Georgia Juvenile Justice Training Academy

Basic Juvenile Correctional Officer Training

BJCOT is a 160 hour training program that serves as the department’s mandated training program for sworn security personnel and meets the standards for peace officer certification as set forth by Peace Officers Standards and Training Council. The individual components of BJCOT cover a wide range of topics from Adolescent Development, Team Building, Conflict Resolution, Suicide Prevention, Mental and Medical Health, and Crisis Intervention, to such areas as Physical Control Measures, Tool and Key Control, and Fire Safety.

Course Pre-requisites: Facilities On-the-Job training and Facilities Pre-Service

Course Length: 160 Hours

Course Dates:  June 4 – 29
July 9 – August 3
August 13 – September 7
September 17 – October 12
October 22 – November 16
November 26 – December 21

Field Operations Pre-Service

All registration for Field Operations Pre-Service should be sent to: Registrar, DJJ Training Academy, 1000 Indian Springs Drive, Forsyth, Ga., 31029 or fax to (478) 993-3016. Please use the Training Request Form designated for Field Operations Pre-Service.

This course provides a general overview of the Department of Juvenile Justice and the Division of Field Operations, its mission, employee responsibilities and agency policies. Also included is CPR and First Aid training. All employees new to DJJ Field Operations must attend this training program.

NOTE: THIS TRAINING PROGRAM INCLUDES SOME PHYSICAL ACTIVITY

Course Pre-requisite: Field Operations On-the-Job training

Course Length: 40 Hours

Course Dates:  June 25 – 29
July 23 – 27
August 20 – 24
September 24 – 28
October 22 – 26
November 26 – 30
December 10 – 14

Basic I
Basic I is the first level of Academy based training for non-security personnel. This course includes topics that are similar to those offered in the BJCOT program such as Team Building, Legal Issues, Medical and Mental Health, Suicide Prevention, Fundamentals of Adolescent Development, Child Abuse, Substance Abuse, Standards of Conduct, Medical Special Needs, and Cultural Diversity. Testing includes a pre-test on the first day and a final test administered at the end of the course.

Course Pre-requisite: Facilities Pre-Service

Course Length: 40 Hours

Course Dates:  
July 9 – 13  
August 13 – 17  
October 1 – 5  
November 5 – 9

Field Operations Basic I

Basic I for Field Operations staff include topics that are relevant to Field Operations issues.

Course Pre-requisite: Field Operations Pre-Service

Course Length: 40 Hours

Course Dates:  
June 4 – 8  
August 6 – 10  
October 15 – 19  
December 3 – 7

Basic II

Basic II is the second level of Academy based training for staff in non-security positions and follows the continuum of offering essentially similar courses as those in the BJCOT program. Course topics are Stress Awareness, Accountability and Control, Building Influential Relationships, Interpersonal Communications, Crisis Intervention, Behavior Management, Report Writing, Emergency Response, Making Effective Requests, and Listening to Understand. As in Basic I, a pre-test and final examination will be administered.

Course Pre-requisite: Facilities Basic I

Course Length: 40 Hours

Course Dates:  
July 16 – 20  
August 20 – 24  
October 22 – 26  
November 26 – 30

Field Operations Basic II
Basic II for Field Operations staff includes topics that are relevant to Field Operations issues.

Course Pre-requisite: Field Operations Basic I

Course Length: 32 Hours

Course Dates: July 9-12
              September 10 – 13
              November 5 – 8

**Basic III**

Basic III is the third in a series of non-security training. This program is structured to train staff in the Integrated Classification Process, CRN part I and II, and the Semi-Structured Techniques. Students will participate in several practical exercises using the Semi-Structure Techniques. Students will also develop a service plan during this training program.

Course Pre-requisite: Facility or Field Operations Basic II

Course Length: 28 Hours

Course Dates: June 4-7
              July 30 – August 2
              August 27 – 30
              October 29 – 31
              December 3 – 5

**Custody and Housing Assessment Training Program**

To ensure a safe environment and secure operations, the Department of Juvenile Justice shall objectively classify and house youth according to standard criteria of risk, age, size, conduct, offense history, present legal charges and special needs. During this training students will be introduced to the Custody Assessment, Housing Assessment and Custody Reassessment Instruments and participate in a practical exercise completing these forms. All staff responsible for completing/reviewing Custody and Housing Assessments/Reassessments or determining the housing assignments of youth must successfully complete the Departmental training offered by the DJJ Training Academy.

