ADULT CORRECTIONS OFFICER KNOWLEDGE AND SKILL MAPS

State of California, Board of Corrections

Standards and Training for Corrections Program

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Knowledge and Skill Maps
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INTRODUCTION

Knowledge and Skill Maps are used to generate information to link the core tasks to the curriculum and to design training. Instructors and course planners will find the maps especially helpful for developing lesson plans and formulating test questions.

The maps were created by asking practitioners and subject matter experts to address the following questions about each core task or group of related core tasks:

1. What is the value of this task or group of tasks? What are the consequences of effective or ineffective performance?

2. What knowledge, skills and abilities (KSA's) must the performer bring to the task or group of tasks? That is, what are the prerequisite KSA's?

3. What rules, concepts or principles are used by those who do this task or group of tasks particularly well?

4. What are the subtasks or steps that underlie this core task or group of tasks? Is there a definite sequence in which these subtasks or steps are performed?

5. What resources or aids are available to the performer as he/she performs this task or group of tasks?

Each map consists of all the knowledge and skills – generated by asking the questions listed above – necessary for successful performance of a given core task. Each question surfaces a different type of capability which, if lacking, could result in poor performance. To the extent that trainees are not expected to have such knowledge or skills when hired, these capabilities represent training needs. Thus, the instructional objectives are generated from the maps.

This "mapping" process was used in workshops with practitioners and subject matter experts during the development of the original adult corrections officer core course of 1987, and again during the curriculum revision projects of 1989-90, 1993-94 and 1999-2000. This input from practitioners and subject matter experts ensures the currency and validity of the curriculum for the benefit of local corrections employees and employers.

The manual contains 71 maps categorized into 11 general topical headings. These headings roughly correlate with the course outline. The maps address 187 out of the 196 core tasks identified in the 1999-2000 job analysis. The nine core tasks not covered in the maps are excluded for one of two reasons:

1. The tasks are so general they apply to numerous aspects of the adult corrections officer job. For instance, task # 59: *Fill out facility forms (any type of form used in the facility);* or,

2. The ability to perform the task is not appropriate for core curriculum and is screened for in other steps of the selection process. For instance, task # 180: *Read daily journal/log,* relates to the ability to read. Reading ability can be more readily evaluated by a candidate's performance on the written selection examination.

Some maps address one task; other maps address several related tasks. In addition, there are a few maps that address the same, singular task. This is because the tasks may be viewed from different perspectives, such as searching inmates at booking versus searching inmates as part of routine supervision of inmates on the housing unit. An example is task # 79: *Pat-search inmates.* Maps 1.01 and Map 5.05 both address this task but from differing viewpoints of intake and supervision respectively. Because of this overlap, it is important for course coordinators who oversee the entire delivery process to review all lesson plans and test questions that emanate from these maps to avoid unwanted redundancy.

The notation "AS" on some of the maps stands for "Agency Specific." This means the step or rule relating to the task or group of tasks may vary from agency to agency throughout the state. For instance, certain policies regarding when to use the safety cell may differ among agencies. Therefore, instructors are

encouraged to develop their lesson plans in accordance with existing policy (if known) for the audience to whom they are delivering instruction.

Two indexes are included in this manual. The first index links training related core tasks to the knowledge skill maps. The second index links the instructional objectives to the maps.

The instructional objective to map index shows the link from information on the map to instructional objectives. Since the instructional objectives were developed from various parts of the maps (value, prerequisites, steps, concepts), several instructional objectives may have emanated from one map. Also, the same instructional objective may contain information from two different maps depending on the scope of the instructional objective.

Despite the fact that this curriculum design is heavily based on empirical research, a rational approach was also employed in the construction of these indices. This was necessary based on the interrelated nature of the tasks, maps and instructional objectives. Notwithstanding this aspect of the indices, the maps provide an overall perspective and way to "jog" the instructor's thinking for lesson plan and test question development. **Because the tasks, maps and instructional objectives interrelate and overlap, it is important for the:**

- **Course coordinator** to review with each instructor the lesson plans and test questions to avoid unintended redundancy; and,

- **Instructors** to interpret the maps according to the section of the course they are teaching and to extract only those aspects of the maps that pertain to their assigned objectives.

HOW TO USE THIS MANUAL: An Example

Suppose you are an instructor asked by the core course coordinator to teach Module 13.2: ***Supervising Meals.*** When developing the lesson plan and test questions for that module, you want to know more information about instructional objective 13.2.1: *Identify steps for maintaining control when inmates are released for meals.*

One avenue of research in preparing your lesson plan is to look at which core tasks are related to this objective. To do so, consult the Instructional Objective to Core Task Index located in the Core Training Course Manual. You will find that the objective 13.2.1 relates to the following core tasks:

92. Feed/supervise inmate meals in cells or dormitories, verifying tray and/or utensil counts.

93. Release inmates for meals.

94. Supervise inmate meals in dining hall, cafeteria, housing area or food service area, monitor and maintain control, and verify tray and utensil counts.

42. Give instructions/directions orally to groups of inmates.

Another way to get more information is to look at how these tasks are described in the knowledge/skill maps. To find where these tasks are analyzed in the maps, consult the Core Task to Maps Index. You will find that tasks 92, 93, 94 and 42 are analyzed on Map 6.05 (Supervising Inmate Meals). You also see that task 42 is found on Maps 6.06 and 6.07 along with other tasks.

An alternative way to access more information is by consulting the instructional objective to map index. On that index you find that instructional objective 13.2.1 shows the link to map 6.05.

In reviewing the information on these three maps, you see on Map 6.05 that a rule or concept associated with supervising meals is the ability to manage large groups of inmates at one time. You might decide to include in the lesson plan a discussion on techniques to direct groups of inmates. You might incorporate a practice session in the classroom giving trainees an opportunity to direct classmates in a simulated large group process. You may also use examples of when things go wrong during meal supervision as part of your lecture and use some of the examples to formulate questions on the Job Knowledge Test for that objective.

The information about task # 42 *Give instructions/directions orally to groups of inmates* is also found on Map 6.06. However, that map is geared more toward supervising inmates during recreation versus meals. Information on Map 6.06 includes considerations about staff-to-inmate ratio when supervising large groups. That information could be incorporated into your lesson plan as well.

In reviewing Map 6.07 *Monitoring Inmate Activity* you see task # 42 appears again but the thrust of that map is toward establishing inmate informants and is less linked to supervising meals. Therefore, the information on that map is not as directly on point for use in lesson plan development for Supervising Meals.

All three maps contain information related to tasks other than the four noted in the core task to instructional objective index for 13.2.1. It is not intended for instructors to incorporate **all** the information from the maps into each lesson plan. This would result in a lot of pointless repetition in the presentations. Therefore, when reviewing the maps, it is important to keep in mind the perspective of the particular instructional objective being addressed for each part of the lesson plan.

The above example illustrates ways to use the maps. It does not illustrate a comprehensive treatment of the entire instructional objective 13.2.1, but rather, gives a sample of how one might go about constructing part of the lesson plan for that module.

Even without going through the index of linkages, a straight “read through” of the entire maps manual should enhance a core instructor’s understanding of the instructional intent as they develop their presentation.

For technical assistance on use of the maps, please feel free to contact the Board of Corrections, STC Standards Manager.

KNOWLEDGE AND SKILL MAP TITLES

1.00 BOOKING, RECEIVING, AND RELEASING

1.01 Receiving Inmates
1.02 Booking (paperwork)
1.03 Booking (processing)
1.04 Inmate Orientation
1.05 Classification
1.06 Issue Clothing and Bedding
1.07 OR, Bail and Cite Releases
1.08 Verify/Release
1.09 Release to Other Agency

2.00 ESCORTING AND TRANSPORTING

2.01 Inter-facility Movement
2.02 I.D. Procedures
2.03 Ready for Transportation
2.04 Transporting

3.00 RECORD KEEPING AND REPORT WRITING

3.01 Recording and Documenting
3.02 Information Update and Review
3.03 Report Writing

4.00 SUPERVISING NON-INMATE MOVEMENT AND VISITORS

4.01 Supervising Civilian Workers and Visitors
4.02 Supervising Inmate Visits
4.03 Searching Visitors' Property
4.04 Supervising Non-Inmate Workers

5.00 SEARCHING AND SECURING

5.01 Inmate Counts
5.02 Key Accountability and Securing Locks
5.03 Security Rounds
5.04 Housing Searches
5.05 Pat-search Inmates
5.06 Strip-search Inmates
5.07 Perimeter Checks
5.08 Investigate Disturbances or Suspicious Activities
5.09 Investigate Accidents or Crimes
5.10 Make Arrests
5.11 Contraband and Evidence
5.12 Remote Surveillance

6.00 SUPERVISING INMATES

6.01 Selecting Inmate Workers
6.02 Preparing Inmates for Work
6.03 Supervising Facility Cleaning by Inmate Workers
6.04 Inmate Programs
6.05 Supervising Inmate Meals
6.06 Supervising Inmate Recreation
6.07 Monitoring Inmate Activity
6.08 Maintaining Discipline

6.09 Progressive Discipline
6.10 Rolling Up Inmates
6.11 Addressing Inmate Concerns

7.00 HYGIENE, COMMISSARY, MAIL

7.01 Inspecting for Facility Cleanliness
7.02 Commissary
7.03 Laundry Exchange
7.04 Hygiene Supplies
7.05 Supervise Cosmetology
7.06 Mail Services

8.00 MEDICAL AND PSYCHOLOGICAL SERVICES

8.01 Accompany Medical Staff
8.02 Crisis Intervention
8.03 Suicide Prevention
8.04 Identifying and Monitoring Inmates for Medical Problems

9.00 VERBAL COMMUNICATION

9.01 Calling-Reporting-Informing
9.02 Responding to Questions
9.03 Communicating with Staff within the Facility
9.04 Emergency Dispatching
9.05 Communicating with the Courts
9.06 Testifying in Court
9.07 Talking with Inmates Over Intercom

10.00 FIRE AND LIFE SAFETY AND EVACUATION

10.01 Fire and Life Safety
10.02 Evacuation

11.00 PHYSICALLY DEMANDING TASKS

11.01 Defensive Tactics
11.02 Cell Extractions
11.03 Restraint Devices
11.04 Restraint Chair
11.05 Run Up and Down Stairs
11.06 Lift Heavy Objects
11.07 Jump Over Obstacles
11.08 Run to the Scene of an Emergency
11.09 Drag Heavy Objects

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12.1.1	3.01, 3.03
12.1.2	3.01, 3.03
12.1.3	3.01, 3.03
12.1.4	3.01, 3.03
12.1.5	3.01, 3.03
12.1.6	3.01, 3.03
12.2.1	3.01, 3.03
12.2.2	3.01, 3.03
12.2.3	3.01, 3.03
12.2.4	3.01, 3.03
12.2.5	3.01, 3.03
12.2.6	3.01, 3.03
12.3.1	3.01, 3.03
12.3.2	3.01, 3.03
12.3.3	3.01, 3.03
12.3.4	3.01, 3.03
12.4.1	3.01, 3.03
12.4.2	3.01, 3.03
12.4.3	3.01, 3.03
12.5.1	3.01, 3.03
12.5.2	3.01, 3.03
12.5.3	3.01, 3.03
12.5.4	3.01, 3.03
12.6.1	3.01, 3.03
12.6.2	3.01, 3.03
12.6.3	3.01, 3.03
12.6.4	3.01, 3.03
12.7.1	3.01, 3.03
12.7.2	3.01, 3.03
13.1.1	2.01, 3.01, 5.01, 7.05
13.1.2	2.01, 3.01, 5.01, 7.05, 9.01
13.1.3	2.01, 3.01, 5.01, 7.05
13.1.4	2.01, 3.01, 5.01, 7.05

INSTRUCTIONAL OBJECTIVE BY MAP INDEX

OBJECTIVE	MAP
13.1.5	2.01, 3.01, 5.01, 7.05
13.1.6	3.01, 5.01, 6.10, 7.05
13.2.1	6.05
13.2.2	6.05
13.2.3	6.05
13.2.4	6.05
13.2.5	6.05
13.2.6	6.05
13.3.1	6.03, 7.01
13.3.2	6.03, 7.01
13.3.3	6.03, 7.01
13.4.1	6.04, 6.06
13.4.2	6.04, 6.06
13.4.3	6.04, 6.06
13.4.4	6.04, 6.06
13.5.1	1.03
13.5.2	1.03
13.6.1	1.05, 5.08, 6.07, 6.08
13.6.2	1.05, 5.08, 6.07, 6.08
13.6.3	1.05, 5.08, 6.07, 6.08, 9.04
13.6.4	1.05, 5.08, 6.07, 6.08
13.6.5	1.05, 5.08, 6.07, 6.08, 8.02, 8.03, 8.04
13.6.6	1.05, 5.08, 6.07, 6.08
13.6.7	1.05, 5.08, 6.07, 6.08
13.6.8	1.05, 5.08, 6.07, 6.08, 8.02, 8.03
13.6.9	1.05, 5.08, 6.07, 6.08
13.7.1	3.01, 5.09, 5.10, 6.08, 6.09
13.7.2	3.01, 5.09, 5.10, 6.08, 6.09
13.7.3	3.01, 5.09, 5.10, 6.08, 6.09
13.8.1	3.01
13.8.2	3.01
13.9.1	All Maps
13.9.2	All Maps
13.9.3	All Maps
13.9.4	All Maps
13.9.5	All Maps
13.9.6	All Maps
13.9.7	All Maps
14.1.1	1.06, 7.03, 7.04
14.2.1	1.06, 7.03, 7.04
14.2.2	1.06, 7.03, 7.04
14.2.3	1.06, 7.03, 7.04
14.3.1	7.02

