

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

SA Adler



Sample Employee Training Checklist:

Whispering the Secrets of Language: An Psychological Quest through **Sample Employee Training Checklist**

In a digitally-driven earth wherever screens reign supreme and instant connection drowns out the subtleties of language, the profound strategies and emotional subtleties hidden within phrases usually go unheard. However, situated within the pages of **Sample Employee Training Checklist** a interesting literary treasure sporting with natural thoughts, lies a fantastic quest waiting to be undertaken. Composed by a talented wordsmith, that marvelous opus invites readers on an introspective journey, gently unraveling the veiled truths and profound impact resonating within the material of each word. Within the emotional depths of this moving review, we can embark upon a heartfelt exploration of the book is key subjects, dissect its fascinating writing design, and succumb to the powerful resonance it evokes deep within the recesses of readers hearts.

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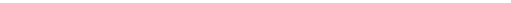
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