


## Training and Staff Development

	<b>DIVISION OF CHILD AND FAMILY SERVICES</b> <b>Juvenile Justice Services</b> <b>STATEWIDE POLICY</b>
<b>SUBJECT:</b>	Training and Staff Development
<b>POLICY NUMBER:</b>	DCFS/JJS 100.05
<b>EFFECTIVE DATE:</b>	9/27/2021
<b>APPROVED BY:</b> <b>DATE:</b>	Kathryn Roose, Deputy Administrator, Division of Child and Family Services 9/15/2021
<b>SUPERSEDES:</b>	Training and Staff Development DCFS/JJS 100.05 Effective 06/01/2017
<b>APPROVED BY:</b> <b>DATE:</b>	Ross Armstrong, Administrator, Division of Child and Family Services 9/15/2021 
<b>REFERENCES:</b>	NRS 62B.212, NRS 62B.215, NRS 62B.220, NRS 62B.250, NRS 62B.510, NRS 63.210; Quality Assurance (DCFS/JJS 100.11); Youth Grievance Procedure (DCFS/JJS 300.01); Youth Rights (DCFS/JJS 300.03); Privilege and Discipline (DCFS/JJS 300.08); Prison Rape Elimination Act (PREA) (DCFS/JJS 300.09); Confinement Use and Reporting DCFS/JJS 300.13); Suicide Prevention (DCFS/JJS 400.01); Medication Administration and Management (DCFS/JJS 400.02); Youth Level of Service/Case Management Inventory (DCFS/HHS 500.17); Screening and Evaluation (DCFS/JJS 500.18)
<b>ATTACHMENTS:</b>	Attachment A: Comprehensive List of Juvenile Justice Trainings Attachment B: Mandatory Training Requirements State of Nevada Attachment C: Juvenile Detention Standards

### I. SUMMARY

The Division of Child and Family Services (DCFS) shall ensure all staff associated with a state facility and the Youth Parole Bureau receive training in accordance with federal law, state law, and best practice. Staff training and development is designed to meet the needs of all staff and youth.

### II. PURPOSE

To outline minimum training requirements for staff within a state facility and the Youth Parole Bureau (YPB).

### III. DEFINITIONS

- A. Cultural Competency: An understanding of how people and institutions can respond respectfully and effectively to people of all cultures, economic statuses, language backgrounds, races, ethnic backgrounds, disabilities, religions, genders, gender identities or expressions, sexual orientations, veteran statuses, and other characteristics in a manner which recognizes, affirms, and values the worth and preserves the dignity of people, families, and communities.

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- B. Facility: Caliente Youth Center, Nevada Youth Training Center, Summit View Youth Center.
- C. LGBTQI: Acronym for Lesbian, Gay, Bisexual, Transgender, Questioning, and Intersex. This acronym can be inclusive of other recognized classifications of sexual orientation, gender identity, or gender expression.
- D. Peace Officers' Standards and Training (POST): A regulatory agency that establishes and maintains the minimum qualifications, training, and standards for Nevada's peace officers.
- E. Prison Rape Elimination Act (PREA): A federal law that supports the prevention, detection, and response to sexual abuse and sexual harassment within facilities. This law applies to all federal, state, county, local, and private facilities that house adults and juveniles.
- F. Tyler Supervision: The electronic case management system utilized by DCFS.

### IV. GENERAL TRAINING REQUIREMENTS

- A. Each facility and the Youth Parole Bureau shall develop a training program including:
  - a. An orientation that properly introduces operations and expectations to new employees.
  - b. Scheduled refresher trainings as required by law or policy; and
  - c. Opportunities for refresher trainings as needed for staff who have exhibited performance issues, for unsatisfactory results of audits or quality assurance reviews (Quality Assurance (DCFS/JJS 100.11)), or at the discretion of the Superintendent, Chief of Parole, or facility Training Officer.
- B. Orientation programming shall include an opportunity for new staff to meet the supervisory teams and the Administrator and/or Deputy Administrator. In addition, orientation programs shall include review of the current DCFS Strategic Plan.
- C. Training program material shall include, but is not limited to, basic job duties, work performance standards, essential job functions, DCFS policies and procedures, and the facility or Youth Parole Bureau chain of command.
- D. Participants shall complete a course evaluation following each training course. The evaluations shall be used to measure the effectiveness of the course, the materials, the instructor(s), and the training setting.
- E. Staff shall have an opportunity to submit a request for a specific training topic that will enhance the skills of staff to the facility Training Officer or YPB Unit Manager.
- F. The facility Training Officers and designated YPB Unit Managers shall maintain a roster of all staff who attend trainings.

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- G. Facility Training Officers shall provide an annual report to the Juvenile Justice Programs Office on the number of new hires and existing employees received training within requirements by subject by February 15 of each year, per NRS 62B.250 and NAC 62B.100.
- H. The Youth Parole Bureau shall provide an annual report to the Juvenile Justice Programs Office on the number of new hires and existing employees received training within requirements by subject by February 15 of each year.
- I. Contractors may be used for trainings at the discretion of the Superintendent and Chief of Parole.

