

Fifth Judicial District  
Department of Correctional Services

Policy Manual

Page 1 of 1

Approved By:

  
Sally Kreameff, Director  
Fifth Judicial District  
Department of Correctional Services

Approval Date: 09/09

Unit: 5<sup>th</sup> Judicial District Substance Abuse  
Treatment Programs

Subject: Staff Development and Training

**POLICY**

The 5<sup>th</sup> Judicial District Substance Abuse Treatment Program staff will maintain professional competencies.

The counseling staff of the Substance Abuse Treatment Program will be required to have their certification in alcohol and drug counseling at time of hire, to maintain said certification throughout their employment with the Program, and they will meet the staff development training program requirements as established by the 5<sup>th</sup> Judicial District Department of Correctional Services.

**PROCEDURES**

1. The 5<sup>th</sup> Judicial District Substance Abuse Treatment Program staff will complete the training requirements as outlined in the Residential Services Policy Manual: Training General and Training Curriculum. (Attached)
2. The 5<sup>th</sup> Judicial District Substance Abuse Treatment Program Counselor will keep his/her Alcohol and Drug Counselor Certification active and provide evidence of continuing education to the Treatment Supervisor. Documentation of certification will be kept in the Counselor's personnel file.
  - A. Because staff are required to keep their certification active, staff development and training is inherent in their certification.
3. The 5<sup>th</sup> Judicial District Substance Abuse Treatment Program staff will attend other trainings at the request or direction of the Treatment Supervisor to include but not limited to training needs based on employee performance evaluations, new developments in the field of substance abuse treatment, new developments in the field of corrections and program/operational changes.
4. Records of all completed training will be kept by the District's Training Supervisor and is accessible for staff and supervisory viewing on the 5<sup>th</sup> Judicial District's Intranet Site.