

CRF Agency Orientation/Department Policies

Agency Orientation/Department Policies

0.1.01

The trainee shall review the organizational structure, functions, the chain of command, policies and procedures of the Kern County Sheriff's Office

CHAIN OF COMMAND/ DPPM C-600

Sheriff

Undersheriff

Chief Deputy

Commander

Lieutenant

Sergeant

Senior Deputy

Deputy Sheriff

Deputy Sheriff Trainee

PROFESSIONALISM

0.1.02

Addressing Rank and File

Conduct Morals/ Ethics

Harmony and cooperation

Zero Tolerance - Sexual Harassment

Rumors/Gossip

Fraternization

Interaction with the Public and other Professionals

Off-duty Behavior

Truthfulness

DEPARTMENTAL POLICIES AND PROCEDURES

0.1.03

Duties of Personnel

B-100 All Members

Rules of Conduct

0.1.04

C-100 Law Enforcement Personnel

C-300 Discrimination

C-600 Chain of Command

Use of Force

0.2.01

State what our force policy entails. It is not necessary to be able to recite it verbatim. Know that our use of force policy is covered under DPPM F-100, and it states, in effect, that deputies are authorized to use reasonable force to protect the public and carry out their duties in compliance with PC 835 (a). Furthermore, only that amount of force which reasonably appears necessary to effect an arrest, prevent escape, or overcome resistance is to be employed.

Use of force policy is covered in DPPM sections:

F-100 Use of Force-General

F-200 Use of Force-Reporting

F-300 Use of Force-Control Holds/Defensive Tactics Team

F-400 Use of Force-Oleoresin Capsicum

F-500 Use of Force-Carotid Control Hold

F-600 Use of Force-Baton

F-700 Use of Force-Deadly Force

F-800 Use of Force-Taser

0.2.02 Firearms

G-200 Firearms-Use of

G-300 Incidents of Firearms Discharge or Other Incidents Involving the use of Lethal Force

G-500 Officer Involved Status

G-701 Firearms- Shotgun

The trainee shall review and briefly explain agency directives, rules and regulations pertaining to:

0.2.03

Standard of conduct on and off duty.

Sexual /racial discrimination & harassment.

Rules governing outside employment.

Rules governing use of force. Graham vs Conner “standard of reasonableness”, Tennessee vs Garner, situational use of force model.

CRF POLICIES AND PROCEDURES

Emergency Incidents/ Tactical Response

0.3.01

B-100 Emergency Incidents

Disasters

B-200 Fire and Smoke

Hazardous Material/ Exposure Incidents

B-300 Evacuation Plan

H-200 Inmate Housing Change

B-500 Escape Procedures

B-600 Riots

B-700 Hostage Situations

Self Contained Breathing Apparatus

C-0900 (Detentions Policy & Procedures Manual) Inmate Deaths

Security/ Inmate Control

0.4.01

D-200 Use of Safety Cell

D-400 Suicidal Watch

D-800 Inmates with Disabilities

D-300 Restraints-Protection of Inmates and Staff

D-100 Use of Sobering Cell

Use of Force

0.5.01

Less than Lethal

Control Holds

Oleoresin Capsicum

Carotid Hold

Baton

Electronic Immobilization Shield

Inmate Medical Care

0.6.01

Yeager vs. Smith

Transporting and Guarding Inmates at Medical Appointments

Explain to the trainee that it is their responsibility to read, understand, and adhere to all departmental policies and procedures. They are expected to keep updated on all manual and statutory updates provided by the Kern County Sheriff's Office. Copies of the Departmental, Bureau, and Facility Manuals are available for review at several locations within each facility (assigned work station, Sgt's office, administration, etc). The Penal Code, Sharepoint, Title 15, and Title 24 are available as well on SheriffNet.

CRF Orientation Checklist

REPORT FOR DUTY

0.7.01

Shift hours

Where to report

Parking

Where

Permits

Emergencies

How & Where to Call in Sick or Late (Minimum of 2 Hr. Requirement)

Grooming Standards

0.8.01

Class A, B, & C Uniforms

Equipment (Don't use until trained.)

