

# POLICY

**SUBJECT: Staff Training**  
**NUMBER: MGT-640-18**  
**APPLICABLE TO: All DJS Staff**

**APPROVED:** \_\_\_\_\_ /s/ signature on original

**Sam Abed, Secretary**

**DATE:** \_\_\_\_\_ 6/11/18

**I. POLICY**

The Department of Juvenile Services (DJS or Department) provides a planned, organized, and evaluated training process to prepare new and current DJS staff and contractors to perform their job duties. All new and current DJS staff and contractors shall receive appropriate and ongoing training.

**II. AUTHORITY**

- A. MD. CODE ANN., HUM. SERVS. §§ 9-203 to -204.
- B. MD. CODE ANN., STATE PERS. & PENS. §§ 10-101 to -105.
- C. MD. CODE ANN., CORR. SERVS. §§ 8-202, -208.
- D. MD. CODE REGS. 17.04.10.
- E. MD. CODE REGS. 12.10.01.
- F. MD. CODE REGS. 16.05.03.
- G. PREA Juvenile Facility Standard 28 C.F.R.115.331.
- H. American Correctional Association (ACA) Standards, 4-JCF-6E-01 through 4-JCF-6E-14.

**III. DIRECTIVES/POLICIES RESCINDED**

Staff Training, MGT-622-14

**IV. FAILURE TO COMPLY**

Failure to comply with the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.

**V. STANDARD OPERATING PROCEDURES**

Standard operating procedures have been developed and are attached to this policy.

**VI. REVISION HISTORY**

DESCRIPTION OF REVISION	DATE OF REVISION
Policy revised to account for current authority, practices, and staff training requirements.	July 28, 2014
Procedures updated to reflect an updated application and scheduling process for in-service training. An agency-wide training calendar is to be published by the PTEU for staff by January 15 each year and staff no longer need to complete and submit an in-service training application. Where staff are required to apply for in-service training, in-service training applicants shall contact their Regional Training Coordinator to register for required in-service training no later than 15 days prior to the date of training using the annual training schedule. OJT materials must now be submitted to the PTEU OJT Coordinator for review prior to approval by the PTEU Director.	January 2016
<p>New policy issued and procedures updated.</p> <ul style="list-style-type: none"> <li>• Deleted job related and direct care staff definitions and added essential employee definition.</li> <li>• Added new section A to include staff development, training plan, and training advisory committee.</li> <li>• Added to the orientation section B, training matrix attachment which will include all training requirements by classification.</li> <li>• All sections updated with new procedures</li> <li>• Listed training courses by topic for ELT and annual in-service training.</li> <li>• Section H is a new section for library and references services available on the intranet for staff training opportunities.</li> <li>• Attachments updated.</li> </ul>	June 11, 2018
<p>Procedures revised:</p> <ul style="list-style-type: none"> <li>• Removed PTEU as sole provider of training to DJS staff from purpose statement</li> <li>• Added definition and procedures for required FMLA training</li> <li>• Added EEO and Sexual Harassment/Employment Discrimination training requirements</li> </ul>	July 7, 2022

## PROCEDURES

**SUBJECT: Staff Training**  
**NUMBER: MGT-640-18**  
**APPLICABLE TO: All DJS Staff**

**APPROVED:**



**Lynette Holmes,**  
**Deputy Secretary for Support Services**

**DATE:** July 7, 2022

### **I. PURPOSE**

The purpose of these procedures is to establish the standards and criteria for training DJS staff, contractors, and volunteers.

### **II. DEFINITIONS**

*Certification* means the legal authority conferred by the Maryland Police and Correctional Training Commission (MPCTC) authorizing an individual to exercise duties related to the investigation, care, custody, control, or supervision of youth in the custody of, or under the supervision of the Department of Juvenile Services.

*Entry Level Training (ELT)* means the six-week training course which includes Orientation and position-specific mandated training of staff.

*Essential employee* means an employee whose duties are of such a nature as to require the employee to report for work or remain at the work site to continue agency operations during an emergency condition. Essential staff will be notified of their status no later than December 1st of each year.

*Family Medical Leave Act (FMLA)* means the federal law that requires certain employers, including the State of Maryland, to grant job-protected leave to employees who meet FMLA's eligibility requirements. The law entitles eligible employees *to an absence of up to a total of 12 workweeks of unpaid or paid leave (depending on the employer) in any 12-month period*. For more information see [DBM FMLA Guide and Forms](#).

*In-service training* means ongoing training provided to staff to enhance their skills, provide updated information related to their present classifications, and introduce changes in operational procedures.

*Mandated* means a job classification required to comply with COMAR regulations and includes the resident advisor series, case management specialist series, and Juvenile Service support staff.

*On-the-job (OJT) training* means a course or program directly related to staff job duties. On-the-job training includes preparation for potential promotion and improvement in currently utilized skills and knowledge.

*Out-service training* means training available to staff through accredited schools, colleges and universities, and other organizations to enable them to become more skillful in their work and to qualify for higher job classifications.

*Orientation* means the personnel and policy-related training for all new staff upon their initial appointment to the Department.

*Professional development* refers to staff growth and advancement in knowledge and skill levels that prepare staff for essential job duties or advancement within the Department.

