



OREGON YOUTH AUTHORITY
Policy Statement
Part I – Administrative Services



Subject

Staff Training and Development

Section – Policy Number:

D: Personnel Management – 3.9

Supersedes:

I-D-3.9 (9/02)
I-D-3.9 06/03

Effective Date:

09/29/2009

Date of Last

Review/Revision:
None

Related Standards and References:

- [DAS policy 50.035.01](#) (Performance Management Process)
- [DAS policy 50.045.01](#) (Employee Development and Implementation of Oregon Benchmarks for Workforce Development)
- American Correctional Association, *Standards for Juvenile Correctional Facilities*; 3-JTS-1D-01 (Program Coordination and Supervision); 3-JTS-1D-02 (Training Plan)
- OYA policy: [0-2.1](#) (Professional Standards)
[I-D-3.8](#) (Agency Training Program)
[I-E-3.0](#) (Public Statements, Representations, and Media Requests)
- OYA forms: [YA 1200](#) (Training Roster)
[YA 1203](#) (New GLC Training Notification Letter)
[YA 1204](#) (Training Feedback)
[YA 2229](#) (Out-of-State Travel Authorization)

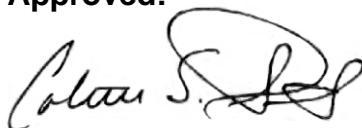
Related Procedures:

- None

Interpretation:

Business Services
 Training Academy

Approved:



 Colette S. Peters, Director

I. PURPOSE:

This policy addresses the OYA staff training and development process, standards and the role of the Juvenile Justice Training Academy.

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.

Professional Development: Organized, planned activities that provide for the continuous improvement of a staff's job-related knowledge and skills.

Training: An organized, planned, and evaluated activity designed to achieve specific learning objectives. A training must have a lesson plan and learning objectives to improve specific knowledge, skills and abilities.

Training expenses: Include, but are not limited to, leave requests, travel and per diem costs, and tuition expenses.

Qualified OYA trainers: OYA staff who have knowledge and expertise in the subject matter presented, and are skilled in presenting topics to adult learners.

III. **POLICY:**

OYA values a highly productive, well-motivated, and culturally diverse workforce. OYA will coordinate a comprehensive system of staff development and training designed to meet the following purposes.

- To help meet internal and external mandates by providing the training necessary to execute agency policies and procedures in a consistent and timely manner.
- To provide effective services to offenders by ensuring that staff have the basic competencies to carry out their job responsibilities.
- To enhance staff knowledge, skills, and abilities to perform jobs more effectively.
- To provide staff with opportunities for continued personal and professional development.

The Juvenile Justice Training Academy (Training Academy) will facilitate the agency's training to ensure the training needs of local offices and facilities are met in a consistent manner reflective of the agency's mission and values. The Training Academy will ensure all OYA agency staff training curriculum and lesson plans meet recognized professional standards.

In addition, the Training Academy will develop partnerships with other state agencies, county juvenile departments, other correctional and juvenile justice organizations and community colleges in an effort to develop a consistent and competent continuum of services throughout the State of Oregon.

IV. **GENERAL STANDARDS:**

- A. All OYA agency training presented to staff will use an OYA-approved lesson plan or curriculum and be presented by qualified trainers.

1. Training Academy staff will review curriculum/lesson plans to ensure compliance with OYA standards and mission and that instructors are qualified.
 2. OYA agency training must contain:
 - a) A lesson plan documenting content delivered to participants;
 - b) Documented learning objectives; and
 - c) Documented attendance (e.g. training roster).
- B. Training affecting service delivery to offenders (such as a change in field or facility practice) requires approval from the Cabinet before it is implemented.
- Local supervisors may send staff to observe such training without the Cabinet's approval when the intent is to gather information to share with the agency.
- C. Local supervisors must assess the local training needs and collaborate with the Training Academy regarding service delivery options.
1. All training requests, including authorization for training expenses, must be approved by the local supervisor before training begins.
 2. Requests for out-of-state training must be approved by an assistant director, who will forward the request to the Director's Office for final approval.
- D. **Training for other agencies or community partners**
1. Staff will notify their supervisors when asked to represent OYA while providing training to other agencies or community partners.
 2. The supervisor will review the lesson plan for curriculum compliance prior to authorizing the training delivery through the local management structure. The Training Academy director may be contacted for guidance in this process.
- See OYA policy I-E-3.0 (Public Statements, Representations, and Media Requests) for more details on participation in public events.
- E. **Agency training plan**
1. The agency's training plan will be developed biennially and include annual goals.
 2. The training plan will be approved by Cabinet and reviewed annually in accordance with OYA policy I-D-3.8 (Agency Training Program).

