

TRAINING AND STAFF DEVELOPMENT

	DIVISION OF CHILD AND FAMILY SERVICES Juvenile Justice Services STATEWIDE POLICY
SUBJECT:	Training and Staff Development
POLICY NUMBER:	100.05
EFFECTIVE DATE:	6/9/2017
APPROVED BY:	Ross Armstrong Deputy Administrator – Juvenile Justice Services
DATE:	RAB 5/9/17
SUPERSEDES:	Ycs-pl6
APPROVED BY:	Kelly Wooldridge Administrator – Division of Child and Family Services
DATE:	5/5/17
REFERENCES:	NRS 63.190, NAC Chapter 63B ACA: JCF-6E-01, 4-JFC-6F-02, 4-JCF-6E-03, 4-JCF-6E-04, 4-JCF-6E-05, 4-JCF-6E-06, 4-JCF-6E-08, 4-JCF-6E-09, 4-JCF-6E-11, 4-JCF-6F-12, 4-JCF-6E-13 Prison Rape Elimination Act of 2003; PREA Juvenile Facility Standards, 28 CFR Part 115
ATTACHMENTS:	None

I. SUMMARY

It is the policy of the Division of Child and Family Service Juvenile Justice Programs (DCFS/JJ) to ensure that all employees and volunteers be provided valuable training that enhances knowledge and reinforces quality skills sets, while building on individual strengths. Staff training and development is designed to meet the needs of all youth in our care. This policy establishes minimum training requirements and does not prevent a juvenile justice program from establishing additional training requirements.

II. DEFINITIONS

Facility: Caliente Youth Center, Nevada Youth Training Center, Summit View Youth Center.

Learning Standards: A written description of educational objectives, organized by topics that enhances the learners training achievement.

LGBT: Lesbian, Gay, Bisexual, Transgender, Questioning, Intersex or other recognized classifications of sexual orientation, gender identity, or gender expression.

Literature: The written expression dealing with a particular training subject.

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Prison Rape Elimination Act (PREA) – A federal law passed in 2003 that supports the elimination, reduction, and prevention of sexual assault, sexual harassment and rape within correctional facilities. This law applies to all federal, state, county, local, and private facilities.

Training Curriculum: Educational contexts with structured learning materials.

III. STAFF ORIENTATION

- A. Each facility and the Youth Parole Bureau shall develop a new hire orientation program that properly introduces the operations of the agency and expectations of the new employee. A detailed description shall be included in the facilities' and Youth Parole Bureau's SOP.
- B. Orientation programming shall include an opportunity for new staff to meet the management and supervisory teams.
- C. Orientation material shall include but not be limited to basic job duties, work performance standards, essential job functions, agency policies, procedures and expectations, and chain of command.
- D. Upon hire, all facility employees, volunteers, interns, and contractors must be trained in PREA standards before any contact with youth, and receive annual training (DCFS/JJ policy 300.09). See section X for more details.

IV. TRAINING PLAN

- A. Each juvenile justice program shall develop a well-organized curriculum with subject content that is evidence-based. The course material shall include literature that is effective in improving the employee's knowledge and support their professional growth.
- B. Each juvenile justice program shall evaluate the training needs of the employees and make adjustments accordingly.
- C. The training officer shall seek the approval from the Superintendent, Chief or designee concerning any changes to the training curriculum.
- D. Facility training officers shall make every effort to develop a training schedule with dates and times that reduces an inconvenience to swing or night shift staff whenever possible.
- E. Training instructors must possess sufficient expertise to provide a training on a specific topic.
- F. The learning standard shall address a staff member's ability to meet work performance standards and shall include a wide-range of learning objectives that reflects the mission and values of DCFS/JJ.

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- G. The training plan shall be designed with a variety of teaching approaches, i.e. lecture, video's, hands-on, group discussion, role play or situational, PowerPoints and team building. The teaching approach shall be nonthreatening in fashion.
- H. The learning standards shall be reviewed annually by the training officer. A summary report of the learning standards shall be submitted to the Superintendent or Chief.
- I. The training space shall be conducive to the course topic.
- J. The training plan must include all training required by the State of Nevada including but not limited to sexual harassment and information technology security.
- K. A record of staff attendance in a training shall be maintained by the training officer.

V.FACILITY TRAINING

- A. Juvenile Justice facilities shall ensure compliance with NRS 63.190:
 - 1. The superintendent of a facility shall ensure that each employee who has direct contact with youth in the facility receives training within 90 days after employment and annually thereafter. Such training must include, without limitation, instruction concerning:
 - a. Controlling the behavior of youth;
 - b. Policies and procedures concerning the use of force and physical restraints of children;
 - c. The rights of children in the facility;
 - d. Suicide awareness and prevention;
 - e. The administration of medication to youth;
 - f. Applicable state and federal constitutional and statutory rights of youth in juvenile justice programs; and
 - g. Policies and procedures concerning other matters affecting the health, welfare, safety and civil and other rights of children in the facility.
 - h. Working with LGBT youth
- B. Juvenile Justice facilities shall also comply with NAC 62B by training on the following topics within 90 days of employment and annually thereafter:
 - 1. Proper reporting of suspected child abuse or neglect;
 - 2. Proper reporting and investigation of sexual harassment or sexual misconduct pursuant to PREA;

