

HUNT COUNTY JUVENILE PROBATION SERVICES (HCJPS)

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The Standard

344.600 Training Hours Required for Certification

- (a) To be eligible for certification, an individual must have received the following number of training hours:
- (1) a minimum of 80 hours of training, including training in topics described in §344.620 of this title, for certification as a juvenile probation officer;
 - (2) a minimum of 80 hours of training, including training in topics described in §344.622 and §344.624 of this title, for certification as a juvenile supervision officer; or
 - (3) a minimum of 40 hours of training, including training in topics described in §344.626 of this title, for certification as a community activities officer.
- (b) To be eligible for credit, training must have been received within 18 months prior to the date the application for certification is submitted to TJJD.

344.610 Relevance of Training and Standardized Curriculum

- (a) Training must be relevant to the knowledge and skills required in the performance of the officer's job duties to qualify for certification or continuing education credit.
- (b) Training in the mandatory exam topics listed in §344.620 and §344.622 of this title must be conducted by training providers who:
- (1) have successfully completed TJJD-sponsored training for trainers in the curriculum; or
 - (2) are qualified by relevant knowledge, education, and/or experience to train the topic.
- (c) The standardized curriculum provided by TJJD must be used in the provision of training on the mandatory exam topics listed in §344.620 and §344.622 of this title.
- (d) TJJD may refuse to grant credit for training hours that do not comply with this section.

344.620 Mandatory Training Topics for Certification Exam for Juvenile Probation Officers

- (a) Successful completion of the certification exam is required prior to performing the duties of a certified juvenile probation officer.
- (b) The certification exam for juvenile probation officers is based on the following mandatory training topics:
- (1) role of the probation officer;
 - (2) risk and needs assessment, case planning, and case management;

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- (3) recognizing and supervising youth with mental health issues;
- (4) officer safety and mechanical restraints;
- (5) Texas Family Code Title 3 (Juvenile Justice Code) and related laws;
- (6) legal liabilities;
- (7) dispositional recommendations and courtroom proceedings;
- (8) TJJD code of ethics and TJJD disciplinary procedures;
- (9) preventing, identifying, and reporting abuse, neglect, and exploitation;
- (10) purpose and goals of the Prison Rape Elimination Act;
- (11) suicide prevention and intervention;
- (12) trauma-informed care;
- (13) adolescent development and behavior; and
- (14) cultural competency.

344.622 Mandatory Training Topics for Certification Exam for Juvenile Supervision Officers

- (a) In addition to the training requirements listed in §344.624 of this title, successful completion of the certification exam is required before a juvenile supervision officer may provide supervision of juveniles and count in any staff-to-juvenile ratio.
- (b) The certification exam for juvenile supervision officers is based on the following mandatory training topics:
 - (1) juvenile rights;
 - (2) Texas Family Code Title 3 (Juvenile Justice Code) and related laws;
 - (3) preventing, identifying, and reporting abuse, neglect, and exploitation;
 - (4) purpose and goals of the Prison Rape Elimination Act;
 - (5) suicide prevention and intervention;
 - (6) legal liabilities;
 - (7) recognizing and supervising youth with mental health issues;
 - (8) adolescent development and behavior;
 - (9) HIV/AIDS and other communicable diseases;
 - (10) TJJD code of ethics and TJJD disciplinary procedures;
 - (11) trauma-informed care; and
 - (12) cultural competency.

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344.624 Additional Training Requirements for Certification as a Juvenile Supervision Officer

To be eligible for certification, juvenile supervision officers must:

- (1) receive training and maintain current certification in the following areas:
 - (A) cardiopulmonary resuscitation (CPR);
 - (B) first aid; and
 - (C) the personal restraint technique used by the department or facility; and
- (2) receive training in each of the following topics as it relates to the duties of a juvenile supervision officer:
 - (A) suicide prevention policies, including the suicide prevention plan in residential facilities;
 - (B) the policies of the facility or program related to preventing, identifying, and reporting abuse, neglect, and exploitation;
 - (C) verbal de-escalation policies, procedures, and practices;
 - (D) standards regarding use of personal and mechanical restraints, including prohibited techniques and criteria for use;
 - (E) resident supervision, including juvenile behavior observation and documentation requirements;
 - (F) behavior management, including the juvenile discipline plan and safety-based seclusion;
 - (G) resident-initiated separation;
 - (H) facility safety and security policies;
 - (I) referral of residents in need of medical, mental health, or dental services, as identified by staff or reported by residents;
 - (J) fire safety plan, including fire drill procedures;
 - (K) non-fire emergency and evacuation procedures;
 - (L) recognizing and responding to mental health needs of juveniles;
 - (M) juvenile grievance procedures;
 - (N) confidentiality of juvenile information;
 - (O) transportation of juveniles; and
 - (P) searches of juveniles.

344.626 Required Training Topics for Community Activities Officers

To be eligible for certification, community activities officers must:

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- (1) receive training and maintain current certification in:
 - (A) cardiopulmonary resuscitation (CPR);
 - (B) first aid; and
 - (C) the personal restraint technique used by the department, if the department authorizes community activities officers to use personal restraints; and
- (2) receive training in the following topics:
 - (A) the policies of the department related to preventing, identifying, and reporting abuse, neglect, and exploitation;
 - (B) TJJD code of ethics and TJJD disciplinary procedures;
 - (C) trauma-informed care;
 - (D) verbal de-escalation policies, procedures, and practices; and
 - (E) standards regarding use of personal and mechanical restraints, including prohibited techniques and criteria for use.

344.630 On-the-Job-Training

- (a) To be eligible for credit toward initial certification and renewal of certification, documentation of an on-the-job training program must include the following elements, at a minimum:
 - (1) name and signature of the trainee;
 - (2) name and signature of the trainer(s);
 - (3) signature of the supervisor/administrator;
 - (4) training topics;
 - (5) number of training hours for each topic; and
 - (6) dates the topics were explained to the trainee, practiced by the trainee, and demonstrated by the trainee.
- (b) Staff members who provide on-the-job training; must be qualified to do so based on knowledge, education, and/or experience.
- (c) For juvenile probation officers and juvenile supervision officers, a maximum of 40 hours of on-the-job training may be used to meet the initial certification or continuing education requirement in a certification period.
- (d) For community activities officers, a maximum of 20 hours of on-the-job training may be used to meet the initial certification or continuing education requirement in a certification period.

344.640 Continuing Education Requirements for Maintaining Certification

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(a) To maintain an active certification:

- (1) a juvenile probation officer must complete 60 hours of continuing education within the certification period;
- (2) a juvenile supervision officer must complete 80 hours of continuing education within the certification period; and
- (3) a community activities officer must complete 40 hours of continuing education within the certification period.

(b) For juvenile supervision officers, continuing education received during each certification period must include:

- (1) suicide prevention policies, including the suicide prevention plan in residential facilities;
- (2) training necessary to maintain current certification in CPR, first aid, and the approved personal restraint technique;
- (3) preventing, identifying, and reporting abuse, neglect, and exploitation;
- (4) verbal de-escalation policies, procedures, and practices; and
- (5) standards regarding use of personal and mechanical restraints, including prohibited techniques and criteria for use.

(c) For community activities officers, continuing education received during each certification period must include:

- (1) training necessary to maintain current certification in CPR and first aid;
- (2) training necessary to maintain current certification in the department's personal restraint technique, if the department authorizes community activities officers to use personal restraints;
- (3) preventing, identifying, and reporting abuse, neglect, and exploitation;
- (4) verbal de-escalation policies, procedures, and practices; and
- (5) standards regarding use of personal and mechanical restraints, including prohibited techniques and criteria for use.

(d) For chief administrative officers and facility administrators, continuing education must include a minimum of 20 hours of management topics. This requirement does not apply to the certification period during which an individual is appointed as a chief administrative officer or facility administrator.

(e) A maximum of 20 hours of continuing education that exceeds the minimum requirement in a certification period may be applied to the next certification period.

(f) Documentation of the required continuing education must be submitted to TJJD through TJJD's certification system no later than the last day of the certification period.

(g) Requirements in subsection (a) of this section also apply in cases in which an officer's certification becomes inactive but is later reactivated within the same certification period.

