**Section 411.465 Training and Staff Development**

a) The facility shall establish a staff development and training program for all categories of personnel including continuing education requirements. The facility's staff development and training program shall be planned and coordinated by the facility director and shall be reviewed and updated annually.

b) The training plan shall include the method of documentation of training scheduled and completed including: the date, training topic, trainer, curriculum, hours of credit, and, if continuing education credits or certificates were issued, any grades, scores, or other measures of completion.

c) All new employees shall receive at least three work days of orientation training before undertaking their assignments. This training shall include at a minimum: orientation to the purpose, goals, policies, and procedures of the facility; working conditions and regulations; employees' rights and responsibilities; and an overview of the juvenile court system. It shall include instructions related to the employee's job duties and responsibilities, including staff requirements to recognize and report suspected child abuse or neglect, how to make a child abuse or neglect report, legal rights of children and youth, and the legal protection afforded to persons who report violations of licensing standards.

d) All administrative, managerial, and professional staff shall receive 40 hours of professional training in addition to the orientation training during their first year of employment and 40 hours of training each year thereafter. At a minimum, this training shall include: general management; juvenile law; labor relations; treatment modalities; security plan and practice; relationships with other service agencies and professionals; and, where applicable, continuing education units.

e) All direct child care staff shall receive 120 hours of training during their first year of employment and an additional 40 hours of training each year thereafter. At a minimum, this training shall include: program and treatment modalities; crisis intervention procedures and techniques; security procedures, systems, and methods of supervision of children and youth; signs of suicide risks and suicide precautions; physical intervention and restraint; report writing; children's and youth's rules of conduct; disciplinary techniques; grievance procedures; rights and responsibilities of children and youth; fire safety and inspection; fire escape and emergency procedures; safety procedures; key and tool control; interpersonal relations; social and cultural life styles of the child and youth population; cultural competency; communication skills; first aid, Heimlich maneuver and CPR; counseling techniques, behavior management techniques and behavioral interventions; body inspections; and standards of conduct.

f) All part-time staff, volunteers, interns, and contractual personnel shall receive formal orientation appropriate to their assignments and additional training corresponding with their assigned duties within the secure child care facility.