INSTRUCTIONAL OBJECTIVE BY MAP INDEX

OBJECTIVE	MAP
14.3.2	7.02
14.3.3	7.02
15.1.1	1.01, 1.02, 3.01, 6.11, 8.04
15.2.1	1.01, 8.02, 8.03, 8.04
15.2.2	1.01, 8.02, 8.03, 8.04
15.3.1	1.01, 8.02, 8.03, 8.04
15.3.2	1.01, 8.02, 8.03, 8.04
15.3.3	8.02, 8.03, 8.04
15.3.4	8.02, 8.03, 8.04
15.3.5	8.02, 8.03, 8.04
15.3.6	8.02, 8.03, 8.04
15.3.7	8.02, 8.03, 8.04
15.3.8	8.02, 8.03, 8.04
15.4.1	1.01, 8.04
15.4.2	1.01, 8.04
15.5.1	1.01, 8.02, 8.03, 8.04
15.5.2	1.01, 8.02, 8.03, 8.04
15.5.3	1.01, 8.02, 8.03, 8.04
15.5.4	1.01, 8.02, 8.03, 8.04
15.5.5	1.01, 8.02, 8.03, 8.04
15.5.6	1.01, 8.02, 8.03, 8.04
15.5.7	1.01, 8.02, 8.03, 8.04
15.6.1	1.02, 8.01
15.6.2	1.02, 8.01
15.6.3	1.02, 8.01
15.6.4	1.02, 8.01
15.6.5	1.02, 8.01
15.6.6	1.02, 8.01
16.1.1	6.01
16.1.2	6.01
16.2.1	6.01, 6.02, 6.03
16.2.2	6.01, 6.02, 6.03
16.2.3	6.01, 6.02, 6.03
16.2.4	6.01, 6.02, 6.03
17.1.1	4.01, 9.02
17.1.2	4.01, 9.02
17.1.3	4.01, 9.02
17.1.4	4.01, 9.02
17.2.1	3.01, 4.01, 4.02, 4.03, 9.02
17.2.2	3.01, 4.01, 4.02, 4.03, 9.02
17.2.3	3.01, 4.01, 4.02, 4.03, 9.02
17.3.1	4.01
17.3.2	4.01, 4.04

INSTRUCTIONAL OBJECTIVE BY MAP INDEX

OBJECTIVE	MAP
18.1.1	7.06
18.1.2	7.06
18.2.1	7.06
18.2.2	1.05, 7.06
18.2.3	7.06
18.2.4	7.06
18.3.1	7.06
18.3.2	7.06
18.3.3	7.06
18.4.1	7.06
18.4.2	7.06
19.1.1	1.01, 2.02, 2.03, 2.04, 3.01, 5.04, 5.05, 11.03
19.1.2	2.02, 3.01
19.1.3	2.02
19.1.4	2.02
19.1.5	2.02
19.1.6	2.03
19.2.1	2.04
19.2.2	2.04
19.2.3	2.02, 2.04
19.2.4	2.04
19.2.5	2.04
20.1.1	3.01, 9.01, 9.04, 10.01, 10.02
20.1.2	3.01, 9.01, 9.04, 10.01, 10.02
20.1.3	3.01, 9.01, 9.04, 10.01, 10.02
20.1.4	3.01, 9.01, 9.04, 10.01, 10.02
20.1.5	3.01, 9.01, 9.04, 10.01, 10.02
20.2.1	3.01, 9.01, 9.04
20.2.2	3.01, 9.01, 9.04, 10.01, 10.02
20.2.3	3.01, 9.01, 9.04, 10.01, 10.02
20.2.4	3.01, 9.01, 9.04, 10.01
20.2.5	3.01, 9.01, 9.04, 10.01, 10.02
20.2.6	3.01, 9.01, 9.04, 10.01, 10.02
20.2.7	3.01, 9.01, 9.04, 10.01, 10.02
20.2.8	3.01, 9.01, 9.04, 10.01, 10.02
20.2.9	3.01, 9.01, 9.04, 10.01, 10.02
20.2.10	3.01, 9.01, 9.04, 10.01, 10.02
20.2.11	9.01, 9.04, 10.01, 10.02
21.1.1	9.05, 9.06
21.1.2	9.05, 9.06
21.1.3	9.05, 9.06
21.1.4	9.05, 9.06
21.2.1	9.05, 9.06

INSTRUCTIONAL OBJECTIVE BY MAP INDEX

OBJECTIVE	MAP
21.2.2	9.05, 9.06
21.2.3	9.05, 9.06
22.1.1	11.05, 11.06, 11.07, 11.08, 11.09
22.1.2	11.05, 11.06, 11.07, 11.08, 11.09
22.1.3	11.05, 11.06, 11.07, 11.08, 11.09
22.1.4	11.07, 11.08
22.1.5	11.06, 11.07, 11.09
22.1.6	11.05, 11.06, 11.08
22.1.7	11.05, 11.06, 11.08

KNOWLEDGE AND SKILLS MAPS

1.00 BOOKING, RECEIVING, AND RELEASING

Receiving Inmates

RELEVANT CORE TASKS

1. Obtain information from transporting/arresting officers and inmates for intake purposes.
79. Pat-search inmates.
6. Screen inmates to determine if medical attention is needed.
22. Prepare pre-booking medical screening form.
7. Inventory and take custody of inmates' property, clothing and/or money.
4. Record disposition of inmates' property, clothing and/or money in appropriate log.
33. Communicate orally with inmates in a language other than English.
226. Observe inmates suffering from alcohol or drug withdrawal and act accordingly.

VALUE

Liability for illegal custody
Liability for lost property
Poor information may lead to inappropriate classification and danger to staff, inmates
Increases and/or maintains jail security

PREREQUISITES

Familiarity with paperwork required for receiving prisoner (AS) (e.g., booking, detainers, warrants, commitments, etc.)
Knowledge of common charges and associated state codes
Ability to recognize factors that impact classification (medical disabilities, ADA, gang affiliation, etc.)
Ability to use defensive/control tactics
Interpersonal communications skills (with arresting officer and prisoner)
Ability to recognize violations of state law and department policy re: contraband (AS)
Basic knowledge of the rules of evidence
Knowledge of state law re: medical screening questions (Title 15)
Knowledge of which holding room would be applicable for what charges (AS)
Knowledge of/skill in use of restraint equipment

RULES & CONCEPTS

Review required paperwork for:

- completeness
- accuracy

Deal professionally with arresting officer
Watch for animosity between arresting officer and prisoner; separate when necessary
Refuse to take custody when necessary
Pat-search must be head-to-toe
Identify/describe objective characteristics of property (e.g., yellow metal ring versus 14k gold))
Detecting medical problem signs:

- tremors
- odors (e.g., alcohol)
- unusual verbal responses
- physical injury
- unusual motor behavior
- medical alert bracelets
- track marks
- appears to be “under the influence”
- appears to be or likely to be undergoing alcohol or drug withdrawal
- sweating
- agitation
- anxiety
- disorientation
- hallucinations
- nausea
- vomiting

Detecting mental health problem signs:

- suicidal
- use of psychotropic drugs
- mentally handicapped

STEPS

1. Obtain information from arresting officer
2. Pat-search incoming prisoners
3. Screen prisoners to determine if medical attention is needed
4. Inventory and take custody of/and document prisoners property, clothes, and money

AIDS & RESOURCES

Department policy or forms manual (AS)
Contraband list or list of what prisoner can have (AS)
Medical and Mental Health questionnaire
Medical Staff
Restraint equipment
Property inventory forms (AS)

Booking (paperwork)

RELEVANT CORE TASKS

2. Review intake forms and/or court documents for accuracy, completeness and time limits.
3. Fill out intake screening forms (paper or computer generated).
15. Prepare forms, cards, file jackets necessary to initiate inmates' facility record (for example, Facility Record Card, Housing Card).
16. Run warrant checks and interpret criminal history as needed on incoming inmates and/or prior to releasing inmates.
90. Maintain confidentiality of medical information.

VALUE

Liability for illegal detention
Information on booking sheet may, in some cases, be used by outside sources (e.g., other law enforcement agencies, the press) and therefore must be as accurate as possible
Booking forms are permanent records and are a source of information for nationwide crime records
Problems associated with inappropriate court assignments

PREREQUISITES

Knowledge of different types of bookings:

- detainers
- warrants
- court order or commitment
- bail bond surrender
- state parole or probation holds
- out-of-state warrants
- PC 290 bookings and/or registrations

Knowledge of who has the authority to book a type of violation (e.g., violation of parole or probation, I.N.S. booking)
Ability to tactfully ask questions, interpersonal communication skills
Ability to interpret warrants/court paperwork
Knowledge of prisoner identification and/or verification process
Ability to recognize circumstances in which a person can be held on a misdemeanor (PC 853.7)

RULES & CONCEPTS

If person is there on a warrant, don't accept until you have a valid warrant abstract, automated warrant or actual warrant and the right person (see Map 1.08)

Accuracy and completeness on forms is essential

When in doubt, contact supervisor

STEPS

1. Gather required forms/documents
2. Run warrant check (confirm and book if necessary)
3. Review documents for accuracy and completeness
4. Obtain information from prisoner
5. Transfer information from arresting officer's reports to booking sheet
6. Complete booking documentation
7. Obtain sign-off from prisoner (property, money, charges)

AIDS & RESOURCES

Booking forms and cards (AS)
Supervisor
Abridged state codes
Bail schedule
Department Policy and Procedures Manual (AS)

Booking (processing)

RELEVANT CORE TASKS

8. Provide incoming inmates any required phone calls.
9. Supervise or conduct photographing of incoming inmates.
10. Fingerprint/palmprint inmates using ink-rolling equipment.
11. Fingerprint inmates using "Live-Scan" equipment.
14. Prepare inmate identification cards or identification wristbands and give/affix to inmates.
80. Strip search inmates.

VALUE

Legal liability for not giving phone calls
Inability to link someone to a crime because of poor picture or poor fingerprints
Fingerprints are required to complete criminal history; if not done, crime or disposition will not show on rap sheet
Establishes that the person was in custody during a given period
Improper strip searches could lead to introduction of contraband and/or legal liabilities

PREREQUISITES

Knowledge of prisoner rights to 3 completed phone calls within 3 hours of arrest (PC 851.5)
Ability to use photographic equipment
Ability to roll fingerprints to satisfaction of DOJ
Knowledge of types of prints required for crimes per state and department regulations (AS)
Ability to recognize good vs. poor prints
Ability to complete fingerprint form (DOJ)
Knowledge of prisoner identification, verification process (AS)
Knowledge of what is contraband
Proper use of "Live Scan" equipment
Knowledge of state law and department policy regarding strip searches

RULES & CONCEPTS

Document completed phone calls and time
When fingerprinting, use proper fingerprinting techniques
Need to be sure identifying data is in picture
When dealing with juvenile, refer to WI Code for criteria for determining when to fingerprint (WI 204)
Prepare inmate information on ID card or wristband
Note significant marks and/or tattoos on inmate's body

STEPS

1. Provide incoming prisoners required phone calls
2. Photograph incoming prisoners
3. Fingerprint incoming prisoners
4. Conduct strip search on inmates
5. Provide inmate with identification (AS)

AIDS & RESOURCES

Photographic equipment
Fingerprinting equipment
Identification/print technician (AS)
DOJ booklet on fingerprinting
ID card and/or wristband equipment
Orientation film or booklet

Inmate Orientation

RELEVANT CORE TASKS

135. Brief new inmates regarding facility rules and procedures, meal schedules, etc.
220. Advise inmates on institutional regulations, services and sources of information.

VALUE

Ensuring inmates have been briefed:

- provides for smooth running jail
- avoids confusion
- avoids time wasted by answering repetitive questions
- meets statewide standards

PREREQUISITES

Good interpersonal communication skills
Knowledge of rules, procedures, and schedules
Knowledge of information packet or orientation film

RULES & CONCEPTS

Provide clear, simple and consistent instructions
Foundation for inmate behavior

STEPS

1. Post regulations and/or give packet of information sheet with all basic information on it
2. Have inmate view orientation film if appropriate
3. Answer pertinent questions

AIDS & RESOURCES

Information packet or sheet
Orientation film/video
Provisions for illiterate, disabled and/or non-English speaking inmates
Prisoner/inmate orientation handbook
Title 15, Section 1069

Classification

RELEVANT CORE TASKS

19. Classify inmates and assign proper housing.
195. Recognize homosexual behavior.
60. Identify indicators of gang affiliation.
224. Recognize behavioral characteristics of potentially violent inmates.
18. Request and interpret DOJ criminal history ("rap sheet").
67. Interpret common street terminology.

