

# **Security Staff On-The-Job Training Checklist**

<b>Employee:</b> _____	<b>Employee ID #:</b> _____
<b>Title:</b> _____	<b>First Day of Employment:</b> _____
<b>Supervisor:</b> _____	<b>Title:</b> _____
<b>Date OJT Begins:</b> _____	<b>Date OJT Ends:</b> _____
<b>CPR/First Aid Expiration Date:</b> _____ <b>or CPR/First Aid Training Date:</b> _____	

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

**Léo Pomar**



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