

**Carson City
Agenda Report**

Date Submitted: October 16, 2015

Agenda Date Requested: November 5, 2015

Time Requested: 15min

To: Board of Supervisors

From: Scott B. Davis

Subject Title: Action to approve eliminating the hourly on-call Youth Advisor positions at the Carson City Juvenile Detention Center and creating one full-time Youth Advisor position in place of the hourly on-call Youth Advisors. Additionally, action to approve utilizing the existing hourly funding source to fund the full-time Youth Advisor position.
(sdavis@carson.org)

Staff Summary: If approved, this action will help create a highly trained and skilled full-time employee who can provide guidance, mentoring, structure, consistency, and accountability to the at-risk youth in custody at the Carson City Juvenile Detention Center. A full-time Youth Advisor will provide approximately 2,000 hours of full time consistent service to these at risk troubled youth. This Youth Advisor is important to continue the level of service we provide. In general, the youth in custody have not experienced structure, discipline, clear rules, and fair treatment in their home lives. A full-time Youth Advisor is optimal for this environment because it provides for a consistent stable person for these troubled at-risk youth.

This full-time employee will replace the current on-call hourly employees (currently seven on-call hourly employees) who work intermittently and do not have the ability to create the relationships and consistency due to their irregular work schedule. The typical on-call hourly employee may work one day a week or one day a month depending on their availability or the center's needs.

Type of Action Requested: (check one)

Resolution

Ordinance

Formal Action/Motion

Other (Specify)

Does This Action Require A Business Impact Statement: Yes No

Recommended Board Action: I move to approve eliminating the on-call hourly positions in the Carson City Juvenile Detention Center and in place of these positions approve one full-time Youth Advisor position to replace the hourly on-call positions. I further approve to utilize the current hourly budget to fund the full-time Youth Advisor.

Explanation for Recommended Board Action: By eliminating the hourly on-call Youth Advisor positions and approving one full-time Youth Advisor position in their place, the level of service provided to the troubled at-risk youth in custody will be at the highest level possible.

Further, by approving the full-time Youth Advisor position, the efficiency of the center will be improved. Man hours associated with conducting Federal and State mandated background checks and training on these employees will be reduced. These employees now work intermittently and are unable to provide the structure, and accountability needed for the at-risk youth we serve.

Applicable Statute, Code, Policy, Rule or Regulation:

NRS 62G.353 Background investigation required on applicants and employees; periodic additional investigations.

NRS 62B.250 Training required for certain employees; regulations.

PREA (Prison Rape Elimination Act) Standard 115.317 Hiring Requirements.

PREA (Prison Rape Elimination Act) Standard 115.331 Employee training.

Fiscal Impact: **\$104.46** the first year.

Explanation of Impact: The current hourly budget is \$61,430. The cost of an FTE Youth Advisor with benefits is \$61,534.46. The difference is \$104.46 (the first year). The FTE would start at the bottom range of \$19.10 an hour. The top range for a Youth Advisor is \$28.66 an hour for a total of \$87,258.91 with benefits.

Funding Source: General Fund. Current hourly budget line item distributed to the salary line item and benefits line items.

Alternatives: By not approving the full-time Youth Advisor position, the Carson City Juvenile Detention Center will continue to utilize the hourly on-call Youth Advisor positions. These positions are not ideal when dealing with at-risk youth. The on-call positions are unable to create relationships, provide accountability, structure, and consistency that a full-time Youth Advisor can. The administration will continue to investigate other available means of providing the highest level of service.

Supporting Material:

Youth Advisor Job Description

Breakdown of FTE costs low to high rate.

Breakdown of last three fiscal years of overtime and hourly line item usage.

Breakdown of last three years of all leave/overtime used averages.

