

# YOUTH SERVICES POLICY

<b>Title:</b> Staff Development and Training Plan	<b>Type:</b> A. Administrative <b>Sub Type:</b> 2. Personnel <b>Number:</b> A.2.24
	<b>Page 1 of 15</b>
<b>References:</b> References are listed in Attachment A.2.24 (a)	
<b>STATUS: Approved</b>	
<b>Approved By:</b> Otha "Curtis" Nelson, Jr., Deputy Secretary	<b>Date of Approval:</b> 12/13/2023

**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.

**LaGov Learning/Success Factors** – the statewide electronic performance management system for employees of the State of Louisiana wherein employee learning is tracked, assigned, and maintained.

**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", "TPR/PPCT", "CPR", 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 or Central Office 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 and Development Program Manager** – A full time Central Office employee responsible for the development, implementation, and analysis of agency training programs.

**Unit Head** – For purposes of this policy, the Deputy Secretary, Facility Directors and Regional Managers.

**Unit Training Officer** - A 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 P.O.S.T. Firearms Instructors, Defensive Tactics Instructors, and/or National Rifle Association (NRA) 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 YS Policy C.2.27), etc. in order to attain and maintain the appropriate level of competence with regards to the services they provide.

**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 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 virtual or in person 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.

The ORM Mandatory Training Tracking Charts [Attachments (b) and (c)] shall be completed by the appropriate Central Office, Community Based Services or Secure Facility staff for pre-service and in-service classes.

- C. All YS POST Certified staff shall complete the annual In-Service training required by the Louisiana Commission on Law Enforcement.
- D. 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.

- E. 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 Success Factors – LaGov Learning.

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 CPTP Training Coordinator. The CPTP office can be reached at (225) 342-8539 or by email at [CPTPLSO.Coordinator@la.gov](mailto:CPTPLSO.Coordinator@la.gov).

- D. All CPTP courses are tracked through Success Factors – LaGov Learning and can be viewed through the training transcript or learning history report.

**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. OJJ employees transferring from Central Office or a CBS Office to a Secure Care Facility, or vice versa, shall **not** receive credit for prior ORM required training. Transferring staff must be treated as a new hire staff and complete all ORM courses within the required timeframe. The transferring employee's Bloodborne Pathogens training may be transferred so long as a copy of the training roster is provided to the receiving office.
- C. OJJ employees transferring from Central Office to a CBS Office, or vice versa, shall receive credit for all completed applicable required training.
- D. 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", "Chemical Agents", "Firearms", etc.).
- E. 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 Staff Training Section of the OJJ SharePoint site, which can be accessed by logging on to: [https://intranet.la.gov/ojj/training/\\_layouts/15/start.aspx#/default.aspx](https://intranet.la.gov/ojj/training/_layouts/15/start.aspx#/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.

- F. 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. Information regarding any failures or non-participation.

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

- G. 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 Success Factors – LaGov Learning database within three (3) weeks of the training event. Success Factors – LaGov Learning shall be utilized for documentation and reporting of training activities.
- H. The Training and Development Program Manager 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.

