

# 2017 Institution In-Service

ALL classes are scheduled from 0800 – 1700 hours each day, and will be held at the Virginia Public Safety Training Center, located at 7093 Broad Neck Road, Hanover, VA 23069.

**NOTE Regarding dress down days:** Days 1, 4c\*, and 5 of In-Service training will be Dress down Days. **Proper attire is:** solid colored sweatpants/suit, crew neck t-shirt, and athletic shoes. Clothing shall be free of pictures, language, and designs. It cannot be provocative and cannot expose midriff (including while performing physical activities), must fit properly, and be worn as designed. **Not Permitted:** tank tops, muscle shirts, open toes shoes, boots, jewelry, and hats.

## Overview of 2017 Institutional In-service:

See below for “Attendance Information by Classification” and for VLC Keyword Search terms.

- **Day 1: Wellness – Optional**
  - Optional for ALL
- **Day 2: CPR/ AED and First Aid**
  - Required for Residential Series Staff (RS, CC, CM)
  - Required for Security Series Staff (SS, SC, SM, OM)
  - Required for Direct Supervision Employees (see below)
  - Required for those serving as Administrators-On-Call
  - Optional for Administrative, Clerical, and Support
- **Day 3: PREA, DJJ Leadership, SIB, Emergency Preparedness, Standard Precautions**
  - Required for ALL staff who work at a JCC
- **Day 4 (a, b, or c, as follows):**
  - **4a: Gangs, Behavior Management, Resident Discipline, CTM Roles and Functions, CTM Implementation**
    - Required for Residential Series Staff
    - Required for those serving as AOCs
  - **4b: Gangs, Behavior Management, Resident Discipline, CTM Roles and Functions, JCC Regulatory Modules**
    - Required for Security Series Staff (SS, SC, SM)
  - **4c\*: Gangs, Behavior Management, Resident Discipline, Safety & Security, HWC Personal Defense**
    - Required for Direct Supervision Employees (below)
    - Optional for Administrative, Clerical, and Support
    - Offered monthly for 11 Sessions indicated by \*
- **Day 5: Handle with Care Recertification for Direct Care Staff**
  - Required for Residential Series Staff (RS, CC, CM)
  - Required for Security Series Staff (SS, SC, SM, OM)
  - Required for those serving as Administrators-On-Call
  - This is **NOT** for Direct Supervision Employees (see below), all others will be removed from class.

<u>2017 In-service Dates</u>
• 2/13 – 2/17, 2017*
• 2/27 – 3/3, 2017
• 3/20 – 3/24, 2017*
• 4/3 – 4/7, 2017
• 4/24 – 4/28, 2017*
• 5/8 -5/12, 2017
• 5/22 – 5/26, 2017*
• 6/26 – 6/30, 2017*
• 7/10 – 7/14, 2017
• 7/24 – 7/28, 2017*
• 8/7 – 8/11, 2017
• 8/28 – 9/1, 2017*
• 9/11 – 9/15, 2017
• 9/25 – 9/29, 2017*
• 10/23 – 10/27, 2017*
• 11/13 – 11/17, 2017*
• 11/27 – 12/1, 2017*

For In-Service program related questions, contact: [Stephanie Morton](#) or call (804) 537- 6690.

## **Attendance Information by Classification**

- **Administrators-On-Call: (VLC Keyword Search: AOC)**
  - Operations Manager, Community Manager, Asst. Superintendent, Superintendent
  - Day 1 Optional, Days 2, 3, 4a, and 5 Required
- **Direct Care Staff: (VLC Keyword Search: DCS)**
  - RS-I, RS-II, Community Coordinator
  - Day 1 Optional, Days 2, 3, 4a, and 5 Required
- **Security Series Staff: (VLC Keyword Search: SSS)**
  - Security Specialist, Security Coordinator, Security Manager
  - Day 1 Optional, Days 2, 3, 4b, and 5 Required
- **Direct Supervision Employees: (VLC Keyword Search: DSE)**
  - BSU, Medical, Counselors, Recreation, Teachers, or any other non-Direct Care Staff who provides programs or services to the resident population
  - Day 1 Optional, Days 2, 3, and 4c\* Required
- **Administrative, Clerical, and Support (VLC Keyword: ACS)**
  - Clerical, Maintenance, Food Service, or any other staff who do not provide programs or services to the resident population
  - Day 3 Required; Days 1, 2, and 4c\* Optional

For assistance with enrollment or Virginia Learning Center Login, contact:

[Kashara Charity](#) or [Karen Lindsey](#) at (804) 323-2004