

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Vocational Services On-the-Job (OJT) Training Programs

Policy Number: 108.11

Effective Date: 8/11/2021

Page Number: 1 of 4

Authority:
Commissioner

Originating Division:
Inmate Services Division
(Education)

Access Listing:
Level I: All 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 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. 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. Americans With Disabilities Act of 1990. Public Law 101-336. 108th Congress, 2nd session (July 26, 1990); and
 - D. ACA Standards: 2-CO-5A-01, 5-ACI-7A-03 (Ref. 4-4451), 5-ACI-7A-05 (Ref. 4-4453), and 5-ACI-7B-07 (Ref. 4-4472).
- III. Definitions:**
- A. **CTHE** - Career, Technical, and Higher Education; synonymous with “Vocational Education.”
 - B. **WAPR** - Work Activity Performance Report.
 - C. **SCRIBE** - Offender Data Base.
 - D. **OJT** - On-the-Job Training.

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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. The Georgia Department of Corrections desires to provide comprehensive work-based, on-the job training for as many offenders as possible. Accordingly, programs span a wide collection of skills ranging from *Basic Computer Operations* with 40 contact hours and 23 competencies, to *Farm Worker* with 450 hours and 25 competencies, to *Welder* with 960 contact hours and 30 competencies. To capitalize on training opportunities, every attempt is made to create formal OJT programs out of normal work details required in the ongoing operations of a prison, such as Appliance Repair (960 hours), Automobile Detailer (180 hours), Baker (800 hours), Barber (960 hours), Career Guidance Technician (640 hours), Cook Apprentice (800 hours), Custodial Maintenance (320 hours), Firefighter (1200 hours), Food Preparation (450 hours), and Building Maintenance and Repair (960 hours). 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 work detail is evaluated on an ongoing basis by facility and central office CTHE staff and the work detail supervisor for its training potential. For those details with training potential, the CTHE staff and work detail supervisor determine performance tasks which can realistically be accomplished by the offenders and develop a task/competency checklist utilizing the advice and assistance of labor, business, and industrial organizations to assist in determining skills relevant to the job market.
- D. OJT work-based learning programs are operated by work detail supervisors and are monitored by facility and central office staff.

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- E. Offenders 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 (2) weeks.
- F. Attendance must be documented daily by the work detail supervisor (Ex. Monthly Education Report (MER), Activity Roster, sign-in sheets, logbook, electronic count, etc.)
- G. A task/competency checklist is maintained by the work supervisor for each offender to document work units mastered in the program. Upon successful completion of the offender program, this document is retained in the offender's file. Completion target date must be established by the work supervisor and OJT Coordinator for each OJT offender assigned.
- H. Offenders are provided an opportunity to learn each task/competency on the checklist.
- I. 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. A WAPR should be completed by a detail supervisor and forwarded to the offender's counselor. Completions should also be reported in SCRIBE. A "positive" transfer request indicating eligibility for departmental work pool if needed should be entered.
- J. Facilities must maintain a minimum program completion rate as specified and reviewed annually by central office.
- K. Central Office Education staff shall assist field staff with the development and implementation of OJT programs.
- L. The assigned Education Program Specialist shall assist in the setup of the OJT program, collection of the completion checklist, a dissemination of the certificates of completion, and entry of correct SCRIBE data. The OJT Coordinator works in

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conjunction with the Deputy Wardens, Chief Counselor, Counselors, and Detail Supervisors at the various OJT sites.

M. All CTHE instructors must be certified by a state department of education or comparable authority. Holding a nationally recognized industry certification such as NCCER, AWS, ASE, etc. is acceptable.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.