

1.1. D.2 Juvenile Division Staff Training

I Policy Index:



Date Signed: 06/14/2018
Distribution: Public
Replaces Policy: 1D.2
Supersedes Policy Dated: 12/01/2015
Affected Units: Division of Juvenile Services
Effective Date: 06/25/2018
Scheduled Revision Date: March 2019
Revision Number: 10
Office of Primary Responsibility: DJS and DOC Administration

II Policy:

South Dakota Department of Corrections (DOC) Division of Juvenile Services staff will receive pre-service and in-service training in areas relevant to the performance of their duties. Staff training must meet the procedural guidelines outlined in this policy.

III Definitions:

Community Corrections Staff:

Director of Juvenile Services, Assistant Director, Performance Managers, Community Corrections Specialists, Juvenile Corrections Agent Supervisors, Juvenile Corrections Agents, Employment Specialists, Transportations Specialists, and Support/Clerical staff who interact with juveniles on a daily basis in a community setting.

Corrections Offender Management System (COMS):

A DOC database for staff use in the management, storage and collection of informational and statistical data pertaining to the Division of Juvenile Services and Juvenile Corrections Agent caseloads.

In-Service Training:

Includes any training obtained during the course of employment that provides the staff member with additional knowledge or skills relevant to the performance of their duties.

Pre-Service Training:

Training provided to staff prior to independent performance of assigned duties. Pre-service training may include classroom instruction, specialized training or organized on-the-job training programs within the correctional program.

Senior Juvenile Corrections Agent:

Senior Juvenile Corrections Agents serve as division field training officers. Senior Agents are assigned an area of specialization, to include one or more of the following: EBP curriculum specialist; Non-Violent Crisis Intervention (Mandt) and Risk/Needs Assessment Specialists.

Support Staff:

Staff assistants, secretaries, clerical staff, personnel assistants, accounting clerks/assistants and other similar positions that have minimal direct contact with juveniles.

Training:

An organized, planned and evaluated activity designed to achieve specific learning objectives. Training may occur on-site or off-site; through a contract service, at professional meetings or on the job through close and direct supervision (job shadowing or on the job training). Meetings of professional associations are considered training when there is clear evidence a curriculum that includes subject matter and topics that are related to or support the objectives and mission of the Division of the Juvenile Services.

Training Committee:

The Director of Juvenile Services, Assistant Director, Performance Managers, Community Corrections Specialists, Juvenile Corrections Agent Supervisors, Support Staff, Senior Juvenile Corrections Agents, and Juvenile Corrections Agents will make up the Training Committee. The role of the committee is to develop and maintain training curriculum and practices.

Training Cycle Year:

Training hours will be tracked according to the fiscal year. The training cycle will begin on July 1st and end June 30th.

IV Procedures:

1. Training Requirements:

- A. Staff will complete the pre-service training requirements contained JCC OM 6.1.D.1 [Staff Training Requirements](#) and DOC Policy 1.1.D.1 [Staff Training Requirements](#) prior to independently performing the duties of their position.
- B. Staff will receive annual in-service training as required.
- C. The Division of Juvenile Services Director or designee will review the annual and pre-service training requirements and curriculum periodically for appropriateness and make any necessary changes.

2. Minimum Training Standards By Job Category:

- A. The following chart establishes the minimum number of pre-service and in-service training hours required for various employment positions within the Division of Juvenile Services:

Employment Position	Pre-Service	Annual In-service
Community Corrections Support Staff/Clerical and Transportation Specialists (Minimum juvenile contact)	40	16
Community Corrections Specialists and Juvenile Corrections Agents Supervisors	40	40
Juvenile Corrections Agents	80	40

3. Pre-Service Training:

- A. All staff will participate in a minimum of forty (40) hours of pre-service training following hire. Training may include the following:
1. Mission, vision, values and goals
 2. Administrative issues and policies review
 3. Evidenced Based Practice in Corrections (NIC Model)
 4. Principals of Effective Intervention Introduction
 5. PREA standards
 6. Intake process requirements
 7. Assessments/screenings (YLS/CMI 2.0 introduction, MAYSI 2, JSOAP II, JSORRAT II, GAINS-SS)
 8. Case management requirements
 9. Placement options and procedures
 10. Foster Care
 11. Aftercare procedures
 12. JJRI referral form/process
 13. Effective case management
 14. Juvenile Interstate Compact (SDCL 26-12)
 15. Interstate Compact on the Placement of Children
 16. Sex offender registration
 17. Chemical dependency services
 18. Mental health services
 19. Court Services
 20. Americans with Disabilities (ADA) issues
 21. Mandt-Non-Violent Crisis Intervention Introduction
 22. Use of Restraints/Transport Policy/Use of Force/Search & Seizure
 23. Motivational Interviewing Introduction
 24. EPICS Introduction

25. Trauma introductory webinars
 26. DNA procedures
 27. SCRAM Introduction (on-line training)
 28. COMS introduction (to include completion of practice scenarios in train-juv)
- B. Job Shadowing.
1. Community Corrections staff will complete a 40 hour job shadow experience following completion of the classroom pre-service training. Juvenile Corrections Agents will not be assigned a case load until they have completed 100 hours of pre-service training.