Course Length: 6 Hours

Course Date: September 21
              December 14

**Facility Based Investigator Entrance Exam**

All candidates submitted for field based investigation training must successfully complete pre-screening exams before becoming eligible to attend the 40-hour certification class. Candidates are given a series of exams designed to measure knowledge of DJJ policy, spelling proficiency, and report writing skills. Students completing the exams with a minimum overall average score of 80% become eligible to attend
the 40-hour certification class. Persons selected as candidates for taking the pre-screening exams must meet the following qualifications:

• Potential candidate for promotion to: Assistant Director of the facility/program, Assistant District Director, Juvenile Program Manager, or Juvenile Correctional Officer with a rank of Lieutenant or above.

• Have a minimum of two years experience in adult/juvenile corrections, police, or other investigative work; or, in the delivery of client-based services to juvenile offenders and at-risk youth in a community/residential setting.

• Have demonstrated report writing and analytical skills.

• Possess good interpersonal and communication skills.

• Have no history of formal disciplinary actions within the past two years.

In facilities/programs that do not have staff designated as “lieutenant,” applicant must meet or hold a position with responsibility for the supervision of direct care staff that is no more than two levels from the facility Director in the chain of command.

To prepare for the exams candidates should become familiar with the following policies:

8.12 - USE OF PHYSICAL CONTROL MEASURES
8.13 - RESTRAINT OF YOUTH
8.14 - REPORTING CHILD ABUSE, SEXUAL ABUSE/EXPLOITATION, AND NEGLECT
8.15 - SPECIAL INCIDENTS
21.2 - FUNCTIONS OF THE OFFICE OF INVESTIGATIONS AND APPREHENSIONS
21.3 - FIELD-BASED INVESTIGATIONS
21.4 - INTERNAL INVESTIGATIONS

Prior exam date: June 29, 2007  (space available)

Test Dates:   September 17
             October 9

Testing begins at 10:00 AM

Facility Based Investigators (FBI) Certification Training

All registration for Facility Based Investigator Certification Training should be sent to: Registrar, DJJ Training Academy, 1000 Indian Springs Drive, Forsyth, Ga., 31029 or fax to (478) 993-3016.

The Department of Juvenile Justice insures that all allegations of child abuse, serious personal injury, and other unfavorable incidents in DJJ facilities and programs are investigated without undue delay. The Department of Juvenile Justice utilizes trained and qualified employees as Field-Based Investigators. These employees conduct preliminary investigations of allegations of abuse. This 40-hour program is designed to prepare designated staff to conduct preliminary investigations of certain special incidents occurring at a facility or program. This includes the collection of staff, youth, and witness statements and the preservation of any physical or forensic evidence that may be discovered as a result of any physical control measure incident that may occur within DJJ facilities or programs.
Prerequisite for attendance to this training is as follows:

1. Meet the minimum qualifications outlined in DJJ Policy 21.3, for selection as a FBI candidate, and;

2. Successful completion of the FBI pre-screening exams with an average minimum passing score of 80%. (FBI pre-screening exams are periodically announced by the Office of Training via e-mail)

Course Length: 40 Hours

Course Dates: August 13-17
November 5-9

**Facility Based Investigators (FBI) In-Service Training**

*All registration for Facility Based Investigator In-Service Training should be sent to: Registrar, DJJ Training Academy, 1000 Indian Springs Drive, Forsyth, Ga., 31029 or fax to (478) 993-3016.*

This training program is designed to satisfy the annual refresher training for agency FBI staff as outlined in DJJ policy.

Prerequisite for attendance to this training is as follows:

1. Successful completion of the 40 hour FBI training program.

Course Length: 20 Hours

Course Dates: June 13 – 15
September 19-21
October 17-19
December 10-12

**Lieutenants and Captains Specialized Training Program**

This is a mandatory training for all Captains/Lieutenants assigned to the YDC’s and RYDC’s. This new course will provide an opportunity for attendees to enhance their supervisory skills and obtain a refresher of security staff responsibilities to include: legal liabilities of supervisors, define the roles of captains and lieutenants, effective techniques in managing requests, and conducting an effective shift briefing, and to include time management. Additional subtopics: reviewing special incidents and disciplinary reports for proper documentation, as well as their specific security responsibilities.

