



**WEST VIRGINIA
DIVISION OF
JUVENILE SERVICES**

POLICY NUMBER:

602.00

PAGES:

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CHAPTER:

Juvenile Services Academy

REFERENCE AND RELATED STANDARDS:

WV Code Chapter §49-2-903.

SUBJECT: Acceptance of Entry Level Training from other Jurisdictions

DATE: January 1, 2016

PURPOSE

The Division of Juvenile Services will give credit to those new employees with previous correctional experience who have received prior training from a completed corrections academy on a case by case basis.

CANCELLATION

This policy has been revised and supersedes Policy 602.00 dated July 1, 2015.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' new employees.

PROCEDURES

1. New employees with correctional experience will have their prior training evaluated to determine if partial or full credit can be given for said training. Applicants requesting credit for partial or all minimum mandatory training requirements for Basic Academy Training received while employed by another correctional agency:
 - a. Must have successfully completed a basic correctional officer training program of at least 120 hours within the three years prior to the date of hire with the Division;
 - b. Must provide documentation of dates attended and of successful completion;
 - c. Must provide documentation of specific subject area and total scheduled hours of instruction in each subject area for which credit is requested;
 - d. Must submit the written request to the Director of Training or designee along with required documentation prior to, or within thirty (30) days of attaining employment; and,

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- e. Must provide proof of continuous employment in the field of corrections for the previous three years.

2. Evaluation

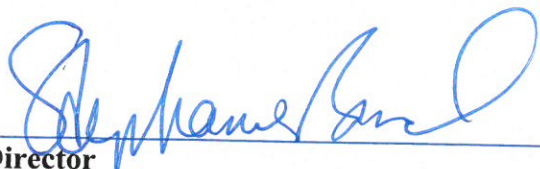
- a. Upon receipt of written request, the Director of Training or designee shall validate documentation submitted by the applicant.
 - b. If the Director of Training or designee finds all documentation to be factual, he/she shall evaluate the training with regard to subject areas, time allocations, type of instruction and any other area deemed appropriate to determine if the course of instruction meets requirements of Division policy.
 - c. The Director of Training or designee will prepare an individualized training plan to allow the employee to meet the mandatory training requirements of the Division.
 - d. If a determination is made that no credit will be allowed, the applicant will be required to attend the entire Academy.
 - e. Following the evaluation the Director of Training or designee will notify the applicant and appropriate facility superintendent/director if any credit for previous training will be recognized. A copy of the evaluation and individualized plan, if any, will be furnished to the Field Training Officer and be made part of applicant's training file.
3. The Director of the Division of Juvenile Services or his/her designee reserves the right to evaluate on a case by case basis employee's submitting waiver request for basic training.
 4. This policy will be adopted in its entirety and the facility will not create an operational procedure.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:

Director



 Date

1/1/16