/or on file (electronic or hard copy) by the Staff Development Training Specialist/Unit Training Officer.

- L. An annual report shall be prepared and submitted by December 1st of each year to the Unit Head and the YS Staff Development Director, and shall include the following at a minimum:
 1. A summary of annual training information, including the number of new staff who were trained, types of training events, initiatives and recommendations.
 2. A standardized written report of evaluations to include:
 - a. Course evaluations;
 - b. Instructor evaluations;
 - c. Program critiques; and

- d. Training recommendations/requests/needs.
3. A standardized annual assessment that identifies current job-related training needs, to include assessments from various resources, such as:
 - a. Observations and analysis of job components;
 - b. Staff surveys;
 - c. Review of operations;
 - d. Staff reports; and
 - e. Staff evaluations.
 4. Information from the annual reports shall be compiled and provided during the annual Training Advisory Council meeting.
 5. A summary of all annual reports shall be compiled by the Staff Development Director and submitted to the Deputy Secretary by the end of January the following year.
- M. The Training Advisory Council, under the direction of the YS Staff Development Director, shall meet annually for the purpose of reviewing and ensuring that the development and implementation of training programs reflect the OJJ mission, vision and guiding principles.

The council shall review annual training reports and review and evaluate all Pre-Service and In-Service programs, as well as discuss and make recommendations for revisions in the direction of training for YS. The Training Advisory Council shall be composed of the following representatives or their designee:

- Staff Development Director;
- Staff Development Training Specialists;
- Unit Training Officers;
- Special Skills Instructors;
- Information Technology;
- Chief of Operations;
- Assistant Secretary;
- Deputy Assistant Secretary;
- Undersecretary;
- Regional Directors;
- Health Services Administrator;
- Director of Treatment and Rehabilitative Services;
- Treatment Director - CBS
- Legal Services;
- Safety Program Coordinator;
- Facility Directors;
- Regional Managers;
- PPO/J Supervisors;
- Program Managers; and

- Any other subject matter trainers as dictated by the YS Staff Development Director.

IX. PROCEDURES FOR CENTRAL OFFICE:

- A. Administrative / managerial staff shall receive 40 hours of orientation training, in addition to a minimum of 40 hours of annual training during their first year of employment for a total of 80 hours, and 40 hours of training each subsequent year thereafter.

The type and amount of training shall be based on the employee's need to know, and their job assignments and responsibilities relevant to their position. At a minimum, training shall include the following during orientation and/or annual training:

1. OJJ Policy and Procedures;
 2. Overview and Organizational Structure of OJJ;
 3. Central Office Operations;
 4. Interpersonal Relations;
 5. Communication Skills;
 6. ORM mandated topics (refer to YS Policy No. C.2.10) as determined by the designated Safety Program Coordinator (ORM classes shall be completed within the specified timelines);
 7. Unusual Occurrence Reports (UOR) (refer to YS Policy No. A.1.14);
 8. LGBTIQ and Nonconforming Youth (refer to YS Policy No. B.2.20);
 9. PREA (refer to YS Policy No. C.2.11); and
 10. Any other topics as indicated in YS Policy No. A.1.1 (d) or added at the discretion of the Deputy Secretary or the YS Staff Development Director.
- B. Clerical support employees who have minimal or no contact with youth shall receive 40 hours of orientation training, in addition to 16 hours of annual training during their first year of employment for a total of 56 hours, and 16 hours of training each subsequent year thereafter.

The type and amount of training shall be based on the employee's need to know, and their job assignments and responsibilities relevant to their position or as recommended by their Supervisor, such as "JETS", "Lotus Notes Databases", "Microsoft Office", etc. At a minimum, training shall include the following:

1. OJJ Policy and Procedures;
2. Overview and Organizational Structure of OJJ;
3. Central Office Operations;
4. Interpersonal Relations;
5. Communication Skills;
6. ORM mandated topics (refer to YS Policy No. C.2.10) as determined by the designated Safety Program Coordinator (ORM classes shall be completed within the specified timelines);

7. Unusual Occurrence Reports (UOR) (refer to YS Policy No. A.1.14);
8. LGBTIQ and Nonconforming Youth (refer to YS Policy No. B.2.20);
9. PREA (refer to YS Policy No. C.2.11); and
10. Any other topics as indicated in YS Policy No. A.1.1 (d) or added at the discretion of the Deputy Secretary or the YS Staff Development Director.

- C. Part-time employees, interns, and contract personnel working less than 35 hours per week shall receive training appropriate to their assignment or as recommended by their Supervisor, as well as any other topics indicated in YS Policy No. A.1.1 (d).

Annual In-Service or refresher trainings shall be on an as needed basis and as indicated in YS Policy No. A.1.1 (d) for any policy or procedure change.

X. PROCEDURES FOR SECURE CARE:

- A. Each unit's "Staff Development and Training Program" shall be developed, coordinated and supervised by the unit's Staff Development Training Specialist under the direction of the Facility Director.