VALUE

Inappropriate classification can endanger staff, community, and inmates
Legal liability for inappropriate classification
Critical for maintaining facility security
Provides statistical data for reporting requirements

PREREQUISITES

Knowledge of classification categories:

- gang affiliation
- sexual orientation
- assaultive/violent behavior
- mental illness
- adult/juvenile
- suicidal
- sophisticated criminal history
- notoriety/high profile
- occupation (e.g., law enforcement officer)
- informants
- federal vs. state prisoners
- pro-per
- sexual crimes (e.g., child molesting)
- high escape risk
- medical status (e.g., diseases)
- enemies

Knowledge of charges
Knowledge of facility and housing system (AS)
Knowledge of procedures to communicate and deal with non-English speaking or hearing/speech impaired offender

RULES & CONCEPTS

Spend time with inmates to ask all the questions and follow-ups necessary to gather all this information
Classification is difficult and high risk task – when in doubt, ask supervisor
Follow up on signs which may affect classification. For example:

- Inmate who wants to be assigned to a particular unit
- Unusual nervousness

Be aware that some inmates may try to manipulate you into a particular decision
Be assertive in asking questions; inmates recognize new employees and may try to take advantage of new CO
Check medical status, which may determine where inmate is to be housed

STEPS

1. Gather criminal history/charges information
2. Interview inmate
3. Classify inmate and assign appropriate housing

AIDS & RESOURCES

Rap sheets
Local records
Arresting officer
PC, W & I Codes and Title 15
Department Policy and Procedures Manual (AS)
Classification unit (AS)
Medical screening/staff

Issue Clothing and Bedding

RELEVANT CORE TASKS

13. Supervise or issue clothing, bedding, and supplies to new inmates.

VALUE

Legal liability if not received
Wasted time, money, effort, if issued inappropriately
May impact laundry costs
Control is important (possible hoarding of clothes and supplies can lead to escape possibilities)
Reduces potential inmate tension and conflict (anxiety)
May need change of clothes, bedding after chemical spray exposure

PREREQUISITES

Knowledge of departmental policy re: what is issued to inmates (AS)
Knowledge of legal requirements for clean clothes, minimal bedding
Knowledge of who is entitled to clothes, bedding, etc. (AS) (e.g., length of time person is to be held)
Minimum jail standards (Title 15) dictate type of clothing, bedding, and supplies that are required

RULES & CONCEPTS

Most experienced inmates will try to get whatever they can
Allow only those approved items to be given to inmate

STEPS

1. Issue clothing, bedding and supplies
2. Log/store inmates personal clothing

AIDS & RESOURCES

Department Policy and Procedures Manual and checklists for issue (AS)
Booking form
Title 15

OR, Bail and Cite Releases

RELEVANT CORE TASKS

17. Release inmates on Own Recognizance (OR) or Cite Release and fill out appropriate forms.
36. Review bail bonds to ensure correctness.

VALUE

If court does not have original signature, it will not issue a warrant and person will never have to appear in court.
If information is incorrect or illegible, releasee may not show up in court and another warrant may be issued.
Incorrect bonds may lead to inappropriate releases.

PREREQUISITES

Knowledge of department policy on OR, Cite and Bond Releases (AS)
Ability to fill out forms (AS) including abbreviations
Knowledge of time frames within which court dates must be set (excluding holidays and weekend days)
Knowledge of court directives re: setting appearance dates and times (AS)
Ability to complete citation (AS)
Ability to interpret and process bail bonds

RULES & CONCEPTS

Do not give releasee the original OR form
Stay current with respect to court calendar (directives)
Write legibly and press hard on forms
Verify that signature on booking form is same as on release
Make sure citation has correct judicial district (court)
Verify bond information (date, charges, amount, etc.)
Never recommend a bail bond agent

STEPS

1. Determine eligibility for OR, Cite or Bond Release
2. Establish court of appearance, and court date and time
3. Ensure inmate identification (Map 1.08)
4. Advise releasee of OR, Cite or Bond Release requirements

5. Ensure releasee's understanding of requirements
6. Obtain signature from releasee
7. Retain original
8. Give releasee a copy of OR or Cite form
9. Notify issuing agency of the release

AIDS & RESOURCES

Court calendar
OR and Cite Release form
California State Court Directory
Bail bond
Penal Code
Department policies (re: bonds, OR, citations)

Verify/Release

RELEVANT CORE TASKS

16. Run warrant checks and interpret criminal history as needed on incoming inmates and/or prior to releasing inmates.
20. Verify identity of inmates before releasing.
140. Perform paperwork necessary for "time served" releases.
23. Turn over property and/or money for releases, get appropriate signatures and record/log.

VALUE

Inappropriate release may endanger staff, community, etc. and create liability for the department
May release wanted person
Prevents lawsuits from inmates not released on time
Prevents possible inappropriate early release of inmate
Civil liability for releasing wanted, dangerous person
Agency is liable for property loss; impact negatively on budget

PREREQUISITES

Knowledge of department's policy and procedures (AS) for releasing inmates
Ability to interpret warrant abstract or warrant

RULES & CONCEPTS

Verify identity from at least two sources, one of which is picture
Verify that signature on booking form is same as on release
Check court/agency's paperwork for any noted release date
Don't ignore inmate who says he/she is due for release, follow up with paperwork review
Look for active warrants
Verify property content with inmate and obtain signature

STEPS

1. Review file for any stipulations on the inmate's release
2. Match booking information with inmate (picture, fingerprints, etc.)
3. Ask for SS#, mother's maiden name, address, birthday – verify

4. Check physical description
5. Run warrant check (confirm and book if necessary)
6. Return property and obtain signature

AIDS & RESOURCES

Booking form
Booking picture
Booking prints
I.D. wristbands/cards
Agency procedural checklist
Department Policy and Procedures Manual (AS)
Inventory forms
Loss of property forms

Release to Other Agency

RELEVANT CORE TASKS

21. Perform paperwork necessary for "in-custody" releases (for example, to another detention facility).

VALUE

Inter/intra facility security
Liability may arise for inappropriate transfer

PREREQUISITES

Knowledge of and ability to read different types of releases. For example:

- Removal order
- Commitment

Familiarity with department criteria for moving inmates between facilities (AS)
Knowledge of how to transfer inmates' property (AS) and money

RULES & CONCEPTS

Ensure identity of inmate/transporting officer and validity of release
Check who you are transporting, their crime, purpose of transport, and whether there might be a problem in mixing certain inmates during transport
Obtain signature for necessary paperwork that needs to accompany the person
Check for necessary paperwork that needs to accompany the person
Ensure proper transfer of inmates property and money, and that inmate's signature is received

STEPS

1. Verify inmate identity
2. Verify identity of receiving agency
3. Obtain signatures for money, property, etc.

AIDS & RESOURCES

Removal order
Commitment
Department Policy and Procedures Manual (AS)
Orders for production

2.00 ESCORTING AND TRANSPORTING

Inter-facility Movement

RELEVANT CORE TASKS

24. Escort inmates individually or in groups to and from locations within facility.

VALUE

Improper supervision could lead to:

- death or injury to officers/inmates
- riots
- escapes
- loss of credibility of officer
- loss of inmate discipline
- passing of contraband or information

PREREQUISITES

Knowledge of housing and classification system (AS)
Familiarity with housing layout (AS)
Familiarity with special orders board or whatever county has with directives (AS)
Knowledge of proper security measures for mass movement or individual movement and special handling (high risk, etc.)
Knowledge of emergency procedures (AS)
Knowledge of restraint requirements for high risk/lock down inmates
Knowledge of how specific doors, locks operate and purpose of doors, locks, etc. in facility

RULES & CONCEPTS

Be aware of other inmate movement
Where a person is housed can tell you his/her security risk
Walk behind the person
Stance and distance between officer and inmates is important
Keep group together

Determine movement in groups, individually, or on their own by:

- security risk
- purpose of movement
- classification
- how many officers available

Maintain orderly movement (maintain discipline)
Monitor radio traffic

STEPS

1. Determine purpose of movement
2. Identify security risk factors of facility
3. Determine whether individual movement or mass movement
4. Secure area
5. Give inmate(s) proper instructions regarding where they're going and, if not personally escorting, how they are to get there

AIDS & RESOURCES

Housing Card (e.g., classification information)
Department Policy and Procedures Manual (AS)
Memos with special orders/directives (AS)
Standard (movement) transportation lists (e.g., court list, medical treatment, cell moves, etc.)
Communication equipment
Restraint equipment

RELEVANT CORE TASKS

26. Verify inmates' identity and classification before escorting or transporting within or outside of the facility.

218. Verify identity of officer picking up or delivering inmate.

VALUE

Improper verification:

- disrupts departmental operations
- wrong person may end up in wrong place
- legal liability to problems that arise during escort or transport

Prevents escapes

Prevents confrontation between inmate "enemies"

PREREQUISITES

Familiarity with source document and housing card (where to obtain and how to find needed information) (AS)

RULES & CONCEPTS

Use documents if you are in doubt of an inmate's ID

Do not assume identity – be certain

STEPS

1. Determine who you need to transport

2. Identify the transportee through roll call

3. Verify through:

    - picture
    - date of birth
    - personal data
    - wrist band
    - source documents

4. Verify the identity of the transporting officer through official work ID and transport documents

5. When in doubt, call supervisor

AIDS & RESOURCES

Source documents:

- court list
- transportation list
- release roster

Housing Card:

- photo
- date of birth

Methods of inmate identification:

- wrist bands
- physical descriptions

Ready for Transportation

RELEVANT CORE TASKS

100. Get inmates ready for transportation to court, hospital, etc. (for example, ensure proper dress, apply appropriate restraints).

27. Apply restraint devices such as leg irons, travel chains, belly chains, leather restraints, etc. to a non-resisting inmate.

137. Handcuff a non-resisting inmate.

VALUE

If restraints are not secured correctly there is a risk of:

- escape
- physical harm to prisoners, officer
- injury to hands, wrists of inmates

Proper dress ensures inmate safety and welfare

PREREQUISITES

Knowledge of department policy/procedures re: clothing for court appearance

Knowledge of court order re: clothes

Knowledge of those agency procedures for which restraints to use at what time (AS)

Knowledge of variety of restraint equipment (chains, belts, electronic, handcuffs, etc.)

Knowledge of proper maintenance of restraints

Knowledge of officer safety procedures to be used in applying and removing restraints

Knowledge of applying restraints on disabled inmate; one arm, etc.

Knowledge of agency policy for applying restraints (AS)

Knowledge of potential danger of physical harm from prisoner when applying leg irons (use proper officer safety procedures)

RULES & CONCEPTS

Follow time schedule for court and appointments

Inmates may not want to go to court

Identify classification of inmates being transported (don't mix classification improperly)

No telephone communication for inmate after notification of his being transported

Do not apply restraints too tightly

Position inmate so that he cannot kick officer

Make sure you have proper keys

Be safety conscious when applying or removing restraints

Put handcuffs on before leg irons and remove leg irons before removing cuffs

Use departmental issued equipment only

Keep restraint equipment in good working order

Smaller or larger hands may require special restraint equipment

STEPS

Select appropriate restraints for the situation (per policy or supervisors instructions)

Handcuffs:

1. Hands to rear
2. Backs of hands together (palms out)
3. Place handcuffs above (away from hand) wrist bone
4. Keyholes toward officer away from inmate's fingertips
5 Secure on arm tightly enough so that they don't slip over wrist bone
6. Double lock

Leg restraints:

1. Position inmate so he can't kick officer
2. Position officer so that restraint can be applied while officer can see inmate's movements, actions
3. Place on leg above anklebone
4. Secure so that leg cuffs are not too tight when inmate stands (finger width from leg)
5. Keyholes toward floor
6. Double lock

Waist restraints, travel chains:

1. Make sure you have key
2. Make sure cuffs work - chain not too small or too large
3. Follow department procedure for applying chain, making sure chain is not too loose or too tight
4. Double lock chain
5. Apply handcuffs according to handcuff procedure
6. Double lock handcuffs

AIDS & RESOURCES

Special orders board/memo board

Department Policy and Procedures Manual (AS)

Transportation booklet

Restraint equipment, including leg restraints, handcuffs, electronic restraints, etc.

RELEVANT CORE TASKS

28. Transport inmates individually or in groups to and from locations outside the facility.

30. Transport inmates using a van.

88. Search transportation vehicles for weapons, contraband, narcotics, etc.

VALUE

Failure to search vehicle could lead to contraband being brought into facility

Improper supervision could lead to:

- death
- escape
- riots
- injury
- law suits

PREREQUISITES

Knowledge of what inmates are allowed to have during their transportation and at their destination

Knowledge of inmates' classification/security risk

Ability to use restraint procedures

Knowledge of differences in the transportation of special cases:

- women
- protective custody
- physical or mental disabilities
- disciplinary problems

Be familiar with radio procedures

Knowledge of specific department check out and use of vehicle procedures (AS)

Knowledge of use of force issues

Knowledge of proper vehicle search techniques

RULES & CONCEPTS

Stay with inmate(s) at all times

With females, log time and mileage (male officers)

No outside contact for inmates being transported

Don't tell in advance when/where being transported

Drive safely

Don't stop to render assistance to citizens

Control inmates during transport:

- catcalls
- obscene gestures
- maintain order
- keep group together

Must have safety equipment on officer's person (e.g., chemical agents, gunbelt, side arm, etc.)

Proper recognition of any threats or potential problems:

- group at destination
- vehicle following

Road and weather conditions

STEPS

1. Check conditions of vehicle

2. Search vehicle for contraband

3. Identify destination

4. Identify and verify inmate

5. Note inmate's classification

6. Search inmate(s) for and confiscate weapons or contraband

7. Apply appropriate restraints

8. Check to be sure you have proper number of officers

9. Put inmate in vehicle/seat belt

10. Lock vehicle

11. Go to destination

12. Communicate special orders or classifications to any officer who may take responsibility for inmate at destination

AIDS & RESOURCES

Restraints

Vehicle for transportation

Safety equipment

3.00 RECORD KEEPING AND REPORT WRITING

RELEVANT CORE TASKS

34. Prepare list of inmates going to court by reviewing arrest forms, detention/minute orders, court calendar.

59. Fill out facility forms (any type of form used in the facility).

196. Gather information necessary to effect administrative and disciplinary transfers of inmates.

32. Prepare/update/file inmates' records, roster, housing cards/personal data cards.

39. Log inmate movement in and out of cells and facility.

40. Log non-inmates entering and leaving the facility (for example, attorneys, visitors, civilian workers).

44. Record relevant activities and incidents occurring during shift in daily journal or logs (e.g., medical log, suicide watches, detox, etc.).