Prepared By: Scott B. Davis

Reviewed By: Ben Bianchi Date: 10/27/15
(Department Head)

D.J. Smith Date: 10/27/15
(City Manager)

John Date: 10/27/15
(District Attorney)

May Paulson Date: 10/27/15
(Finance Director)

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay
2) _____

(Vote Recorded By)



JOB DESCRIPTION

JOB TITLE:	Youth Advisor	FLSA:	Non-Exempt
DEPARTMENT:	Sheriff/Juvenile Services	GRADE:	T2
REPORTS TO:	Shift Supervisor	DATE:	July 2, 2014

SUMMARY OF JOB PURPOSE:

Under general supervision, monitors the safety and security of juveniles housed in a correctional residential facility; monitors the safety and security of the facility; performs light housekeeping and custodial duties.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Provide a safe and secure environment for detained youth by observation, guidance, monitoring, and accountability of detained youth.
- Identify issues; intervene when required; implement disciplinary measures as required; maintain youth under surveillance at all times.
- Defuse potentially assaultive behavior; physically restrain youth when necessary.
- Screen and evaluate youth for abuse, behavioral problems, alcohol and drug withdrawal, security risk and suicide potential; recommend psychological testing as required.
- Monitor and operate electronic equipment such as doors, cameras, room listening devices and two-way radios.
- Organize, supervise and participate in recreational and group activities.
- Assist and instruct youth in daily living skills, including personal hygiene and maintenance of living areas.
- Administer first aid as required; evaluate medical issues upon intake; transport youth for medical appointments/emergencies; administer medication as required.
- Prepare, serve and cleanup meals; keep records of supplies and food consumed.
- Maintain and record information in daily logs regarding incidents and events; completes all required paperwork during shift as required.
- Search youths, ensure that youth is aware of Miranda rights, perform parental notifications and enable STD testing as appropriate.
- May drive a personal or City motor vehicle in order to pick up supplies.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Uses standard office equipment, including a computer, in the course of the work.
- Demonstrates courteous and cooperative behavior when interacting with the public, detainees and City staff; acts in a manner that promotes a harmonious and effective workplace environment.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

Page 1 of 4

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree from an accredited college or university with major course work in criminal justice, sociology, corrections, counseling, or closely related field, or an Associate's degree in the same field of study plus no less than two (2) years prior experience performing duties as stated above, or five (5) years prior work experience in a closely related field; or a combination of education and experience.

Required Knowledge and Skills**Knowledge of:**

- Basic office practices and procedures, including using a computer and associated software.
- State and local laws related to juvenile justice, child welfare and the court system.
- Record keeping practices.
- Safety and security practices related to the work.
- Techniques for dealing with juveniles from various socio-economic, ethnic and cultural backgrounds, including basic crisis intervention techniques.
- Detention security procedures and techniques.
- First Aid, CPR, AED and OC Spray techniques.
- Correct business English, including spelling, grammar and punctuation.

Skill in:

- Monitoring and maintaining the safety and security of juveniles and detention facilities.
- Exercising appropriate restraint of juveniles, physically and mechanically.
- Accurately observing and recording juvenile behavior, including depression, drug and/or alcohol abuse; psychological/social dysfunctions.
- Maintaining accurate records of work performed; preparing clear and concise written incident reports; producing various statistical reports.
- Use of specified computer applications involving word processing, data entry and/or standard report generation.
- Understanding and following oral and written directions.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Use of hand-held radios.

SUPERVISION RECEIVED AND EXERCISED:

Under General Supervision - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Incumbents are not required to apply theory or to use their own judgment. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Carson City Health Department Food Service Handling Certificate.
- Nevada Driver's License.
- Safe Physical Management (JIREH) within six months of date of hire.
- Must have or be able to attain CPR/First Aid certification, within two (2) months of hire date.
- Must have successfully qualified with O.C. Spray

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Mobility to work in a typical detention setting, use standard office equipment and stamina to sit and stand for extended periods of time; strength to lift and carry up to 50 pounds and restrain an individual who may be of danger to themselves and/or others; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.
- Must have the physical ability to participate in defensive tactics training and sustain the effects of O.C. (pepper spray) in the eyes.
- Must have the ability to physically restrain detained youth weighing over 200 lbs.
- Must be willing to work evenings, nights, weekends and holiday shifts. Work in violent, traumatic or highly charged emotional environments. May be subject to exposure to blood and airborne diseases/fluids.