Gun Lockers

PHONE USAGE

0.9.01

Centrix System/ Proper method of answering

Local Line

Personal Calls/ AT&T Language Line

Inmate Phones/ TDD

List of numbers to give to relatives & businesses

ADMIN INFORMATION

0.10.01

Mail (Departmental only. Work not to be used as mailing address.)

Locker Number

Computer access ID

Department Policies and Procedures Manual

Division Policies and Procedures Manual

Bureau Policies & Procedures Manual

Location of Sergeants' Office & duty stations.

Admin Sergeant

Progressive Discipline

HOW INMATES GET HERE

0.11.01

Arrest in Field

Court Ordered

Remand

Commitment

Superior/Municipal Court Order

Average Daily Population

Average Length of Stay

Population Caps - Eligibility for Fed Cap Release

Federal Inmates(INS, Bureau of Prisons, U.S. Marshal, etc.)

INMATE RECORDS

0.12.01

Location (Admin office 1415 Truxtun Av) & Arrest Records (new location at Headquarters)

Not removed from Admin office without Sergeant's approval

Purpose

BASIC SHIFT RESPONSIBILITIES

0.13.01

Squads 1 & 2, Squads 3 & 4

Meals

"Enrouters"

Commissary; location and procedure

Bookings/Time Releases

Count

Court

Mail

Laundry exchange

Visiting

Security checks

Maintenance Work Crews & Requests

Training

Medical Staff & Location

Facility Inspections & Cleaning

Haircuts

Releases & Transfers

Dress out procedures

Receive/release clothing and personal property

Showers - Required at Least Every 48 Hrs.

Clothing property bag storage in laundry, procedure

Toilet paper & sanitary napkins distributed.

School Programs & Classes (ESL, LARP, Etc.) Church

DEMONSTRATION & APPLICATION OF MECHANICAL RESTRAINTS

0.14.01

Handcuffs

Shackles

Waist Chains

HOW TO DO SEARCHES: Procedures and Legal Issues

0.15.01

Pat-downs/ Strip Search Form/ Supervisors Authorization

Explain Strip Searches/ Pre-Arraigned Misdemeanor Policy

HOW TO USE RADIO

0.16.01

10-Code

Channels

Call signs

Communicating with Control One.

How to Change Batteries

INTERCOM

0.16.02

How to use/ Policy and Procedure (Max, Pre-Trial, CRF)

JAIL SLANG

0.17.01

Roll-up

Pruno

Shank

Trustee (I.L.)

Punk

Jacket (ie; "Snitch", "molester", etc.)

Book

Canteen - Commissary

Going to the Store - Commissary

Homeboy/Kite

CLASSIFICATION

0.18.01

Basic Functions, definitions of:

General Population G.P.

Administrative Segregation AD SEG

Classification

General Inmate Classification

Minimum

Sentenced

COLOR-CODED WRIST BANDS

0.19.01

Orange Band

Red Band

Yellow Band

Blue Band

Gray Band

Black Band

Pink Band

Green Band

COMMON GANGS

0.20.01

BGF/ SWP

AB Arian Brotherhood, White Power

Crips/Bloods

Bulldogs

Bakers

Southern

NF

Northern Structure - Delano

EME (13)

Asian Gangs

FACILITY CODES

0.21.01

Code Red

Code Yellow

Panic Alarm

Medical Priority

HOW TO USE SELF CONTAINED BREATHING APPARATUS

0.22.01

Test and be signed off by SCBA instructor

EVACUATION PROCEDURES

0.23.01

Explain evacuation of facility, given scenarios

WHERE ARE THE KEYS?