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344.660 Approval and Review of Training and Continuing Education

- (a) To be eligible for credit, training or continuing education must be:
 - (1) relevant, which means it is related to job responsibilities, the field of juvenile justice, or fields of study approved by TJJD;
 - (2) organized, which means it is based on documentation that includes specified learning objectives, training methods, and evaluation techniques; and
 - (3) planned, which means it is scheduled and conducted in a predetermined location.
- (b) To be eligible for credit, training or continuing education provided by the department or facility must:
 - (1) meet the criteria in subsection (a) of this section; and
 - (2) be evaluated, which means participants are provided an opportunity to provide written feedback and/or participants are tested (written or demonstrated) to measure the transfer of knowledge.
- (c) TJJD may, on a case-by-case basis, approve events for credit that do not meet the requirements in subsection (a) or (b) of this section.
- (d) Training and continuing education topics must be approved by TJJD in order to count toward the requirements of this chapter. A department or facility may request advance approval of a training or continuing education topic by contacting the TJJD certification office.
- (e) A department or facility may request a review of TJJD's decision not to approve a topic. In support of the request, the department or facility must describe how the topic relates to the job duties and responsibilities of the officer. TJJD may request additional documentation to evaluate the appropriateness of the topic.

344.670 Training Methods and Limitations

(a) Limitations on Topics.

(1) Repetitive Training.

(A) Credit will not be granted more than twice in a certification period for training that is duplicative in nature, except as noted in subparagraphs(B) and (C) of this paragraph.

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(B) If an officer is concurrently employed by more than one department or facility or has transferred to a new department or facility within a certification period, credit for a training topic may be granted up to four times in a certification period.

(C) For juvenile supervision officers and community activities officers, credit for a training topic may be granted one additional time if: (i) the topic is one of the topics required during each certification period as listed in §344.640 of this chapter; and (ii) training hours for the topic have been carried over from the prior certification period as allowed by §344.640 of this chapter.

(2) Review of Policy and Procedure.

A review of the policies and procedures of the department or facility is not eligible for credit unless documentation reflects that the review meets the requirements in §344.660(a) of this chapter.

(3) Meetings.

Meetings, including staff meetings, are not considered a training activity unless supporting documentation indicates that all or part of the meeting meets the requirements in §344.660(a) of this chapter. If only a portion of the meeting meets the requirements in §344.660(a) of this chapter, credit may be awarded only for that portion of the meeting.

(4) Review of Employee Benefits.

A review of employment-related benefits and plans is not eligible for credit unless: (A) the officer is a supervisor and the review relates to supervisory duties or is being provided as part of a formal leadership development program; and (B) the review meets the requirements in §344.660(a) of this chapter.

(5) Firearms Training.

Training required under §341.808 of this chapter relating to carrying a firearm in the course of an officer's official duties is not eligible for credit toward continuing education requirements in this chapter.

(b) Limitations on Training Methods.

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The hour limitations in this section apply to training received within a certification period. (1) There is no limitation on the number of hours that may be obtained from live training. Live training includes in-person training and online training in which the presenter and the person claiming credit appear at the same time and have the ability to interact, either verbally or in writing.

(2) There is no limitation on the number of hours that may be obtained from watching pre-recorded training if the training is provided by, sponsored by, or co-sponsored by TJJD. Pre-recorded training includes recordings of live interactive trainings as well as recordings of trainings that were not interactive.

(3) For juvenile probation officers and juvenile supervision officers, a maximum of 20 hours of pre-recorded training other than pre-recorded training described in paragraph (2) of this subsection may be eligible for credit.

(4) For community activities officers, a maximum of 10 hours of pre-recorded training other than pre-recorded training described in paragraph (2) of this subsection may be eligible for credit.

(5) A maximum of 40 hours may be eligible for credit for successful completion of one or more college courses in topics relevant to the officer's job duties. A course must be provided by a college or university accredited by an organization recognized by the Texas Higher Education Coordinating Board. TJJD determines on a case-by-case basis whether credit is granted for the course and the number of hours approved for credit.

(c) Limitations on Credit for Development and Delivery of Training.

