

<p align="center"><b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b></p>	<p align="center">Transmittal # 17-10</p>	<p align="center">Policy # 4.5</p>
<p>Applicability:  {x} All DJJ Staff  { } Administration  { } Community Services  { } Secure Facilities (RYDCs and YDCs)</p>	<p>Related Standards &amp; References:  O.C.G.A. §35-8-24  ACA Standards: 4-JCF-4D-07,4-JCF-6E-01 through 06, 4-JCF-6E-07 through 4-JCF-6E-14, 3-JDF-1D-01through 05, 3-JDF-1D-07 through14  DJJ 3.10, 3.18, 4.1, 4.2, 4.4, 6.2, 8.30</p>	
<p>Chapter 4: TRAINING AND STAFF DEVELOPMENT</p>	<p>Effective Date: 10/31/17  Scheduled Review Date: 10/31/18</p>	
<p>Subject: STAFF TRAINING REQUIREMENTS</p>	<p>Replaces: 10/5/15  Office of Training</p>	
<p>Attachments:   A – Training Matrix</p>	<p>APPROVED:     Avery D. Niles, Commissioner</p>	

**I. POLICY:**

The Department of Juvenile Justice shall provide a training program for staff that meets training requirements as determined by job relevance. Staff may be required to participate in mandatory annual training and specialized training depending on job specifications.

**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, on-line, or specialized training to achieve their required annual training hours.

**Basic Juvenile Correctional Officer Training (BJCOT):** A 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 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 Probation/Parole Specialists assigned supervision of juveniles under intensive supervision (assigned to High Intensity Team Supervision (HITS) Units).

**Basic Community Service Supervision Training (BCST):** A training program that serves as the Agency’s basic training program for the community direct care staff.

**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.

**Facility Non-Security Basic Training:** A training program for facility non-security assigned personnel that provides general safety and security information.

Chapter	Subject	Policy #	Page
TRAINING AND STAFF DEVELOPMENT	SECURITY STAFF TRAINING REQUIREMENTS	4.5	2 of 10

**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 DJJ 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.

**Office of Training Regional 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 within their assigned region. Regional Training Coordinators directly supervise Facility Based Trainers.

**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 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. On-the-Job Training 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, on-the-job training, conferences, independent reading, policy reviews, online training, etc. Training programs include defined requirements for completion and attendance recording.

Chapter	Subject	Policy #	Page
TRAINING AND STAFF DEVELOPMENT	SECURITY STAFF TRAINING REQUIREMENTS	4.5	3 of 10

**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 Annual Training Program developed by the Office of Training will:
1. Be planned, coordinated, and implemented by qualified employees under the general direction and supervision of the Director of Training;
  2. Be approved by the Department Training Advisory Committee;
  3. Identify the sequence of training for professional development based on job classification;
  4. Be reviewed and updated annually; and
  5. Serve as the basis for the development of the semi-annual course description guide, master training plan, new employee orientation plan, and individual training plan.
- B. The Course Description Guide will:
1. Be presented by the Office of Training to the field twice a year;
  2. Present a list of all courses and classes offered;
  3. Present dates and times of the courses and classes to be offered;
  4. Provide a synopsis of each course or class, to include program hours, target group, learning objectives, and pre-requisite training required;
  5. Provide necessary training material and site location;
  6. Present enrollment information; and
  7. Provide instructor name and title.
- C. All trainings offered for POST training credit will be delivered or proctored by a POST Certified Instructor. Lesson plans for courses to be delivered by a POST Certified Instructor for POST training credit will be developed in accordance with POST standards.

Exceptions are:

Chapter	Subject	Policy #	Page
TRAINING AND STAFF DEVELOPMENT	SECURITY STAFF TRAINING REQUIREMENTS	4.5	4 of 10

1. External trainings or college courses that are approved by the Director of Training; and
  2. Professional Development Course curricula presented by subject matter experts not assigned to the Office of Training.
- D. Lesson plans for training developed and delivered at the facility or office level will be submitted to the assigned Office of Training Regional Coordinator for approval by the Office of Training Director or Assistant Director.
1. The approval will be obtained prior to the delivery of the training;
  2. The lesson plan will be reviewed annually by the assigned Regional Coordinator; and
  3. Any lesson plan revisions will be submitted by the facility/office to the assigned Regional Coordinator for approval by the Office of Training Director or Assistant Director.
- E. All DJJ staff will have access to the Georgia DJJ Training library website. The electronic library will include course manuals, training updates, training calendars, and course descriptions.
- F. All new DJJ and contract staff will complete the New Employee On-the-Job Training (OJT) program in accordance with DJJ 4.2, New Employee On-the-Job Training.
- G. All employees will receive the required number of training hours outlined in the Training Matrix (Attachment A) and in accordance with their job classification.
- H. Staff may be required to complete other specialized training as required by their assigned job responsibilities.
- I. The Office of Training will provide training in the DJJ 8.30, Use of Force, and all approved techniques allowed by DJJ Policy.
- J. Staff members who are unable to participate in the physical activities of a training program will not be scheduled or will be removed from the training program. 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 in the training program.
  2. The Director of Training or designee will notify the employee's supervisor and next level supervisor.

