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|  <p style="text-align: center;"><b>WEST VIRGINIA<br/>DIVISION OF<br/>JUVENILE SERVICES</b></p> | <p><b><u>POLICY NUMBER:</u></b></p> <p style="text-align: center; font-size: 2em;"><b>601.00</b></p> | <p><b><u>PAGES:</u></b></p> <p style="text-align: center;">8</p>  |
|   | <p><b><u>CHAPTER:</u></b><br/>Juvenile Services Academy</p>  | <p><b><u>REFERENCE AND RELATED STANDARDS:</u></b><br/>WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.</p> |
| <p><b><u>SUBJECT:</u></b> Basic Training Academy</p>  |  |   |
| <p><b><u>DATE:</u></b> January 1, 2012</p>  |  |   |

### POLICY

It is the policy of the Division of Juvenile Services to establish the proper chain of command for cadets attending the Basic Training Academy, as well as the appropriate standards of conduct, dress code, academic standards and disciplinary procedures.

### CANCELLATION

This policy has been reviewed and supersedes Policy 601.00 dated October 1, 2009.

### APPLICABILITY

This Policy applies to all Division of Juvenile Services' employees attending the Division Training Academy.

### DEFINITIONS

1. **Academy Probation:** Written notification from the Assistant Training Director to a cadet that failure to improve academic performance or any additional infraction of Academy rules may result in dismissal from the Academy.
2. **Basic Class:** Entry-level training curriculum for the West Virginia Division of Juvenile Services employees.
3. **Certification of Graduation:** Document signed by the Director of Division of Juvenile Services and the Division's Training Director attesting to the successful completion of the Basic Class curriculum by a cadet.
4. **Class Advisor:** The Academy Staff Member with responsibility of maintaining and ensuring that each basic class is properly informed and advised of any and all prudent information on a daily basis.

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5. **Designee:** The Academy staff member assigned to exercise executive authority in the Division Training Director's absence.
6. **Division Training Director:** The DJS staff member who is responsible for and oversees all Division Training.
7. **Instructor:** Any person providing instructions to the cadets at the Academy.
8. **Lead Trainer:** The Academy Staff Member responsible for ensuring that the Basic Class schedule is maintained and all supplies and equipment are made readily available for all instructors.
9. **Officer of the Day (OD):** The cadet assigned as the lead officer of a Basic Class during posted hours.
10. **Assistant Training Director:** Second in command of the Training Department and supervisor of the Basic Training Academy.
11. **Guidon Flag:** A small flag or pennant carried by a basic training unit.

## **PROCEDURES**

1. The following mission statement of the Training Academy is reviewed at least annually and updated as needed.

The Mission of the Division of Juvenile Services Training Academy is to provide continuing education for staff who work in all areas throughout the Division of Juvenile Services. This is to ensure a safe and secure environment for youth in our care, to provide the youth with quality services and progressive programming to achieve positive outcomes for those youth by providing development for the staff who care for them.
2. The West Virginia Division of Juvenile Services' Training Unit **prohibits** actions, either verbal or physical, that would be discriminatory to another based on race, religion, sex, age, national origin, creed or disability. Discriminatory actions will be dealt with as a disciplinary matter. Any person who believes they have been the victim of such should advise the Division's EEO Coordinator immediately.
3. The Training Director has the responsibility and authority for developing, implementing, and maintaining administrative and operational policies and procedures essential to the operation of the Academy and the Division of Juvenile

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Services' Training Program.

4. The Training Director is directly responsible to the Division Deputy Director.
5. The Training Director will direct the duties of the Assistant Training Director who coordinates all academy activities through any of the Correctional Trainers, as needed.
6. All facility Field Training Officers (FTOs) are required to submit a completed Personal Data Sheet on each employee who is scheduled to attend the Academy to the Assistant Training Director or designee three weeks prior to the start of said Academy. (Attachment #1)
7. Rules and Regulations
  - a. Each cadet shall adhere to all division policies, academy rules, regulations, procedures and verbal instruction issued by Academy staff in their chain of command. While attending the Academy, a cadet's Facility Superintendent/Director is NOT in the cadet's chain of command.
  - b. The academy is considered an extension of the cadet's workplace. Each cadet will conduct themselves as though at work.
  - c. Division of Juvenile Services cadets will be held to the guidelines established in the Division of Juvenile Services Policy #138.00 – Progressive Discipline.
  - d. Cadets will address all instructors with respect at all times.
  - e. Discrepancies between a cadet's behavior and these rules and regulations will be dealt with by Academy Staff in a timely manner and as set forth in procedures listed below.
  - f. The Assistant Training Director will assign a lead trainer or class advisor for each Academy class.
  - g. All employees will be notified of Academy attendance through a training order.
  - h. All academy cadets will be required to reside on campus while the Academy is in session.
  - i. Any request by an employee to decline attendance to a Basic Training Academy must be submitted in writing to their Facility Superintendent/Director at least two weeks prior to the start of the Academy. This does not guarantee that the request

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will be granted.

