GEORGIA DEPARTMENT OF JUVENILE JUSTICE
OFFICE OF TRAINING
COURSE CATALOG

Michael McNeely
Deputy Commissioner
Division of Training and Personnel Services

Office of Training
3408 Covington Highway
Decatur, GA 30032
404-508-6567
This catalogue describes the course offerings presented by the Georgia Department of Juvenile Justice Office of Training and the credit hours offered to participants. The catalogue is a living document that changes as new courses are added and present courses are modified.

To take advantage of the courses listed and to see the scheduled dates, visit the online training calendars available on the Office of Training intranet page in the DJJ Intranet. You may access the intranet page by clicking the following link; username and password required: DJJ Course Calendar

You are responsible for gaining any necessary supervisory permission prior to registering for a class.

You are responsible for meeting any annual training requirements established in the DJJ Training Matrix outlined in DJJ Policy 4.2. You may access the training matrix by clicking the following link: DJJ Training Matrix
If you have any questions, contact the Office of Training or appropriate Training Unit Manager. Office of Training staff, locations and email addresses:

**DJJ Office of Training – Central Office**

3408 Covington Highway, Decatur, GA 30032

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Betsy Wetzel, Public Safety Training Instructor III
BetsyWetzel@djj.state.ga.us

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**DJJ Office of Training – Training Academy**

1000 North Indian Springs, Forsyth, GA 31029

(404) 993-4660

Neil Cannon, Academy Director
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Sigmund Morgan, Public Safety Training Instructor III
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Richard Payne, Public Safety Training Instructor III
RichardPayne@djj.state.ga.us

Annie Sams, Public Safety Training Instructor II
AnnieSams@djj.state.ga.us

Matthew Lipscomb-Ross, Public Safety Training Instructor I
MatthewLipscomb@djj.state.ga.us

Natasha Swift, Public Safety Training Instructor I
NatashaSwift@djj.state.ga.us
If you have any questions, contact the Office of Training or appropriate Training Unit Manager. Office of Training staff, locations and email addresses:

**DJJ Office of Training – Milledgeville**

- **800 North Glynn St., Milledgeville, GA 31061**

  - Christopher Thomas, Assistant Director Office of Training
    christopherthomas@djj.state.ga.us
  - Tania Appling, Northern Region Training Program Manager
    taniaappling@djj.state.ga.us
  - Gary Murphy, Southern Region Training Program Manager
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  - Antonio Banks, Public Safety Training Instructor III
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  - Stephanie Farmer, Public Safety Training Instructor III
    StephanieFarmer@djj.state.ga.us
  - Jason Kovarovic, Public Safety Training Instructor III
    jasonkovarovic@djj.state.ga.us
  - Calvin Waldroup, Public Safety Training Instructor II
    calvinwaldroup@djj.state.ga.us

**DJJ Office of Training – Augusta**

- **3481 Mike Padgett Highway, Augusta, GA 30906**

  - Roman Bing, Staff Development Training Coordinator II
    RomanBing@djj.state.ga.us
  - Billy Mosley, Public Safety Training Instructor III
    BillyMosley@djj.state.ga.us
If you have any questions, contact the Office of Training or appropriate Training Unit Manager.

Office of Training staff, locations and email addresses:

**DJJ Office of Training --- Public Safety Training Instructor I**

**Northern Region Facility Based Trainers List**

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<th>Name</th>
<th>Facility</th>
<th>Email Address</th>
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</thead>
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<tr>
<td>Zachary Brown, Martha K. Glaze</td>
<td>RYDC</td>
<td><a href="mailto:ZacharyBrown@djj.state.ga.us">ZacharyBrown@djj.state.ga.us</a></td>
</tr>
<tr>
<td>Willie Hunt, Marietta</td>
<td>RYDC</td>
<td><a href="mailto:WillieHunt@djj.state.ga.us">WillieHunt@djj.state.ga.us</a></td>
</tr>
<tr>
<td>Kendra Jones-Stately</td>
<td>Augusta</td>
<td><a href="mailto:KendraJones-Staley@djj.state.ga.us">KendraJones-Staley@djj.state.ga.us</a></td>
</tr>
<tr>
<td>Michael Mulkey, Bob Richards</td>
<td>RYDC</td>
<td><a href="mailto:MichaelMulkey@djj.state.ga.us">MichaelMulkey@djj.state.ga.us</a></td>
</tr>
<tr>
<td>Dan Roberts, Gainesville</td>
<td>RYDC</td>
<td><a href="mailto:DanRoberts@djj.state.ga.us">DanRoberts@djj.state.ga.us</a></td>
</tr>
<tr>
<td>Love Taylor, Atlanta</td>
<td>YDC</td>
<td><a href="mailto:LoveTaylor@djj.state.ga.us">LoveTaylor@djj.state.ga.us</a></td>
</tr>
<tr>
<td>Janie Kado, Augusta</td>
<td>YDC</td>
<td><a href="mailto:JaniceKado@djj.state.ga.us">JaniceKado@djj.state.ga.us</a></td>
</tr>
<tr>
<td>James Sims, Dekalb RYDC</td>
<td>Rockdale</td>
<td><a href="mailto:JamesSims@djj.state.ga.us">JamesSims@djj.state.ga.us</a></td>
</tr>
<tr>
<td>Corliesha Gray, Metro</td>
<td>RYDC</td>
<td><a href="mailto:CorlieshaGray@djj.state.ga.us">CorlieshaGray@djj.state.ga.us</a></td>
</tr>
<tr>
<td>Janice Kado, Augusta</td>
<td>YDC</td>
<td><a href="mailto:JaniceKado@djj.state.ga.us">JaniceKado@djj.state.ga.us</a></td>
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**Southern Region Facility Based Trainers List**

<table>
<thead>
<tr>
<th>Name</th>
<th>Facility</th>
<th>Email Address</th>
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</thead>
<tbody>
<tr>
<td>Vicki (Lynn) Hardeman</td>
<td>YDC</td>
<td><a href="mailto:LynnHardeman@djj.state.ga.us">LynnHardeman@djj.state.ga.us</a></td>
</tr>
<tr>
<td>David Wall (Andy)</td>
<td>RYDC</td>
<td><a href="mailto:DavidWall@djj.state.ga.us">DavidWall@djj.state.ga.us</a></td>
</tr>
<tr>
<td>Omar Rozier, Milledgeville ITU</td>
<td></td>
<td><a href="mailto:OmarRozier@djj.state.ga.us">OmarRozier@djj.state.ga.us</a></td>
</tr>
<tr>
<td>Maggie Plymale, Albany</td>
<td>YDC</td>
<td><a href="mailto:MaggiePlymale@djj.state.ga.us">MaggiePlymale@djj.state.ga.us</a></td>
</tr>
<tr>
<td>C lishea West, Eastman</td>
<td>YDC</td>
<td><a href="mailto:Clishea.West@youthservices.com">Clishea.West@youthservices.com</a></td>
</tr>
<tr>
<td>Loretta Kitchens, Sumter</td>
<td>YDC</td>
<td><a href="mailto:LorettaKitchens@djj.state.ga.us">LorettaKitchens@djj.state.ga.us</a></td>
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Basic Training Unit

**Basic Juvenile Correctional Officer Training**
Sigmund Morgan
Annie Sams
Natasha Swift
Matthew Lipscomb-Ross

**Basic Juvenile Probation Officer Training**

**Basic Community Service Training (Non-Mandated)**
Monaleto Irby
Betsy Wetzel

**Non-Security Facility Basic Training Unit**

**Facility Non-Secure Basic Training**
Sigmund Morgan

Basic training courses are held at the DJJ Academy on the grounds of the Georgia Public Safety Training Center
P.O.S.T. Mandated Courses

1. Basic Juvenile Correctional Officer Training (BJCOT)
2. Basic Juvenile Probation Officer Training (BJPOT)
3. Basic Law Enforcement Training (BLET)

Non P.O.S.T. Mandated Courses

1. Basic Community Services Training (BCST)
2. Facility Non-Security Basic I Training
3. Facility Non-Security Basic II Training
BASIC JUVENILE CORRECTIONAL OFFICER TRAINING (BJCOT)

200 P.O.S.T. HOURS  

Sigmund Morgan

This basic program is designed to meet the requirements established by DJJ for new Juvenile Correctional Officers and other staff who supervise youth as part of their normal duties in state and private facilities. It is also designed to provide basic skills training in security practices and procedures necessary to function in a juvenile facility setting.

