

<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-02-104</b></p>
	<p><b>SUBJECT:</b></p> <p><b>ORIENTATION AND INITIAL TRAINING FOR EMPLOYEES</b></p>	<p><b>PAGE: 1 of 2</b></p>
<p><b>REFERENCES: None</b></p>		<p><b>DATE ADOPTED: 02-01-2017</b></p> <p><b>DATE REVIEWED: 02-22-2019</b></p>

STANDARD: Written policy, procedure and practice shall provide that orientation for all Immediate Intervention Program (IIP) 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.

Orientation and initial training for employees shall be documented on the Orientation and Initial Training Checklist (Attachment A). The new employee and supervisor completing each item shall initial and date the Orientation and Initial Training Checklist to signify completion. The Orientation and Initial Training Checklist shall be retained 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 the Juvenile Offender and Child in Need of Care (CINC) Code
- Review of personnel and IIP policies and procedures
- Work place diversity
- Cultural diversity
- Courtroom protocol
- Confidentiality of youth records
- Staff work place, field safety and security issues
- Recognition, signs and symptoms of child abuse and/or neglect
- Recognition, signs and symptoms of suicide
- Universal precautions
- Mandated reporting
- Sexual harassment
- Opportunity for job shadowing
- Knowledge of available community resources
- Evidence-based approaches

Initial training topics shall include, but no 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 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.

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- Graduated Responses as an Evidenced Based Practice
- Mental Health Training Curriculum for Juvenile Justice (MHTC-JJ)
- 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

DISCUSSION: Upon completion of the KDOC IT Security Awareness Training, the Security Awareness Training Acknowledgment form must be signed and retained in the employee's personnel file for a minimum of three years.

ATTACHMENTS:

Attachment A: Orientation and Initial Training Checklist

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## Immediate Intervention Program Orientation and Initial Training Checklist

**The new employee and supervisor shall sign their initials to the relevant box and staff shall indicate the date the orientation or initial training item was covered and completed.**

<b>New Employee Orientation</b>				
		New Employee	Supervisor	Date Completed
1.	Overview of child welfare & juvenile justice systems & processes			
2.	Overview of statutes and regulations pertaining to Juvenile Offender and Child in Need of Care (CINC) Code			
3.	Review of personnel and IIP policy and procedures			
4.	Workplace Diversity			
5.	Cultural Diversity			
6.	Courtroom protocol			
7.	Confidentiality of youth records			
8.	Staff workplace, field safety and security issues			
9.	Recognition, signs and symptoms of child abuse			
10.	Recognition, signs and symptoms of suicide			
11.	Conflict resolution			
12.	Universal precautions			
13.	Mandated reporting			
14.	Sexual harassment			
15.	Opportunity for job shadowing			
17.	Knowledge of available community resources			
18.	Evidence-based approaches			

<b>Initial Training</b>				
		New Employee	Supervisor	Date Completed
1.	Juvenile Justice Basics			
2.	Effective Practices in Correctional Settings-II (EPICS-II)			
3.	Graduated Responses as an Evidence Based Practice			
4.	Mental Health Training Curriculum for Juvenile Justice (MHTC-JJ)			
6.	IT Security Awareness Training			

**By signing below, I acknowledge I have completed the orientation and initial training process, received a copy of the necessary forms, policies & procedures, been afforded the opportunity for job shadowing, and understand the information I initialed in the checklist above.**

\_\_\_\_\_  
New Employee – Date

\_\_\_\_\_  
Supervisor – Date