



COLORADO
Division of Criminal Justice
Department of Public Safety

<p>Title: ODVSOM Training & Code of Conduct Policy Main Section: Division of Criminal Justice Subsection: ODVSOM</p>	<p>POLICY NUMBER: VERSION: 1.4 Supersedes: 1.3</p>
<p>Related Mandates, Law, Standards, Executive Orders, Policies, or Procedures:</p>	
<p>APPROVED BY: _____</p> <p style="text-align: center;">APPROVING AUTHORITY</p> <p style="text-align: right;">Feb 21, 2024</p> <p style="text-align: right;">EFFECTIVE DATE</p>	

I. BACKGROUND AND PURPOSE

The purpose of this training policy is to establish parameters that will increase the quality, consistency, and overall effectiveness of training events sponsored by the Office of Domestic Violence and Sex Offender Management (ODVSOM). Learning opportunities through ODVSOM training events and conferences should promote collaboration, professionalism, and cultural responsiveness. The development of competencies for professionals who work in the field of domestic violence and sex offender management require a healthy and safe learning environment.

II. SCOPE

This policy is applicable to all professionals who register, attend, and participate in ODVSOM in-person and online training events, including those delivered by staff and those sponsored by the ODVSOM.

III. DEFINITIONS

- A. Refund: A repayment of a sum of money for a paid training event.
- B. Professional: A professional is a trained and educated person who is responsible for the case management, treatment and decision-making of individuals who are court ordered into domestic violence and sex offense, offense-specific services, and who registers, attends, and participates in ODVSOM training events, including those delivered by staff and those sponsored by the ODVSOM. Professionals are also employed or paid for their services.
- C. Active Participation: Participation that calls for listening to the presented information, engaging in the presentation by making appropriate comments and asking questions, and responding to all skill building questions via chat or verbal participation as requested. Requirements for Active Participation include: arriving for training on time and attending the entire training, avoiding any outside work interferences, putting comments or questions in chat or using raise hand function, and keeping the camera on at all times (even if you have to step away from the training for an emergency), and notifying the trainer via chat when you will be stepping away and when you will be returning. Attendees will be informed ahead of time that this is the type of participation that is required for the training.
- D. Passive Participation: Participation that calls for listening to the presented information, asking questions, and offering comments, as appropriate and needed. Requirements for Passive Participation include: arriving for the training on time, attending the entire training, limiting any outside work interferences, putting comments or questions in chat or using raise hand function, and turning on camera if you are asking a question or making a comment. Attendees will be informed ahead of time that this is the type of participation that is required for the training.
- E. Approved Provider: People who have met the education and experience qualifications established in the SOMB and DVOMB Standards, provided sufficient information for a determination that services appear to be provided according to the SOMB and DVOMB Standards, and agreed in writing to provide services to in compliance with the standards of practice outlined in the SOMB and DVOMB Standards.
- F. Domestic Violence and Sex Offender Provider Hub(s): The Provider Hubs are for Domestic Violence (DV) and Sex Offender (SO) Approved Providers ONLY to watch previously recorded lunch and learn trainings and standards trainings.
- G. Interns: A student who is currently studying at a college or university as part of their educational curriculum and is required to complete an internship as part of that program. The internship is being completed under the supervision of a SOMB or DVOMB approved clinical supervisor.

IV. POLICY

A. Registration

- a. Professionals will be required to register in advance in order to attend any ODVSOM training event unless the training event allows for same-day registration.
- b. Based on the type of training and the expertise required, the ODVSOM reserves the right to limit the number of attendees and the qualifications required of professionals to attend. The ODVSOM, where appropriate and necessary, can make accommodations for stakeholders restricted from attending a training to receive a similar training in a modified format based on availability of staff resources. The staff may also restrict or limit training events to out-of-state professionals based on qualifications and resources.
- c. Registration for paid training events may be transferable to another professional when arranged with ODVSOM staff 7 days in advance of the training.
- d. DVOMB and SOMB board members may register and attend ODVSOM sponsored training and conferences free of charge. Board members may send a proxy to attend ODVSOM sponsored training.

B. Cancellation

- a. Due to limited seating or class size restrictions, attendees may cancel their registration up to 72 hours before a scheduled training event by phone, by email, or through the registration site.
- b. Refunds will be issued if attendees cancel at least 72 hours prior to the training. If attendees cancel within 72 hours of the training, refunds may be granted on a case-by-case basis.
- c. Professionals who demonstrate a pattern of canceling their registration especially within the 72 hours before the training, may be temporarily denied the ability to register for training events based on the discretion of the Program Manager.

C. No-Show Policy

- a. Misuse of registration in the form of a pattern of missed trainings will not be tolerated. Professionals who consistently miss training events may be temporarily denied the ability to register for future training events and be waitlisted only based on the discretion of the Program Manager.

