

**Purpose:** To ensure that all local community corrections and pretrial program employees receive appropriate, timely, high quality training sufficient to equip them to perform the duties of their position.

**Related Standard:** Department of Criminal Justice Services Minimum Standards for Local Community Corrections and Pretrial Services, Part 7, §7.1

**Definitions:**

- Professional employees—full- or part-time personnel such as directors, case managers, investigators, probation officers, pretrial officers or like designations
- Clerical Employees—full- or part-time personnel such as secretaries, administrative assistants or like designations
- The Department – The Department of Criminal Justice Services

**Policy:**

**A. Orientation / OJT**

In accordance with Code of Virginia § 19.2-152.4:1 and 9.1-177, every local probation officer and pretrial officer shall take an oath of office before entering the duties of their office.

Further, all newly hired local community corrections and pretrial program professional employees will, within the first 90 days of hire, complete a structured orientation program to include, at a minimum, the following:

1. Review all written state/county/city policies and procedures pertinent to their job/agency.
2. Review DCJS-issued guidelines and Minimum Standards for Local Community Corrections & Pretrial Services.
3. Receive training on the office case management software.
4. Obtain an overview of the local criminal justice system including an organizational chart of the agency.
5. Become familiar with all pertinent office forms and reports.
6. Review written job description/duties and the criteria on which they will be evaluated.
7. Review agency or governmental unit's existing policies regarding benefits; work hours; procedures for requesting leave; procedure for knowing whereabouts of officer during work hours; use of agency car; telephone and internet practices; utilization of secretarial support; mail processing and filing system; safety rules and confidentiality policy; personal decorum and dress standards.
8. Participate in field visits, accompanied by a non-probationary staff, to courts, jail(s), treatment programs, state Probation & Parole district office(s) and/or other offices with which employee will have regular contact. This tour will include the geographic area in which the officer will work, noting reliable sources of information, locations of resources and contacts therein and/or places to avoid or in which to exercise extreme caution.
9. Review procedure for obtaining criminal record check. Receive explanation on use of VCIN terminal and any other criminal record database. Arrange for certification on VCIN if appropriate.

10. Assist colleagues or supervisor in doing the job tasks that the employee was hired to perform
  - 10a. Conduct an official interview/intake if this will be part of employee's official duties.
  - 10b. Prepare court correspondence regarding client's compliance or noncompliance if this will be part of employee's official duties.
  - 10c. Perform a transfer of supervision in accordance with DCJS transfer guidelines.
11. Schedule training on SSI and ASI or other screening and assessment tool if appropriate.
12. Review policy and procedures for conducting drug tests if this will be part of employee's official duties

**B. Basic Training for Professional Employees**

All professional employees will successfully complete the Basic Skills for Local Community Corrections & Pretrial Programs as offered by the Department within the first six months of hire.

1. Successful completion means passing the test at the end of the week of training with a grade of 70% or better.
2. Failure to pass the test will require the employee to take another test provided by the Department at the employee's agency proctored by the agency director or his/her designee.
3. If the employee fails to pass the subsequent test with a grade of 70% or better, he/she will be required to return for another week of Basic Skills at the next offering.
4. If the employee fails the test following the 2<sup>nd</sup> week of training, a letter describing this occurrence will be forwarded to his/her agency director with a copy to the project administrator to develop a plan of action.
5. All local community corrections and pretrial professional employees who have not completed Basic Skills for good cause and have been employed in their capacity for over one year by August 1, 2001, shall be granted a waiver of this provision by the Department.

**C. In-service Training**

1. All professional staff, including managerial positions, will complete 20 hours of job-related training per year offered either through local or national sources or through DCJS that has been previously approved by their supervisor. This training may be in the form of conference workshops, training academies, college or university classes or training in special topic areas, etc.
2. All volunteer professional and clerical staff shall receive such in-service training as is available and deemed appropriate by the agency.

**D. Orientation / OJT for Clerical Employees**

All clerical employees will complete, within the first 90 days of their hire, a structured orientation / OJT program appropriate to their job duties and other training as deemed suitable by their agency.