- j. All cadets must notify a staff member of any learning disability immediately prior to the start of the academy.

#### 8. Chain of Command

- a. The cadet will always seek directions first from the cadet **Officer of the Day**; then and, only if necessary, proceed up the Chain of Command. The cadet's Chain of Command is as follows:

- i. Cadet
- ii. Cadet Officer-of-the-Day
- iii. Correctional Trainer
- iv. Assistant Training Director
- v. Division Training Director
- vi. Division Deputy Director – only contacted with Training Director's approval or presence.

- b. Officer of the Day duties include maintaining a daily log of all activities, issues and events, communicating information from staff to cadets as needed, acting as a liaison between staff and cadets, and other duties as assigned by the Lead Trainer.
- c. Academy cadets will ensure their conduct is professional and courteous during contacts with the staff and the public.

#### 9. Medical Issues

- a. Cadets with a medical problem/condition which was not listed on his or her Medical Release for Training Academy (Attachment #2), will advise the Assistant Training Director of the nature of the problem/condition during orientation, to include all medications.
- b. Cadets will make an immediate verbal report of any sickness/injury to the instructor, class advisor or staff-in-charge. Written reports will be submitted as established in sub-section 10 below.
- c. All injuries (old or new) must be indicated on either the medical report on file or during orientation on a written report.

- 10. Incident Reports - Each cadet will submit written Incident Reports within two (2) hours of any discrepancy or incident in which they are involved or witnessed, unless:

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- a. The cadet is unable to comply due to serious injury.
  - b. The cadet is directed by a supervisor in the chain of command to submit their report within another specified time frame.
11. Appearance - Uniform of the day and exercise clothing requirements will be included in the cadet's training order. The Academy will provide all physical training clothing and gear.
12. Tobacco, Alcoholic Beverages and Controlled Substances
- a. Indoor use of any type of tobacco is strictly prohibited, including state vehicles. Tobacco is to be used only in areas designated by Glenville State College and the Morris Criminal Justice Training Center for that purpose.
  - b. All prescription medications must be listed in the cadet's file and updated, as required, during the course of the Academy.
  - c. The possession, use, distribution, or dispensation of alcohol, the reporting to Academy under the influence of alcohol, or having alcohol in the body system at the Academy, whether the alcohol was consumed at the Academy or away from the Academy, are all prohibited. When reasonable suspicion exists that a cadet has reported to the Academy under the influence of alcohol, illegal drugs, or is impaired due to abuse or misuse of controlled substances or prescribed medications, the individual may be subject to assessment and disciplinary action, up to and including termination.
13. Training Requirements
- a. All cadets are required to reside on campus while the Academy is in session during the work week.
  - b. Drill and Ceremony – Group and individual movements that the academy staff directs.
    - i. All cadets are required to participate in drill and ceremony.
    - ii. The guidon flag will be required to be carried.
  - c. Attendance is mandatory for all classes.

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- i. A cadet missing hours due to unexcused absences, may be dismissed from the class at the discretion of the Assistant Training Director /Division Training Director.
  - ii. A cadet may request an excused absence through the Assistant Training Director or his/her designee.
  - iii. A cadet may be excused from one (1) training day of classes at a maximum.
  - iv. Excused absences will be approved due to emergency circumstances only and this excused absence(s) will be at the discretion of the Assistant Training Director.
- d. To earn a certificate of graduation, a cadet must:
- i. Maintain a minimum overall score of 80% throughout the Academy.
  - ii. Pass quizzes accompanying a competency test in order to progress to the practical phase.
  - iii. Achieve the required passing score of any examination. If any cadet fails, he/she will be given the opportunity to retest. If the cadet fails the retest, he/she will be required to attend remedial training and will be given a third opportunity to pass the test. If the cadet fails the third retest and has an overall GPA of 80% or above, it will be at the discretion of the Training Director or Assistant Training Director as to whether he/she will be allowed to continue. Documentation will accompany any refusal by the Training Director or Assistant Training Director to continue a cadet's training.
- e. Cadets are required to participate in Physical Fitness training. Some movements can be modified to help cadets with physical limitations.
- f. Each cadet is required to keep a notebook. The purpose for the notebook is to provide the cadet the means to study for quizzes and examinations, to provide a study reference for use after graduation and to document the content of training delivered to the cadet for court purposes. It is, therefore, mandatory for the notebook to be the work of the cadet. Plagiarism or other dishonesty will be dealt with as a disciplinary matter. Notebooks will be reviewed and/or graded weekly for completion.

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- g. Cadets' final grade point average will be calculated on the following factors:
- i. Quiz Average
  - ii. Phase Examinations
  - iii. Competency Quiz Average
  - iv. Demerit Evaluation System
  - v. Notebook
- h. Basic cadets unable to meet the academic, behavior, practical or physical standards of the Academy may be placed on Academy Probation or dropped from the class at the discretion of the Assistant Training Director or the Division Training Director. **This, however, will be a last resort.**
- i. Gung Ho and Academic Excellence Awards
- i. The Gung Ho Award is an award given to the cadet chosen by the academy staff based on the following criteria: leadership skills, integrity, professionalism, and overall performance to include academic performance, physical improvements, and demerits received.
  - ii. The Academic Excellence Award is given to the cadet who has attained the highest grade point average for the graduating class.
14. Resignation – Basic Training cadets wishing to resign from the Academy may do so any time by officially submitting a written notification to the Training Director. The Training Director or designee will conduct an exit interview with the cadet. The cadet must keep in mind that resigning may lead to disciplinary actions and/or dismissal.
15. Failure of any Correctional Officer I to complete the Basic Training Academy prior to their first year anniversary will result in delay of the employee's reallocation to a Correctional Officer II until completion of the Academy. An employee's continued failure to attend or complete the Academy could result in disciplinary action, up to and including dismissal.
16. Disciplinary Actions
- a. The Training Unit will ensure that all violations of this Policy are documented in writing.
  - b. The discipline applied in any particular case will be governed by the totality of the circumstances present, along with the principles of progressive discipline and will result in more of the following options being used, as deemed necessary:

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- i. Counseling by the Assistant Training Director.
  - ii. Documented reprimand from the Assistant Training Director.
  - iii. Placement on Academy Probation by the Assistant Training Director.
  - iv. Dismissal from the Academy by the Division's Training Director.
17. At the completion of each Academy class, the Training Director will forward to each Facility Superintendent/Director a Cadet Performance Evaluation based on said cadet's overall performance.

**RIGHTS RESERVED**

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

**APPROVED:**

*Dale Humphrey*  
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 Director

*January 1, 2012*  
 \_\_\_\_\_  
 Date



# Training Academy Cadet Personal Data Sheet



This form is to be filled out by the attending Cadets' Facility Field Training Officer.  
This form will be submitted to the Assistant Director of Training or designee  
no later than two weeks prior to the start of the Academy.

## Academy Information

Basic Class#

Location:

Dates: [Click here to enter a date.](#) - [Click here to enter a date.](#) No. of wks.:

## Personal Information

Name:

Male:

Female:

Home address (mailing):

Home Phone:

## Emergency Contact Information

Name:

Phone:

Relationship:

## Medical Information

Report of Medical Exam (Academy form) sent to Academy staff

Yes

No

## Employment Information

Date of Hire: [Click here to enter a date.](#) Facility:

Work Phone:

Job Classification:

Supervisor:

## PT Gear Sizes

Shorts / Sweat Pants:

T-Shirt:

Sweat Shirt:

FTO:

Date E-mailed: [Click here to enter a date.](#)



State of West Virginia



**DIVISION OF  
JUVENILE SERVICES**

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**Medical Release for Training Academy**

Division of Juvenile Services  
Training Director  
1200 Quarrier Street  
Charleston, WV 25301

To Whom It May Concern:

The below named employee of the Division of Juvenile Services has completed his/her annual physical and is physically fit to attend and participate in the upcoming Division of Juvenile Services Training Academy.

Employee Name: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Date of Physical: \_\_\_\_\_

Limitations: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

cc: Medical File  
Facility FTO