0.24.01

Security

CJIS- MOST USED FUNCTIONS

JAIL MANAGEMENT PROCEDURES – IMS

0.25.01

Sign On/Off: IMS, CJIS Terminals

0.25.02

IMMNTCLO- Maintaining Clothing

IMDSPREC - General information

IMADDINC/MNT/DSP/TDH - Obtaining a DC number and processing Disciplinary Hearings

IMMNTTRN - Tracking inmate court movement

IMASGNBR- Pulling case number

IMDSPNBR- Viewing Detentions Reports

CRF Training Checklist

ALL STAFF ARE RESPONSIBLE FOR THE SECURITY AND SAFETY OF THE FACILITY AND ITS INMATE POPULATION

0.26.01

Secure Work Area

Supervising Inmates

Intermittent Visual Checks

Warning Signs of Unrest Among Inmates

TIME SHEETS & PAYROLL PROCEDURES

0.27.01

Location

Military Leave

On-the-Job Injury

Leave of Absence change of marital status/ Dependents

Work Codes

Change of Address

Pay periods/ Jury duty/CTO/ Vacations/Overtime

DEPARTMENT ISSUED EQUIPMENT

0.28.01

Badge/ID Card Policy

Belt

Cuff keys/Handcuffs with Case

Locker

Radio Holder

MAIL BOX

0.29.01

Location

Check Prior to Briefing

Keep Clean

TOUR OF DUTY

0.30.01

Work Hours

Regular Days Off

Reporting for Duty

Reporting for Briefing/ Logbook

Reporting-in Prior to Shift if Sick (2 HOURS MINIMUM)

Reporting Personal or Family Emergencies

WORK ASSIGNMENTS

0.31.01

Assigned by Shift Supervisor

Relieve Prior Shift Promptly

Cleanliness of Work Area

No Changes without Shift Supervisor Permission

MEALS ON DUTY

0.32.01

One per Shift per Deputy/ Breaks

EVALUATIONS

0.33.01

D.T.O. Program

Special & Probationary Employee Performance Reviews

Annual employee Performance review (EPR)

ON DUTY STATE OF MIND

0.34.01

Security Consciousness

Alertness and Observation skills

Expect the Unexpected

Do not make assumptions about unusual or suspicious situation

KEYS

0.35.01

Chits

Lost or Damaged Keys

Security of Keys

FRATERNIZATION

0.36.01

No Social or Emotional Involvement

No Financial Involvement

Maintain Professionalism

No Gratuities

INMATE ABUSE

0.37.01

No Verbal or Physical Abuse

Use Only that Force Necessary

P.C. 831.5(g) P.C. 836.5 Section(a-f)

JAIL & COUNTY PROPERTY

0.38.01

No Unclaimed Property to be removed

No County or Jail Property to be removed

FIREARMS/WEAPONS

0.39.01

Location of Gun Lockers for Staff

Must Have Firearm at Assignment if Armed

Review Deadly Force and Use of Force Policy

PUBLIC STATEMENTS

0.40.01

General Public

Media/TV/Radio/Newspaper

Release of Information via Telephone

DISCIPLINARY PROCEDURES FOR STAFF

0.41.01

Oral Reprimand

Oral Reprimand (Documented)

Written Reprimand

Disciplinary Suspension

Administrative Salary Reduction

Disciplinary Demotion

Dismissal

*First disciplinary response depends on seriousness of offense.

Supervisory files. Right to review. (ref: D-500 DPPM)

TRAINING

0.42.01

Detentions Training Program (DTO)

Firearms (shotgun)

Standards and Training in Corrections (STC)/24 hours per Year

In-service training

SECURITY STATIONS COMPOSITION FOR ALL FLOORS AND FACILITIES

0.43.01

Staffed 24 hours at all Times

TV Monitors and Operation

Telephone

Lighting Controls

Door Controls

IMS Computer System

THE TRAINEE SHALL BE FAMILIAR WITH THE LOCATION AND USE OF FACILITY EMERGENCY EQUIPMENT

(Show during CRF Tour)

0.44.01

SCBA Air Packs

Fire Extinguishers/Hoses/Alarms

Riot Gear

Medical Supplies/First Aide

EMERGENCY PROCEDURES

0.45.01

Command Responsibilities

Use of Force

Fire Control

Use of Radios

Procedures for Fire/Major Disturbance

Natural and Man-made Disasters

Loss of Electrical Power

Release of Information to Media (PIO)

Evacuation plan

Riot Control and Hostage Policies

Attempted or Successful Suicide

MAIL PROCEDURES

0.46.01

Incoming

Out-going

Legal Mail

INMATE SERVICES

0.47.01

Visiting

Library Services

Religious Services

Haircuts

Medical/Dental Services

Inmate Educational Services

Grievance Procedures

PC 1381 Options

Phone Privileges (General Population and Lock-down)

