

Chapter: Training and Staff Development
Title: Use of Videoconferencing Technology
for Training Seminars

Effective Date: 12/1/11
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New

ACA Standard(s): N/A

(a) **Policy.**

In order to minimize travel expenditures, the Texas Juvenile Justice Department (TJJD) uses interactive television, videoconference technology, and telephone conferences to the greatest extent possible for training seminars.

TJJD's executive director has designated the director of staff development to determine what is a training seminar and to authorize travel exceptions.

(b) **Rules.**

Definition.

(1) **Training seminar** - an event is a *training seminar* when:

- (A) it is planned, organized, and evaluated;
- (B) it has specific learning objectives;
- (C) it is not ongoing or recurring training;
- (D) it is no more than two hours in length;
- (E) it uses a lecture-based teaching method;
- (F) its purpose is to convey cognitive skills, as opposed to affective or psychomotor skills; and
- (G) its attendees include only individuals who are TJJD employees.

(2) Training events which do not meet the definition of *training seminar* include, but are not limited to, the following:

- (A) Pre-service
- (B) Handle With Care
- (C) CoNEXTions
- (D) Cognitive Life Skills
- (E) Strategies for Juvenile Supervision
- (F) Phase Assessment Training
- (G) The Seven Habits of Highly Effective People
- (H) First Things First
- (I) Building Trust
- (J) Getting to Synergy
- (K) Supervision: Just for Starters
- (L) Staff Supervision for Corrections Professionals
- (M) Any other event determined by the executive director or his/her designee not to be a training seminar.

(c) **Procedures.**

(1) Organizers of training events conducted by TJJD (excluding the ones cited in (b)(1)(B) above) to which TJJD employees must travel to attend must obtain their administrator's approval and submit the Videoconferencing Technology Training form, TRN-380, to the director of staff development no later than 30 days before the event.

- (A) The organizer describes the event, with beginning and ending dates, total clock hours of training, number of attendees expected and their work locations, and the estimated travel costs.

- (B) The TRN-380 form provides the definition of *training seminar* and asks the organizer of the event to state whether or not his/her event meets the definition.
 - (2) The TRN-380 form is sent to the director of staff development who, based on the information provided by the event organizer and any other relevant information, indicates whether or not the event is a *training seminar*.
 - (A) If the director of staff development **does not** define the event as a *training seminar*, he/she signs the TRN-380 form, keeps the original, and returns a copy to the event organizer no later than 15 days before the event is to take place.
 - (B) If the director of staff development defines the event as a *training seminar* and trainees must nevertheless travel to attend it, the director of staff development, using reasonable criteria, must certify the following circumstances, sign the TRN-380 form, keep the original, and return a copy to the event organizer no later than 15 days before the event is to take place:
 - (i) the agency does not possess interactive television or videoconference facilities at the designated headquarters of the trainees; *and*
 - (ii) the agency cannot purchase or lease such facilities at a cost less than the total travel expenses associated with the seminar; *and*
 - (iii) the agency does not have access to another agency's facilities in the same city.
 - (3) A copy of the TRN-380 form must be attached to each travel voucher submitted in connection with the event.
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