

OREGON JUVENILE DEPARTMENT DIRECTORS' ASSOCIATION CERTIFICATION POLICY AND PROCEDURES

Preamble

The purpose of the certification of juvenile department professional employees is to promote excellence and consistency in achieving the goals of the juvenile justice system. The Oregon Juvenile Department Directors' Association seeks to support juvenile departments in setting high and consistent standards of employee performance, and to provide a framework for staff development and training in accord with accepted principles and effective practices. Certification is a voluntary process and does not constitute a condition of employment unless so established by an individual hiring authority.

This document establishes standards and procedures for the certification of juvenile counselors, probation officers, and detention counselors. The requirements for meeting certification are described in detail. Upon review of applications for certification meeting requirements, the Oregon Juvenile Department Directors' Association will offer written documentation of certification.

Requirements for Fundamental Skills Certification for Juvenile Counselor / Probation Officer / Parole Officer

A. Education

Applicant must have at least a bachelor's degree, preferably in a behavioral science field or course work with emphasis in sociology, psychology, law enforcement, corrections, counseling, social work, or social welfare.

B. Fundamental Skills Training

Applicant must have successfully completed the Fundamental Skills Training for juvenile counselors, probation officers, and parole officers approved by the Juvenile Department Directors' Association.

C. Current Employment

At the time of request for certification, the applicant must be currently employed as a juvenile counselor / probation officer / parole officer by an Oregon juvenile department.

D. Recommendation

The Director of the Juvenile Department employing the applicant must recommend that the applicant be certified.

Requirements for Fundamental Skills Certification for Juvenile Detention Counselor

A. Education

Applicant must have a minimum of a high school diploma or a general equivalency diploma, and two years of advanced education, preferably in a social service area.

B. Basic Facilities Training

Applicant must have successfully completed the Basic Facilities Training as approved by the Oregon Juvenile Department Directors Association.

C. Current Employment

At the time of request for certification, the applicant must be currently employed by an Oregon juvenile department.

D. Recommendation

The Director of the juvenile department employing the applicant must recommend that the applicant be certified.

Waiver of Education Requirement

The minimum education requirement may be waived by the Training Committee of the Oregon Juvenile Department Directors Association upon showing that the applicant has a combination of education and relevant experience equivalent to the education requirement.

Grandfather Clause

A person employed as a juvenile counselor, probation officer, parole officer, or detention counselor before January 1, 1997 may be granted Fundamental Skills Certification under the following conditions:

- (1) A letter of application and recommendation for certification must be submitted by the Director of the Juvenile Department employing the applicant;
- (2) The letter must include verification that applicant has demonstrated competency in basic knowledge and skills of the job he or she holds.

The purpose of this grandfather clause is to expand and encourage participation in the certification process as an initial step toward advanced certification and with the aim of establishing high standards of competency among juvenile justice professionals.

Continuing Training/Education Requirements

To maintain certification, a person must successfully complete forty hours of continuing training/education within the 24-month period following the most recent certification. This training/education must be approved and verified by the juvenile department director where currently employed. An application for renewal signed by the juvenile department director must be submitted to the Association, verifying that the employee has performed at a satisfactory level, demonstrated competency in fundamental skills, and met the required training/education standard for continued certification.

Intermediate and Advanced Training Certification

Certification of juvenile department professional employees may be awarded at Intermediate and Advanced levels. Requirements are as follows:

A. Fundamental Skills Certification

Applicants must hold a Certificate in Fundamental Skills.

B. Intermediate and/or Advanced Skills Training

Applicants must complete the required training in Intermediate or Advanced areas as approved by the OJDDA Training Committee.

C. Current Employment

At the time of the request for certification, the applicant must be currently employed as a juvenile counselor / probation officer / parole officer / juvenile detention counselor by an Oregon juvenile department.

D. Recommendation

The Director of the Juvenile Department employing the applicant must recommend certification.

Note: Training approved for Intermediate or Advanced Certification may also be applied toward the continuation and renewal of the Fundamental Skills Certification.

Suspension or Revocation of Certification

Certification will be **suspended** under the following circumstances:

- (1) Termination of employment from an Oregon juvenile department.
- (2) Failure to submit verification of continuing training/education as required.

Certification will be **revoked** in the event of conviction for a felony or misdemeanor in the State of Oregon or any other jurisdiction.

The procedures for revocation are as follows:

- (1) Written notice by OJDDA or designee shall be mailed to the person subject to revocation with a copy to the director of the juvenile department where the person is employed. The notice shall state the reasons for suspension or revocation.
- (2) The person subject to revocation may request a review by the Board of Directors of the Oregon Juvenile Department Directors Association. The request for review must be submitted in writing within sixty days of the notice of revocation, and must contain the reasons that revocation is not warranted.
- (3) The Board of Directors shall review the matter and render a decision no later than ninety days after receiving the request for review. The decision of the Board of Directors is final.