

1.1. D.2 Juvenile Division Staff Training

I Policy Index:



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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.

Mandt:

A comprehensive, integrated approach to preventing, de-escalating, and if necessary, intervening when the behavior of an individual poses a threat of harm to themselves and/or others. The focus of The Mandt System is on building healthy relationships between all the stakeholders in human service settings in order to facilitate the development of an organizational culture that provides the emotional, psychological, and physical safety needed in order to teach new behaviors to replace the behaviors that are labeled "challenging".

Pre-Service Training:

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

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 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 a curriculum exists that contains subject matter and topics related to or supportive of 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 successfully 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 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. The Mandt System 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)
 29. Juvenile Photo Procedures
 30. Policy Tech
 31. Department of Labor & Regulation
 32. Naloxone
 33. Carey Guides
- 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 80 hours of pre-service training.

4. In-service Training:

- A. Juvenile Corrections Agents and Supervisors will complete 40 hours of annual in-service training. 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
 12. Restraint/Pat Search refresher
- 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 Rapid City 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, pre-service training and in-service training hours since their hire date.
- B. The assigned Rapid City Support Staff, 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 completed and required training for staff. Staff must complete all training requirements on or before June 30th.
- B. Staff is responsible for reporting training completed outside the DOC to their supervisor and assigned Rapid City Support Staff or designee.

7. Exemptions:

- A. Any exemption in the established training requirements for staff (see Section 2) 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 Related Directives:

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

DOC Policy 1.1.D.1 - [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 regard 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.
March 2019: **Added** definition of “Mandt” **Deleted** “Non-Violent Crisis Intervention” and **Replaced** with Mandt in Section 3 A. 21. **Added** 29-33 to Section 3 A. **Deleted** “100” and **Replaced** with “80” in Section 3 B. 1. **Added** 12. to Section 4 A. **Deleted** “Community Corrections Specialist” and **Replaced** with “Rapid City Support staff” in Section 5 A.

Mike Leidholt (original signature on file)

Mike Leidholt, Secretary of Corrections

03/27/2019

Date