*Release time* means time off with pay to attend out-service training during staff scheduled working hours.

*Supervisor* means any person within the Department who has direct responsibility for the work of other staff.

*Training Coordinator* means the regional Professional Training and Education Unit (PTEU) staff member who coordinates and monitors training activities for the assigned regional area.

### **III. PROCEDURES**

#### **A. Administration**

1. Staff Development and Training Plan
  - a. The Department shall maintain a staff development and training program that is planned, coordinated, and supervised by the Director of the Professional Training and Education Unit. Training shall be presented by individuals qualified in specific training subjects.
  - b. PTEU shall maintain a training plan that is developed, evaluated, and updated annually based on an assessment that identifies current job related training needs.
2. Training Advisory Committee
  - a. DJS has a Training Advisory Committee (Committee), in coordination with facility, community, and PTEU administrators, which provides guidance and support in the development of a training plan, ensuring it remains in alignment with the Department's mission, values, goals, and operational needs.
  - b. The Committee, in consultation with the Director of PTEU, may require training programs or components beyond those required for MPCTC certification.
  - c. The Committee meets at least quarterly to review progress and resolve problems.

- d. The PTEU Chairperson is responsible for forwarding a copy of the written record of these meetings to the Deputy Secretary for Support Services and each member of the committee no later than 10 calendar days after the date of the meeting. The Committee is comprised of the following members:
  - 1) the Deputy Secretary for Operations or designee;
  - 2) the Deputy Secretary for Support Services or designee;
  - 3) the Director of Legislation and Policy or designee;
  - 4) the Executive Director for Community Services or designee;
  - 5) the Executive Director of Residential Services or designee;
  - 6) each Regional Director or designee;
  - 7) each Superintendent or designee;
  - 8) the Director of the Office of Human Resources (OHR) or designee;
  - 9) the Director of Information Technology or designee;
  - 10) the Director of Behavioral Health or designee;
  - 11) the Director of Transportation or designee; and
  - 12) a labor union representative.

## **B. Orientation**

1. All *new non-mandated staff* shall receive orientation training provided by the OHR and PTEU within 1 year of their hire as indicated in the **Training Requirements Matrix (Appendix 1)**.
2. All *new mandated staff* shall receive orientation training during the first week of ELT provided by the PTEU as indicated in the **Training Requirements Matrix (Appendix 1)**.

## **C. Training Requirements**

1. **Entry Level Training (ELT)**
  - a. All new mandated staff by classification must complete at a minimum 120 hours of Entry Level Training within 1 year of hire as indicated in the **Training Requirements Matrix (Appendix 1)**.
  - b. Training shall cover the following areas:
    - 1) Security procedures;
    - 2) Supervision of youth;
    - 3) Suicide Intervention and Prevention;
    - 4) Restraints-Physical and Mechanical;
    - 5) Report Writing;
    - 6) Behavior Management;
    - 7) Youth Rights and Responsibilities;
    - 8) Social/Cultural Lifestyles of the Youth Population;
    - 9) Fire and Emergency Procedures;
    - 10) First Aid;
    - 11) Search and Contraband;
    - 12) Rules of Evidence;
    - 13) Safety Procedures;

- 14) Key Control;
  - 15) Interpersonal Relations;
  - 16) Communications Skills;
  - 17) Cultural Awareness;
  - 18) Eliminating and Reporting Sexual Abuse and Harassment;
  - 19) Sexual Harassment-Employees
  - 20) Code of Ethics; and
  - 21) Additional topics may be added as appropriate.
- c. The PTEU shall coordinate an ELT program (including the program's sequence, content, and duration) consistent with Maryland Police Correctional Training Commission (MPCTC) sanctioned performance objectives.
- d. All new non-mandated staff by classification must complete 40 hours of training in addition to orientation within 1 year of hire as indicated in the **Training Requirements Matrix (Appendix 1)**.

## 2. **On-the-Job (OJT) Training**

- a. All mandated staff shall complete on-the-job (OJT) training as indicated in the **Training Requirements Matrix (Appendix 1)** within 90 days of completing ELT.
- b. The PTEU shall ensure that appropriately designed on-the-job materials are made available to staff based upon their assigned position duties.
- c. OJT may not be used to meet the minimum ELT requirements.
- d. Supervisors shall submit documentation of the employee's completed OJT hours to the PTEU OJT Coordinator.

## 3. **In-Service Training**

- a. *Facility Staff*
  - 1) All mandated staff are required to complete a minimum of 40 hours of annual in-service training based on their classification as indicated in the **Training Requirements Matrix (Appendix 1)**.
  - 2) All mandated staff are required to complete at a minimum the following training:
    - 1) Standards of Conduct/Ethics;
    - 2) Security/safety/fire/medical/emergency procedures;
    - 3) Supervision of youth;
    - 4) Eliminating and Reporting Sexual Abuse and Harassment; and
    - 5) Restraints- Physical and Mechanical.
  - 3) All non-mandated staff are required to complete a minimum of 16 hours of annual in-service training based on their classification as indicated in the **Training Requirements Matrix (Appendix 1)**.
  - 4) Designated mandated staff must complete Crisis Prevention

Management (CPM) training in accordance with the *Restraints- Use of Physical and Mechanical Restraints Policy*. Designated staff who complete ELT training between January and June must complete an additional CPM training before 12/31.

