

Direct Care Staff Training 63H-2.001-.008

63H-2.001 Purpose and Scope.

(1) This rule establishes a statewide framework for the department to implement procedures governing the certification, pre-service, and in-service training of direct care staff. The provisions of this rule are applicable to all direct care staff, as defined in this rule, within all state and contracted department programs, facilities, probation units, and county or municipally operated detention centers.

(2) The need exists to establish training requirements in order to: (1) ensure that all direct care staff are performing at a minimum standardized level of competency; (2) maintain a safe and secure environment for staff and youth; (3) enhance treatment program effectiveness; and (4) provide greater protection to the public through an improved level of services to youth.

Rulemaking Authority 20.316(1), 985.601(8) FS. Law Implemented 985.02(3)(c), 985.601(8) FS. History—New 6-11-07, Amended 4-5-11.

63H-2.002 Definitions.

(1) Academy – A department approved training site where Phase II certification training occurs.

(2) Administrator – One whose primary responsibility is overseeing the daily operations of a facility, program or judicial circuit.

(3) Certification – A process indicating that an individual has fulfilled a minimum standard level of competency in a profession and authorizes the individual to practice in the profession.

(4) Certified Staff – Direct care staff in facilities/units who have completed the certification requirements set forth in Rules 63H-2.005, 63H-2.006 and 63H-2.007, F.A.C.

(5) Daily Observation Report (DOR) – The document used to formally evaluate and provide feedback on the newly hired staff's performance and knowledge to ensure the staff has achieved or exceeded satisfactory performance.

(6) Department – Florida Department of Juvenile Justice.

(7) Detention Staff – State or contracted direct care staff assigned to work at a detention facility.

(8) Direct Care Staff – Having direct contact with youth for the purpose of providing care, supervision, custody, or control in a detention facility, probation unit, day treatment program or commitment program within any restrictiveness level, operated by the department or by a provider under contract with the department.

(9) Field Training Officer (FTO) – Refers to an employee who has successfully completed the Field Training Officer course.

(10) In-Service Training – The on-going training that employees are required to receive in all but the first year of their employment. Such training must be documented and relevant to the employee's job responsibilities as set out in this rule.

(11) ITW – The 80-hour Instructor Techniques Workshop.

(12) Non-Residential Staff – State or contracted direct care staff assigned to work in a non-residential environment, including probation and day treatment programs.

(13) On the job training – Training on specific skills based on pre-service/Phase I topics that is conducted by an FTO and/or administrative staff.

(14) Protective Action Response (PAR) – The department-approved verbal and physical intervention techniques and the application of mechanical restraints used in accordance with the PAR Rule (Chapter 63H-1, F.A.C.), the PAR Escalation Matrix, and PAR training curricula.

(15) PAR Certification – This applies to an employee who has successfully completed PAR training as described in Chapter 63H-1, F.A.C. Only employees who are PAR trained are authorized to use PAR.

(16) Phase I Training – The initial portion of the certification training process, applicable to state direct care staff, which is conducted at the workplace.

(17) Phase II Training – A part of the certification training process, applicable to state direct care staff, which is conducted at an academy.

(18) Pre-Service Training – The initial training for newly hired contracted, county or municipally operated direct care staff that is conducted after hire but before they become direct care staff.

(19) Residential Staff – State or contracted direct care staff assigned to work at a residential facility.

(20) Returning Staff – These are trained/certified staff who have separated from employment and are re-hired into the same position type.

(21) Staff Development and Training – The branch of the department responsible for the creation, implementation, and maintenance of training and evaluation materials.

Rulemaking Authority 20.316(1), 985.601(8) FS. Law Implemented 985.02(3)(c), 985.601(8) FS. History–New 6-11-07, Amended 4-5-11.

63H-2.003 Contracted Residential Staff.

(1) Pre-service training requirements are as follows:

(a) Staff must complete all training within 180 days of being hired.

