



DEPARTMENT OF JUVENILE JUSTICE

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TRANSMITTAL #11-10

TO: DJJ Staff

FROM: Amy V. Howell
Commissioner

RE: DJJ 3.18, Fitness for Duty
DJJ 3.52, Background Investigations
DJJ 4.1, Training Program
DJJ 4.2, Security Staff Training Requirements
DJJ 4.3, Community Services Staff Training Requirements
DJJ 4.4, Non-Security Staff Training Requirements
DJJ 8.32, Security Emergency Response Team

DJJ 3.18, Fitness for Duty, states that the Department of Juvenile Justice staff shall be physically and mentally capable of performing assigned duties, have a background investigation and fingerprint check that indicates suitability for employment, and possess valid professional credentials when required. This policy replaces the existing DJJ 3.18, Fitness for Duty. This policy does not require local operating procedures. The following changes were made to the policy:

- The definition of "crime" was changed.
- The employee may submit a written request that the first 30 days of the suspension be approved as authorized leave without pay and that all accumulated deferred holiday time, Fair Labor Standards Act compensatory time and annual leave be paid in a lump sum. Any requests to use or be paid for sick leave will not be approved. Under no circumstances will the employee be permitted to return to duty in less than 30 days. If at the end of the authorized leave without pay the pending court action has not been resolved, the employee will be placed on suspension without pay for the remainder of the 60 days. (See Section III.G.2.g.)

DJJ 3.52, Background Investigations, states the Department of Juvenile Justice shall conduct background investigations on applicants, volunteers, interns, contractors, and on potential non-parental home placements or visits. This policy replaces the existing DJJ 3.52, Background Investigations. This policy does not require local operating procedures. Substantial changes were made to this policy so review entire document.

DJJ 4.1, Training Program, states that the Department of Juvenile Justice shall provide a training program for all employees, contractors, volunteers, and interns that is job-relevant and meets all legal requirements. This policy replaces 4.1, Training Program. This policy does not require local operating procedures.

- 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. (See Definitions)
- An advisory training committee will meet at minimum twice a year to review progress and resolve any problems. (See Section III.C.)
- The Director of Training will prepare a master training plan and written evaluation of the training program annually. (See Section III.D.)

- The DJJ Training Academy Director and the Training Program Managers will: Develop a training plan designed to support the master training plan and address staff training needs in their area of assignment. (See Section III.E.)
- Each training plan must be approved by the Director of Training. (See Section III.F.)
- On-Site Training Coordinators will: Utilize TRIS to register all facility/office staff for training. (See Section III.G.)
- All DJJ training requests will be made via the Training Resource Information System (TRIS). (See Section III.K.)
- TRIS will be maintained by the on-site training coordinator. (See Section III.M.1.)
- The facility/office On-Site Training Coordinator will review the training records monthly to ensure staff receive training as required by policy. The On-Site Training Coordinator will submit a written report (Attachment B) by the second Friday of the following month to the facility Director for review and signature. An electronic copy will also be forwarded to the Staff/Development Training Coordinator. (See Section III.M.3.)
- The Office of Training will review the training records of each facility and office quarterly to identify any staff who have not received the required training hours. (See Section III.M.4.)
- Applicable training by outside sources may be utilized for annual training requirements and 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. (See Section III.N.1.)

DJJ 4.2, Security Staff Training Requirements, states that the Department of Juvenile Justice shall provide a training program for security staff that is job-relevant and meets all legal requirements. This policy replaces the existing DJJ 4.2, Security Staff Training Requirements. This policy requires local operating procedures. The following changes were made to the policy:

- 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. (See Definitions)
- 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. (See Definitions)
- Cadets must 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 for the sole supervision of youth. (See Section III.B.)
- 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. (See Section III.J.)
- 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. (See Section III.L.)
- Applicable training by outside sources may be utilized for annual training requirements and 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. (See Section III.M.)
- The Office of Training will develop the on-the-job training (OJT) program. (See Section IV.A.)
- The On-Site Training Coordinator will forward an electronic copy of the OJT Checklist to the Staff Development/Training Coordinator within 5 business days of OJT completion. (See Section IV.C.)
- New full-time employees will complete a pre-service training program during the next scheduled class after the completion of OJT (which is completed within the first 48 working hours after their hire/transfer date).

(See Section V.A.)