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3. The conditions and limitations of the use of corrective room restriction set forth by NRS 62B.215 and Division policy;
 4. The plan for care of children in the institution during disasters pursuant to NRS 62B.220;
 5. Trauma-informed care of children; and
 6. Data collection
- C. Juvenile Justice facilities shall ensure anyone with supervisory duties over other employees are trained in the topics listed in A and B of this section and in addition:
1. Proper completion of employee appraisals, disciplinary measures, and timekeeping;
 2. The provisions of the “Juvenile Detention Facility Standards” as adopted by the Juvenile Justice Commission;
 3. The disproportionate contact of children belonging to a racial or ethnic minority group with the juvenile justice system;
 4. Performance Based Standards requirements;
- D. Facilities with POST certified personnel shall ensure sufficient opportunities are provided for staff to maintain their POST certification.
- E. The facilities shall comply with the Juvenile Justice Program Office training reporting requirements.

VI. YOUTH PAROLE BUREAU TRAINING

- A. The Youth Parole Bureau shall ensure sufficient training opportunities so that staff maintain their POST certifications.
- B. In addition to the requirements established by POST, the Youth Parole Bureau shall ensure staff are trained annually on the following topics:
1. The proper reporting of suspected child abuse or neglect;
 2. Proper courtroom testimony, representation, and attire;
 3. Parole Counselor’s role in facility Performance Based Standards;
 4. Trauma-informed care for children;
 5. The disproportionate contact of children belonging to a racial or ethnic minority group with the juvenile justice system;
 6. Data collection;

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7. The Youth Parole Bureau's Supervision Policy;
8. Working with LGBT youth

VII. TRAINING EVALUATIONS

- A. Each training course shall have the participants complete a course evaluation. The evaluations shall be used to measure the effectiveness of the course, the materials, the instructor(s), and the training setting.
- B. Staff shall have an opportunity to request a specific training topic that will enhance the skills of staff.

VIII. STAFF LIBRARY

- A. Each juvenile justice program shall create a staff library and maintain the content of learning resources such as textbooks, professional magazines and other scholarly literature that related to juvenile justice or related services.
- B. The training officers shall maintain the staff library.

IX. OUTSIDE TRAININGS

- A. All training request for non-agency sponsored trainings will be considered on an individual basis and will be dependent on agency budget and program needs.

X. SPECIAL PREA TRAINING REQUIREMENTS FOR FACILITIES

- A. Facilities must comply with the Division PREA Policy as it relates to staff training. This includes but is not limited to:
 1. **Basic Requirement:** PREA training must be provided upon hire and annually thereafter. Training must include a clear definition of responsibilities and timeframes by job title of what to do in the event of a PREA allegation.
 2. **Documentation:** The facility PREA Compliance Manager will keep records of dates of staff training and will ensure staff receives a refresher training, at a minimum, every one (1) year. The facility PREA Compliance Manager will provide this data to the PREA Coordinator quarterly.
 3. **Investigator Training:** All Division and facility staff who will complete investigations of PREA allegations must receive specialized training in techniques for interviewing juvenile sex abuse victims, proper use of Miranda and Garrity warnings, sexual abuse evidence collection, evidence storage, and the criteria and evidence needed to substantiate a case of sexual abuse or sexual harassment. Further, this targeted staff must know the requirements of when to make a referral to local law enforcement. This training will include the National Institute of Corrections (NIC) online training titled PREA: Investigating Sexual Abuse in a

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Confinement Setting and Investigating Sexual Abuse in a Confinement Setting: Advanced Investigations. The facility PREA Compliance Manager will keep a record of training received by these targeted individuals. The facility PREA Compliance Manager will provide this data to the Division upon request.

4. **Medical Staff Training:** Facility medical staff will complete, in addition to employee PREA training, the National Institute of Corrections (NIC) online training entitled PREA: Medical Health Care for Sexual Abuse Victims in a Confinement Setting, within three months of hire date. The facility PREA Compliance Manager will keep a record of this training. The facility PREA Compliance Manager will provide this data to the Division upon request.
5. **Mental Health Staff Training:** Facility mental health staff will complete, in addition to employee PREA training, the National Institute of Corrections (NIC) online training entitled PREA: Behavioral Health Care for Sexual Assault Victims in a Confinement Setting, within three months of hire date. The facility PREA Compliance Manager will keep a record of this training. The facility PREA Compliance Manager will provide this data to the Division upon request.
6. **Volunteer and Contractor Training:** All volunteers and contractors, who have contact with residents/youth, shall have been trained, prior to contact with youth, at a minimum on the agency's zero-tolerance policy regarding sexual abuse and sexual harassment and informed how to report such incidents.
7. Refer to DCFS/JJ Policy 300.09

XI. PROCEDURE

- A. Each facility and the Youth Parole Bureau shall develop a Standard Operating Procedure (SOP) for this policy including but not limited to:
 1. Determining which trainings are required before permitted direct unsupervised contact with youth;
 2. Setting timeframes for training plan review;
 3. Documenting completed training;
 4. Review of trainer qualifications; and
 5. Selecting training materials