



OREGON YOUTH AUTHORITY
Policy Statement
Part I – Administrative Services



Subject

Agency Training Program

Section – Policy Number:

D: Personnel Management – 3.8

Supersedes:

I-D-2.11 (06/99)

I-D-3.8 (09/02)

Effective Date:

09/29/2009

Date of Last

Review/Revision:

None

Related Standards and References:

- American Correctional Association, *Standards for Administration of Correctional Agencies*; 2-CO-1D-01 (Program Coordination and Supervision; 2-CO-1D-04 (Training Resources)
- American Correctional Association, *Standards for Juvenile Correctional Facilities*; 3-JTS-1D-01 (Program Coordination and Supervision); 3-JTS-1D-02 (Training Plan)
- [DAS policy 50.045.01](#) (Employee Development and Implementation of Oregon Benchmarks for Workforce Development)
- OYA policy: [I-D-3.9](#) (Staff Training)

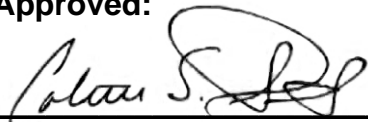
Related Procedures:

- None

Interpretation:

Business Services
Training Academy

Approved:



 Colette S. Peters, Director

I. PURPOSE:

This policy describes OYA’s staff training development process.

II. POLICY DEFINITIONS:

Cabinet: An administrative group that provides oversight of agency operations.

Design teams: Workgroups of content experts who are convened at the request of Cabinet to develop curriculum and an implementation plan for specific training topics or needs. Design team members include OYA staff and representatives from various juvenile justice stakeholder groups. Membership varies according to topic and need.

III. POLICY:

OYA recognizes its staff as its greatest resource. Investing in staff development and enhancing staff knowledge, skills, and abilities is one of the agency's highest priorities. OYA has a planned, coordinated training program that prioritizes training requests, curriculum design/review, agency approval, evaluation and monitoring, and on-going quality improvement.

IV. GENERAL STANDARDS:

A. Training program

OYA's training program is designed to assess, develop, implement, and monitor dynamic training within the agency. This program:

1. Identifies and plans for training needs that are essential to all staff;
2. Addresses specialized needs and skills;
3. Supports implementation of new agency initiatives; and
4. Assures that training remains current and is sustained over time.

B. Agency responsibilities

The training program includes agency staff and identified stakeholder participation to ensure the curriculum and implementation plans reflect the OYA mission, values and training goals.

1. Cabinet
 - a) Reviews, requests, approves and prioritizes agency training needs.
 - b) Reviews and approves agency training plan and goals.
 - c) Establishes design team leaders and provides direction to membership.
 - d) Designates mandatory training.
 - e) Commits necessary resources to meet established training priorities.
 - f) Communicates OYA training policy and values.
2. Design Team
 - a) Reviews Cabinet's guidance and establishes objectives for task.

- b) Works collaboratively with the Training Academy to conform to training standards when designing training.
- c) Considers three key areas when designing training:
 - (1) Training curriculum content;
 - (2) Governance issues including rule, policy, and procedural changes/supports necessary; and
 - (3) Reinforcement of training materials and assurance of post-training competencies.
- d) Develops continuous quality improvement and communication plans to ensure successful implementation of approved recommendations.

3. Training Academy

- a) Consults with agency managers to develop the biennial agency training plan and presents the plan to Cabinet.
- b) Reviews design team work product (curriculum and implementation plan) and prepares recommendations for presentation to Cabinet.
- c) Works collaboratively with design teams to define curriculum goals, content and training delivery concepts.
- d) Develops procedures to facilitate the operation of the Training Academy.
- e) Develops, coordinates, and provides training to accomplish the agency training plan.
- f) Creates and distributes the OYA training calendar.
- g) Documents staff training. (See related policy I-D-3.9, Staff Training.)

4. Local offices and facilities

Review draft curriculum and implementation plans upon design team request.

V. LOCAL OPERATING PROCEDURE or PROTOCOL REQUIRED: NO