SPECIAL REQUIREMENTS:

All applicants will be required to:

- Pass a comprehensive background investigation. Pursuant to NSR 62G.353, also Prison Rape Elimination Act Standard 115.317
- Pass violence Stress Analysis
- Pass a city approved Medical examination, including drug screen

CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
2. This classification is considered "at will" and as such, the employee may be terminated at any time for any reason, or no reason.
3. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.
4. Employees may be required to complete Incident Command System training as a condition of continuing employment.
5. New employees are required to submit to a comprehensive background investigation as well as a fingerprint based background investigation which cost the new employee \$53.50 and a drug/alcohol screen which costs \$20.00. Employment is contingent upon passing the background and drug/alcohol screen.
6. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.uscis.gov.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

"Carson City is an Equal Opportunity Employer"

PAY GRADE			LOW	HIGH		LOW	HIGH
						RATE	RATE
YOUTH ADVISOR		19.1077	28.6613	T22	Total wages	39,744.02	59,615.50
ADMINISTRATIVE ORDER					GROUP INS-CC SELF	9,527.65	9,527.65
CALCED AT EMPLOYER PAID PERS RATE					MEDICARE	576.29	864.42
					PERS EMPLOYER PAID (28%)	11,128.32	16,692.34
					WORKERS COMP - MUNICIPAL	558.99	558.99
					Total benefits	21,791.25	27,643.41
					Total expense	61,535.27	87,258.91

Percent Project Account
 100.000 101-4506-423. 01-01

Break down of Hourly and Overtime usage for Fiscal Year 2013/2014/2015

Hourly breakdown:

Fiscal Year 2013:

Hourly Budget: \$71,430

Budget used: \$49,334

@\$15.10 an hour = 3,267 hours of work. (This is approximate since some hours are overtime hours/training hours)

Fiscal Year 2014:

Hourly Budget: \$71,430

Budget used: \$52,925

@\$15.10 an hour=3,505 hours of work. (This is approximate since some hours are overtime hours/training hours)

Fiscal Year 2015:

Hourly Budget: \$70,000

Budget used: \$55,317

@15.10 an hour=4,635 hours of work. (This is approximate since some hours are overtime hours/training hours)

It should be noted the above is a breakdown of approximately ten hourly employees hours worked. It encompasses yearly training of PREA, defensive tactics, suicide awareness, sexual harassment, and overtime.

Overtime breakdown:

Fiscal Year 2013:

Budget: 50,000

Overtime used: \$26,040

Fiscal Year 2014:

Budget: \$50,000

Overtime used: \$25,159

Fiscal year 2015:

Budget: \$50,000

Overtime used: \$32,130

Hours History Detail

	2012		2013		2014		2015 (as of 10/13/15)	
	Total Hours	Total \$ paid	Total Hours	Total \$ paid	Total Hours	Total \$ paid	Total Hours	Total \$ paid
Annual Leave	1666.00	\$ 41,200.54	2135.00	\$ 54,955.94	1795.00	\$ 48,021.57	1264.50	\$ 34,972.15
Banked OT Used	255.00	\$ 5,533.63	347.50	\$ 7,887.59	499.50	\$ 12,528.51	482.00	\$ 12,487.03
Holiday Overtime	0.00	\$ -	0.00	\$ -	8.00	\$ 410.50	19.00	\$ 827.38
Holiday Used	180.00	\$ 3,980.51	140.00	\$ 3,238.42	220.00	\$ 5,107.95	217.00	\$ 5,362.77
Overtime	611.25	\$ 24,263.94	350.50	\$ 14,582.87	509.50	\$ 22,362.47	596.00	\$ 25,244.03
Overtime Banked	459.75	\$ -	459.00	\$ -	496.75	\$ -	509.25	\$ -
Sick Leave	484.75	\$ 10,980.53	781.00	\$ 17,813.99	375.00	\$ 8,897.61	294.50	\$ 8,249.74
Sick Leave Family	8.00	\$ 192.60	257.00	\$ 6,155.20	80.00	\$ 2,142.35	40.00	\$ 966.55
Sick Leave Bereave	150.25	\$ 3,407.12	0.00	\$ -	255.25	\$ 6,574.15	36.50	\$ 924.78
Total	3815.00	\$ 89,558.87	4470.00	\$ 104,634.01	4239.00	\$ 106,045.11	3458.75	\$ 89,034.43
Average	423.89		496.67		471.00		384.31	