4. In-service Training:

- A. Juvenile Corrections Agents and Supervisors will complete 40 hours of annual in-service training following hire and a minimum of 40 hours of training thereafter, as required. Training curriculum may include the following content areas:
1. Effective Case Management refresher
 2. Principles of Effective Intervention refresher
 3. Effective Practices in Community Supervision (EPICS) refresher
 4. Motivational Interviewing refresher;
 5. YLS 2.0 refresher
 6. Mandt
 7. Policy and operational memorandum changes/updates
 8. Cultural diversity
 9. Drug Identification, trends and testing
 10. Suicide Prevention and Intervention
 11. PREA standards
- B. Support staff and Transportation Specialists will attend a minimum of 16 hours in-service training per year. Support staff may also attend BOP sponsored trainings relevant to their employment position.

5. Documentation:

- A. The assigned Community Corrections Specialist or other designated staff person will maintain a training record for each staff member. This will include, at minimum, a cumulative record of the staff person's job title, pre-service training and in-service training hours since their hire date.
- B. The assigned Community Corrections Specialist or designee will ensure that training records are kept up to date on the state-wide Staff Training database in Citrix.

- C. Training records shall be retained for five (5) years following the staff member's termination from the Division of Juvenile Services, unless the staff member's training records are part of ongoing legal action which require the records to be retained past five years.

6. Responsibilities:

- A. Supervisors may access records within Citrix to verify training completed or required by staff. Training requirements for staff must be completed on or before June 30th.
- B. Staff is responsible for completing all required training and reporting any training completed outside the department to their supervisor and assigned Community Corrections Specialist or designee.

7. Exemptions:

- A. Any deviation from established training requirements for staff (see Section 2) must be justified to the Director of Juvenile Services or designee. The Director retains authority to approve or deny the request for exemption, which shall be documented and included in the staff member's training file.

V Related Directives:

ARSD [67:42:07:04](#)

DOC Policy 1.1.D.1 - [Staff Training Requirements](#)

STAR OM 5.1.D.3 – [Staff Training Requirements](#)

JCC OM 6.1.D.1 – [Staff Training Requirements](#)

VI Revision Log:

March 2002: **Revised** definition of Direct Care staff to delete word Uniformed from Security staff.

Added Placement Director and Foster Care Specialists to definition of Community Corrections staff.

Added reference to DSS licensing standards in Pre-Service Training requirements. **Revised** references to Sexual Harassment to read State Harassment policy. **Revised** section on Contact with Youth Under Supervision.

April 2004: **Changed** section on Effective Dates to Training Requirements for Institutional and Community Corrections Staff. **Deleted** reference to effective dates on training. **Moved** maintenance personnel from Support Staff to Clerical Staff. **Renamed** the section on Emergency/Temporary Employees, Interns and Contractual Personnel.

April 2008: **Revised** formatting of policy in accordance with DOC policy 1.1.A.2 Policy and Operational Memorandum Management. **Revised** title of policy to "Training for Juvenile Division Staff" vs. "Training for Juvenile Staff". **Added** "Division" when speaking of juvenile staff within the Policy statement. **Revised** definitions of "Clerical Staff" and "Support Staff" into one definition and renamed to "Support Staff". **Added** "Corrections Specialist" to the definition of Community Corrections Staff. **Changed** "CEO" to read "Superintendent or Director" in subsection (E of Training Requirements for Institutional and Community Corrections Staff) when referring to the individual responsible for monitoring training needs for each employee within their supervision. **Revised** sentence in subsection (A of Minimum Training Standards by Job Category section) to properly refer to chart. **Deleted** "Support (regular or daily contact)" and the 40 hour requirements from the Minimum Training Standards By Job Category section, **added** Community Corrections within the same section and **changed** "80" hours to "40" hours for the first year of training for professional specialists. **Deleted** "professional specialist staff" in subsection (B of Pre-service Training section). **Revised** structure and combined courses within the Pre-Service Training section. **Added** "DOC policies, Adolescent development, computers, and Performance appraisals, Introduction to counseling techniques, Medical services and special health concerns within the institution and Position specific overview to include job shadowing of an experienced fully trained staff to the list of training topics within the Pre-Service Training section. **Added** "excluding Community Corrections Staff" in regards to First Aid and CPR within the Pre-Service Training section. **Deleted** job shadowing, Crisis Prevention Institute