45. Fill out inspection slips and security check slips regarding cells and housing areas.

48. Fill out inspection slips and security check slips regarding emergency response/safety equipment.

89. Document/book evidence.

91. Respond to inmate request forms (inmate grievances, medical requests, etc.).

VALUE

Documentation of information

Means of evaluation

Training aid

Used in court

Lack of documentation can lead to legal liability

Good record keeping makes information easy to find when it is needed

PREREQUISITES

Knowledge of what information goes into what reports

Knowledge of routing procedures (AS)

Knowledge of elements of crimes

Knowledge of how to record the sequence of events in a report

Familiarity with various forms/reports:

- types of information included on the form
- terminology/understanding of

Knowledge of where to locate and how to use reference materials

Knowledge of procedures for financial transactions (who takes care of these matters)

Knowledge of where various logs can be found and when and how to use them – formats, etc. (AS)

Knowledge of work request procedures (AS)

Knowledge of routine procedures for reports (AS)

Knowledge of computer and/or word processor keyboarding skills

Knowledge of the Grievance Procedure (Title 15)

Basic writing skills:

- spelling, grammar skills
- legibility

Knowledge/ability to use and understand terminology/vocabulary used in corrections

RULES & CONCEPTS

Document your actions

Do not be too general, ambiguous or verbose

Be accurate

Be objective

Be clear, concise, honest, specific

Explain/justify actions

Neatness counts

Most common reports written:

- inmate behavior notes
- incident
- disciplinary
- crime
- drug
- escape
- “use of force”
- supplementary reports
- activity reports or logs

If typed, be sure it is proofread

Use proper report format (AS)

Include names, dates, time, location, identification of participants, summary of incidents

Detention status can be changed by court, therefore, verify and/or update these records

Include evidence, type of property taken, any damage, disposition of activity, persons notified, any injuries incurred, etc.

STEPS

Various - depending on type of report

AIDS & RESOURCES

All codes

Report writing manual (AS)

Training officer; supervisor

Dictionary

Drug reference books

Forms manual

Department Policy and Procedures Manual (AS)

Computer/word processor

Video tape recorder

RELEVANT CORE TASKS

180. Read internal memos, correspondence, reports, and e-mail.

181. Read daily journal/log.

182. Read facility rules, procedures, and regulations.

183. Read court documents and other legal documents (for example, penal codes).

35. Review court orders, court dispositions, ORs, (to determine inmates' detention status), take necessary actions, and file court documents/papers.

VALUE

Provides ongoing and current communications

Facilitates security and safety for staff and inmates

Facilitates institutional operations

PREREQUISITES

Ability to comprehend written materials relative to the facility's operation

RULES & CONCEPTS

Will need to do simple interpretations of legal documents

STEPS

None

AIDS & RESOURCES

Internal memos and reports

Daily journal and log

Legal documents, codes and regulations

Reading materials in different languages to address inmate needs (AS)

Report Writing

RELEVANT CORE TASKS

49. Write incident reports.

50. Write disciplinary reports/rule violations.

52. Write crime reports (such as escape, drug, assault).

54. Write "use of force" reports.

58. Prepare correspondence, inter-departmental memos and other administrative paperwork not specifically related to inmates.

175. Type reports, forms, correspondence.

VALUE

Documentation of information

Means of evaluation

Training aid

Used in court

Lack of paper trail can lead to legal liability

Good record keeping makes information easy to find when it is needed

Establishes a permanent record

PREREQUISITES

Knowledge of what information goes into what reports

Knowledge of routing procedures (AS)

Knowledge of elements of crimes

Knowledge of how to record the sequence of events in a report

Familiarity with various forms/reports:

- types of information included on the form
- terminology/understanding of

Knowledge of where to locate and how to use reference materials

Knowledge of where various logs can be found and when and how to use them – formats, etc. (AS)

Knowledge of work request procedures (AS)

Knowledge of what form to complete relating to specific incident (AS)

Knowledge of routine procedures for reports (AS)

Knowledge of computer terminal and/or word processor

Knowledge of the Grievance Procedure (Title 15)

Basic writing skills:

- spelling, grammar skills
- legibility

Knowledge/ability to use and understand terminology/vocabulary used in corrections

RULES & CONCEPTS

Document your actions

Do not be too general, ambiguous or verbose

Be accurate

Be objective

Be clear, concise, honest, specific

Explain/justify actions

Neatness counts

Most common reports written:

- inmate behavior notes
- incident
- disciplinary
- crime
- drug
- escape
- “use of force”
- supplementary reports
- activity reports or logs

If typed, be sure it is proofread

Use property report format (AS)

Include names, dates, time, location, identification of participants, summary of incidents, use proper report writing format (AS)

Detention status can be changed by court, therefore, verify and/or update these records

Include evidence, type of property taken, any damage, disposition of activity, persons notified, any injuries incurred, etc.

STEPS

Various - depending on type of report

AIDS & RESOURCES

All codes

Report writing manual (AS)

Training officer; supervisor

Dictionary

Drug reference books

Forms manual

Department Policy and Procedures Manual (AS)

Computer/word processor

4.00 SUPERVISING NON-INMATE MOVEMENT AND VISITORS

Supervising Civilian Workers and Visitors

RELEVANT CORE TASKS

40. Log non-inmates entering and leaving the facility (for example, attorneys, visitors, civilian workers).

161. Examine visitor I.D. and compare to visitor authorization forms prior to admitting visitor.

162. Determine visitors' purpose and issue passes/badges to visitor, if appropriate.

163. Store and/or log visitors' property.

61. Check visitor passes or passes of non-facility personnel entering and leaving facility/cells.

62. Admit/release visitors, including attorneys, ministers, and inmates' visitors.

63. Screen, and if warranted, search visitors, or their belongings.

VALUE

Prevents incoming contraband (see Map 4.03)

Provides protection for staff/inmates and maintains facility security

Complies with Title 15 - reference visits

PREREQUISITES

Knowledge of department policy re: personal visits (e.g., frequency, dress)

Knowledge of statutory law covering visits to institutions – search and seizure law

Knowledge of facility security level

RULES & CONCEPTS

Check for proper ID (e.g., medical, attorneys)

Determine if person is eligible to visit (e.g., outstanding warrants, age, etc.)

Check for unusual visitor behavior or appearance

Maintain accurate and complete visitor log

STEPS

1. Screen and check passes of visitors or non-jail personnel entering and leaving facility/cells

2. Check picture and valid ID of all visitors

3. Search visitors, if necessary

4. Issue passes or badges to visitors

5. Admit/release visitors including attorneys, ministers, and inmates' visitors

AIDS & RESOURCES

Department Policy and Procedures Manual (AS)

Penal Code (e.g., contraband and inmate communications)

Title 15 regulations

Metal detectors

Property storage lockers

RELEVANT CORE TASKS

64. Supervise contact visits in order to prevent smuggling of contraband or other unauthorized or illegal activities.

65. Supervise non-contact visits in order to prevent smuggling of contraband or other unauthorized or illegal activities.

VALUE

Contraband passed during visits can endanger staff, inmates, etc.

Emotional time and can be explosive

PREREQUISITES

Knowledge of an attorney's rights or privileges for visitation with their clients (Penal Code)

Knowledge of previous problems, behavior of inmates, custody status and classification

Knowledge of variety of non-contact visiting techniques (e.g., partitioned, video, telephone)

RULES & CONCEPTS

Contact visits:

- maintain security and order
- monitor degree of physical contact and maintain level per department policy
- watch for passing between inmate and visitor
- if suspect something was passed, check the inmate (e.g., strip search)
- document incidents
- hold inmate responsible for problems/violations
- may have to issue arrests/warnings to visitors (e.g., bringing in drugs)
- search/check area of visit before and after (e.g., structural damage)
- contraband can come into a facility via attorney and minister visits; be assertive in having these visitors comply with the rules and regulations, since they may attempt to use their position to influence; be sure to verify their professional status (AS)
- search for and restrict any item(s) considered to be contraband (AS)
- limit visitors per inmate (AS)

Non-contact visits:

- watch visitors behavior, they are usually the source of problems
- be visible while supervising a visit, don't get into a predictable pattern
- be consistent and firm in maintaining time limits
- limit visitors per inmate (AS)

Communication with attorneys, doctors and ministers is privileged – do not eavesdrop

Check the visiting sheet to anticipate problems (e.g., wife/girlfriend visit at same time)

STEPS

None

AIDS & RESOURCES

Department Policy and Procedures Manual (AS)

Telephone cut off switch if available

Intercom

Searching Visitors' Property

RELEVANT CORE TASKS

66. Search articles, packages, property, money, etc. left by visitors for inmates.

VALUE

Control of weapons, drugs in facility

Danger to staff, inmates

Security of facility

PREREQUISITES

Knowledge of what type of item(s) are in demand in facility

Knowledge of agency policy regarding disposition of found contraband and/or property (AS)

Knowledge of what can/cannot be confiscated (AS)

Knowledge of when possession of contraband indicates arrest

RULES & CONCEPTS

Thoroughness of search is essential

Things to look for, for example:

- shoes, (e.g., heels, steel shank)
- hard bound books
- greeting cards
- between pages of magazines and newspapers
- postage stamps, envelope seals

Passing of drugs is more common than weapons

Be careful when searching for sharp objects (e.g., needles, shanks, etc.)

Write appropriate report if contraband is found

Disposal/disposition procedures for contraband (AS)

STEPS

See Map 5.04, Housing Searches

AIDS & RESOURCES

List of authorized items per department policy (AS)

Training aids or bulletins on what and how things are being brought in

Infectious disease/AIDS prevention equipment

Flashlight

Metal detector

Property storage lockers

Supervising Non-Inmate Workers

RELEVANT CORE TASKS

96. Provide security for non-inmate workers (for example, maintenance, plumber, etc.) and account for security of tools and equipment.

VALUE

Maintain security

PREREQUISITES

Knowledge of what's in demand as contraband

Knowledge of facility operations and repair procedures

RULES & CONCEPTS

Non-corrections staff may be naïve, susceptible to con games

Non-corrections staff unaware of what can be used as a weapon

Unauthorized workers may be friends of inmates

STEPS

None

AIDS & RESOURCES

Penal Code (e.g., contraband and inmate communications)

Department Policy and Procedures Manual (AS)

5.00 SEARCHING AND SECURING

RELEVANT CORE TASKS

39. Log inmate movement in and out of cells and facility.

70. Conduct and verify inmate counts against roster, log, photos or computer-listed numbers.

PREREQUISITES

Knowledge of location of rosters (AS)

Knowledge of:

- how to interpret rosters
- which rosters to use

Knowledge of inmate counting procedures (AS)

Knowledge of head count policy and lock down procedure of facility (AS)

Knowledge of escape reporting procedures (AS)

RULES & CONCEPTS

Each shift performs change of shift counts or verifies prior shift's count

Types of counts:

- Numerical count:
  Count number of bodies in housing units
- Body count:
  Count or verify by name of inmates
- Photo count:
  Count or verify (match) inmates with photos

Physical check to ensure inmate is alive

Look for any abnormalities in inmates:

- physical injury
- bruises
- medical and mental condition

Absolute accuracy is required

Always do counts yourself, do not let inmates do counts

Inmates must stand still/everything stops or freezes during counts

Limit inmate movement during counts

STEPS

1. Conduct inmate count by physically viewing inmate

2. Verify total count by comparing the numbers of inmates to roster

3. If count does not match, find out quickly who is missing

4. Look on roster to find possible locations of missing persons

5. Check "out of housing logs" to determine if person missing is at the location indicated on the log (AS)

6. If count does not match, recount

7. Follow the agency's escape procedures where necessary (AS)

AIDS & RESOURCES

Roster that lists number of people by housing unit (AS)

Transportation roster

Movement sheet – lists location and movement of inmates

Head count policy

Computer

PA/Intercom

RELEVANT CORE TASKS

145. Operate electronic gates, doors or locks.

173. Operate manual gates, doors, or locks.

71. Lock and unlock cells/dormitories and other gates/doors within facility.

72. Operate main gate(s) or sallyport(s) leading into and out of facility.

73. Operate and control lights and power for cells/dormitories.

84. Account for facility keys (count keys, verify against key log).

VALUE

Proper supervision provides safety and security of inmates, officers, and community:

- preventing escape
- preventing injury

Increases staff safety and security

PREREQUISITES

Knowledge of:

- Purpose of Sallyports
- Key Control Policy (AS)
- Physical Layout of Facility (AS)
  - where light panels are
  - water valve location
  - television and phone switches
  - night/day prowl lights
  - fuse boxes
  - key, locks (i.e., location and which keys fit specified locks)
- Emergency Procedures - manual override (AS)
  - door control procedures (AS)

RULES & CONCEPTS

Do not open front and back door of Sallyport at same time

Never give security keys to unauthorized personnel

Check key pouch/ring to verify that all keys are present

Never put keys down

Do not use keys for anything but locking or unlocking doors, e.g., as tools, etc.

Turn in keys when worn or bent

Do not talk about door and key control around inmates

Do not talk about key numbers in front of inmates

Do not leave key in lock after locking or unlocking door

Keep keys to external exit under tight control (AS)

Do not enter an occupied cell with security keys

When passing keys to another officer, do not throw. Make hand-to-hand contact

Do not mark keys or doors

Never take keys home

STEPS

Agency specific

AIDS & RESOURCES

Maintenance people

Standard jail security keys and hardware

Department Policy and Procedures Manual (AS)

Architectural plans indicating exits, doors, and corresponding keys

Alarm system and monitor

Hand-held (two-way radio)

RELEVANT CORE TASKS

75. Make security rounds/checks of inmates.

76. Conduct security checks (cell fixtures, bars, locks, windows, doors, kitchen equipment, etc.).

81. Patrol areas within facility other than housing (for example, halls).

143. Walk or stand for long periods of time.

VALUE

Proper security checks provide safety and security of inmates, officers, and community

PREREQUISITES

Knowledge of:

- physical layout of facility(ies)
- key and lock location and function (AS)
- escape procedures (AS)
- emergency procedures
  - emergency shutoffs
  - fire equipment
  - communication devices
  - radios
  - alarms

Ability to use senses (hearing, seeing, smelling, touching) to detect problems

RULES & CONCEPTS

Check to see that everything is intact – not broken, missing, or tampered

Look for anything out of the ordinary

Do not be distracted

Make scheduled and unscheduled security checks

Walk quietly

Observe/document and/or report as necessary

- entire area, not just front of housing area
- look at everyone in housing area
- sign of fights
  - injury
  - screaming
  - loud noises and/or banging
- inmate's effort to block view
- excessive supplies
  - blankets

  - clothing
- unusual inmate behavior
- tampered bars, doors, fixtures, locks, etc.