(b) Staff must complete a minimum of 120 hours of pre-service training (computer-based and/or instructor-led) to include the following:

1. PAR training as required by Rule Chapter 63H-1, F.A.C.;
2. CPR/First Aid;
3. Professionalism and ethics, including standards of conduct;
4. Suicide prevention;
5. Emergency procedures;
6. Mission/Program philosophy/ Program culture;
7. Adolescent behavior specific to the population served;
8. Confidentiality/HIPAA requirements;
9. Infection control/Blood borne pathogens;
10. Gang awareness;
11. Safety, security, and supervision, including incident reporting;
12. Human Diversity;
13. Behavior management;
14. DJJ: The organization;
15. Mental health and substance abuse services;
16. Sexual harassment;
17. Communication skills;
18. Child abuse reporting.

(c) All contracted residential facilities/programs will submit, in writing a list of pre-service training to Staff Development and Training that includes course names, descriptions, objectives, and training hours for any instructor-led training based on the above topics.

(d) Staff must complete all of the on the job training associated with the above topics.

(2) Contracted residential employees are authorized to be in the presence of youth prior to the completion of the training requirements outlined above. However, the following essential skills training must be completed first:

- (a) PAR trained;
- (b) CPR/First Aid certified;
- (c) Professionalism and ethics, including standards of conduct;
- (d) Suicide prevention;
- (e) Emergency procedures.
- (f) Child abuse reporting.

(3) Contracted residential facilities that provide enhanced treatment of sex offenders, pregnant youth and young mothers, youth with developmental disabilities, or youth with identified substance abuse or mental health needs shall provide specialized training for direct care staff on the special needs population for whom they are assigned supervision responsibilities.

(4) Upon request by a Regional Director, the Director for Staff Development and Training will grant a 90-day extension to the 180-day time frame for completing training requirements. The extension may only be based on the following:

- (a) Death of an immediate family member;
- (b) Serious chronic condition, illness or injury;
- (c) Immediate family crisis;
- (d) Court appearance;
- (e) Military duty;
- (f) Family medical leave;
- (g) Other emergency circumstances.

(5) Testing requirements for pre-service training are as follows:

- (a) A passing score of at least 70 percent on all applicable computer-based courses.
- (b) PAR testing and evaluation requirements as outlined in Chapter 63H-1, F.A.C.
- (c) Successful completion of all written and practical requirements for CPR/First Aid training.

(6) Contracted residential staff must complete 24 hours of annual in-service training beginning the calendar year after the staff has completed pre-service training.

(7) The following are mandatory training topics that must be completed each year:

- (a) PAR update (Chapter 63H-1, F.A.C.);
- (b) CPR;

(c) First aid, unless the specific certification is good for more than one year, in which case training is only necessary as required by certification;

- (d) Professionalism and ethics;
- (e) Suicide prevention.

(8) All contracted residential facilities/programs will submit to Staff Development and Training a written list of in-service training that includes course names, descriptions, objectives, and training hours for any instructor-led in-service training other than the above topics.

(9) As part of the 24 hours of in-service training required for direct-care staff, supervisory staff shall complete 8 hours of training in the areas of management, leadership, personal accountability, employee relations, communication skills or fiscal training each year.

(10) Returning staff who return less than one year from separation shall complete the following:

- (a) PAR update consisting of a minimum of 8 hours training (Chapter 63H-1, F.A.C.)
- (b) CPR/First Aid certification (if not current).
- (c) Overview of facility/program operating procedures.

(11) Returning staff who return more than one year from separation shall complete all requirements set forth in subsection 63H-2.003(1), F.A.C., as they are no longer considered trained.

(12) Contracted Staff who cross over from non-residential to residential shall complete all training requirements set forth in subsection 63H-2.003(1), F.A.C.

(13) Procedures for documentation of training are as follows:

(a) Administrators will ensure that a training file is maintained for each direct care staff, and that they meet all requirements.

(b) Completion of all training requirements shall be documented on the department's computer-based tracking system.

(c) Facilities and programs shall develop an annual in-service training calendar which must be updated as changes occur.

Rulemaking Authority 20.316(1), 985.601(8) FS. Law Implemented 985.601(8) FS. History—New 6-11-07, Amended 9-30-07, 5-15-08.

63H-2.004 Contracted Non-Residential Staff.

(1) Pre-service training requirements are as follows:

(a) Staff must complete all training within 180 days of being hired.
(b) Staff must complete a minimum of 120 hours of pre-service training (web-based and/or instructor led) to include the following:

1. PAR;
2. CPR/First aid;
3. Suicide prevention;
4. Emergency procedures;
5. Understanding youth;
6. Legal;
7. Interpersonal/Communication skills;
8. Professionalism and ethics;
9. Supervision;
10. Changing offender behavior;
11. Mental health and substance abuse;
12. Risk and needs assessment;
13. Sexual harassment;
14. Human diversity.

