

TITLE 83 - JAIL STANDARDS BOARD - STANDARDS FOR JUVENILE
DETENTION FACILITIES

CHAPTER 5 - TRAINING

001 Training and Staff Development Plan. Each juvenile detention facility shall develop a training and staff development plan.

001.01 Written policy and procedure shall provide for the active participation by facility employees in the training and staff development plan.

001.02 The training and staff development plan shall be reviewed and updated on at least an annual basis.

001.03 The training and staff development plan shall be planned, coordinated, supervised and evaluated by a qualified supervisory or management-level employee.

002 Training Equipment, Space, and Resources. The necessary space, equipment, and resources needed for training of personnel shall be available at each juvenile facility or at sites selected for such training.

003 Training and Staff Development Budget. Each juvenile detention facility shall include in its annual budget necessary funds to at least meet the minimum training requirements of these Standards.

004 Orientation. All new full and part-time facility employees, volunteers, and contract personnel shall be provided orientation training before undertaking their job duty assignments.

004.01 Orientation shall include an overview of at least the following topics:

004.01A Purpose, mission, and philosophy of the agency;

004.01B Programs and services provided by the agency;

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004.01C Organizational structure and chain of command;

004.01D Agency policies and procedures;

004.01E Employee rights and responsibilities and personnel rules;

004.01F Tour of the facility;

004.01G Safety and security issues such as key control, head counts, communication system, use of force, etc.;

004.01H Emergency procedures such as fire, tornado, suicides, etc.; and

004.01I Specific job assignment and work duties.

004.02 All facility employees, volunteers, and contract personnel shall sign a statement acknowledging completion of the orientation training.

005 Initial Training. After the orientation training and within the first year of employment, all new facility employees shall have satisfactorily completed an initial training program described herein which is related to their particular job classification.

005.01 Direct Care Personnel. Employees whose positions involve supervision of, or regular daily contact with juveniles shall have initial training in at least the following areas:

005.01A History and philosophy of the juvenile court, probation, and detention;

005.01B Overview of Nebraska Juvenile Detention Facility Standards, state and federal laws and regulations pertaining to juvenile detention;

005.01C Difference between adult and juvenile justice systems;

005.01D Juvenile rights and responsibilities;

005.01E Juvenile rules and regulations;

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- 005.01F Security, safety, and search procedures and key control;
- 005.01G Supervision of juveniles;
- 005.01H Behavior observation and recording skills;
- 005.01I Behavior management techniques;
- 005.01J Use of force tactics to include a continuum of intervention from verbal to use of physical force and restraints;
- 005.01K Interpersonal relations and communication skills;
- 005.01L Adolescent growth and development;
- 005.01M Counseling techniques, including individual, group and family;
- 005.01N Recognition of the signs and symptoms of mental illness and retardation, substance abuse, and physical deficiencies;
- 005.01O Signs of suicide risks and prevention;
- 005.01P Managing incidents;
- 005.01Q Report writing;
- 005.01R Cultural diversity;
- 005.01S Juveniles with special needs;
- 005.01T Fire safety and other emergency procedures;
- 005.01U Medical, dental, and mental health needs of juveniles;
- 005.01V First aid and CPR;
- 005.01W Alcohol and drug testing;
- 005.01X Facility and food service sanitation;
- 005.01Y Infectious disease control;

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005.01Z Basic services and programs in juvenile detention facilities;

005.01AA Classification;

005.01BB Stress management; and

005.01CC Public relations.

005.02 Supervisory Personnel. All employees whose positions involve regular juvenile contact but have primary responsibility for supervision of direct care staff on an assigned shift shall have initial training in at least those areas specified in Chapter 5-005.01 for Direct Care Personnel and in the following:

005.02A Employee supervision techniques;

005.02B Job descriptions and performance evaluations;

005.02C Policy and procedure development and implementation;

005.02D Team building; and

005.02E Specialized training relevant to the employee's specific job assignment.

005.03 Professional Specialist Personnel. All employees whose positions involve regular juvenile contact and who provide professional services within the facility shall have initial training in at least the following areas:

005.03A History and philosophy of the juvenile court, probation and detention;

005.03B Nebraska Juvenile Detention Facility Standards;

005.03C Juvenile rights and responsibilities;

005.03D Juvenile rules and regulations;

005.03E Security, safety and key control procedures;

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- 005.03F Supervision of juveniles;
- 005.03G Observation skills;
- 005.03H Behavior management techniques;
- 005.03I Interpersonal relations and communicating skills;
- 005.03J Adolescent growth and development;
- 005.03K Counseling techniques;
- 005.03L Signs of suicide risk and prevention;
- 005.03M Cultural diversity;
- 005.03N Juveniles with special needs;
- 005.03O Fire safety and other emergency procedures;
- 005.03P First aid and CPR; and
- 005.03Q Specialized training relevant to the employees' specific job assignment.