Gym/Recreational Services

Commissary Services

Voting

Clothing Exchange

LARP

Notarization

FOOD SERVICE PROCEDURES

0.48.01

Inmate Meal Count Procedures

Use of Gloves and Hair Nets

Reporting Poor Quality Food to Supervisor

Proper Completion of food distribution

Control contraband exchange & portion control

Selection of Inmate Workers

Special Diets/ Disciplinary Diets

INMATE DISCIPLINARY STANDARDS

0.49.01

Types of Offenses (Minor/Serious/Major)

How to use IMS for rule violations

Hearing Held 24 to 72 Hours After Notification to Inmate

Loss of Good Time/Work Time/Visits/D.I.

Read and Know Rules of Conduct as Stated in the Inmate Handbook/ Orientation Video

THE FOLLOWING FUNCTIONS OCCUR ON ALL SHIFTS. ALL STAFF ARE RESPONSIBLE FOR THE SECURITY AND SAFETY OF THE FACILITY AND ITS INMATE POPULATION.

0.50.01

Secure Work Area

Account for All Inmates

Perform Necessary Counts

Perform All Necessary Movement

Assist Security Station Deputy

Route and Deliver all Incoming and Outgoing Mail and Paperwork

Report All Malfunctions of Equipment

Report Unusual Incidents to Shift Supervisor

Perform Intermittent Visual Checks

Maintain Good Communication with Duty Officer

Complete All Necessary Reports

Supervise Inmate Workers

Cleaning Equipment and Maintaining Supplies as Necessary

Perform housing area/cell searches as necessary

Maintaining the Sanitation and Cleanliness of the Floor

THE FOLLOWING FUNCTIONS ARE USUALLY DONE ACCORDING TO PROCEDURES IN EACH FACILITY. MAY NOT BE DONE ON EACH SHIFT.

0.51.01

Feeding of Inmates

Distribute cleaning supplies and equipment

Conducting visiting for inmates

Showering of "lock-down" inmates

Recreational Yard and Gym movement

AM & PM count procedures

INMATE MOVEMENTS

0.52.01

Court

Sick call

Yard

Law Library

Attorney

Out-of-Facility Movement

To and from safety cells/ Logbook

High security/ high risk inmates

IDENTIFICATION AND RECOGNITION OF INMATE CULTURE

0.53.01

Tattoos/Types and Kinds

Mail/Drawings/Notes

Dress

Association with Other Inmates

Graffiti

Signing

Speech/Slang

GENERAL KNOWLEDGE OF IMS BOOKING TRANSACTIONS AND PAPERWORK

0.54.01

Property ID

Property envelope, Property bag.

Property release forms

State Detainer

Warrants and Warrant abstracts

Remanding Order

Citation

Immigration Hold

Notice of Additional Charges

Superior Court Order

PC 647 (F)

Out-of-County Warrants

Availability of Phone

Medical Checks and Screening

Wristbands

Commitment

CLASSIFICATION/ THINGS TO KNOW WHEN TO CALL

0.55.01

Inmate Name

Inmates Booking Number

Any Report Numbers

Information About the Incident/Who/What/When/Where/Why

REPORT WRITING FAMILIARIZATION

0.56.01

The Purpose of Report Writing (Report Writing Manual)

Documentation

Notification/Shift Supervisor/Medical, Psych and Classification

TYPES OF REPORTS

Incident Reports (C & I)

Rule Violations (2012 B)

Chronological Sequence of Events

Complete/Clear/Concise/Detailed Accounts

Use Proper Grammar/Spelling and Terms

Avoid the Use of Slang

Complete Reports in Timely Manner

Reports may be read by other personnel and agencies

Leadership and Ethics

LEADERSHIP

0.57.01

The trainee shall identify and develop effective leadership strategies that provide purpose, direction, and motivation to co-workers and community members.

This includes influencing others to achieve results:

- Leading by example can motivate co-workers, i.e., doing a good job, being proactive, professional appearance and demeanor.

