

BASIC INTAKE WORKER TRAINING

General Information:

- Pursuant to §48.06 and §938.06, all workers that are assigned to perform court intake worker duties (taking and holding in custody, carrying a pager, conducting intake conferences, etc.) as part of their job are required to attend this training.
- This face-to-face classroom training is for three (3) days and a total of 18 hours of class time.
- This training is to be taken after the initial two (2) day web-based training requirement has been successfully completed, in order to meet the five (5) day, 30 hour training requirement.
- There is a required exam at the conclusion of training that will cover material learned in both the two day online training and the three day classroom training.
- The DOC-Division of Juvenile Corrections will award certificates of completion of the training for participants that meet the attendance and examination requirements.

Training Overview:

Basic Intake Training is designed to provide a newly assigned intake worker with the basic knowledge to take and hold a child/juvenile in custody and timelines that must be adhered to during the intake process, as specified in state statutes. It is not designed or intended to cover all of Chapter 48 or 938. It is designed to provide the worker with the basic information that they will need to perform the job functions of an intake worker. Determining whether or not the youth is within the jurisdiction of the court is one of the most important tasks of the intake worker. Therefore, a significant focus in the session will address establishing jurisdiction in Chapters 48 and 938, and on understanding the elements of a crime for delinquent acts. This training is not designed to teach interviewing skills, understanding the effects of mental health on behavior, dealing with difficult clients, and other similar useful skills for an intake worker to possess. This training is a specialized training on the law and how to apply it.

Participants Will Learn:

Titles and Legislative purpose;
Powers and duties of intake workers and disposition workers;
Definitions of terms used in juvenile court;
Abused and neglected children – definitions, reporting requirements;
Jurisdiction, rights, and venue;
How to refer appropriate cases to Chapter 51 or 55;
Orders applicable to adults;
Compulsory school attendance and enforcement;
Timelines for filing petitions with the court and sending notice to victims;
Types of court hearings;
Consent decrees, informal agreements, adjudication, and dispositions;
Parental liability;
Overview of the Criminal Codes.

Training participants should know the location and contents of his/her county's judicial policies and child protection standards.

For more information, contact the WI Department of Corrections, Division of Juvenile Corrections or visit the website at www.wi-doc.com or the WI Juvenile Court Intake Association website at www.wjcia.org.