

**Security Staff
On-The-Job Training Checklist**

Employee: _____	Employee ID #: _____
Title: _____	First Day of Employment: _____
Supervisor: _____	Title: _____
Date OJT Begins: _____	Date OJT Ends: _____
CPR/First Aid Expiration Date: _____ or CPR/First Aid Training Date: _____	

To be completed by new, transferred and re-assigned security employees.
All sections to be completed by Supervisor or On-Site Training Coordinator (OTC)

TOPIC	DATE COMPLETED	EMPLOYEE INITIALS	SUPERVISOR or OTC INITIALS
A. WELCOME TO NEW EMPLOYEE			
1 DJJ Mission / Vision			
2 DJJ Core Values			
3 DJJ Wildly Important Goals			
4 Standard of conduct / ethics			
5 Review of Executive Order (see Attachment C, DJJ 8.22)			
6 Introduction of staff			
7 Chain of Command / Organizational Chart of facility/office and agency (incl. regions & districts)			
8 Tour of entire facility			
B. DRESS CODE			
1 Uniformed staff dress code (DJJ policy)			
C. GENERAL SAFETY AND SECURITY			
1 View staff orientation videos			
2 View youth orientation videos			
3 Supervision of Youth			
4 Searches			
5 Contraband (from youth, staff and visitors)			
6 Tool Control Procedure			
7 Key Control Procedure			
8 Awareness of Electronic Monitoring System (Detex or Guardman)			
9 Awareness of Count Procedures/ Accountability of Youth			
10 Youth Movement			
11 Transporting or Escorting Youth			
12 Use of logbooks			
D. INTAKE			
1 General intake procedures			
2 Classification of youth			
3 Medical Intake Screening			

Sample Employee Training Checklist

Lingsheng Yao



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