

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 15-12</p>	<p align="center">Policy # 4.4</p>
<p>Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input checked="" type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities (RYDCs and YDCs)</p>	<p>Related Standards & References: O.C.G.A. §35-8-24 Rules of the Georgia POST Council: 464-5 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</p>	
<p>Chapter 4: TRAINING AND STAFF DEVELOPMENT</p>	<p>Effective Date: 10/5/15</p>	
<p>Subject: POST Annual Training Requirements</p>	<p>Scheduled Review Date: 10/5/16 Division of Support Services</p>	
<p>Attachments:</p>	<p>APPROVED:  Avery D. Niles, Commissioner</p>	

I. POLICY:

Department of Juvenile Justice sworn staff will be required to meet annual Post training requirements.

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 have completed mandated training (Basic Juvenile Corrections Officer Training, Basic Community Services Training, or Basic Juvenile Probation Officer Training).

Course Description Guide: The DJJ Office of Training calendar booklet providing short course descriptions, dates and locations for training programs presented within a six-month period.

Individualized Training Plan: A job specific employee development and training program developed by division leadership and the Office of Training.

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.

Non-Sworn Staff: An employee who has not successfully completed a POST mandated training course or is not currently working in a Peace Officer position within the agency.

Office Training Plan: The annual training plan for an office prepared by the division head, or designee, in collaboration with the Office of Training.

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.

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Peace Officers Standards and Training Council (POST) Certification Requirements: The POST Council administrates the regulatory process and sets the standard for training and certification. POST certification requirements must be met for DJJ officers to maintain POST certification and meet job requirements.

Peace Officers Standards and Training Council Instructor Certification (POST IT): The instructor certification course formulated by the POST Council comprising of fundamental instructional techniques, skills, and knowledge.

Sworn Staff: An employee who has successfully completed a POST mandated training course such as BJCOT, BJPOT, Basic Law Enforcement Training and is currently working in a Peace Officer position within the agency.

Trainees: A newly hired cadet or Juvenile Probation/Parole Specialist required to participate in the FTO led On-the-Job training program.

Training: An organized activity designed to achieve specific learning objectives, including, but not limited to: formal instruction, on-the-job training, 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 will have oversight for the planning, provision, record-keeping, evaluation and reporting of annual POST training requirements.
- B. Annual training curriculum will be continually evaluated and revised based on standards, best practices, DJJ policy revisions, and DJJ staff needs.
- C. Annual training will be on topics relevant to staff positions, enhancing skills, and job performance. At a minimum, the following topics will be covered during the annual training:
 - 1. DJJ Mission, Vision, Goals;
 - 2. General safety and security procedures;
 - 3. Facility/Office Emergency Procedures;
 - 4. The facility/Office Environmental Health and Safety Plan;
 - 5. The facility/Office Exposure Control Plan;

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6. PREA;
 7. Sexual Abuse Prevention and Response;
 8. Code of Conduct/Ethics;
 9. Suicide Prevention and Intervention; and
 10. Cardio Pulmonary Resuscitation (CPR), Standard First Aid (SFA), and Automatic External Defibrillator (AED) Training.
- D. The Office of Training will produce the 6-month Course Description Guide. The Course Description Guide will be reviewed and revised quarterly.
- E. The Office of Training will present the Course Description Guide to the Department Training Advisory Committee for review and approval.
- F. The Office of Training will assist with the development and monitoring of the office annual training plan:
1. The process of developing the Office Training Plan will begin January 1 of each calendar year. The Office Training Plan will be finalized by March 31 of each calendar year.
 2. The Office of Training will format the Division Course Description Guide for division managers and administration.
 3. The Division Course Description Guide will provide division managers and administrators with the training programs offered, the calendar of projected training events, and the training curriculum synopsis.
- G. The Office of Training will facilitate the Peace Officer Standards and Training Council Instructor Certification course at least twice a year to sustain the group of trained, certified instructors.
- H. The Office of Training will maintain oversight of training records related to in-service within the TRIS.
- I. It is the individual responsibility of the DJJ POST Certified Officer to maintain his/her POST Certification.
- J. To maintain POST Certification, each POST Certified Officer is required to meet POST Council requirements:
1. To complete the DJJ basic training course related to the job intended to perform (BJCOT or BJPOT);

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2. To complete a minimum of 20 hours of POST certified training annually;
3. To attend and complete the GA POST Council Block of Training (1 Class) once every four years;
4. To attend and complete a minimum of two of the GA POST mandatory online classes once every four years;
5. If applicable to the job duties, to complete the annual firearms training; and
6. To re-certify every four years by completing a new POST application in the POST Data Gateway system.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO