## I. POLICY:

The Department of Juvenile Justice shall provide a training program for all employees, contractors, volunteers, and interns that is job-relevant and meets all legal requirements. The training program shall be planned, coordinated, and implemented by qualified employees and consultants under the general direction and supervision of the Director of Training.

## II. DEFINITIONS:

**Adjunct Instructor:** A qualified or POST Instructor certified DJJ employee approved by the Office of Training to deliver Department approved training.

**Annual Training:** Organized and planned training designed or approved by the Office of Training to achieve specific learning objectives every year following the first year of employment. Employees may attend in-service and on-line or specialized training to achieve their required annual training hours.

**Course Description Guide:** The document used by the Office of Training to present the training schedule, course information and logistics to agency personnel.

**Department Training Advisory Committee (DTAC):** The training advisory body comprised of department divisional representatives and responsible for the review of training policy, curriculum, and procedures.

**Event Reservation/Trainer Planning Form:** The form developed to guide the coordination of a requested training event, form a determination of financial support, and develop training programs.
External Training Request Guide and Form: The guide and form used to request assistance from the Office of Training to attend a training program outside of those courses offered by the Office of Training.

Facility Based Trainer (FBT): A qualified, POST Certified DJJ Office of Training instructor assigned to one or more facilities and responsible for the coordination and/or delivery of Department approved training.

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 responsible for establishing and monitoring the minimum training standards and curriculum of the personnel certified by the agency.

Internal Training Request Guide: The guide used to request assistance from the Office of Training to attend training programs presented by the Office of Training.

On-Site Training Coordinator: A staff member designated by the Juvenile Program Manager, District Director or office Director who is responsible for the scheduling of required training for staff and the maintenance of training documentation. In secure facilities, the Facility Based Trainer will serve as the On-Site Training Coordinator. In community offices, an adjunct instructor may serve as the On-Site Training Coordinator. In Central Office, each division will have a designated representative to register staff for training. The name of the staff member designated as the On-Site Training Coordinator will be submitted to the Director of Training.

Professional Development Course: Specialized training, approved by the Office of Training, provided to Department staff to enhance job-specific knowledge and skills.

Public Safety Training Instructor: Office of Training instructor certified by the Peace Officer Standards and Training Council responsible for the development, documentation, and delivery of Department approved training.

Staff Development/Training Coordinator: Office of Training instructor certified by the Peace Officer Standards and Training Council responsible for the development, documentation, and delivery of Department approved training.

Training: An organized activity designed to achieve specific learning objectives, including, but not limited to: formal instruction, on-the-job training, meetings, conferences, independent reading, policy reviews, online training, etc. Training programs include defined requirements for completion and attendance recording.

Training Consultant: A qualified non-DJJ employee approved by the Office of Training to deliver Department approved training.
Training Program Manager: Office of Training manager responsible for the supervision of assigned training staff and the development of training programs.

Training Resource Information System (TRIS): The online information system that provides access to DJJ program descriptions, training registrations, and personnel training data.

III. PROCEDURES:

A. The Office of Training will oversee all Department training activities where training credit is documented or requested.

B. The curriculum used for Department training will be developed, evaluated, and updated annually based upon current job-related training needs and job requirements, professional development needs, new theories and/or techniques, changes in operational procedures, best practice standards, and current juvenile correctional/institutional issues.

C. The Department Training Advisory Committee (DTAC) will meet quarterly to review progress and resolve any problems related to training curriculum or the master training plan. The advisory training committee will be composed of the Director or Assistant Director of Training and at least one representative from each of the Divisions. The Director or Assistant Director of Training will maintain written meeting minutes and will distribute these minutes to committee members and Executive Management Team.

D. The Director of Training will prepare a master training plan and written evaluation of the training program annually. The written evaluation will be provided to the Commissioner who may further distribute it to Directors and others as deemed appropriate.

E. The DJJ Training Academy Director and the Training Program Managers will:

1. Develop a six-month Course Description Guide designed to support the master training plan and address staff training needs, including permanent and temporary employees, contractors, volunteers and interns;

2. Plan and coordinate training programs in conformance with policy requirements;

3. Work closely with on-site training coordinators for the scheduling of participants in training programs;

4. Plan training programs that meet the needs of employees’ job requirements and are pertinent to their current work and/or career development objectives; and

5. Assist with the planning and coordinating of specialized training and Professional Development Courses.
F. Each Course Description Guide will be approved by the Director of Training and the Department Training Advisory Committee.

