

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 13-06	Policy # 4.2
Applicability: {x} All DJJ Staff { } Administration { } Community Services { } Secure Facilities (RYDCs and YDCs)	Related Standards & References: O.C.G.A. §35-8-24 ACA Standards: 4-JCF-6E-08, 4-JCF-6E-09, 4-JCF-6E-10; 4-JCF-6E-14 DJJ 3.18, 3.30, 3.31, 4.1, 6.2	
Chapter 4: TRAINING AND STAFF DEVELOPMENT	Effective Date: 6/15/13 Scheduled Review Date: 6/15/15 APPROVED:	
Subject: STAFF TRAINING REQUIREMENTS	 <hr/> Avery D. Niles, Commissioner	
Attachments: A – Training Matrix B – Eternal Training Request Form C – Secure Facilities OJT Checklist D – Behavioral Health OJT Checklist E - Counseling OJT Checklist F – Education OJT Checklist G – Food Services OJT Checklist H – Medical OJT Checklist I – Generic Non-Security Staff OJT Checklist J – Community Services OJT Checklist		

I. POLICY:

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

II. DEFINITIONS:

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.

Basic Juvenile Correctional Officer Training (BJCOT): A 160-hour 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 120 hour training program that serves as the Agency’s basic training program for the community direct care staff.

Basic Training: A two-part training program (i.e., Basic I and Basic II) for non-security personnel that includes specialized job-relevant topics.

Cadet: An employee of the DJJ or an employee of a privatized facility with an equivalent job function as a Juvenile Correctional Officer who has yet to be certified by the Georgia Peace Officer Standards and Training Council.

Community Pre-Service Training: An orientation training program designed by the Office of

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Training for new staff which provides an overview of the Department's vision, mission, goals, policies, procedures and other operating practices.

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

Field Training Officer: A qualified or certified DJJ employee approved by the Office of Training to deliver DJJ On-the-Job 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 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 the DJJ or an employee of a privatized facility 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, Youth Development Workers and Transportation Officers will be considered Juvenile Correctional Officers.

O-Key: A computer generated number created by POST to identify and track the training records of public safety or law enforcement personnel certified by the Council.

On-Site Training Coordinator: A staff member designated by the 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. 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 orientation program based on operating practices of the work unit as developed by the Office of Training. On-the-Job Training is documented on a checklist or in TRIS

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

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III. GENERAL PROCEDURES:

- A. All employees will receive the required number of training hours outlined in the Training Matrix (Attachment A).
- B. Staff may be required to complete other specialized training as required by their assigned job responsibilities.
- C. DJJ staff required to use physical intervention techniques in the course of their job duties will be trained, through the Office of Training, in the techniques allowed by DJJ policy.
- D. Untrained staff should only physically intervene in a life-threatening event when no other trained staff are available to respond or in non-life threatening events when the trained staff requires that level of assistance. Untrained staff will use the minimum level of intervention necessary to safely manage the situation.
- E. Staff who are not able to participate in the physical activities of a training program will not be scheduled for that training. (DJJ 3.18, Fitness for Duty will be the guiding policy regarding these situations).
 - 1. When the Office of Training becomes aware of an employee's inability to participate in the physical activities of a training program, the employee will no longer be allowed to participate. The Director of Training or designee will notify the employee's supervisor and next level supervisor.
- F. All members of the Department workforce will be trained on the policies and procedures with respect to information security. Users must be trained prior to being authorized to access Department network computers. (See DJJ 6.2, Network Access)
- G. The Training Resource Information System (TRIS) and hard copies of staff training records will be maintained by the On-Site Training Coordinators in accordance with DJJ 4.1, Training Program.
- H. Employees of contractors will receive training in accordance with the requirements of the contract and/or Department policies and initiatives, and as approved by the Director of Training.
- I. Employees assigned to work with specialized populations such as youth with mental illness, sexually harmful behaviors, or violent behavior will receive training related to this specific job function. Specialized training will be conducted or coordinated by the Office of Training or a consultant or adjunct instructor with training program approved by the Director of Training.
- J. Applicable training by outside sources may be utilized for annual training requirements and

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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 may not take the place of specific training that is required by Department policy.

- K. To request training outside of the Department, staff must complete the External Training Request Form (Attachment B) and obtain supervisory approval prior to submitting the registration form to the appropriate Program Training Manager for final approval by the Director of Training. The Office of Training will submit the registration form to the vendor upon approval. All training requests should be submitted for approval by the Director of Training at least 60 days before 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.

IV. SECURITY STAFF:

- A. All full-time security staff will complete the training listed below in the order given:
- On-the-job training provided by the Facility Training Instructor or Field Training Officer (48 hours);
 - CPR/First Aide Training;
 - Basic Juvenile Correctional Officer Training (BJCOT);
 - In-Service Training; and
 - Management Development Program, as applicable for supervisors.
- B. Cadets will not be responsible for the sole supervision of youth prior to completion of BJCOT. Cadets who have not completed BJCOT will supervise youth only under the direct supervision of a POST certified officer. Cadets who have not completed BJCOT will not be assigned to a post where they would be responsible or it would appear they are responsible for the sole supervision of youth.
- C. JCOs must maintain current certification as a Juvenile Correctional Officer (including Physical Intervention Techniques first aid, CPR, and Automated External Defibrillator (AED). The On-Site Training Coordinator and Staff Development Training Coordinator will maintain a record of the First Aid/CPR/AED certification in TRIS and a copy of the First Aid/CPR/AED card in the on-site training records.
- D. Each facility 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.
- E. Basic Juvenile Correctional Officer Training (BJCOT):
1. Each Director will ensure that Cadets meet the following pre-requisites for BJCOT within the timeframes required by policy:

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- Receipt of a POST Form 2 (P2);
 - OJT within the first 6 working days of their hire/transfer date;
 - Complete the online OJT test with a minimum passing score of 80 percent; and
 - Completion of 8 hours of AHA First Aid/CPR/AED.
2. The Director will ensure that all Cadets attend BJCOT within 90 days of their hire date, or at the first available BJCOT class whichever comes first. The Director may request one extension from the Deputy Commissioner of Secure Facilities for a Cadet to attend BJCOT beyond the 90 days. If an extension is approved and the Cadet has not completed BJCOT within 6 months of hire, the Director of Human Resources will be notified.
 3. JCOs who are not actively serving as a JCO for more than 12 continuous months must successfully complete BJCOT before being responsible for the sole supervision of youth. A new POST application will not be required.
 4. Cadets who are removed from BJCOT for academic reasons may be registered to attend the next BJCOT course with review from the Academy Director and the facility Director. Cadets who are removed from BJCOT more than twice may be registered to attend the next BJCOT after review from the Academy Director, Regional Administrator and with written approval from the Director of Training.
 5. Cadets who are removed from BJCOT for disciplinary reasons will be reported to the POST Council and placed under POST review. Cadets will be permitted to return to BJCOT upon clearance by the POST Council.

V. COMMUNITY SERVICES STAFF:

- A. All full-time employees who will have direct contact with youth will complete the training listed below in the order given within 6 months of employment:
 - On-the-job training (OJT) (48 hours);
 - Complete online OJT test with passing score of 80 percent;
 - Community pre-service training; and
 - Basic Juvenile Probation Officer Training (BJPOT) (as appropriate for the position as listed in Attachment A).
- B. JPPS staff will not work independently with clients until successful completion of OJT, community pre-service training, and BJPOT.
- C. Community Pre-Service Training:
 1. New full-time employees will complete a pre-service training program. The training will take place prior to the undertaking of the job assignment.

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2. Full-time employees will complete the standard community pre-service training program that is offered by the Office of Training.
3. New part-time employees will complete 8 hours of First Aid and CPR training facilitated by the Office of Training.
4. Full-time staff that transfer from a secure facility to a community service office must attend the BJPOT.
5. Community services staff must be certified in First Aid and CPR during pre-service and maintain current certification at all times. The On-Site Training Coordinator and Staff Development Training Coordinator will maintain a record of the First Aid/CPR/AED certification in TRIS and a copy of the First Aid/CPR/AED card in the on-site training records.

D. Basic Juvenile Probation Officer Training (BJPOT):

1. Prior to independently managing a caseload newly hired staff (as identified on Attachment A) must attend and successfully complete BJPOT within 6 months of hire date.
2. Employees who are removed from BJPOT for academic or behavior reasons may be registered to attend the next BJPOT course with review from the Training Program Manager and Juvenile Program Manager.

VI. NON-SECURITY STAFF:

All full-time direct care staff or other employees who will have direct contact with youth will complete the following training within 6 months of employment, in the order given:

- On-the-job training; and
- Basic I and II.

VII. ON-THE-JOB TRAINING (OJT):

- A. The Office of Training will develop the on-the-job training (OJT) program.
- B. All staff, including internal transfers, will complete OJT. The OJT will be completed within the first 6 business days after their hire, transfer or promotion date.
 1. All part-time staff will complete 24 hours of OJT within 3 business days of hire, transfer, or promotion.
 2. All full-time, part-time, and temporary employees, interns and volunteers working in a secure facility must complete an on-the-job training.

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- C. The OJT will be documented on the appropriate OJT Checklist (Attachments C-I). The original completed OJT Checklist will be placed in the local training record. The On-Site Training Coordinator will forward a copy of the OJT Checklist to the Staff Development/Training Coordinator within 5 business days. For secure facility staff, the On-Site Training Coordinator will forward an electronic copy of the OJT Checklist to the DJJ Training Academy within 5 business days of OJT and AHA First Aid/CPR/AED completion. For JCOs, upon completion of OJT, staff are required to complete the online OJT test with a minimum passing score of 80 percent.
- D. All non-security staff will complete the OJT Checklist appropriate for their position.
- E. Full-time, part-time and temporary staff must be certified in First Aid and CPR. Documentation of current certification must be on file with the On-Site Training Coordinator and Staff Development/Training Coordinator. First Aid and CPR training must be completed within 60 days of the hire date. It is required that all employees maintain First Aid and CPR certification.

VIII. ANNUAL TRAINING:

- A. JCOs will attend annual training within 12 months of their graduation from BJCOT, and annually thereafter.
- B. Full-time, part-time, and temporary staff will receive the required number of Annual In-Service training hours outlined in the Training Matrix (Attachment A).

IX. MANAGEMENT DEVELOPMENT:

- 1. Performance Management and Employee Accountability training must be completed by all managers/supervisors within 45 days of hire, transfer or promotion date.
- 2. MDP Component I must be completed by all managers/supervisors within 90 days of hire, transfer, or promotion date.

X. LOCAL OPERATING PROCEDURES REQUIRED: NO