(1) A training provider may claim a maximum of 20 hours in a certification period for the time spent delivering training.

(2) An individual who develops training curriculum may claim a maximum of 20 hours in a certification period for the time spent developing the curriculum.

(3) Credit under this subsection is allowed only for the topics listed in §§344.620, 344.622, 344.624, and 344.626 of this chapter.

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344.680 Documentation

(a) Documentation of all training used for certification must be maintained for monitoring purposes until the end of the current certification period plus two years, at a minimum. This retention requirement does not supersede any requirement in any other rule, statute, or local policy that requires a longer retention period.

(b) Documentation may include training curricula, sign-in sheets, agendas, certificates of completion, correspondence from the instructor, registration receipts, and/or exam results.

(c) Upon request, a department or facility must submit training records to a department or facility in which an officer has obtained subsequent or concurrent employment.

The Policy

It is the policy of HCJPS for all employees to maintain the required training and continuing education to meet education and certification requirements.

HCJPS will ensure that an applicant for certification receives at least the minimum of training hours in the mandatory topics required by TJJD.

- Probation Officer certification requires at least 80 hours.
- HCJSP does not maintain Juvenile Supervision Officers
- Community Activities Officers require a minimum of 40 hours.

Training must be relevant to the knowledge and skills required in the performance of the officer's job duties to be considered for certification or continuing education credit.

Training in the mandatory topics shall be conducted by training providers who have received specialized training in the curriculum from TJJD or are qualified by relevant knowledge, education, and/or experience to train the topic.

TJJD reserves the right to refuse to approve or grant credit for training hours that do not comply with this standard.

Juvenile Probation Officers that are requiring initial certification will have training in the following

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mandatory topics and must pass the certification examination prior to performing any related job duties of a certified JPO.

- (1) role of the probation officer;
- (2) risk and needs assessment, case planning, and case management;
- (3) recognizing and supervising youth with mental health issues;
- (4) officer safety and mechanical restraints;
- (5) Texas Family Code Title 3 (Juvenile Justice Code) and related laws;
- (6) legal liabilities;
- (7) dispositional recommendations and courtroom proceedings;
- (8) TJJD code of ethics and TJJD disciplinary procedures;
- (9) preventing, identifying, and reporting abuse, neglect, and exploitation;
- (10) purpose and goals of the Prison Rape Elimination Act;
- (11) suicide prevention and intervention;
- (12) trauma-informed care;
- (13) adolescent development and behavior; and
- (14) cultural competency.

Community Activities Officers will have training in the following mandatory topics. This type of certification does not require a certification examination.

- (1) receive training and maintain current certification in:
 - (A) cardiopulmonary resuscitation (CPR);
 - (B) first aid; and
 - (C) the personal restraint technique used by the department, if the department authorizes community activities officers to use personal restraints; and
- (2) receive training in the following topics:
 - (A) the policies of the department related to preventing, identifying, and reporting abuse, neglect, and exploitation;
 - (B) TJJD code of ethics and TJJD disciplinary procedures;
 - (C) trauma-informed care;
 - (D) verbal de-escalation policies, procedures, and practices; and
 - (E) standards regarding use of personal and mechanical restraints, including prohibited techniques and criteria for use.

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A juvenile justice program or juvenile justice facility may implement a structured on-the-job training program for use in meeting certification and continuing education requirements as described in policy.

HCJPS does not currently operate an on the job training curriculum but will make sure that all applicants will receive the required training as set out in Chapter 344..

HCJPS will ensure that a juvenile probation officer shall complete a minimum of 60 hours every 24 months and in topics related to the officer's job duties and responsibilities in order to maintain an active certification:

- For chief administrative officers this training shall include a minimum of 20 hours of management topics.
 - A maximum of 20 hours of training credit that exceeds the minimum requirement in a specific reporting period may be applied to the next reporting period.
 - Documentation of the required continuing education shall be submitted to TJJD through the TJJD's automated certification information system within 24 months of the initial certification date no later than the last day of the certification period which falls in the applicant's birth month.
- Requirements in subsection (a) of §344.640 also apply in cases in which an officer's certification becomes inactive but is later reactivated within the same certification period.
- All certified community activities officers will receive 40 hours training in related topics every 24 months to maintain their certification. Training during the 24 month period will include all the mandatory topics required for recertification for community activity officers.

