

2020 Institutional In-Service

All classes are scheduled from 0800 – 1700 hours each day. **Those who arrive after 8:15am will not be admitted to class.** Classes 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 B, D, D*, and E 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 2020 Institutional In-service:

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

- **Day A: Community Treatment Model**
 - Required for Residential Series, Security Series, and AOCs
 - Optional for all others
- **Day B: Safety and Security, Mechanical Restraints, Wellness IV**
 - Required for Residential Series, Security Series, and AOCs
 - Optional for all others
- **Day C: PREA, DJJ Leadership, SIB, Suicide Prevention, Safety/ Emergency Preparedness, and Standard Precautions**
 - Required for **ALL** staff who work at the JCC
- **Day D: (D & D* as follows)**
 - **D: Gangs, Regulatory Required Topics, Behavior Management, and Response Scenarios**
 - Required for Residential Series, Security Series, & AOCs
 - **D*: Gangs, Regulatory Required Topics, Behavior Management, 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 E: Handle with Care Recertification for Direct Care Staff**
 - Required for Residential Series (RS, CC, CM)
 - Required for Security Series (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.

2020 In-Service Dates

- 01/27 – 01/31, 2020
- 02/10 – 02/14, 2020*
- 03/02 – 03/06, 2020
- 03/30 – 04/03, 2020*
- 04/20 – 04/24, 2020
- 05/11 – 05/15, 2020*
- 06/01 – 06/05, 2020
- 06/22 – 06/26, 2020*
- 07/20 – 07/24, 2020
- 08/03 – 08/07, 2020*
- 08/31 – 09/04, 2020
- 09/14 – 09/18, 2020*
- 10/05 – 10/09, 2020
- 11/02 – 11/06, 2020*
- 11/30 – 12/04, 2020
- 12/14 – 12/18, 2020*

For In-Service program related questions, contact: residential.training@djj.virginia.gov or call (804) 537- 6502.

Attendance Information by Classification

- **Direct Care Staff: (VLC Keyword Search: DCS)**
 - Includes: RS-I, RS-II, Community Coordinator
 - Required: Days A, B, C, D, and E

- **Security Series Staff: (VLC Keyword Search: SSS)**
 - Includes: Security Specialist, Security Coordinator, Security Manager
 - Required: Days A, B, C, D, and E

- **Administrators-On-Call: (VLC Keyword Search: AOC)**
 - Includes: Operations Mgr., Community Mgr., Asst. Superintendent, Superintendent
 - Required: Days A, B, C, D, and E

- **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 C and D* (must also meet 40-hour annual requirement)
 - Optional: Days A and B

- **Medical Services Providers: (VLC Keyword Search: MED)**
 - Includes: Doctors, Dentists, Nurses
 - Required: Days C and D* (must also meet 40-hour annual requirement)
 - Optional: Days A and B

- **Administrative, Clerical, and Support (VLC Keyword: ACS)**
 - Includes: Clerical, Maintenance, Food Service, Volunteer Coordinator, Safety Officer, or any other staff who do not provide direct supervision of residents
 - Required: Day C
 - Required: Completion~ of the three online regulatory modules (see course catalog)
 - Optional: Days A, B, and D*
 - Note:** Completion of the optional D* includes the online regulatory modules.

For assistance with enrollment, email registrar.training@djj.virginia.gov or call (804) 537- 6502.