

<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>CHAPTER:</p> <p>STAFF</p>	<p>STANDARD NO.</p> <p>IIP-02-104</p>
	<p>SUBJECT:</p> <p>ORIENTATION</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: None</p>		<p>DATE ADOPTED: 02-01-2017</p> <p>DATE REVIEWED:</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). Orientation for employees shall be documented on the Orientation Checklist Form (Attachment A).

The new employee and supervisor completing each item shall initial and date the Orientation Checklist to signify completion.

The Orientation Checklist Form shall be retained in the employee's personnel file upon completion.

Orientation topics shall include but not be limited to:

- Overview of Juvenile Justice systems and processes
- The statutes and regulations pertaining to the Juvenile Offender Code
- KDOC IT Security Awareness Training
- Review of personnel and IIP policies and procedures
- Work place diversity
- Cultural diversity
- 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

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 Checklist 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.

