

Chapter: Training and Staff Development
Title: Disciplinary Dismissal from Training

Effective Date: 12/1/11
Page: 1 of 1
New

ACA Standard(s): N/A

(a) **Policy.**

Trainees who disrupt program activities will be dismissed from class and instructed to return to their work site. Authority to dismiss trainees rests with the individual conducting the training.

(b) **Rules.**

(1) The following applies to pre-service or any agency training conducted at the Texas Juvenile Justice Department (TJJD) Training Academy and Conference Center located at the Corsicana Residential Treatment Center, in Corsicana, Texas.

(A) The training specialist must contact the director of staff development and the employee's local administrator or designated representative immediately upon the employee's dismissal from class or as soon as it is feasible. If the incident resulting in dismissal occurs after hours or on the weekend, it is reported as soon as possible on the next business day.

(B) The trainee is not to be rescheduled for training until the reason for dismissal has been reviewed by the director of staff development and the employee's local administrator.

(2) The following applies to training conducted at TJJD field sites (institutions, regional offices, halfway houses, etc.).

(A) The training specialist must notify the employee's immediate supervisor and local administrator immediately upon the employee's dismissal from class or as soon as it is feasible.

(B) The trainee is not to be rescheduled for training until the reason for dismissal has been reviewed by the director of staff development and the employee's local administrator.