NRS 62G.353 Background investigation required on applicants and employees; periodic additional investigations.

1. A department of juvenile justice services shall secure from appropriate law enforcement agencies information on the background and personal history of each applicant for employment with the department of juvenile justice services, and each employee of the department of juvenile justice services, to determine:

(a) Whether the applicant or employee has been convicted of:

- (1) Murder, voluntary manslaughter, involuntary manslaughter or mayhem;
- (2) Any felony involving the use or threatened use of force or violence or the use of a firearm or other deadly weapon;
- (3) Assault with intent to kill or to commit sexual assault or mayhem;
- (4) Battery which results in substantial bodily harm to the victim;
- (5) Battery that constitutes domestic violence that is punishable as a felony;
- (6) Battery that constitutes domestic violence, other than a battery described in subparagraph (5), within the immediately preceding 3 years;
- (7) Sexual assault, statutory sexual seduction, incest, lewdness, indecent exposure or an offense involving pornography and a minor;
- (8) A crime involving pandering or prostitution, including, without limitation, a violation of any provision of NRS 201.295 to 201.440, inclusive;
- (9) Abuse or neglect of a child, including, without limitation, a violation of any provision of NRS 200.508 or 200.5083 or contributory delinquency;
- (10) A violation of any federal or state law regulating the possession, distribution or use of any controlled substance or any dangerous drug as defined in chapter 454 of NRS;
- (11) A violation of any federal or state law prohibiting driving or being in actual physical control of a vehicle while under the influence of intoxicating liquor or a controlled substance that is punishable as a felony;

(12) A violation of any federal or state law prohibiting driving or being in actual physical control of a vehicle while under the influence of intoxicating liquor or a controlled substance, other than a violation described in subparagraph (11), within the immediately preceding 3 years;

(13) Abuse, neglect, exploitation or isolation of older persons or vulnerable persons, including, without limitation, a violation of any provision of NRS 200.5091 to 200.50995, inclusive, or a law of any other jurisdiction that prohibits the same or similar conduct; or

(14) Any offense involving arson, fraud, theft, embezzlement, burglary, robbery, fraudulent conversion, misappropriation of property or perjury within the immediately preceding 7 years; or

(b) Whether there are criminal charges pending against the applicant or employee for a violation of an offense listed in paragraph (a).

2. A department of juvenile justice services shall request information from:

(a) The Statewide Central Registry concerning an applicant for employment with the department of juvenile justice services, or an employee of the department of juvenile justice services, to determine whether there has been a substantiated report of child abuse or neglect made against the applicant or employee; and

(b) The central registry of information concerning the abuse or neglect of a child established by any other state in which the applicant or employee resided within the immediately preceding 5 years to ensure satisfactory clearance with that registry.

3. Each applicant for employment with the department of juvenile justice services, and each employee of the department of juvenile justice services, must submit to the department of juvenile justice services:

(a) A complete set of his or her fingerprints and written authorization to forward those fingerprints to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report; and

(b) Written authorization for the department of juvenile justice services to obtain any information that may be available from the Statewide Central Registry or the central registry of information concerning the abuse or neglect of a child established by any other state in which the applicant or employee resided within the immediately preceding 5 years.