### **V. TRAINING PLAN & STANDARDS**

- A. Each facility and the Youth Parole Bureau shall develop a Training Plan which shall cover one year. The Training Plan shall be submitted to Juvenile Justice Programs Office Social Services Chief by December 1 of each year for the following calendar year.
  - a. The Juvenile Justice Programs Office Social Services Chief shall compare trainings against federal and state requirements.
  - b. Facility Training Officers shall make every effort to develop a Training Plan for refresher trainings with dates and times, and that reduces any inconvenience to swing or night shift staff, whenever possible.
  - c. The training plan shall be designed with a variety of teaching approaches (e.g., lecture, videos, hand-on, group discussion, role play or situational, PowerPoints, team building).
  - d. The training platform shall be conducive to the course topic.
  - e. Learning objectives/standards must meet the criteria of state and/or federal law, and best practice standards.
  - f. Learning objectives/standards shall address a staff member's ability to meet work performance standards.
- B. Each facility and the Youth Parole Bureau shall develop, purchase, or contract with a vendor to obtain well-organized training curricula with subject content that is evidence-based when available. The course material shall include literature that is effective in improving the employee's knowledge and supports their professional growth.
- C. Specific trainings may be subject to approval by the Juvenile Justice Programs Office Social Services Chief. Facilities and the Youth Parole Bureau will be notified when approval is required.

### **VI. FACILITY TRAINING**

- A. Each employee who has direct contact with youth in the facility shall be trained on PREA before working with any youth in the facility per Prison Rape Elimination Act (PREA) (DCFS/JJS 300.09).

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- B. Each employee who has direct contact with youth in the facility shall receive the following training within 90 days of hire and annually thereafter pursuant to NRS 62B.250:
- a. Controlling the behavior of youth per Privilege and Discipline (DCFS/JJS 300.08), Youth Grievance (DCFS/JJS 300.01), Use of Force (DCFS/JJS 300.02).
  - b. Use of force and restraints of youth per Use of Force (DCFS/JJS 300.02) and Use of Force Review (DCFS/JJS 300.04).
  - c. The rights of youth in the facility per NRS 62B.510 and Youth Rights (DCFS/JJS 300.03).
  - d. Suicide awareness and prevention per Suicide Prevention (DCFS/JJS 400.01).
  - e. The administration of medication to youth per Medication Administration (DCFS/JJS 400.02).
  - f. Applicable state and federal constitutional and statutory rights of youth in juvenile justice programs including (NRS 63.210 & The Individuals With Disabilities Act (IDEA)):
    - i. Equal access to education and vocation training
    - ii. Providing free education to all students, including those with disabilities
    - iii. Free from discrimination based on race, color, national origin, gender, gender identity, and disability
    - iv. Providing services or auxiliary aids to students with hearing, vision, or speech disabilities.
    - v. Meeting the needs of learners whose primary language is not English so they can participate in education.
  - g. Policies and procedures concerning other matters affecting the health, welfare, safety and civil and other rights of youth in the facility (Addressed in Section D: Trainings required pursuant to state policy (Attachment A)).
  - h. Working with LGBTQ youth (NRS 62B.212).
- C. Each employee who has direct contact with youth in the facility shall receive the following training within 90 days of hire and annually thereafter pursuant to NAC 62B.100:
- a. Proper reporting of suspected child abuse or neglect per Child Abuse and Neglect Reporting (DCFS/JJS 300.06).
  - b. Proper reporting and investigation of sexual harassment or sexual misconduct per Prison Rape Elimination Act (PREA) (DCFS/JJS 300.09).
  - c. The conditions and limitations of the use of corrective room restriction (NRS 62B.215; Confinement Use and Reporting (DCFS/JJS 300.13)).
  - d. The plan for care of youth during disasters (NRS 62B.220; Disaster Plan (DCFS/JJS 300.10)).
  - e. Trauma-informed care.
  - f. Data collection (Documentation Standards (DCFS/JJS 100.13)).

