



TRAINING MATRIX

SWORN STAFF	OJT (prior to any job assignment)	BJCOT	Basic Law Enforcement (BLE)	Special Operations Basic Course	Management/Leadership Programs	Annual Training (Minimum Training hours)
JCO series JCO I JCOII Sergeant Lieutenant Captain P.O.S.T. Mandated Positions	48 hrs. (With a certified Field Training Officer)	240 hrs. Must be completed within 90 days of hire date, extension required after 3 months. Failure to complete course after 6 months will result in termination of employee.			Sergeants, Lieutenants and Captains must complete Management orientation Tier 1 within 90 days of hire or promotion date. Sergeants, Lieutenants and Captains must complete the Sergeant's Academy within 6 months of hire or promotion date. Sergeants, Lieutenants and Captains must complete Supervisor Level 1 within 12 months of hire or promotion date. Lieutenants and Captains must complete Supervisor Level 2 within 18 months of hire or promotion date Captains must complete Supervisor Level 3 within 24 months of hire or promotion date, and Manager 1 within 30 months of hire or promotion date.	40 hrs.
S.E.R.T.	48 hrs. (With a certified Field Training Officer)	240 hrs. Must be completed within 90 days of hire date, extension required after 3 months. Failure to complete course after 6 months will result in termination of employee.		40 hours	Sergeants and Lieutenants and must complete Management orientation Tier 1 within 90 days of hire or promotion date. Sergeants and Lieutenants complete the Sergeant's Academy within 6 months of hire or promotion date. Sergeants and Lieutenants must complete Supervisor Level 1 within 12 months of hire or promotion date. Lieutenants must complete Supervisor Level 2 within 18 months of hire or promotion date	40 hrs.
S.M.R.T.	48 hrs. (With a certified Field Training Officer)	240 hrs. Must be completed within 90 days of hire date, extension required after 3 months. Failure to complete course after 6 months will result in termination of employee.	408 hrs. Must be completed within 18 months of hire date	40 hrs.	Sergeants and Lieutenants and must complete Management orientation Tier 1 within 90 days of hire or promotion date. Sergeants and Lieutenants complete the Sergeant's Academy within 6 months of hire or promotion date. Sergeants and Lieutenants must complete Supervisor Level 1 within 12 months of hire or promotion date. Lieutenants must complete Supervisor Level 2 within 18 months of hire or promotion date	40 hrs. To include Use of Deadly Force and Firearms Requalification



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<p>Investigations Investigator II</p>	<p>48 hrs. (With a certified Field Training Officer)</p>		<p>408 hrs. Must be completed within 18 months of hire date</p>		<p>Investigators in a supervisory role Management Orientation Tier 1 within 90 days of hire or promotion date.</p> <p>Investigators in a supervisory role must also complete Supervisor Level 1 within 12 months of hire or promotion date, Supervisor Level 2 within 18 months of hire or promotion date and Supervisor Level 3 within 24 months of hire or promotion date.</p>	<p>40 hrs. To include Use of Deadly Force and Firearms Requalification</p>
<p>Transportation Officers</p>	<p>48 hrs. (With a certified Field Training Officer)</p>	<p>240 hrs. Must be completed within 90 days of hire date, extension required after 3 months. Failure to complete course after 6 months will result in termination of employee.</p>			<p>Sergeants, Lieutenants and Captains must complete Management orientation Tier 1 within 90 days of hire or promotion date.</p> <p>Sergeants, Lieutenants and Captains must complete the Sergeant's Academy within 6 months of hire or promotion date.</p> <p>Sergeants, Lieutenants and Captains must complete Supervisor Level 1 within 12 months of hire or promotion date.</p> <p>Lieutenants and Captains must complete Supervisor Level 2 within 18 months of hire or promotion date</p> <p>Captains must complete Supervisor Level 3 within 24 months of hire or promotion date, and Manager 1 within 30 months of hire or promotion date.</p>	<p>40 hrs.</p>
<p>Facility Executive Management (Directors, Asst. and Assoc. Directors)</p>	<p>Directors must complete the Pre-Command Course within 12 months of hire or promotion date as part of their OJT.</p> <p>The Pre-Command Course covers the fundamentals of managing a secure facility.</p>	<p>240 hrs. (If new to DJJ in a sworn position, must be completed within 12 months of hire date)</p>			<p>Must complete Management orientation Tier 1 within 90 days of hire or promotion date.</p> <p>Assistant Directors must complete the Assistant Director's Academy within 12 months of hire or promotion date.</p> <p>Directors must complete the Pre-Command Course within 12 months of hire or promotion date.</p> <p>Must complete Manager Level 1 within 18 months of hire or promotion date, Manager Level 2 within 24 months of hire or promotion date, and Manager Level 3 within 30 months of hire or promotion date.</p> <p>Note: Supervisor Levels 1, 2 and 3 are pre-requisites for attending Manager Levels 1, 2 and 3.</p>	<p>40 hrs.</p>