0.57.02

The trainee shall illustrate through explanation or example how each of the following leadership competencies can affect his/her skills and abilities as an officer:

1. Integrity
2. Credibility
3. Trust
4. Discretion
5. Duty
6. Loyalty
7. Honesty

The trainee shall assess and explain his/her leadership role within the department with clear consideration of the organization's vision, mission, and values statement.

0.58.01

"The Kern County Sheriff's Department is committed to work in partnership with our community to enhance the security, safety and quality of life for the residents and visitors of Kern County through professional public safety services."

This includes being disciplined, setting high moral and ethical standards for yourself and co-workers, taking initiative and responsibility, and developing technical skills in your job. Trust, values, and ethical decision-making will help guide them toward our mission.

0.58.02

Ethics

- Knowing what is right
- Believing in it
- Doing it

This also includes intervention when needed to stop inappropriate behavior by other officers.

"...through professional public safety services."

- Be infectiously positive and professional
- Be a positive influence on co-workers

0.58.03

The trainee shall demonstrate the ability to accept responsibility for his/her actions.

0.58.04

This is demonstrated in many ways, i.e., taking responsibility for mistakes during training.

0.58.05

The trainee shall illustrate, through explanation or example, the following aspects of ethical conduct:

Discuss each one.

1. An officer shall not engage in any conduct or activities on or off duty that reflect discredit on the officer, bring the department into disrepute, or impair its efficient and effective operation.

2. Officers shall conduct themselves in a manner that will foster cooperation among members of the department, showing respect, courtesy, and professionalism in their dealings with one another.

3. Officers shall not use language or engage in acts that demean, harass, or intimidate another. (Refer to agency policy)

4. Officers shall conduct themselves toward the public in a civil and professional manner that implies a service orientation and that will foster public respect and cooperation.

5. Officers shall treat violators with respect and courtesy, guard against employing an officious or overbearing attitude or language that may belittle, ridicule, or intimidate the individual, or act in a manner that unnecessarily delays the performance of duty.

6. While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, officers shall adhere to the department's use-of-force policy and shall observe the civil rights and protect the well being of those in their charge.

0.59.01

The trainee shall recognize his/her responsibility to intervene to stop offenses (unlawful/unethical acts) by other officers in order to maintain or restore professional control over a given situation or to improve the professional quality of future interactions.

Minding your own business is never a valid excuse for remaining silent. If peace officers disregard unlawful/unethical acts by another law enforcement officer, they can be as responsible as the offender and as unworthy of wearing the badge. Such officers are equally responsible for embarrassing the agency and the law enforcement profession. It is a peace officer's responsibility to intervene and stop offenses by the other officers.

0.60.01

The trainee shall identify and evaluate methods for handling unethical or criminal conduct on the part of a fellow officer.

There are a variety of strategies that can be used to intervene with a coworker:

Intervention Type

Advance

Communicate law enforcement values clearly in everyday work because an officer is less likely to behave inappropriately when the officer knows coworkers won't tolerate unethical behavior.

Immediate

Verbal intervention

Physical intervention:

- Touching
- Stepping in
- Restraining

Delayed

Discussion

Admonishment

Training

0.61.01

Misuse of sick time

It promotes a negative work ethic. It, also, causes a strain on staffing requirements. Abuse of sick leave could result in disciplinary action.

DECISION MAKING

0.62.01

The trainee shall explain the most common limitations of their discretionary authority, to include:

Discuss each one.

- A. Law
- B. Departmental policy and procedure
- C. Departmental goals and objectives
- D. Community expectations
- E. Officer safety

The trainee shall identify the potential consequences of inappropriate discretionary decision making, including:

- A. Death or injury
- B. Additional crime
- C. Civil and vicarious liability
- D. Discipline

- E. Embarrassment to department
- F. Relationship with the community

0.63.01

The trainee shall review and explain local policy and the legal aspects pertaining to the rights and privileges of prisoners, including the constitutional rights of prisoners while in custody.

Peace officers are bound to protect the rights of all persons as guaranteed in the Amendments to the Constitution referred to as the Bill of Rights. Although arrested persons no longer have the right to the freedom of movement, they do retain certain other rights and protections under the law.

