

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No.: 02-01	Effective Date: 12/02/03	Revision Date: 04/26/16
Subject: New Staff Training		

I. Policy Statement

New Division staff shall attend and complete facility/program orientation/training and shall complete the Department of Human Services' online New Employee Orientation training. Designated direct-care staff shall attend the JJS Basic Orientation Academy and complete any required certifications. Part-time staff and volunteers shall attend training commensurate with their job responsibilities.

II. Rationale

The purpose of this policy is to ensure that all new staff attend the mandatory orientation training. The training will prepare staff to work for the Division, establish standards and expectations, and promote professionalism.

III. Definitions

The "Facility/Program Orientation" is the unique and specific training (regarding program operation) that occurs at the staff's actual work location.

The Department of Human Services' "New Staff Orientation" is online training provided through the Department to educate new staff about the system, including staff expectations, benefits, rights, and the interaction and coordination between the Divisions within the Department.

The "JJS Basic Orientation Academy" is a one-week training course administered by the Division to provide skill-based training and information about the Division.

"Direct-care staff" are staff who have job responsibilities working directly with juveniles, including the intake and control staff.

"Schedule B/TL with benefits" staff are full-time, temporary staff substituting for career service staff.

"Schedule TL" staff are time-limited for less than half-time staff.

Life-Safety courses are: 1) Suicide Prevention 2) Crisis Intervention 3) CPR and First Aid 4) Preventing Disease Transmission.

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IV. Procedures

The Division shall provide orientation and training for new staff. Successful completion of all required training is necessary in order to complete the prescribed probationary period and be awarded merit status.

- A. All new or transferred Schedule B and TL, direct-care staff shall complete a Facility/Program Orientation within the first thirty (30) days of employment. This training will be provided at the staff's work location and will be specific to the job assignment. Documentation shall be placed in the staff's onsite employment file.
- B. All Schedule B staff shall complete the Department's New Employee Orientation within the first ninety (90) days of employment.
- C. Designated Schedule B direct-care staff shall attend and complete the JJS Basic Orientation Academy within the first one year of employment. For successful completion of the academy, staff must pass required examinations. Staff who fail a required exam shall be given an opportunity to retake the academy.
- D. All Schedule B direct-care staff shall attend and complete the life safety courses, and the Crisis Intervention Program, that is not included in the Basic Orientation Academy within ninety (90) days of employment.
- E. Non-direct-care staff (office and food services) shall attend and complete the Facility/Program Orientation within the first thirty (30) days of employment, the Department's New Employee Orientation within ninety (90) days, and other mandatory training, as required annually. Nondirect-care staff are not required to attend the Basic Orientation Academy.
- F. Maintenance staff shall receive Division training commensurate to their job responsibilities and as approved by the Division.
- G. Schedule TL staff shall attend and complete the life-safety training requirements within (90) days and any other training required by the facility/program and division.

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V. **Continuous Renewal**

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.



Russell K. Van Vleet, Chair
Board of Juvenile Justice Services

4/26/2016

Signature Date



Susan Burke, Director
Division of Juvenile Justice Services

4/26/2016

Signature Date