

## **ACO to JCO and JCO to ACO Transfer Academy - On the Job Training**

***The core Transfer Academy (OJT) manuals for staff transferring from the classification of Adult Correctional Officer (ACO) to Juvenile Correctional Officer (JCO) or Juvenile Correctional Officer (JCO) to Adult Correctional Officer (ACO) are now available, via your STC Field Representative. Instructions on how to obtain and administer these manuals are listed below.***

### **Steps:**

1. Once an agency has hired an employee who has already completed a full core (either ACO or JCO) and is now transferring to a different classification (JCO or ACO) and the agency is ready to provide their new core training, the training manager should email the assigned STC Field Representative (FR) and request the appropriate transfer core (OJT) academy manual.
2. The STC FR will send the transfer core (OJT) academy manual to the agency.
3. Agency will create a certification in the STC Learning Portal (ask field representative for written instructions to follow).
4. The transferring officer will complete the transfer core (OJT) academy manual within 1 year of their hire date.
5. Once the transfer core (OJT) academy is completed, the agency will ensure the "Transfer Academy OJT Record of Completion" form is signed by the employee and supervisor (or designee). This form is included in the transfer core (OJT) academy manual documents.
6. The agency will create a "Certificate of Completion" document with the employee name, current (new) job classification, and the date the transfer core (OJT) academy was completed.
7. The certificate of completion and the "Transfer Academy OJT Record of Completion" will be placed in the employee training file, which will be presented to their agency's assigned STC FR for compliance review documentation.
8. Each agency will follow their own agency record retention and storage policy for the transfer core (OJT) academy manual documents.

### **Transfer Academy (OJT) Hours**

ACO to JCO Transfer Academy = 10

JCO to ACO Transfer Academy = 8