Look and listen before you touch

Officer should maintain high profile, be present at all times

Do not make rounds in set routine/pattern each time

Document anything out of the ordinary

Report/repair broken or missing equipment and supplies, etc.

Observe or look for out of the ordinary behavior of inmates:

- rocking back and forth
- working on weapons
- noncommunicative, withdrawn
- overly nervous, e.g.,
  - pacing
  - shaking
  - paranoid
- lone figures at night
- sentry for gang
- possible suicide
- grouping along ethnic or cultural lines

Listen for unusual sounds, (e.g., scraping, grinding, sawing, etc.)

Maintain good communication

STEPS

1. Walk through assigned area(s)

2. Check physical plant during security round

3. Check outer fence areas

AIDS & RESOURCES

Good flashlight

Radio (portable) in working order

Department Policy and Procedures Manual (AS)

Facility keys and hardware

RELEVANT CORE TASKS

77. Conduct facility searches for contraband, weapons, or other evidence of unauthorized or illegal activities.

126. Search areas for contraband that are not easily accessible (for example, under beds; in, behind, and around large equipment; vehicles, etc.).

155. Push hard-to-move objects by hand (for example, piece of equipment).

VALUE

Proper searching can prevent:

- injury to staff or inmates
- escape
- fire
- drug or alcohol problems
- riots
- disease, health problems
- wasted supplies

Promotes efficiency

Decreases staff complacency and increases morale

Keeps staff in control of facility

PREREQUISITES

Knowledge of:

- search procedures (AS)
- potential hiding places within facility and in general (AS)
- regulations on authorized supplies or other items (AS)
  - health and comfort items
  - items from commissary
  - books
  - clothes
- what to look for (unauthorized items):
  - shanks, prison made weapons
  - excess supplies
  - razor keys
  - tattoo kits
  - excess medication
  - contraband items (drugs)
- agency procedures for handling contraband items (AS)
  - what to do with items found

Knowledge of universal safety precautions for conducting search:

- gloves
- protection from exchange of body fluids, etc.

RULES & CONCEPTS

Be systematic and thorough

Do not destroy property

Leave area as found

Know where the hiding places in your facility are:

- shower rod, ledge, curtain seam
- drains
- vents
- commode
- door assemblies
- boxes
- bed post
- soap, toothpaste
- mattress
- books
- garbage cans

Search from top to bottom

Follow procedures for confiscating items or contraband and present documentation for decision

Be cautious of running your hand along areas:

- could have sharp or dangerous objects
- look where your hands are going

Do not be afraid to get clothes/hands dirty

Take out everything you find – remove from areas (AS)

Limit and control movement of inmate workers, if used

Make sure only one officer is responsible for his/her area

Use appropriate searching tools, e.g., screwdriver, flex mirror, etc.

When in doubt, contact supervisor, document when necessary (AS)

STEPS

1. Search inmates
2. Remove inmates from areas as searched
3. Have a system - start at door and work around systematically
4. Search entire area thoroughly
5. When contraband is found, remove it, and, if possible, determine ownership
6. Remove excessive supplies and/or unauthorized items
7. Return inmates
8. Take pictures of evidence
9. Inventory equipment used in search
10. Write report or document search and results
11. Dispose of contraband, if warranted

AIDS & RESOURCES

Gloves

Mirrors

Flashlights

Ladders

Hammer

Screwdrivers

Probes – tools

Other security personnel

Films on search procedures

Checklist

Keys

Pat-search Inmates

RELEVANT CORE TASKS

79. Pat-search inmates.

VALUE

Proper searching methods prevent:

- injury to inmates or staff
- contraband

PREREQUISITES

Knowledge of authorized supplies allowed to inmate – what is considered contraband

Knowledge of when pat down is required

Knowledge of universal safety precautions for conducting searches

RULES & CONCEPTS

Do not put hands in pockets before patting

Have inmate turn pockets inside out

Remove everything from pockets, person

Check under wrinkles, rolls of fat

Do not be embarrassed

Be professional and composed:

- no conversation/small talk
- do not be distracted

Retain a (safety) vantage point:

- keep body position in order not to be kicked, hurt

Remain alert

Remove outer excess garments first, before pat down

Remove socks, shoes for searching

Check clothing seams (wrinkle clothes and seams)

Look for specialty weapons:

- belt buckle knives
- pen knives
- belt buckle guns
- metal combs
- narcotic paraphernalia
- scalpel

Never assume that the delivering officer has searched thoroughly

Adhere to departmental procedures

Check waistbands, bra supports, wigs, barrettes, false teeth, prosthetics, bandages and casts

Pat search someone when suspicion warrants or as a matter of routine:

- someone tells you an inmate is carrying something
- an inmate is a known drug user
- an inmate looks like he's/she's intoxicated/drugged

STEPS

1. Have inmate assume appropriate positioning for search

2. Systematically start from one end, and work thoroughly to the other end – searching/patting every area in between

3. Remove contraband as appropriate

4. If contents from pockets are removed, go through contents thoroughly

5. Dispose of contraband

AIDS & RESOURCES

Metal detector

Department Policy and Procedures Manual (AS)

Gloves (AS)

Flashlight

Strip-search Inmates

RELEVANT CORE TASKS

80. Strip-search inmates.

VALUE

Proper searching prevents:

- injury
- contraband flow
- legal liabilities

PREREQUISITES

Knowledge of legal restrictions on strip searching:

- in special orders, case law
- codes and laws, legal updates
- training bulletins (AS)

Knowledge of who, when, where, and how (departmental procedures) for strip-searches

Familiarity with section in penal code re: strip-search (PC 4030)

Knowledge of universal safety precautions for conducting searches

RULES & CONCEPTS

For searches of the opposite sex follow departmental procedures (AS)

Have inmate take out or off prosthetics or false teeth, etc.

Common hiding places:

- rectum
- under tongue
- underarms
- bottom of feet
- wrinkles
- hands
- casts
- false limbs
- hair
- vagina

Watch inmate while searching clothes

Watch for items falling on floor

Do not be embarrassed

Retain safety vantage point

Search warrant is required for anything other than just visual search:

- for in cavity searches; call doctor; do not probe into cavities; search warrant is required

No audience is allowed – must have some degree of privacy

Act professionally

STEPS

1. Pat down search
2. Remove articles from clothes
3. Take clothes off – inmate hands each item to officer as it is taken off
4. Search each item completely, and thoroughly, one at a time
5. Systematically search body visually from one end to another
6. Have inmate bend over
7. Have inmate spread buttocks
8. Have inmate lift areas of body
9. If inmate acts suspicious, have inmate squat and cough
10. Run fingers through hair and check behind ears, look under tongue
11. Document

AIDS & RESOURCES

Codes, Laws and Legal Updates

Training bulletins (AS)

Department Policy and Procedures Manual (AS)

Flashlight

Penal code

Gloves

Perimeter Checks

RELEVANT CORE TASKS

82. Conduct outside/perimeter checks or perform outside/perimeter patrol duty.

VALUE

Proper security checks:

Prevent:
- injury
- escape
- incoming contraband

Help:
- detect and locate malfunctioning equipment

PREREQUISITES

Knowledge of:

- outside perimeter security
- physical layout
- emergency procedures (AS)

RULE & CONCEPTS

Look for anything abnormal

- fence
- windows
- lights out
- security violations

Remain alert

Lock gates behind you

Check parking lots, vehicles, roofs, yards, out buildings and adjacent exterior areas

Dress for the weather

STEPS

1. Get flashlight, weapons, keys if needed, radio

2. Maintain open communication, notify all posts

3. Walk around building, fences

4. Look for abnormalities

5. (If nothing wrong) return to the facility, notify officers that you've returned

6. (If notice something wrong) notify supervisor

7. Log problems and/or security check

8. Fill out maintenance request if needed

AIDS & RESOURCES

Flashlight

Weapons

Keys

Radio

Maintenance crew

RELEVANT CORE TASKS

167. Watch for indications of illegal activity or disturbance inside or outside the facility in poor or dim light.

83. Investigate disturbances or suspicious activities.

160. Assist in search for missing/escaped inmates inside the facility.

VALUE

Investigating disturbances:

- saves lives
- avoids damage to facility
- prevents escapes and injuries
- avoids liability

PREREQUISITES

Knowledge of physical layout

Knowledge of emergency plans (AS):

- major disaster
- fire
- escape
- riots

RULES & CONCEPTS

Safety of officer is priority

Be security conscious

Don't run into situations without looking or thinking first

Maintain composure

Maintain key security

STEPS

1. Call for assistance when necessary

2. Observe what is occurring until assistance arrives

3. When assistance arrives, take appropriate action

AIDS & RESOURCES

Department Policy and Procedures Manual (AS)

Keys

Radio

CPR masks

Supervisor

Investigate Accidents or Crimes

RELEVANT CORE TASKS

170. Investigate accidents or crimes that occur within the facility (interview witnesses and suspects, etc.).

VALUE

Investigation of crimes or accidents helps to:

- solve a crime
- determine cause of crime or accident
- successfully prosecute criminal activities

PREREQUISITES

Knowledge of agency's procedures for investigation (AS)

Report writing skills:

- include who, what, when, where, why, and how

Knowledge of report writing policy

Knowledge of crime scene preservation procedures

Knowledge of arrest, search and seizure

RULES & CONCEPTS

Do not let anyone in the area of crime touch things in that area

Separate/isolate involved parties

STEPS

1. Remove victim
2. Seek medical aid for victim(s)
3. Identify witnesses
4. Identify suspect(s)
5. Secure suspect(s)
6. Protect the scene/evidence
7. Request/secure back-up assistance
8. Call supervisor
9. Conduct interviews and/or investigate as appropriate (AS)
10. Write report

AIDS & RESOURCES

Supervisor

ID technicians

Skilled criminal investigator, if crime is serious

Video/audio recording equipment

Refer to Maps 5.10 and 5.11

Make Arrests

RELEVANT CORE TASKS

171. Make arrests or charge inmates who commit crimes within the facility.

205. Secure and segregate inmates who commit crimes in the facility.

VALUE

Case can be lost if done incorrectly

Controls inmates behavior

Prevents and confronts unlawful activity

PREREQUISITES

Knowledge of and familiarity with Penal Code and other appropriate codes

Knowledge of department policy/procedures for arresting and filing charges

Knowledge of proper report format and content requirements

Knowledge of procedures for securing an incident/crime scene within the facility

Knowledge of use of force issues and restraints

RULES & CONCEPTS

Ensure felony complaint form is attached to report when applicable

Read rights when going to interview or interrogate inmate that is a suspect

Seek assistance from supervisor or more experienced officer

Write detailed report

STEPS

1. Isolate suspect

2. Have sufficient staffing depending upon suspect and circumstances

3. Advise inmate that he/she is under arrest and what he/she is under arrest for, i.e., admonishment

4. Secure the incident or crime scene area

5. Amend booking

6. File report with DA (AS)

7. Do investigation that supports the arrest and document with a detailed written report

AIDS & RESOURCES

Penal Code

Department Policy and Procedures Manual (AS)

Appropriate report forms (AS)

Annotated Codes

Policies (AS)

Photographic equipment

Evidence Collection Supplies

Gloves

Contraband and Evidence

RELEVANT CORE TASKS

197. Identify contraband.

198. Seize contraband.

199. Preserve contraband.

200. Dispose of contraband.

201. Identify evidence.

202. Seize evidence.

203. Preserve evidence.

204. Isolate and preserve crime scene.

207. Confiscate inmate possessions considered contraband on your own authority.

VALUE

Supports criminal prosecution if necessary

Provides for officer and inmate safety

PREREQUISITES

Knowledge of ability to identify contraband and evidence

Knowledge of search and seizure laws

Knowledge of methods of preserving and/or disposing of various types of evidence

Knowledge of Universal Safety Precautions

Knowledge of photographic and latent fingerprinting techniques

RULES & CONCEPTS

Maintenance of Chain of Evidence

Secure and/or contain the crime/incident scene

Systematic search and collection techniques

STEPS

1. See steps in Map 5.09
2. Perform systematic search
3. Identify, seize, mark, tag, record, photograph, and secure evidence
4. Conduct proper disposal of evidence or contraband

AIDS & RESOURCES

Department Policy and Procedures Manual (AS)

Department forms (AS)

Packaging materials for evidence or contraband

Video and/or photographic equipment

Gloves

Fingerprinting equipment

I.D. Technician

Evidence Code

Remote Surveillance

RELEVANT CORE TASKS

215. Monitor inmate behavior and/or facility via closed circuit television.

VALUE

Provides for officer and inmate safety and security

Detects or documents criminal or unauthorized activities

Cost-effective supplement to direct supervision

Aids in identification of inmates/visitors

PREREQUISITES

Knowledge of use of video equipment

Knowledge of laws relating to its use (e.g., attorney visits)

Department policies and procedures regarding use (AS)

RULES & CONCEPTS

Use only as a supplement to direct supervision and security

Understand importance of observing, monitoring and reporting (do not become complacent)

