

## **TRAINING ALLOCATIONS**

### Policy and Procedure

#### **Authority**

The Juvenile Court Judges' Commission's ([JCJC](#)) enabling legislation ([The Juvenile Act-42 Pa. C.S. §6374.](#)) provides the JCJC shall have the power, and its duty shall be to make annual grants to political subdivisions for the development and improvement of probation services for juveniles.

#### **Purpose of Awarded Funds**

1. Support of training programs and professional development for juvenile probation personnel.
2. Continue the advancement of the Commonwealth's balanced and restorative juvenile justice mission.
3. Further the implementation and sustainability of the Juvenile Justice System Enhancement Strategy (JJSES).

#### **Standards and Conditions**

1. Pursuant to JCJC's Standards Governing the Operation of a Juvenile Probation Merit System ([Juvenile Court Standard - Operation of a Juvenile Probation Merit System](#)): The minimum annual training requirement for continuing employment as a juvenile probation officer, supervisor/deputy or chief juvenile probation officer (chief) shall be the successful completion of 40 hours of approved training per year. Approved training may consist of the following formats:
  - a. Training programs and graduate classes sponsored by the JCJC.
  - b. Subject to the approval of the Chief Juvenile Probation Officer, all in-state, job-related training programs, including training sponsored by juvenile probation departments, graduate classes, and conferences (see 1 c).

- c. JCJC's annual James E. Anderson Pennsylvania Conference on Juvenile Justice, in-state or out-of-state conferences sponsored by the National Council of Juvenile and Family Court Judges (NCJFCJ); American Probation and Parole Association (APPA); Middle Atlantic States Correctional Association (MASCA); Pennsylvania Association on Probation, Parole and Correction (PAPPC) and the American Correctional Association (ACA). Other out-of- state training or conferences require prior approval by JCJC's Director of Professional Development.
- d. Up to 20 hours, or a combination, of the following activities may be applied toward an individual's annual training requirement:
  - i. Members of the Executive Committee, standing committees and ad hoc committees of the Pennsylvania Council of Chief Juvenile Probation Officers ([PCCJPO](#)) may apply meeting attendance; this includes attendance at general membership, Executive Committee, regional meetings as an extension of the Chief's Planning Committee, and other meetings of the Chiefs Council, as well as meetings of the JCJC.
  - ii. Staff who deliver training to juvenile probation staff may receive credit toward their training hours; hours will not be applied if a stipend is received to facilitate the training.
2. Training allocations shall support professional development opportunities for staff to enhance their skills and competencies to effectively advance the juvenile justice system. Permission for the utilization of training funds beyond this scope shall be obtained from the JCJC's Director of Professional Development.
3. Support personnel are exempt from the 40-hour training requirement; however, the Juvenile Probation Services Grant and training allocation funds may be used to offset the cost of training for support staff, at the discretion of the chief.
4. County training allocations are calculated using the following methodology:

- a. For each juvenile probation officer, supervisor/deputy, and chief working 51%-100% of their time in juvenile probation services, a full allocation will be awarded.
  - b. For each juvenile probation officer, supervisor/deputy, and chief working 26%-50% of their time in juvenile probation services, a half allocation will be awarded.
  - c. For each juvenile probation officer, supervisor/deputy, and chief working equal to or less than 25% of their time in juvenile probation services, no allocation will be awarded.
  - d. As per the submission of the Schedule of Staff Salaries, vacant positions anticipated to be filled by the end of the fiscal year will receive a full training allocation.
  - e. For each juvenile probation officer, supervisor/deputy, and chief an online user fee, in the amount of \$12.00, will be deducted from each training allocation to provide access to the JCJC's online training platform for all juvenile probation staff.
5. Training allocations shall be fully expended during the calendar year in which they are dispersed unless you are otherwise notified in writing due to extenuating circumstances. Expenditures shall also include any training funds that were approved for carryover from the previous calendar year. A balance up to \$250.00 or 5% of the training allocation, whichever is the greater amount, may be carried forward to the following calendar year without a reduction in the ensuing years training allocation. In the event a county's balance is greater than the carryover allotment, the following year's allocation will be reduced by the amount of unexpended training funds, over and above the allowable carryover, from the previous year.
6. Unexpended funds greater than the carryover allotment not spent due to being encumbered or as a result of extraordinary circumstances may be carried over without penalty with the approval of a spending plan submitted to of the JCJC's Director of Professional Development.

