

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: PROGRAM SERVICES/EDUCATION SERVICES	Reference Number: VC01-0012	Revises Previous Effective Date: 2/01/01
Subject: VOCATIONAL SERVICES ON THE JOB TRAINING (OJT) PROGRAMS		
Authority: WETHERINGTON/OXFORD	Effective Date: 6/01/01	Page 1 of 3

I. POLICY:

On-the-job training (OJT) programs operated by the Georgia Department of Corrections serve as an extension of and supplement to the classroom/laboratory vocational programs and enable offenders to learn useful job skills while performing routine institutional work assignments. OJT programs are operated on skilled and semi-skilled work details for which a training potential has been determined. The purpose of this procedure is to provide uniform guidelines for agency personnel involved in the operation of OJT programs.

II. APPLICABILITY:

State and County Facilities, Transitional, Diversion and Detention Centers.

III. RELATED DIRECTIVES:

- A. GDC Rules 125-3-5-.02, 125-4-2-.05
- B. Standard Operating Procedures IVL01-0021, VD01-0003
- C. ACA 3-4397
- D. ** - Legal - Reece vs Evans
- E. Public Law 101-336 Americans With Disabilities Act

IV. DEFINITIONS:

None.

V. ATTACHMENTS:

Functional Area: PROGRAM SERVICES/EDUCATION SERVICES	Prev. Eff. Date: 2/01/01	Page 2 of 3
	Effective Date: 6/01/01	Reference Number: VC01-0012

None.

VI. PROCEDURE:

- A. Each facility work detail is evaluated by facility and central office vocational education staff and the work detail supervisor for its training potential. For those details with training potential the vocational education staff and work detail supervisor determine performance tasks which can realistically be accomplished by the trainees and develop a task/competency checklist accordingly.
- B. OJT programs are operated by work detail supervisors and are monitored by (Vocational education) staff. (Food preparation OJT programs are also monitored by regional Food and Farm staff.)
- C. Inmates are assigned to OJT programs by the classification committee upon the recommendation of the work detail supervisor following a successful trial period on the detail of approximately two weeks. Inmates should be TABE tested and score at the 5th grade level reading and math, exceptions will be made for offenders in Special Education. Inmates assigned are to be identified as an OJT placement versus a detail assignment and the work detail assignments should be adjusted accordingly.
- D. A Monthly Education Report (MER) is maintained on a daily basis by the work detail supervisor to document enrollment and attendance. The MER is submitted to the appropriate facility staff member the last working day of each month (State prisons only).
- E. A task/competency checklist is maintained by the work supervisor for each trainee to document work units mastered in the program. Upon removal of the trainee from the program, this document is retained in the inmate's file, A completion target date is established by the work supervisor and the Vocational/OJT Program Development Consultant for each OJT inmate assigned.
- F. Trainees are rotated through each work unit listed on the task/competency checklist. When student learning modules

Functional Area: PROGRAM SERVICES/EDUCATION SERVICES	Prev. Eff. Date: 2/01/01	Page 3 of 3
	Effective Date: 6/01/01	Reference Number: VC01-0012

and/or resource materials are available, these are used simultaneously with the hands-on instruction.

- G. Trainees are issued a certificate of completion from DTAE after they have successfully completed all instructional units listed under the job title(s) used for certification. A WAPR should be completed by a detail supervisor and forwarded to the inmates' counselor. Completers should also be reported in OTIS , under type 11 (positive skill) transfer request indicating eligibility for departmental work pool if needed.
- H. Central Office Vocational Education staff assist field staff with the development and implementation of OJT programs.
- I. The assigned Vocational/OJT Program Development Consultant will assist in the set up of the OJT program, collection of the completion checklist and dissemination of the completion certificates. The OJT Coordinator works in conjunction with the Deputy Wardens, Chief counselor, counselors, and detail supervisors at the various OJT sites.