

# 2018 Institution In-Service

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

**NOTE Regarding dress down days:** Days 1, 4b, 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 2018 Institutional In-service:**

See below (pg 2) for “Attendance Information by Classification” and for VLC Keyword Search terms.

- **Day 1: Wellness II**
  - Required for Direct Care Staff and Security Series Staff
  - Optional for all others
- **Day 2: Agency Investigations, Residential Operations, and Casework in a Residential Environment**
  - Required for Direct Care Staff, Security Series Staff, and AOCs
  - Optional for all others
- **Day 3: PREA, DJJ Leadership, SIB, Safety/ Emergency Preparedness**
  - Required for ALL staff who work at a JCC
- **Day 4 (a & b follows):**
  - **4a: Gangs, Regulatory Required Topics, Behavior Management, Resident Discipline, CTM Roles and Functions II**
    - Required for Direct Care Staff
    - Required for Security Series Staff
    - Required for those serving as AOCs
  - **4b\*: Gangs, Regulatory Required Topics, Safety & Security, and Personal Defense**
    - Required for Direct Supervision Employees
    - Required for Medical Services Providers
    - Optional for Administrative, Clerical, and Support
    - NOTE: Only occurs during weeks with an \*
- **Day 5: Handle with Care Recertification for Direct Care Staff**
  - Required for Direct Care 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.

## **2018 In-service Dates**

- 1/29 – 2/2, 2018
- 2/12 – 2/16, 2018 \*
- 2/26 – 3/2, 2018
- 3/12 – 3/16, 2018 \*
- 4/2 – 4/6, 2018
- 4/23 – 4/27, 2018 \*
- 5/21 – 5/25, 2018
- 6/11 – 6/15, 2018 \*
- 6/25 – 6/29, 2018
- 7/9 – 7/13, 2018 \*
- 7/30 – 8/3, 2018
- 8/13 – 8/17, 2018 \*
- 9/10 – 9/14, 2018
- 9/24 – 9/28, 2018 \*
- 10/15 – 10/19, 2018
- 11/5 – 11/9, 2018 \*
- 11/26 – 11/30, 2018
- 12/10 – 12/14, 2018 \*

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

## **Attendance Information by Classification**

- **Direct Care Staff: (VLC Keyword Search: DCS)**
  - Includes: RS-I, RS-II, Community Coordinator
  - Required: Days 1, 2, 3, 4a, and 5
- **Security Series Staff: (VLC Keyword Search: SSS)**
  - Includes: Security Specialist, Security Coordinator, Security Manager
  - Required: Days 1, 2, 3, 4a, and 5
- **Administrators-On-Call: (VLC Keyword Search: AOC)**
  - Includes: Operations Mgr., Community Mgr., Asst. Superintendent, Superintendent
  - Required: Days 2, 3, 4a, and 5 (must also meet 40-hour annual requirement)
  - Optional: Day 1
- **Direct Supervision Employees: (VLC Keyword Search: DSE)**
  - Includes: BSU, Counselors, Recreation, Teachers, or any other non-Direct Care Staff who is responsible for direct supervision of residents
  - Required: Days 3 and 4b\* (must also meet 40-hour annual requirement)
  - Optional: Days 1 and 2
- **Medical Services Providers: (VLC Keyword Search: MED)**
  - Includes: Doctors, Dentists, Nurses
  - Required: Days 3 and 4b\* (must also meet 40-hour annual requirement)
  - Optional: Days 1 and 2
- **Administrative, Clerical, and Support (VLC Keyword: ACS)**
  - Includes: Clerical, Maintenance, Food Service, Volunteer Coordinator, Safety Officer, or any other staff who do not provide programs or services directly to the residents
  - Required: Day 3
  - Required: Completion of the three online regulatory modules (see course catalog)
  - Optional: Days 1, 2, and 4b\*
    - NOTE: If you completed the optional 4b\* you do not have to complete the online regulatory modules.

For assistance with enrollment or Virginia Learning Center Login, contact:  
DJJ Training Academy at (804) 537- 6502