

JCJC/CJT&R Training Policy Summary

In order to advance ongoing professional development and the improvement of the Commonwealth's juvenile justice system, it is the policy of the Juvenile Court Judges' Commission (JCJC) that each juvenile probation officer complete a minimum of 40 hours of approved training each year. In addition, each year, JCJC allocates funds to county probation departments to support the training of professional staff. In order to receive the aforementioned funds, counties are required to report their training activities and expenditures each year to the JCJC. This required report is known as the "Annual Training Expenditures Report." Failure to submit the Annual Training Expenditures Report will result in the delay, and possible forfeiture, of training funds. Support personnel are exempt from the 40 hour training requirement, however, JCJC funds may be used to offset the cost of their training, at the discretion of the Chief Juvenile Probation Officer. In meeting its professional development goals, it is expected that each county will fully exhaust all of the funds allocated for training in the same year. Failure to expend the training funds on training will necessitate those funds being returned and may result in future grant-in-aid allocations being reduced accordingly.

It is the JCJC's expectation that training funds be expended, on training only, during the fiscal year in which they are disbursed. However, several counties do not permit training expenditures to exceed the allocation. Consequently, it is difficult to plan to spend the allocation without overspending. Therefore, it has been JCJC practice to allow a balance of up to \$250, or 5% of the training allocation, whichever is the greater amount, to be carried over and added to the following year's training allocation. If the balance of unexpended funds (**including any funds that were permitted to be carried over from the previous year**) exceeds the carryover threshold, the **entire remaining balance** must be returned.

Again, each staff must complete 40 hours of training. Please note that, if a county accepts training dollars for a position, full or part-time (the full allocation is made if the staff is doing juvenile work 25%-time or more), then the 40-hour training requirement applies to that position. This includes Chief Juvenile Probation Officers. Therefore, the number of staff included on the report must be equal to the number of staff for which training funds were allocated in that year. Furthermore, if one staff works the first five months of the fiscal year reporting period and then resigns, being replaced by a new staff two months later, working for the final five months of the year, both staff and the training they received should be included in the report. A simple notation of a mid-year start or resignation will supersede the 40-hour requirement. In this way, a complete report is uncomplicated. **A brief written justification should be provided (via entry into the JEMS system) for any staff who do not complete 40 hours of training.**

A county's expenditures for a fiscal year should be equal to the allocation for the current fiscal year plus any training funds carried over from the previous fiscal year. Any remaining balance of unexpended training funds less than \$250.00 or 5% of the current year's allocation (whichever amount is greater) can be carried forward to next fiscal year. If the balance exceeds this threshold, arrangements must be

made to prepare a check in the amount of the entire remaining balance **(payable to Schuylkill County and forwarded to the Center for Juvenile Justice Training and Research)**.

For reference, the following outline defines "Training" under the scope of the JCJC Standard Governing the Operation of a Juvenile Probation Merit System:

- I. All training programs and graduate classes sponsored by the Juvenile Court Judges' Commission and/or Center for Juvenile Justice Training and Research are automatically approved;
- II. Subject to the approval of the Chief Juvenile Probation Officer, all in-state, job-related training programs, including training sponsored by juvenile probation departments are automatically approved, as are job-related graduate classes and conferences.
- III. In-state or out-of-state conferences sponsored by NCJFCJ, APPA, MASCA, PAPPC, NIC and ACA are also automatically approved. All other out-of-state training or conferences require prior approval by the Center for Juvenile Justice Training and Research.
- IV. Unless a program is completed in its entirety, none of the time spent in it can be counted when meeting this requirement.
- V. Members of the Executive Committee, Standing Committees, and ad hoc committees of the Pa. Council of Chief Juvenile Probation Officers may apply up to twenty hours of meeting attendance per year toward the annual training requirement. This includes these member's attendance at General Membership, Executive Committee, and other meetings of the Council, as well as meetings of the Juvenile Court Judges' Commission.