- b. *Community Staff*
  - 1) All mandated staff are required to complete 40 hours of annual in-service training, 18 hours of which must be MPCTC approved annual training, as indicated in the **Training Requirements Matrix (Appendix 1)**.
  - 2) All staff who successfully complete ELT during the current calendar year are not required to meet the in-service training requirement for that year.
- c. *Supervisor and Administrator Training*
  - 1) Mandated staff appointed or promoted to a first-line or higher supervisor or administrator position shall complete MPCTC approved supervisor and administrator training within 1 year of the appointment or promotion as indicated in the **Training Requirements Matrix (Appendix 1)**.
  - 2) Non-mandated staff appointed or promoted to a first-line or higher supervisor or administrator position may be directed by the Deputy Secretary for Support Services to complete MPCTC approved supervisor and administrator training within 1 year of the appointment or promotion as indicated in the **Training Requirements Matrix (Appendix 1)**.

#### 4. **Other/Specialized Training**

a. **Family Medical Leave Act (FMLA)**

All supervisors shall complete the DJS-approved initial FMLA training and a refresher training every year that is provided by the Office of Human Resources.

b. **Sexual Harassment/Employment Discrimination**

In accordance with the *Sexual Harassment/Employment Discrimination Policy*, all DJS employees are required to complete a cumulative of two (2) hours of in-person or virtual, interactive training on sexual harassment prevention. The training must be completed within six (6) months of each employee's date of hire and again every two (2) years during their employment with the state.

c. **Equal Employment Opportunity**

In accordance with the DJS *Equal Employment Opportunity policy*, DJS staff shall complete EEO training, to ensure all personnel actions concerning any employee or applicant for employment are taken based on merit and fitness and without regard to: *age, ancestry, color, creed, genetic information, gender identity and expression, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation*.

- d. **Professional Accreditation, Licensure and Certification**  
All staff shall maintain the required accreditation, licensure or non-MPCTC certification needed for their assigned responsibilities (e.g., Social Workers, Addictions Counselors, and Psychologists) in accordance with state law and the terms of the appropriate bargaining agreement, if staff are subject to such agreement.

**Part-time and Contractual Staff Training**

Part-time and contractual staff shall receive orientation and training according to their assigned job classification as indicated in the **Training Requirements Matrix (Appendix 1)**.

- e. **Volunteer Training**
- 1) Volunteers shall receive orientation and training in accordance with the *Volunteer Services Policy*.
  - 2) The DJS Community Services Coordinator, in conjunction with the PTEU where needed, may require and shall ensure that all volunteers receive any additional training that is appropriate to the Department's needs and the capacity in which they are volunteering.

**5. Out-Service Training/Professional Development**

- a. Staff may participate in professional development opportunities (e.g., educational programs and professional seminars) when such participation is approved by their supervisor, the Director of PTEU, and the Secretary or designee. Such participation shall be subject to the benefits and limitations established in any applicable bargaining agreement or policy.
- b. The Department may provide compensation or reimbursement to staff taking part in such activities when related to their current or prospective job responsibilities.
- c. If tuition reimbursement is available to staff, the PTEU shall make procedures for program participation readily available to all staff.
- d. Annual or personal leave, or a schedule adjustment of up to 6 hours per week may be authorized for job-related training (including participation in college courses) by the appropriate supervisor if the staff provides documentation that the training or course is offered only during their scheduled working hours. Staff requiring a schedule accommodation shall present their request (including school schedule and examination dates) at least six weeks in advance of the issuance of any shift schedule. Requests submitted with less than six weeks' notice shall be denied unless extenuating circumstances are presented to the Department.
- e. Staff shall follow the procedures outlined on the Out-Service Training application to request participation in Out-Service training or professional development opportunities.
- f. No later than 10 calendar days after completing the Out-Service training or professional development opportunity, the staff shall



submit the **Out-Service Training and Conference Questionnaire Worksheet (Appendix 2)** to the PTEU Director.

**D. Application Process**

1. Each Regional Training Coordinator shall contribute a regional in-service training schedule for inclusion in the annual training schedule, which the PTEU shall publish and post the schedule on the intranet no later than January 15th of each year.
2. Where staff are required to apply for in-service training, staff shall contact their Regional Training Coordinator to register for required in-service training no later than 15 calendar days prior to the date of training. The Regional Training Coordinator will confirm registered staff and notify those affected by any schedule changes in accordance with cancellation procedures in Section G below.
3. Any staff requesting out-service training shall complete an **Out-Service Training and Conference Application** which includes the **Out-Service Training Authorization form, MS-551 (Appendix 3)** and submit the complete approved application and any other materials to the PTEU according to any instructions provided on the application.
4. The PTEU will confirm course registration by email or in writing to staff and their supervisors.