TRAINING MATRIX

NON-SWORN STAFF

	OJT (Prior to job assignment)	Facility Non-Security Basic (within 12 months of hire date)	JDC Foundation Course	Management Development Program	Annual Training
Food Service Staff	48 hrs. (If new to DJJ, must be completed within 6 days of hire date) AHA/First Aid CPR must be completed prior to attending Basic upon completion of the OJT process)	40 hrs		Supervisors and managers must complete Management orientation Tier 1 within 90 days of hire or promotion date. Supervisors and managers are strongly encouraged to attend Management Orientation Tier 2 and Tier 3.	40 hrs.
Education Staff: Principal, Lead Teacher, Teacher, Instructor, Counselor, Media Specialist	48 hrs. (If new to DJJ, must be completed within 6 days of hire date) AHA/First Aid CPR must be completed prior to attending Basic upon completion of the OJT process)	40 hrs		Supervisors and managers must complete Management orientation Tier 1 within 90 days of hire or promotion date. Supervisors and managers are strongly encouraged to attend Management Orientation Tier 2 and Tier 3.	40 hrs.
Part Time Substitute Teachers under 29 hours per week	24 hrs. (If new to DJJ, must be completed within 6 days of hire date) AHA/First Aid CPR must be upon completion of the OJT process)				Attend Education Conference Must attend CPR/First Aid Training 8 hrs. minimum
Full-Time Health Care and Behavioral Health Staff: RN, LPN, Dentist, Hygienist, MD, Psychologist, Clinical Operations Managers, Mid-Level Provider, SSP	48 hrs. (If new to DJJ, must be completed within 6 days of hire date) AHA/First Aid CPR must be completed prior to attending Basic upon completion of the OJT process)	40 hrs		Supervisors and managers must complete Management orientation Tier 1 within 90 days of hire or promotion date. Supervisors and managers are strongly encouraged to attend Management Orientation Tier 2 and Tier 3.	40 hrs.
Part-Time/Contract Health Care Staff: RN, LPN, Dentist, Hygienist, MD, Psychologist, Mid-Level Providers, SSP, SST	24 hrs (Agency nurses receive training per instruction from Medical Director) AHA/First Aid CPR must be completed prior to attending Basic upon completion of the OJT process)				Attend Annual Conference Must attend CPR/First Aid Training 8 hrs. minimum



