

2021 In Person 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 A, B, A* and B* 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 2021 Institutional In-service:

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

Day A: American Red Cross CPR, AED, First Aid

○ Required for Residential Series, Security Series, and AOCs ○ Optional for all others

Day B: 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.

Day A*: American Red Cross CPR, AED First Aid ○

Required for Direct Supervision Employees

○ Optional for Administrative, Clerical, and

Support ○ NOTE: Only occurs on days with an *

Day B*: Safety & Security and Personal Defense

○ Required for Direct Supervision Employees

○ Optional for Administrative, Clerical, and

Support ○ NOTE: Only occurs on days with an I

For In-Service program related questions, contact:

residential.training@djj.virginia.gov or call (804)

537- 6502.

2021 In-Service Dates

- 04/06 – 04/07, 2021
- 04/13 – 04/14, 2021*
- 04/27 – 04/28, 2021
- 05/04 – 05/05, 2021*
- 05/10 – 05/11, 2021
- 05/12 – 05/13, 2021*
- 05/17 – 05/18, 2021
- 05/19 – 05/20, 2021*
- 05/24 – 05/25, 2021
- 05/26 – 05/27, 2021*
- 06/01 – 06/02, 2021
- 06/08 – 06/09, 2021*
- 06/21 – 06/22, 2021
- 07/06 – 07/07, 2021*
- 07/13 – 07/14, 2021
- 07/19 – 07/20, 2021*
- 07/21 – 07/22, 2021
- 07/26 – 07/27, 2021*

○ Optional: Day A* and B*

Attendance Information by Classification

• **Direct Care Staff: (VLC Keyword Search: DCS)**

- Includes: RS-I, RS-II, Community Coordinator
- Required: Days A and B

• **Security Series Staff: (VLC Keyword Search: SSS)**

- Includes: Security Specialist, Security Coordinator, Security Manager
- Required: Days A and B

• **Administrators-On-Call: (VLC Keyword Search: AOC)**

- Includes: Operations Mgr., Community Mgr., Asst. Superintendent, Superintendent
- Required: Days A and B

• **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 A* and B* (must also meet 40-hour annual requirement)

• **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

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

- 07/28 – 07/29, 2021
- 08/02 – 08/03, 2021*
- 08/04 – 08/05, 2021
- 08/17 – 08/18, 2021*
- 08/24 – 08/25, 2021
- 09/07 – 09/08, 2021*
- 09/14 – 09/15, 2021
- 09/20 – 09/21, 2021*
- 09/22 – 09/23, 2021
- 09/27 – 09/28, 2021*
- 09/29 – 09/30, 2021
- 10/04 – 10/05, 2021*
- 10/06 – 10/07, 2021
- 10/12 – 10/13, 2021
- 10/26 – 10/27, 2021
- 11/03 – 11/04, 2021
- 11/16 – 11/17, 2021