**E. PTEU Duties**

1. The PTEU director or designee shall:
  - a. provide each staff with appropriate rules and regulations governing the staff's conduct while attending training;
  - b. conduct testing as required by MPCTC to ensure each staff satisfactorily meets the training requirements;
  - c. maintain testing records and procedures and report test results as required by MPCTC;
  - d. recommend initial and ongoing MPCTC certification for only those staff meeting the minimum attendance and testing requirements;
  - e. shall report the completion of mandated staff training activities to the MPCTC in a timely manner pursuant to MPCTC regulation; and
  - f. review and approve all submitted documentation of OJT hours.
2. The PTEU staff shall:
  - a. coordinate and promulgate schedules for all training activities, ensuring that training is provided for all mandated subject areas and that all required training hours are provided in accordance with MPCTC regulations;
  - b. conduct training activities pursuant to MPCTC academy certification standards and other applicable regulations;
  - c. collaborate with the OHR to ensure applications for certification and other MPCTC required documentation are submitted as required by MPCTC regulation;

- d. ensure that the person providing MPCTC approved training is appropriately certified to provide the training;
- e. conduct testing as required by MPCTC to ensure each staff satisfactorily meets the required performance objectives;
- f. schedule all FMLA, Sexual Harassment/Employment Discrimination, and EEO trainings and maintain records of staff who have completed training on each subject;
- g. conduct an annual review and update of the DJS' training programs based on organizational needs and in consultation with program administrators;
- h. assist in the preparation of a written evaluation report and update of the Department's training program as required by the Department of Budget and Management;
- i. coordinate the provision of a job-task analysis for mandated positions when necessary, but at least once every five years;
- j. provide support to OHR in maintaining a database of all staff training that includes the necessary staff information including title, date, and length of courses attended and completed;
- k. provide a survey to all staff at the end of each training program to evaluate the training and encourage each staff to provide meaningful feedback; and
- l. ensure training space and equipment is provided to staff free from distraction by youth and large enough to accommodate groups.

**F. Office of Human Resources Duties**

The Office of Human Resources (OHR) shall develop and provide the initial and annual refresher FMLA training to supervisors.

**G. Office of Fair Practices**

The Office of Fair Practices shall collaborate with PTEU to develop and facilitate training for EEO and Sexual Harassment/Employment Discrimination.

**H. Regional Training Coordinators**

1. Regional Training Coordinators shall collaborate with Regional Directors, Superintendents, and supervisors, as needed, to ensure that staff within the Coordinator's assigned region receive the required training as outlined in these procedures.
2. Supervisors shall regularly review staff job performance to ensure that staff maintain appropriate skill levels and assist staff in filling any performance gaps through training.

**I. Cancellation Procedures**

1. If a training class is cancelled due to inclement weather, the PTEU or OHR follows the State of Maryland's directive regarding closures.
  - a. If the training session is scheduled in an area where the State has announced that its offices are closed, the training session will be postponed.
  - b. If the training session is scheduled in an area where the State has announced that liberal leave is in effect for staff in that area, the training session will be postponed.
  - c. If the training session is located on the campus of a college or university, or an affiliated site, listen to the colleges or university's schedules regarding closings. If the training session is scheduled by the MPCTC to be held on college or university campuses, follow the directives of the college or university regarding closings.
2. If a training class is cancelled for a reason other than inclement weather, the PTEU or OHR will notify staff registered for the training.
3. If a training class is cancelled and the employee is classified as an essential employee, the employee must immediately notify their Superintendent of the cancellation and receive direction on whether to report to their worksite.

**J. Library and References Services**

A library and references services section is established in the PTEU site on the DJS intranet for use in obtaining information on the availability of additional personal and professional/career educational and training opportunities. This site provides a broad overview of sources of information on new trends and programs within Juvenile Justice.

**IV. RESPONSIBILITY**

All Administrators, the PTEU Director, Regional Directors, and Superintendents are responsible for implementation and compliance with this procedure within 30 days of issuance.

**V. INTERPRETATION**

The Deputy Secretary for Support Services shall be responsible for interpreting and granting any exceptions to these procedures.

**VI. LOCAL OPERATING PROCEDURES REQUIRED**

No

**VII. DIRECTIVES/POLICIES REFERENCED**

1. Restraints- Use of Physical and Mechanical Restraints Policy
2. Sexual Harassment/Employment Discrimination Policy
3. Equal Employment Opportunity Policy
4. Volunteer Services Policy

**VII. APPENDICES**

*All of the appendices listed below can be found on the DJS intranet under Forms/PTEU here:  
[http://intranet/new\\_forms\\_pteu.htm](http://intranet/new_forms_pteu.htm)*

1. Training Requirements Matrix
2. Out-Service Training/Conference Questionnaire Worksheet
3. DJS Out-Service Training and Conference Application



**Maryland**

DEPARTMENT OF  
JUVENILE SERVICES

## **DJS POLICY AND STANDARD OPERATING PROCEDURES Statement of Receipt and Acknowledgment of Review**

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**POLICY: Staff Training**  
**NUMBER: MGT-640-18**  
**APPLICABLE TO: All DJS Staff**

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I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT FULL NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WORK LOCATION