(c) All contracted non-residential programs will submit, in writing a list of pre-service training to Staff Development and Training that includes course names, descriptions, objectives, and training hours for any instructor-led training based on the above topics.

(d) Staff must complete all on the job training associated with the above topics.

(2) Contracted non-residential employees are authorized to be in the presence of youth prior to the completion of the training requirements outlined above. However, the following essential skills must be completed first:

- (a) PAR trained;
- (b) CPR/First aid certified;
- (c) Professionalism and ethics training;
- (d) Suicide prevention training;
- (e) Emergency procedures training.

(3) Upon request by a Regional Director, the Director for Staff Development and Training will grant a 90-day extension to the 180-day time frame for completing training requirements. The extension may only be based on the following:

- (a) Death of an immediate family member;
- (b) Serious chronic condition, illness or injury;
- (c) Immediate family crisis;
- (d) Court appearance;
- (e) Military duty;
- (f) Family medical leave;
- (g) Other emergency circumstances.

(4) Testing requirements for pre-service training are as follows:

- (a) A passing score of at least 70 percent on all applicable computer-based courses;
- (b) PAR testing and evaluation requirements as outlined in Chapter 63H-1, F.A.C.;
- (c) Successful completion of all written and practical requirements for CPR/First Aid training.

(5) Contracted non-residential staff must complete 24 hours of annual in-service training beginning the calendar year after the staff has completed pre-service training.

(6) The following are mandatory training topics that must be completed each year:

- (a) PAR update (Chapter 63H-1, F.A.C.);
- (b) CPR;

(c) First aid, unless the specific certification is good for more than one year, in which case, training is only necessary as required by certification;

(d) Professionalism and ethics.

(7) All contracted non-residential programs will submit to Staff Development and Training a written list that includes course names, descriptions, objectives, and training hours for any instructor-led in-service training other than the above topics.

(8) As part of the 24 hours of in-service training required for direct-care staff, supervisory staff shall complete 8 hours of training in the areas of management, leadership, personal accountability, employee relations, communication skills or fiscal training each year.

(9) Returning staff who return less than one year from separation shall complete the following:

(a) PAR update consisting of a minimum of 8 hours training (Chapter 63H-1, F.A.C.).

(b) CPR/First Aid/AED certification (if not current).

(c) Overview of facility/program operating procedures.

(10) Returning staff who return more than one year from separation shall complete all requirements set forth in subsection 63H-2.004(1), F.A.C., as they are no longer considered trained.

(11) Contracted Staff who cross over from residential to non-residential shall complete all training requirements set forth in subsection 63H-2.004(1), F.A.C.

(12) Documentation procedures are as follows:

(a) Administrators will ensure that a training file is maintained for each direct care staff, and that they meet all requirements.

(b) Completion of all training requirements shall be documented on the department's computer-based tracking system.

(c) Facilities and programs shall develop an annual in-service training calendar which must be updated as changes occur.

Rulemaking Authority 20.316(1), 985.601(8) FS. Law Implemented 985.601(8) FS. History—New 6-11-07, Amended 5-15-08.

63H-2.005 State Residential Staff.

(1) All staff shall be certified within 180 days of being hired.

(2) The training shall be in two phases. Phase one is workplace training. Phase two is training at the academy.

(a) Phase one shall consist of 120 hours of certification training (web-based and instructor led) in the following areas:

1. Orientation training to include:

a. Confidentiality;

b. Child abuse reporting;

c. Incident reporting; and

d. Standards of conduct.

2. Information security awareness;

3. DJJ residential facility operations (to include training on the unit log, admissions, releases, and transfers);

4. PAR;

5. CPR/First Aid;

6. Mental health and substance abuse services;

7. Safety, security, and supervision, including emergency plans and procedures;

8. Legal;

9. DJJ: The organization;

10. Gang awareness;

11. Interpersonal/Communication skills;

12. Case management in residential facilities.

(b) Staff must complete all on the job training associated with the above topics.