- I. An annual report shall be prepared and submitted by January 15th 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.
- J. The Training Advisory Council, under the direction of the YS Staff Development Director, shall meet at least bi-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;
- Training and Development Program Managers;
- Staff Development Training Specialists;
- Unit Training Officers;
- Special Skills Instructors;
- Assistant Secretary;
- Deputy Assistant Secretary;
- Probation and Parole Director - Juvenile;
- Youth Facilities Director – Statewide;
- Legal Services;
- Safety Program Coordinator;
- Facility Directors; 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 specific to their job duties, to be provided through a combination of on the job training and online presentations, 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. ORM mandated topics (refer to YS Policy No. C.2.10 and the General Safety Program issued by the Office of Risk Management) as determined by the designated Safety Program Coordinator (ORM classes shall be completed within the specified timelines);
  5. Unusual Occurrence Reports (UOR) (refer to YS Policy No. A.1.14);
  6. LGBTIQ and Nonconforming Youth (refer to YS Policy No. B.2.20);
  7. PREA (refer to YS Policy No. C.2.11);
  8. Any other topics as indicated in YS Policy No. A.1.1 (b) or added at the discretion of the Deputy Secretary or the YS Staff Development Director;
  9. Louisiana Code of Governmental Ethics; and
  10. CPTP SCS Preventing Sexual Harassment. Supervisors must also complete the accompanying course for supervisors.
- B. Clerical support employees who have minimal or no contact with youth receive 40 hours of orientation training specific to their job duties, to be provided through a combination of on the job training and online presentations, 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. ORM mandated topics (refer to YS Policy No. C.2.10 and the General Safety Program issued by the Office of Risk Management) as determined by the designated Safety Program Coordinator (ORM classes shall be completed within the specified timelines);
  5. Unusual Occurrence Reports (UOR) (refer to YS Policy No. A.1.14);
  6. LGBTIQ and Nonconforming Youth (refer to YS Policy No. B.2.20);
  7. PREA (refer to YS Policy No. C.2.11);
  8. Any other topics as indicated in YS Policy No. A.1.1 (b) or added at the discretion of the Deputy Secretary or the YS Staff Development Director;
  9. Louisiana Code of Governmental Ethics; and
  10. CPTP SCS Preventing Sexual Harassment. Supervisors must also complete the accompanying course for supervisors.
- 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 (b).

Annual In-Service or refresher trainings shall be on an as needed basis and as indicated in YS Policy No. A.1.1 (b) 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(s) under the direction of the Staff Development Director and Program Managers.

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.

The unit Staff Development Training Specialist shall forward the unit's Pre-Service and In-Service training calendar to the Training and Development Program Manager, 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 Training and Development Program Manager as they go into effect.

- B. Subject matter trainers and special skills instructors shall be approved by the Staff Development Department 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 the Training Department and facility representatives.

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.

- D. 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. Cultural Awareness;
14. Sexual Harassment;
15. Substance Use Disorder;
16. Louisiana Code of Governmental Ethics/Professional Boundaries (refer to YS Policy No. A.2.38);
17. Rights and Responsibilities of Youth;
18. Mental Health;
19. LGBTIQ and Gender Nonconforming youth (refer to YS Policy No. B.2.20)
20. PREA (refer to YS Policy No. C.2.11);
21. 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);

22. Rules of Evidence;
23. CPR/First Aid
24. ORM mandated topics (refer to YS Policy No. C.2.10 and the General Safety Program issued by the Office of Risk Management) as determined by the designated Safety Program Coordinator (ORM classes shall be completed within the specified timelines); and
25. Any other topics as indicated in YS Policy No. A.1.1 (b) or added at the discretion of the YS Staff Development Director or the Facility Director.

- E. Clerical support employees who have minimal or no contact with youth shall receive 40 hours of orientation training specific to their job duties, 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 and the General Safety Program issued by the Office of Risk Management) 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);
9. Any other topics as indicated in YS Policy No. A.1.1 (b) or added at the discretion of the YS Staff Development Director or Facility Director; and
10. Sexual Harassment.

- F. 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 (b).

Annual In-Service or refresher trainings shall be as indicated in YS Policy No. A.1.1 (b) 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 Staff Development Program 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 Staff Development Director 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 the Training Department with assistance from each unit's Training Officer and other unit representatives.

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.

- D. Full-time Professional Staff (Administrative/ Social Services/ PPO/J/Supervisor /PPO/J) shall receive a minimum of 40 hours of orientation training specific to their job duties, 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 for Juveniles (JIDS);
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 and Mental Health;
16. Substance Use Disorder;
17. TPR 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. CPR/First Aid
28. Any other topics as indicated in YS Policy No. A.1.1 [refer to Attachment A.1.1 (b)] or added at the discretion of the YS Staff Development Director or the Unit Head.
29. CPTP SCS Preventing Sexual Harassment. Supervisors must also complete the accompanying course for supervisors.