***SEND THE SIGNED COPY TO YOUR SUPERVISOR FOR PLACEMENT IN YOUR  
PERSONNEL FILE.***

## DJS STAFF TRAINING REQUIREMENTS

FACILITY STAFF					
CLASSIFICATION	ORIENTATION	ELT	OJT	IN-SERVICE/ANNUAL	OTHER
<b>FACILITY STAFF (MANDATED)</b>					
RESIDENT ADVISOR TRAINEE RESIDENT ADVISOR I RESIDENT ADVISOR II RESIDENT ADVISOR LEAD	Orientation provided during ELT	New employees must complete 160 hours of training within 1 year of hire	New employees must complete 90 hours of training within 90 days of completing ELT	Must complete a minimum of 40 hours of training each year by 12/31 of which 18 hours must be MPCTC certified (not to include the year in which ELT is completed)	NA
CASE MANAGEMENT SPECIALIST I CASE MANAGEMENT SPECIALIST II CASE MANAGEMENT SPECIALIST III	Orientation provided during ELT	New employees must complete 160 hours of training within 1 year of hire	New employees must complete 90 hours of training within 90 days of completing ELT	Must complete a minimum of 40 hours of training each year by 12/31 of which 18 hours must be MPCTC certified (not to include the year in which ELT is completed)	NA
RECREATION SPECIALIST I RECREATION SPECIALIST II COORDINATOR OF RECREATION  TRANSPORTATION OFFICER TRAINEE TRANSPORTATION OFFICER I TRANSPORTATION OFFICER II TRANSPORTATION OFFICER LEAD  YOUTH CENTER COOK I YOUTH CENTER COOK II YOUTH CENTER COOK LEAD	Orientation provided during ELT	New employees must complete 120 hours of training within 1 year of hire	New employees must complete 90 hours of training within 90 days of completing ELT	Must complete a minimum of 40 hours of training each year by 12/31 of which 18 hours must be MPCTC certified (not to include the year in which ELT is completed)	NA

## DJS STAFF TRAINING REQUIREMENTS

FACILITY STAFF					
CLASSIFICATION	ORIENTATION	ELT	OJT	IN-SERVICE/ANNUAL	OTHER
<b>FACILITY BEHAVIORAL HEALTH STAFF (MANDATED EXCEPT AS NOTED)</b>					
ALCOHOL AND DRUG COUNSELORS, SUPERVISED COUNSELOR MENTAL HEALTH PROFESSIONAL COUNSELOR MENTAL HEALTH PROFESSIONAL COUNSELOR - ADVANCED SOCIAL WORKER, CRIMINAL JUSTICE SOCIAL WORKER ADVANCED SOCIAL WORKER I PSYCHOLOGISTS (DJS REQUIRED)	<b>Mandated employees</b> must complete orientation provided during ELT  <b>Non-mandated employees</b> must complete Orientation organized by OHR within 90 days of hire	<b>Only new mandated employees</b> must complete 120 hours of training within 1 year of hire  <b>DJS required- Psychologists must complete ELT</b>	<b>Only new mandated employees</b> must complete 90 hours of training within 90 days of completing ELT	Must complete a minimum of 40 hours of training each year by 12/31 of which 18 hours must be MPCTC certified (not to include the year in which ELT is completed)	<b>Supervisor Training</b> – must complete MPCTC approved training within 1 year of promotion or date of hire  <b>Accreditation/Licensure</b> – All staff required to be accredited or licensed to perform their DJS duties must maintain their accreditation or license while employed at DJS
<b>FACILITY ADMINISTRATORS (NON-MANDATED)</b>					
<b>PROGRAM MANAGERS:</b> SUPERINTENDENT (DJS REQUIRED) ASSISTANT SUPERINTENDENT (DJS REQUIRED)	<b>Non-mandated</b> employees must complete Orientation organized by OHR within 90 days of hire	<b>DJS required- Superintendents and Assistant Superintendents must complete ELT</b>	<b>Non-mandated employees</b> must complete OJT as determined by the Executive Director for Residential Services	Must complete a minimum of 40 hours of training appropriate to their assigned duties each year by 12/31 (not to include the year in which ELT is completed)	<b>Supervisor Training</b> – must complete MPCTC approved training within 1 year of promotion or date of hire  <b>Administrator Training</b> – must complete MPCTC approved training within 1 year of promotion
<b>FACILITY SUPERVISORS ABOVE FIRST LINE (MANDATED)</b>					
GROUP LIFE MANAGER I GROUP LIFE MANAGER II	Orientation provided during ELT	New employees must complete 160 hours of training within 1 year of hire	New employees must complete 90 hours of training within 90 days of completing ELT	Must complete a minimum of 40 hours of training appropriate to their assigned duties each year by 12/31 of which 18 hours must be MPCTC certified (not to include the year in which ELT is completed)	<b>Supervisor Training</b> – must complete MPCTC approved training within 1 year of promotion or date of hire
<b>FACILITY FIRST LINE SUPERVISORS(MANDATED)</b>					
RESIDENT ADVISOR SUPERVISOR TRANSPORTATION OFFICER SUPERVISOR CASE MANAGEMENT SPECIALIST SUPERVISOR	Orientation provided during ELT	New employees must complete 160 hours of training within 1 year of hire	New employees must complete 90 hours of training within 90 days of completing ELT	Must complete a minimum of 40 hours of training each year by 12/31 of which 18 hours must be MPCTC certified (not to include the year in which ELT is completed)	<b>Supervisor Training</b> – must complete MPCTC approved training within 1 year of promotion or date of hire

