

Community Supervision Standards	CHAPTER:	STANDARD NO.
	STAFF	CSS-02-104
Kansas Department of Corrections- Division of Juvenile Services State of Kansas	SUBJECT:	PAGE: 1 of 3
	ORIENTATION AND INITIAL TRAINING FOR EMPLOYEES	
REFERENCES: KDOC-0121	DATE ADOPTED:	7-1-2006
	DATE AMENDED:	11-1-2022
	DATE REVIEWED:	10-24-2022

STANDARD: Written policy, procedure and practice shall provide that orientation for all staff and volunteers be completed prior to any independent job assignment(s). Initial training shall be completed within one (1) year of hire for all staff carrying a caseload, this includes supervisors carrying a caseload and/or supervising staff who carry a caseload.

Prior to any independent job assignments, a minimum of 40 hours of job shadowing shall be required.

Initial training topics to be delivered by the Kansas Department of Corrections (KDOC) shall include, but not be limited to:

- Juvenile Justice Basics
- Effective Practices in Correctional Settings-II (EPICS-II)
- Youthful Level of Service/Case Management Inventory (YLS/CMI)
- Graduated Responses as an Evidence Based Practice
- Youth Mental Health First Aid
- Case Planning
- All staff that will have access to KDOC IT Networking Services must complete the IT Security Awareness Training and sign the two (2) Acceptable Use Forms. These forms must be sent to the designated IT staff member in KDOC Central Office and kept in the staff's personnel file for a minimum of 3 years in such a manner as they may be retrieved and reviewed during the course of a KCJIS audit

Additional training topics to be delivered by the Judicial District shall include, but not be limited to:

- Overview of Child Welfare and Juvenile Justice systems and processes
- The statutes and regulations pertaining to Juvenile Offender and Child In Need of Care (CINC) Code
- ATHENA (Kansas Department of Corrections database)
- Review of personnel and Community Supervision Agency policies and procedures
- Community Supervision Agency Facility Onsite Youth Contact Guidelines

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the juvenile offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or juvenile offenders, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised juvenile offenders or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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STANDARD (cont.):

- Courtroom protocol (i.e. providing testimony, appearance, addressing the Court, etc.)
- Confidentiality of juvenile records
- Staff work place, field safety and security issues
- Recognition, signs and symptoms of child abuse
- Recognition, signs and symptoms of suicide
- Conflict resolution (i.e. de-escalation techniques, etc.)
- Universal precautions (i.e. hazardous materials, exposure to bodily fluids and contaminants, urine analysis procedures, etc.)
- Mandated reporting
- Sexual harassment
- Knowledge of available community resources
- Evidence-based approaches

Orientation for employees shall be documented on form KDOC-0121, or a locally approved equivalent form. The new employee and supervisor completing each item shall initial and date the orientation checklist to signify completion. The form KDOC-0121 shall be filed in the employee's personnel file upon completion.

Each Judicial District shall have at least one staff member trained in employment services or have employment services available for referral.

DISCUSSION: If the employee has had training in the above orientation or initial training areas prior to employment, the agency shall determine if the previous training and time frame of the previous trainings will still meet the needs of the Judicial District's training requirements. If the previous training is determined to meet the agency requirements the staff should receive credit and not be required to repeat those orientation items. All previous training shall be documented in the employee's personnel file.

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DISCUSSION (cont.):

The intent of the additional Judicial District training topics is to incorporate local policies and expectations into the orientation training. This will allow for the Judicial District to tailor each training to meet the needs of their agency.

The following resources may assist the Judicial District in meeting the orientation training requirements:

- The Kansas Department of Corrections Learning Management System
- National Institute of Corrections Learn Center
- The Kansas Children’s Alliance Training Center
- National Criminal Justice Training Center
- Justice Clearinghouse

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