- E. Clerical/support employees who have minimal or no contact with youth shall receive 40 hours of orientation training specific to their job duties, 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 (b) or added at the discretion of the YS Staff Development Director or the Unit Head.

- F. 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 (b).

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

**YS Policy No. A.2.24**

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**Previous Regulation/Policy Number:** A.2.24

**Previous Effective Date:** 06/02/2022

**Attachments/References:** A.2.24(a) References December 2023  
A.2.24(b) CBS CO Secure Care – ORM Mandatory Training – Revised Roster –  
December 2023  
A.2.24(c) Training Attendance Roster July 2023

## **A.2.24 “Staff Development and Training Plan” References**

### **Laws/Civil Service/Etc.**

Civil Service Rule 6; LA R.S. 42:1170; General Circular Numbers 2011-032, 2012-022 and 2015-003; U.S. Department of Labor, Fair Labor Standards Act; Office of Risk Management

### **U.S. DOJ PREA Standards**

115.315 (f), 115:331a) through (d), and 115.332 (a) and (b)

### **ACA Standards**

2-CO-1C-11, 2-CO-1D-01, 2-CO-1D-02, 2-CO-1D-03, 2-CO-1D-04, 2-CO-1D-05, 2-CO-1D-06, 2-CO-1D-07, 2-CO-1D-08, 2-CO-1D-09, 2-CO-1D-10, 2-CO-5E-02 (Administration of Correctional Agencies); 4-JCF-6D-06, 4-JCF-6E-01, 4-JCF-6E-02, 4-JCF-6E-03, 4-JCF-6E-04, 4-JCF-6E-05, 4-JCF-6E-06, 4-JCF-6E-07, 4-JCF-6E-08, 4-JCF-6E-09, 4-JCF-6E-10, 4-JCF-6E-11, 4-JCF-6E-12, 4-JCF-6E-13, 4-JCF-6E-14 (Performance-Based Standards for Juvenile Correctional Facilities); 2-7010, 2-7032-1, 2-7048, 2-7049, 2-7049-1, 2-7050, 2-7051, 2-7052, 2-7053, 2-7054, 2-7055, 2-7056, 2-7057, 2-7058 and 2-7109 (Juvenile Probation and Aftercare Services)

### **YS Policies**

- A.1.1 “Policy and Correspondence Distribution”
- A.1.13 “Influenza Preparedness, Response and Recovery”
- A.1.14 “Unusual Occurrence Reports”
- A.2.1 “Employee Manual”
- A.2.7 “Drug-Free Workplace”
- A.2.8 “Sexual Harassment”
- A.2.19 “Commissioned Probation and Parole Officer – Juvenile/Special Agents”
- A.2.20 “Critical Incident Stress Management (CISM) Program”
- A.2.22 “Violence-Free Workplace”
- A.2.26 “Hiring and/or Promotional Interviews”
- A.2.28 “Return to Work”
- A.2.33 “Uniformed Services Employment and Re-employment Rights”
- A.2.38 “Ethics for Public Employees: Nepotism, Prohibited Relations, Gifts, Ethics Opinions”
- A.2.45 “Performance Evaluation System (PES) and Market Rate Adjustments”
- A.2.48 “Driver Safety Program”
- A.2.55 “Time and Attendance”
- A.2.57 “Prohibited Harassment and Discrimination”
- A.2.62 “Staff/Youth Relationships”
- A.2.67 “Management of Tuberculosis – Employees”
- A.3.2 “Travel”
- A.5.1 “Access to, Security of, and Use of Information Technology Resources and Mobile/Cellular/Smartphone Devices”
- A.5.9 “Social Networking”
- A.7.1 “Safety Plan”
- B.2.7 “LAMOD Program and Youth Stage Procedures”
- B.2.8 “Transitional Treatment Unit (TTU)”
- B.2.12 “Fast Track Program”
- B.2.14 “Secure Care SAVRY”
- B.2.15 “Substance Use Disorder Treatment Program”



B.2.20 “Non-Discriminatory Services to Lesbian, Gay, Bisexual, Transgender, Intersex, Questioning (LGBTIQ), and Nonconforming Youth”