HCJPS will make every effort to ensure the training is eligible and approved for credit, training and continued education as specified by TJJD.

HCJPS will adhere to the following concerning approval and review of training and continuing education;

(a) To be eligible for credit, training or continuing education must be: (1) relevant, which means it is related to job responsibilities, the field of juvenile justice, or fields of study approved by TJJD; (2) organized, which means it is based on documentation that includes specified learning objectives, training methods, and evaluation techniques; and (3) planned, which means it is scheduled and conducted in a predetermined location. (b) To be eligible for credit, training or continuing education provided by the department or facility must: (1) meet the criteria in subsection (a) of this section; and (2) be evaluated, which means participants are provided an opportunity to provide written feedback and/or participants are tested (written or demonstrated) to measure the transfer of knowledge. (c)

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TJJD may, on a case-by-case basis, approve events for credit that do not meet the requirements in subsection (a) or (b) of this section. (d) Training and continuing education topics must be approved by TJJD in order to count toward the requirements of this chapter. A department or facility may request advance approval of a training or continuing education topic by contacting the TJJD certification office. (e) A department or facility may request a review of TJJD’s decision not to approve a topic. In support of the request, the department or facility must describe how the topic relates to the job duties and responsibilities of the officer. TJJD may request additional documentation to evaluate the appropriateness of the topic.

HCJPS will adhere to the following concerning training methods and limitations;

(a) Limitations on Topics. (1) Repetitive Training. (A) Credit will not be granted more than twice in a certification period for training that is duplicative in nature, except as noted in subparagraphs (B) and (C) of this paragraph. (B) If an officer is concurrently employed by more than one department or facility or has transferred to a new department or facility within a certification period, credit for a training topic may be granted up to four times in a certification period. (C) For juvenile supervision officers and community activities officers, credit for a training topic may be granted one additional time if: (i) the topic is one of the topics required during each certification period as listed in §344.640 of this chapter; and (ii) training hours for the topic have been carried over from the prior certification period as allowed by §344.640 of this chapter. (2) Review of Policy and Procedure. A review of the policies and procedures of the department or facility is not eligible for credit unless documentation reflects that the review meets the requirements in §344.660(a) of this chapter. (3) Meetings. Meetings, including staff meetings, are not considered a training activity unless supporting documentation indicates that all or part of the meeting meets the requirements in §344.660(a) of this chapter. If only a portion of the meeting meets the requirements in §344.660(a) of this chapter, credit may be awarded only for that portion of the meeting. (4) Review of Employee Benefits. A review of employment-related benefits and plans is not eligible for credit unless: (A) the officer is a supervisor and the review relates to supervisory duties or is being provided as part of a formal leadership development program; and (B) the review meets the requirements in §344.660(a) of this chapter. (5) Firearms Training. Training required under §341.808 of this chapter relating to carrying a firearm in the course of an officer’s official duties is not eligible for credit toward continuing education requirements in this chapter.

(b) Limitations on Training Methods. The hour limitations in this section apply to training received within a certification period. (1) There is no limitation on the number of hours that may be obtained from live training. Live training includes in-person training and online training in which the

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presenter and the person claiming credit appear at the same time and have the ability to interact, either verbally or in writing.

(2) There is no limitation on the number of hours that may be obtained from watching pre-recorded training if the training is provided by, sponsored by, or co-sponsored by TJJD. Pre-recorded training includes recordings of live interactive trainings as well as recordings of trainings that were not interactive. (3) For juvenile probation officers and juvenile supervision officers, a maximum of 20 hours of pre-recorded training other than pre-recorded training described in paragraph (2) of this subsection may be eligible for credit. (4) For community activities officers, a maximum of 10 hours of pre-recorded training other than pre-recorded training described in paragraph (2) of this subsection may be eligible for credit. (5) A maximum of 40 hours may be eligible for credit for successful completion of one or more college courses in topics relevant to the officer's job duties. A course must be provided by a college or university accredited by an organization recognized by the Texas Higher Education Coordinating Board. TJJD determines on a case-by-case basis whether credit is granted for the course and the number of hours approved for credit.