(c) Phase Two is academy training, which shall consist of 120 hours of certification training in the following areas:

1. Restorative justice;

2. Professionalism and ethics;
3. Adolescent and gender-specific behaviors and needs;
4. Health care services;
5. Effective written communication;
6. Mental health;
7. Suicide recognition, prevention, and intervention;
8. Human diversity;
9. Interpersonal/Communication skills.

(d) Staff must demonstrate satisfactory performance in all categories for at least seven (7) days on the Phase One Daily Observation Reports using the standardized evaluation guidelines. The Daily Observation Report (ADSD-21, revised 12/15/06) is incorporated by reference, and is available through Staff Development and Training, 2737 Centerview Dr., Tallahassee, FL 32399.

(3) State Residential staff are authorized to be in the presence of youth prior to the completion of the training requirements outlined above. However, the following essential skills training must be completed first:

- (a) PAR trained;
- (b) CPR/First Aid/AED certified;
- (c) Mental health and substance abuse services;
- (d) Suicide recognition, prevention, and intervention;
- (e) Safety, security, and supervision, including emergency plans and procedures;
- (f) DJJ residential facility operations.

(4) State operated residential facilities that provide enhanced treatment of sex offenders, pregnant youth and young mothers, youth with developmental disabilities, or youth with identified substance abuse or mental health needs shall provide specialized training for direct care staff on the special needs population for whom they are assigned supervision responsibilities.

(5) Once the trainee has completed these essential skills, the trainee may be in the presence of youth while the remaining training requirements are completed. However, until the trainee completes the remaining training requirements, he or she shall, at all times, be under the direct supervision of a fully certified Juvenile Justice Residential Officer (JJRO).

(6) Testing requirements for certification training are as follows:

- (a) A passing score of at least 70 percent on all applicable computer-based courses;
- (b) PAR testing and evaluation requirements as outlined in Chapter 63H-1, F.A.C.;
- (c) Successful completion of all written and practical requirements for CPR/First Aid/AED training;
- (d) Staff must receive a minimum score of 75 percent on the certification examination;
- (e) Staff will be given three attempts to pass the certification examination within the 180-day timeframe.
- (7) Accommodations based upon the Americans with Disabilities Act will be made where necessary.

(a) Staff failing the certification examination are required to attend remediation, which must be documented in the department's computer based tracking system.

(b) Staff shall adhere to the following schedule for second and third attempts to pass the certification examination:

1. The second attempt shall occur no less than 7 calendar days after, and no more than 45 calendar days after, the first attempt.

2. The third attempt shall occur no less than 14 calendar days after, and no more than 45 calendar days after, the second attempt.

(8) Upon request by a Regional Director, the Director for Staff Development and Training will grant a 90-day extension to the 180-day time frame for completing training requirements. The extension may only be based on the following:

- (a) Death of an immediate family member;
- (b) Serious chronic condition, illness or injury;
- (c) Immediate family crisis;
- (d) Court appearance;

- (e) Military duty;
 - (f) Family medical leave;
 - (g) Other emergency circumstances.
- (9) State residential staff must complete 24 hours of annual in-service training beginning the calendar year after the staff has completed certification training.
- (10) The following are mandatory training topics that must be completed each year:
- (a) PAR update (Chapter 63H-1, F.A.C.);
 - (b) CPR/AED;
 - (c) First aid, unless the specific certification is good for more than one year, in which case, training is only necessary as required by certification;
 - (d) Suicide prevention;
 - (e) Professionalism and ethics.
- (11) Each region will submit to Staff Development and Training a written list of in-service trainings that includes course names, descriptions, objectives, and training hours for any instructor-led in-service training other than the above topics.
- (12) As part of the 24 hours of in-service training required for direct-care staff, supervisory staff shall complete 8 hours of training in the areas of management, leadership, personal accountability, employee relations, communication skills or fiscal training each year.
- (13) Returning staff who return more than four years from separation shall complete all requirements set forth in subsection 63H-2.005(1), F.A.C., as they are no longer considered trained.
- (14) Returning staff that return less than four years from the date of separation shall meet the following requirements within sixty calendar days of their return to the Department:
- (a) All PAR training pursuant to Chapter 63H-1, F.A.C.;
 - (b) CPR/First aid/AED certification;
 - (c) Overview of facility operating procedures.
 - (d) In-service training to include:
 1. Professionalism and ethics;
 2. Suicide prevention;
 3. Adolescent behavior;
 4. DJJ residential facility operations;
 5. Safety, security, and supervision.
- (15) Staff who crossover from contracted residential facilities, contracted non-residential programs, or state operated non-residential programs must complete all certification requirements outlined in this section.
- (16) Staff who crossover from detention facilities must complete all certification requirements outlined in this section that are non-duplicative of their detention certification.
- (17) Procedures for the documentation of training are as follows:
- (a) Administrators will ensure that a training file is maintained for each direct care staff, and that they meet all requirements.
 - (b) Completion of all training requirements shall be documented on the department's computer-based tracking system.
 - (c) Facilities and programs shall develop an annual in-service training calendar which must be updated as changes occur.