Check with supervisor as to priority areas to be monitored

STEPS

1. Observe
2. Report
3. Respond

AIDS & RESOURCES

Title 15 regulations and other codes

Department Policy and Procedures Manual (AS)

6.00 SUPERVISING INMATES

Selecting Inmate Workers

RELEVANT CORE TASKS

105. Select inmates to be designated as inmate workers.

106. Recommend/make inmate work assignments.

41. Give instructions/directions orally to individual inmates.

VALUE

Improves inmate morale and rewards behavior

Facility maintenance

Efficient operation of facility

PREREQUISITES

Knowledge of how inmate workers are selected (i.e., criteria) and the rules regarding their activity (AS)

Knowledge of classification system

RULE & CONCEPTS

Don't put friends together

Pick the inmates for details rather than letting them pick their own details

Match inmate abilities with work details

Provide instruction and orientation to inmate on their work duties

If you have a problem with inmate, inform supervisor or person who makes the assignments

STEPS

None

AIDS & RESOURCES

Classification system

Department Policy and Procedures Manual (AS)

Preparing Inmates for Work

RELEVANT CORE TASKS

99. Get inmates up and ready for work details, work furloughs, etc.

41. Give instructions/directions orally to individual inmates.

VALUE

If time schedules are not followed, can disrupt facility operation; this can result in a variety of problems

PREREQUISITES

Knowledge of department policy/procedures for work details/furloughs

RULES & CONCEPTS

Record action in log

Follow time schedules for wakeup, reporting to work

Verify identity of workers – make sure right people are going

Make sure right people are going to the right work detail at the right time

STEPS

None

AIDS & RESOURCES

Facility schedule

RELEVANT CORE TASKS

86. Supervise the cleaning of cells/dorms by inmates.

87. Supervise inmate workers in facility areas.

158. Instruct/train inmates in the safe use of tools, equipment and safety procedures and guidelines.

VALUE

Danger from cleaning supplies to staff, inmates

Healthy living environment

Efficient operation of facility

PREREQUISITES

Knowledge of inmates/classifications

Ability to give instructions, lead and monitor the conducting of these activities

Knowledge of how to use equipment (AS)

Knowledge of containment of hazardous materials

Knowledge of applicable regulations (e.g., OSHA, Health Dept., Title 15)

RULES & CONCEPTS

Ensure that inmates are equitably contributing to the work

Maintain careful control over cleaning supplies (officer and inmate safety issues)

Make sure inmates do not tamper with or steal other people's property

Check for passing of contraband

STEPS

None

AIDS & RESOURCES

Cleaning supplies

Department Policy and Procedures Manual (AS)

Housekeeping equipment

RELEVANT CORE TASKS

55. Supervise and monitor inmates attending various programs (e.g., religious services, AA, education, vocational training).

VALUE

Improve inmate morale

Safety and security of inmates, staff, and program providers

PREREQUISITES

Knowledge of facility classification system

Knowledge of facility security clearance procedures

Knowledge of facility program schedules

RULES & CONCEPTS

Program activities can not override facility security

Program providers are not security conscious - must keep them within facility regulations

STEPS

None

AIDS & RESOURCES

Department Policy and Procedures Manual (AS)

Title 15

RELEVANT CORE TASKS

92. Feed/supervise inmate meals in cells or dormitories, verifying tray and/or utensil counts.

93. Release inmates for meals.

94. Supervise inmate meals in dining hall, cafeteria, housing area or food service area, monitor and maintain control, and verify tray and utensil counts.

42. Give instructions/directions orally to groups of inmates.

VALUE

Serious security and control problems can result from incorrect counts, e.g., material can be used for shanks

Keeps food costs down

Ensures welfare of the inmate

Control of inmates is important

One of the most volatile areas in the jail

Safety and control problems:

- fights
- passing contraband

If problem does occur, may well be serious because you have so many potential people involved

Low staff/inmate ratio can incur serious problems

PREREQUISITES

Knowledge of daily menu and/or special diets

Knowledge of schedules (AS)

Knowledge of department policies and procedures regarding meals

Knowledge of back-up procedures

Knowledge of emergency procedures

RULES & CONCEPTS

Ensure that you get back all the items you give out

Watch for favoritism/dislike of inmate workers in giving out food

Don’t release large group of inmates at one time

Close gates after each group is released

Check to make sure that everyone who is supposed to go, does go

Have adequate number of officers to supervise movement and feeding

Ensure that inmates are seated in assigned or appropriate seats

Watch for anything unusual:

- anger, arguments
- quick movements
- passing
- throwing
- inmates sitting in racially segregated groups
- noise level (too loud/quiet)
- creating diversionary tactics

Remain alert and supervise leaving; make sure they do not take food or trays/utensils from dining hall

Inmates will try to test new COs by bending rules. Enforce rules immediately and consistently. Otherwise, will lose credibility/control

STEPS

1. Look over the food and determine if it is proper amount, not tampered with, etc.

2. Count utensils and trays going into an area

3. Monitor eating process

4. Count utensils and trays coming out of area

5. Resolve discrepancies

AIDS & RESOURCES

Department Policy and Procedures Manual (AS)

Title 15

Health department manual

Radio

Supervising Inmate Recreation

RELEVANT CORE TASKS

104. Supervise and monitor behavior of inmates in exercise or recreation room or yard.

42. Give instructions/directions orally to groups of inmates.

VALUE

Control problems because of low staff/inmate ratio

Opportunity for escape may be high

Provides outlet for tension, increases inmate morale

PREREQUISITES

Knowledge of who you are supervising (classification) and department rules re: when and how a particular area is to be used

Knowledge of minimum jail standards re: fresh air/sky exposure

Knowledge of emergency procedures

RULES & CONCEPTS

Be alert for behavior that departs from the norm

Assaults are quite likely during this time

Be aware that the inmates will use diversionary tactics, don't be distracted

Control level of the activity:

- watch for escalating roughness in games, activities

Watch for contraband coming over the fence

Make sure you get back all the equipment given out

Strictly enforce time schedule

Watch for unusual grouping of inmates

Apply principles of safe use of equipment

Watch for escape attempts

Search and secure recreation/exercise area before and after use

STEPS

None

AIDS & RESOURCES

Title 15

Radio

Closed circuit television monitor (C.C.T.V.)

Monitoring Inmate Activity

RELEVANT CORE TASKS

208. Establish inmate informants (AS).

216. Prevent unauthorized inmate communications.

43. Notice subtle changes in group inmate behavior patterns (noise level, inmate interactions, etc.).

56. Remain aware and alert to inmate behavior during prolonged periods of inactivity.

224. Recognize behavioral characteristics of potentially violent inmates.

42. Give instructions/directions orally to groups of inmates.

VALUE

Danger to staff and inmates

Security of facility

Legal liability for negligence

PREREQUISITES

Knowledge and recognition of signs of problems

Knowledge of facility classification system

Knowledge of where to refer particular problems

Knowledge of emergency disturbance procedures (AS)

Knowledge of inmate subcultures or gangs; including affiliations and identifiers

RULES & CONCEPTS

Signs of potential disturbance:

- gatherings of inmates
- diversionary tactics
- rising noise levels
- unusually quiet
- inmate attention is focused on officer or particular area
- people who are afraid to leave bunk, go to meal
- unusual requests (e.g., asks for protective custody, clothing requests when exchange has recently occurred)
- unusual level of jail damage (e.g., vents torn up)
- people who do not usually spend time together begin to
- hoarding of commissary (possible food riot)
- unauthorized inmate communications

Signs of alcohol or drug use:

- stealing sugar or fruit
- appears intoxicated
- dilation or constriction of pupils
- speech patterns
- behavior changes

STEPS

1. Observe

2. Report

3. Respond

AIDS & RESOURCES

Other inmates

Other officers

Inmate files

Handouts on symptoms of drug and alcohol use

Physician Desk Reference (PDR)

RELEVANT CORE TASKS

114. Monitor and intervene in disputes between inmates (before a fight occurs).

115. Verbally discourage "horseplay".

57. Maintain discipline without causing unnecessary tension in a situation.

42. Give instructions/directions orally to groups of inmates.

185. Informally counsel inmates (for example, regarding conduct, discipline, etc.).

VALUE

Potentially explosive situation – high danger to staff and inmates

Prevents escalation, accidental injury to inmate

PREREQUISITES

Knowledge of whom to call (staff capabilities) and how to call for back-up (AS)

Interpersonal communication skills

Knowing what is happening or has happened in a tank or module:

- recent incident reports and/or log

Knowledge of use of force and self-defense

Knowledge of and ability to use the principles of interpersonal communication

RULES & CONCEPTS

Be aware of possible set-up; don't jump in the middle of fight immediately without sufficient back-up

Stay calm, do not escalate by your own behavior

May be a diversionary tactic

Consider safety and security of all inmates and staff in taking action

Don't take sides

Don't physically touch someone involved in a dispute unless you are going to apply restraints or prevent further physical injury

Try to remain detached (impersonal/pragmatic) from inmates in making a decision or in intervening

Break up <u>all</u> horseplay; potentially volatile situation; may turn into a dispute

Do not over-react; act professionally and retain composure

STEPS

1. Recognize problem
2. Decide whether to handle alone or call for back-up
3. Give verbal commands
4. If nothing happens, separate or isolate disputing inmates
5. Identify problem
6. Resolve problem
7. Document event/incident on log or incident report

AIDS & RESOURCES

Other staff

Other inmates

Radio or other communication devices

Panic button

Progressive Discipline

RELEVANT CORE TASKS

210. Apply "progressive inmate discipline" (type of discipline based on offense).

41. Give instructions/directions orally to individual inmates.

VALUE

Provides for staff and inmate safety and security

Provides supportable documentation if litigation should occur

Maintains inmates' discipline and group order

Modifies behavior of acting out inmates

PREREQUISITES

Knowledge of Title 15 and other mandates in disciplinary proceedings

Knowledge of procedures and skills for administering discipline

Knowledge of agency and facility rules governing inmates (AS)

Knowledge of inmate's past behavior and previous disciplinary actions

Knowledge of interpersonal communication skills

RULES & CONCEPTS

Inform inmate of rules and provide verbal structuring

Principles of firmness, fairness and consistency

Progressive discipline includes:

- informal counseling
- informal written warning
- extra details
- loss of privileges
- lockdown
- reclassification (isolation, transfer)
- loss of "good time"
- criminal proceedings

STEPS

None

AIDS & RESOURCES

Inmate orientation handbook

Department Policy and Procedures Manual (AS)

Inmate's file and classification records

Supervisor

Disciplinary Committee

Grievance Hearing Officer

Title 15 regulations

"Rolling Up" Inmates

RELEVANT CORE TASKS

98. "Roll up" inmates for release or transfer.

VALUE

Maintains facility security

Maintains discipline

PREREQUISITES

Familiar with facility forms for transfer/release

Knowledge of the individual inmates

RULES & CONCEPTS

Find out reason or purpose for roll-up

If reason is positive, tell them because they may move more quickly

Have them do it immediately – no delay; they may drag their feet here. Enforce orders immediately

If problem with roll-up, contact supervisor

Verify identity to ensure correct person is being rolled up

Record action in log

Have inmate clean his/her area if time allows

Make sure jail property is returned and in good order

Inventory property

STEPS

None

AIDS & RESOURCES

Forms (AS)

Department Policy and Procedures Manual (AS)

Addressing Inmate Concerns

RELEVANT CORE TASKS

116. Respond to inmates' questions or requests.

91. Respond to inmate request forms (inmate grievances, medical requests, etc.).

VALUE

Minimizes anxiety level of inmates

Prevents problems before they occur; smoother running of facility

PREREQUISITES

Knowledge of facility operations, systems, policies, rules and regulations (AS)

Knowledge of request forms (AS)

Knowledge of the principles of and the ability to use interpersonal communications

RULES & CONCEPTS

Tell the truth

Give answers in a timely fashion

If don't know, say so

Say no, don't try to please or appease

Put it in writing (requests and responses)

Follow up on anything to tell them (e.g., get answer, contact referral)

Don't get involved in long conversation with inmate

STEPS

None

AIDS & RESOURCES

Department Policy and Procedures Manual (AS)

Request forms (AS)

Rules and regulations

Minimum jail standards

Other staff

7.00 HYGIENE, COMMISSARY, MAIL

Inspecting for Facility Cleanliness

RELEVANT CORE TASKS

85. Inspect cells/dorms and other areas for cleanliness.

VALUE

Health hazards to staff and inmates

May violate constitutional right

- cruel and inhumane punishment

Contributes to positive control of behavioral problems

PREREQUISITES

Knowledge of State regulations and department policy (AS) re: cleanliness

Knowledge of health inspection requirements

RULES & CONCEPTS

Leave area as found

Inspect thoroughly

Be cautious of running your hand along areas

Have a system for inspection

Documentation of inspection (AS)

STEPS

None

AIDS & RESOURCES

Gloves

Mirror

Flashlights

Checklist

Keys

PC, Title 15

Commissary

RELEVANT CORE TASKS

95. Distribute/supervise distribution of commissary.

VALUE

Commissary is very important to inmates, maintains high morale

Provides health supplies

Supports inmate welfare fund

PREREQUISITES

Knowledge of department policy/procedures regarding operation of commissary (AS)

Knowledge of Title 15 regulations and other laws pertaining to commissary

RULES & CONCEPTS

Make sure that bag contains everything on slip:

- make them check the contents in front of you
- have inmate acknowledge receipt

Don't be intimidated by inmates; they will try to tell you they were shorted

Don't give goods to anyone else other than inmate for whom they are intended

Maintain proper audit and inventory controls

STEPS

None

AIDS & RESOURCES

Department Policy and Procedures Manual (AS)