B.5.1 “Youth Code of Conduct – Secure Care”

B.5.3 “Administrative Remedy Procedure”

B.6.2 “Communicable and Contagious Diseases and Infection Control Program”

B.6.3 “Coronavirus (COVID-19) Procedures and Protocols”

B.6.7 “Secure Care Suicide Prevention”

B.8.3 “Volunteer Services Program”

C.1.8 “Firearms Training, Use and Revocation”

C.1.17 “Monitoring and Use of SmartZone System (700 and 800 MHz Radios)”

C.2.1 “Escapes, Runaways, Apprehensions and Reporting”

C.2.2 “Facility Riot, Significant Disturbance and Hostage Situation”

C.2.3 “Searches of Youth”

C.2.4 “Searches of Employees”

C.2.5 “Searches of Visitors – Secure Care”

C.2.6 “Use of Interventions – Secure Care”

C.2.7 “Youth Drug/Alcohol Testing”

C.2.10 “Safety and Emergency Management”

C.2.11 “Prison Rape Elimination Act (PREA)”

C.2.13 “Key Control Program”

C.2.14 “Tool Control Program”

C.2.14A “Tool Control Program-Cecil J. Picard Education and Recreational Center”

C.2.15 “Control and Use of Flammable, Toxic, and Caustic Substances (FTCs)”

C.2.15A “Hazardous Materials Program-Cecil J. Picard Center”

C.2.19 “Youth Counts, Movements and Facility Rounds”

C.2.20 “Youth Transport – Secure Care Facilities”

C.2.21 “Security Manual – Secure Care Facilities”

C.2.22 “Contraband Control – Secure Care Facilities”

C.2.23 “Control Centers at Secure Care Facilities”

C.2.24 “Electronic Monitoring Program (EMP)”

C.2.25 “Protocol for Delivering Services to Sexually Exploited Youth”

C.4.3 “Mandatory Reporting of Abuse and Neglect of Youth”

C.4.9 “Sale of Vocational Goods and Hobby Craft Items”

C.6.1 “Food Services”

D.2.2 “Off Duty Work Details”

D.10.11 “Transporting Youth by Community Based Services”

D.10.12 “Use of Interventions – Community Based Services”

D.10.32 “SAVRY-Community Based Services”

D.15.1 “Social Services Staff Orientation, Training, and Continuing Education”

D.15.2 “Social Services Youth Case Records”

### ORM Mandatory Training 2022-2023

Conducted:			30 Days Aug 2023	30 Days Aug 2023	Annual Classroom	July 90 / 5 Yrs.	Aug 2023	July 90 / 5 Yrs.	July 2023	90/ 2 Yrs	Comments	
Last Name	First Name	Hire Date	New Hire Safety Plan Orientation	New Hire FTC/SDS LABELING	Haz-Comm (CO and CBS only)	Bloodborne Pathogens	Drug Free Substance Abuse	Fire and Emergency Procedures	Return to Work	Safety Rules and Staff Responsibilities	CPR First Aid	

**NOTE:** Annual In-Service conducted during July and August 2023/ Make-Up Training conducted in August & September 2023

**This Document Must Be Signed And Dated By The Person Who Prepared The Document**

Prepared by:	Date:
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Revised December 2023

**All blanks must be filled out prior to form submission.  
Incomplete forms will not be accepted.**

**TOPIC/COURSE TITLE:** \_\_\_\_\_

**TRAINING DATE(S):** \_\_\_\_\_ **LOCATION OF TRAINING:** \_\_\_\_\_

**START TIME** \_\_\_\_\_ **END TIME** \_\_\_\_\_ **TOTAL HOURS:** \_\_\_\_\_

**INSTRUCTOR(S):** \_\_\_\_\_ **INSTRUCTOR SIGNATURE:** \_\_\_\_\_

\*Instructor signature verifies accuracy of information provided below.

**TRAINING TYPE:**  Pre-Service  Annual In-Service  POST  ORM  Other \_\_\_\_\_

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