

DEPARTMENT OF HUMAN SERVICES
JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

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| Policy No.: 02-03 | Effective: 12/02/2003 | Revision Date: 08/20/2021 |
| Subject: Mandatory Training | | |

I. Policy Statement

Division staff are required to complete training as assigned in the JJS Learning Portal. Mandatory training and other professional development for each staff, will be commensurate with their job duties and responsibilities. Volunteers shall complete training when appropriate and commensurate with their responsibilities.

II. Rationale

The purpose of this policy is to establish the training standards necessary to develop and maintain qualified and professional staff.

III. Definitions

“Mandatory training” is training which is required and expected by the Division as a condition of continued employment.

“Professional Development” is supplemental training that is available to staff to improve programming and enhance skills, usually specific to a job assignment, and may or may not be required for certification.

IV. Procedures

A. Mandatory Training:

1. Mandatory Training topics shall be established by the Division, the Department of Human Services and Department of Human Resource Management. The Division shall make training available to staff and provide the time for staff to complete all of the training expectations.
2. Required training for each staff is determined by job title and classification.
3. Staff shall register or be registered for all training through the JJS learning portal.

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4. Staff shall complete mandatory training within the scheduled timeframes, and save and upload any certificates of completion unless already recorded in the JJS Learning Portal or Power DMS.
5. A supervisor or designee in each Division facility/program, shall coordinate and document completed training in the JJS Learning Portal for each staff.
6. Staff shall sign a roster provided by the trainer for entry into the learning portal to gain credit for attendance.

B. Professional Development:

1. Professional Development shall include topics established by the Division that are specific to the job assignment and enhance the skills of staff.
2. The Division's Training Bureau shall schedule and provide a variety of evidence based and professional level training to improve programming and enhance the professional development of staff.
3. Training topics shall support the programming and philosophy of the Division.
4. Staff shall complete professional development training when required for their position, or voluntarily (with approval) as funding and facility scheduling will permit. Staff will upload any certificates of completion or proof of attendance to their profile on the JJS learning portal.
5. The Division's Training Bureau shall provide curriculum and testing for position certifications as determined appropriate for specific job titles and classifications, to demonstrate proficiency in the curriculum learned.
6. Facility/program supervisors and APD's shall provide ongoing professional development or in-service training to their staff to ensure they have the resources necessary to be proficient in their job duties. This also includes booster training.
7. Supervisors and APDs shall utilize a "Program Fidelity Checklist" to ensure interventions and techniques are being used in the way they are designed, and that staff are competent in the delivery of those interventions.

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C. Staff Training Expectations/Guidelines:

1. Professional Conduct: Staff shall maintain a professional demeanor when attending any training event. This includes professional interactions with presenters and participants, adherence to the dress code, and remaining actively involved in the training.
2. Attendance and Punctuality: Staff shall adhere to the scheduled start and end times and attend the entire training. Staff who are unable to attend a scheduled training shall notify a supervisor a minimum of 24-hours in advance. Supervisors shall notify the training unit when a scheduled staff is unable to attend and send a replacement when possible. Failure to complete mandatory training or any of the required professional development training shall be reflected in the staff's performance evaluation and they may be considered for disciplinary action.
3. Non JJS Training: Requests for non-JJS training with a registration fee or to get work hours for such training, must be approved in advance by the facility/program APD and the Training Bureau Director.
4. Overtime: In accordance with the Fair Labor Standards Act (FLSA), staff shall be given compensatory time or overtime (depending on election made), for training hours over and above the 40-hour work week, including travel time. The training and overtime must be approved in advance. Staff shall be compensated for travel time to a training outside of their work location. Travel will begin at a staff's designated work location or home, whichever is closer to the training location.
5. Mileage: Staff shall utilize a State motor pool vehicle when available and carpool when possible, when traveling to and from a work scheduled training that is not held at your regular work location. In the event that staff must drive their own vehicle, staff may document the beginning and end mileage in ESS, and have it signed by a supervisor for reimbursement at the allowable rate permitted per DHS travel policy.
6. Staff requiring special accommodations shall inform the training bureau seven (7) days in advance of the training.
7. Requests for exceptions to this policy shall be made in writing to the Training Bureau Director.

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8. Online training needs to be dedicated scheduled time for which the employee is paid. Staff are expected and required to attend for the full scheduled time of the training and to be engaged in and participate during that time.

VI. 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