

Chapter 2: Professional Practices	Policy # 2.21	Page: 1 of 3
Subject: The Professional Standards Unit	Standards:	
Effective Date: 11/1/16	Revised:	

- I. PURPOSE: The purpose of this policy is to ensure the integrity of the Division by establishing procedures that assure the prompt and thorough follow up of disciplinary matters, training recommendations, and compliance with Juvenile Justice national standards and general performance improvement initiatives.

- II. POLICY: This policy requires the Professional Standards Unit to develop and maintain industry standards and assist in performance improvements in several key areas within the Division.

- III. DEFINITIONS: None

- IV. PROCEDURES: The Professional Standards Manager is assisted by Professional Standards Administrators to complete the following responsibilities:
 - A. Training
 1. The Professional Standards Manager will co-chair the Division's Quarterly Training Advisory Meeting. This meeting will be responsible for the development and maintenance of a Division Training Plan.
 2. The Field Training Program and On-The-Job Training process are supervised by the Professional Standards Administrator. Comprehensive descriptions of these programs and related responsibilities are described in the Division's Field Training Policy.
 3. The certification for staff to provide secure transport for youth in Level V programs is supported by the Professional Standards Administrators.
 4. The designated Sexual Harassment Investigators in each residential program, as required by the Prison Rape Elimination Act (PREA), shall receive annual training from the Professional Standards Administrators.
 5. The Unit will facilitate or coordinate the annual completion of Ethics Training and all training required of staff, volunteers and contractors as pursuant to PREA.

 - B. Discipline Tracking
 1. Discipline recommendations are forwarded to the Professional Standards Manager. The manager may make recommendations to the various disciplinary requests and to ensure fairness and consistency. Please refer to this policy's attachment for the Discipline Recommendation Diagram.
 2. Each administrative unit shall forward the tracking information of all open and closed disciplinary cases on a monthly basis to the Professional Standards Unit.
 3. Analysis of all Division Discipline information is provided to the Division Director on trends and improvement areas.
 4. The Unit may monitor corrective action plans and reviews when applicable.

C. Facility Inspections

1. A Professional Standards Administrator will conduct quarterly inspections of the state managed residential programs and give insight on items to be listed for corrective action. This inspection follows a consistent format and list of priority standards. Feedback from this inspection is given directly to the facility Superintendent with all outcomes documented.
2. The inspection outcomes are formulated for analysis on issues that are significant or consistent entries (trends).
3. The Professional Standards Unit may participate in various program studies, inspections or reviews as requested.

D. Reporting

1. Monthly data reports are required to understand the progresses or target areas. Analysis and recommendations will follow the reports to assist performance areas.
2. Provide technical assistance and recommendations for action.
3. Prepare reports of program goals, objectives, and outcome.
4. Complete an annual report of priority areas that were initiated or tracked to provide comparative outcomes data.

E. Incident Investigations

1. The Professional Standards Administrators may be requested to assist the Superintendents/Chief in special incident investigations.
2. The Professional Standards Unit will coordinate and supervise investigations and allegations of serious misconduct as requested by the Division Director.

F. The Professional Standards Unit will maintain a collaborative relationship with the Department's Human Resource Unit and assist in all related responsibilities regarding administrative hearings and due process.

G. Aftercare Revocation Hearings

1. A Professional Standards Administrator will conduct these due process hearings within required timeframes.
2. The Unit will work collaboratively with Community Services Staff to achieve positive outcomes for youth and efficient hearing processes.
3. The Unit will maintain these hearings in FACTS.

H. The Professional Standards Unit will assist in the development of Emergency Planning activities and their review.

1. The unit will develop mock exercises to advance the practice and understanding of emergency planning.

I. National Standards Accreditation and Auditing

1. The Professional Standards Unit will coordinate and/or participate in the accreditation and auditing process as a culmination of the efforts to ensure standards practice throughout the year.
2. The Professional Standards Manager will serve as the PREA Coordinator for DYRS.

J. Policy Development

1. The Professional Standards Unit will review, edit or create Division policies for needed revisions and compliance to relevant national standards and/or the direction for our Division's framework for success.
2. The Unit will assess the impact of proposed policies and rules on current operations.

K. Case and Incident Reviews

1. Review Reportable Events for improvement opportunities.
2. The Professional Standards Manager and the Quality Assurance Manager will co-facilitate meetings to review positive practices and/or improvement areas that resulted in a Reportable Event or incidents of significant concern. These efforts help the management of risks that exist within our care/custody responsibilities.

Review Date:	Reviewed By:
10/31/16	<i>Nancy S. Ditz</i>

