

## 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
<b>A. WELCOME TO NEW EMPLOYEE</b>			
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>B. DRESS CODE</b>			
1 Uniformed staff dress code (DJJ policy)			
<b>C. GENERAL SAFETY AND SECURITY</b>			
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			
<b>D. INTAKE</b>			
1 General intake procedures			
2 Classification of youth			
3 Medical Intake Screening			

# Sample Employee Training Checklist

**Kathy Rockel**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the name bar.

## **Sample Employee Training Checklist:**

## Unveiling the Power of Verbal Beauty: An Psychological Sojourn through **Sample Employee Training Checklist**

In some sort of inundated with monitors and the cacophony of instantaneous transmission, the profound power and emotional resonance of verbal beauty usually fade in to obscurity, eclipsed by the constant barrage of sound and distractions. Yet, situated within the musical pages of **Sample Employee Training Checklist**, a charming perform of fictional brilliance that pulses with organic feelings, lies an wonderful trip waiting to be embarked upon. Written by way of a virtuoso wordsmith, that enchanting opus guides readers on a psychological odyssey, delicately revealing the latent possible and profound influence stuck within the intricate web of language. Within the heart-wrenching expanse of this evocative analysis, we can embark upon an introspective exploration of the book is key subjects, dissect their fascinating writing design, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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