Rulemaking Authority 20.316(1), 985.601(8) FS. Law Implemented 985.601(8) FS. History—New 6-11-07, Amended 5-15-08, 8-4-09.

63H-2.006 State Non-Residential Staff.

- (1) All staff shall be certified within 180 days of hiring.
- (2) The certification training shall be in two phases. Phase one is workplace training. Phase two is training at the academy.

(a) Phase one shall consist of 96 hours of training in the following areas:

1. Orientation training;
2. Juvenile Justice Information System;
3. Information security awareness;
4. Mental health and substance abuse services;
5. Professionalism and ethics;
6. Restorative justice;
7. Human diversity;
8. Personal safety;
9. Adolescent behavior;
10. Legal;
11. Interpersonal/Communication skills;
12. Screening and intake;
13. Supervision;
14. Transfer, commitment and termination of supervision.
15. Suicide recognition, prevention and intervention.

(b) Staff must complete all on the job training associated with the above topics.

(c) Phase two shall consist of 224 hours of training at the academy in the following areas:

1. PAR;
2. CPR/First aid;
3. DJJ overview;
4. Legal;
5. Adolescent behavior;
6. Restorative justice;
7. Interpersonal/Communication skills;
8. Human diversity;
9. Screening and intake;
10. Legal;
11. Supervision;
12. Transfer, commitment and termination of supervision;
13. Personal safety;
14. Professionalism and ethics.
15. Suicide recognition, prevention and intervention.

(d) Staff must demonstrate satisfactory performance in all categories for at least seven (7) days on the Phase One Daily Observation Reports using the standardized evaluation guidelines incorporated by reference in paragraph 63H-2.005(2)(d), F.A.C.

(3) State non-residential staff are not required to be PAR certified and CPR/First Aid certified prior to contact with youth. However, the following requirements shall apply:

(a) The staff shall be assigned to a fully certified officer who has successfully completed all certification requirements outlined in this section.

(b) The staff shall not supervise a caseload or have direct contact with youth where department certified staff are not present until they complete all certification requirements in this section.

(4) Testing requirements for certification training are as follows:

(a) A passing score of at least 70 percent on all computer-based certification courses.

(b) PAR testing and evaluation requirements as outlined in Chapter 63H-1, F.A.C.

(c) Successful completion of all written and practical requirements for CPR/First Aid training.

(d) Staff must receive a minimum score of 75 percent on the certification examination.

(e) Staff may be given up to three attempts to pass the certification examination within the 180-day timeframe.

(5) Accommodations based upon the Americans with Disabilities Act will be made where necessary.

(a) Staff failing the certification examination are required to attend remediation, which must be documented in the department's computer based tracking system.

(b) Staff shall adhere to the following schedule for second and third attempts to pass the certification examination:

1. The second attempt shall occur no less than 7 calendar days after, and no more than 45 calendar days after, the first attempt.

2. The third attempt shall occur no less than 14 calendar days after, and no more than 45 calendar days after, the second attempt.

(6) Upon request by a Regional Director, the Director for Staff Development and Training will grant a 90-day extension to the 180-day time frame for completing training requirements. The extension may only be based on the following:

(a) Death of an immediate family member.

(b) Serious chronic condition, illness or injury.

(c) Immediate family crisis.

(d) Court appearance.

(e) Military duty.

(f) Family medical leave.

(g) Other emergency circumstances.

(7) State non-residential staff must complete 24 hours of annual in-service training beginning the calendar year after the staff has completed certification training.