Attendance to this training is currently limited to Captains / Lieutenants

Course Length: 16 Hours

Course Dates: August 20 – 21
October 9 – 10
December 6 - 7
Management Development Training

MANAGEMENT DEVELOPMENT PROGRAM - (MDP)

Purpose: The Management and Leadership Development Training Unit exists to assist in the development of a valued and productive workforce, which produces the agency’s sought-after results in organizational success, improved morale, and increased collective performance. Through applicable skills development that includes assessments, analyses, practices and applications, DJJ managers shall be afforded the opportunity to enhance management and leadership skills while building important relationships with other DJJ managers and supervisors.

MDP Certifications:
The Management Development Program is comprised of three levels: Level I, Level II, and Level III.

Level I Certification
Level I is required for all Supervisors and Managers. This level is comprised of two components (Component 1 and 2). Upon completion of the requirements of Level I, the participant will receive a certificate from the Office of Training. A description of components 1 and 2 follows.

Component 1 (Includes Discipline without Punishment, Performance Management Program, and other topics. This course replaces the stand-alone DWOP and PMP.)

All Training Request Forms for Component #1 should be sent to:
Georgia Juvenile Justice Training Academy
1000 Indian Springs Dr.
Forsyth, Georgia 31029
or Fax to: (478) 993-3016

Note: The form labeled “Training Request Form for Component 1 only” can be found under “Program Forms – Management Development Programs Webpage.” There you will find a link to all MDP Training Request Forms.

Component 1 is the first level of the Management Development Program. This training is required for all level supervisors and managers. This course includes Discipline without Punishment (DWOP) and Performance Management Program (PMP). In addition, the individual will receive Introduction to Management Development Training, the DJJ Organizational Structure, and Personal and Professional Development. This course should be completed within 90 days of hire or promotion date.

Course Length: 4 Days

Course Dates: July 17 – 20 @ Forsyth
September 10 – 13 @ Forsyth
November 13 – 16 @ Forsyth

Note: Each component will serve as a pre-requisite for the next component. After the successful completion of Component 1, individuals will request Component 2 (and all other components) via a Management Development Program Training Request form. Classes for all MDP courses will be filled on a first come, first served basis.

Component 2
All Training Request Forms for Component #2 should be sent to:
Component 2 is the second level of the Management Development Program. This training is required for all level supervisors and managers. This course includes three key topic areas (listed below) and will replace the current New Supervisor’s Training.

Key Topic Areas:
I. Personnel Issues (i.e. Recruitment and Selection, Behavior Based Selection, Administrative Law, Matters Regarding Leave, Work Hours, Workers Compensation, and Pay.)
II. Introduction to Management Styles, Managing for Success, Building Commitment, Dealing with Change, and Ethics & Professionalism.
III. Cultural Competency

Course Pre-requisite: Successful completion of Component 1

Course Length: 5 Days

Course Dates: August 13 – 17 @ Forsyth
October 29 – November 2 @ Forsyth
December 3 – 7 @ Forsyth

Completion of the Type I Certification will end the requirement for Clerical, Supply, Food Service, & Maintenance Staff. Individuals in the listed groups may be nominated by their supervisors for additional Management classes and/or certifications. The division’s executive manager or a designee shall approve all nominations for Management classes beyond the required certification level.

Type II Certification:

Type II Certification is required for Professional/Specialist supervisors, i.e., JPPS series, Counselors, Social Workers, Psychologist, Educators, Diagnosticians, Librarians, Health Care staff, Recreation Specialists, Direct Care Supervisors, and JCO/Security Supervisors. This level is comprised of two components: Component #3 and #4. Upon completion of the requirements of this level, the participant will receive a certificate from the Office of Training. A description of Components 3 and 4 follows:

All Training Request Forms for Components 3 and 4 should be sent to:
Georgia Department of Juvenile Justice-Office of Training
Management Development Program
3408 Covington Highway, 1st Floor
Decatur, Georgia 30032
or Fax to: (404) 508-7297

Note: The form labeled “Training Request Form (for MDP Component 2-6)” can be found under “Program Forms.” There you will find a link to all MDP Training Request Forms.
Component 3
Component 3 is the third level of the Management Development Program. This course includes key topics which focus on Management Training, with specific topics that cover basic management theory, process and concepts with practical exercises and experience.

Course Pre-requisite: Successful completion of Component 2
Course Length: 5 Days
Course Dates: September 24 - 28 @ Callaway Gardens

Component 4
Component 4 is the fourth level of the Management Development Program. This course includes key topics which focus on Leadership Training, with specific topics that cover basic leadership theory, process and concepts with practical exercises and experience.