To complete the BJCOT program, the trainee must meet established standards on written examinations which evaluate cognitive knowledge, and performance oriented examinations which evaluate psychomotor skill. Cadets are given written exams and practical exams over the subjects covered and must score a minimum of 70% or 80% depending on the liability of the material. Should a cadet fail three exams or a retest, they are removed from the program and are sent back to their facility. Additionally cadets can be removed from BJCOT if they miss P.O.S.T. mandatory high liability lessons, miss more than 5% of the training hours, or display significant or repeated disciplinary problems. Completion of this program is mandated by the P.O.S.T. Council for certification as a Juvenile Correctional Officer in Georgia. Students will be issued a certificate of completion and the P.O.S.T. Council will issue a P.O.S.T. certification number to the Juvenile Correctional Officer once they met all requirements.

This course is generally taught eight times per year.
Requirements to become a Juvenile Correctional Officer

Hiring:

Applicants for Juvenile Correctional Officer must meet the minimum job requirements to be hired as listed:

1. Be at least 18 years of age
2. Have a high school diploma or GED and two years of experience performing clerical work of moderate difficulty
3. Be a U.S. Citizen
4. Have no Felony Convictions
5. Valid Driver’s License (provide copy with application)
6. Pass the Compass Exam

Applicants must pass a criminal history investigation, pre-employment drug screening, and pre-employment physical.

P.O.S.T. Application:

Once an applicant has been hired, they are required to supply documentation to the DJJ P.O.S.T. Unit to complete their P.O.S.T. package (P-2). The required documentation required as follows:

1. Birth Certificate
2. GED or High School Diploma or College Degree
3. Criminal History (Finger Print Live Scan Results)
4. Driver’s History for the last three years
5. Physical Examination
6. Personal History Release
7. DD 214 if military

For additional P.O.S.T. application questions, please visit the P.O.S.T. website: http://www.gapost.org/
This basic training program is designed to meet the requirements established by DJJ and the P.O.S.T. Council for certification of those Juvenile Probation Officers who are assigned to High Intensity Teams in the community so that they will be able to accomplish the mission of the Department of Juvenile Justice.

Cadets are required in the first week and a half to attend firearms training and shoot a passing score of 80% with the required weapon twice to continue in the program. In the second through seventh weeks, cadets are required to attend classroom academics and also practical training. To complete the program the trainee must meet established standards on written examinations which evaluate cognitive knowledge, and performance oriented examinations which evaluate psychomotor skills. Cadets are given written exams and practical exams over the subjects covered and must score a minimum of 70% or 80% depending on the liability of the material. Should a cadet fail three exams or a retest, they are removed from the program and are sent back to their facility. Additionally cadets can be removed from BJCOT if they miss P.O.S.T. mandatory high liability lessons, miss more than 5% of the training hours, or display significant or repeated disciplinary problems. Upon completion of BJPOT, the trainee will be issued a Training Certificate. A numbered peace officer certification card will be issued to the employee by the P.O.S.T. Council when all requirements for certification have been met.
Requirements to become a Juvenile Probation Parole Specialist

Hiring:

Applicants for Juvenile Probation Parole Specialist must meet the minimum job requirements to be hired as listed:

1. Be at least 18 years of age
2. Have a high school diploma or GED
3. Completion of an undergraduate degree from an accredited college or university
4. Be a U.S. Citizen
5. Have no Felony Convictions
6. Valid Driver’s License (provide copy with application)
7. Pass the Criminal Justice Exam

Applicants must pass a criminal history investigation, pre-employment drug screening, and pre-employment physical

P.O.S.T. Application:

Once an applicant has been hired, they are required to supply documentation to the DJJ P.O.S.T. Unit to complete their P.O.S.T. package (P-2). The required documentation required as follows:

1. Birth Certificate
2. GED or High School Diploma or College Degree
3. Criminal History (Finger Print Live Scan Results)
4. Driver’s History for the last three years
5. Physical Examination
6. Personal History Release
7. DD 214 if military

For additional P.O.S.T. application questions, please visit the P.O.S.T. website: http://www.gapost.org/
BASIC LAW ENFORCEMENT TRAINING (BLET)

408 P.O.S.T. HOURS

Christopher Thomas, Training
Ricky Rich, Investigations
Amy Fortner, S.M.R.T.

This basic training program is designed to meet the requirements established by DJJ and the P.O.S.T. Council for certification of those assigned as Investigator IIs or higher with the Office of Investigations and all members of the Security Management Response Team, so that they will be able to accomplish the mission of the Department of Juvenile Justice. The course is offered throughout the state several times a year.

Cadets are required to attend firearms training and shoot a passing score of 80% with the required weapon twice to continue in the program. Cadets are also required to successfully complete the Emergency Vehicle Operations Course. To complete the program the trainee must meet established standards on written examinations which evaluate cognitive knowledge, and performance oriented examinations which evaluate psychomotor skills. Cadets are given written exams and practical exams over the subjects covered and must score a minimum of 70% or 80% depending on the liability of the material. Should a cadet fail three exams or a retest, they are removed from the program and are sent back to their facility. Additionally cadets can be removed from BLET if they miss P.O.S.T. mandatory high liability lessons, miss more than 5% of the training hours, or display significant or repeated disciplinary problems. Upon completion of BLET, the trainee will be issued a Training Certificate. A numbered peace officer certification card will be issued to the employee by the P.O.S.T. Council when all requirements for certification have been met. Those who successfully complete the course will be certified as Law Enforcement Officers in Georgia.

The Basic Law Enforcement Training program is not taught by DJJ instructors. There are nine recognized Georgia Public Safety Training Center (GPSTC) Academies throughout the state where the Basic Law Enforcement Training program is offered.

Training Locations:

GPSTC Athens
GPSTC Cherokee
GPSTC Columbia/Richmond
GPSTC Columbus
GPSTC Dalton
GPSTC Forsyth
GPSTC Garden City
GPSTC Tifton
North Central Law Enforcement Academy in Austell

Target Audience: DJJ Investigators and Security Management Response Team members

Registration:

Those scheduled to attend the Basic Law Enforcement Program will be registered by their designated Agency Administrator in collaboration with the Office of Training and in conjunction with the P.O.S.T. Council and Regional GPSTC Academy.
Basic Community Services Training (BCST)

200 HOURS

Monaleto Irby

Betsy Wetzel

This course provides new Juvenile Probation Parole Specialists, not assigned to High Intensity Teams, the knowledge and skills necessary to perform their duties in support of the DJJ Mission. The 200 hour program is not a P.O.S.T. Mandated course. Topics include: data entry with the Juvenile Tracking System, the Comprehensive Risk Needs Assessment, motivational interviewing, the Enhanced Service Plan, balanced and restorative justice, substance abuse, personal safety and gangs.

This course is offered at the DJJ Academy on a quarterly basis.

