

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

<b>Policy Name:</b> On-the-Job Training (OJT) Programs		
<b>Policy Number:</b> 108.11	<b>Effective Date:</b> 12/23/2024	<b>Page Number:</b> 1 of 4
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Inmate Services Division (Career Technical and Higher Education)	<b>Access Listing:</b> Level II: Required Offender Access

**I. Introduction and Summary:**

On-the-job training (OJT) programs operated by the Georgia Department of Corrections (GDC) serve as an extension of and supplement to the classroom/laboratory Career Technical and Higher Education (CTHE) 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. Authority:**

- A. GDC Board Rules: 125-3-5-.02 and 125-4-2-.05;
- B. GDC Standard Operating Procedures (SOPs): 207.04 Offender Work Details; 213.12 Detainee Work Details and 409.04.22 Meat Processing Plants;
- C. Public Law 101-336 Americans with Disabilities Act: All qualified offenders with disabilities will have access to services, programs, and activities. Appropriate and effective communication will be available to ensure access to the services and programs through contracted or employed language services or other accessibility solutions.
- D. ACA Standards: 2-CO-5A-01, 5-ACI-7A-03, 5-ACI-7A-05, and 5-ACI-7B-07.

**III. Definitions:**

As used in this SOP, these terms are defined as follows,

- A. **Career Technical and Higher Education (CTHE)** – Career Technical Education that prepares students for a wide range of high-wage, high-skill, and high-demand careers. Formerly referred to as Vocational Education. Higher Education refers to Post-Secondary instruction that leads to credit towards or completion of an associate or higher degree.

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- B. **CTHE Program Specialist** – Regional education specialist who assists each facility with duties and responsibilities, provides instructional support for all vocational instructors and staff, and performs the Career, Technical and Higher Education assessment at each facility.
- C. **OJT** – On-the-Job Training.
- D. **OJT Coordinator** – Facility staff member designated to manage the OJT program.
- E. **The State Repository of Information System (SCRIBE)** – GDC’s official offender records management system.

**IV. Statement of Policy and Applicable Procedures:**

This policy applies to State and County Facilities, Transitional Centers, Integrated Treatment Facilities, Residential Substance Abuse Treatment Facilities and Detention Centers.

- A. The institution provides a variety of work assignments that afford offenders an opportunity to learn job skills and develop good work habits and attitudes that they can apply to jobs after they are released.
- B. GDC desires to provide comprehensive work-based, on-the-job training for as many offenders as possible. Accordingly, programs span a wide collection of skills. GDC’s OJT programs are effective and efficient ways of delivering skills and experience that will have a positive impact on post-release employment.
- C. Each facility will have a designated OJT Coordinator named by the DWCT or designee where there is no DWCT. This individual is responsible for ensuring OJT programs are conducted in accordance with all applicable policies. Including completion of all paperwork and data entry.
- D. Each facility work detail is evaluated on an ongoing basis by the facility, CTHE EPS, OJT Coordinator and/or the work detail supervisor for its training potential.

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For those details with training potential, the CTHE EPS and work detail supervisor determine performance tasks which can realistically be accomplished by the offenders. A task/competency checklist will be developed utilizing the advice and assistance of labor, business, industrial organizations, and with input from Technical College System of Georgia (TCSG) to assist in determining skills relevant to the job market.

- E. OJT work-based learning programs are operated by work detail supervisors and are monitored by facility OJT Coordinator and the CTHE EPS.
- F. Offenders are assigned to OJT programs based on their assigned work detail; the assigned work detail is determined by the Classification Committee. Assignment to the appropriate OJT program will be coordinated through the work detail supervisor and/or OJT Coordinator and will match the offender's assigned work detail schedule. The assignment to OJT may be part of the classification action assigning the offender to their work detail. No waiting period is required for OJT assignment, but a waiting period may be used at the facility's discretion.
- G. Offender attendance at their assigned work detail must be documented daily by the work detail supervisor (Ex. Monthly Education Report (MER), Activity Roster, sign-in sheets, logbook, electronic count, etc.)
- H. A task/competency checklist is maintained by the work detail supervisor and/or OJT Coordinator for each offender assigned to OJT to document work units mastered in the program. Upon successful completion of the OJT, the checklist is retained with the OJT Coordinator.
- I. A target completion date must be established by the work detail supervisor and/or OJT Coordinator for each offender assigned to OJT. It is recommended that the target completion date be documented in SCRIBE under the offender's schedule.
- J. Offenders are provided an opportunity to learn and perform each task/competency on the task/competency checklist. Due to the generic nature of the task/competency checklist Not Applicable (NA) may be used if a facility does not perform certain

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tasks listed on the checklist.

- K. Offenders are issued a certificate of completion from an approved accredited agency after successful completion of all required hours and competencies listed under the job title(s) used for certification. Completions will be documented in SCRIBE by the OJT Coordinator or facility designee.
- L. Facilities must maintain a minimum program completion rate as specified and reviewed annually by the Director of CTHE, CTHE EPS, and facility staff as appropriate.
- M. The CTHE EPS shall assist facility staff with the development and implementation of OJT programs.
- N. The assigned CTHE EPS will monitor the setup of the OJT program, completion of appropriate paperwork distribution of completion certificates, and entry of correct SCRIBE data. The CTHE EPS will work with the OJT Coordinator, in conjunction with the DWCT, Chief Counselor, Counselors, and work detail supervisors at each facility.

**V. Attachments:**

- Attachment 1: Monthly Education Report (MER)
- Attachment 2: OJT Programs
- Attachment 3: OJT Lite Programs
- Attachment 4: OJT GCI

**VI. Record Retention of Forms Relevant to this Policy:**

Attachments 1-4 are for informational purposes, only. Retain for one (1) year.