

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

DJ Losen



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