FACILITY NON-SECURITY BASIC I

32 HOURS

Sigmund Morgan

This course provides entry level training for newly hired facility non-security employees. Topics include: Justice and Developmental Disabilities, Standards of Conduct & Ethics, Key/Tool & Chemical Control, Rights of Youth, Accountability, Child Abuse /Behavior Report Writing, Bullying, Emergency Management, Cultural Diversity, Staff Attitude /Anger /Stress Management, Suicide Prevention, Mental Health /Adolescent Development and Medical /Special Needs /Substance Abuse.

This course is offered at the DJJ Academy in Forsyth six times a year.

FACILITY NON-SECURITY BASIC II

32 HOURS

Sigmund Morgan

This course provides continuing entry level training for newly hired facility non-security employees. Topics include: Physical Intervention Techniques (Aikido Control Training), Team Building, Behavior Management, Interpersonal Communication (IPC), Crisis Intervention, Building Positive Influential Relationships, Motivational Communication and Making Effective Requests.

This course is offered at the DJJ Academy in Forsyth six times a year.
## Advanced and Specialized Training Unit

1. AHA Basic Life Support CPR and AED Instructor Course
2. Aikido Instructor Course
3. Aikido Master Instructor Course
4. Aikido Instructor Recertification Course
5. Aikido Instructor Booster Training
6. Basic Safety and Security Refresher Training
7. Behavior Management Unit Officer Certification Course
8. Behavior Report Writing Course
10. Cell Sense Full Body Scanner Training
11. Custody and Housing Assessment Training
12. Emergency Restraint Chair Training
13. Facility Based Investigators Course
14. Facility Based Investigators In-Service Training
15. Field Training Officer Course
16. Firearms Instructor Course
17. Firearms Instructor Annual Training
18. Firearms Low Light Skills Training
19. Firearms Marksmanship Skills Training
20. Firearms Requalification
21. Firearms Simulator Training
22. Firearms Simulator Training (Marksmanship)
23. Firearms Simulator Training (Judgmental Use of Deadly Force)
24. Fire Safety Course
25. Intake Officer Course
26. Intensive Treatment Unit Advanced Certification Course
27. Mechanical Restraints Refresher Training
28. Oleoresin Capsicum Training
29. Oleoresin Capsicum Instructor Course
30. Orion Cell Phone Detector Training
31. Pepper Ball Training
32. Pepper Ball Armorer and Instructor Course
33. P.O.S.T. Instructor Course
34. Security Emergency Response Team Basic Course
35. Security Management Response Team Basic Course
36. Semi-Automatic Pistol Level One Course
37. Special Operations Quarterly Training
38. Training Resource Information System (T.R.I.S.) Coordinator Training
39. Use of Deadly Force
40. Use of Deadly Force & Firearms Requalification
AMERICAN HEART ASSOCIATION BASIC LIFE SUPPORT INSTRUCTOR TRAINING

8 P.O.S.T. HOURS  
Rolland Hinkins

Participants of this course must have a current AHA BASIC LIFE SUPPORT CPR Card and must be in the position of either a DJJ Training Instructor or a Registered Nurse. This course provides instructor certification in BASIC LIFE SUPPORT, Cardiopulmonary Resuscitation (CPR), and the use of the ZOLL Automated External Defibrillator (AED). Prior to being enrolled in the course, participants must successfully complete the online American Heart Association BASIC LIFE SUPPORT Instructor course. The online fee associated with the online course is paid by the Office of Training. Upon completion of the online course, participants will attend the DJJ First Aid/CPR/AED Instructor Course which focus on classroom management, roster completion, teaching of the BASIC LIFE SUPPORT core components, the use of the ZOLL AED, and testing procedures. Participants are required to be signed off by a Lanier Technical College Training Center Faculty prior to teaching without direct oversight. The Office of Training has several instructors who are designated as Training Center Faculty through Lanier Technical College.

This course is generally offered regionally as needed.

AIKIDO CONTROL TRAINING (A.C.T.) INSTRUCTOR COURSE

32 P.O.S.T. HOURS  
Jason Kovarovic

This course is restricted to those who are P.O.S.T. certified instructors who have completed the Aikido Control Training Phase I Basic Course. The course prepares and certifies instructors to teach Physical Intervention Techniques. Successful course completion requires a mastery of Aikido Touches, Aikido Controls 1, 2, 3, and 4, along with their utilization against six types of attacks. Students are required to demonstrate their knowledge and skill in both demonstrating and teaching each technique. Students who pass the course will need to log into the P.O.S.T. database and apply for a specialized certification in Defensive Tactics. There are fees associated with this application that are the responsibility of the student. Details of the application can be found at www.gapost.org.

This class is generally offered at the DJJ Academy twice a year.

AIKIDO CONTROL TRAINING (A.C.T.) MASTER INSTRUCTOR COURSE

32 P.O.S.T. HOURS  
Jason Kovarovic

This course is restricted to those who are P.O.S.T. certified instructors who have completed the Aikido Control Training Instructor Course. The course certifies master instructors who are authorized to teach the Aikido Control Training Instructor Course.

This class is generally offered at the DJJ Academy once a year.
AIKIDO CONTROL TRAINING (A.C.T.) INSTRUCTOR RE-CERTIFICATION TRAINING

16 P.O.S.T. HOURS

Jason Kovarovic

This course is restricted to those who are P.O.S.T. certified instructors who have completed the Aikido Control Training Instructor Course. Each Aikido Control Training Instructor is required to complete 16 hours of annual recertification training in order to continue instructing.

This class is generally offered at the DJJ Academy twice a year.

AIKIDO CONTROL TRAINING (A.C.T.) INSTRUCTOR BOOSTER TRAINING

4 P.O.S.T. HOURS

Jason Kovarovic

This course is restricted to those who are P.O.S.T. certified instructors who have completed the Aikido Control Training Instructor Course. This class is conducted to ensure that Aikido Control Training Instructors maintain a high level of skill while providing consistent regional training throughout the calendar year.

This class is generally offered regionally on an as needed basis.

BASIC SAFETY AND SECURITY REFRESHER TRAINING

24 P.O.S.T. HOURS

Regional Training Coordinator

This course is designed to provide refresher training to facility security staff in the areas of Bullying, Emergency Response, Mental Health and Suicide Prevention, Team Building, Gang Awareness, Tool Control, Key Control, Mechanical Restraints, Youth Movement, Count Procedures, Searches and Control of Contraband, Job Duties and Responsibilities of Juvenile Correctional Officers, and Documentation Standards and Report Writing.

This class is offered regionally as needed.

BEHAVIOR MANAGEMENT UNIT OFFICER CERTIFICATION COURSE

40 P.O.S.T. HOURS

Gary Murphy

This course is designed for juvenile correctional officers who are assigned to work in a facility Behavior Management Unit. The course is composed of lecture, numerous practical exercises and scenario based training which consists of Behavior Management Unit Program and Policy Overview, Standards of Conduct and Ethics, Interpersonal Communication Skills, Diffusing Hostile Situations, Therapeutic Restraints, Documentation Standards and Report Writing, Mechanical Restraints, Team Building, Count Procedures, Youth Movement, Conducting Room Checks, Use of the Cuffing Port, Crime Scene Preservation, Conducting Searches and Control of Contraband, Video Documentation, The Interface Between the Juvenile Justice and Mental Health Systems, Understanding Adolescent Development, Mental Health and Substance Abuse Disorders, Working with Mental Health Youth, Childhood Trauma, The Effects on Children Held in Solitary Confinement and Isolation in Juvenile Detention, The Wearing and Use of Tactical Gear, Cell Extraction and Re-Entry, and Certification in O.C. Spray.

