

**Idaho Department of
Juvenile Corrections
Institutional
Policy/Procedure**

NUMBER
665

REVISED
09/16/2024

REVIEWED
09/16/2024

EFFECTIVE
07/17/2015

PAGES
8

SUBJECT: TRAINING REQUIREMENTS

CATEGORY: FACILITY OPERATIONS

Biannual – occurring twice a year.

Biennial – taking place every other year; an event taking place every two years.

Policy

The purpose of this policy is to establish minimum training requirements for Idaho Department of Juvenile Corrections (IDJC) employees. Effective and timely training of IDJC employees is essential to ensuring employee and juvenile safety.

It is therefore the policy of the IDJC that all IDJC employees will meet the minimum training requirements for their position and will maintain compliance with training requirements for initial and refresher training, as outlined in the operating procedure below.

Operating Procedures

Training requirements for all employees is determined by the IDJC Leadership Team and Division Administrators. Supervisors may require additional training specific to an assignment or role. All training requirements for IDJC employees is tracked in a learning management system.

For the purpose of this policy, training that indicates training is “online” is completed on a computer using the learning management system, unless specifically noted.

I. Requirements for all IDJC employees

- A.** Within two weeks of hire and every five years thereafter, all IDJC employees will complete the Employee Certification of Understanding (COU) (DJC-009) form including review of the listed department policies via the intranet and completion of policy trainings indicated.

Required Policy Trainings include:

1. Appropriate Use of Information Technology
2. DHR Respectful Workplace (annually)
3. State of Idaho Cybersecurity Training (annually)

- B. Within 45 days of being hired, all IDJC employees will successfully complete the following training and meet the refresher standards, as indicated:
1. Required learning management system training (online)
 2. Crisis Communications Class (online – refresher every three years)
 3. PREA Basics for First Responders, one-hour initial classroom training. Online annual refresher.
 4. Defensive Driving Training (online – annual refresher)
 5. Use and Care of State Vehicles (online – annual refresher)
 6. Responsibilities of Travel (online - annual refresher)
 7. Fire Extinguisher Training (online – annual refresher)
 8. Blood-borne Pathogens and Tuberculosis (online – annual online refresher)
 9. What is HIPAA (online – annual refresher)

II. Requirements for IDJC Direct Care Staff

IDJC positions designated as direct care staff (as defined in IDAPA rule and as designated by the respective regional Superintendent and/or Division Administrator) include: Rehabilitation Technician Trainee, Rehabilitation Technician, Rehabilitation Technician 2, Rehabilitation Technician Supervisor, Rehabilitation Specialist, Rehabilitation Specialist Associate, Instructor Specialist, Education Program Manager (JCC-L only) and Recreation Coordinator.

- A. In addition to the required courses listed in Section I., all IDJC employees assigned sole supervision of juveniles will successfully complete the following training within 45 days of being hired and prior to being assigned direct, lone supervision of juveniles. They will also meet refresher standards as indicated below and will not be assigned supervision of juveniles if they are more than 30 days past due for any of the following training. Being more than 30 days past due on any training will require employees to attend the full course. The 30-day requirement with respect to both of the above, may be extended if approved by the Regional Training Coordinator and Superintendent.
1. Effective De-Escalation (initial classroom and annual refresher)
 2. Appropriate Use of Force (for lone supervision, six-month refresher required) or Peer Assisted Restraint (for group supervision if required by facility, taught during Effective De-Escalation and annual refresher)
 3. Idaho Juvenile Offender System (IJOS)
 4. IJOS Incident Report Training/Writing (initial classroom training and online annual refresher)
 5. CPR and First Aid Combined Training (two-year recertification)

6. Suicide Prevention Training (initial training and annual refresher)
- B. IDJC direct care staff will also complete the following trainings:
1. Escape Apprehension Training (one hour within 45 days of being hired with one-hour tour and one-hour biennial refresher)
 2. Therapeutic Rapport and Professional Boundaries (two-hour initial classroom training within six months of being hired and biennial online refresher)
 3. Human Trafficking Awareness (initial online training within six months of being hired and biennial refresher)
 4. Gangs and Threat Groups
 5. Mechanical Restraints and Pat Down Searches
 6. Ethics and Standards of Conduct
 7. Substance Abuse
 8. Mental Health for Juvenile Justice
 9. Think Trauma Modules 1-4
 10. Field Officer Training Manual
- C. In addition to the required trainings in Section II.A. and B., IDJC direct care staff are required to complete the POST Academy within one year of being hired as part of becoming POST-certified as a direct care staff.
- D. Employees identified by the respective regional Superintendent and/or Division Administrator complete the following training within one year of hire or to meet requirements of performing a task:
1. Mental Health Training for Juvenile Justice
 2. Coaching the Bus Driver
 3. Assistance with Medication: Direct care staff who assist with giving prescription and over-the-counter medication to juveniles must complete training as outlined in Assistance with Medications Training (818) policy/procedure and be certified as [Unlicensed Assistive Personnel](#) (UAP) before they can do so. The completed UAP Competency Checklist (DJC-226) is retained in the employee's training record.
 4. Human Trafficking Awareness (initial online training within six months of being hired and biennial refresher)
- E. Health Care Training for Direct Care Staff
- A training program, established or approved by the responsible health authority in cooperation with the facility administrator, guides the health-related training of all direct care staff who work with juveniles.