(8) The following are mandatory training topics that must be completed each year:

(a) PAR update (Chapter 63H-1, F.A.C.);

(b) CPR;

(c) First aid, unless the specific certification is good for more than one year, in which case, training is only necessary as required by certification;

(d) Suicide recognition, prevention and intervention;

(e) Professionalism and ethics.

(9) Each region will submit to Staff Development and Training a written list of in-service trainings that includes course names, descriptions, objectives, and training hours for any instructor-led in-service training other than the above topics.

(10) As part of the 24 hours of in-service training required for direct-care staff, supervisory staff shall complete 8 hours of training in the areas of management, leadership, personal accountability, employee relations, communication skills or fiscal training each year.

(11) Returning staff who return more than four years from separation shall complete all requirements set forth in subsection 63H-2.006(1), F.A.C., as they are no longer considered trained.

(12) Returning staff that return less than four years from the date of separation shall meet the following requirements within sixty calendar days of their return to the department:

(a) All PAR training pursuant to Chapter 63H-1, F.A.C.;

(b) CPR/First aid certification;

(c) Overview of program operating procedures;

(d) In-service training to include:

1. Professionalism and ethics;

2. Suicide prevention;

3. Adolescent behavior;

4. Risk and needs assessment;

5. Supervision.

(13) Staff who crossover from contracted residential or detention facilities, contracted non-residential programs, state operated residential facilities, or state operated detention facilities must complete all certification requirements outlined in this section.

(14) Procedures for the documentation of training are as follows:

(a) Administrators will ensure that a training file is maintained for each direct care staff, and that they meet all requirements.

(b) Completion of all training requirements shall be documented on the department's computer-based tracking system.

(c) Facilities and programs shall develop an annual in-service training calendar which must be updated as changes occur.

Rulemaking Authority 20.316(1), 985.601(8) FS. Law Implemented 985.601(8) FS. History--New 6-11-07, Amended 5-15-08, 8-4-09.

63H-2.007 Detention Staff.

(1) All staff shall be certified within 180 days of being hired.

(2) The training shall be in two phases. Phase one is workplace training. Phase two is training at the academy.

(a) Phase one shall consist of 120 hours of certification training (computer-based and instructor led) in the following areas:

1. Orientation training;
2. Information security awareness;
3. DJJ detention facility operations (to include training on the unit log, transportation, admissions, and releases);
4. PAR;
5. CPR/First aid;
6. Mental health and substance abuse services;
7. Safety, security, and supervision;
8. Legal;
9. DJJ: The organization;
10. Gang awareness;
11. Interpersonal/Communication skills;
12. Detainee behavior and consequences.

(b) Staff must complete all on the job training associated with the above topics.

(c) Phase Two is academy training, which shall consist of 120 hours of certification training to include:

1. Restorative justice;
2. Professionalism and ethics;
3. Adolescent behavior;
4. Health care;
5. Effective written communication;
6. Mental health;
7. Suicide recognition, prevention, and intervention;
8. Human diversity;
9. Interpersonal/communication skills.

(d) Staff must demonstrate satisfactory performance in all categories for at least seven (7) days on the Phase One Daily Observation Reports using the standardized evaluation guidelines.

(3) Detention staff are authorized to be in the presence of youth prior to the completion of the training requirements outlined above. However, the following essential skills training must be completed first:

- (a) PAR trained;
- (b) CPR/First aid/ AED certified;
- (c) Mental health and substance abuse;
- (d) Suicide recognition, prevention, and intervention;
- (e) Safety, security, and supervision;
- (f) DJJ detention facility operations.

(4) Once the trainee has completed these essential skills, the trainee may be in the presence of youth while the remaining training requirements are completed. However, until the trainee completes the remaining training requirements, he or she shall, at all times, be assigned to a fully certified Juvenile Justice Detention Officer (JJDO).

(5) Testing requirements for certification training are as follows:

- (a) A passing score of at least 70 percent on all computer-based certification courses.
- (b) PAR testing and evaluation requirements as outlined in Chapter 63H-1, F.A.C.
- (c) Successful completion of all written and practical requirements for CPR/First Aid/AED training.
- (d) Staff must receive a minimum score of 75 percent on the certification examination.
- (e) Staff may be given up to three attempts to pass the certification examination within the 180-day timeframe.
- (6) Accommodations based upon the Americans with Disabilities Act will be made where necessary.