3. Training Academy staff will develop the plan using data from needs assessments, design team input and current training mandates.

F. Individual staff development

OYA will develop its staff to enable them to perform their jobs with excellence.

1. Staff will meet the following agency training goals:

- a) New Employee Orientation (NEO) training

All new staff will complete 32 hours of NEO training.

- (1) Staff who do not work directly with offenders will complete NEO training within three months of their date of hire.

- (2) Staff who work directly with offenders will complete an additional 80 hours of Basic Training.

These staff will not be posted to positions until they successfully complete Basic Training.

- b) Completion of an applicable on-the-job orientation program (dependent upon job classification) within the first three months of employment.
- c) Exceptions to these guidelines must be approved by the Training Academy director and applicable assistant director.

3. Annual training and professional development

- a) All OYA staff will complete training annually. Training topics will include those required according to job classification, and those that are agency mandated and reflected in the agency training plan.

OYA encourages participation in professional development opportunities as identified in staff individual development plans.

- b) Facility staff who work directly with offenders will complete annual training and professional development activities totaling, at a minimum, 24 hours.

4. All OYA supervisors will complete the OYA Supervisory Course within two years after becoming a supervisor for OYA.

The Training Academy director may approve substitution of another supervisor training for the OYA Supervisory Course on a case-by-case basis.

5. Approval for non-mandatory training and staff development activities is a local management decision which will consider:
 - a) Local need, including alignment with the staff's development plan and the work unit's training needs;
 - b) Available training funds (including per diem, travel, tuition, and staffing costs);
 - c) The unit/office ability to meet operating requirements while the staff participates in training;
 - d) Training that meets staff need; and
 - e) Fulfilling agency goals, mission.
6. Specific roles
 - a) Supervisors
 - (1) Assess and identify staff development and training needs.
 - (2) Facilitate training opportunities to fulfill the training and development needs of individual staff or working unit.
 - (3) Schedule staff for mandatory training and arrange workload to facilitate participation in training.
 - (4) Approve or deny non-mandatory training and professional development activities in accordance with the priorities of the agency training plan, budget availability and workload coverage needs.
 - (5) Ensure participation in and documentation of all mandatory training and professional development activities are completed.
 - b) Staff
 - (1) Assess training and development need in relation to job duties and developmental goals.
 - (2) Identify development plan with supervisor at time of performance appraisal.

- (3) Provide documentation of completed professional development activities to supervisor.
- (4) Attend training as approved and scheduled.
- (5) Sign attendance document (roster).
- (6) Request and record training as outlined in local procedures.
- (7) Make recommendations for curriculum development and improvement through the local management structure.

G. Training documentation

1. All training requests will be made in writing by the staff or supervisor, as appropriate.
2. OYA will maintain computerized training records to document specific training and staff development activities a staff has completed reflecting the date and hours of attendance.

The computerized training records are located in the Juvenile Justice Information System (JJIS).

- a) OYA-mandated training or agency training approved by the Training Academy or JJIS Training and Implementation Unit will be documented on OYA form YA 1200 (Training Roster).
 - (1) Agency training approved by the Training Academy

A copy of the YA 1200 will be forwarded by the qualified trainer to the Training Academy. Designated Training Academy staff will enter the corresponding training into each attendee's training record.
 - (2) Agency training approved by the JJIS Training and Implementation Unit

A copy of the YA 1200 will be forwarded by the qualified trainer to OYA Central Information Systems. A designated Information Systems staff will enter the corresponding training into each attendee's training record.
- b) Completion of training or professional development activities that do not meet the criteria described in section IV.G.2.a. above will be documented in the attendee's training record by designated staff at the local facility or office.

- (1) The training or professional development activity must be authorized or paid for by OYA, or established in the staff member's individual development plan.
 - (2) Staff are responsible for providing their supervisor with supporting documentation of the training or activity.
 - (3) An activity is deemed professional development as determined by the supervisor.
- c) OYA staff may view their individual training records in JJIS.

H. Staff responsibilities during training sessions

1. Training sessions are considered part of a regular workday. As such, training participants will maintain professional standards and be fully prepared to take part in all aspects of the training.

Participants will:

- a) Bring required materials;
 - b) Wear appropriate clothing for the training activity and appropriate for a professional setting;
 - c) Be on time for each training session and promptly return from announced and designated breaks; and
 - d) Follow the directives of the qualified trainer or others presenting the training.
2. Qualified trainers will maintain an appropriate learning environment by correcting any training participant's activity that is unsafe or undermines the learning environment.
 3. Any training participant failing to follow the reasonable directives of a qualified trainer may be considered disruptive and will be subject to appropriate corrective action.

V. LOCAL OPERATING PROCEDURE or PROTOCOL REQUIRED: NO