## DJS STAFF TRAINING REQUIREMENTS

FACILITY STAFF					
CLASSIFICATION	ORIENTATION	ELT	OJT	IN-SERVICE/ANNUAL	OTHER
<b>OTHER SUPERVISORS AND ADMINISTRATORS (MANDATED)</b>					
A/D PROFESSIONAL COUNSELOR SUPERVISOR MH COUNSELOR SUPERVISOR	Orientation provided during ELT	New employees must complete 120 hours of training within 1 year of hire	New employees must complete 90 hours of training within 90 days of completing ELT	Must complete a minimum of 40 hours of training each year by 12/31 of which 18 hours must be MPCTC certified (not to include the year in which ELT is completed))	<b>Supervisor Training</b> – must complete MPCTC approved training within 1 year of promotion or date of hire
<b>FACILITY CLERICAL STAFF (NON-MANDATED)</b>					
<b>ALL OF THE FOLLOWING STAFF ARE DJS-REQUIRED:</b> ADMINISTRATIVE AIDE SERIES ADMINISTRATIVE OFFICER SERIES ADMINISTRATIVE SPECIALIST SERIES CLERK SERIES EXECUTIVE AIDE MANAGEMENT ASSOCIATE SERIES MANAGEMENT SPECIALIST SERIES OFFICE CLERK SERIES OFFICE SECRETARY SERIES	Must complete Orientation organized by OHR within 90 days of hire  <b>DJS required- Must complete 16 hours in the first year of hire, may include Orientation hours</b>	NA	NA	Must complete at least 16 hours of training appropriate to their assigned duties by 12/31 of each year	Must complete orientation to the facility provided by the Facility Administration within 90 days of hire
<b>FACILITY SUPPORT STAFF WITH REGULAR OR DAILY CONTACT WITH YOUTH (NON-MANDATED)</b>					
<b>ALL OF THE FOLLOWING STAFF ARE DJS-REQUIRED:</b> FOOD SERVICES ADMINISTRATORS/MANAGERS FOOD SERVICE COOKS, WORKERS, SUPERVISORS (OTHER THAN YOUTH CENTER COOKS) NURSE OTHER STAFF WHO RECEIVE SPECIALIZED TRAINING IN THEIR FIELD	Must complete Orientation organized by OHR within 90 days of hire	<b>DJS required-Must complete 40 hours as determined by the Supervisor in addition to Orientation in the first year of hire</b>	NA	Must complete at least 40 hours of training appropriate to their assigned duties by 12/31 of each year	<b>Accreditation/Licensure</b> – All staff required to be accredited or licensed to perform their DJS duties must maintain their accreditation or license while employed at DJS
<b>FACILITY SUPPORT STAFF WITH NO MINIMAL OR NO REGULAR CONTACT WITH YOUTH (NON-MANDATED)</b>					
MAINTENANCE FISCAL LINEN SERVICE WAREHOUSE	Must complete Orientation organized by OHR within 90 days of hire	NA	NA	Must complete at least 16 hours of training appropriate to their assigned duties by 12/31 of each year	<b>Accreditation/Licensure</b> – All staff required to be accredited or licensed to perform their DJS duties must maintain their accreditation or license while employed at DJS



## DJS STAFF TRAINING REQUIREMENTS

COMMUNITY SERVICES STAFF					
CLASSIFICATION	ORIENTATION	ELT	OJT	IN-SERVICE/ANNUAL	OTHER
<b>COMMUNITY SERVICES STAFF (MANDATED)</b>					
CASE MANAGEMENT SPECIALIST I CASE MANAGEMENT SPECIALIST II CASE MANAGEMENT SPECIALIST III CASE MANAGEMENT SPECIALIST SUPERVISOR (CMSS) CASE MANAGEMENT PROGRAM SUPERVISOR (CMPS) ASSISTANT REGIONAL DIRECTOR (ARD)	Orientation provided during ELT	New employees must complete 160 hours of training within 1 year of hire	New employees must complete 90 hours of training within 90 days of completing ELT	Must complete a minimum of 40 hours of training each year by 12/31 of which 18 hours must be MPCTC certified (not to include the year in which ELT is completed)	<b>Supervisor Training – CMSS &amp; CMPS</b> must complete MPCTC approved training within 1 year of promotion or date of hire  <b>Administrator Training – ARD</b> must complete MPCTC approved training within 1 year of promotion or date of hire
COMMUNITY DETENTION OFFICER I COMMUNITY DETENTION OFFICER II COMMUNITY DETENTION OFFICER III COMMUNITY DETENTION OFFICER SUPERVISOR	Orientation provided during ELT	New employees must complete 120 hours of training within 1 year of hire	New employees must complete 90 hours of training within 90 days of completing ELT	Must complete a minimum of 40 hours of training each year by 12/31 of which 18 hours must be MPCTC certified (not to include the year in which ELT is completed)	<b>Supervisor Training – CDO</b> <b>Supervisor</b> must complete MPCTC approved training within 1 year of promotion or date of hire
<b>COMMUNITY SERVICES BEHAVIORAL HEALTH STAFF (MANDATED)</b>					
SOCIAL WORKER, CRIMINAL JUSTICE SOCIAL WORKER ADVANCED SOCIAL WORKER I	Orientation provided during ELT	New employees must complete 120 hours of training within 1 year of hire	New employees must complete 90 hours of training within 90 days of completing ELT	Must complete a minimum of 40 hours of training each year by 12/31 of which 18 hours must be MPCTC certified (not to include the year in which ELT is completed))	<b>Accreditation/Licensure</b> – All staff required to be accredited or licensed to perform their DJS duties must maintain their accreditation or license while employed at DJS
<b>COMMUNITY SERVICES ADMINISTRATORS ABOVE FIRST LINE (NON-MANDATED)</b>					
REGIONAL DIRECTOR	Must complete Orientation organized by OHR within 90 days of hire	NA	OJT as determined by an Executive Director for Community Services	NA	<b>Administrator Training</b> – must complete MPCTC approved training within 1 year of promotion
<b>COMMUNITY SERVICES CLERICAL STAFF (NON-MANDATED)</b>					
ADMINISTRATIVE AIDE SERIES ADMINISTRATIVE OFFICER SERIES ADMINISTRATIVE SPECIALIST SERIES CLERK EXECUTIVE AIDE MANAGEMENT ASSOCIATE SERIES MANAGEMENT SPECIALIST SERIES OFFICE CLERK SERIES OFFICE SECRETARY SERIES	Must complete Orientation organized by OHR within 90 days of hire	NA	NA	NA	NA

