

<p style="text-align: center;">Immediate Intervention Program Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p><b>CHAPTER:</b></p> <p><b>STAFF</b></p>	<p><b>STANDARD NO.</b></p> <p><b>IIP-02-105</b></p>
	<p><b>SUBJECT:</b></p> <p><b>ANNUAL TRAINING</b></p>	<p><b>PAGE: 1 of 1</b></p>
<p><b>REFERENCES: K.S.A. 38-2394</b></p>		<p><b>DATE ADOPTED: 02-01-2017</b></p> <p><b>DATE REVIEWED: 08-02-2021</b></p>

**STANDARD:** Written policy, procedure and practice shall require Immediate Intervention Program (IIP) employees annually complete:

- Forty (40) staff development hours by all full-time. At least eight (8) hours of the forty (40) shall be related to management, leadership and/or supervisory skills for supervisors/directors.
- Twenty (20) staff development hours by part-time staff.
- Eight (8) staff development hours for all support staff with direct youth contact.
- All staff carrying a caseload shall have training annually on the following topics:
  - Mental Health
  - Trauma Informed Care
  - Family Engagement
  - Crisis Intervention/De-escalation Techniques
  - Corrections Fatigue/Stress Management
- All staff that have access to KDOC IT Networking Services must complete the IT Security Awareness Training and sign the two (2) Acceptable Use Forms annually. 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 three (3) years in such a manner as they may be retrieved and reviewed during the course of a KCJIS audit.

All training shall be documented on the Annual Training Form (Attachment A) and retained in the employee's personnel file.

Volunteers or interns who have direct contact with youth beyond shadowing or assisting IIP staff shall have the same training requirements as part-time IIP staff.

**DISCUSSION:** None.

**ATTACHMENTS:**

Attachment A: Annual Training Form

**NOTE:** The standards and procedures set forth herein are intended to establish operational guidelines for immediate intervention programs operating through the board of county commissioners and their employees/contractors and youth participating in the immediate intervention process. They are not intended to establish state created liberty interests for immediate intervention programs or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to immediate intervention programs operating through the board of county commissioners or their employees/contractors, supervised juveniles 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.

## Immediate Intervention Program Annual Training Form

The supervisor shall complete all boxes of the annual training form. The employee and supervisor shall sign their initials to the relevant box and staff shall indicate the date the training item was completed.

Name of Training	Agency Providing Training	Employee	Supervisor	Date Completed	Training Hours
<b>Calendar Year of Training:</b>		<b>Total Training Hours:</b>			