Chapter	Subject	Policy #	Page
TRAINING AND STAFF DEVELOPMENT	SECURITY STAFF TRAINING REQUIREMENTS	4.5	5 of 10

- 3. Medical clearance in accordance with DJJ 3.18, Fitness for Duty, will be required prior to returning to the training program.
- K. 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.)
- L. The Training Resource Information System (TRIS) and hard copies of staff training records will be maintained by the Facility Based Trainers in accordance with DJJ 4.1, Training Program.
- M. Contract, volunteers 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 facility youth. At a minimum, this will include CPR/First Aid Certification and any additional high liability training programs which are determined to be critical in the performance of their job duties.
- N. Employees assigned to work with specialized populations will receive training related to the specific job function. Specialized training will be coordinated by the appropriate division head or designee in collaboration with the Office of Training.
- O. Applicable training by outside sources may be utilized for annual training requirements in accordance with DJJ 4.1, Training Program.

**IV. FACILITY STAFF:**

- A. All newly hired secure facility staff will be provided location-specific OJT.
- B. All secure facility staff will be provided information in the required OJT topics:
  - 1. Division Chain of Command;
  - 2. Facility Chain of Command;
  - 3. Facility Emergency Procedures;
  - 4. Facility Environmental Health and Safety Plan;
  - 5. Facility Tool and Key Control; and
  - 6. Specific Job Responsibilities.
- C. All facility staff will be provided annual training on the Code of Ethics (DJJ 3.10, Standards of Conduct and Ethics).

Chapter	Subject	Policy #	Page
TRAINING AND STAFF DEVELOPMENT	SECURITY STAFF TRAINING REQUIREMENTS	4.5	6 of 10

- D. Sworn staff will complete the Basic Juvenile Correctional Officer’s Course during their first 6 months of employment.
- E. Non-sworn staff working at a secure facility will complete the Basic Non-Security Course during their first year of employment.
- F. All facility staff will receive the required number of training courses and training hours outlined in the Training Matrix (Attachment A) according to their job classification.
- G. Cadets cannot be responsible for the sole supervision of youth or perform any function of a certified Juvenile Correctional Officer prior to completion of BJCOT. Cadets who have not completed BJCOT cannot be assigned to a post where they will be responsible or it would appear they are responsible for the sole supervision of youth. Cadets who have not completed BJCOT and the final FTO sign-off process will supervise youth only under the direct supervision of a POST certified officer and under the guidance of the FTO.
- H. It is the responsibility of the certified JCO to maintain current certification as a Juvenile Correctional Officer by:
  - 1. Maintaining POST Certification through completion of the required twenty hours of annual training;
  - 2. Completing POST Re-Certification requirements, in accordance with POST standards; and
  - 3. Completing the required annual in-service training in accordance with DJJ 4.4, POST Annual Training Requirements.
- I. 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:
    - a) Receipt of a POST Form 2 (P2); within 15 business days of hire;
    - b) Complete the New Employee OJT within 15 business days of hire;
    - c) Complete the online OJT test with a minimum passing score of 80 percent within 15 days of hire; and
    - d) Completion of eight hours of AHA First Aid/CPR/AED within 30 days of hire.