## DJS STAFF TRAINING REQUIREMENTS

HEADQUARTERS' STAFF (ALL HQ STAFF WHO ARE NON-MANDATED)					
CLASSIFICATION	ORIENTATION	ELT	OJT	IN-SERVICE/ANNUAL	OTHER
HEADQUARTERS' SUPERVISORS AND ADMINISTRATORS	Must complete Orientation organized by OHR within 90 days of hire	NA	NA	NA	<p><b>Supervisor or Administrator Training</b> – may be directed by the Deputy Secretary for Support Services to complete MPCTC approved training within 1 year of promotion or date of hire.</p> <p><b>Accreditation/Licensure</b> – All staff required to be accredited or licensed to perform their DJS duties must maintain their certification while employed at DJS</p>
<b>HUMAN RESOURCES (HR) STAFF:</b> <b>HR SPECIALIST</b> <b>HR SPECIALIST TRAINEE</b>  <b>HR OFFICER I-III</b> <b>HR ADMINISTRATOR</b> <b>HR DIRECTOR</b>	Must complete Orientation organized by OHR within 90 days of hire	NA	NA	Must complete 40 hours of HR training each year by 12/31	DBM Certification test required every 6 months in their specialty
ALL OTHER STAFF	Must complete Orientation organized by OHR within 90 days of hire	NA	NA	NA	NA



## Out-Service Training/Conference Questionnaire Worksheet

### Title of Training or Conference, location and dates:

1. Indicate the conference activities in which you engaged:

- a. Did you participate in the conference planning? If you did what were your duties.
- b. Did you attend any committee meetings at the conference?
- c. How many keynote presentation did you attend?
- d. How many workshops did you attend?

Workshop titles -

(1) Did you present any workshops?

- e. What new vendor resources did you identify and/or receive, and how can you use these resources in your position?
  - f. What are the names and organizations of the new contacts you made?
  - g. List the knowledge or skill areas that you improved as a result of attending this training/conference.
2. How will you share the knowledge or skills you learned at the training/conference with the others of your team/unit?
3. How will you share your new *Knowledge, Skills* and *Attitudes* with others in your team/unit or the Department as a whole?
4. In your current position, how useful was attending this Training/Conference?
5. What process improvements could you recommend as a result of the Training/Conference?
6. How do you believe your attendance at this Training/Conference will enhance your current role in the Department?
7. If this Training/Conference is available at a later date, would you recommend it to others? Is so, Who?

Department of Juvenile Services  
*Professional Training and Education Unit*

**OUT-SERVICE TRAINING REQUEST PROCEDURE**

**Updated: September 2017**

For all training (except MPCTC mandated and DJS required training), you must submit by hand delivery, inter-office mail, e-mail or USPS a **completed and appropriately signed** DJS Out-Service Training and Conference Application, and a signed and dated State of Maryland Application for Out-Service Training Authorization no less than **21** business days before the scheduled training session. These materials must be submitted to John Wisniewski, Director of PTEU, 6852 4<sup>th</sup> Street, Sykesville, MD 21784, with a copy to Delma Fuller.

Be sure to include registration forms and justification for attending the training. If the requested out-service training requires out-of-state travel, you must complete any required travel documentation and obtain any necessary approvals, which must be included in the application packet. Do not complete MPCTC Registration Forms.

**Please do not use obsolete DJS training forms.** You may download and complete the current form from the DJS Intranet.

**Please print or type** the application. To ensure that packets are complete:

- **Please enter your legal name and classification as it is recorded with the Office of Human Resources (OHR).**
  - Do not use nicknames or abbreviated spellings of names.
- Enter your Departmental Identification Number (DIN), which is composed of your first and last initials followed by a five-digit number.
  - The OHR can provide this information if needed.
  - Do not include your Social Security Number on the application.
- Please include correct unit names and addresses as well as training dates and times.
- Enter the exact title of the requested training in the designated space, which can be found in the emailed training announcements, on the Intranet, or on printed materials associated with the training.
- The signatures of **your immediate supervisor and your Superintendent/Regional Director/Unit Director** are required.
- **PTEU will not process incomplete training applications or applications without proper signatures.**
- **Applications received with less than 21 business days before the scheduled training date will be returned without action.**
- **Submit assembled training packets, from first to last page, in this manner:**
  - DJS Out Service Training and Conference Application - DJS Form 04.01(Rev Jan. 2017)
  - Course Description, justification and registration form
  - State of Maryland, Application for Out Service Training Authorization - MS 551 (Revised 8/05)
  - State of Maryland, Individual Request for Out-of-State Travel (If applicable)
  - Budget and Finance – Request for Travel and Lodging/Reservations Form (If applicable)
  - Travel Advance Request - Revision 7/20/2014 (If applicable)

***DO NOT SUBMIT THIS INSTRUCTION PAGE WITH YOUR APPLICATION.***

**DEPARTMENT OF JUVENILE SERVICES**  
*Professional Training and Education Unit*  
**OUT-SERVICE TRAINING and CONFERENCE APPLICATION**

**Carefully read and follow the attached instructions for application to any training financed by, conducted by, sponsored by or coordinated through PTEU**

***A P P L I C A N T   D A T A***

<b>NAME:</b>	<b>DIN:</b>
<b>DIVISION/UNIT:</b>	<b>CLASSIFICATION:</b>
<b>WORKSITE ADDRESS: CITY/STATE/ZIP CODE:</b>	<b>PHONE NUMBER:</b>

***C O U R S E   D A T A***

<b>TITLE:</b>	<b>DATE(S):</b>
<b>VENDOR:</b>	<b>LOCATION:</b>
<b>COST (IF ANY):</b>	<b>RELEASE TIME: <input type="checkbox"/> YES   <input type="checkbox"/> NO   <input type="checkbox"/> NA NUMBER OF HOURS/WEEK REQUESTED:</b>

**If this training is not required for appropriate certification, how does this training relate to your job duties? (Generic responses are not acceptable.) Please attach course description or brochure, if available.**

***A P P R O V A L S***

<b>IMMEDIATE SUPERVISOR</b>	PRINT NAME _____
	SIGNATURE _____
	DATE _____
	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
	REASON FOR DISAPPROVAL _____

<b>SUPERINTENDENT/REGIONAL DIRECTOR UNIT DIRECTOR</b>	PRINT NAME _____
	SIGNATURE _____
	DATE _____
	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
	REASON FOR DISAPPROVAL _____

<b>DIRECTOR, PTEU</b>	PRINT NAME _____
	SIGNATURE _____
	DATE _____
	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
	REASON FOR DISAPPROVAL _____

<b>BUDGET CERTIFIES FUNDS ARE AVAILBABLE</b>	PRINT NAME _____
	SIGNATURE _____
	DATE _____
	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
	REASON FOR DISAPPROVAL _____

# STATE OF MARYLAND

## APPLICATION FOR OUT-SERVICE TRAINING AUTHORIZATION

Major State Department	Agency, Institution, or Unit		Agency Code
Employee's Name (Last, First, MI)	DIN #	Position Classification	Phone Number
Duties To Which Requested Training Relates:			Probation Over?
Reason for Training: <b>Career Development</b> <input type="checkbox"/> <b>Job Related</b> <input type="checkbox"/> <b>If Approved Career Development Plan is on file, please check:</b> <input type="checkbox"/>			
Please Indicate Type of Out-Service Training: <input type="checkbox"/> Tuition Reimbursement <input type="checkbox"/> Long -Term <input type="checkbox"/> Short -Term <input type="checkbox"/> Work Study			

### TRAINING APPLIED FOR

Name/Address of Organization Providing Training	Course Title and Number <small>Attach Brochure or Catalog Describing Course</small>	Semester Hours		
<b>Duration of Training</b>  <b>Beginning Date</b> _____  <b>Ending Date</b> _____  Hours of Training _____  <b>Working Hours</b> _____ <b>After Work</b> _____ <b>Weekly Total</b> _____	ESTIMATE OF COST			
		State Paid	Paid by Others	Total
	Registration or Tuition			
	Books, etc.			
	Travel			
	Room and Subsistence			
	Estimated Total			
<b>Amount of State Expense Approved \$</b>		<b>Method of Travel</b>		

**I Certify That the Information Given in This Application is Correct and Request Approval** \_\_\_\_\_

Signature and Date

<b>The Appointing Authority of this agency approves this application and certifies that funds are available.</b>  _____(Sign)  _____(Date)  _____(Title)	<b>The Department Secretary of the Department approves this application and recommends the training requested.</b>  _____(Sign)  _____(Date)  _____(Title)	<b>The Secretary of DBM authorizes this training as consistent with policy, rules, and regulations</b>  _____(Sign)  _____(Date)  _____(Title)
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