D. Tardiness Policy

- a. Attendees who are more than 15 minutes late to an online training or, more than 30 minutes late to an in-person training, without making prior arrangements with the ODVSOM staff may result in loss of CEUs/credits for the training, to be determined at the discretion of the staff. For online CORE required trainings, attendees who are more than 15 minutes late,

will be removed from the online training. For online Provider Lunch and Learns, credit will not be offered if the attendee is more than 15 minutes late after the start of the training session. Providers may be able to attend a recording of the training in the DV or SO Provider Hub at a future date. It is still expected of providers to attend the live training session.

E. Anti-Harassment and Discrimination Conduct

- a. The Office of Domestic Violence and Sex Offender Management, believes that an equitable, diverse, and inclusive workplace is one where all employees and community partners, whatever their gender, race, ethnicity, religion, national origin, age, sexual orientation, gender identity, citizenship status, education, disability, socio-economic status, or any other identity, feel valued and respected. Staff are required to follow this decree and must also comply with the Colorado Department of Public Safety [Code of Ethics and Professional Conduct Policy, Number 1.06.006](#) and the [Discrimination Policy, Number 1.02.005](#).
- b. The ODVSOM is dedicated to providing a harassment-free experience during training and conference events for the public. Harassment includes but is not limited to: offensive verbal comments related to gender, sexual orientation, disability, gender identity, age, race, religion, as well as deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention. ODVSOM staff are permitted to require individuals engaging in harassing behavior to immediately cease the behavior. Individuals who are asked to stop engaging in harassing, abusive, or threatening behavior are expected to comply immediately.
- c. Staff, vendors, and attendees at ODVSOM training or conference events are prohibited from engaging in harassment during training or conference events.
- d. Anyone attending any ODVSOM related training or conference event who violates the prohibition above may be sanctioned at the discretion of the ODVSOM program staff or the Executive Committee of the DVOMB and SOMB. Sanctions include but are not limited to: requiring the individual to leave the event, and denying the individual access or entry to current or future ODVSOM training or conference events.
- e. The DVOMB and SOMB reserve the right to review any complaints of harassment by Approved Providers that occurs during ODVSOM training or conference events. Such complaints will be forwarded to the appropriate Application Review Committee for review and possible disciplinary action in accordance with applicable standards and disciplinary procedures.

F. Certificate of Completion

- a. Certificates of completion are offered to all professionals who attend a training in its entirety. All attendees of in person trainings must sign the roster to receive the certificate and any materials that were distributed during or after the training. Failure to sign the roster will result in an absence from the training and you will not receive the certificate. A survey with a certificate of completion will be emailed to attendees no later than one week following the training event. It is the professional's responsibility to retain a copy of the certificate of completion for their records. Certificates of completion will not be available after 90 days following the training date. Some trainings may require a post-test to receive the certificate.

G. Releasing of Training Materials

- a. Materials, handouts, and documents associated with third party training events hosted by the ODVSOM will be made available only to those who attend. Professionals who do not attend training events will not be given access to materials, handouts, and other documents associated with third party training events. With their permission, presenters may be contacted directly to request this information.

V. PROCEDURE

- A. Training events will be announced 6 weeks before the scheduled training date where possible. Announcements will first be sent to professionals who are applicants or listed on the Domestic Violence Offender Management Board (DVOMB) and the Sex Offender Management Board (SOMB) Approved Provider lists. Based on the discretion of program the staff, trainings will then be posted to the correlating websites and sent via the appropriate email lists.
- B. Training events will comply with ADA requirements and program staff will assist those attendees who require special accommodations. The Division of Criminal Justice (DCJ) is committed to the full inclusion of all individuals, and we are continually making changes to improve accessibility and usability of our services. As part of this commitment, DCJ is prepared to offer reasonable accommodations for those who have difficulty engaging with our content. As an example, documents can be produced in an alternative file format upon request. To request this and other accommodations, or to discuss your needs further, please contact the Division of Criminal Justice Office of Administration at 303-239-4442 or paula.vargas@state.co.us.
- C. Professionals requesting to be placed on a waitlist will be managed on a first come first served basis and accommodated as seats become available including the day before the training.

- D. A survey with a certificate of completion will be emailed to attendees no later than one week following the training. Attendees have 90 days to complete the survey at which point the survey will close.
- E. Feedback and data collected on training events will be retained and stored in accordance with CDPS policy. Data collected from training events will remain anonymous and used to continuously improve the training events conducted and sponsored by the ODVSOM.
- F. ODVSOM Program Staff may require attendees to demonstrate proficiency with pre-determined learning objectives for an attendee to receive a training certificate. This may include pre-tests and post-tests.
- G. ODVSOM staff will inform attendees of which participation level is required for each virtual training. This will be announced in advance and at the beginning of the training.
- H. Interns working under a SOMB or DVOMB Approved Provider are included as approved providers in terms of eligibility to attend trainings for providers only, but they must inform ODVSOM Staff prior to the start of the training who they are an intern for.

VI. REVISION HISTORY

- A. Training Conduct Policy, Version 1.1, adopted August 1, 2019.
- B. Training Conduct Policy, Version 1.2, adopted December 22, 2020.
- C. Training Conduct Policy, Version 1.3, adopted December 1, 2023.
- D. Training & Code of Conduct Policy, Version 1.4, adopted February 21, 2024