

DEPARTMENT OF HUMAN SERVICES
JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No.: 02-01	Effective: 12/02/2003	Revision Date: 08/20/2021
Subject: New Staff Training		

I. Policy Statement

New Division staff shall complete facility/program orientation/training and shall complete the Department of Human Services' online New Employee Orientation training. Designated direct-care staff shall complete the JJS New Employee Training (NET) and complete all required certifications. Part-time staff and volunteers shall complete training commensurate with their job responsibilities.

II. Rationale

The purpose of this policy is to ensure that all new staff complete the mandatory orientation and new employee training. The training will help prepare staff to work for the Division, establish standards and expectations, and promote professionalism.

III. Definitions

“Facility/Program Training” is the unique and specific training (regarding program operation) that occurs at the staff’s actual work location. Each new employee will be responsible to work with their supervisor or designee to complete this training.

The Department of Human Services’ “New Staff Orientation” is online training provided through the Department to educate new staff about the system, including staff expectations, benefits, rights, and the interaction and coordination between the Divisions within the Department.

The “JJS New Employee Training (NET)” is a week-long training course administered by the Division to provide skill-based training and information about the Division. This includes crisis-intervention training, which will always be done in-person. Suicide prevention and other topics may be done online, depending on circumstances. CPR/1st Aid and Preventing Disease Transmission will be done separately online.

“Direct-care staff” are staff who have job responsibilities working directly with juveniles, including intake and control staff.

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“Schedule B/TL with benefits staff” are full-time, temporary staff substituting for career service staff.

“Schedule TL staff” are time-limited for less than half-time staff.

“Life-Safety courses” are:1) Suicide Prevention 2) Crisis Intervention 3) CPR and First Aid 4) Preventing Disease Transmission.

IV. Procedures

The Division shall provide orientation and training for new staff. Successful completion of all required training is necessary in order to complete the prescribed probationary period and be awarded merit status.

- A. All new or transferred Schedule B and TL, direct-care staff shall complete a facility/program orientation within the first thirty (30) days of employment. This training will be provided at the staff’s work location and will be specific to the job assignment. Completed documentation will be uploaded to the employee’s JJS Learning Portal profile.
- B. All Schedule B staff shall complete the Department's New Employee Orientation within the first ninety (90) days of employment.
- C. Designated Schedule B direct-care staff shall attend and complete the JJS New Employee Training within the first ninety (90) days of employment. For successful completion of the New Employee Training, staff must pass each training module successfully. Staff shall have three opportunities to pass each module successfully. Accommodations by the Training Bureau for language or any disability will be offered upon request.
- D. Non-direct-care staff (office, maintenance, medical and food services) shall attend and complete the facility/program orientation within the first thirty (30) days of employment, the Department's New Employee Orientation within ninety (90) days, and other mandatory training, as required annually. Non-direct-care staff are not required to complete New Employee Training.
- E. Maintenance staff shall receive Division training commensurate with their job responsibilities and as approved by the Division and Department.
- F. Schedule TL staff shall attend and complete the life-safety training requirements within (90) days and any other training required by the facility/program and division.

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V. Continuous Renewal

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Division of Juvenile Justice Services Executive Management Team, and is approved upon the signature of the director.



Brett M. Peterson, Director
Division of Juvenile Justice Services

08/20/2021

Signature Date