



<p style="text-align: center;">SOUTH DAKOTA</p>  <p style="text-align: center;">DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES</p>		POLICY NUMBER 1.1.D.2	PAGE NUMBER 1 OF 4
		DISTRIBUTION: Public	
		SUBJECT: Juvenile Division Staff Training	
RELATED STANDARDS:	None	EFFECTIVE DATE: May 01, 2023	
		SUPERSESSION: 03/17/2021	
DESCRIPTION: Training and Staff Development		REVIEW MONTH: March	 KELLIE WASKO SECRETARY OF CORRECTIONS

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) Juvenile Services division to provide planned, organized and evaluated training and development opportunities to staff. This is accomplished through a planned and coordinated training program to improve job performance and facilitate career development for DOC staff in order to elevate the level of professionalism among all participants.

II. PURPOSE

The purpose of this policy is to establish standards and assign responsibilities of the juvenile division training requirements. All juvenile division employees will be prepared for their job roles through completion of basic training, in-service and specialized training curriculums provided through the juvenile division.

III. DEFINITIONS

Basic Training:

Training during the beginning of an individual's employment to provide the knowledge and skills necessary for the individual to function in the assigned job specialties.

Community Corrections Staff:

Director of Juvenile Services, juvenile services specialists, juvenile corrections agent supervisors, juvenile corrections agents, and support / clerical staff employed by the DOC, full or part-time.

Juvenile Division Training Objectives:

Specific written goals each person is expected to achieve successfully to complete the assigned portions of the juvenile division training program.

Senior Juvenile Corrections Agent:

Staff that 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; 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 juvenile or adult offenders.

Training:

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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 a curriculum exists that contains subject matter and topics related to or supportive of the objectives of the Division of the Juvenile Services.

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. Basic Training Objectives-Juvenile Division:

- A. Inform and educate new/current Juvenile Community Corrections personnel in support of the training requirements. All new employees of the Division of Juvenile Services will receive basic training that consists of the following at minimum:
 - 1. Bureau of Human Resources State Government.
 - 2. Orientation Overview of South Dakota Department of Corrections.
 - 3. Administrative Issues.
 - 4. DOC Mission, Vision, Values.
 - 5. Standards of Conduct / Ethics / Professionalism.
 - 6. Mandatory Policy Review.
 - 7. Interpersonal Relationships / Communication Skills / Boundaries.
 - 8. Equity, Diversity, and Inclusion.
 - 9. PREA Standards.
 - 10. Comprehensive Offender Management (COMS) training.

2. Minimum Training Standards by Job Category:

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

Employment Position	Basic	Annual In-service
Community Corrections Support Staff/Clerical (Minimum juvenile contact)	40	16
Juvenile Justice Specialist and Juvenile Corrections Agents Supervisors	40	40
Juvenile Corrections Agents	80	40

- B. All newly appointed supervisors receive forty (40) hours of supervisory training within one (1) year of their appointment. This training at minimum covers the following areas:
 - 1. BHR Core Supervisory Skill classes.
 - 2. BHR Legal Compliance Training, and
 - 3. Other SDLearn electives as determined necessary.
- C. Basic Training Content for Juvenile corrections agent staff:
 - 1. Juvenile corrections agent staff will participate in a minimum of eighty (80) hours of basic training. Training will be provided through combination of individual instruction and on the job training as identified below:
 - a. Evidenced Based Practice in Corrections.
 - b. Principals of Effective Intervention Introduction.

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- c. Intake process requirements.
 - d. Assessments/screenings (YLS/CMI 2.0 introduction, MAYSI 2, JSOAP II introduction, JSORRAT II, GAINS-SS).
 - e. Case management.
 - f. Aftercare procedures.
 - g. Interstate Compact on Juveniles.
 - h. The Mandt System introduction.
 - i. Safety Guidelines, Use of Restraints/Transport Policy/Use of Force/Search & Seizure.
2. As outlined in the Juvenile Community Corrections Operations Manual and division training plans specific to (EPICS, YLS 2.0, ECM, Mandt), juvenile corrections agents will receive specialized training in identified curriculums within the first six (6) months of their employment and on-going coaching to ensure fidelity and sustain these efforts integral to our organizational culture.

3. In-service Training:

- A. Juvenile corrections agents, supervisors and juvenile justice specialists will complete forty (40) hours of annual in-service training.
1. Training curriculum may include the following content areas:
 - a. Effective Case Management (ECM) refresher.
 - b. Principles of Effective Intervention refresher.
 - c. Effective Practices in Community Supervision (EPICS) refresher.
 - d. Motivational Interviewing refresher.
 - e. YLS 2.0 refresher.
 - f. The Mandt System.
 - g. Policy changes/updates.
 - h. Cultural diversity.
 - i. Drug Identification, trends, and testing.
 - j. Suicide Prevention and Intervention.
 - k. PREA standards.
 - l. Use of Restraints / Pat Search refresher.
 2. Semi-Annual regional training will be provided to juvenile corrections agents. All training agendas shall be submitted to the director of Juvenile Services for approval to ensure consistency in both content and process.
 3. Other training opportunities may be available but not limited to community education, workshops, and seminars; local law enforcement; South Dakota Corrections Association; Bureau of Human Resources sponsored training, or any training that is determined to be necessary and related to the fulfillment of job responsibilities and development of staff.
 4. Training requests must be approved and in accordance with DOC Policy 1.1.D.1 *Staff Training Requirements*.
- B. Support staff will attend a minimum of sixteen (16) hours in-service training per year. Support staff may attend the BHR annual conference or access relevant training offered through SDLearn.

4. Documentation:

- A. The assigned support staff, 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, basic training, and in-service training hours since their hire date.
- B. The assigned support staff, or designee, will ensure that training records are kept up to date on the state-wide staff training database.

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- 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 (5) years.

5. Responsibilities:

- A. Supervisors are responsible for ensuring that their employees receive the training necessary to satisfactorily perform their duties.
- B. Supervisors will ensure that their subordinates perform only those duties for which they have received training.
- C. Juvenile justice specialists will coordinate basic training schedule for new employees.
- D. Staff may access training records to verify completed and required training for staff. Staff must complete all training requirements on or before June 30th of each year.
- E. Staff is responsible for reporting training completed outside the DOC to their supervisor and assigned support staff or designee.
- F. The Division of Juvenile Services director or designee will review annual and basic training requirements and curriculum periodically for appropriateness and make any necessary changes.

6. Exemptions:

- A. Any exemption in the established training requirements for staff must be justified to the director of Juvenile Services or designee by the trainer or supervisors. The director retains authority to approve or deny all requests for exemption, which shall be documented and included in the training records.

V. RESPONSIBILITY

The director of Juvenile Services is responsible for the annual review and maintenance of this policy.

VI. AUTHORITY

- A. ARSD 67:42:07:04

VII. HISTORY

March 2023
 March 2021
 April 2020
 March 2019
 March 2018
 November 2015
 March 2014
 March 2013
 March 2012

ATTACHMENTS *(*Indicates document opens externally)*

- DOC Policy Implementation / Adjustments