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- D. Trainings related to implicit bias and cultural competency must be completed at least once every two years pursuant to NRS 62B. The trainings must include, without limitation, instruction which:
- a. Explains what implicit bias is, where implicit bias comes from, the importance of understanding implicit bias and the negative impacts of implicit bias and offers examples of actions that can be taken to reduce implicit bias.
  - b. Provides information regarding cultural competency, including, without limitation, sensitivity to the needs of children, lesbian, gay, bisexual, and transgender persons, racial and ethnic minorities, religious minorities, and women; and
  - c. Provides information regarding:
    - i. Socioeconomic conditions in various areas in this State.
    - ii. Historical inequities in the juvenile justice and criminal justice systems; and
    - iii. The impact of trauma and adverse child experiences on the decision making and behaviors of children.
- E. Additional trainings required for all facility staff include:
- a. Trainings required pursuant to state policy (Attachment A)
  - b. State of Nevada mandatory trainings for staff and supervisors (Attachment B)
  - c. DCFS mandatory trainings
  - d. Youth Mental Health First and Psychological Aid
  - e. Within 90 days of hire, all staff must be trained in basic first aid and cardiopulmonary resuscitation (CPR) and provide a copy of their verification card to the Training Officer.
    - i. Trainings shall be conducted in person with hands-on practice.
    - ii. Training Officer shall maintain a roster of CPR Certification and expiration and notify staff when recertification is required.
    - iii. All staff shall be recertified as necessary to maintain active certification.
    - iv. This training shall include assessing for shock and proper use of a defibrillator.
    - v. It is recommended each facility ensures at least one staff person maintains a current CPR instructor certification.
- F. Additional training requirements for supervisors at DCFS facilities include:
- a. The provisions of the “Juvenile Detention Facility Standards” as adopted by the Juvenile Justice Commission (NAC 62B.100; Attachment C).
  - b. The disproportionate contact of children belonging to a racial or ethnic minority group with the juvenile justice system (NAC 62B.100).
- G. Facilities, as required, with POST certified personnel shall ensure sufficient opportunities are provided for staff to maintain their POST certification.
- a. The facility Lieutenant shall document all training requirements to maintain their certification and those of facility Sergeants.
  - b. All POST training will be submitted to the Youth Parole Bureau.

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## VII. YOUTH PAROLE BUREAU TRAINING

- A. POST-certified Youth Parole Bureau staff shall complete all trainings as outlined in [NAC 289.150](#).
  - a. The Youth Parole Bureau shall ensure sufficient training opportunities, so staff maintain their POST certifications.
  
- B. Youth Parole Bureau staff shall complete the following trainings:
  - a. Trainings required pursuant to state policy (Attachment A)
  - b. State of Nevada mandatory trainings for staff and supervisors (Attachment B)
  - c. DCFS mandatory trainings
  - d. Proper courtroom testimony, representation, and attire
  - e. Trauma-Informed Care
  - f. Youth Mental Health First and Psychological Aid
  - g. Working with LGBTQ youth (NRS 62B.212)
  - h. The disproportionate contact of children belonging to racial or ethnic minority
  - i. Within 90 days of hire, all staff must be trained in basic first aid and cardiopulmonary resuscitation (CPR) and provide a copy of their verification card to a designee identified by the Chief of Parole
    - i. Trainings shall be conducted in person with hands-on practice.
    - ii. Training Officer shall maintain a roster of CPR Certification and expiration and notify staff when recertification is required.
    - iii. All staff shall be recertified as necessary to maintain active certification.
    - iv. This training shall include assessing for shock and proper use of a defibrillator.
    - v. It is recommended the Youth Parole Bureau ensures at least one staff person maintains a current CPR instructor certification in each office.
  
- C. Trainings related to implicit bias and cultural competency must be completed at least once every two years pursuant to NRS 62B. The trainings must include, without limitation, instruction which:
  - a. Explains what implicit bias is, where implicit bias comes from, the importance of understanding implicit bias and the negative impacts of implicit bias and offers examples of actions that can be taken to reduce implicit bias.
  - b. Provides information regarding cultural competency, including, without limitation, sensitivity to the needs of children, lesbian, gay, bisexual, and transgender persons, racial and ethnic minorities, religious minorities, and women; and
  - c. Provides information regarding:
    - i. Socioeconomic conditions in various areas in this State.
    - ii. Historical inequities in the juvenile justice and criminal justice systems; and
    - iii. The impact of trauma and adverse child experiences on the decision making and behaviors of children.

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## **VIII. TRAINING LIBRARY**

- A. Each juvenile justice program shall create a staff library and maintain the content of learning resources such as electronic files on the shared drive, textbooks, professional magazines and other scholarly literature that related to juvenile justice or related services.
- B. Training Officers (facilities) and a designee identified by the Chief of Parole (Parole) shall maintain the staff library.

## **IX. PREA TRAINING REQUIREMENTS FOR FACILITIES**

- A. Facilities must comply with Prison Rape Elimination Act (PREA) (DCFS/JJS 300.09) as it relates to training for staff, volunteers, interns, and contractors, including specialized training for PREA investigators and medical and mental health staff.

## **X. STANDARD OPERATING PROCEDURES**

- A. Each facility and the Youth Parole Bureau shall develop a Training Plan consistent with this policy.
- B. Initial and refresher training requirements for all program-specific programming, including the training source/vendor (e.g., Forward Thinking, Moral Recognition Therapy, PBIS).
- C. The Youth Parole Bureau shall designate a staff person to maintain training data on new hires and existing staff, by subject area.
- D. The Youth Parole Bureau shall designate a staff person to maintain a library for Parole staff.
- E. Each facility and the Youth Parole Bureau shall develop a process in writing outlining how staff may submit a request for a specific training topic that will enhance the skills of staff.
- F. The Youth Parole Bureau shall establish a process for facility correctional staff to submit post certification documentation.