

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

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

**I. Policy Statement**

Division staff are required to attend and participate in training according to the Mandatory Training schedule. Mandatory training and other professional development for each staff, will be commensurate with their job duties and responsibilities. Volunteers shall attend training when appropriate and commensurate with their responsibilities.

**II. Rationale**

The purpose of this policy is to establish the training standards necessary to develop and maintain qualified and professional staff.

**III. Definitions**

“Mandatory training” is training which is required and expected by the Division as a condition of continued employment. The mandatory training schedule is available on the Divisions Training web site at <http://employees.jjs.utah.gov/mandatory-training-requirements/>

“Professional Development” is supplemental training that is available to staff to improve programming and enhance skills, usually specific to a job assignment, and may or may not be required for certification.

**IV. Procedures**

A. Mandatory Training:

1. Mandatory Training topics shall be established by the Division and the Department. The Division shall make training available to staff, and provide the time for staff to attend and complete all of the training expectations.
2. For a complete list of mandatory training topics and schedule see the Division link, <http://employees.jjs.utah.gov/mandatory-training-requirements/>
3. Required training for each staff is determined by job title and classification.
4. The frequency and duration of each training is identified on the training schedule (one time, yearly, every two/three years, or ongoing).

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5. Staff shall complete mandatory online training within the scheduled timeframes, and print and submit completion certificates to their supervisors.
6. The Departments online mandatory training can be accessed and completed at <http://hsemployees.utah.gov/#mandatory>
7. A supervisor or designee in each Division facility/program, shall coordinate and document completed training for each staff.

B. Professional Development:

1. Professional Development shall include topics established by the Division that are specific to the job assignment and/or enhance the skills of staff.
2. The Division's Training Bureau shall schedule and/or provide a variety of evidence based and professional level trainings to improve programming and enhance the professional development of staff.
3. Training topics shall support the programming and philosophy of the Division.
4. Staff shall attend and complete professional development training when required for their position, or voluntarily (with approval) as funding and facility scheduling will permit.
5. The Division's Training Bureau shall develop curriculums and testing for position certifications as determined appropriate for specific job titles and classifications, to demonstrate proficiency in the curriculum learned.
6. Facility/program supervisors and APD's will provide ongoing professional development or in-service training to their staff to ensure they have the resources necessary to be proficient in their job duties. This would also include booster training.
7. Supervisors and APDs shall utilize a "Program Fidelity Check List" to ensure interventions and techniques are being used in the way they are designed (adherence), and that staff are competent in the delivery of those interventions.

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C. Staff Training Expectations/Guidelines:

1. Professional Conduct: Staff shall maintain a professional demeanor when attending any training event. This includes professional interactions with presenters and participants, adherence to the dress code, and remaining actively involved in the training.
2. Attendance and Punctuality: Staff shall adhere to the scheduled start and end times and attend the entire training. Staff who are unable to attend a scheduled training shall notify a supervisor a minimum of 24-hours in advance. Supervisors shall notify the training unit when a scheduled staff is unable to attend and send a replacement when possible. Failure to complete the mandatory training or any of the required professional development training shall be reflected in the staff's performance evaluation and he/she may be considered for disciplinary action.
3. Non JJS Training: Requests for non-JJS training with a registration fee or to get work hours for such training, must be approved in advance by the facility/program APD and the Training Bureau Director.
4. Overtime: In accordance with the Fair Labor Standards Act (FLSA), staff shall be given compensatory time or overtime (depending on election made), for training hours over and above the 40 hour work week, including travel time. The training and overtime must be approved in advance. Staff shall be compensated for travel time to a training outside of their work location. Travel will begin at a staff's work location or home, whichever is closer to the training location.
5. Mileage: Staff shall utilize a State motor pool vehicle when available and carpool when possible, when traveling to and from a work scheduled training that is not held at your regular work location. In the event that staff must drive their own vehicle, staff may document the beginning and end mileage on the "Private Vehicle Usage Report", have it signed by a supervisor, and submit it for reimbursement at the allowable rate permitted.
6. Staff requiring special accommodations shall inform the training unit in advance.
7. Requests for exceptions to this policy shall be made in writing to the Training Bureau Director.

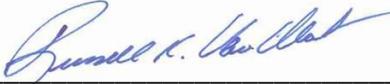
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**V. Continuous Renewal**

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.

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

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4/26/2016  
Signature Date

  
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Susan V. Burke, Director  
Division of Juvenile Justice Services

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4/26/2016  
Signature Date