(a) Staff failing the certification examination are required to attend remediation, which must be documented in the department's computer based tracking system.

(b) Staff shall adhere to the following schedule for second and third attempts to pass the certification examination:

1. The second attempt shall occur no less than 7 calendar days after, and no more than 45 calendar days after, the first attempt.

2. The third attempt shall occur no less than 14 calendar days after, and no more than 45 calendar days after, the second attempt.

(7) Upon request by a Regional Director, the Director for Staff Development and Training will grant a 90-day extension to the 180-day time frame for completing training requirements. The extension may only be based on the following:

- (a) Death of an immediate family member.
- (b) Serious chronic condition, illness or injury.
- (c) Immediate family crisis.
- (d) Court appearance.
- (e) Military duty.
- (f) Family medical leave.
- (g) Other emergency circumstances.

(8) Detention staff must complete 24 hours of annual in-service training beginning the calendar year after the staff has completed certification training.

(9) The following are mandatory training topics that must be completed each year:

- (a) PAR update (Chapter 63H-1, F.A.C.);
- (b) CPR/AED;
- (c) First aid, unless the specific certification is good for more than one year, in which case, training is only necessary as required by certification.
- (d) Suicide prevention.
- (e) Professionalism and ethics.

(10) Each region will submit to Staff Development and Training a written list of in-service trainings that includes course names, descriptions, objectives, and training hours for any instructor-led in-service training other than the above topics.

(11) As part of the 24 hours of in-service training required for direct-care staff, supervisory staff shall complete 8 hours of training in the areas of management, leadership, personal accountability, employee relations, communication skills or fiscal training each year.

(12) Returning staff who return more than four years from separation shall complete all requirements set forth in subsection 63H-2.005(1), F.A.C., as they are no longer considered trained.

(13) Returning staff that return less than four years from the date of separation shall meet the following requirements within sixty calendar days of their return to the department:

- (a) All PAR training pursuant to Chapter 63H-1, F.A.C.;
- (b) CPR/First Aid/AED certification;
- (c) Overview of facility operating procedures.

(d) In-service training to include:

1. Professionalism and ethics;
2. Suicide prevention;
3. Adolescent behavior;
4. DJJ detention facility operations;
5. Safety, security, and supervision.

(14) Staff who crossover from contracted residential, contracted non-residential, and state operated non-residential must complete all certification requirements outlined in this section.

(15) Staff who crossover from state operated residential must complete all certification requirements outlined in this section that are non-duplicative of their JJRO certification.

(16) Procedures for the documentation of training are as follows:

(a) Administrators will ensure that a training file is maintained for each direct care staff, and that they meet all requirements.

(b) Completion of all training requirements shall be documented on the department's computer-based tracking system.

(c) Facilities and programs shall develop an annual in-service training calendar which must be updated as changes occur.

Rulemaking Authority 20.316(1), 985.601(8) FS. Law Implemented 985.02(3)(c), 985.601(8), (9)(b) FS. History—New 6-11-07, Amended 8-4-09.

63H-2.0075 County Operated Detention.

(1) Pre-service training requirements are as follows:

(a) Staff must complete all training within 180 days of being hired. However, pursuant to subsection 63H-1.016(1), F.A.C., PAR training must be completed within 90 days of the employee's date of hire or, for existing staff, within 90 days of assignment to a county-operated detention center.

(b) Staff must complete a minimum of 120 hours of pre-service training (computer-based and/or instructor-led) to include the following:

1. PAR training as required by Rule Chapter 63H-1, F.A.C.;
2. CPR/First Aid;
3. Professionalism and ethics, including standards of conduct;
4. Suicide prevention;
5. Emergency procedures;
6. Mission/Program Philosophy/Program culture;
7. Adolescent behavior specific to the population serviced;
8. Confidentiality/HIPAA requirements;
9. Infection control/Blood borne pathogens;
10. Gang awareness;
11. Safety, security, and supervision, including incident reporting;
12. Human Diversity;
13. Behavior management;
14. DJJ: The organization;
15. Mental health and substance abuse services;
16. Sexual harassment;
17. Communication skills;
18. Child abuse reporting.

