

1.1.D.2 Juvenile Division Staff Training

I Policy Index:



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II Policy:

South Dakota Department of Corrections (DOC) Juvenile Division 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:

Direct Care Staff:

Security staff, youth supervisors, youth counselors, wellness instructors, youth treatment supervisors or any other position whose primary function is the supervision of juvenile offenders.

Support Staff:

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

Professional Specialist Staff:

Teachers, medical staff, mental health staff, and other staff who interacts with juveniles on a regular basis and who have completed required training in their professional discipline.

Administrative/Management Staff:

Superintendents, program managers, education coordinators.

Community Corrections Staff:

Director of Classification and Community Services, Placement Director, corrections specialists, juvenile corrections agent supervisors, juvenile corrections agents, and staff who interact with juveniles on a daily basis in a community setting.

Training:

An organized, planned and evaluated activity designed to achieve specific learning objectives. Training may occur on-site, at an academy, training center or institution of higher learning. Training will be presented by contract service, at professional meetings, or through supervised on-the-job training.

Pre-Service Training:

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

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.

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 for Institutional and Community Corrections Staff:

- A. New hires assigned to a juvenile institution will complete the pre-service staff training requirements contained STAR OM 5.1.D.3 [Staff Training Requirements](#) and DOC Policy 1.1.D.1 [Staff Training Requirements](#) prior to independently performing the duties of their position.
- B. Juvenile institution staff shall receive annual in-service training as required.
- C. New hires assigned to community corrections 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.
- D. Community corrections staff shall receive annual in-service training as required.
- E. The Superintendent, Director or his/her designee, will review the training requirements and curriculum periodically for appropriateness and to make any necessary changes in the training requirements.

2. Minimum Training Standards By Job Category:

- A. The following chart outlines the minimum number of pre-service and in-service training hours required for the various employment positions:

	Pre-Service	Annual In-service
Clerical /Community Corrections Clerical/Support (Minimum juvenile contact)	40	16
Professional Specialist (daily contact)	40	40
Direct Care Staff (full-time Supervision and/or services to juveniles)	80	40
Administrative/Management (Professional management positions)	*	80
Juvenile Corrections Agents and JCA Supervisors (Community Corrections)	40	40

3. Pre-Service Training:

- A. All categories of Juvenile Division staff, with the exception of administrative/management and community corrections staff, will participate in a minimum of forty (40) hours of pre-service training. Training may include the following:
1. New staff orientation;
 2. Juvenile system overview;
 3. Prison Rape Elimination Act (PREA);
 4. Institution orientation;
 5. Institution communication (telephone, computers and radios) and use of state vehicles;
 6. Safety & security procedures, to include key control and fire and emergency procedures;
 7. Supervision of juveniles, to include juvenile rules and regulations and rights and responsibilities of juveniles;
 8. Signs of suicide risks and precautions;
 9. Use of force policies;
 10. Code of Ethics;
 11. Reporting of abuse;
 12. Report writing;
 13. First aid and CPR;
 14. Adolescent development and social cultural lifestyles of the juvenile population;
 15. Cultural diversity/sensitivity;
 16. Communication skills and interpersonal relations;
 17. Information on ACES performance appraisals;
 18. Introduction to counseling techniques;
 19. Any requirement by the Department of Social Services licensing standards under ARSD [67:42:07:04](#);
 20. Position specific overview to include job shadowing an experienced fully trained staff;
 21. Bureau of Human Resources orientation;

22. Overview of South Dakota Department of Corrections;
 23. Overview of the Department's mission, goals, policies and procedures; and
 24. Basic orientation of the COMS database and other applicable computer programs.
- B. In addition to the forty (40) hours of pre-service training, direct care staff will complete forty (40) hours of pre-service training specific to the program they are assigned. Training may include the following:
1. Program mission and goals;
 2. Program operational memorandums;
 3. Program specific security procedures and key control;
 4. Job responsibilities;
 5. Safe Management Principles and Techniques (SMPT);
 6. Program logs and reporting;
 7. Information about juvenile phone and visitation privileges;
 9. Juvenile disciplinary and grievance procedures; and
 10. Drug testing.
- C. Community corrections staff will participate in a minimum of forty (40) hours of pre-service training. The training may include the following:
1. New staff orientation;
 2. Juvenile system overview;
 3. Position specific overview;
 4. Safety procedures;
 5. Supervision of juveniles;
 6. Code of Ethics;
 7. Reporting of abuse;
 8. Juvenile Community Corrections operational memorandums; and
 9. Cultural diversity/sensitivity.

4. In-service Training:

- A. Support staff will participate in a minimum of sixteen (16) hours of annual in-service training. The training curriculum will be determined by their supervisor and/or the program training director.

- B. Professional specialist staff and direct care staff will attend forty (40) hours of annual in-service training. Training may include the following:
1. Communication skills;
 2. Prison Rape Elimination Act (PREA);
 3. Drug testing procedures;
 4. Safe Management Principles and Techniques (SMPT);
 5. Searches and use of force;
 6. Juvenile mental health topics, practices and programs;
 7. Substance abuse recognition, prevention, treatment and sign of intoxication and withdrawal;
 8. Supervision;
 9. Cultural diversity and awareness;
 10. Emergency response;
 11. Suicide and self-harm prevention;
 12. Report writing;
 13. Basic first aid/CPR; and
 14. Blood borne pathogens and infectious diseases stand precautions;
- C. Juvenile corrections agents and supervisors will complete forty (40) hours of annual in-service training as determined by their supervisor and/or the program training director.
- D. Administrative/management personnel will complete eighty (80) hours of annual in-service training as determined by their supervisor and/or the program training director.

5. Interns, Contract Staff and State Agency Staff Assigned to the DOC:

- A. Interns and contract staff and others assigned to the DOC whose job duties include unsupervised access to juveniles, may be required to complete pre-service and annual in-service training at the direction of the Director, Superintendent or his/her designee.
- B. Interns, contract staff and others assigned to the DOC will complete orientation training. The training may include the following:
1. An overview of the responsibilities in a correctional setting;
 2. Applicable security standards;
 3. Supervision of juveniles;
 4. Code of Ethics; and

5. Any other information needed to fulfill their responsibilities.

7. Documentation:

- A. The program training director or staff designated by the Director or Superintendent shall maintain a current record of all training completed by each staff member.
 1. Training records will contain specific information regarding the training completed. This will include the course title, instructor's name, copy of the training curriculum and the number of training hours completed.
- B. The official training record/file for each staff member will be retained for the duration of the staff member's employment.

8. Responsibilities:

- A. Supervisors will periodically review the training records of staff under their supervision to identify compliance with required training. Deficiencies must be rectified in a timely manner and completed before June 30th of each fiscal year.
- B. Staff is responsible for completing all required training and reporting any training completed outside the department to their supervisor and/or the training director.

9. Exemptions:

- A. Any deviation from established training standards for community corrections staff (see Section 2) must be justified to the Director of Community Corrections. The exemption must be documented and placed in the staff member's official training file.
- B. Any deviation from established training standards for institutional staff (see Section 2) must be justified to the Superintendent of the STAR Academy. The exemption must be documented and placed in the staff member's official 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, 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.

Denny Kaemingk (original signature on file)

12/01/2015

Denny Kaemingk, Secretary of Corrections

Date