

# ***Training Policy***

Approved:   
Date: October 2014

## **I. Policy**

Based on the principles of Evidence-Based Practice, it is essential to provide a training program that equips all employees of Nebraska State Probation with the fundamental skills to do their jobs. Highly skilled, well-trained employees are a necessary component to the reduction in recidivism of probationers. A well-defined continuum of training shall be provided, ranging from district-level orientation, on-the-job training, and online Web-based training, to required New Probation Officer and in-service trainings.

## **II. Purpose**

To provide the foundation for well-trained, highly skilled, and professional staff.

## **III. Reference**

[Neb. Rev. Stat. § 29-2252\(5\)](#), Probation administrator; duties

## **IV. Procedure**

Training of new and current staff shall be accomplished through one of the following training mechanisms:

- A. District/Administrative On-the-Job Training: This training shall occur within the district and shall follow guidelines developed and implemented by district and administrative protocol.
- B. New Employee Core Requirement Training: All new staff shall participate in selected training, including staff safety training, as developed and delivered by the Administrative Office of Probation in collaboration with Judicial Branch Education.
- C. Advanced In-Service and External Training: This training may be provided and developed either by the district, the Administrative Office of Probation, or in collaboration with Judicial Branch Education to fulfill an identified training need, an annual requirement, or to train advanced techniques to enhance skill level.
- D. Management Training: All district management staff shall receive management training as provided by the Administrative Office of Probation on at least an annual basis.
- E. Training for Trainers: All district management staff and other selected employees shall complete the Training for Trainers course as provided by the Administrative Office of Probation in collaboration with Judicial Branch Education.
- F. District Training: All district training shall have prior approval of the Probation Education Manager.

- G. Swearing-in of New Officers: Upon completing the necessary training and meeting the requirements essential to fulfilling the duties of a Nebraska State Probation Officer, trainees will be sworn in.
- H. Training Curriculum Development
1. Request for new training curriculum shall be submitted to the Probation Education Director and approved by the probation training committee and the Administrative Office of Probation.
  2. Training curriculum shall be developed:
    - a) By JBE staff and a probation training committee sub-committee.
    - b) By JBE staff and another standing probation committee or designated sub-committee.
    - c) By JBE and specialists within the Administrative Office of Probation.
    - d) JBE staff will work with curriculum developers to establish development and implementation timelines.
    - e) All probation training curriculum shall be approved by JBE, the Administrative Office of Probation and the probation training committee.
  3. Training curriculum shall be approved by the Administrative Office of Probation, the probation training committee and JBE.
    - a) Curriculum shall be submitted to JBE 45 days prior to the scheduled training date for review.
    - b) JBE will review curriculum and provide feedback for modifications 30 days prior to the scheduled training date.
    - c) Final curriculum and all training materials shall be submitted to JBE two weeks prior to the scheduled training.
    - d) Any curriculum modification recommendations, after the initial training, shall be submitted to JBE within two weeks of the initial training.
    - e) Final modified curriculum and all training materials shall be submitted to JBE two weeks prior to the second scheduled training.
    - f) All new training curriculum including lesson plans, PowerPoints and any other relevant training materials shall be placed on SharePoint and access provided to all trainers.

I. Training Curriculum Updates

1. After modifications are made, following the initial training, additional updates and modifications to curriculum may be submitted to JBE once per year from the date of initial training except in the cases of statute or other policy changes that will affect content of the training or if granted special permission by JBE.
  - a) JBE staff, in consultation with the training committee and administrative specialists, will review all training curriculum on a yearly basis for updates and modifications.
  - b) Curriculum updates shall be submitted to JBE 45 days prior to the scheduled training date for review.
  - c) JBE will review curriculum and provide feedback for modifications 30 days prior to the scheduled training date.
  - d) Final curriculum updates and all updated training materials shall be submitted to JBE two weeks prior to the scheduled training.
  - e) Any modifications to updated curriculum, after the initial training, shall be submitted to JBE within two weeks of the initial training.
  - f) Final modified curriculum and all training materials shall be submitted to JBE two weeks prior to the second scheduled training.
  - g) All updated training curriculum including lesson plans, PowerPoints and any other relevant training materials shall be placed on Sharepoint and access provided to all trainers.
  - h) JBE will notify trainers when topics are updated and direct them to the Sharepoint site.

J. Requests for outside training

1. All requests for outside training and conferences must be submitted to JBE for approval or denial in consultation with the Administrative Office of Probation.
  - a) Staff requesting outside training shall submit the Request for Commitment of Funds form to JBE 30 days prior to the registration deadline for the requested training.
    - (1) The form must be signed by the Chief or Chief Deputy Probation Officer.
    - (2) Only one staff name may be submitted on each form.

- (3) The form must be completed in full.
  - (4) The form shall be submitted even if there are no costs to JBE or the Administrative Office of Probation associated with the training or conference.
  - (5) A completed registration form for the training must accompany the Request for Commitment of Funds form.
- b) JBE or the Administrative Office of Probation will notify the applicant of approval or denial and any further registration instructions within two weeks of receiving the application.

K. Request for credit for outside training

- 1. Upon completion of outside training the Request for Credit form along with a copy of the program agenda or certificate of completion must be completed and returned to JBE within 30 days so credits may be calculated and added to the individuals training transcript.
- 2. Training credit requests may be submitted when a staff member attends a meeting with any training component.
  - a) Outside speaker/educator at a district meeting.
  - b) An educator speaking at a board or committee meeting the staff member may be attending.
  - c) Speakers presenting and informing the participants on specific programs, agencies etc. are not eligible for training credit. There must be an education component.