Chapter	Subject	Policy #	Page
TRAINING AND STAFF DEVELOPMENT	SECURITY STAFF TRAINING REQUIREMENTS	4.5	7 of 10

2. The Director will ensure all Cadets attend BJCOT within 90 days of their hire date, or at the first available BJCOT class after completion of all pre-requisites, whichever comes first. Cadets who fail to meet the prerequisites after 90 days are subject to termination.
3. The Director may request one extension from the Deputy Commissioner of secure facilities for a Cadet to attend BJCOT beyond the 90 days. The extension will include:
  - a) Facility Director's name and location;
  - b) Cadet's name and employment date;
  - c) Cadet's status in the POST application process (Submitted, First Attestation, Second Attestation);
  - d) Reason for delay in POST application; and
  - e) Director's plan for Cadet to complete BJCOT.
4. If an extension is approved and the Cadet has not enrolled into BJCOT within 30 days of receiving the extension, the Cadet is subject to termination.
5. 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.
6. 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.
7. 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 newly hired community services office staff will be provided OJT in accordance with DJJ 4.2, New Employee On the Job Training.
- B. All community services office staff will be provided information in the required OJT topics:

Chapter	Subject	Policy #	Page
TRAINING AND STAFF DEVELOPMENT	SECURITY STAFF TRAINING REQUIREMENTS	4.5	8 of 10

1. Division Chain of Command;
  2. Office Chain of Command;
  3. Office Emergency Procedures;
  4. Office Environmental Health and Safety Plan;
  5. Office Tool Control and Key Control; and
  6. Specific Job Responsibilities.
- C. All community services office staff will be provided annual training on the Code of Ethics. (See DJJ 3.10, Standards of Conduct and Ethics.)
- D. All community services office staff will receive the required number of training courses and training hours outlined in the Training Matrix (Attachment A) according to their job classification.
- E. JPPS staff will not be assigned an independent caseload (without FTO supervisor oversight) until successful completion of New Employee OJT, and BCST or BJPOT.
- F. Full-time staff that transfers from a secure facility to a community service office must attend the appropriate basic training program and Community OJT program.
- G. Basic Juvenile Probation Officer Training (BJPOT):
1. Each JPM will ensure that Cadets meet the following pre-requisites for BJPOT within the timeframes required by policy:
    - a) Receipt of a POST Form 2 (P2) within 30 business days of hire;
    - b) Complete the New Employee OJT within 15 business days of hire;
    - c) Complete the online OJT test with a minimum passing score of 80 percent within 15 business days of hire; and
    - d) Completion of eight hours of AHA First Aid/CPR/AED within 30 days of hire.
  2. The JPM will ensure all Cadets attend BJPOT within 90 days of their hire date, or at the first available BJPOT class after completion of all pre-requisites, whichever comes first. Cadets who fail to meet the pre-requisites after 90 days are subject to termination.

Chapter	Subject	Policy #	Page
TRAINING AND STAFF DEVELOPMENT	SECURITY STAFF TRAINING REQUIREMENTS	4.5	9 of 10

3. The JPM may request one extension from the Deputy Commissioner of Community Services for a Cadet to attend BJPOT beyond the 90 days. The extension will include:
  - a) JPM's name and location;
  - b) The Cadet's name and employment date;
  - c) The Cadet's status in the POST application process (Submitted, First Attestation, Second Attestation);
  - d) Reason for delay in POST application (if applicable);
  - e) JPM's plan for Cadet to complete BJPOT; and
  - f) If an extension is approved and the Cadet has not enrolled into BJCOT within 30 days of receiving the extension, the Cadet is subject to termination.
4. HITS Officers who are not actively serving as an officer for more than 12 continuous months must successfully complete BJPOT before being responsible for the sole supervision of youth. A new POST application will not be required.
5. Cadets who are removed from BJPOT for academic reasons may be registered to attend the next BJPOT course with review from the Academy Director and the JPM. Cadets who are removed from BJPOT more than twice may be registered to attend the next BJPOT after review from the Academy Director, Regional Administrator, and with written approval from the Director of Training.
6. Cadets who are removed from BJPOT for disciplinary reasons will be reported to the POST Council and placed under POST review. Cadets will be permitted to return to BJPOT upon clearance by the POST Council.

**VI. CENTRAL OFFICE STAFF:**

- A. All newly hired central office staff will be provided OJT.
- B. All central office staff will be provided information in the required OJT topics:
  1. Division Chain of Command;
  2. Office Chain of Command;
  3. Central Office Emergency Procedures;

Chapter	Subject	Policy #	Page
TRAINING AND STAFF DEVELOPMENT	SECURITY STAFF TRAINING REQUIREMENTS	4.5	10 of 10

- 4. Central Office Environmental Health and Safety Plan;
  - 5. Central Office Key Control; and
  - 6. Specific Job Responsibilities.
- C. All central office staff will be provided annual training on the Code of Ethics (see DJJ 3.10, Standards of Conduct and Ethics).
  - D. All central office staff will complete the New Employee OJT program during their first year of employment.
  - E. All central office staff will receive the required number of training courses and training hours outlined in the Training Matrix (Attachment A) according to their job classification.

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