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<p>Facility Case Manager: Counselor Series, Cottage Life Supervisor, Substance Abuse, Treatment Counselor, IPD, JDC, TTC Recreation Supervisor, Recreation Therapist</p>	<p style="text-align: center;">48 hrs. (If new to DJJ, must be completed within 6 days of hire date)</p> <p>AHA/First Aid CPR must be completed prior to attending Basic upon completion of the OJT process)</p>	40 hrs	32 hrs	<p>Supervisors and managers must complete Management orientation Tier 1 within 90 days of hire or promotion date.</p> <p>Supervisors and managers are strongly encouraged to attend Management Orientation Tier 2 and Tier 3.</p>	40 hrs
<p>Full-Time Clerical/Support: Human Resources, Medical Clerk, Mental Health Clerk, Education Clerk, Business Manager, Personnel Manager/Tech, Food Service, Maintenance, Laundry, Housekeeping, Barber</p>	<p style="text-align: center;">48 hrs. (If new to DJJ, must be completed within 6 days of hire date)</p> <p>AHA/First Aid CPR must be completed prior to attending Basic upon completion of the OJT process)</p>	40 hrs		<p>Supervisors and managers must complete Management orientation Tier 1 within 90 days of hire or promotion date.</p> <p>Supervisors and managers are strongly encouraged to attend Management Orientation Tier 2 and Tier 3.</p>	20 hrs.
<p>Part-Time/Contract Clerical/Support: Medical Clerk, Mental Health Clerk, Education Clerk, Business Manager, Personnel Manager/Tech Barber</p>	<p style="text-align: center;">24 hrs. (If new to DJJ, must be completed within 6 days of hire date)</p> <p>AHA/First Aid CPR must be upon completion of the OJT process)</p>				<p>Must attend CPR/First Aid Training and any additional high liability training as required.</p> <p style="text-align: center;">8 hrs minimum</p>



TRAINING MATRIX

COMMUNITY SERVICES STAFF

	OJT (Prior to managing caseloads, independent job assignment)	Basic Community Services Training (BCST)	Basic Juvenile Probation Officer Training (BJPOT)	Management Development Program	Annual Training
JPPS Series Non-Sworn	48 hrs. (With a certified Field Training Officer) (If new to DJJ, must be completed within 6 days of hire date)	200 hrs.		JPPS must complete Management orientation Tier 1 within 90 days of hire or promotion date. JPPS are strongly encouraged to attend Management Orientation Tier 2 and Tier 3.	40 hrs
HITS Series Sworn	48 hrs. (With a certified Field Training Officer) (If new to DJJ, must be completed within 6 days of hire date)		280 hrs.	JPPS III and JPPMs must complete Management orientation Tier 1 within 90 days of hire or promotion date. JPPS III and JPPMs are strongly encouraged to attend Management Orientation Tier 2 and Tier 3. JPPS III and JPPMs must complete Supervisor Level I within 12 months of hire or promotion date, Supervisor Level II within 18 months of hire or promotion date, and Supervisor Level III within 24 months of hire or promotion date.	40 hrs. (Must include Use of Deadly Force and Firearms Requalification)
RPS, Case Expeditors, RTSS, Business Managers, Personnel Directors	48 hrs. (If new to DJJ, must be completed within 6 days of hire date) AHA/First Aid CPR must be completed prior to attending Basic upon completion of the OJT process)			Supervisors and Managers must complete Management orientation Tier 1 within 90 days of hire or promotion date. Supervisors and Managers are strongly encouraged to attend Management Orientation Tier 2 and Tier 3.	20 hrs. (minimum)
RA, DD, ADD	48 hrs. (If new to DJJ, must be completed within 6 days of hire date) AHA/First Aid CPR must be completed prior to attending Basic upon completion of the OJT process)			Must complete Management orientation Tier 1 within 90 days of hire or promotion date. Supervisors and Managers are strongly encouraged to attend Management Orientation Tier 2 and Tier 3.	10 hrs.



TRAINING MATRIX

Full-Time Clerical / Support: Office, Supply, Program Associate, Program Assistant, Social Service Tech	48 hrs. (If new to DJJ, must be completed within 6 days of hire date) AHA/First Aid CPR must be completed prior to attending Basic upon completion of the OJT process)			Supervisors and Managers must complete Management orientation Tier 1 within 90 days of hire or promotion date. Supervisors and Managers are strongly encouraged to attend Management Orientation Tier 2 and Tier 3.	10 hrs
Part-Time Clerical/Support Office, Supply, Program Associate, Program Assistant, Social Service Tech	24 hrs. (If new to DJJ, must be completed within 6 days of hire date) AHA/First Aid CPR must be completed prior to attending Basic upon completion of the OJT process)				Must attend CPR/First Aid Training 8 hrs. minimum