(c) All county and municipally operated detention facilities/programs will submit, in writing, a list of all pre-service training to Staff Development and Training that includes course names, descriptions, objectives, and training, hours for any training based on the above topics.

(d) Staff must complete all of the job training associated with the above topics.

(2) County and municipally operated detention employees are authorized to be in the presence of youth prior to the completion of the training requirements outlined above. However, the following essential skills training must be completed first:

- (a) PAR trained;
- (b) CPR/First Aid certified;
- (c) Professionalism and ethics, including standards of conduct;
- (d) Suicide prevention;
- (e) Emergency procedures;
- (f) Child abuse reporting.

(3) Upon request by a county or municipally operated detention administrator, the Director of Staff Development and Training will grant a 90-day extension to the 180-day time frame for completing training requirements. The extension may only be based on the following:

- (a) Death of an immediate family member;
- (b) Serious chronic condition, illness or injury;
- (c) Immediate family crisis;
- (d) Court appearance;
- (e) Military duty;
- (f) Family medical leave;
- (g) Other emergency circumstances.

(4) Testing requirements for pre-service training are as follows:

- (a) PAR testing and evaluation requirements as outlined in Chapter 63H-1, F.A.C.;
- (b) Successful completion of all written and practical requirements for CPR/First Aid training;
- (c) A passing score on any other applicable courses based on subparagraphs 63H-2.0075(1)(b)1.-18., F.A.C.

(5) County and municipally operated detention staff must complete 24 hours of annual in-service training beginning the calendar year after the staff has completed pre-service training.

(6) The following are mandatory training topics that must be completed each year:

- (a) PAR update (Chapter 63H-1, F.A.C.);
- (b) CPR;

(c) First aid, unless the specific certification is good for more than one year, in which case training is only necessary as required by certification;

- (d) Professionalism and ethics;
- (e) Suicide prevention.

(7) All county and municipally operated detention facilities/programs will submit to Staff Development and Training a written list of in-service training that includes course names, descriptions, objectives, and training hours for any instructor-led in-service training other than the above topics.

(8) As part of the 24 hours of in-service training required for direct-care staff, supervisory staff shall complete 8 hours of training in the areas of management, leadership, personal accountability, employee relations, communications skills or fiscal training each year.

(9) Returning staff who return less than one year from separation shall complete the following:

- (a) PAR update consisting of a minimum of 8 hours training (Chapter 63H-1, F.A.C.);
- (b) CPR/First Aid Certification (if not current);
- (c) Overview of facility/program operating procedures.

(10) Returning staff who return more than one year from separation shall complete all requirements set forth in Rule 63H-2.0075, F.A.C., as they are no longer considered trained.

(11) Procedures for documentation of training are as follows:

(a) Administrators will ensure that a training file is maintained for each direct care staff, and that they meet all requirements;

(b) Completion of all training requirements shall be documented on the Department's computer-based tracking system or a county or municipally operated tracking system;

(c) Facilities and programs shall develop an annual in-service training calendar which must be updated as changes occur.

Rulemaking Authority 20.316(1), 985.601(8) FS. Law Implemented 985.601(8) FS. History—New 4-5-11.

63H-2.008 Instructor Qualifications.

(1) Only certified PAR instructors (see Chapter 63H-1.014, F.A.C., for PAR instructor requirements) shall conduct PAR training.

(2) Only certified CPR/First aid/AED instructors shall conduct CPR/First aid/AED training.

(3) All instructors must have successfully completed the Criminal Justice Standards and Training Commission Instructor Techniques course, however, the following exceptions apply:

(a) FTOs and administrative staff who provide administrative, orientation, and/or Phase One training, with the exception of PAR, are not required to be ITW certified.

(b) Any instructor who is not ITW certified, must submit for approval a completed Instructor Exemption form to the Director of Staff Development and Training through their respective facility/program administrator. The Instructor Exemption form (ADSD-20, effective 12/15/2006) is incorporated by reference, and is available through Staff Development and Training, 2737 Centerview Dr., Tallahassee, FL 32399.

Rulemaking Authority 20.316(1), 985.601(8) FS. Law Implemented 985.02(3)(c), 985.601(8) FS. History—New 6-11-07, Amended 4-5-11.