(c) Limitations on Credit for Development and Delivery of Training. (1) A training provider may claim a maximum of 20 hours in a certification period for the time spent delivering training. (2) An individual who develops training curriculum may claim a maximum of 20 hours in a certification period for the time spent developing the curriculum. (3) Credit under this subsection is allowed only for the topics listed in §§344.620, 344.622, 344.624, and 344.626 of this chapter.

Documentation of all training received shall be maintained in the department or facility's files for monitoring purposes. Documentation may include sign-in sheets, agendas, certificates of completion, correspondence from the instructor, registration receipts, and/or exam results. The chief administrative officer or designee shall, upon request, submit training records to a juvenile probation department in which an officer has obtained subsequent employment.

344.690 Credit For Training Hours For Military Service Members, Spouses and Veterans

- (a) This subsection applies only to a person who is a military service member, military veteran, or military spouse as those terms are defined in Chapter 55, Occupations Code, and who:
 - (1) holds a current license issued by another jurisdiction with licensing requirements that are substantially similar to TJJD's certification requirements for a juvenile supervision officer or community activities officer, as determined by TJJD; or

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- (2) held a certification from TJJJ as a juvenile supervision officer or community activities officer that was active within the five years preceding the person's most recent employment in a position requiring or otherwise eligible for certification.
- (b) As provided by this section, TJJJ may grant credit toward the training hours required in §344.600 to persons described by subsection (a) of this section. Any credit granted will be based on the person's verified military service, training, or education that is directly relevant to the position for which certification is sought.
- (c) No credit may be given for topics required by §§344.620, 344.622, 344.624, or 344.626.
- (d) The department or facility that employs a person described by subsection (a) of this section may submit an application to TJJJ for possible credit. TJJJ will consider the person's experience and training to determine if credit should be granted and, if so, how much.
- (e) An individual to whom this section applies is also eligible to receive credit as otherwise provided by this chapter, as applicable.

The Policy

HCJPS will assist applicants in pursuing credit for training hours that may fall in one of the categories listed in the above standard. The credit must be based upon a person's verified military service, training or education that is relevant to the position for which certification is sought. Ultimate authority lies with TJJJ in deciding to grant the training hours credit or not.



Disclosure of Prior Employment and Discipline

TEXAS
JUVENILE
JUSTICE
DEPARTMENT

Note: TJJJ standards require all applicants for employment with a juvenile probation department or juvenile justice facility or program to complete this form. Answering yes to any question does not mean you will not be considered for employment, but it does require a review of the information in order to make a decision. A failure to provide correct and truthful information is considered a violation of the TJJJ Code of Ethics and may result in termination of employment, ineligibility for certification, or revocation of certification. It may also subject you to criminal prosecution for falsification of a government record.

Name of applicant:

Date:

Have you ever had an occupational license from a child-serving entity or entity that serves other vulnerable populations (e.g., elderly persons, persons with disabilities, persons in mental health facilities, or persons who were incarcerated)? Yes No

If yes, enter all entities with which you have or had an occupational license. Include information on how they may be contacted.

Have you ever been employed by a child-serving entity or entity that serves other vulnerable populations? Yes No

If yes, enter all entities by which you are or have been employed. Include information on how they may be contacted.

Have you ever had a contract with a child-serving entity or entity that serves other vulnerable populations? Yes No

If yes, enter all entities with which you have had a contract. Include information on how they may be contacted.

Have you ever volunteered with a child-serving entity or entity that serves other vulnerable populations? Yes No

If yes, enter all entities with which you have volunteered. Include information on how they may be contacted.

If you answered yes to any of the above, have you ever:

- Had your occupational license suspended or revoked, even temporarily? Yes No
- Had your employment, contract, or volunteer status suspended or terminated? Yes No
- Had a finding of abuse, neglect, or exploitation made against you? Yes No
- Had your name placed on a "do not hire" or similar registry with an entity that provides services to or regulation of services for children or other vulnerable populations? Yes No

If you answered yes to any of the above, explain the circumstances. Add pages as needed.