

Community Supervision Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: STAFF	STANDARD NO. CSS-02-104
	SUBJECT: ORIENTATION AND INITIAL TRAINING FOR EMPLOYEES	PAGE: 1 of 2
REFERENCES: JS-0121	DATE ADOPTED:	2-15-2019
	DATE REVIEWED:	2-12-2019

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.

Orientation for employees shall be documented on form JS-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 JS-0121 shall be filed in the employee’s personnel file upon completion. Orientation topics 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
- Community Agency Supervision Information Management System (CASIMS)
- Review of personnel and Community Supervision Agency policies and procedures
- Community Supervision Agency Facility Onsite Youth Contact Guidelines
- Courtroom protocol
- 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
- Universal precautions
- Mandated reporting
- Sexual harassment
- Opportunity for job shadowing
- Knowledge of available community resources
- Evidence-based approaches

Initial training topics shall include, but not be limited to:

- Juvenile Justice Basics
- Effective Practices in Correctional Settings-II (EPICS-II)

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.):

- Youthful Level of Service/Case Management Inventory (YLS/CMI)
- Graduated Responses as an Evidence Based Practice
- Mental Health Training Curriculum for Juvenile Justice (MHTC-JJ)
- 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

Each Judicial District shall have at least one staff member trained as an Offender Workforce Development Specialist (OWDS), have employment services available 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 employee 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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