

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

Tom Szuba



Sample Employee Training Checklist:

Eventually, you will definitely discover a supplementary experience and talent by spending more cash. nevertheless when? pull off you bow to that you require to acquire those all needs like having significantly cash? Why dont you attempt to get something basic in the beginning? Thats something that will lead you to comprehend even more more or less the globe, experience, some places, following history, amusement, and a lot more?

It is your categorically own time to perform reviewing habit. along with guides you could enjoy now is **Sample Employee Training Checklist** below.

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