

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 16-09	Policy # 3.49
Applicability: { } All DJJ Staff {x} Administration { x} Community Services {x} Secure Facilities (RYDC's and YDC's)	Related Standards & References: O.C.G.A. §35-8-1, <i>et. seq.</i> 35-8-2; 49-9-81; 45-9-101; 49-4A-8; Georgia POST Council Rules and Regulations 4-JCF-6C-01,02, 05, 06, 4-JCF-6E-10 3-JDF-1C-05, 3-JDF-1C-13, 14, 3-JDF-1D-09 DJJ 3.18	
Chapter 3: PERSONNEL	Effective Date: 7/15/16	
Subject: POST APPLICATIONS AND NOTIFICATIONS FOR JUVENILE CORRECTIONAL AND PROBATION OFFICERS	Scheduled Review Date: 7/15/17	
Attachments:	Replaces: 7/1/12	
A – POST Application Checklist	Office of Human Resources	
B – POST Application Fee Log	APPROVED:	
		
	<hr/> Avery. D. Niles, Commissioner	

I. POLICY:

The Department of Juvenile Justice shall comply with all Georgia Peace Officer Standards and Training (POST) Council rules and regulations for the certification of Juvenile Correctional and Probation Officers.

II. DEFINITIONS:

Basic Juvenile Correctional Officer Training (BJCOT): A certification training program, required by OCGA §35-8-24, that meets the requirement of the Georgia Peace Officer Standards and Training Council rules for all Juvenile Correctional Officers.

Basic Juvenile Probation Officer Training (BJPOT): A certification training program, required by OCGA §35-8-2, that meets the requirement of the Georgia Peace Officer Standards and Training Council rules for all Juvenile Probation Officers whose full-time duties include the supervision of delinquent children under intensive supervision in the community;(assigned to High Intensity Team Supervision (HITS) units).

Cadet: For the purpose of this policy only, an employee of DJJ with an equivalent job function as a Juvenile Correctional Officer or Juvenile Probation Officer, who has yet to have completed mandated training (Basic Juvenile Corrections Officer Training, or Basic Juvenile Probation Officer Training).

Criminal History Unit (CHU): The Department of Juvenile Justice unit responsible for ensuring the review and processing of criminal record checks and making employment eligibility determinations based on these checks.

Director: For the purpose of this policy, the staff member responsible for the overall operation of a Regional Youth Detention Center (RYDC), Youth Development Campus (YDC), Community Services Office, or other DJJ operated facility/program.

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Georgia Peace Officer Standards and Training Council (POST): Established in 1970 by the Georgia General Assembly as a regulatory body responsible for the certification and regulation of Georgia’s peace officers and other various public safety personnel. POST is additionally responsible for establishing and monitoring the minimum training standards and curriculum of the personnel certified by the agency.

Juvenile Correctional Officer (JCO): An employee of DJJ with an equivalent job function who has completed BJCOT and has been certified by the Georgia Peace Officer Standards and Training Council as a Juvenile Correctional Officer. For the purposes of this policy, Sergeants, Lieutenants, Captains, and Transportation Officers will be considered Juvenile Correctional Officers.

POST Coordinator: The local human resources representative designated by the facility/program/office Director to oversee the entry of POST applications and supporting documentation into the POST Gateway system.

POST Gateway: The electronic database established by POST Council to serve as a repository for all POST applications and records.

C-11 (Change of Status Form): Notification to the POST Council regarding a change of status in an officer’s employment status to include hiring, resignation, promotion, demotion, disciplinary action, or medical condition lasting one hundred eighty (180) days or more.

POST or File Review: Administrative procedure, investigation, hearing or review conducted in accordance with Chapter 13 of Title 50, the “Georgia Administrative Act.” The review is intended to determine if a POST certified officer engaged in any unprofessional, unethical, deceptive or damaging conduct or practice that could be interpreted by POST Council as a departure from, or failure to conform to, the minimal standards of acceptable and prevailing practice of an officer.

Probation Officer: Specialized personnel whose full time duties include the investigation, apprehension and supervision of delinquent children under intensive supervision in the community.