- The facility 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 facility Director may request one extension from the Deputy Commissioner of Youth Services for a Cadet to attend BJCOT beyond the 90 days. The Director of Human Resources will determine the action to be taken for Cadets who do not complete BJCOT within the 90 days or extended period based on the circumstances. (See Section VI.B.)
- JCOs who are not actively serving as a JCO for more than 12 continuous months must successfully complete a training program to be prescribed by the Director of Training before being responsible for the sole supervision of youth. A new POST application will not be required. (See Section VI.C.)
- JCOs will attend annual training within 12 months of their graduation from BJCOT, and annually thereafter. (See Section VII.A.)

DJJ 4.3, Community Services Staff Training Requirements, states that the Department of Juvenile Justice shall provide a training program for community services staff that is job-relevant and meets all legal requirements. This policy replaces the existing DJJ 4.3, Community Services Staff Training Requirements. This policy requires local operating procedures. The following changes were made to the policy:

- 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. (See Definitions)
- Community Services staff will receive the required number of training hours outlined in the Training Matrix (Attachment A). (See Section III.A.)
- The Office of Training will develop the on-the-job training (OJT) program. (See Section III.C.)
- All part-time staff will complete 24 hours of OJT that includes 16 hours of operating procedures and 8 hours of personnel policies. (See Section III.C.2.)
- JPPS staff will not work independently with clients until successful completion of OJT, pre-service training, and Basic I. (See Section III.C.4.)
- New full-time employees will complete a pre-service training program. The training will take place prior to the undertaking of the job assignment. (See Section III.D.1.)
- New part-time employees will complete 8 hours of First Aid and CPR training facilitated by the Office of Training. (See Section III.D.3.)
- Full-time staff that transfer from a secure facility to a community service office will be required to attend the Comprehensive Risk and Needs Assessment training offered during pre-service, and will be exempt from the rest of the course. (See Section III.D.4.)
- Applicable training by outside sources may be utilized for annual training requirements and 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. (See Section III.F.)

DJJ 4.4, Non-Security Staff Training Requirements, states that the Department of Juvenile Justice shall provide a training program for all program and education services staff that is job-relevant and meets all legal requirements. This policy replaces the existing DJJ 4.4, Non-Security Staff Training Requirements. This policy requires local operating procedures.

- 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. (See Definitions)
- Non-security staff will receive the required number of training hours outlined in the Training Matrix (Attachment A). (See Section III.A.)
- The Office of Training will develop the on-the-job training (OJT) program. (See Section III.C.1.)
- All full-time, part-time, and temporary employees, as well as interns/volunteers, working in a secure facility

- must complete an on-the-job training. (See Section III.C.2.)
- All non-security staff will complete the OJT Checklist (Attachment B) appropriate for their position. If the position is not specified on Attachment B, the Security Staff OJT Checklist will be used. (See DJJ 4.2, Security Staff Training Requirements). (See Section III.C.3.)
- New full-time employees will complete a pre-service training program at the next class offered after the employee's hire date. (See Section III.D.1.)
- 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. (See Section III.D.3.)
- Employees assigned to work with specialized populations of youth with mental illness, youth with sexually harmful behaviors, or violent youth will receive training related to this specific job function during Basic Training, at a minimum. Specialized training will be conducted or coordinated by the Office of Training or a consultant or adjunct instructor with lesson plans approved by the Director of Training. (See Section III.F.)
- Applicable training by outside sources may be utilized for annual training requirements and 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. (See Section III.G.)

DJJ 8.32, Security Emergency Response Teams, states that Department of Juvenile Justice secure facilities may operate a Security Emergency Response Team to assist other staff and enhance facility safety and security. This is a new policy. This policy requires local operating procedures.

INSTRUCTIONS:

DJJ Policy Manual

Remove the following policies from the policy manual

- DJJ 3.18, Fitness for Duty
- DJJ 3.52, Background Investigations
- DJJ 4.1, Training Program
- DJJ 4.2, Security Staff Training Requirements
- DJJ 4.3, Community Services Staff Training Requirements
- DJJ 4.4, Non-Security Staff Training Requirements

Place the following policies in the policy manual

- DJJ 3.18, Fitness for Duty
- DJJ 3.52, Background Investigations
- DJJ 4.1, Training Program
- DJJ 4.2, Security Staff Training Requirements
- DJJ 4.3, Community Services Staff Training Requirements
- DJJ 4.4, Non-Security Staff Training Requirements
- DJJ 8.32, Security Emergency Response Team

Make the proper notations