

	WEST VIRGINIA DIVISION OF JUVENILE SERVICES	<u>POLICY NUMBER:</u> 811.00	<u>PAGES:</u> 4
<u>CHAPTER:</u> Youth Reporting Services	<u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §§ 49-2-903 & 49-2-912		
<u>SUBJECT:</u> Youth Reporting Center Staff Training			
<u>DATE:</u> July 1, 2016			

PURPOSE

This Policy establishes the Division’s training requirements for all categories of personnel working within the Youth Reporting Centers (YRC).

CANCELLATION

This policy has been revised and supersedes Policy 811.00 dated January 1, 2015.

APPLICABILITY

This Policy applies to all Division of Juvenile Services’ YRC employees.

DEFINITIONS

1. **Correctional Trainers** – Staff who coordinate and monitor the Field Training Officers.
2. **Training Director** – Employee in charge of the Training Department.
3. **Training for Trainers (T4T) Instructors** – Staff who have completed the T4T program and are authorized by the DJS Training Department.

PROCEDURES

1. Training Requirements

- a. All new full-time YRC staff will receive forty (40) hours of orientation within the first two (2) weeks after their hire date. This training includes, at a minimum, orientation to the purpose, goals, policies, and procedures of the center and parent agency; working conditions and regulations; employee rights and responsibilities; and an overview of the correctional field. Depending on the employee(s) and the particular job requirements, orientation training may include preparatory instruction related to the particular job.
- b. All training within the YRCs will be conducted by T4T Instructors or a Training Department designee.

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- c. All new YRC staff will complete the following within two (2) weeks of their start date:
- i. Introduction to Division
 - ii. Facility Administrative Procedures
 - iii. Review of Division Policy
 - iv. Review of Center Operational Procedures
 - v. CPR/First Aid
 - vi. Communicable Diseases
 - vii. Report Writing
 - viii. Fire and Emergency Procedures/MSDS
 - ix. PREA
 - x. Prohibited Workplace Harassment
 - xi. Grievance Procedures
 - xii. Alcohol- and Drug-Free Workplace
 - xiii. Contraband Searches
 - xiv. Key and Tool Control
 - xv. Supervision of Participants
 - xvi. Transportation of Participants
 - xvii. Documentation
 - xviii. Intensive Case Management
 - xix. Mock Intake
 - xx. Intro to Gangs
- d. All new YRC staff will complete the following training within ninety (90) days of their start date:
- i. Nonviolent Physical Crisis Intervention™ (CPI)
 - ii. Mental Health Training for Juvenile Justice
 - iii. Cultural Diversity
 - iv. Ethics
 - v. Court Room Procedures
 - vi. Adolescent Mental Health
 - vii. Adolescent Brain Development
 - viii. Drug/Narcotics Awareness
 - ix. Suicide Prevention
- e. In subsequent years all YRC staff will receive an additional forty (40) hours of annual training. The following annual trainings will be mandatory for all YRC staff:
- i. PREA
 - ii. Suicide Prevention
 - iii. Prohibited Workplace Harassment
 - iv. Grievance Procedures
 - v. Alcohol- and Drug-Free Workplace
 - vi. Fire Safety/Emergency/Security Procedures
 - vii. Participant Supervision

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- viii. Security Procedures
 - ix. Nonviolent Physical Crisis Intervention™ Recertification
- f. The following subjects will be covered every two (2) years for YRC staff. This training covers:
- i. CPR/First Aid
 - ii. Ethics
 - iii. Cultural Diversity
 - iv. Drug/Narcotics Awareness
 - v. Adolescent Brain Development
 - vi. Intro to Gangs
 - vii. Mentorship/Role Modeling
 - viii. Court Room Procedures
 - ix. Adolescent Mental Health
 - x. Active Shooter
2. All contract personnel, volunteers and interns will receive formal orientation appropriate to their assignments and additional training as specified by the Training Director.
 3. The YRC Program Director, with the assistance of the Training Department, will ensure that each employee meets the Division of Juvenile Services' mandatory training classes annually and documents all training on the Student Training Information Form (Attachment #1 of Policy 162.00 – Training and Staff Development), submitted to the Correctional Trainer within fifteen (15) calendar days of the conclusion of the training.
 4. The Training Department will provide and/or assist in providing training in areas requiring special expertise for staff development.
 5. Any and all training, both internal and external, by or for Division of Juvenile Services personnel, must be coordinated and authorized by or through the Training Director or his or her designee.
 6. Successful completion of the CPR training is a requirement by all employees of the Division of Juvenile Services and a card certifying such is not required. However, any employee who requests a CPR certification card must provide payment in the amount of Five Dollars (\$5.00) in the form of a check made payable to the Division of Juvenile Services at the time of the completion of the class. This check will be forwarded to the Training Department for processing and the CPR certification card will then be forwarded to the Correctional Trainer.
 7. The Division encourages and provides administrative leave and/or reimbursement for an employee attending approved professional meetings, seminars, and similar work-related activities.
 8. All YRC staff are required to complete the Nonviolent Physical Crisis Intervention™ sixteen (16) hour course with an eight (8) hour refresher course every year thereafter. Failure to stay current with any part of this program may result in disciplinary action and/or dismissal.

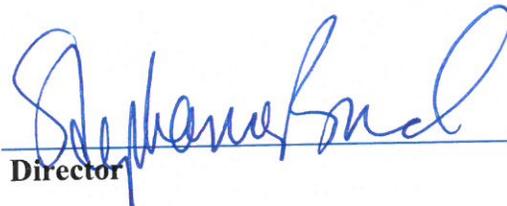
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9. All supervisors/managers shall successfully complete the mandatory Division of Personnel (DOP) Training Program as outlined in DOP policy Supervisor/Manager Training Program. This training will be coordinated through the Training Department.
10. All employees shall attend training programs as approved by the Director, Deputy Director, or YRC Program Director. The YRC Program Directors shall be responsible for ensuring that all prospective employees are informed of the training requirements during the initial pre-employment interview. Each prospective employee will execute Acknowledgement of Staff Training Requirements (Attachment #2 of Policy 162.00 – Training and Staff Development). This form shall be placed in the employee’s personnel file upon employment.
11. Any treatment staff who transfer from a non-residential facility to a residential facility will receive an additional one hundred twenty (120) hours of training as deemed necessary by the Training Director or the Facility Superintendent/Director.
12. This policy will be adopted in its entirety and the center will not create an operational procedure.

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:



 Director

7/1/16

 Date