This course is offered at the Milledgeville Training Building on a quarterly basis.
BEHAVIOR REPORT WRITING TRAINING

4 P.O.S.T. HOURS

Sigmund Morgan

This course is designed for DJJ staff who complete Special Incident Reports and other basic reports as a general requirement of their job duties. This general report writing and evaluation training focuses on presenting students with appropriate writing techniques to include a basic overview of grammar, spelling, and punctuation skills. Students will be presented with utilization skills related to the 5-W and H principles of writing reports.

This course is offered at the DJJ Academy on a quarterly basis.

BODY ORIFICE SECURITY SCANNER (BOSS) CHAIR TRAINING

2 P.O.S.T. HOURS

Gary Murphy

This course provides Security Management Response Team and Security Emergency Response Team members with the knowledge and skills required to correctly operate the Body Orifice Security Scanner.

This class is generally offered regionally on an as needed basis.

CELL SENSE FULL BODY SCANNER TRAINING

2 P.O.S.T. HOURS

Gary Murphy

This course provides Security Management Response Team and Security Emergency Response Team members with the knowledge and skills required to correctly operate the Cell Sense Full Body Scanner.

This class is generally offered regionally on an as needed basis.

EMERGENCY RESTRAINT CHAIR TRAINING

2 P.O.S.T. HOURS

Gary Murphy

This course is designed to certify participants in the correct use of the Emergency Restraint Chair through classroom lecture, directed discussion and practical exercises.

This class is offered regionally as needed.

FACILITY BASED INVESTIGATIONS TRAINING

40 P.O.S.T. HOURS

Casey Coggins

This course provides certification as a facility based investigator for designated facility supervisors. The course includes topics in Facility Based Investigator Policy, Administrative Investigations, and Investigative Case Studies. Crime Scene Preservation, Interviewing and Interrogations, Internal Investigations, Kinesics Interviews, Polygraph Policy, Completing Reports of Investigation, and Special Incident Reports. Participants must successfully pass a Facility Based Investigator Pre-Test prior to being enrolled in the certification course.

This course is offered at the DJJ Academy twice a year.
FACILITY BASED INVESTIGATIONS ANNUAL INSERVICE TRAINING
8 P.O.S.T. HOURS
Casey Coggins

This course provides annual refresher training to certified Facility Based Investigators. Topics addressed are based upon current concerns, best practice standards, and updates to DJJ Policy.

This course is generally offered at the DJJ Academy twice a year.

FIELD TRAINING OFFICER (F.T.O.) COURSE
40 P.O.S.T. HOURS
Richard Payne

This course prepares facility and community staff to serve in the role as Field Training Officers in order to provide orientation training to newly hired employees. The course is composed of lecture and scenario based training which consists of The Role of the FTO, Orientation to the OJT Process, FTO Standards of Conduct and Ethics, FTO Liability, Adult Learning Styles, Effective Communication Skills, Coaching and Motivation, Leadership Skills, Supervision, Multigenerational Workforce, The OJT Appraisal Process, and Conducting Remedial Training.

This course is offered quarterly at the DJJ Training Academy in Forsyth or at the Milledgeville Training Building.

FIREARMS INSTRUCTOR COURSE
80 P.O.S.T. HOURS
Christopher Thomas

This course is designed to develop qualified firearms instructors who can manage and conduct firearms training programs. Students will be trained in contemporary firearms techniques, equipment, and accessories and will participate in a variety of combat shooting drills including drawing techniques, safe loading and unloading procedures, proper use of cover, immediate actions, engagement of multiple targets, and a variety of other shooting problems. Subject matter will include: safety, range operation, ballistics, instructor liability, night firing, semi-automatic pistols, and shotguns.

Prerequisite: Students must provide proof of their P.O.S.T. General Instructor Certification prior to the start of the course. Additionally, students will be required to score 90% or higher on the Georgia Semi-Automatic Pistol Course, on the week prior to the start of the course.

This course is offered at the Milledgeville Training Building and the Milledgeville Police Department Firing Range twice a year.
FIREARMS INSTRUCTOR ANNUAL TRAINING

24 P.O.S.T. HOURS

Christopher Thomas

This course is designed to provide firearms instructors the advanced knowledge and skills necessary to successfully conduct training using the firearms. Training will include specific drills and coaching techniques to enhance an instructor’s ability to improve the performance of students being trained.

This course is offered at the Milledgeville Training Building and the Milledgeville Police Department Firing Range on a yearly basis.

FIREARMS LOW LIGHT SKILLS TRAINING

4 P.O.S.T. HOURS

Christopher Thomas

This course is designed for officers who carry a double action pistol. Instruction includes various shooting exercises for skills development in firing accuracy and immediate action in low light conditions.

This course is offered at the Milledgeville Training Building and the Milledgeville Police Department Firing Range as needed.

FIREARMS MARKSMANSHIP SKILLS TRAINING

4 P.O.S.T. HOURS

Christopher Thomas

This course is designed for officers who carry a double action pistol. Instruction includes various shooting exercises for skills development in firing accuracy and immediate action.

This course is offered at the Milledgeville Training Building and the Milledgeville Police Department Firing Range as needed.
FIREARMS REQUALIFICATION

1 P.O.S.T. HOURS

Christopher Thomas

This course is designed for peace officers who have completed Basic Law Enforcement Training or Basic Juvenile Probation Officer Training. The one hour requalification meets the Georgia P.O.S.T. requirements while qualifying with their duty weapon on the 30 round Georgia Semiautomatic Course (GSAC) with a minimum score of 240 (80%).

Firearms Requalification takes place on Milledgeville Police Department Firing Range on a monthly basis.

FIREARMS SIMULATOR TRAINING

8 P.O.S.T. HOURS

Christopher Thomas

This course is designed for peace officers who have completed Basic Law Enforcement Training or Basic Juvenile Probation Officer Training. This course uses an integrated system of video, laser, and computer technology with the Meggitt Training System. Students will receive marksmanship training by using the shot-by-shot trace analysis to evaluate shooting fundamentals, completing marksmanship drills, and the simulated 30 round Georgia Semiautomatic Course (GSAC). Students will also interact in simulated scenarios requiring judgment and decision making regarding the drawing of a weapon and the use of deadly force.

Note: The 8 hour course is limited to 10 participants.

This course is offered at the Milledgeville Training Building and throughout the state on a monthly basis.

This course is also provided to external agencies throughout the state as requested.
FIREARMS SIMULATOR TRAINING (MARKSMANSHIP)

2 or 4 P.O.S.T. HOURS

This course is designed for peace officers who have completed Basic Law Enforcement Training or Basic Juvenile Probation Officer Training. This course uses an integrated system of video, laser, and computer technology with the Meggitt Training System. The two hour and four hour courses are composed marksmanship training, marksmanship drills, the simulated 30 round Georgia Semiautomatic Course (GSAC).

Note: The 2 hour course is limited to 4 participants. The 4 hour course is limited to 6 participants.

This course is offered at the Milledgeville Training Building and throughout the state on a monthly basis.

This course is also provided to external agencies throughout the state as requested.

FIREARMS SIMULATOR TRAINING (JUDGMENTAL USE OF DEADLY FORCE)

2 or 4 P.O.S.T. HOURS

This course is designed for peace officers who have completed Basic Law Enforcement Training or Basic Juvenile Probation Officer Training. This course uses an integrated system of video, laser, and computer technology with the Meggitt Training System. Students will interact in simulated scenarios requiring judgment and decision making regarding the drawing of a weapon and the use of deadly force.

Note: The 2 hour course is limited to 4 participants. The 4 hour course is limited to 6 participants.

This course is offered at the Milledgeville Training Building and throughout the state on a monthly basis.