Title 15 regulations

Laundry Exchange

RELEVANT CORE TASKS

101. Conduct/supervise clothing or bedding exchange.

VALUE

Health of inmates

Legal liability

Destruction of clothing can occur and pieces used for various negative purposes (e.g., nooses)

Provides effective costs control for facility operations

PREREQUISITES

Knowledge of facility rules/regulations and state law regarding frequency of exchange (Title 15)

Knowledge of facility schedule

Knowledge of Universal Safety Precautions for handling contaminated materials

Knowledge of procedures for handling soiled or contaminated laundry or trash

RULES & CONCEPTS

Make sure that bag contains everything on slip:

- make them check the contents in front of you
- have inmate acknowledge receipt

Don't be intimidated by inmates; they will try to tell you they were shorted

Don't give goods to anyone other than inmate for whom they are intended

Exchange all goods one-for-one

Check that clothing or bedding has not been destroyed or damaged

Watch for "deals" between inmate workers and other inmates

Stay on schedule

Security concerns

Infectious/contagious laundry procedures (AS)

STEPS

None

AIDS & RESOURCES

Current inventory of clothing or bedding supplies

Title 15

Gloves

Hygiene Supplies

RELEVANT CORE TASKS

102. Pass out and account for return of hygiene supplies.

VALUE

Health of inmates

Inmate/staff safety and security

PREREQUISITES

Knowledge of agency's policy re: what and how much is allowed in facility

Knowledge of agency's policy on how to check out and return supplies (AS)

Knowledge of hygiene issues in the use of personal items

RULES & CONCEPTS

Check compatibility between classification and supplies (e.g., suicidal with razor blade)

Be aware of what item inmates have received recently:

- refer to written record

STEPS

None

AIDS & RESOURCES

Current inventory of supplies

Title 15

Department Policy and Procedures Manual (AS)

Supervise Cosmetology

RELEVANT CORE TASKS

194. Supervise inmates receiving haircuts or cosmetology services.

VALUE

Provides for staff and inmate security

Improves inmate attitudes and morale

PREREQUISITES

Knowledge of agency's policies and procedures

Knowledge of laws and regulations relating to access to these services

Knowledge of hygiene issues

Knowledge of classification of inmates providing these services (AS)

RULES & CONCEPTS

Ensure each inmate has an opportunity to receive these services

The equipment to be used is to be secured before and after these services

Provide for secure area and consistent rules for the location of these services (AS)

STEPS

None

AIDS & RESOURCES

Proper barber and cosmetology equipment

Title 15 regulations

RELEVANT CORE TASKS

108. Open, search, and/or scan/read and log inmates' non-legal mail.

109. Open and search inmates' legal mail (in inmates' presence).

110. Distribute mail to inmates or collect inmates' outgoing mail.

25. Search and read inmate-to-inmate mail.

29. Identify and seize unauthorized mail or other unauthorized material.

VALUE

Legal liability (e.g., civil rights violation)

Prevents incoming contraband

Identifies those who may be involved in subculture activities, e.g., gangs or continuing illegal activities

Loss of case if privileged information is divulged

Can be very emotional issue to inmates; this can cause serious problems if not done properly

PREREQUISITES

Ability to distinguish between legal and non-legal mail

Knowledge of department policy regarding legal and non-legal mail (e.g., what can be given to inmate)

Knowledge of department policy re: disposal of things found in mail and "log" procedures (AS)

Knowledge of indications of gang affiliation

Knowledge of methods of how contraband is smuggled into the facility through the mail

Knowledge of what to do with mail if inmate has been released

Knowledge of facility's mail distribution system in conjunction with the postal system (AS)

RULES & CONCEPTS

Scan mail for information that indicates a possible security problem

Look for contraband (e.g., stamps, greeting cards, money)

Notify the sender and/or receiver of the seizure of contraband or unauthorized material

Make up receipt for money or money orders (in contraband)

Watch for mail designated "legal" that in fact is not legal mail

Maintain confidentiality of information discovered in inmates mail

Legal mail must be opened in front of inmate

Scan, but do not read legal mail

If inmate refuses to let you open it in his/her presence, you may return it to sender

Be sure that inmate gets only his/her mail

Hand deliver directly to inmate

- do not put in bars or give to someone else

Distribute and send mail on a timely basis

Watch for signs/symbols on envelopes indicating gang affiliation

STEPS

1. Observe
2. Report
3. Respond

AIDS & RESOURCES

Title 15 and other codes (e.g., govt., case law)

8.00 MEDICAL AND PSYCHOLOGICAL SERVICES

Accompanying Medical Staff

RELEVANT CORE TASKS

97. Accompany doctors or nurses during their medical rounds or visits to inmates.

VALUE

Security risk to medical staff and officers if medical personnel may not be usually security conscious

PREREQUISITES

Knowledge of department policy vs. medical policy

Knowledge of facility schedule

Knowledge of Title 15 regulations

Knowledge of rules of confidentiality on medical status

RULES & CONCEPTS

Drs. and nurses may not be security conscious

- must keep them within facility regulations

Inform them of the classification of the people they are visiting

Security is highest priority

Best not to have an inexperienced nurse/Dr. and CO do rounds together because they may be easily conned

Complete rounds within existing timelines – stay on schedule

Documentation procedures for problems or conflicts

Secure medical instruments

STEPS

None

AIDS & RESOURCES

Department Policy and Procedures Manual (AS)

RELEVANT CORE TASKS

186. Counsel inmates to defuse crisis situations.

209. Gather information from inmates about conflicts or personal problems.

225. Identify behavior indicative of inmates suffering from mental health conditions and take appropriate action.

VALUE

Conducting crisis intervention may save lives and may release staff from civil liability

PREREQUISITES

Knowledge of referral services available (AS)

Ability to record behavior when reporting a crisis

Knowledge of principles of interpersonal communications

RULES & CONCEPTS

Report behaviors, not your opinions

Do not place suicidal inmate in unobserved single person cell

Do not ignore an inmate who appears to be acting bizarre

The corrections officer is not a mental health professional

Limit counseling to your level of expertise

Limit counseling to situational, crisis intervention or the gathering of information about an inmate

STEPS

1. See someone in trouble

2. Physically move an inmate to appropriate place or listen to inmate

3. Refer to appropriate source

AIDS & RESOURCES

Referral services

RELEVANT CORE TASKS

47. Recognize behavioral characteristics of potentially suicidal inmates.

141. Notice subtle changes in individual inmate behavior patterns.

186. Counsel inmates to defuse crisis situations.

225. Identify behavior indicative of inmates suffering from mental health conditions and take appropriate action.

209. Gather information from inmates about conflicts or personal problems.

VALUE

Saves lives

Liability if no action to prevent

PREREQUISITES

Knowledge of classification procedures and policies

Knowledge of available medical and mental health resources for detained

How to interpret booking information/medical screening form

Interpersonal communication skills

Knowledge of signs and symptoms of alcohol/drug withdrawal

Proper use of detox/safety cell

RULES & CONCEPTS

Corrections officer can have significant impact in preventing suicide

Do not place suicidal inmate in unobserved single person cell

Predisposing factors:

- recent excessive drinking and/or drug use
- recent loss of stabilizing resources
- severe guilt or shame over the offense
- same sex rape or threat of rape
- current mental illness
- poor physical health or terminal illness
- first 24 hours of confinement (especially first 3 hours)
- impending release
- decreased staff supervision, weekends and holidays
- bad news from home

Signs and symptoms:

- depression (physical signs)
  - sadness and crying
  - withdrawal or silence
  - sudden loss or gain in appetite
  - insomnia
  - mood variations
  - lethargy
- intoxication/withdrawal
- talking about or threatening suicide
- previous suicide attempts
- history of mental illness
- projecting hopelessness or helplessness
- speaking unrealistically about the future and getting out of jail
- increasing difficulty relating to others
- not effectively dealing with present, preoccupied with past
- giving possessions away, packing belongings
- paranoid delusions or hallucinations

STEPS

Pay attention to what other inmates are saying
Check on classification of inmates and special treatment conditions
Do not place in unobserved, single person cell
Check facility's suicide prevention plan
Assess during booking and if unable to assess initially (due to inmate's intoxication), temporarily place in detox cell under special observation until screening can be completed
Keep records of suicide attempts and interventions
Verbally engage inmate using suicide prevention interventions (statements)
If necessary, place inmate in safety cell
Document actions and observations – communication with other co's and medical/mental health staff about inmate

AIDS & RESOURCES

Medical/mental health staff

Title 15 Guidelines, Section 1219

Facility-specific suicide prevention plan

Supervisor or facility specialist

RELEVANT CORE TASKS

226. Observe inmates suffering from alcohol or drug withdrawal and act accordingly.

225. Identify behavior indicative of inmates suffering from mental health conditions and take appropriate action.

209. Gather information from inmates about conflicts or personal problems.

6. Screen inmates to determine if medical attention is needed.

VALUE

Safety of inmate

Legal liability

PREREQUISITES

Knowledge of resources available in facility (e.g., medical referral procedures, medical staff)

Knowledge of facility – specific procedures for handling medical emergencies/needs

RULES & CONCEPTS

Corrections officer in best position to identify problems early

Know the key indicators of medical problems

STEPS

Look for observable signs of alcohol withdrawal:

- tremors
- sweating
- agitation
- anxiety
- disorientation
- hallucinations
- nausea
- vomiting

AIDS & RESOURCES

Clinical Institute Withdrawal Assessment

Department Policy and Procedures Manual (AS)

Medical staff

Medical screening checklist (AS)

Title 15 Guidelines

9.00 VERBAL COMMUNICATION

RELEVANT CORE TASKS

118. Talk to prior shift to acquire information and later, to oncoming shift to pass on information.

119. Phone or otherwise report count to control, receive the “all clear” for the count.

120. Notify appropriate individual or department regarding repairs/supplies needed.

121. Notify appropriate personnel to inform them of inmate movement within the facility.

122. Report suspicious activity inside or outside facility.

123. Report emergency, such as assault, fire, medical.

31. Communicate orally with other corrections officers regarding operations within the facility.

VALUE

Verbal communication to fellow officers:

- reduces injury
- saves lives
- saves time
- provides operational continuity and consistency
- directs institutional operations
- coordinates security during disturbances

PREREQUISITES

Knowledge of:

- department’s procedures for calling, reporting, briefing (AS)
- daily procedures, routines (AS)
- emergency procedures (AS)
- physical layout of facility (AS)
- special orders/problems

Ability to use communication devices (properly)

RULES & CONCEPTS

Collect and provide adequate information when reporting

Do not exaggerate, panic, or under-emphasize

Use proper communication systems for situation

Report everything

Be clear and accurate, honest

STEPS

None

AIDS & RESOURCES

Briefing board

Communication equipment:

- radios
- alarms
- intercoms
- computers
- telephones

Line-ups or staff briefings

Responding to Questions

RELEVANT CORE TASKS

124. Answer incoming phone calls, provide appropriate information (e.g., about facility policies, court procedures, individual prisoners, etc.), route calls, or take messages.

125. Answer questions/provide information in person to individuals visiting facility.

VALUE

Promotes good public relations, service to the community

PREREQUISITES

Knowledge of:

- all phone extension numbers (AS)
- privacy act (Civil Code)
- Department's procedure for providing information, dissemination of information to outsiders (AS)
- where to route calls and where to find answers when necessary (AS)
- visiting procedures (AS)

Ability to use communication devices

Knowledge of confidentiality policies and procedures (AS)

Knowledge of Interpersonal Communications Skills

RULES & CONCEPTS

Be courteous and professional; don't use profanity

Be aware that conversation may be recorded

Information that can be disclosed:

- whether the person is there
- name
- arresting agency
- charge
- bail
- age
- race
- visiting hours

If taking message, get call back number, name of individual calling, reason for call (who, what, when, where, how)

Ask questions when appropriate

Relay messages when applicable

Do not disclose unnecessary or inappropriate or confidential information

STEPS

None

AIDS & RESOURCES

Department Policy and Procedures Manual (AS)

List of phone extension numbers

Control center

Telephone

Automated Attendant

RELEVANT CORE TASKS

127. Communicate via radio, telephone or intercom with other personnel within facility.

190. Give assignments and/or instructions to other corrections officers or to detention facility support personnel.

229. Conduct on-the-job training for new corrections personnel.

VALUE

Promotes officer safety through fast response

Conserves officer hours

Facilitates institutional operations

PREREQUISITES

Ability to operate communication devices

Knowledge of what communication equipment is available and where equipment is located

Knowledge of department's procedures for communicating (AS)

Knowledge of various dispatch codes (e.g., code 2 - medical)

RULES & CONCEPTS

Keep brief, to-the-point

Extended conversations should be conducted over telephones, not on the radio

Security matters confined to telephone

Radio is for short one-line communication

Use phone whenever possible

Personal matters not conducted at work

Use plain language, speak clearly

Should know where and why assistance is to be summoned

Conduct periodic communication checks to ensure equipment in proper order and that procedures are current

STEPS

None

AIDS & RESOURCES

Radio

Telephone

PA systems

Department Policy and Procedures Manual (AS)

Emergency Dispatching

RELEVANT CORE TASKS

129. Dispatch help in emergencies or disturbances within the facility.

VALUE

Refer to Map 9.03

Saves lives

Coordinates security during disturbances

PREREQUISITES

Knowledge of various dispatch codes (e.g., code 2 – medical)

Knowledge of emergency procedures (AS)

Knowledge of emergency notification procedures (AS)

Ability to operate radio communications equipment

RULES & CONCEPTS

Should know where and why assistance is to be summoned

Obtain as much information as possible (e.g., nature of emergency, number of persons involved, who, etc.)

