

Chapter: Training And Staff Development
Title: Compulsory Training Requirements for Correctional Staff

Effective Date: 12/1/11
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New

ACA Standard(s): N/A

(a) **Policy.**

Essential-qualified positions are those for which physical restraint of youth and administering first aid are essential job functions. Both new and current employees in an essential-qualified position must successfully complete the training requirements for that position as set out in PRS.39.19. Failure to successfully complete the required training may be grounds for termination of employment.

Both new and current employees in positions considered responsible for daily/routine direct care with youth must successfully complete the training requirements for those positions as set out in PRS.39.19 before being assigned or being allowed to retain sole supervisory responsibility for youth. Failure to successfully complete necessary training can result in termination for non-performance or being placed on layoff status.

Also see the Training Requirements Manual for additional clarification on training requirements for essential-qualified and non-essential qualified positions.

(b) **Rules.**

(1) **Essential-Qualified positions are:**

- (A) apprehension specialist (investigator)
- (B) caseworker/casemanager (halfway houses and McFadden Ranch)
- (C) community coordinator (human services specialist) halfway houses only
- (D) boot camp assistant superintendent–lieutenant colonel (program administrator) Sheffield only
- (E) boot camp captain (program administrator) Sheffield only
- (F) boot camp superintendent-commandant (program administrator) Sheffield only
- (G) director of security (program administrator)
- (H) director of transportation (program administrator)
- (I) gang & intervention specialist (human services specialist)
- (J) halfway house assistant superintendent (program administrator)
- (K) halfway house superintendent (program administrator)
- (L) juvenile correctional officer I-VI
- (M) recreation program specialist

(2) **New Essential-Qualified Employee Training.**

- (A) The hiring supervisor is responsible for notifying conditional essential-qualified employees of training requirements.
- (B) At the time employment papers are completed, new employees in essential-qualified positions will sign an acknowledgment that they understand the training requirements and the consequences of failing to successfully complete the training requirements.
- (C) A new employee hired for an essential-qualified position shall be scheduled to receive the agency's required pre-service training for that position within the first 30 days of employment.
- (D) The appropriate administrator who fails to ensure that a new employee in an essential-qualified position is enrolled in the required training program(s) within the first 30 days of employment must justify the failure in writing to the appropriate director of juvenile corrections.
- (E) The appropriate administrator shall ensure a new employee in an essential-qualified position attends and completes the required training program(s) within the first 60 days of employment.

- (F) If a new employee in an essential-qualified position does not attend and successfully complete the training for that position as set out in PRS.39.19 within 60 days of employment, that employee's employment will be terminated without any obligation or liability on the part of TJJJ other than payment for services actually rendered at the rate agreed upon.
- (G) Sole supervision responsibility is assigned only after the successful completion of the required training program(s). Successful completion is defined in PRS.39.19.

(3) Current Essential-Qualified Employee Training.

- (A) A current essential-qualified employee who fails to or is unable to successfully complete the required training will be retrained and re-tested within 90 days. If he/she does not attend and cannot successfully complete the required training by the end of the 90-day period, he/she will either be placed on layoff status or considered for termination due to non-performance.
- (B) The requirements of this policy are waived as to any employee who holds a position listed in (b)(1) above on October 1, 1997, and who, prior to September 1, 1997, has presented acceptable medical documentation of a condition which makes it impossible for the employee to successfully complete the physical training required for the position held. This waiver is effective for as long as the condition persists and the employee continues to hold the same position as a regular employee with no break in service, and cannot successfully complete the designated physical training. A second medical opinion may be requested. Annual medical recertification of the employee's condition may be required. An employee with a waiver under this policy who wishes to transfer to any other position covered in (b)(1) above must meet and maintain the training/physical capacity requirements of the new position within 60 days of transfer to that position.

(4) Sole Supervision–Non Essential Qualified positions are:

- (A) associate psychologist III/IV
- (B) case aide (clerk V)
- (C) caseworker/casemanager (institution only)
- (D) chaplain
- (E) director of institutional clinical services (manager)
- (F) education diagnostician
- (G) family involvement coordinator (coordinator of rehabilitation)
- (H) family therapist (clinical social worker)
- (I) fine arts project coordinator (human services specialist)
- (J) institutional placement coordinator (human services specialist)
- (K) parole aide (administrator technician)
- (L) parole officer I-V
- (M) program administrator (institution only)
- (N) psychologist I-III
- (O) quality assurance specialist I-III (human services quality control analyst)
- (P) teacher
- (Q) teacher aide
- (R) training specialist (field only, excluding software trainers)
- (S) vocational rehabilitation counselor (workforce development counselor)
- (T) volunteer services coordinator (institution only)
- (U) inspector general

(5) New Sole Supervision–Non-Essential Qualified Employee Training.

- (A) The hiring supervisor is responsible for notifying conditional sole supervision–non-essential employees of training requirements.

- (B) At the time employment papers are completed, the new sole supervision–non-essential qualified employee will sign an acknowledgment that they understand the training requirements and the consequences of failing to successfully complete the requirements.
 - (C) A new sole supervision–non-essential qualified employee shall be scheduled to receive the agency’s required preservice training for that position within the first 30 days of employment.
 - (D) The appropriate administrator who fails to ensure that a new sole supervision–non-essential qualified employee is enrolled in the required training program(s) within the first 30 days of employment must justify the failure in writing to the appropriate director of juvenile corrections.
 - (E) The appropriate administrator shall schedule a new sole supervision–non-essential qualified employee for the required training program(s) within the first 60 days of employment. If the new employee has not attended all required training classes within the first 60 days of employment, that employee’s employment shall be terminated without prejudice to the employee’s eligibility to reapply for employment or to be rehired at a later date.
 - (F) If a new sole supervision–non-essential qualified employee does not successfully complete the training as set out in PRS.39.19, the staff development division informs the trainee’s appropriate administrator.
 - (G) Depending on the employees’ job category, and only after consultation with the human resources management department and legal services, the employee will either be placed on layoff status, be considered for termination due to non-performance, or other arrangements will be made.
 - (H) Sole supervision responsibility is assigned only after the successful completion of the required training program(s). Successful completion is defined in PRS.39.19.
- (6) **Current Sole Supervision–Non Essential Qualified Employee Training.**
- (A) The appropriate training specialist is responsible for notifying appropriate administrator of sole supervision–non-essential qualified employees’ who are due for training.
 - (B) When a current sole supervision–non-essential qualified employee does not successfully complete required training within the required time limit. The training specialist presenting the program informs appropriate administrator of the "no credit."
 - (C) The appropriate administrator arranges for the current sole supervision–non-essential qualified employee to be retrained and retested within 90 days.
 - (D) If the sole supervision–non-essential qualified employee fails to attend and successfully completes the required training by the end of the 90-day period, the trainee’s supervisor will be informed.
 - (E) Depending on the employee’s job category, and only after consultation with the human resources management department and legal services, the employee will either be considered for termination due to non-performance, or other arrangements will be made. Also refer to PRS.01.10 .
- (7) **Training Requirements for Change in Employees Categories.**
- (A) Any current sole supervision–non-essential qualified employee who changes positions and as a result moves into a different category as defined in PRS.39.19 must complete the additional training required of the new position as defined in the Training Requirements Manual. This training must be completed within the required timeframe of starting the new position.

- (B) If the current sole supervision–non-essential qualified employee fails to attend and successfully complete the required training by the required timeframe, the training specialist department will inform the employee’s supervisor.
 - (C) Depending on the training requirements of the new job category, and only after consultation with the human resources management department and legal services, the employee will either be placed on layoff status, be considered for termination due to non-performance, or other arrangements will be make.
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