



## FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

**Secretary** /s/, Christina K. Daly

**Date:** 2/14/2018

**Subject:** Employee Training

**Section:** FDJJ – 1520

**Originating Office:** Staff Development and Training

**Authority:** Section 20.316(1)(c)4, Florida Statutes

**Related References:**

- Direct Care Staff Training Rule (63H-2, F.A.C.)
- Section 19, Chapter 2010-151, Laws of Florida
- Chief Financial Officer Memorandum No. 04 (09-10)
- Chief Financial Officer Memorandum No. 06 (11-12)
- Chief Financial Officer Memorandum No. 07 (11-12)
- Prison Rape Elimination Act (PREA) of 2003 C.F.R. Section

**Purpose:** The need exists to establish training requirements in order to ensure all employees are adequately trained in a timely manner upon hire and/or promotion. This policy establishes a statewide framework for the Department of Juvenile Justice to implement procedures governing the training of Department employees.

**Offices Affected by the Policy:** All offices within the Department.

### **POLICY STATEMENT:**

- All employees hired before the effective date of this policy shall complete New Employee Orientation, Sexual Harassment, Equal Employment Opportunity, Customer Service, Information Security Awareness, and Purchasing Card (required only for those employees who are issued a P-Card) training within 30 days of the effective date of this policy.
- All employees hired on or after the effective date of this policy shall complete New Employee Orientation, Sexual Harassment, Equal Employment Opportunity, and PREA training within 30 days of the date of hire; and Customer Service, Information Security Awareness, and Purchasing Card (required only for those employees who are issued a P-Card) training within 30 days of the date of hire.

## **FLORIDA DEPARTMENT OF JUVENILE JUSTICE**

**SUBJECT:** Employee Training

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- All supervisors or managers hired before the effective date of this policy shall complete the training required of all employees within the timeframes as determined by employment status and shall complete Supervisor Orientation Training, Purchasing Card Supervisor Training, Travel Reimbursement Training, and EEO/Sexual Harassment training for supervisors within 30 days of the effective date of this policy.
- All supervisors or managers hired on or after the effective date of this policy shall complete the training required of all employees within the timeframes as determined by employment status and shall complete Supervisor Orientation Training, Purchasing Card Supervisor Training, Travel Reimbursement Training and EEO/Sexual Harassment training for supervisors within 30 days of the date of hire or promotion.
- All newly promoted or hired supervisors of Direct Care Staff, as defined in 63H-2.002 (F.A.C) shall complete Leadership Development training within nine (9) months of the date of hire or promotion unless they have successfully completed the course within twelve (12) months prior to promotion or hire.
- All employees, including supervisors, and managers, shall complete eight (8) hours of annual in-service training each calendar year after the completion of their initial training. Part of the eight (8) hours shall include Information Security Awareness, DJJ Safety Training, Sexual Harassment (taken every two (2) years), and PREA training (taken every two (2) years).
- Direct Care Staff, as defined in 63H-2.002 (F.A.C) employed by the Department, must also adhere to the requirements set forth in 63H-2 (F.A.C.).
- Direct Care Staff, as defined in 63H-2.002 (F.A.C.) employed by the Department, must complete Human Trafficking training (taken every year).
- Employees assigned the function of contract manager, or anyone delegated to perform those functions, or the function of program monitor shall complete the Advancing Accountability class conducted by the Department of Financial Services, every two (2) years as required by Section 19, Chapter 2010-151, Laws of Florida. In addition, contract managers and program monitors shall attend Department specific training to be certified as a contract manager/program monitor. Any newly appointed contract manager/program monitor shall complete the required training within 90 days of the date of hire, promotion, or assignment. Supervisors of those persons fulfilling the function of a contract manager/program monitor are required to complete the on-line Contract Management/Monitoring class found in the Department's Learning Management System (to be available March 2013).
- Completion of all training requirements shall be documented on the Department's Learning Management System.
- Failure to meet the timeframe for training requirements, absent an approved extension, may result in disciplinary action up to and including dismissal.

### **PROCEDURES/MANUALS:**

Procedures for this policy are accessible at the Department Policies internet page.