4. The department of juvenile justice services may exchange with the Central Repository or the Federal Bureau of Investigation any information concerning the fingerprints submitted pursuant to this section.

5. When a report from the Federal Bureau of Investigation is received by the Central Repository, the Central Repository shall immediately forward a copy of the report to the department of juvenile justice services for a determination of whether the applicant or employee has criminal charges pending against him or her for a crime listed in paragraph (a) of subsection 1 or has been convicted of a crime listed in paragraph (a) of subsection 1.

6. A department of juvenile justice services shall conduct an investigation of each employee of the department pursuant to this section at least once every 5 years after the initial investigation.

7. As used in this section, "Statewide Central Registry" means the Statewide Central Registry for the Collection of Information Concerning the Abuse or Neglect of a Child established by NRS 432.100.

(Added to NRS by 2013, 458)

NRS 62B.250 Training required for certain employees; regulations.

1. A public or private institution or agency to which a juvenile court commits a child, including, without limitation, a facility for the detention of children, shall ensure that each employee who comes into direct contact with children who are in custody receives training within 30 days after employment and annually thereafter. Such training must include, without limitation, instruction concerning:

- (a) Controlling the behavior of children;
- (b) Policies and procedures concerning the use of force and restraint on children;
- (c) The rights of children in the institution or agency;
- (d) Suicide awareness and prevention;
- (e) The administration of medication to children;
- (f) Applicable state and federal constitutional and statutory rights of children in the institution or agency;
- (g) Policies and procedures concerning other matters affecting the health, welfare, safety and civil and other rights of children in the institution or agency; and
- (h) Such other matters as required by the Division of Child and Family Services.

2. The Division of Child and Family Services shall adopt regulations necessary to carry out the provisions of this section.

(Added to NRS by 2007, 1193)

Chapter 1.4.1 Prison Rape Elimination Act (PREA)

Subject: Hiring Requirements- PREA Standard 115.317

Policy

The Murphy-Bernardini Regional Juvenile Detention Center requires every candidate for employment, including contractors, within the detention facility to undergo and pass a complete background check, to include state and federal entities as well as the Nevada Child Abuse and Neglect (CAN) system check prior to hiring. Every employee is required to undergo an additional background check every five years.

Every volunteer will have a basic (State of Nevada) background check conducted, prior to volunteering in the facility and is to NEVER to be inside detention without the CANS and initial background check completed.

Procedure

Disqualification for employment includes:

- Engaged in sexual abuse in a prison, jail, lock up, community confinement facility, juvenile facility or other institution defined in 42 U.S.C. 1997.
- Been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force or coercion, or if the victim did not consent or was unable to consent or refuse.
- Been civilly or administratively adjudicated or have engaged in the activity described above.
- Any substantiated allegations of sexual abuse or a history of sexual activity facilitated by force, the threat of force or coercion.
- Convicted for domestic violence.
- Convicted for child abuse.
- Convicted for stalking.
- Convicted for any sexual offense.
- Convicted of any felony.

All applicants for employment that will have contact with detainees will be asked during the interview process about the conduct described above. In addition, any employee having contact with detainees who is considered for promotion will be interviewed about the conduct described above; and all employees having contact with detainees will be asked about such conduct during their annual evaluation process.

Disqualification for contractors includes:

- Engaged in sexual abuse in a prison, jail, lock up, community confinement facility, juvenile facility or other institution defined in 42 U.S.C. 1997.
- Been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force or coercion, or if the victim did not consent or was unable to consent or refuse.
- Been civilly or administratively adjudicated or have engaged the activity described above.
- Any substantiated allegations of sexual abuse or a history of sexual activity facilitated by force, the threat of force or coercion.
- Convicted for domestic violence.
- Convicted for child abuse.
- Convicted for stalking.
- Convicted for any sexual offense.
- Convicted of any felony.