III. GENERAL PROCEDURES

- A. Employees will direct questions regarding POST applications to the Criminal History Unit (CHU) via email at CHUManager@djj.state.ga.us. Facility staff will not contact the POST Council directly regarding POST applications unless directed to do so by the CHU Manager.
- B. The Director of Human Resources will make a determination on a case-by-case basis about the employment status of applicants and employees placed under File Review or Probation by the POST Council.

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- C. The CHU will maintain a list of all POST Coordinators and notify them of any discrepancy in a cadet's POST application.

IV. PROCEDURES FOR NEW HIRES:

- A. On the first day of employment, the local human resources representative will provide each Cadet with documentation for accessing the POST Gateway and completing the on-line POST application.
- B. All newly hired Cadets must enter a POST application into the POST Gateway after establishing a POST profile and notify the local human resources representative within five (5) business days of their employment start date.
- C. The local POST Coordinator shall obtain all supporting documentation required to complete the POST application and confirm entry of the POST Application into the POST Gateway.
 - 1. If the employee fails to enter the POST application and submit all required supporting documentation within the required timeframe, the local POST Coordinator must follow up with the employee and notify the Assistant Director of Security and the Facility trainer via email.
 - 2. The local POST Coordinator will review the information to ensure all supporting documentation, except the fingerprint results, are available to be uploaded into the POST Gateway system. At a minimum, the following documentation must accompany the POST application (see Attachment A, POST Application Checklist):
 - a) Photo;
 - b) Official birth certificate (a U.S. Passport and Appendix 9 can be substituted for a birth certificate. Hospital announcement certificates are unacceptable; Naturalized citizens must provide a copy of their Naturalization Certificate, state driver's license and Appendix 9);
 - c) Certified copy of school records (i.e. diploma, official transcript reflecting graduation date). (A college degree can be uploaded in lieu of the high school diploma);
 - d) Georgia driver's history (can be provided by CHU);
 - e) Physician's Affidavit that reflects no limitations unless clearance letter accompanies affidavit;
 - f) Personal history statement (notarized) from application; and

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- g) Miscellaneous documentations (if applicable);
 - o DD Form 214 for military service;
 - o Court disposition (if disposition is not listed on criminal history, or record was expunged, or candidate was sentenced under First Offender Act); and/or
 - o Legal adoption certificate if the birth name has been changed due to a legal adoption.

- D. The local POST Coordinator will review the completed POST application to ensure all information is entered and all required documents, with the exception of the fingerprint responses, are attached.
 - 1. Once the local POST Coordinator has uploaded all of the required documents and reviewed for accuracy he or she will notify the CHU via email within 10 business days of the initial entry of the application.
 - 2. The CHU will upload the fingerprint results and state driver's histories into the POST Gateway system. Within twenty-four hours of review, the CHU will notify the local POST Coordinator of any conflicting information between the information provided by the applicant and the information in the fingerprint results and driver's history.
 - a) The local POST Coordinator will notify the employee regarding the conflicting information within 3 business days.
 - b) The POST Coordinator must submit the missing information to the CHU within 5 business days of receiving the notification. If the CHU does not receive a response within 5 business days, the CHU Manager will notify the local POST Coordinator and the facility/program/office Director or designee.
 - c) If there are POST applications pending, the local POST Coordinator will be responsible for attesting to and checking the POST Gateway database to see the status of their employee's application. Any applications posted in the Awaiting Corrections section of the POST Gateway must be corrected within 2 business days unless extenuating circumstances (i.e. additional court documents or documents external to the facility) dictate otherwise.

- E. POST Application Fee:

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1. The employee shall be responsible for paying the POST application fee to the POST Council no later than the first pay period after the employee's hire date. Cadets may pay on-line via the POST Gateway or they may provide the local POST Coordinator with a thirty dollar (\$30.00) money order. The money order must be payable to:

