**Section 2602.20 Administration**

a) Detention Responsibility

The Chief Judge for the judicial circuit where the facility sits shall appoint a superintendent of detention with appropriate qualifications and experience. The superintendent shall have full responsibility and accountability for secure custody management.

b) Objectives

The purposes of supervision, guidance and treatment shall be clearly stated in writing and each staff member made fully aware of them.

c) Staff Training

The superintendent shall identify a staff person responsible for developing and implementing necessary training and ensuring that individual staff training requirements are met. All training hours and topics must be documented.

1) Pre-Service Training

Staff with direct contact with youth shall receive a minimum of 40 scheduled hours of training each year. This training shall include PREA training outlined in Section 2602.30(e). Prior to assuming responsibility for supervision of youth, all staff must complete a 40-hour orientation including but not limited to:

A) Facility mission and code of ethics;

B) Basic rights of incarcerated youth, including legal rights, grievance procedures and right to be free of retaliation for making a complaint;

C) Facility policies and procedures, particularly safety, security and fire and other emergency procedures; and

D) Confidentiality

2) Continued Training

In the first year of employment, all staff shall minimally receive an additional 80 hours of training including:

A) Adolescent development;

B) Crisis prevention and intervention;

C) Positive behavior management strategies;

D) Suicide prevention and intervention;

E) Working with special populations including LGBTQI+ youth, youth with intellectual or physical disabilities, youth with mental or physical health issues, and youth with limited English proficiency;

F) Prevention and management of infectious disease;

G) Gender responsive and culturally appropriate supervision strategies;

H) Science of behavior change and effective practice in juvenile justice;

I) The effects of trauma and trauma informed care; and

J) First aid, CPR, and use of AED equipment.

3) All staff will have a minimum of 40 hours of training annually.

4) All staff shall review this Part on an annual basis.

d) Procedures

Employees shall have access to a manual of policies and procedures either in a written or electronic format. Emergency procedures in event of a fire, riot, escape, bomb threat and natural disaster shall be part of the manual. Employees shall review policies on a yearly basis and document acknowledgement of their review. The superintendent shall designate a person to maintain documentation of employee review from year to year.

e) Job Description

A comprehensive job description for each detention position shall be in writing and made available to each employee performing the functions described in the job description.

f) Staff Development

Access to up-to-date professional literature dealing with detention and related fields shall be maintained and accessible to staff.