7. Should a need arise, that unexpended funds must be returned due to an individual county's policy the funds should be returned via check, payable to "Schuylkill County," and forwarded to the Center for Juvenile Justice Training and Research.

## Requirements

1. Training Expenditure Report
  - a. Counties are required to report their training activities and expenditures annually to the JCJC through the completion of the Annual Training Expenditures Report in the JCJC Event Management System ([JEMS](#)). This module is accessible to the chief and JEMS Training Coordinators.
  - b. The report requires documentation confirming the total training hours received by all juvenile probation personnel including new employees and those whose employment ended during the report period.
  - c. Each training program must be completed in its entirety to receive the training hours.
  - d. A brief written justification must be entered into the JEMS system for each juvenile probation officer, supervisor/deputy, and chief who does not complete the 40-hour training requirement.
    - i. See *Response to Noncompliance* on page 5.
  - e. The report information is used by the JCJC to document the 40-hour training requirement is being met by juvenile probation officers, supervisors/deputies, and chiefs.
  - f. The [Exporting a Training Expenditure Report](#) Tutorial provides detailed instructions for exporting the completed Training Expenditure Report from the JEMS system and submitting the report for review. This tutorial can be found in the Probation Courses tab of the JEMS website.
2. Schedule of Staff Salaries
  - a. Counties are required to complete the Schedule of Staff Salaries module in

JEMS. The module is accessible to the chief and/or their designee.

- b. The module contains information related to juvenile probation departments including the number of vacant positions, starting salary, average hours worked per week, the number of positions classified as juvenile probation officers, as well as staff demographics, salaries, employment dates and education level.
- c. The information is used by the JCJC to determine a county's training allocation and to complete the Annual JCJC Personnel Report.
- d. The tutorial titled [Entering County Fiscal Information in JEMS](#) provides step-by-step guidance to assist in entering county specific information to be included in the generation and submission of the Schedule of Staff Salaries. This tutorial also offers guidance to assist with the addition of new staff and maintaining staff accounts.

## **Response to Non-Compliance**

1. In the event a juvenile probation officer, supervisor/deputy, or chief is unable to complete the 40-hour training requirement due to extenuating circumstances the chief may contact the JCJC's Director of Professional Development to obtain approval for an exception during that calendar year's reporting.
2. When extenuating circumstances are not a factor, failure to comply with the 40-hour training requirement will result in notification to the chief and copied to the Juvenile Court Administrative Judge. This notification will advise that further non-compliance with the minimum annual training requirement may lead to a loss of Training Allocation funds and a reduction of the county's Juvenile Probation Services Grant.
3. A *Staff Training Hours Report* is available in JEMS and can be accessed at any time throughout the year. This report will assist in the monitoring of training activities for all staff (juvenile probation officers, supervisors/deputies, and chiefs) who are subject to annual compliance with the 40-hour training requirement.

- a. The JCJC will email each chief their department's *Staff Training Hours Report* in October to provide an update of reported training hours for the calendar year.
- b. Each county's JCJC court consultant will assist, as requested, in developing a plan to maintain compliance with the minimum annual training requirement.

## **Approval Process**

1. Upon receipt of the Training Expenditure Report and Schedule of Staff Salaries, the JCJC will review the submitted materials. These reports must be approved prior to a county receiving the subsequent training allocation. Chiefs will be asked to confirm the allocation calculation prior to the distribution of funds to the county.
2. Each county will receive a single payment containing their annual training allocation. Counties participating in the voucher program will receive their payment through direct deposit into each county's respective voucher account managed through Schuylkill County. Counties not participating in the voucher program will receive a check payable to the county.

## **Tutorials**

1. Tutorials on the following subjects can be located on the Probation Courses Tab of the [JEMS](#) website.
  - a. [Exporting a Training Expenditure Report](#) - provides detailed instruction for exporting a Training Expenditure Report from the JEMS system and submitting the report for review.
  - b. [Entering County Fiscal Information in JEMS](#) - provides step-by-step guidance to assist in entering county specific information to be included in the generation and submission of the Schedule of Staff Salaries. This tutorial also offers direction to assist with the addition of new staff and maintaining staff.