POST Council
PO BOX 349
Clarkdale, GA 30111
 2. The local POST Coordinator will not submit the POST application to the POST Gateway unless the employee has submitted the money order.
 3. The local POST Coordinator will provide the POST applicant with a receipt for each money order received and will document the money order on the POST Application Fee Log (Attachment B).
 - a) The local POST Coordinator will submit a copy of the POST Application Fee Log with each batch of money orders sent to the POST Council.
 - b) The local POST Coordinator will send the money order batch via certified mail and the mailing receipt will be attached to the original POST Application Fee Log.
 4. The application fee will not be refunded once the application has been submitted to the POST Council.
 5. If the employee fails to provide the application fee within the first pay period after the hire date or as directed by the facility/program/office Director or designee, the employee may be subject to termination.
- F. The facility/program/office Director or designee will ensure that all Cadets attend BJCOT/BJPOT within 6 months of their hire date, or at the first available BJCOT/BJPOT class whichever comes first.
1. The facility/program/office Director or designee will utilize the TRIS Security Staff Report to manage referrals of Cadets to BJCOT/BJPOT.
 2. The facility/program/office Director or designee may request one extension from the appropriate Deputy Commissioner of Secure Facilities/Community Services for a Cadet to attend BJCOT/BJPOT beyond the 90 days. If an extension is approved and the Cadet has not completed BJCOT/BJPOT within

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6 months of hire, the Director of Human Resources will be notified in accordance with DJJ 3.18 Fitness for Duty.

- G. In the event an employee is placed on Military Leave prior to attending BJCOT/BJPOT, his or her approved POST application shall be valid for 18 months. A new POST application must be completed at the end of the 18-month extension. The POST Physician's Affidavits, Personal History Statement, fingerprints and Driver's History must also be repeated if they are more than six (6) months old at the time of application.

V. PROCEDURES FOR RE-HIRES

- A. POST certified employees who have been separated from employment with DJJ for more than one day is a re-hired employee.
- B. Prior to re-hiring a POST certified employee, the local human resources representative will ensure that the applicant is not deficient in training by verifying that the applicant has achieved the forty-hours in training mandated by POST for each year the applicant was employed in a POST position. The local human resources representative will also ensure that all applicants who were certified after January 1, 2012, have met the POST re-certification requirements regardless if they separated from the POST position, or were unemployed for any period of time.
- C. On the first day of employment, the local human resources representative will ensure all re-hired Juvenile Correctional Officers undergo a fingerprint examination and are given documentation requiring a medical examination to determine eligibility for reinstatement of POST certification.
- D. All re-hired Juvenile Correctional Officers must complete and return results from the medical examination and any required documentation to the local POST Coordinator within 30 days after receiving the information.
 - 1. If the employee fails to submit the required documentation, the local human resources representative must follow up with the employee and notify the Assistant Director of Security.
- E. The local POST Coordinator will submit the required documentation to the DJJ Academy Director within 5 business days of receipt from employee.
- F. Upon acknowledgement of receipt from the DJJ Academy, the Office of Training will notify the facility/program/office Director, or designee, within 2 business days.
- G. JCOs who are not actively serving as a JCO for more than 12 continuous months must successfully complete a training program as prescribed by the Director of

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Training before assuming sole responsibility for the supervision of youth. A new POST application will not be required.

VI. POST Notifications:

- A. Any POST certified employee who has disciplinary action taken against him/her by DJJ shall notify the POST Council within 15 days of the action taken.
- B. The POST Coordinator will also notify the POST Council within 15 days of any disciplinary action taken against a POST certified employee.
- C. Disciplinary actions include:
 - 1. Arrest by local, state or federal authorities;
 - 2. Disciplinary suspensions, in totality of 30 days or longer for single incidents of misconduct;
 - 3. Demotion (other than for administrative purposes);
 - 4. Termination by DJJ;
 - 5. Resignations in lieu of termination;
 - 6. Resignations While Under Investigation; or
 - 7. Indictments or presentments in any local, state or federal courts; and Conviction or bond forfeiture in any local, state or federal court. The term “conviction” shall include a finding or verdict of guilt, plea of guilty, or a plea of nolo contendere, regardless of whether the adjudication of guilt or sentence is withheld or not entered thereon.
- D. POST Council must be notified for any reason an employee is separated from employment. The POST Coordinator will complete all C-11s, send them to POST point of contact and email a copy to the Criminal History Unit.
- E. If an employee is placed on a leave of absence for medical reasons, and the absence exceeds 180 days, a copy of the letter that was forwarded to the employee authorizing such leave must accompany the C-11.
- F. If an employee is terminated or suspended due to disciplinary reasons, resigns in lieu of termination or while under investigation, or is medically separated, a copy of the letter that was forwarded to the employee must accompany the C-11

VII. LOCAL OPERATING PROCEDURES REQUIRED: NO