This course is also provided to external agencies throughout the state as requested.

FIRE SAFETY TRAINING

24 P.O.S.T. HOURS

This course is for Juvenile Correctional staff charged with assisting facilities with their compliance with fire safety standards. The course is taught via lecture, directed discussion, and practical exercise. Fire safety violations common to juvenile correctional facilities, reporting methods, and correcting deficiencies are covered. The target audience is facility emergency planners, first line supervisors, and facility management entry positions.

This course is offered at the DJJ Academy in Forsyth as needed.
INTAKE ADMISSION/ CUSTODY AND HOUSING ASSESSMENT TRAINING

8 P.O.S.T. HOURS

Sharon Strickland

This course is for Juvenile Correctional staff whose primary responsibility is to provide intake/custody and housing assessments for new admissions to secure detention facilities. Students attending the course will learn proper admission procedures and appropriate techniques for conducting custody and housing assessments.

This course is offered at the DJJ Academy in Forsyth quarterly.

INTENSIVE TREATMENT UNIT ADVANCED CERTIFICATION COURSE

80 P.O.S.T. HOURS

Gary Murphy

This course is designed for juvenile correctional officers who are assigned to work in the Milledgeville Intensive Treatment Unit. The course is composed of lecture, numerous practical exercises and scenario based training which consists of Intensive Treatment Unit Program and Policy Overview, Standards of Conduct and Ethics, Interpersonal Communication Skills, Diffusing Hostile Situations, Therapeutic Restraints, Documentation Standards and Report Writing, Mechanical Restraints, Team Building, Count Procedures, Youth Movement, Conducting Room Checks, Use of the Cuffing Port, Use of the Tether, Use of the Waist Belt, Crime Scene Preservation, Conducting Searches and Control of Contraband, Video Documentation, The Interface Between the Juvenile Justice and Mental Health Systems, Understanding Adolescent Development, Mental Health and Substance Abuse Disorders, Working with Mental Health Youth, Childhood Trauma, The Effects on Children Held in Solitary Confinement and Isolation in Juvenile Detention, The Wearing and Use of Tactical Gear, Cell Extraction and Re-Entry, and Certification in O.C. Spray and Pepper Ball.

This course is offered at the Milledgeville Training Building on a quarterly basis.

MECHANICAL RESTRAINT REFRESHER TRAINING

2 P.O.S.T. HOURS

Regional Training Coordinator

This course is designed to provide additional skill based training in the use of handcuffs, waist chains, and leg irons.

This class is offered regionally as needed.
OLEORESIN CAPSICUM TRAINING

4 P.O.S.T. HOURS  Gary Murphy

This course is designed to certify members of the Security Management Response Teams, Security Emergency Response Teams, and other designated staff as a less-than-lethal hand held chemical munitions. Oleoresin Capsicum can be used on individual suspects as well as large groups of people for group disturbances. Course participants are required to be sprayed to gain an understanding of the effects.

This course is generally offered at the Milledgeville Training Building as needed.

OLEORESIN CAPSICUM INSTRUCTOR TRAINING

8 P.O.S.T. HOURS  Sharon Strickland

This course is designed to certify P.O.S.T. instructors as Oleoresin Capsicum Instructors. Participants must have previously been certified in the use of O.C. Spray. The course includes discussion, lecture and practical exercises which are designed to pass along the knowledge and skills necessary to facilitate O.C. training. Participants are required to facilitate blocks of instruction from the O.C. Course while demonstrating the proper procedures for deploying O.C., setting up the O.C. practical skills exam, and managing the decontamination station.

This course is generally offered at the Milledgeville Training Building as needed.

ORION CELL PHONE DETECTOR TRAINING

2 P.O.S.T. HOURS  Gary Murphy

This course provides Security Management Response Team and Security Emergency Response Team members with the knowledge and skills required to correctly operate the Orion Cell Phone Detector.

This class is generally offered regionally on an as needed basis.

PEPPER BALL TRAINING

4 P.O.S.T. HOURS  Gary Murphy

This course is designed to certify members of the Security Management Response Teams and Security Emergency Response Teams. Pepper ball is a unique non-lethal chemical agent delivery system that uses high-pressure air launchers to deliver chemical agents from a distance. Pepper ball can be used on individual suspects as well as large groups of people for group disturbances. Course participants are required to certify on a 30 round Pepper Ball Course of Fire, be shot with the Pepper Ball System, and fell the effects of the PAVA powder found within the projectiles.

This course is generally offered at the Milledgeville Training Building as needed.
PEPPER BALL ARMORER AND INSTRUCTOR TRAINING

16 P.O.S.T. HOURS  
Gary Murphy

This course is designed to certify P.O.S.T. Instructors as Pepper Ball Armorers and Instructors. Course participants are required to certify on a 30 round Pepper Ball Course of Fire, be shot with the Pepper Ball System, and fell the effects of the PAVA powder found within the projectiles. In addition, participants are evaluated on facilitating Pepper Ball blocks of instruction to include classroom components and managing the 30 round firing range. Participants are taught how to perform repairs on the Pepper Ball launcher and fill station.

This course is generally offered at the Milledgeville Training Building as needed.

P.O.S.T. INSTRUCTOR TRAINING

80 P.O.S.T. HOURS  
Sharon Strickland

This is the basic course for anyone wishing to teach courses which give P.O.S.T. credit. Staff wishing to attend this course must send the following to the P.O.S.T. I.T. application, a letter from your appointing authority stating you are approved to attend and will be used as an instructor upon completion of the course. Additionally, the participant must send a letter stating why they wish to be an instructor, and how attending this course will help both the Department and your career.

Student will write and present a lesson plan. Upon completion of this course, students must teach a course and be evaluated by a P.O.S.T. certified Senior or Master Instructor within one year. The student will then apply online for certification as an instructor. There are fees associated with this application that are the responsibility of the student. Details of the application process can be found at www.gapost.org.

This class is generally offered twice a year in March and September at the DJJ Academy in Forsyth.

SECURITY EMERGENCY RESPONSE TEAM BASIC COURSE

40 P.O.S.T. HOURS  
Calvin Waldroup

This course provides Security Emergency Response Team member’s basic knowledge and skills training necessary to function effectively as special operations members. Attendance is limited to newly appointed Security Emergency Response Team and Security Management Response Team members. The course consists of Physical Fitness, Basic Drill and Ceremony, Youth Movement, Mechanical Restraints, Therapeutic Restraints, The Wearing of Tactical Gear & Equipment Drills, Cell Extraction and Re-Entry, Roles and Responsibilities of Leaders, Diffusing Hostile Situations, Intelligence Collection, Searches and Control of Contraband, Advanced Emergency Response, Documentation Standards and Report Writing, Crime Scene Preservation, Orion Cell Phone Detector Certification, Cell Sense Certification, O.C. Spray Certification, Pepper Ball Certification and a visit to a facility to conduct a Shakedown.

This course is offered at the Milledgeville Training Building on a quarterly basis.
SECURITY MANAGEMENT RESPONSE TEAM BASIC COURSE

80 P.O.S.T. HOURS

Calvin Waldroup

This course provides Security Management Response Team member’s basic knowledge and skills training necessary to function effectively as special operations members. Attendance is limited to newly appointed Security Management Response Team members. The course consists of Physical Fitness, Basic Drill and Ceremony, Youth Movement, Mechanical Restraints, Therapeutic Restraints, Customer Service, The Wearing of Tactical Gear & Equipment Drills, Cell Extraction and Re-Entry, Roles and Responsibilities of Leaders, Diffusing Hostile Situations, Intelligence Collection, Managing, Youth/Probationer Property, Leadership Reaction Course, Obstacle Course, Searches and Control of Contraband, Advanced Emergency Response, Documentation Standards and Report Writing, Crime Scene Preservation, Physical Intervention Continuum, Physical Intervention Practical Application/ Training Scenarios, Orion Cell Phone Detector Certification, Cell Sense Certification, O.C. Spray Certification, Pepper Ball Certification, Introduction to Mobile Field Force Formations, Apprehension Planning and Execution / Training Scenarios, Surveillance Techniques and Officer Safety, Search and Seizure, Officer Under Physical Assault, Tactical Planning and Drafting Operations Orders, Scenario Drills at the Mock Village, and Scenario Drills at the Mock Jail.