The program shall address the training needs of administrative/managerial staff, direct care staff, clerical/support staff, part-time temporary employees, contract personnel and interns.

Secure care staff shall not start Pre-Service training in progress without permission of the Assistant Secretary and notification of the unit Staff Development Training Specialist and Staff Development Director.

The unit Staff Development Training Specialist shall forward the unit's Pre-Service and In-Service training calendar to the YS Staff Development Director and Facility Director one week prior to its initiation. A training schedule shall be sent to all trainers at least one (1) week prior to the training date. Any revisions made to the current Pre-Service and In-Service calendar shall be forwarded to the YS Staff Development Director as they go into effect.

- B. Subject matter trainers and special skills instructors shall be approved by the unit Staff Development Training Specialist to deliver YS approved training. A list of subject matter trainers and training topics shall be maintained by the unit Staff Development Training Specialist.
- C. The facility's training plan shall be developed by a Training Advisory Committee composed of the unit's Staff Development Training Specialist and other unit representatives. The committee shall meet quarterly at a minimum to review progress, resolve issues and plan future training events. A written summary of the quarterly meetings shall be submitted to the Facility Director and the YS Staff Development Director within 10 (ten) working days following the meeting.

D. The curriculum used for secure care training shall be developed to incorporate the specific hours set forth by applicable secure care ACA Performance-Based Standards and other mandating authorities. Additionally, the training plan shall provide procedures for ongoing evaluations and revisions/updating of all Pre-Service, In-Service and specialized training.

E. All Secure Care staff (Administrative / Managerial / Professional Specialist / Direct Care / Support staff) shall receive a minimum of 120 hours of training during their first year of employment, and 40 hours of training each subsequent year thereafter.

The type and amount of training shall be based on the employee's need to know, and their job assignments and responsibilities, or as recommended by their supervisor. OJT shall include activities related to the job duties and responsibilities under the direct supervision of an experienced employee or supervisor. In addition, OJT training shall be scheduled at various times and shifts for the most effective and relevant experience.

Appropriate certification/license requirements must be maintained. At a minimum, training topics shall include the following:

1. OJJ Policy and Procedures;
2. Overview and Organizational Structure of OJJ;
3. Introduction to the Juvenile Justice System;
4. Facility Operations;
5. Security Procedures;
6. Supervision of Youth;
7. Suicide Intervention/Prevention;
8. Use of Interventions/Safe Crises Management (SCM);
9. Unusual Occurrence Reports (refer to YS Policy No. A.1.14);
10. Report Writing;
11. Youth / Staff Code of Conduct;
12. Key Control;
13. Interpersonal Relations;
14. Communication Skills;
15. Cultural Awareness;
16. Sexual Abuse/Assault;
17. Substance Abuse;
18. Louisiana Code of Governmental Ethics Professional Boundaries (refer to YS Policy No. A.2.38);
19. Rights and Responsibilities of Youth;
20. Mental Health;
21. LGBTIQ and Gender Nonconforming youth (refer to YS Policy No. B.2.20)
22. PREA (refer to YS Policy No. C.2.11);
23. Search and Seizure, including professionally and respectfully conducting cross gender pat-down searches and searches of transgender and intersex youth (refer to YS Policy Nos. B.2.20 and C.2.11);
24. Rules of Evidence;

25. ORM mandated topics (refer to YS Policy No. C.2.10) as determined by the designated Safety Program Coordinator (ORM classes shall be completed within the specified timelines); and
 26. Any other topics as indicated in YS Policy No. A.1.1 (d) or added at the discretion of the YS Staff Development Director or the Facility Director.
- F. Clerical support employees who have minimal or no contact with youth shall receive 40 hours of orientation training, in addition to 16 hours of annual training during their first year of employment for a total of 56 hours, and 16 hours of training each subsequent year thereafter.

The type and amount of training shall be based on the employee's need to know, and their job assignments and responsibilities, or as recommended by their supervisor (i.e. "JETS", Lotus Notes Databases", "Microsoft Office", etc.). At a minimum, training topics shall include the following:

1. OJJ Policy and Procedures;
 2. Overview and Organizational Structure of OJJ;
 3. Facility and Operational Procedures;
 4. Code of Ethics (refer to YS Policy No. A.2.38)/Professional Boundaries;
 5. ORM mandated topics (refer to YS Policy No. C.2.10) as determined by the designated Safety Program Coordinator;
 6. Unusual Occurrence Reports (UOR) (refer to YS Policy No. A.1.14);
 7. LGBTIQ and Nonconforming Youth (refer to YS Policy No. B.2.20);
 8. PREA (refer to YS Policy No. C.2.11); and
 9. Any other topics as indicated in YS Policy No. A.1.1 (d) or added at the discretion of the YS Staff Development Director or Facility Director.
- G. Part-time employees, interns, and contract personnel shall receive formal orientation training appropriate to their assignments, as well as any other topics indicated in YS Policy No. A.1.1 (d).