Communications should be:

- recorded
- brief and to the point
- clear, calm with no profanity or “verbal” horseplay

Follow the Emergency Procedures Manual (AS)

STEPS

None

AIDS & RESOURCES

Radio and other telecommunications devices

Emergency Procedures Manual

List of dispatch codes and call numbers

Communicating with the Courts

RELEVANT CORE TASKS

133. Communicate directly with court personnel (for example, court clerk) regarding dispositions, appearances, etc.

VALUE

Ensures compliance with court orders and appearances

Prevents liability for illegal detention

Provides for safety of the community by preventing an unwarranted release

PREREQUISITES

Knowledge of court procedures (AS)

Knowledge of departmental procedures for contacting court personnel (AS)

Knowledge of court terminology and orders

RULES & CONCEPTS

None

STEPS

None

AIDS & RESOURCES

Penal Codes

Department Policy and Procedures Manual (AS)

Testifying In Court

RELEVANT CORE TASKS

134. Testify in court.

VALUE

Provides successful prosecution of case

Prevents embarrassment and saves credibility of officer

Show up; failure to show up results in “contempt of court” charge and possible fine or jail sentence or dismissal of charges

PREREQUISITES

Knowledge of:

- department dress policy (AS)
- location of court and DA office (AS)
- department policies for processing case
- court proceedings
- how to respond to subpoena
- how to present evidence testimony

Knowledge of courtroom etiquette

RULES & CONCEPTS

See DA prior to court appearance:

- review case
- review DA’s and defense attorney’s questions
- bring evidence to DA
- draw diagrams if necessary

Dress appropriately, neat, professionally:

- departmental uniform
- professional attire per departmental policy

Be well-groomed, prompt, trustful, courteous, and prepared

Do not discuss case with anyone but DA or investigating officer

Be truthful

Do not argue with defense attorney

Answer questions briefly and honestly

Do not volunteer additional information

Refer to notes only when necessary

Adequately review report prior to appearance

Respond appropriately to subpoena

Maintain professional attitude

STEPS

1. Review reports
2. Review photos if available
3. See DA
4. Go to court room
5. Wait for name to be called as witness

AIDS & RESOURCES

Crime report

Evidence

Personal notes

Visual and written information about the scene of the crime

Talking with Inmates Over Intercom

RELEVANT CORE TASKS

132. Make announcements/give information over P.A. or paging system.

136. Talk with inmates via intercom (for example, in holding or isolation cells).

VALUE

Time saving

Staff maintains control of activities of inmates

PREREQUISITES

Ability to operate intercom

Knowledge of when and why to use intercom (AS)

Knowledge of and ability to apply principles of interpersonal communications

RULES & CONCEPTS

Use to:

- give instructions
- provide information about general activities during the day
- daily activities include:
  - meals
  - wake up
  - television
  - lights out
  - doctors
  - attorney interviews
  - visits
  - recreation

Speak clearly, repeat if necessary

Determine if inmate understands what you are saying

STEPS

None

AIDS & RESOURCES

Intercom

Bilingual staff

10.00 FIRE AND LIFE SAFETY AND EVACUATION

RELEVANT CORE TASKS

178. Extinguish or help extinguish fires.

68. Respond to emergencies (e.g., call for back-up, activate alarm).

168. Perform CPR.

169. Apply first aid other than CPR.

VALUE

Saves lives

Prevents injury and property damage

PREREQUISITES

Ability to operate fire extinguishing equipment (portable fire extinguishers and wet standpipes)

Ability to use self contained breathing apparatus (S.C.B.A.)

Knowledge of location of equipment

Knowledge of fire extinguishing procedure (AS)

Knowledge of what equipment is used for what type of fire

Knowledge of automatic sprinkler system

Knowledge of emergency exits (location and operation)

Knowledge of facility layout

Knowledge of fire alarm equipment (automatic and manual) (AS)

Knowledge of Fire and Life Safety procedures

Knowledge of fire dynamics and dangers including smoke and gases, “flashover”, toxicity, etc.

RULES & CONCEPTS

Remember smoke and gases may rise and inmates on upper tiers and floors may not be able to breathe

Do not over or under react

Make sure you have sufficient help

Do not panic

Maintenance of preventative fire equipment

STEPS

1. Determine severity, scope, type, cause of fire
2. Call for assistance if needed
3. Extinguish with appropriate equipment at site if possible
4. Evacuate inmates if necessary, due to smoke or fire
5. Follow evacuation steps according to facility-specific evacuation plan, i.e., know facility smoke control zones
6. Notify outside agencies, chain of command (AS)

AIDS & RESOURCES

Fire extinguishing equipment (e.g., extinguisher, hoses, turnouts, etc.)

Self contained breathing apparatus

Fire department

Telephone

Emergency Procedures Manual

Radio and communication equipment

Alarm system or monitor

Evacuation

RELEVANT CORE TASKS

179. Perform emergency evacuation of inmates.

68. Respond to emergencies (e.g., call for back-up, activate alarm).

38. Follow oral instructions from supervisors and others.

VALUE

Saves lives and property

Prevents injuries, harm to staff, inmates

PREREQUISITES

Knowledge of evacuation procedure (AS)

Knowledge of physical layout of facility (AS)

Knowledge of headcount procedure

RULES & CONCEPTS

Be calm, don't panic. Inmates will panic if you do

Be observant and alert. Watch for possible escape

Keep outsiders out of the area. Keep the inmates together

Maintain control of situation

Maintain security

Issue clear and concise instructions

STEPS

1. Get appropriate back-up

2. Follow instructions from supervisor and follow evacuation procedure for department

AIDS & RESOURCES

Department Policy and Procedures Manual (AS)

Supervisor

Watch commander

Radio and communication equipment

Restraint equipment

11.00 PHYSICALLY DEMANDING TASKS

RELEVANT CORE TASKS

149. Physically separate two fighting inmates with the help of one or more other corrections officers.

150. Defend yourself against an inmate armed with a weapon.

131. Disarm an inmate armed with a weapon.

146. Physically subdue or restrain a resisting inmate by yourself.

147. Physically subdue or restrain a resisting inmate with the help of one or more other corrections staff.

103. Physically subdue or restrain an attacking inmate by yourself.

107. Physically subdue or restrain an attacking inmate with the help of one or more other corrections officers.

VALUE

Prevents injury to staff and inmate

Reduces liability for staff and facility

Increases and maintains facility security

Prevents property damage

PREREQUISITES

Muscular strength and endurance

Use of Force policy

Interpersonal Communication Skills

Restraint gear

Know when intervention is necessary

Know when to call for back-up

RULES & CONCEPTS

Reasonable use of force

Follow Use of Force Policy and Procedures (AS)

Safety of self and others

Follow-up with medical

Importance of following techniques trained on

STEPS

1. Evaluate situation
2. React with appropriate response (check for back-up)
3. Apply agency specific techniques
4. Obtain medical treatment, if necessary
5. Notify supervisor
6. Secure area, if necessary
7. Document

AIDS & RESOURCES

Department Policy and Procedures Manual (AS)

Restraint devices

Shield, protective gear (if weapon)

Batons (AS)

Chemical Agents

Stun guns

Cell Extractions

RELEVANT CORE TASKS

130. Perform cell extractions.

46. Videotape critical or potentially critical incidents for documentation purposes.

VALUE

Safety of staff and inmate

Maintain security of facility

Restore order

Liability for failure to extract and vice-versa

Medical/psychiatric interventions

Comply with court order for appearances

PREREQUISITES

Use of Force policies (AS)

Layout, facility design

Restraints

Use of special weapons, equipment, protective gear

Interpersonal Communication Skills

Ability to follow orders, work as a team

RULES & CONCEPTS

Gear in working order

Staff safety a priority

Know history of inmate (mental condition, armed, unarmed, etc.)

Organize team configuration

STEPS

1. Assess appropriateness
2. Obtain authority
3. Get adequate assistance (AS)
4. Perform extraction
5. Secure inmate
6. Medical/mental assessment/document
7. Decontaminate cell
8. Search and secure cell
9. Debrief

AIDS & RESOURCES

Department Policy and Procedures Manual (AS)

Title 15

Placement log

Supplemental restraints if needed

Spit mask

Video camera (for documentation)

Gas masks (AS)

Universal safety precaution equipment

Ordnance

RELEVANT CORE TASKS

137. Handcuff a non-resisting inmate.

138. Handcuff a resisting inmate.

27. Apply restraint devices such as leg irons, travel chains, belly chains, leather restraints, etc. to a non-resisting inmate.

139. Apply restraint devices such as leg irons, travel chains, belly chains, leather restraints, etc. to a resisting inmate.

VALUE

Safety and security

If not secured correctly there is a risk of:

- escape
- physical harm to prisoners, officer
- injury to hands, wrists of inmates

PREREQUISITES

Policy and Procedure (AS)

Interpersonal Communication Skills

Officer safety procedures

Secure environment

Defensive tactics (if resisting)

RULES & CONCEPTS

Restraint devices work properly

Clear directions to inmates

Restraints not too tight

Position of inmate important relative to corrections officer

Proper keys

Safety consciousness

Handcuff prior to leg irons, and take off in reverse order

See Map 2.03

STEPS

See Map 2.03

AIDS & RESOURCES

Handcuffs

Waist chains

Leg irons

Restraint Chair

RELEVANT CORE TASKS

128. Secure inmate in restraint chair.

46. Videotape critical or potentially critical incidents for documentation purposes.

VALUE

Safety of staff and inmate

High liability area

Time elements

Documentation extremely important

PREREQUISITES

Knowledge/skill defensive tactics

Knowledge of Use of Force policies

Title 15, Section 1058

Knowledge of restraint devices

Interpersonal Communication Skills

RULES & CONCEPTS

When to use and when not to

Use of Force Policies and Procedures (AS)

Medical/Mental staff involvement/notification

Documentation extremely important

Monitoring procedures/time elements

Requires careful monitoring

STEPS

1. Assess appropriateness
2. Obtain authority
3. Decide where to place chair
4. Obtain adequate assistance (AS)
5. Place in chair (AS) and secure straps, chair
6. Isolate and monitor (AS)
7. Notify medical/mental health staff
8. Document

AIDS & RESOURCES

Department Policy and Procedures Manual (AS)

Title 15

Placement log

Handcuffs, if needed

Supplemental restraints

Spit masks

Video camera

Run Up and Down Stairs

RELEVANT CORE TASKS

111. Climb one or more flights of stairs.

112. Run up one or more flights of stairs.

113. Run down one or more flights of stairs.

VALUE

Render aid or intervene in disturbance

Protection of staff and inmates

PREREQUISITES

Aerobic capacity

Ability to walk and run

RULES & CONCEPTS

Speed at rate of 5 seconds per 14 steps

1 flight of stairs typically

Housing unit or emergency stairwell

Before: run 80 feet

After: run, stairs, run another 80 feet

Possible scenario - wearing equipment

Min: duty belt (6-8 ponds), w/radio, keys, et. al.

SCBA - 20 pounds

Fire extinguisher (8-15 pounds)

Drag fire hose

STEPS

Adequately pace effort to ensure ability to perform other physically demanding tasks once at scene

AIDS & RESOURCES

None

Lift Heavy Objects

RELEVANT CORE TASKS

152. Carry heavy objects (for example, disabled or unconscious inmate or piece of equipment).

153. Lift heavy objects (for example, disabled or unconscious inmate or piece of equipment).

VALUE

Prevent death from suicide/homicide attempt

Transport inmates quickly to needed medical care

PREREQUISITES

Muscular strength and endurance

Ability to perform CPR (typically 2 person)

RULES & CONCEPTS

Pacing yourself if need to run

Ability to lift

Brace back, lift with legs

Typically lift inmate (165 pounds)

Length of time 30+ seconds

Where - housing unit and intake

Typically assistance available except in hanging situation

Physical demands before: either run or already there

Physical demands after: CPR (2 person); place on gurney

STEPS

Position to maximize efforts and prevent injury

AIDS & RESOURCES

CPR Manual

Gurney

911 knife

Assistance from other corrections officers

Jump Over Obstacles

RELEVANT CORE TASKS

157. Jump over obstacles.

156. Pull yourself up over obstacles.

VALUE

Render aid or intervene in disturbance

Protection of staff and inmates

PREREQUISITES

Aerobic capacity

Muscular strength

RULES & CONCEPTS

Usually at least one obstacle (furniture, mops and buckets, counters) 2-5 feet high

Speed: quickly

Where: housing unit, booking (most typical)

Physical demands required before: run or from stand still (if run, 80 feet)

Physical demands after: run, or if at scene, then restrain

STEPS

How: use hands for assistance; sometimes slide or roll over

AIDS & RESOURCES

None

Run to the Scene of an Emergency

RELEVANT CORE TASKS

144. Run to the scene of a disturbance or emergency.

142. Pursue inmates on foot (running).

VALUE

Render aid

Protection of staff and inmates

PREREQUISITES

Aerobic capacity

RULES & CONCEPTS

Pace efforts to ensure ability to perform other physically demanding tasks once at the scene

STEPS

None

AIDS & RESOURCES

None

Drag Heavy Objects

RELEVANT CORE TASKS

154. Drag heavy objects (for example, disabled or unconscious inmate or piece of equipment).

VALUE

Render aid

Protection of staff and inmates

PREREQUISITES

Muscular strength

RULES & CONCEPTS

Protect lower back

Avoid ballistic movements

STEPS

1. Perform initial practice on 150 pound or lesser weight if assessment shows difficulty performing
2. Grasp dummy by “wrists” or under the arms
3. Maintain a straight back
4. Bend knees and position majority of weight bearing on quadriceps
5. Tilt face upward to assist with keeping back straight
6. Practice using smooth movements
7. Avoid ballistic movements (short bursts of movement)
8. Drag (versus lift) lift dummy

AIDS & RESOURCES

None