TRAINING MATRIX

CENTRAL OFFICE STAFF

	OJT	Management Development Program	Annual Training
Executive Managers (Commissioner, Asst. Commissioner, Deputy Commissioners, Asst. Deputy Commissioners)	20 hrs. (If new to DJJ, must be completed within 6 days of hire date)	Must complete Management orientation Tier 1 within 90 days of hire or promotion date. Are strongly encouraged to attend Management Orientation Tier 2 and Tier 3.	20 hrs.
Office Managers (Directors, Asst./Deputy Directors, Office Managers, General Counsel)	24 hrs. (If new to DJJ, must be completed within 6 days of hire date) AHA/First Aid CPR must be completed within 30 days of hire/transfer/promotion	Supervisors and Managers must complete Management orientation Tier 1 within 90 days of hire or promotion date. Supervisors and Managers are strongly encouraged to attend Management Orientation Tier 2 and Tier 3.	10 hrs.
Full-Time Division/Support (ACS, Office, Supply, Program Coordinators, Business Analysts, Policy Coordinator, Legal Services Staff, Program Associates, Program Assistants, Social Service Techs, Clerical Staff)	48 hrs. (If new to DJJ, must be completed within 6 days of hire date) AHA/First Aid CPR must be completed upon completion of the OJT process)	Supervisors and Managers must complete Management orientation Tier 1 within 90 days of hire or promotion date. Supervisors and Managers are strongly encouraged to attend Management Orientation Tier 2 and Tier 3.	10 hrs.
Part-Time Division/Support: (Office, Supply, Program Associate, Program Assistant, Social Service Tech, Clerical)	24 hrs. (If new to DJJ, must be completed within 3 days of hire date) AHA/First Aid CPR must be completed prior completion of the OJT process)		8 hrs.



TRAINING MATRIX

OFFICE OF TRAINING

	OJT (Prior to managing caseloads, independent job assignment)	BJCOT	Management Development Program	Annual Training
Managers (Director, Asst. Director, Academy Director, Training Program Manager, AOM)	48 hrs. (If new to DJJ, must be completed within 6 days of hire date) AHA/First Aid CPR must be completed upon completion of the OJT process)		Supervisors and Managers must complete Management orientation Tier 1 within 90 days of hire or promotion date. Supervisors and Managers are strongly encouraged to attend Management Orientation Tier 2 and Tier 3.	40 hrs. (Note: Academy Director must obtain 40 hours of training per POST Council standards)
Instructors (Staff Development Training Coordinator II, Public Safety Training Instructor I, II and III) (Also includes adjunct instructors)	48 hrs. (If new to DJJ, must be completed within 6 days of hire date) AHA/First Aid CPR must be completed upon completion of the OJT process)	240 hrs. Must be completed within 6 months of hire date <hr/> POST Instructor Training 80 hrs. (Must be completed within 6 months of hire date) <hr/> Aikido Control Training/OC Instructor Course 32 hrs. (Must be completed within 6 months of hire date) <hr/> American Heart Assoc. First Aid CPR Instructor Course 8 hrs. (Must be completed within 6 months of hire date) <hr/> Firearms Instructor Course 80 hours May also be required for specified instructors	Supervisors and Managers must complete Management orientation Tier 1 within 90 days of hire or promotion date. Supervisors and Managers are strongly encouraged to attend Management Orientation Tier 2 and Tier 3.	40 hrs. (Note: Academy instructors must obtain 40 hours of training per POST Council standards) Must maintain all required instructor certifications to include but not limited to First Aid/CPR, A.C.T., Firearms, etc.
Full-Time Support (Office and Clerical)	48 hrs. (If new to DJJ, must be completed within 6 days of hire date) AHA/First Aid CPR must be completed upon completion of the OJT process)		Supervisors and Managers must complete Management orientation Tier 1 within 90 days of hire or promotion date. Supervisors and Managers are strongly encouraged to attend Management Orientation Tier 2 and Tier 3.	20 hrs.



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Part-Time Support: (Office and Clerical)	24 hrs. (If new to DJJ, must be completed within 3 days of hire date) AHA/First Aid CPR must be completed prior completion of the OJT process)			8 hrs.
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