This course is generally offered as needed.
Office of Training Course Catalogue

SEMI-AUTOMATIC PISTOL LEVEL ONE COURSE

32 P.O.S.T. HOURS

Christopher Thomas

This fast paced course (formerly known as both Firearms Pre-Shoot and the Semiautomatic Transition Course) is designed for officers who carry a double action pistol. Instruction includes the operation, care and maintenance, history and shooting fundamentals of a semi-automatic pistol, and uses various shooting exercises for skills development in firing accuracy and immediate action. This course is a pre-requisite for attending the Basic Juvenile Probation Officer Training Course.

This course is offered at the Milledgeville Training Building and the Milledgeville Police Department Firing Range on a quarterly basis.

SPECIAL OPERATIONS QUARTERLY TRAINING

8 P.O.S.T. HOURS

Gary Murphy

This course provides Security Management Response Team and Security Emergency Response Team member’s quarterly refresher training in accordance with DJJ Policy 8.32. A focus is placed on scenario based training which requires participants to respond to challenges and special incidents while using appropriate skills and methods.

This course is offered at the Milledgeville Training Building and additional identified training sites on a quarterly basis.

TRAINING RESOURCE INFORMATION SYSTEM (T.R.I.S.) COORDINATOR TRAINING

3 P.O.S.T. HOURS

Theodore Carter, Jr.

This course provides participants with the knowledge and skill required to navigate the Training Resource Information System to include registering others for training classes, viewing training reports, and documenting training hours. Participants must be designated as Facility or Office Training Coordinators to be enrolled in this course.

This class is offered at the DJJ Academy as needed.

USE OF DEADLY FORCE

1 P.O.S.T. HOURS

Christopher Thomas

This course is designed for peace officers who have completed Basic Law Enforcement Training or Basic Juvenile Probation Officer Training. The one hour course defines non-deadly force and deadly force, emphasizes the importance of the 4th amendment in all seizures by law enforcement, reviews the justification of and immunity from prosecution for use of force by Georgia law enforcement officers, reviews O.C.G.A. 16-3-21 and O.C.G.A. 17-4-20, discusses federal and state appellate decisions that set standards and provide important guidance for decisions to use deadly force by law enforcement, and addresses additional concerns for deadly force encounters.

This course is offered at the Milledgeville Training Building on a monthly basis.
USE OF DEADLY FORCE & FIREARMS REQUALIFICATION

2 P.O.S.T. HOURS

Christopher Thomas

This course is designed for peace officers who have completed Basic Law Enforcement Training or Basic Juvenile Probation Officer Training. The one hour course defines non-deadly force and deadly force, emphasizes the importance of the 4th amendment in all seizures by law enforcement, reviews the justification of and immunity from prosecution for use of force by Georgia law enforcement officers, reviews O.C.G.A. 16-3-21 and O.C.G.A. 17-4-20, discusses federal and state appellate decisions that set standards and provide important guidance for decisions to use deadly force by law enforcement, and addresses additional concerns for deadly force encounters. Upon completion of the Use of Deadly Force classroom component, students will qualify with their duty weapon while qualifying on the 30 round Georgia Semiautomatic Course (GSAC) with a minimum score of 240 (80%).

This course is offered at the Milledgeville Training Building and the Milledgeville Police Department Firing Range on a monthly basis.
Office of Training Course Catalogue

In-Service Courses

Training Teams

Northern Regional Coordinators
Tania Appling – Program Manager
Roman Bing – SDTC II
Betsy Wetzel – PSTI III
Monaleto Irby – PSTI III
Billy Mosley – PSTI III
Rolland Hinkins – STDC II

Southern Regional Coordinators
Gary Murphy – Program Manager
Stephanie Farmer – PSTI III
Richard Payne – PSTI III
Antonio Banks – PSTI III
Calvin Waldroup – PSTI II

Courses
1. Annual Community In-Service Training
2. Annual Facility In-Service Training
3. American Heart Association Basic Life Support CPR & AED Training
4. American Heart Association Heart Saver First Aid, CPR & AED Training
5. Physical Intervention Monthly Training
6. Physical Intervention Training
ANNUAL COMMUNITY INSERVICE TRAINING

8, 16 and 24 P.O.S.T. HOURS

This course is presented in one, two, or three day classes. The training course will provide employees with the opportunity to enhance their expertise and knowledge by participating in classroom instruction, practical exercises and mandated testing in a variety of community job specific topics. Course topics are subject to change based on community areas of concern and recent trends.

This course is offered throughout the State on a regional basis.

ANNUAL FACILITY INSERVICE TRAINING

8, 16 and 24 P.O.S.T. HOURS

This course is presented in one, two, or three day classes. The training course will provide employees with the opportunity to enhance their expertise and knowledge by participating in classroom instruction, practical exercises and mandated testing in a variety of facility safety and security related topics. Course topics are subject to change based on facility areas of concern and recent trends.

This course is offered throughout the State on a regional basis.

AMERICAN HEART ASSOCIATION BASIC LIFE SUPPORT CPR, & AED TRAINING

4 P.O.S.T. HOURS

This course provides certification in BASIC LIFE SUPPORT Cardiopulmonary Resuscitation (CPR), and the use of the ZOLL Automated External Defibrillator (AED). This course is specifically for certified medical professionals.

This course is offered throughout the State on a regional basis.

AMERICAN HEART ASSOCIATION HEARTSAVER FIRST AID, CPR, & AED TRAINING

8 P.O.S.T. HOURS

This course provides certification in HEARTSAVER First Aid, Cardiopulmonary Resuscitation (CPR), and the use of the ZOLL Automated External Defibrillator (AED).

This course is offered throughout the State on a regional basis.
MONTHLY PHYSICAL INTERVENTION TRAINING

1 P.O.S.T. HOUR

Regional Training Coordinator

This course will serve as annual recertification for facility and community staff who have successfully completed the 32 hour Physical Intervention Training Course. Each participant is required to participate in one monthly training session each month at their facility. The annual hourly requirement for PIT is 12 hours. Provided that each employee attends the minimum of 1 monthly training session per month, they will have met the 12 hour recertification requirement in PIT.

This class is offered throughout the Agency at each facility on a monthly basis.

PHYSICAL INTERVENTION TRAINING

32 P.O.S.T. HOURS

Regional Training Coordinator

The certification program will provide participants with the opportunity to enhance their expertise and ability to perform authorized DJJ Physical Intervention Techniques identified in the DJJ Physical Intervention Continuum through practice and mandated testing. Participants will learn and demonstrate the techniques associated with the Aikido Control Training Phase I Program.

