



## ACADEMY EXPECTATIONS

Welcome to the Department of Juvenile Justice Training Academy!

It is our goal to deliver the highest degree of professional training. To meet this goal, it is important we provide a clear explanation of the Academy expectations. These Academy expectations are general and additional regulations for POST Mandate courses will be addressed with course participants during program orientation.

This document should answer many of your questions, but if you find you require further clarification, please contact the DJJ Training Academy at 478-993-4660.

While you are at the DJJ Academy you are considered to be at work. The same standards of behavior and attention to detail are required of you at the Academy as they are at your work site.

In some instances, you will be required to record an event or incident in writing. If you are asked to write a special incident report, please do so immediately. If an appointed section leader asks you to complete an incident report, it should also be filled out without delay. If there are questions about the incident, it may be addressed with the instructors, but the incident report must be completed. Incident reports are our way of documenting an event. These are *not disciplinary reports* nor are they an admission of guilt. Unless the incident is a serious infraction of rules or represents a pattern of behaviors that the Academy Director feels should be shared with your supervisor, these reports will only remain on file at the Academy.

## **EXPECTATIONS**

- ❖ Students are required to perform assigned tasks in a prompt, courteous and thorough manner.
- ❖ Students are forbidden to have any contact with the inmates assigned to work details.
- ❖ The DJJ Academy is a non-smoking facility. The two (2) outside smoking areas are located at either end of the building and in the rear of the building. The front of the building is a NO SMOKING area.
- ❖ Water in a sealed container may be consumed in the DJJ Academy classrooms. Mints and/or throat lozenges are permitted in the classrooms.
  - All other food and beverages are to be consumed either in the break room or outside the building.
- ❖ The hallway outside the classrooms is a high traffic area. Please hold noise down in that area. Classes may not break at the same time so the noise level should be minimal. Please do not congregate in the hallway. Students on break should not attempt to communicate with students currently in class.
- ❖ Due to the large volume of traffic the lobby of the DJJ Academy is not available as a break area. Please refrain from lounging and group congregation in the lobby area as this could disturb classroom activities.
- ❖ All trash is to be deposited into the proper waste receptacles. Any biologically hazardous waste materials such as hypodermic needles for diabetic students should be disposed of at the GPSTC registration desk or in the office area at the Academy.
- ❖ Students are to utilize office phones and computers for emergency or **agency business only**. Students may request authorization from an instructor and receive a phone pass for phone use. Please make any authorized telephone calls brief.

**Please direct your family to restrict calls during the day to emergencies and these messages will be brought to you immediately.**

- ❖ Sexual harassment of any kind will not be tolerated. The Agency policy on Harassment will be strictly enforced.
- ❖ Students will treat all staff and other students with respect and courtesy at all times. There will be no inappropriate language or gestures permitted during your stay at the Georgia Public Safety Training Center and the DJJ Academy.
- ❖ The DJJ Academy and the GPSTC is a professional environment. Therefore, appropriate dress must be maintained while on campus even after hours. Unacceptable clothing includes short shorts, halter tops, tank tops, spandex shorts, and sundresses without jackets, house shoes, flip flops or other types of revealing clothing. This is consistent with DJJ Casual Dress Policy.

## **MEALS**

The GPSTC serves breakfast, lunch and dinner for hundreds of people each day. If provided, students are required to present a meal card to the cashier for each meal. Currently students are allotted \$4.50 for breakfast and \$6.75 for lunch and dinner. Considering the reduced prices in the GPSTC cafeteria, this is usually sufficient, but students are responsible for meal costs over this amount. The cafeteria does accept credit cards.

GPSTC staff may refuse service to anyone without a meal card. Students who are improperly dressed may be asked to leave the cafeteria area.

Please do not leave your meal card on the tray. Inmates are responsible for cleaning the tables and meal cards left on the table are frequently lost. A replacement meal card costs the student \$5.00.

## **PERSONAL APPEARANCE**

Approved dress for the DJJ Academy is professional attire for non-uniformed staff in accordance with DJJ Policy 3.12, Dress Code for Non-Uniformed Staff. Uniformed staff will report to the DJJ Academy in compliance with DJJ Policy 3.13, Dress Code for Uniformed Staff.

As we are a representation of DJJ while attending all training events, appropriate dress is stressed and employees inappropriately dressed will be managed on an individual basis. Students not in compliance will be required to correct any inconsistencies immediately. Any class time missed while

correcting uniform or personal appearance issues will be considered as leave and will count towards the 10 hour total.

## **ACADEMIC STANDARDS**

Students must complete DJJ Academy training programs in all phases to receive credit. This includes passing all written examinations when applicable.

## **PROGRAM ATTENDANCE**

Students are required to report to class at the designated time each day.

Students must participate in no less than 95% of course activities to receive credit for course completion. Any time absent from a DJJ Academy program must be cleared through the Academy Director or designee.

Leave requests are restricted to emergencies only. Annual leave is not authorized during POST Mandate training.

When arriving to class, returning from lunch or when provided a break, students must report back to class at the time designated by the instructor. Students arriving late for class will be managed on an individual basis.

## **ILLNESS OR INJURY**

It is the responsibility of the student to report injuries or illness to the program coordinator so that proper medical attention and documentation can be maintained.

## **CLASSROOM EXPECTATIONS**

1. Classroom order is vital for a productive learning environment. Therefore, **the following items or issues are prohibited in the classroom.**

- Dozing or sleeping.
- Reading of materials not related to the class.
- Radios or tape players
- Unnecessary talking or other distractions
- Other than a sealed container of water, no food or drink in the classroom

- Any type of rude or distracting behavior
  - Personal cell phones are not authorized at the Academy.
2. Please feel free to ask questions or make relevant comments in the classroom. To do so, you should raise your hand and be recognized by the instructor.
  3. It will be the responsibility of the student to obtain notes for any class that has been missed due to absence. NOTE: In the spirit of teamwork students are expected to provide assistance to those who need to obtain notes missed in this way and to help those who need help studying.
  4. Any student detected to be using or providing unauthorized aid to another student during examinations will be removed from the program.

### **CONCLUSION**

These procedures are necessary due to the large number of trainees and the limited resources available, and we apologize if they cause you any inconvenience. If you have any questions about these procedures please feel free to ask a staff member. It is your responsibility to know and follow them during your stay.

*Revised April 2015*