GEORGIA DEPARTMENT OF JUVENILE JUSTICE

<table>
<thead>
<tr>
<th>Applicability:</th>
<th>Related Standards &amp; References:</th>
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<tr>
<td>{x} All DJJ Staff</td>
<td>ACA Standards: 4-JCF-6E-07, 4-JCF-6E-08, 4-JCF-6E-09, 4-JCF-6E-11, 4-JCF-6E-13; 3-JDF-1D-07, through 3-JDF-1D-13</td>
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<td>{ } Administration</td>
<td>DJJ 4.3</td>
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Chapter 4: TRAINING AND STAFF DEVELOPMENT

Subject: NEW EMPLOYEE ON-THE-JOB TRAINING (OJT)

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, duties, 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.

**Field Training Officer (FTO):** 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.
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-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, Office of Human Resources, and each employee’s direct supervisor will have shared oversight for the planning, provision, record-keeping, evaluation, and reporting of New Employee OJT. Specific responsibilities for the Office of Training, Human Resources, and an employee’s direct supervisor can be found in the On-The-Job Checklists (Attachments D – L).

B. OJT requirements will be evaluated on an ongoing basis and reviewed annually by the Director of Training and the Department Training Advisory Committee.

C. The New Employee OJT curricula may be delivered via a mix of web-based lessons, videos, practical exercises, policy review, and classroom-styled lectures.

D. New DJJ employees will complete the DJJ New OJT program before undertaking their assignments and within the first fifteen business days of employment.

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, Field Training Officer Program).

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 J).
   1. Attachment D (Behavioral Health Staff)
   2. Attachment E (Counseling Staff)
   3. Attachment F (Education Staff)
   4. Attachment G (Food and Nutrition Staff)
   5. Attachment H (Health Care Staff)
   6. Attachment I (Facility and Community Generic Non-Security OJT Checklist – for those not in categories D – H)
   7. Attachment J (Central Office Staff)

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 topics covered during the New Employee OJT Program are included on the Attachment L, New Employee OJT Curriculum.

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