1.0. **PURPOSE:**
To establish procedures for mandatory staff in-service training, orientation and annual in-service training for all full and part-time staff in all Office of Diversion and Transition Programs schools.

2.0 **APPLICABILITY:**
This Procedure applies to all schools within the Office of Diversion and Transition Programs.

3.0 **POLICY STATEMENT:**
Pre-training, orientation and annual in-service training shall be provided in all schools in all juvenile and adult facilities to all part-time and full-time staff.

4.0 **DEFINITIONS:**
4.1 “Pre-service training” means providing a new employee with an orientation to the facility, the employee handbook, basic correctional procedures and techniques, educational and institutional policies and procedures, emergency procedures, teaching the correctional students and mentorship.

5.0 **PROCEDURES:**
5.1 All new full-time and part-time shall complete forty (40) hours of pre-service and orientation provided by the principal in conjunction with the host agencies training officer. All part-time staff shall receive twenty (20) hours of pre-service and orientation.

5.2 The principal shall provide the 40-hour orientation plan for new full-time employees to the Special Assistant to the Chief CTE Officer, Office of Diversion and Transition Programs. This plan shall include, but is not limited to: (a) employee handbook; (b) operational policy and procedures manual; (c) an orientation to the purpose, goals and procedures of the education department, institution and host agency; (d) basic security training applicable to education staff in the institutional setting; (e) emergency plans, procedures and responsibilities; (f) overview of the corrections field and (g) teaching students in a correctional setting.

5.3 New staff may be assigned to a veteran staff member to serve as a mentor.

5.4 The principal shall arrange for the required Adult Education Peer Training for adult educators. This must be coordinated with the ODTP Supervising Principal for Adult Programs. Twelve (12) hours of continuing education classes are
required by ABE yearly for all full-time ABE part-time instructors are required to complete 6-12 hours depending on number of hours worked weekly. These hours can count toward the forty (40) hour or twenty (20) hour requirement.

5.5 The principal shall conduct an interview, following orientation activities, to ensure that the new staff member is prepared to assume his/her assigned duties.

5.6 Each full-time employee shall receive an additional forty (40) hours of training during the first year of employment and forty (40) hours thereafter on an in-service basis. Teacher continuing education requirements and/or advanced graduate work may be used for this purpose.

5.7 Each part-time employee who works for one year in a facility shall receive an additional twenty (20) hours of training during the first year of employment and twenty (20) hours each additional year thereafter on an in-service basis. Teacher continuing education requirements and/or advanced graduate work may be used for this purpose.

5.8 The principal shall maintain documentation of completion of pre-service and in-service training for each employee.

6.0 AUTHORITY

6.1 Employee Handbook for Institution Education Programs.