Annual In-Service or refresher trainings shall be as indicated in YS Policy No. A.1.1 (d) or on an as needed basis for any policy or procedure change.

XI. PROCEDURES FOR COMMUNITY BASED SERVICES (CBS):

- A. Each unit's "Staff Development and Training Program" shall be developed, coordinated and supervised by the Unit Training Officer under the direction of the Regional Manager. The program shall address the training needs of administrative, managerial and social services staff, probation and parole staff, clerical/support staff, part-time/temporary employees, contractors and interns.
- B. Subject matter trainers and special skills instructors shall be approved by the Unit Training Officer to deliver agency approved training. A list of subject matter and

training topics shall be maintained by the Unit Training Officer.

- C. The CBS's training plan shall be developed by a Training Advisory Committee composed of each unit's Training Officer and other unit representatives. The committee shall meet quarterly at a minimum to review progress, resolve issues and plan for future training events. A written summary of the quarterly meetings shall be submitted to each Unit Head and the YS Staff Development Director within 10 (ten) working days following the meeting.
- D. The curriculum used for CBS staff training shall be developed to incorporate the specific hours set forth by applicable ACA Standards for Probation and Aftercare Services and other mandating authorities, as well as a basic understanding of the juvenile justice system and the role of probation and parole staff in the system.
- E. Full-time Professional Staff (Administrative/ Social Services/ PPO/J/Supervisor /PPO/J shall receive a minimum of 40 hours of orientation training, in addition to a minimum of 40 hours of annual training during their first year of employment for a total of 80 hours, and a minimum of 40 hours of training each subsequent year thereafter.

The type and amount of training shall be based on the employee's need to know, and their job assignments and responsibilities, or as recommended by their supervisor. At a minimum, training topics shall include the following:

- 1. OJJ Policy and Procedures;
- 2. Overview and Organizational Structure of OJJ;
- 3. CBS Policy and Procedure Manual;
- 4. Introduction to the Juvenile Justice System;
- 5. Louisiana Code of Governmental Ethics/Professional Boundaries (refer to YS Policy No. A.2.38);
- 6. Supervision Cases;
- 7. Custody Cases;
- 8. Officer Safety;
- 9. Interstate Compact;
- 10. "Juvenile Electronic Tracking System" (JETS);
- 11. Field Activity;
- 12. Use of Equipment;
- 13. Use of Chemical Weapons/Force;
- 14. Officer Safety Transporting Youth;
- 15. Adolescent Behavior;
- 16. Substance Abuse;
- 17. PPCT Defensive Tactics System;
- 18. Firearms;
- 19. P.O.S.T. (if applicable);
- 20. Field Safety Awareness;
- 21. Special Agent Appointment (if applicable);
- 22. P.O.S.T. Annual Recertification (if applicable);

23. ORM mandated topics (refer to YS Policy No. C.2.10) as determined by the designated Safety Program Coordinator;
24. Specialized educational curriculum (refer to YS Policy No. D.15.1) for CBS Social Services staff;
25. Unusual Occurrence Reports (UOR) (refer to YS Policy No. A.1.14);
26. PREA (refer to YS Policy No. C.2.11)
27. Any other topics as indicated in YS Policy No. A.1.1 [refer to Attachment A.1.1 (d)] or added at the discretion of the YS Staff Development Director or the Unit Head.

- F. Clerical/support employees who have minimal or no contact with youth shall receive 40 hours of orientation training, in addition to 16 hours of annual training during their first year of employment for a total of 56 hours, and 16 hours of training each subsequent year thereafter.

The type and amount of training shall be based on the employee's need to know, their job assignments and responsibilities, or as recommended by their supervisors (i.e. "JETS", "Lotus Notes Databases", "Microsoft Office", etc.). At a minimum, training topics shall include the following:

1. OJJ Policy and Procedures;
2. Overview and Organizational Structure of OJJ;
3. Introduction to the Juvenile Justice System;
4. Use of Equipment,
5. "Juvenile Electronic Tracking System" (JETS);
6. "Lotus Notes" Databases,
7. "Microsoft Office";
8. Specific Job Duties;
9. ORM mandated topics (refer to YS Policy No. C.2.10) as determined by the designated Safety Program Coordinator;
10. Unusual Occurrence Reports (UOR) (refer to YS Policy No. A.1.14);
11. PREA (refer to YS Policy No. C.2.11); and
12. Any other topics as indicated in YS Policy No. A.1.1 (d) or added at the discretion of the YS Staff Development Director or the Unit Head.

- G. Part-time staff, interns, and contract personnel working less than 35 hours per week shall receive orientation training appropriate to their assignment, as well as any other topics indicated in YS Policy No. A.1.1 (d).

Annual In-Service or refresher trainings shall be as indicated in YS Policy No. A.1.1 (d) or on an as needed basis for any policy or procedure change.

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Attachments/References: