

**Chapter: Training and Staff Development**  
**Title: Agency Training Program**

**Effective Date: 12/1/11**  
**Page: 1 of 4**  
**New**

**ACA Standard(s):** 4-JCF-4C-54, 6E-01, 6E-02, 6E-03, 6E-04, 6E-05  
6E-07, 6E-08, 6E-09, 6E-10, 6E-11, 6E-12

---

(a) **Policy.**

The Texas Juvenile Justice Department (TJJD) will provide employees with training required by applicable state laws and other training identified by the agency as appropriate for employees to obtain the knowledge and skills needed for successful performance of their job duties.

(b) **Definitions.**

For definitions of certain terms used in this policy, see the PRS glossary.

(c) **Procedures.**

(1) **Responsibility for Development and Implementation of the Training Program.**

The director for staff development is responsible for:

- (A) planning, coordinating, supervising, and administering the agency's training program;
- (B) establishing training requirements designed to meet or exceed standards set by state and federal legislation, the American Correctional Association, and TJJD;
- (C) ensuring that the training program is responsive to:
  - (i) position requirements;
  - (ii) professional development needs;
  - (iii) current issues; and
  - (iv) new theories, techniques, and technologies; and
- (D) ensuring that training is delivered by appropriately qualified individuals.

(2) **Facility Trainers.**

Each institution will have an assigned facility trainer. The facility trainer will be responsible for:

- (A) coordinating all aspects of the training program at the facility;
- (B) preparing the facility's monthly training schedule; and
- (C) providing the superintendent with the facility's monthly training schedule at least 30 days in advance, except when special circumstances (e.g., new training requirements) make it unfeasible to do so.

(3) **Field Trainers.**

Field trainers are responsible for coordinating training at Halfway Houses and District Offices and acting as substitute facility trainers when necessary.

(4) **Training Advisory Committee.**

A Training Advisory Committee will be established at each institution. In addition, one Halfway House Training Advisory Committee, representing all of the agency's halfway houses, and one

District Office Training Advisory Committee, representing all of the agency's district offices, will be established.

(A) **Responsibilities of the Training Advisory Committee.**

The committee will be responsible for:

- (i) reviewing training requirements and the facility's progress toward meeting the requirements;
- (ii) resolving training-related problems unique to the facility (e.g., scheduling problems);
- (iii) assessing employee training needs; and
- (iv) providing recommendations for changes to the training program to the director for staff development or his/her designee.

(B) **Committee Membership.**

(i) **Institution Training Advisory Committees.**

- (I) Each institution's committee will be chaired by the facility trainer and will include representatives from each department in the facility.
- (II) With the exception of the facility trainer, members of the committee will be appointed by the facility's superintendent.

(ii) **Halfway House Training Advisory Committee.**

- (I) The designated trainer for halfway houses will chair the committee.
- (II) Members of the committee will include each halfway house superintendent.

(iii) **District Office Training Advisory Committee.**

- (I) The designated trainer for district offices will chair the committee.
- (II) Members of the committee will include each parole supervisor and each quality assurance administrator.

(C) **Training Advisory Committee Meetings.**

- (i) Each committee will meet at least quarterly.
- (ii) The committee chair will:
  - (I) develop a written record of each committee meeting; and
  - (II) forward a copy of the record to the committee members and the director for staff development and, if applicable, the institution superintendent.

(5) **Annual Training Needs Assessment.**

The staff development department will conduct an annual training needs assessment.

(A) The purpose of the training needs assessment is to:

- (i) evaluate and assess current training requirements and other available training courses; and
- (ii) identify current job-related training needs.

(B) The annual training needs assessment will consider:

- (i) feedback from staff surveys regarding training needs;
- (ii) recommendations from training advisory committees; and
- (iii) evaluations from course participants.

**(6) The Agency Training Plan.**

The staff development department will develop an annual Agency Training Plan and submit the plan to the human resources director for approval prior to publication. The plan will:

- (A) provide an overview of the agency's current training requirements and available courses, including specific course descriptions and completion timelines; and
- (B) identify current job-related training needs based on the annual training needs assessment.

**(7) Training Delivery.**

All training is delivered by individuals qualified in the subject area in which they are conducting training.

(A) Training may be delivered by:

- (i) a staff development department training specialist (i.e., facility trainer, field trainer, or rehabilitation trainer); or
- (ii) an auxiliary (or adjunct) trainer, which may include:
  - (I) a field training officer (i.e., a JCO V or VI responsible for on-the-job pre-service training);
  - (II) a TJJJ employee in another position who has been trained to deliver a specific class or on-the-job training; and
  - (III) an external vendor contracted by TJJJ to deliver specific training.

(B) TJJJ employees must complete the appropriate training for trainers (T4T) class in accordance with the Agency Training Plan prior to assuming responsibility for delivering training to TJJJ staff. Additional requirements for individuals delivering training include:

- (i) staff development department training specialists are required to successfully complete at least 40 hours of annual training (which may include some T4T classes); and
- (ii) an employee acting as an auxiliary trainer must have six months of service in his/her position.

**(8) Compliance with Established Training Timelines.**

Supervisors are responsible for ensuring that subordinate employees are scheduled for required training within the timelines established in the Agency Training Plan.

**(9) Training Evaluation.**

At the conclusion of each training class, participants will be provided with a form to evaluate the training provided.

**(10) Maintenance of Training Records.**

The director for staff development will designate a staff development department employee to be responsible for:

- (A) maintaining and updating each employee's automated training records; and
- (B) certifying completion of all applicable pre-service training requirements.

**(11) Training Library.**

- (A) Library and reference services are available to complement the agency's training program.
  - (B) All necessary materials for training in field locations/facilities are provided by the Central Office Staff Development Department. Materials not readily available at field locations/facilities can be obtained through the director for staff development or his/her designee.
- 
-