All applicants for employment who will have contact with detainees will be asked during the background process about the conduct described above. Employees who withhold information regarding such misconduct on application materials will be terminated. In addition, employees that have contact with detainees are required to sign a form stating that they have not been involved in such conduct and will disclose any allegations of such conduct if they occur in the future.

In addition, any employee having contact with detainees who is considered for promotion will be interviewed about the conduct described above; and all employees having contact with detainees will be asked about such conduct during their annual evaluation process.

Substantiated sexual harassment will be considered regarding employment or promotion for anyone who may have contact with detainees.

115.377- Any contractor or volunteer who engages in sexual abuse is prohibited from contact with youth and will be reported to the appropriate law enforcement agency and relevant licensing bodies.

Other Considerations:

115.317- Does the agency make its best effort to contact all prior institutional employers for information in substantiated allegations of sexual abuse or any resignation made during a pending investigation of an allegation of sexual abuse (consistent with Federal, State and local laws) before hiring a new employee who may have contact with youth?

115.317- Does the agency provide information on substantiated allegations of sexual abuse and sexual harassment involving a former employee upon receiving a request from an institutional employer for whom such employee has applied to work, unless prohibited by law?

115-377- Are staff disciplinary sanctions for violations or agency policies relating to sexual abuse or sexual harassment (other than engaging in sexual abuse) commensurate with the following?

- The nature and circumstances of the act committed
- The staff member's disciplinary history
- The sanctions imposed for comparable offenses by other staff with similar histories

In the case of any other violation of agency sexual abuse or sexual harassment policy by a contractor or volunteer, does the agency take appropriate remedial measures and considerations where to prohibit further contact with residents?

Prison Rape Elimination Act (PREA)

Section 1.9.1 Training and Education

Subject: Employee Training 115.331

Policy

In order to promote Murphy-Bernardini Regional Juvenile Detention Center's Zero Tolerance policy against sexual abuse, continuous training is imperative. Every employee of the Murphy-Bernardini Regional Juvenile Detention Center will receive PREA training initially and annually thereafter. When additional staff is hired they will immediately receive the comprehensive PREA Training. Every contractor and volunteer will also receive PREA training. All staff, contractors, and volunteers will be required to complete the PREA training before they are permitted to work in the detention facility.

Procedure

Staff Training 115.331

The Detention PREA Manager is responsible to train every employee initially and annually on PREA. Initial and annual training will consist of a presentation created by the National Curriculum and Training Institute and an online PREA Course. Staff will also be trained on how to appropriately interact with detained juveniles and how to identify the red flags related to inappropriate conduct.

Attendance records will be kept on file of every staff member who attends the PREA presentation. Additionally, all staff will sign the training form that verifies their understanding of the training.

The online PREA Course requires all participants to take a comprehensive exam at the end of the online training and has a minimum passing score of 80%. Upon successfully passing the exam, the National Institute of Corrections provides every participant with a signed certificate of completion. Each participant will be required to print out the PREA Course Information Sheet that shows the date and

time he/she started the program, completed the program, and the score he/she received on the test. Both the Certificate of Completion and the PREA Course Information Sheet will be kept on file.

All employees will receive additional training in the following areas prior to having contact with any youth:

- Zero tolerance policy for sexual abuse and sexual harassment
- How to fulfill their responsibilities under agency sexual abuse and sexual harassment prevention, detection, reporting and response policies and procedures
- Youth's right to be free from sexual abuse and sexual harassments
- The right of the youth and employees to be free from retaliation for reporting sexual abuse and sexual harassment
- The dynamics of sexual abuse and sexual harassment in confinement
- The common reactions of sexual abuse and sexual harassment by juvenile victims
- How to detect and respond to signs of threatened and actual sexual abuse and how to distinguish between consensual sexual contact and sexual abuse between youth
- How to avoid inappropriate relationship with youth
- How to communicate effectively and professional with youth, including lesbian, gay, bisexual, transgender, intersex or gender non-conforming youth
- Relevant laws regarding applicable age of consent
- Gender specific training
- Unique needs and attributes of juvenile youth in correctional settings