

## 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:

#### Basic Training Objectives

- A. Inform and educate new/current Juvenile Community Corrections personnel in support of the mission of the Department to provide for the necessary custody, care and supervision of juvenile offenders for the protection of the citizens of South Dakota.
- B. Inform and educate new/current Juvenile Community Corrections personnel in developing effective relationship skills to assist in establishing and maintaining productive, meaningful and professional relationships with youth, their families and other agencies.
- C. Inform and educate new/current Juvenile Community Corrections personnel in Community Corrections Operational Memorandums.
- D. Inform and educate new/current Juvenile Community Corrections personnel in juvenile justice specific issues, best practices and supervision skills.
- E. Inform and educate new/current Juvenile Community Corrections personnel in safety and security issues for the protection of personnel and juvenile offenders.
- F. To improve/enhance specific and overall job skills.

#### Community Corrections Staff:

Director of Juvenile Services, Performance Managers, Community Corrections Specialists, Juvenile Corrections Agent Supervisors, Juvenile Corrections Agents, 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, 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 to be carried out by Juvenile Community Corrections staff.

### **Training Cycle Year:**

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

## IV Procedures:

### 1. Training Requirements:

- A. Staff will successfully complete the pre-service 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 (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
  - 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, GAINSS)
  - 8. Case management requirements
  - 9. Placement options and procedures
  - 10. Aftercare procedures
  - 11. JJRI referral form/process

12. Effective case management introduction
  13. Adolescent Development/brain science research
  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. Developmental Disabilities
  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
  34. GPS introduction
- 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.
  1. Training curriculum may include the following content areas:
    - a. Effective Case Management 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. Mandt
    - g. Policy and operational memorandum changes/updates
    - h. Cultural diversity
    - i. Drug Identification, trends and testing
    - j. Suicide Prevention and Intervention
    - k. PREA standards
    - l. Restraint/Pat Search refresher
  2. As outlined in the Juvenile Community Corrections Training Manual and division training plans, Juvenile Corrections Agents will receive identified in-service training within the first six months of their employment and on-going coaching to ensure fidelity and sustain these efforts integral to our organizational culture.
  3. 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.
  4. Other training opportunities may be available but not limited to community education, workshops and seminars; local law enforcement; South Dakota Corrections Association; Semi-Annual Regional staff training; Annual Training, 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.
  5. 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 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 30<sup>th</sup> of each year.
- 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](#)

## VI Revision Log:

Removed revisions from March 2002 to March 2010.

**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 childcare” 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 childcare” 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.

**April 2020: Updated** definition of “Community Corrections Staff” and “Training Committee”. **Added** “Basic Training Objectives”. **Removed** reference to JCC OM 6.1.D.1 Staff Training Requirements. **Added** 14. to Section 3. **Added** a-d to Section 4 A. 12.

**March 2021: Deleted** “10. Foster Care” in Section 3 A. and **Renumbered** subsequent items in the same section. **Reformatted** Section 4 A. **Added** “of each year” to Section 6 A.

*Mike Leidholt (original signature on file)*

Mike Leidholt, Secretary of Corrections

03/17/2021

Date