

SUBJECT: ON-THE-JOB TRAINING (OJT) OF CORRECTIONAL OFFICERS

APPLICABILITY: The Substance Abuse Felony Punishment Facilities (SAFPF)

PURPOSE: To provide a uniform policy and procedure for administering training on the Substance Abuse Treatment Initiative to Correctional Officers upon reporting for duty to their Unit/Facility of assignment in accordance with AD-12.25. The On-The-Job Training (OJT) curriculum was designed by the Substance Abuse Treatment Program (SATP) Clinical staff to provide SATP staff on the Units/Facilities with the resources necessary to adequately teach the primary components of the Substance Abuse Initiative.

PROCEDURES:

- I. The primary components of the Substance Abuse OJT curriculum for **SAFP Facilities** shall be represented in the classroom presentation as well as observations of groups and the treatment process. The classroom presentation shall include the following subject matter:
 - A. An overview of the Substance Abuse Treatment Programs offered by SATP;
 - B. Performance Objectives of the program;
 - C. The mission of the Texas Department of Criminal Justice (TDCJ);
 - D. The mission of the Substance Abuse Treatment Program;
 - E. An overview of the Substance Abuse Felony Punishment Facility (SAFPF);
 - F. An overview of the Volunteer Services;
 - G. Instruction on the Therapeutic Community Programs;
 - H. An overview of the structure and job functions in a Therapeutic Community;
 - I. Instruction on the elements of the Therapeutic Community;
 - J. Instruction on the Common Terminology;
 - K. Instruction on the Treatment Phases;
 - L. An overview of the available support groups; and
 - M. An overview of the Continuum of Care.
- II. The suggested allotment of time is eight and a half (8 ½) hours for the combined primary components.
- III. The suggested allotment of time is approximately nine and a half (9 ½) hours for the combined primary components.

- IV. In the event of Unit imposed time restraints, training shall be completed in intervals, as appropriate, and in accordance with the Unit schedule. Classroom presentations may be provided and approved by the SATP Administration.
- V. The *SAFPF Checklist for Completion of OJT (Attachment A)* shall be completed. Alterations of the suggested training curriculum shall be documented on the checklist, as appropriate. A justification of the changes to the training shall also be documented on the checklist.
- VI. Staff shall report the number of OJT sessions completed on the SATP Weekly and Monthly Activity Report.
- VII. For a complete guide of training instructions, refer to the SATP Staff Development OJT Lesson Plan.


Madeline M. Ortiz, Director
Rehabilitation Programs Division

SAFPF Checklist for Completion of OJT

(Each activity shall be signed off as completed. When all requirements have been completed, a certificate of completion shall be awarded by the Warden)

NAME: _____ **UNIT:** _____

DATE STARTED: _____ **TARGET DATE OF COMPLETION:** _____

ACTUAL COMPLETION DATE: _____

WARDEN'S SIGNATURE: _____

REQUIREMENTS	TIME FRAME	SATP Supervisor's Initials of Completion Date		Major's Initials of Completion Date	
		(Date)	(Initials)	(Date)	(Initials)
Classroom Presentation	2.5 Hours				
Observe Self-Help Group	30 Minutes				
Observe a Process Group	30 Minutes				
Observe LEs/TPRs	30 Minutes				
Observe Structure	45 Minutes				
Observe Motivation	15 Minutes				
Observe Phase I	30 Minutes				
Observe Phase II	30 Minutes				
Observe Phase III	30 Minutes				
Observe Confrontation Group	1 Hour				
Participate in a Treatment Team Meeting	1 Hour				
Total	8.5 Hours				

Pre-Release Checklist for Completion of OJT

(Each activity shall be signed off as completed. When all requirements have been completed, a certificate of completion shall be awarded by the Warden)

NAME: _____ **UNIT:** _____

DATE STARTED: _____ **TARGET DATE OF COMPLETION:** _____

ACTUAL COMPLETION DATE: _____

WARDEN'S SIGNATURE: _____

REQUIREMENTS	TIME FRAME	SATP Supervisor's Initials of Completion Date		Major's Initials of Completion Date	
		(Date)	(Initials)	(Date)	(Initials)
Classroom Presentation	2.5 Hours				
Observe Cognitive Community	1 Hour				
Observe Self-Help Group	30 Minutes				
Observe a Process Group	30 Minutes				
Observe LEs/TPRs	30 Minutes				
Observe Structure	45 Minutes				
Observe Motivation	15 Minutes				
Observe Phase I	30 Minutes				
Observe Phase II	30 Minutes				
Observe Phase III	30 Minutes				
Observe Confrontation Group	1 Hour				
Participate in a Treatment Team Meeting	1 Hour				
Total	9.5 Hours				