

Chapter: Training and Staff Development
Title: Training Sites and Environment

Effective Date: 12/1/11
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New

ACA Standards: 4-JCF-6E-06

(a) **Policy.**

The Texas Juvenile Justice Department (TJJD) uses only training locations which promote an atmosphere conducive to the effective acquisition of new knowledge and skills. The area should be easily accessible to staff, free from distractions and beyond juvenile observation.

(b) **Rules.**

(1) **Sites.**

- (A) The staff development department operates the TJJD Training Academy and Conference Center located on the campus of the Corsicana Residential Treatment Center (CRTC). Sleeping and dining accommodations are provided on-site.
 - (i) Employees other than pre-service participants attending training at the TJJD Training Academy and Conference Center will receive per diem for breakfast, lunch and dinner meals.
 - (ii) Employees, other than CRTC employees, who conduct training at the TJJD Training Academy and Conference Center will receive per diem for breakfast, lunch and dinner meals.
 - (iii) Pre-service participants do not receive per diem.
 - (iv) The meeting rooms and dorm rooms are scheduled through the TJJD Training Academy and Conference Center. Contact the TJJD Training Academy training manager for specific instructions.
- (B) Training specialists provide needed/requested training.
 - (i) Facility or program administrators provide for a suitable location in which to conduct training for staff.
 - (ii) Equipment and supplies are made available as needed.

(2) **Environment.**

- (A) Room size must be adequate to comfortably accommodate trainees for the type of training scheduled.
 - (B) If audio-visual equipment or adequate space is not available at the work site, arrangements are made to borrow or rent the equipment and space.
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