1. Direct care staff who work with juveniles receive health related training at least every two (2) years. This training includes, at a minimum:
 - a. Administration of first aid
 - b. Recognizing the need for emergency care and intervention in life-threatening situations (e.g., seizure or altered consciousness, cardiac event)
 - c. Recognizing acute manifestations of certain chronic illnesses (e.g., asthma, seizures), intoxication and withdrawal, and adverse reactions to medications
 - d. Recognizing signs and symptoms of mental illness
 - e. Procedures for suicide prevention
 - f. Procedures for appropriate referral of juveniles with health complaints to health services
 - g. Precautions and procedures with respect to infectious and communicable diseases
 - h. Cardiopulmonary resuscitation
2. An outline of the training including course content and length is kept on file.
3. A certificate or other evidence of attendance is kept on-site for each employee.
4. Direct care staff assigned to Therapeutic Outdoor Program are current in CPR for the Professional Rescuer, Wilderness and Remote First Aid Training, and prevention of heat-related illness.
5. All direct care staff are trained in all of these areas.
6. All aspects of the standard are addressed by written policy and defined procedures.

III. Requirements for all IDJC Supervisory Employees

- A. Supervisors are required to complete the DJC-009; including review of online IDJC policies via the intranet and completion of supervisor online policy trainings, within two weeks of hire or promotion into a position with supervisory responsibilities and every five years thereafter.

Supervisor policy trainings include:

1. Appropriate Use of Information Technology
- B. Upon promotion or hire supervisors must complete the following training:
 1. New Supervisor Orientation (in person)
 2. DHR Crucial Conversations for Mastering Dialogue (within 2 years of hire). This requirement can be waived if they have previously taken any

of the Crucial coursework training (e.g., Confrontations, Conversations, or similar training) and can provide a training certificate. Human Resources staff and the employee's supervisor will make this determination.

3. State of Idaho Cybersecurity Training (Luma)
4. State of Idaho Respectful Workplace Training (Luma)
5. DHR Supervisory Academy (complete within 6 months of hire)

IV. Requirements for Case Managers

All case managers must also complete the following training within 45 days of being hired or promoted:

1. Youth Level of Service/Case Management Inventory (YLS/CMI) Training (up to 16 hours depending on roles and responsibilities)
2. Parent or Guardian Supervised Community Pass (650) policy/procedure review
3. IJOS Home Pass Tool (online and annual refresher)
4. Review of Case Management for Juveniles (401) policy/procedure
5. Review of Case Management Handbook
6. Case Management University (CMU) (online, if regional in-person CMU occurs later than 45 days after hire)
7. Human Trafficking Awareness (initial online training within six months of being hired and biennial refresher)

V. Requirements for Licensed Medical Staff

- A. Within 90 days of employment, all licensed medical staff will complete a formal orientation program as outlined in Orientation Training for Health Services (822) policy/procedure and documented in the Medical Clinic Orientation Check-off Sheet (DJC-134). The completed DJC-134 form is retained in the employee's training record.
- B. Within six months of employment, all licensed medical staff will also complete the Therapeutic Rapport & Professional Boundaries Training (two-hour initial classroom and biennial online refresher).

VI. Requirements for Special PREA Training (as outlined in PREA Standards for specific positions)

- A. Specialized class for Mental Health and Medical First Response for PREA (online and annual online refresher)
- B. Investigating Sexual Abuse in a Confinement Setting (National Institute of Corrections – online) as determined by Division Administrators

VII. Requirements for IDJC Employees Participating in Therapeutic Outdoor Program (TOP)

Participation in TOP is voluntary and requires the approval of the participant's supervisor and Division Administrator. The following training must be completed within the first year of facilitating or supervising TOP activities:

1. American Red Cross (ARC) CPR for the Professional Rescuer
2. ARC Wilderness and Remote First Aid
3. ARC Life Guarding
4. Canoe Training
5. Winter Camp Skills Training
6. Summer Camp Program and Facility Management

VIII. Requirements for IDJC Employees Facilitating Evidence-Based Services

- A. Primary Services – In order to support effective use of interventions and behavioral modification strategies pursuant to a particular program, the facility ensures staff working within that program receive training on the program modality.
- B. Supplemental Services – Each facility ensures that the facilitators of evidence-based services are trained to effectively deliver the treatment with fidelity. Each facility ensures that there are enough staff trained to consistently deliver those services.