This course is offered throughout the State on a regional basis.
DJJ LEADERSHIP DEVELOPMENT INSTITUTE

Courses

1. DJJ Management Orientation – Tier 1
2. DJJ Management Orientation – Tier 2
3. DJJ Management Orientation – Tier 3
4. DJJ Advanced Leadership Program
5. NIC Correctional Leadership Development Program
6. EXCEL Leadership Program
7. Columbus State Professional Management Program
8. Columbus State Law Enforcement Command College
9. Leadership Excellence Program
10. Overcoming the Five Dysfunctions of a Team Workshop
DJJ MANAGEMENT ORIENTATION TIER I

24 P.O.S.T. HOURS

Sherille May-Eunice

This course will provide participants with basic knowledge of management and leadership areas critical to the ultimate success of a supervisor or manager. Topic areas include: The Management Process, Employee Accountability and Discipline, Performance Management, Supervisor Liability, Employee Assistance Program, Completing a Performance Planning and Appraisal Form, Fair Labor Standards Act & Kronos Timekeeping, and Unlawful harassment.

Location: DJJ Training Academy in Forsyth.

Target Audience: First line supervisory or entry level management positions. Appointing authorities may select non-supervisory employees who have been identified as employees with growth potential within the agency.

Prerequisites for Attendance: Approval for participation by supervisor.

Selection Process: Facility or Office Training Coordinators will register participants online through TRIS. Participants are encouraged to register for all three tiers at one time.

This course is offered once a quarter.

DJJ MANAGEMENT ORIENTATION TIER II

24 P.O.S.T. HOURS

Sherille May-Eunice

This course will provide participants with basic knowledge of Policy and Procedure areas that are critical to the ultimate success of a supervisor or manager. Topic areas include: Accept Your Role, From Peer to Supervisor, Setting Boundaries, Communicate Effectively, DJJ Culture (Understanding the Community, Facilities, and Central Office), and Critical Thinking.

Location: DJJ Training Academy in Forsyth.

Target Audience: First line supervisory or entry level management positions. Appointing authorities may select non-supervisory employees who have been identified as employees with growth potential within the agency.

Prerequisites for Attendance: Successful completion of DJJ Management Orientation Tier I.

Selection Process: Facility or Office Training Coordinators will register participants online through TRIS. Participants are encouraged to register for all three tiers at one time.

This course is offered once a quarter.
This course focuses on the areas of problem solving with employees and processes. Topic areas include: Managing a Multigenerational Workforce, Managing Difficult Employees, Problem Solving and Decision Making, Managing Conflict, Cultural Diversity, Why Best Leaders are the Best Leaders, DJJ Mission and Vision, DJJ Core Values, Prioritizing, Leadership Style Survey Evaluation, Managing Different Personalities, and Leadership Mission Statement.

Target Audience: First line supervisory or entry level management positions. Appointing authorities may select non-supervisory employees who have been identified as employees with growth potential within the agency.

Prerequisites for Attendance: Successful completion of DJJ Management Orientation Tier II.

Selection Process: Facility or Office Training Coordinators will register participants online through TRIS. Participants are encouraged to register for all three tiers at one time.

This course is offered once a quarter
The DJJ Advanced Leadership Program is conducted in two separate Modules over the course of two months. The program replaces the Sergeants Academy program and is developed for participation from managers from the secure facilities and community services divisions.

Module One of the DJJ Advanced Leadership Program replaces the Facility Leadership Certificate Program I. The course content consists of Be, Know, Do, Standards of Conduct and Ethics, Command Presence and Roles & Functions of a Supervisor, Critical Thinking and Mind Mapping, Supervisor Liability, Documentation and Report Writing, Emergency Procedures, Conducting Shift Briefings, Leadership Panel, The Basics and Beyond, People and Attitudes, Correcting Without Demotivating, the Planning and Decision Making Process, Building Trust & Cohesion, and Understanding Personal & Work Related Motivation.


Location: DJJ Milledgeville Training Building.

Target Audience: First line supervisory or entry level management in Facility, Transportation, Special Operation’s and Community services. Appointing authorities may select non-supervisory employees who have been identified as employees with growth potential within the agency.

Prerequisites for Attendance: Approval for participation by supervisor. Successful completion of DJJ Management Orientation Tier I

Selection Process: Facility, office, or Office Training Coordinators will register participants online through TRIS. Participants will register for both modules at one time.

This course is offered once a quarter.
Correctional Leadership Development Program

54 P.O.S.T. HOURS

Sherille May-Eunice

This course is offered in partnership with the National Institute of Corrections and consists of two classroom sessions delivered 3-5 months apart. The program is based on the Leadership Challenge Model® developed by James Kouzes and Barry Posner and will provide participants with five leadership practices identified by the authors. Participants will complete 360° feedback instruments, the Myers-Brigg Type Indicator®, the Motivation Source Inventory, and the Multi-Factor Leadership Questionnaire for Teams®. Participants will discover their leadership style and develop an individual leadership development plan.

Target Audience: DJJ Facility Directors, Assistant Directors, Regional Administrators, District Directors, Central Office Directors. Appointing authorities may select middle level managers who have been identified as employees with growth potential within the agency.

Prerequisites for Attendance: Successful completion of DJJ Management Orientation Tier III.

Selection Process: Facility or Office Training Coordinators will register participants online through TRIS.

This course is offered once a year.

EXCEL Leadership Program

88 P.O.S.T. HOURS

Sherille May-Eunice

The EXCEL Leadership Program is an 88-hour program of study offered under contract with the University of Georgia’s Carl Vinson Institute of Government. The class consists of three modules and nine days spread out over a five month period with considerable work to be done outside of class. The course is designed to prepare middle and senior leadership staff for increasing levels of responsibility within DJJ. EXCEL will focus on the development of leadership skills rather than specific managerial functions.

Location: DJJ Academy in Forsyth

Target Audience: DJJ Facility Directors, Assistant Directors, Regional Administrators, District Directors, Central Office Directors. Appointing authorities may select middle level managers who have been identified as employees with growth potential within the agency.

Prerequisites for Attendance: Recommendations should be based on assignment, or proposed assignment, to a leadership position within the agency. Staff selected for the EXCEL Leadership Program should have a basic understanding of management principles. Successful completion of the DJJ Management Orientation Tier III is required.

Selection Process: Regional Administrators or Office Directors submit participant recommendations through their chain of command to their Deputy Commissioner. Nominations will be forwarded to the Deputy Commissioner of Training and Personnel Services and the Assistant Commissioner or Commissioner for approval. Upon approval the DJJ Office of Training Leadership Development Unit will register students for the program.

This course is generally offered twice a year.
COLUMBUS STATE PROFESSIONAL MANAGEMENT PROGRAM

400 P.O.S.T. HOURS

Sherille May-Eunice

The DJJ Professional Management Program is a 400-hour Criminal Justice Certificate Program taught by Columbus State University Law Enforcement Command College. The program is taught in ten modules of 40 hours each offered over a two-year period. The course is designed to prepare selected employees, without college degrees, for increasing levels of responsibility within the Georgia Department of Juvenile Justice. DJJ employees receive 400 hours of P.O.S.T. training credit and 30 semester hours of college credit. College credit earned in the program can be applied toward the Associate of Applied Science degree at Columbus State University or one of several other colleges.

Locations: Abraham Baldwin Agriculture College in Tifton, Georgia State Prison in Reidsville, Arnall Building in Milledgeville, Metro Transition Center in Atlanta, and Cherokee County Sheriff’s Annex in Woodstock.

Dates: Starting dates vary. A schedule, reflecting class dates at each location, is developed several years in advance. It is published on-line at the Command College web site: http://command.colstate.edu and is also available at the DJJ Office of Training’s Leadership Development Unit.

Prerequisites for Attendance: Approval by the employee’s Hiring Authority or designee and completion of the Columbus State University application process.