Course Pre-requisite: Successful completion of Component 3
Course Length: 5 Days
Course Dates: November 5 - 9 @ TBD

Completion of the Level II will end the requirement for all job classes indicated above. Individuals in the above listed groups may be nominated by their supervisors for additional Management classes and/or certifications. The division’s executive manager or a designee shall approve all nominations for Management classes beyond the required certification level.

Level III:

Level III is required for all managers and is optional for some supervisors. This certification is also optional for selected first line supervisory staff. The following positions are indicated as those for which this certification is desirable: Supervisory and managing Administrative personnel, i.e. Facility/Unit Directors, Assistant Directors, Business Managers, Personnel Directors, Program Directors and Managers, and Executive Level Personnel. This level is comprised of three components (Component 5a, 5b, and 6). Upon completion of the requirements of the Level III the participant will receive a certificate of completion in the Management Development Program from the Office of Training.

All Training Request Forms for Component 5a, 5b, and 6 should be sent to:
Georgia Department of Juvenile Justice-Office of Training
Management Development Program
3408 Covington Highway, 1st Floor
Decatur, Georgia 30032
or Fax to: (404) 508-7297

Note: The form labeled “Training Request Form (for MDP Component 2-6)” can be found under “Program Forms.” There you will find a link to all MDP Training Request Forms.

Component 5a
Component 5a is the fifth level of the Management Development Program. This introduces the participant to Imagine 21: Fast Track to Change, part I. This curriculum is designed to allow the individual to actualize personal growth. It is a video-driven course with facilitators and workbooks that promote individualized processing of information. Also in this component, the concept of project preparation and
coordination is explored.

Course Pre-requisite: Successful completion of Component 4
Course Length: 5 Days
Course Dates: June 18-22 @ Decatur
December 10 - 14 @ TBD

**Component 5b**
Component 5b is the sixth level of the Management Development Program. This is the continuation of the video-driven course, Imagine 21: Fast Track to Change, part 2. In addition, project selection and project review by peers will be completed.

Course Pre-requisite: Successful completion of Component 5a
Course Length: 5 Days
Course Dates: July 30 – August 3 @ TBD

**Component 6**
Component 6 is the final level of the Management Development Program. This component will concentrate on Franklin Covey’s 7 Habits of Highly Effective People. Participants will learn:

- How to improve focus, communication, and balance for yourself and your organization
- How to develop professional relationships for productive collaboration
- The importance of responsibility, accountability, and commitment
- Skills for increasing productivity by staying focused on the right things
- How to reduce conflict by understanding exactly what you can influence

This component provides a platform for participants to showcase assigned projects previously received in component 5b.

Course Pre-requisite: Successful completion of Component 5b.
Course Dates: TBD

*Peace Officers and Standards Training (P.O.S.T.) Instructor Training*

This intensive 80-hour course is designed for the employee whose primary duties will be training related or for the employee who has been selected to support the department’s training needs as an adjunct instructor. This is a two week program with a week break in between the sessions. Topics for this course range from Instructor Liability and Classroom Management, to Lesson Plan Development and Adult Learning. Students in this course will be required to develop and deliver an original lesson plan on a topic of their choice. Applicants for this course must submit a letter of recommendation from their respective appointing authority which includes a commitment to use the applicant to teach a minimum of three times per year.

This course meets the training criteria established by Georgia Peace Officers Standard and Training Council for General Instructor certification.

Course Length: 80 Hours
Course Dates:   September 17-21    (Week 1)
October 1-5         (Week 2)

### Support Staff Training

This 32-hour class will encompass topics specific to the duties assigned to support staff within the DJJ. Some of the subjects to be discussed in this course are: Customer Service, Attitudes, Professional Dress, Communication Skills, Standards of Conduct, and JTS refresher/update. In addition, staff will be given an opportunity to participate in hands-on computer training.

Course Length: 32 Hours

Course Dates: June 19 – 22
August 28-31
October 23-26

### Introduction to Fire Inspection Principles

This course was designed by the National Fire Academy to provide an introduction to fire inspection principles and practices illustrating the behavior of fire, the complexity of today’s building designs and systems, and their potential impact on life, environment, and property.

Course Length: 24 Hours

Course Dates: July 9 – 11
(A second offering to be added prior to December 2007.)