



OREGON YOUTH AUTHORITY
Policy Statement



I-D-3.9 - Staff Training

Approved:

Karen Brazeau, Director

Effective:

June 9, 2003

Supersedes:

I-D-3.9 (9/13/02)

Interpretation:

Program Office

REFERENCE

ORS 420A.010 (Creation and duties)

ORS 420A.025 (Rulemaking authority; general)

ORS 181.610 to 181-640 (Public safety standards and training)

American Correctional Association, *Standards for Juvenile Correctional Facilities*

3-JTS-1D-01 (Program Coordination and Supervision)

3-JTS-1D-02 (Training Plan)

OYA policy: [I-D-3.8 \(Agency Training Program\)](#)

[I-E-3.0 \(Public Statements and Representation\)](#)

OYA forms: YA 1200 (Training Roster)

YA 1201 (Training Request)

YA 1202 (Training Certificate)

YA 1203 (New GLC Training Notification Letter)

YA 1204 (Training Feedback)

YA 2229 (Out-of-State-Travel Authorization)

DEFINITIONS

(1) “Admin Team: Operations” is an administrative group that provides oversight to agency operations. Membership includes the Deputy Director and Assistant Directors, and other persons as requested by the group. This group makes recommendations to the OYA Director.

(2) “Training Advisory Committee (TAC)” is responsible for oversight of the development and implementation of training curriculum.

(3) “Training” is an organized, planned, and evaluated activity designed to achieve specific learning objectives. Training may occur on-site at facilities or local offices, at an institution of higher education, through contract service, at professional meetings, or other approved locations.

(4) “Qualified trainers” are those persons who have knowledge and/or expertises in the subject matter presented, and are skilled in presenting topics to adult learners. These persons include staff who have completed the Instructor Development Course.

(5) “Training expenses” include, but are not limited to, leave requests, travel and per diem costs, and tuition expenses.

POLICY

The OYA values a highly productive, well-motivated, and culturally diverse work force. Toward this goal, the 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 enhance staff knowledge, skills, and abilities to perform jobs more effectively.
- To provide effective services to offenders by ensuring that staff have the basic competencies to carry out their job responsibilities.
- To provide staff with opportunities for continued personal and professional development.

The Juvenile Justice Training Academy (Training Academy) will coordinate the agency’s training in an effort to ensure that the training needs of local offices and facilities are met in a consistent manner that is reflective of the agency’s mission and values.

In addition, the Training Academy will develop partnerships with county juvenile departments, the Department of Public Safety Standards and Training, community colleges, contracted residential treatment programs and other juvenile justice agencies in an effort to develop a consistent and competent continuum of services throughout the State of Oregon.

I. General guidelines

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

1. The TAC or Training Academy will review curriculum/lesson plans to ensure compliance with OYA standards and mission, and ensure that instructors are qualified.

- B. Training that affects service delivery to offenders (such as changing field or facility practices) requires approval of Admin Team: Operations before it is implemented.
 - 1. Local Supervisors/Managers may send staff to observe such training, with the intent to gather information to bring back to the agency without Admin Team: Operations approval according to local procedures.
- C. Local Supervisors/Managers shall assess the regional training needs and work with the Training Academy liaison to coordinate training schedules to meet those needs and create efficiencies across the agency.
 - 1. All training requests, including authorization for training expenses, must be approved by the local Supervisor/Manager before training begins.
 - 2. Requests for out-of-state training opportunities require approval of an Assistant Director, who shall forward the request to the Director's Office for final approval.
- D. When staff are asked to provide training to agencies outside the OYA, the prior authorization by the staff's Supervisor/Manager (according to policy I-E-.3.0) will include a review of the planned curriculum.

II. Training priorities

A. Agency training plan

- 1. The agency's training plan will discuss annual goals, as well as biennial and five-year plans.
- 2. The training plan will be reviewed and approved by Admin Team: Operations on an annual basis, according to the process discussed in policy I-D-3.8.
- 3. The Training Academy staff will participate in the plan's development and are responsible for implementation of the plan, including delivery and/or coordination of training and monitoring/evaluating results, in coordination with the TAC.

B. Individual training plans

- 1. The OYA will train its staff to enable them to perform their jobs with excellence.

- a) A training plan will be part of each staff's annual performance appraisal. The individual plan will be developed by the staff and the Supervisor/Manager.
 - (1) The staff's participation in training may be considered during the staff's application for promotional opportunities.
 - b) Staff and Supervisors/Managers are encouraged to meet the following agency goals:
 - (1) 40 hours of annual training for staff who provide direct services to offenders, including management service staff; or
 - (2) 20 hours of annual training for staff who provide support or auxiliary services; and
 - (3) Completion of applicable orientation program (dependent upon job classification) within the first three months of employment for new hires.
2. Staff shall be offered training opportunities in relation to the agency and region training plans, as well as individual plans developed as part of a staff's annual performance appraisal.
- a) Training shall be prioritized as follows.
 - (a) Priority 1: Training mandated by the agency.
 - (b) Priority 2: Training that keeps staff up-to-date on job practices.
 - (c) Priority 3: Training that prepares staff for developmental opportunities.
 - b) Supervisors/Managers shall ensure that decisions are equitable to all staff and take into consideration training priorities.
3. Approval for non-mandatory training is a local management decision which shall take into consideration:
- a) Local need, including alignment with the staff's training plan and the work unit's training needs.
 - b) Availability of 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 needs.
 - e) Fulfilling agency goals, mission.
4. Specific roles
- a) Supervisors/Managers
 - (1) Assess training and developmental needs of staff and develop individual training plans.
 - (a) See related policy I-D-3.8.
 - (2) Ensure that each staff attends training outlined in the staff's training plan.
 - (3) Schedule staff for mandatory training and arrange workload to facilitate participation in training.
 - (4) Approve or deny non-mandatory training in accordance with the priorities of the agency training plan, budget availability and workload coverage needs.
 - (5) Ensure documentation of all training is forwarded to the Training Academy within 15 days of completed training.
 - b) Staff
 - (1) Assesses need for training in relation to job duties and developmental goals.
 - (2) Develops training plan with Supervisor/Manager at time of performance appraisal.
 - (3) Attends training as approved and scheduled.
 - (4) Requests and records training as outlined in local procedures.
 - (5) Makes recommendations for curriculum development and improvement through the local management structure.

III. Training documentation

- A. All training requests will be made in writing by the staff or Supervisor/Manager, as appropriate, using the YA 1201.
- B. The Training Academy will maintain computerized training records that document the specific training in which a staff has been involved and the hours of training that occurred.
 - 1. Training provided within the agency shall be documented via the YA 1200. At the conclusion of the training, a copy of this form shall be forwarded to the Training Academy.
 - 2. For training provided outside the agency, the staff shall forward to the appropriate Supervisor/Manager information to document the training in the staff record.
 - 3. The training record of an individual staff will be made available to that staff, or to their Supervisor/Manager, upon verbal or written request to the Training Academy.

IV. Staff responsibilities during training sessions

- A. Training participants will attend training fully prepared to take part in all aspects of the training, including:
 - 1. Bringing required materials.
 - 2. Wearing clothing appropriate to the training activity and appropriate to a professional setting.
 - 3. Being on-time for each training session and promptly returning from announced and designated breaks.
 - 4. Following the directives of Training Academy staff, instructors, or others presenting the training.
- B. Training Academy staff/instructors shall maintain an appropriate learning environment by:
 - 1. Directing all training activities in accordance with Training Academy procedures.
 - 2. Correcting any activity of a training participant that is unsafe or undermines the learning environment.
 - a) Any training participant failing to follow the reasonable directives of Training Academy staff will be considered disruptive

and will be subject to appropriate corrective action ranging from a verbal warning to expulsion from training.

- (1) Progressive corrective action will be used unless the behavior involves an issue of safety or misconduct toward another participant or training staff.
- (2) Any corrective action taken by Training Academy staff will be verbally reported to the Training Director, who will contact the appropriate Supervisor/Manager. The Training Director will submit to the appropriate Supervisor/Manager a written report detailing the event.
 - (a) This information may be used in the consideration of any further action by the agency.