G. Facility Based Trainers (FBT) will:

1. Track all training received by all facility/office staff, and document the training hours;
2. Complete the monthly training report regarding staff training (Attachment A);
3. Utilize TRIS to register all facility/office staff for training;
4. Provide data regarding staff training as requested;
5. Meet with facility leadership to identify training needs for facility personnel; and
6. Facilitate assigned training events for facility personnel as needed.

H. Training programs will be presented by a person who is qualified or certified to teach in the area in which he/she is conducting training.

1. The Office of Training will determine what qualifications are required for an instructor to provide a training program approved by the Office of Training.
2. All full-time trainers and adjunct trainers who teach certified staff in mandate type programs must meet Peace Officer Standards and Training Council Instructor Certification requirements. Full-time trainers must acquire and maintain all appropriate certifications to teach required programs.

I. Contract or part-time employees will receive training similar to full-time employees in their respective job classification and pertinent to their role in working with youth.

J. Employees of contractors will receive training in accordance with the requirements of the contract and as approved in writing by the Director of Training.

K. The DJJ training calendar will be maintained on the DJJ Intranet site.

L. All requests to attend DJJ training will be made via the Training Resource Information System (TRIS).

M. The On-Site Training Coordinator is responsible for registering staff for DJJ training events through TRIS. Registrations must be completed at least 72 hours prior to the event date.

N. The Director of Training and the DTAC will maintain the list of department training coordinators. The list will be maintained on the DJJ Intranet site. The Director of Training may cancel or reschedule DJJ training within 24 hours of the event date.
O. To request external training, staff must complete the External Training Request Form (Attachment B) in accordance with the procedures described in the External Training Request Guide (Attachment C). The Office of Training will submit the registration form to the vendor upon approval. All training requests are to be submitted for approval to the Director of Training at least 60 days prior to the program’s start date. Training requests not submitted with adequate advance notice may not be approved. The final approval will be submitted to the requesting employee and his/her supervisor.

P. Requests for assistance from the Office of Training with the development, coordination or facilitation of training programs will be submitted to the Office of Training in accordance with the procedures described in the Internal Training Request Guide (Attachment D), the procedures described in the Professional Development Course Guide (Attachment E), or the procedures described in the Event Reservation / Training Planning Form (Attachment F).

Q. Training Records:

1. The training records for employees, contractors, interns and volunteers will be maintained in the TRIS by the FBT and a DJJ Training Record will be established for all employees and stored either with the individual’s employee record or individually with the training records of other staff.

2. The Training Record will be established for all employees, contractors, volunteers and interns. The record will include:

   a) Section One:

      (1) Name

      (2) Employee ID number;

      (3) Job Title;

      (4) Employment Status (full-time/part-time);

      (5) Official Hire Date;

      (6) O-Key Number (if applicable); and

      (7) TRIS Training Record – (updated quarterly)

   b) Section Two: Orientation and Basic Training Courses Certifications.

   c) Section Three: P.O.S.T. Training Record Fact Sheet (updated yearly), where applicable.
d) Section Four: Specialized Training Courses and Certificates.

3. The FBT will review training records quarterly to ensure employees, contractors, volunteers and interns receive training as required by policy.

R. The facility/office Director or designee or Director’s immediate supervisor will transfer all training records of employees from one DJJ work location to another within 15 calendar days of the new hire date.

S. Each facility and office will make provisions for nonexempt staff that spend time in training during their off-duty hours in accordance with DJJ 3.30, Work Hours and DJJ 3.31, Fair Labor Standards Act (FLSA). This may be done by adjusting the employee’s work schedule to compensate for the additional time, paying for the overtime earned, or providing FLSA compensatory time to the staff member.

T. Applicable training by external sources may be utilized for annual training requirements and must be approved through the chain of command, in consultation with the Director of Training. Applicable training will be granted equivalency credit, as long as the program content is commensurate with DJJ training requirements. Requests for credit must be submitted in writing to the Director of Training. This training will not take the place of specific training that is required by Department policy.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO