#### 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	l l					
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						
Ю.	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						

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**Michael Seilmaier** 

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