005.04 Administrative/Management Personnel. All employees whose positions may involve regular juvenile contact but who have primary responsibility for management of the facility shall have initial training in at least the following areas:

- 005.04A History and philosophy of the juvenile court, probation and detention;
- 005.04B Overview of Nebraska Juvenile Detention Facility Standards, State and Federal laws and regulations pertaining to juvenile detention;
- 005.04C Differences between adult and juvenile justice systems;
- 005.04D Legal issues pertaining to juvenile detention;
- 005.04E General management and/or supervision techniques;

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- 005.04F Labor law;
- 005.04G Staff/management relations;
- 005.04H Job descriptions and performance evaluations;
- 005.04I Policy and procedure development and implementation;
- 005.04J Relationship-building with governing authority and other juvenile justice agencies;
- 005.04K Budget development and management;
- 005.04L Team building; and
- 005.04M Specialized training relevant to the employee's specific job assignment.

005.05 Support Personnel. All employees whose positions may involve regular juvenile contact but who have primary responsibility for providing maintenance and operational support services to the facility shall have initial training in at least the following areas:

- 005.05A History and philosophy of juvenile court and detention;
- 005.05B Juvenile rights and responsibilities;
- 005.05C Juvenile rules and regulations;
- 005.05D Safety, security and key control procedures;
- 005.05E Fire safety and other emergency procedures;
- 005.05F Supervision of juveniles;
- 005.05G Behavior management techniques;
- 005.05H Interpersonal relations and communication skills;
- 005.05I Programs and services provided by the facility; and

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005.05J Specialized training relevant to the employee's specific job assignment.

005.06 Clerical Personnel. All employees whose positions involve minimal or no contact with juveniles and who have primary responsibility for providing clerical or administrative support services to the facility shall have initial training in at least the following areas:

005.06A History and philosophy of juvenile court and detention;

005.06B Juvenile rights and responsibilities;

005.06C Safety, security and key control procedures;

005.06D Fire safety and other emergency procedures;

005.06E Program and services provided by the agency;

005.06F Interpersonal relations and communications skills;

005.06G Relationships with other agencies and departments; and

005.06H Specialized training relevant to the employees' specific job assignment.

005.07 Part-time Personnel. All employees who work less than forty (4) hours per week shall have initial training in at least the following areas:

005.07A History and philosophy of juvenile court and detention;

005.07B Juvenile rights and responsibilities, when applicable;

005.07C Juvenile rules and regulations, when applicable;

005.07D Safety, security and key control procedures;

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- 005.07E Fire safety and other emergency procedures;
- 005.07F Supervision of juveniles, when applicable;
- 005.07G Behavior management techniques, when applicable;
- 005.07H Interpersonal relations and communication skills;
- 005.07I Programs and services provided by the agency; and
- 005.07J Specialized training relevant to the employees' job assignment.

006 Training Curriculum Certification. Curriculum utilized to provide the initial training specified in 005 above shall be certified by the Jail Standards Board.

006.01 The following information shall be provided to the Jail Standards Board in order for the curriculum to be evaluated for certification:

- 006.01A Course title, outline of course content, course objectives and number of classroom hours;
- 006.01B Course evaluation procedure;
- 006.01C Qualifications of instructor(s);
- 006.01D Research and resources used in course design;
- 006.01E Academic and attendance requirements; and
- 006.01F Copies of certificates issued.

006.02 Documentation of all certified curriculum shall be maintained by the Jail Standards board and shall be available to the public.

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007 Successful Completion. Employees shall be considered to have satisfactorily completed the training if all academic and attendance requirements established by the certified curriculum provider have been met and a certificate or proper documentation has been issued to the employee. A copy of the certificate or proper written documentation shall be maintained in the employee's personnel file.

008 Comparable Training. New facility employees with prior training shall be considered to have met some of all of the requirements of 005 above upon the approval of a waiver by the Jail Standards Board for comparable training.

008.01 In order to evaluate a request for waiver of initial training, the Board may request that the information outlined in 006.01 above be provided by the new employee.

008.02 Documentation of the full or partial waiver shall be maintained in the employee's personnel file.

009 In-service Training. After the first year of employment, all facility employees shall receive at least the minimum hours of annual in-service training identified below for the type of position they hold:

009.01 Direct Care - 20 hours

009.02 Professional Specialist - 20 hours

009.03 Clerical - 8 hours

009.04 Administrative/Management - 40 hours

009.05 Support - 20 hours

009.06 Volunteer - 1 hour

009.07 Contract - 1 hour

College courses, seminars, correspondence courses, training bulletins, videos or other types of training may be utilized to fulfill the in-service training requirement if they are of a nature that will increase the employee's value to the facility.

010 Training Records. The facility shall maintain a complete and current record of all training received for each facility employee in the employee's personnel file. Copies of any certificates issued shall also be maintained.

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