IX. Employees issued a purchasing card must complete the Purchase Card Responsibilities training (online and annual refresher).

X. Requirements for Suicide Evaluators

Clinical employees designated to be suicide evaluators (SE) must complete additional training prior to being assigned the role of suicide evaluator. This training includes an SE orientation and one to two weeks shadowing a fully-trained SE. This will take place prior to acting as the SE on their own. This specialized training is in addition to any other mandatory training for their role as a Clinician for the IDJC.

- A. All SEs (IDJC and contracted employees) will receive the following training:
 1. Review of Suicide Prevention and Assessment of Risk (605) policy/procedure
 2. Clinical Assessment of Suicide Risk of Youth in Custody
 3. Proper administration of objective assessment tools
 4. Therapeutic Rapport and Professional Boundaries Training (two-hour initial classroom training within six months of being hired and biennial online refresher)

B. In addition, all IDJC SEs will receive instruction on:

1. Documentation in IJOS Incident Report
2. Parent/Guardian Notification
3. Location of DO/SE Rotation Schedule

XI. Requirements for Administrative Support Staff (as assigned)

- A. Case Management University (online yearly, as assigned, and in person when offered in their region)
- B. All administrative support employees that take meeting minutes will complete Agenda and Meeting Minutes training (online) within the first 30 days of employment and every three years thereafter, or if there is a change in the Open Meetings Law.

Local Operating Procedures

JCC–Lewiston

None.

JCC–Nampa

- I. New direct care staff will spend the first month job shadowing a designated employee.
- II. Within 45 days of hire, designated employees will attend safety procedures training to include visitor check-in procedures, person and room searches, Guard Tour training, radio training, and general facility security.

JCC–St. Anthony

- I. Training requirements for JCC–St. Anthony direct care staff and those identified by the Superintendent
 - A. In addition to the training requirements for all IDJC employees, the identified employees located at JCC–St. Anthony will complete the following training within the first year of being hired:
 1. New Employee Orientation/Juvenile Journey Through Commitment
 2. Special Education Needs, Jesness, and Behavior Pattern and Need (four hours)
 3. PPC and Group Facilitation 1
 4. PPC and Group Facilitation 2
 5. PPC and Group Facilitation 3

6. Situational Leadership

- B. The Rehabilitation Technician and Instructor Specialist are required to job shadow each other's position for a total of four (4) hours during the probationary period.

For example:

A Rehabilitation Technician will job shadow an Instructor Specialist for a total of four (4) hours and an Instructor Specialist will job shadow a Rehabilitation Technician for a total of four (4) hours.

- II. Training requirements for IDJC employees participating in Challenge Course Facilitation at JCC–St. Anthony
 - A. Participation in Challenge Course is voluntary and requires the approval of the participant's supervisor and Division Administrator.
 - B. Challenge Course Training (24-hour initial training with a 16- to 24-hour annual refresher) must be completed prior to the facilitation of any Challenge Course activity.

Reference: [Glossary of Terms and Acronyms](#)
[IDAPA 11.11.05, "Rules of the Idaho Peace Officer Standards and Training Council](#)
[Records Retention Schedules](#)
[Records Destruction Logs](#)

Desk Manual(s): None

Related Policies: [Abuse, Neglect, and Exploitation of Juveniles \(606\)](#)
[Case Management for Juveniles \(401\)](#)
[Fire Safety \(625\)](#)
[Juvenile Supervision \(608\)](#)
[Assistance with Medications Training \(818\)](#)
[Orientation Training for Health Services \(822\)](#)
[Parent or Guardian Supervised Community Pass \(650\)](#)
[Performance Management \(365\)](#)
[Use and Care of State Vehicles \(105\)](#)
[Use of Mechanical Restraints \(603\)](#)
[Records Management Program \(117\)](#)
[Public Records \(901\)](#)

Related Forms: [AUF Training Safety Rules Acknowledgment \(DJC-297\)](#)
[Unlicensed Assistive Personnel Competency Checklist \(DJC-226\)](#)
[Employee Certificate of Understanding \(DJC-009\)](#)
[Records Destruction Worksheet \(DJC-279\)](#)