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| <p align="center"><b>GEORGIA DEPARTMENT<br/>OF JUVENILE JUSTICE</b></p>   | <p align="center">Transmittal # 15-12</p>  | <p align="center">Policy #4.2</p> |
| <p>Applicability:<br/> {x} All DJJ Staff<br/> { } Administration<br/> { } Community Services<br/> { } Secure Facilities (RYDCs and YDCs)</p>  | <p>Related Standards &amp; References:<br/> ACA Standards: 4-JCF-6E-07 through 4-JCF-6E-09, 4-JCF-6E-11, 4-JCF-6E-12; 4-JDF-1D-07, 4-JDF-1D-08, 4-JDF-1D-10 through 4-JDF-1D-13<br/> DJJ 4.3</p> |                                   |
| <p>Chapter 4: TRAINING AND STAFF DEVELOPMENT</p>  | <p>Effective Date: 10/5/15<br/> Scheduled Review Date: 10/5/16</p>   |                                   |
| <p>Subject: New Employee On-the-Job Training (OJT)</p>  | <p><b>New policy</b><br/> Division of Support Services<br/> APPROVED:</p>  |                                   |
| <p>Attachments:<br/> Attachment A -JCO OJT Checklist and Manual<br/> Attachment B -JPPS OJT Checklist and Manual<br/> Attachment C -Community Non-JPPS OJT Checklist and Manual<br/> Attachment D -Behavioral Health OJT Checklist<br/> Attachment E -Counseling Staff OJT Checklist<br/> Attachment F- Education Staff OJT Checklist<br/> Attachment G -Food Service Staff OJT Checklist<br/> Attachment H -Health Care Staff OJT Checklist<br/> Attachment I -Generic Non-Security OJT Checklist<br/> Attachment J -Facility OJT Handbook</p> | <p align="center"> <br/> <hr/> Avery D. Niles, Commissioner </p>   |                                   |

**I. POLICY:**

Department of Juvenile Justice staff, with the exception of Executive Staff, hired or promoted shall be required to complete New Employee On the Job Training (OJT) as indicated by job classification, previous job experience, training, or education.

**II. DEFINITIONS:**

**Cadet:** An employee of DJJ with an equivalent job function as a Juvenile Correctional Officer or Juvenile Probation Parole Specialist who has yet to be certified as a DJJ law enforcement officer by the Georgia Peace Officer Standards and Training Council.

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

**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.

**Field Training Officer:** A qualified or certified DJJ employee approved by the Office of Training to deliver DJJ OJT.

**Field Training Officer Coordinator:** A qualified or certified DJJ employee designated by the Office Director and approved by the Office of Training to oversee the facility, community, or office DJJ OJT Program. For purposes of this policy, Sergeants, Lieutenants, Juvenile Probation Parole Specialist III, and Juvenile Program Managers who have successfully completed the Field Training Officer (F.T.O.) course will be considered.

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**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.

**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 district 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.

**On-the-Job Training (OJT):** An introductory job-specific skills development program based on operating practices of the work unit as developed by the work unit division in collaboration with the Office of Training and the Office of Human Resources. OJT is documented through a checklist and recorded in the training file of the employee, contractor, volunteer, or intern. OJT is documented in TRIS through the successful completion of the job specific OJT Test in the Training Resource Information System.

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

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

### III. GENERAL PROCEDURES:

- A. The Office of Training and the Office of Human Resources will have oversight for the planning, provision, record-keeping, evaluation, and reporting of New Employee OJT.
- B. OJT requirements will be evaluated on an ongoing basis and reviewed annually by the Director of Training and the DJJ Training Advisory Committee.
- C. The New Employee OJT curricula may be delivered via a mix of web-based lessons, videos, practical exercises, and classroom-styled lectures.
- D. New DJJ employees will complete the DJJ New OJT program within the first fifteen business days of employment.

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- E. The hiring division, facility/office Director (or designee) will register the new employee for the DJJ New Employee OJT in TRIS prior to the employee's start date.
- F. New DJJ employees, to include DJJ Cadets, will be required to complete the New Employee OJT program with an FTO to be eligible to attend the DJJ Academy basic training programs (see DJJ 4.3 FTO).
  - 1. Basic Juvenile Correctional Officer Training (BJCOT) (attachment A);
  - 2. Basic Juvenile Probation Officer Training (BJPOT) (attachment B);
  - 3. Basic Community Services Training (BCST) (attachment C); or
  - 4. Basic Non-Security Course (For facility staff only).
- G. With the exception of positions assigned to FTOs (JCO and JPPS series) new employees will be required to complete the applicable OJT checklist (attachments D through I).
- H. DJJ staff employed by the agency and promoted or transferred to another position will not be required to retake the New Employee OJT if previously completed, unless directed by their new supervisor.
- I. Former DJJ employees with a break in service of 12 continuous months or more must successfully complete the New Employee OJT Program if rehired by the agency.
- J. The New Employee OJT Program will cover topics relevant to all newly hired DJJ employees to enhance comprehension of the agency mission, vision, and culture. At a minimum, the following topics will be covered during the New Employee OJT Program:
  - 1. DJJ Mission, Vision, Goals;
  - 2. Code of Conduct/Ethics;
  - 3. DJJ Divisions and Organizational Chart;
  - 4. Personnel and Benefits Information;
  - 5. Health Information Portability and Accountability Act;
  - 6. Training Information;
  - 7. Sexual Harassment;
  - 8. Workplace Safety and Security;

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9. Facility/Office Emergency Procedures;
  10. The facility/Office Environmental Health and Safety Plan;
  11. The facility/Office Exposure Control Plan;
  12. Chemical Control;
  13. Tool Control;
  14. Bullying;
  15. Fitness for Duty;
  16. Uniform Standards/Dress Code;
  17. Special Incident Report Writing;
  18. Key Control;
  19. PREA; Sexual Abuse Prevention and Response; and
  20. Cardio Pulmonary Resuscitation (CPR), Standard First Aid (SFA), and Automatic External Defibrillator (AED) Training.
- K. New DJJ employees must take and pass the New Employee OJT online exam with a passing score of eighty percent (80%) to successfully complete the program.
- L. Record of completion of the New Employee OJT Program will be maintained in the TRIS by the Office of Training.
- M. Office Directors will be notified by the Field Training Officer Coordinator when staff under their supervision does not complete the New Employee OJT program within the required timeframe.
1. If the deficiency has not been addressed after an additional two weeks, the Office of Training Director will be notified of the deficiency for appropriate action.
    - a) The Office of Training Director will notify the Office Director requesting the matter be addressed

**IV. LOCAL OPERATING PROCEDURES REQUIRED: NO**