(throughout policy), excluding when referencing community corrections, Supervision of juveniles, Interpersonal relations, , performance appraisals and social culture lifestyles of the juvenile population from subsection (B of Pre-Service Training section) and **added** SMPT throughout policy when appropriate. **Deleted** "Clerical" in subsection (A of In-Service Training section). **Deleted** former subsection (B of In-Service Training section) specifying training requirements for Institutional Support Staff and reformatted bullets thereafter. **Added** the following training topics: Interpersonal communication, SMPT, use of force regulations, Juvenile supervision, Cultural diversity and awareness, Safety and security and emergency response update, Suicide and self-Harm issues, Report writing and First aid/CPR in subsection (C of In-Service Training section). **Revised** language in subsection (B6 and C11 of In-service Training section) to use People First language. **Added** "Other" in subsection (B of Emergency/Temporary Employees, Interns and Contractual Personnel section). **Clarified** subsection (C of In-Service Training section) to state that professional care staff will receive a minimum of 40 hours of in-service training the first year and direct care staff will receive a minimum of 80 hours of in-service training the first year with both receiving 40 hours of in-service training thereafter. **Deleted** "of a volunteer" in subsection (B1 of Emergency/Temporary Employees, Interns and Contractual Personnel section). **Added** the following section to the policy: "Documentation", "Responsibilities" and "Exemptions". **Added** "staff" throughout policy when referring to various DOC positions. **Changed** "Department of Corrections" to read "DOC" throughout policy when appropriate. **Added** "DOC policy" in front of policies in Related Directives section and **added** DOC policy 1.1.A.2 *Policy and Operational Memorandum Management* to the same section. **Revised** sentence, punctuation and spacing changes throughout policy.

March 2009: **Deleted** "clerical/support" staff from definition of Community Corrections Staff. **Added** reference to PREA in ss (A3) **deleted** excluding community corrections in ss (A13) and **clarified** "direct care" staff in ss (C) of Pre-Service Training. **Replaced** "may" with "shall" in ss (C and D of In-Service Training). **Revised** minor wording and grammatical changes throughout policy.

March 2010: **Revised** formatting of Section 1. **Revised** definition of Direct Care Staff with updated staff titles. **Added** definition of Training Cycle Year. **Added** reference to STAR OM 5.1.D.3 and JCC OM 6.1.D.1 in policy. **Deleted** former ss (B1 and B20) as covered within ss (B14), **revised** bullet structure of ss (B1-B19 and Da1-7) of In-Service Training. **Revised** title of BOP Anti-Harassment policy in Section V. **Added** hyperlinks.

March 2012: **Deleted** "daily" and **Replaced** with "regular" in definition of Professional Specialist staff. **Deleted** "food service and physical plant managers" from definition of Administrative/Management staff. **Added** "DOC Policy 1.1.D.1 Staff Training Requirements" to Section 1 C. **Deleted** "DOC policies, to include" from Section 3 A. 10. **Added** (DOC staff only) to Section 3 A. 17. **Added** 22. Bureau of Personnel State Government Orientation; 23. Overview of South Dakota Department of Corrections; 24. Overview of the Departments mission, goals, policies and procedures; 25. Summary of employee rights and responsibilities; and 26. Basic orientation of the COMS database and other applicable computer programs to Section 3. **Added** "Professional staff may attend training outside of in-service training offered at STAR and request to have these hours applied towards their in-service training. At a minimum, in-service training for professional specialist staff shall include a review of all applicable policies specified in DOC Policy 1.1.D.1 Staff Training Requirements and the" to Section 4 B. **Added** "(applicable staff only)" to Section 4 B. 4. **Added** "Training areas shall include applicable DOC policies (DOC Policy 1.1.D.1 Staff Training Requirements)" to Section 4. C. **Added** "applicable DOC policies, DOC Policy 1.1.D.1 in addition to the" to Section 4 D. **Deleted** "corrections" from Section 9 B.

March 2013: **Deleted** "Non Public" and **Replaced** with "Public". **Deleted** "contractual Juvenile Corrections agents" in Definition of CC staff. **Deleted** "Program" and **Replaced** with "Juvenile Community Corrections" in Section 3 D. 10. **Deleted** "Strategies for juvenile supervision" and **Replaced** with "Youthful Level of Services/Case Management Inventory" in Section 4 C. 1.

March 2014: **Added** 27 to Section 3 A. **Added** 2. to Section 4 B. **Added** "testing procedures" to Section 4 B. 4. **Deleted** "Child Development" and **Replaced** with "Principles and practices of child care" in Section 4 B. 10. **Deleted** "Gangs" and **Replaced** with "Substance abuse recognition, prevention, treatment and signs of intoxication and withdrawal in Section 4 11. **Added** 19 "Blood borne pathogens and infectious disease standard precautions and procedures" to Section 4 B.

November 2015: **Deleted** "if changes or additional training is required" and **Replaced** with "training topics and any changes in the training requirements" in Section 1 E. **Deleted** "in length and consists of at a

minimum the” and **Replaced** with “The training may include the following training components” in Section 3 A. **Deleted** 19. “Medical services and special health concerns within the institution” and **Deleted** 25 “Overview of staff rights” and **Deleted** 27 “Juvenile Gangs” in Section 3 A. **Deleted** 6. “Counseling techniques” in Section 3 B. **Deleted** C. “Any of the required pre-service training topics in Pre-Service training sections A and B may be covered in either of the two (2) training sessions, provided direct care staff complete a minimum of eighty (80) hours of pre-service training and all the topics are covered prior to staff independently performing the duties of their assigned position.” in Section 3. **Deleted** 6. “Juvenile Rights and regulations” and **Deleted** 9. “DOC policy review” in Section 4 C. **Deleted** 1-5 in Section 4 A. **Deleted** 1. “Communication skills and interpersonal communication” and **Deleted** 5. “Medication Aid” and **Deleted** 8. “Rules of evidence collection” and **Deleted** “Review of state anti-harassment policy” and **Deleted** 10. Principals and practices of child care” and **Deleted** “Offenders with special needs; developmental delays, mentally ill, females and young offenders” and **Replaced** with “Juvenile mental health topics, practices and programs” and **Deleted** 20. “Review of program content and any changes” and **Deleted** 21. Review of changes to statutes, policies and operational memorandums” in Section 4 B. **Deleted** 1-6 in Section 4 C. **Deleted** 1-5 in Section 4 D. **Deleted** “Emergency, Temporary Staff” in title of Section 5. **Deleted** “Emergency and temporary staff,” and **Deleted** “work” and **Replaced** with “have unsupervised access to juveniles” and **Deleted** “will” and **Replaced** with “may be required to” and **Added** “at the director of the Director, Superintendent or his/her designee” and **Deleted** “in the amount and subjects that are required for similar positions” in Section 5 A. **Deleted** “Other emergency and temporary staff” and **Deleted** “volunteers, part-time community corrections staff and medical doctors” and **Deleted** “a facility” and **Added** “may include the following training components” in Section 5 B. **Deleted** Section 6 “Other Training Procedures”. **Deleted** “Evidence of each staff member is meeting established training standards will be documented as follows” and **Replaced** with “The program training director or staff designated by the Director or Superintendent shall maintain a current record of training completed by each staff member” in Section 7 A. **Deleted** 1. “The state-wide Staff Training database will be maintained to indicate the general types and quantity of training received by each staff member” in Section 7 A. **Deleted** “A paper file will be maintained on each staff member” and **Replaced** with “Training records” and **Added** “copy of the training curriculum and number of training hours completed” and **Deleted** “location and will serve as the official training record” in Section 7 A. 2. **Deleted** “a minimum of three years from the date employment ends after which time the file will be destroyed” and **Replaced** with “the duration of the staff member’s employment with the department” in Section 7 B. **Deleted** C. “Individual training plans should be provided to career staff and their supervisors. These plans outline the minimum training required during each fiscal year. Staff and supervisors may use the plan to monitor progress throughout the year.” **Added** “compliance with required training” and **Deleted** “deficiencies that need to be addressed through additional training” and **Deleted** “A discussion of professional development progress and plans will be part of each staff member’s performance review” in Section 8 A. **Added** “completing all required training” and **Deleted** “monitoring their own progress toward the satisfaction of recurring training requirements and for “ and **Replaced** with “and reporting any training completed outside the department to their supervisor” and **Deleted** “the content and duration of training completed in a timely manner” in Section 8 B. **May 2018:** **Deleted** definition of “Direct Care Staff”, “Professional Specialist Staff” Administrative Management Staff” and **Added** definition of “Community Corrections Staff”, “Senior Juvenile Corrections Agent”, “Training Committee” and “COMS”. **Deleted** A. and B. in Section 1. **Updated** list of Pre-Service Training curriculum in Section 3. **Updated** list of training in Section 4. In-Service Training. **Deleted** Section 5. Interns, Contract Staff and State Agency Staff Assigned to DOC.

Denny Kaemingk (original signature on file)

Denny Kaemingk, Secretary of Corrections

06/14/2018

Date