Selection Process: Students are recommended and approved for participation by their Appointing Authority or designee. Recommendations should be submitted to the Sherille May-Eunice via email at SherilleMay-Eunice@djj.state.ga.us. Ms. May-Eunice will forward all recommendations to the Justice Outreach Program at Columbus State University. The Justice Outreach Program selects and registers prospective students into the program.
LAW ENFORCEMENT COMMAND COLLEGE

280 P.O.S.T. HOURS

Sherille May-Eunice

The Command College is a 280-hour program of study consisting of seven modules of 40 hours each meeting three times per year over a two-year period. The course is designed to provide intense training in the best available management theory and practice to enable students to render innovative solutions to organizational problems and to address important issues in managing public service organizations effectively. DJJ employees receive 280 hours of P.O.S.T. training credit and 21 semester hours of graduate or undergraduate credit for completion of the program.

Location: Law Enforcement Command College on the campus at Columbus State University in Columbus, Georgia.

Dates: Starting dates vary. A schedule, reflecting class dates at each location, is developed several years in advance. It is published on-line at the Command College web site: http://command.colstate.edu, and is also available at the DJJ Office of Training’s Leadership Development Unit.

Prerequisites for Attendance: To be eligible for selection, employees must have successfully completed 90 quarter hours of 60 semester hours from an accredited college or university. Employees attending Command College with an undergraduate degree will, upon completion of this program, earn 21 semester hours credit toward the Masters of Public Administration degree. Employees attending without a four-year degree will earn 21 semester hours toward a Criminal Justice undergraduate degree. Command College Scholarship recipients are required to sign a two year employment agreement with DJJ.

Selection Process: Students are recommended and approved for participation by their Appointing Authority or designee. Recommendations should be submitted to the Sherille May-Eunice via email at SherilleMay-Eunice@djj.state.ga.us. Ms. May-Eunice will forward all recommendations to the DJJ Command College Selection Panel. The panel selects and registers prospective students into the program.

Recommended/Interested employees that meet program requirements should complete a Command College application and prepare a resume outlining educational, training, and professional experience. The application is available online at: http://command.columbusstate.edu/applications.php.
LEADERSHIP EXCELLENCE PROGRAM

40 HOURS

Sherille May-Eunice

The Leadership Excellence Program is presented by the Georgia State University J. Mack Robinson College of Business. The program consists of five one-day modules that cover adaptive leadership, leading and implementing change, strategy and implementation and leadership presence. The program is fast-paced and highly-interactive and is presented by a world-class faculty through though-provoking content, multi-media presentations, case studies, computer simulations, and small-group exercises.

Location: GSU Executive Education Center in Atlanta, GA

Dates: Specific dates are established by DJJ Office of Training and the GSU J. Mack College of Business.

Target Audience: DJJ Executive Leadership, DJJ Facility Directors, Assistant Directors, Regional Administrators, District Directors, Central Office Directors. Appointing authorities may select senior level managers who have been identified as employees with growth potential within the agency.

Prerequisites for Attendance: Minimum of successful completion of the DJJ Management Orientation Tier III is required.

Selection Process: Commissioner Approval required.

This course is generally offered once a year.

OVERCOMING THE FIVE DYSFUNCTIONS OF A TEAM WORKSHOP

16 P.O.S.T. HOURS

Sherille May-Eunice

This course is designed to address the five most common dysfunctions of a team in order to encourage growth and positive team development. Based upon the book “Overcoming the Five Dysfunctions of a Team” by Patrick Lencioni, this course is offered to facility and community offices and can be tailored to address specific and general teamwork challenges. Upon completion of the course, supervisors and managers are better prepared to move their office forward by encouraging trust, open communication, shared commitment, taking responsibility, and a focus on results.

This class is offered as needed.
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12. Thinking for a Change Booster
ADVANCED PURCHASING

10 HOURS

Erica Seamon

This course will train Business Office staff on specification writing, written bid procedures and well as service and maintenance contracts and leases.

This course is generally offered quarterly.

BASIC COUNSELING TRAINING

32 HOURS

Tania Appling

This training is mandatory for all new Juvenile Detention Counselors and Social Service Providers. The curriculum consists of an introduction to the duties, policies and procedures required of counselors and social service providers working with the youth population. The course includes an introduction to individual and group counseling, dealing with resistant/difficult youth behavior, and an overview of the Juvenile Tracking System (JTS).

This course is offered as needed.

BASIC PURCHASING

12 HOURS

Erica Seamon

This course covers basic purchasing. Topics include creating, managing, previewing and approving requisitions.

This course is generally offered quarterly.

CUSTOMER SERVICE (THE ART OF EXCEPTIONAL CUSTOMER SERVICE – AECS)

4 P.O.S.T. HOURS

Tania Appling

This training course provides tier one staff (those who have significant and continuous contact with the public) with the knowledge and skills to provide exceptional customer service to both internal and external customers. This class includes lecture, group activities and role play.

This class is offered as needed.
E-PROCUREMENT

6 HOURS  Erica Seamon

This class teaches the basics of how to electronically create Purchase Requests and conduct on-line shopping for statewide contract goods and services. It also addresses the responsibilities and duties of personnel that are granted Appraiser I or II status. Participants will also demonstrate the creation of a purchase order from a requisition.

This course is offered once a quarter.

MENTAL HEALTH TRAINING

8 P.O.S.T. HOURS  Regional Training Coordinator

This course is for facility and community staff to increase their knowledge and skill when managing mental health youth. The course is comprised of lecture, discussion, and practical exercises which address the Interface between Juvenile Justice and Mental Health, Adolescent Development, Mental Health and Substance Abuse Disorders, Child Trauma, Treatment of Youth with Mental Health Disorders, Working with Youth with Mental Health Issues, and the Importance of Family Engagement.

This course is generally offered as needed.

MOTIVATIONAL INTERVIEWING

16 HOURS  Tania Appling

Motivational Interviewing is a set of principles, strategies, and skills to assist staff in motivating change in youth. This course is primarily for facility case managers and community staffs who supervise youth on a case load.

This class is offered quarterly at the DJJ Academy and regionally throughout the State.

MOTIVATIONAL INTERVIEWING BOOSTER

6 HOURS  Tania Appling

This training is intended as a continuing education class for employees who currently teach Motivational Interviewing to youth. Teach back and modeling of Motivational Interviewing activities are covered in this class.

This class is offered quarterly at the DJJ Academy and regionally throughout the State.
MOTIVATIONAL INTERVIEWING INSTRUCTOR TRAIN THE TRAINER

19 HOURS

Tania Appling

This course certifies participants as trainers in Motivational Interviewing. Participants will demonstrate the Motivational Interviewing facilitation process in a classroom environment to include presenting course material and conducting group activities. Participants must have successfully completed the basic Motivational Interviewing course prior to attending the train the trainer course.

This class is offered as needed.

TEAM BUILDING TRAINING

6 P.O.S.T. HOURS

Christopher Thomas

This course provides facility and community staff with numerous practical activities that require team work and creative thinking in both a classroom and outdoor setting. The purpose of the course is to bring participants together as a team in order to overcome challenges. Activities include X versus Y, the Helium Stick, Mine Field, Toxic Waste, Survival, the River, Have You Ever, Moose-Elephant-Frog-Cow, the Human Knot, the Tarp, Hog Calling, and Rock-Paper-Scissors.

This class is offered as needed.

THINKING FOR A CHANGE

32 HOURS

Tania Appling

This curriculum is designed to train staff with skills to provide classes for youth that help to build social skills development, problem solving skills development and cognitive approaches. The completion of this Thinking for a Change program will result in certification that allows participants to teach this program to youth.

This class is generally offered once per year.

THINKING FOR A CHANGE BOOSTER

32 HOURS

Tania Appling

This is intended to enhance the presentation skill and knowledge of the staff facilitating the Thinking for a Change curriculum to the youth population. A focus is placed on facilitating problem solving, cognitive skills and social skills.

This class is generally offered as needed.