The first 10 amendments to the Constitution, commonly referred to as the Bill of Rights, were written to ensure that certain rights of people cannot be infringed upon by the government. Although a person who has been lawfully arrested and is under the custody of peace officers relinquishes the right to freedom of movement, certain other rights remain. The following table identifies the rights afforded to persons who are in the lawful custody of a peace officer.

First Amendment

- Freedom of religion (The right to worship or not worship, within reasonable limitations, cannot be denied to persons who are in custodial situations.)
- Freedom of speech (The right to free speech, within limits, is not denied to persons in custodial situations.)

Sixth Amendment

- Right to a speedy trial
- Right to legal counsel

(A person's rights concerning the due process of the law cannot be infringed upon even while that person is in a custodial situation.)

Eighth Amendment

- Protection from cruel and unusual punishment

(Prisoners have the same legal rights as other persons to humane treatment. Unnecessary or inhumane force against prisoners is strictly prohibited.)

Fourteenth Amendment

- The right to due process of the law (A person's right to due process under the judicial system begins at the time of the arrest and cannot be denied while that person is under the custody of peace officers.)
- Right to equal protection (Officers must apply the law equally to all persons regardless of race, creed, nationality, religious preference, or national origin.)

0.64.01

The trainee shall identify the provisions of Penal Code Section 147 pertaining to willful inhumanity or oppression toward prisoners in the custody of an officer.

PC 147 states:

Every officer, who is guilty of willful inhumanity or oppression toward any prisoner under his care or in his custody, is punishable by fine not exceeding four thousand dollars (\$4,000), and by removal from office.

0.65.01

The trainee shall identify the provisions of Penal Code Section 149 pertaining to assaulting a prisoner "under color of authority."

PC 149 states:

Every public officer who, under color of authority, without lawful necessity, assaults or beats any person, is punishable by a fine not exceeding ten thousand dollars (\$10,000), or by imprisonment in the state prison, or in a county jail not exceeding one year, or by both such fine and imprisonment.

Facility Tour Checklist

AGENCY FACILITIES

0.66.01

The trainee shall explain the location and general function of certain units within the Department. These will include:

Substations

Administration

Volunteer Services

Narcotics

Safe Schools

Detectives

Training (POST, STC, DTO)

Property Room

Technical Investigations

SUPPORT SERVICES AND AGENCIES

0.67.01

The trainee shall identify the location and general function of each of the following.

City Hall and County Administrative Building.

Municipal, Superior, and Juvenile Courts.

DA's Office, PD's Office, Regional Crime Lab.

Probation Department/Victim Witness Program.

Health Department and/or Corners Office.

KMC including ER entrance, psych wards, police parking.

Welfare Department, Juvenile Hall, Jamieson Children Center.

Meadows Field

0.68.01

The trainee shall name the state and federal law enforcement agencies that may use or visit Central Receiving Facility and briefly describe their jurisdiction. These shall include;

California Highway Patrol

Bureau Of Narcotic Enforcement

Department Of Motor Vehicles

Alcohol Tobacco And Firearms

Federal Bureau Of Investigations

California State University Police

Postal Inspectors

Immigration And Naturalization Service

Secret Service

United States Marshall

State Parole

Department Of Fish And Game

DOJ

CRF Tour Checklist

0.69.01

CRF PARKING STRUCTURE PARKING / PERMITS

Municipal Court Parking Structure

Issuing Parking Pass

Transportation / Property / Mail Room Parking Lot / Inmate Evacuation staging areas

Arrest Records / Cal ID

FACILITY ENTRANCE / CODES / ADMINISTRATIVE

CRF Facility Entrance

Administration Entrance Code

Administrative Offices / Supply Room / Staff Mail Boxes

Locker Rooms

Jail Lobby

Jail Office / Classification

CRF Basement Break Room / Shine Room / Staff Dining allotted break time

CENTRAL RECEIVING A-DECK JAIL ENTERANCE

A-1 Entrance

A- Entrance

A-Control / Deck

A-2 / A-3

Shift Supervisor's Office and introductions

Visiting Rooms / Attorney Rooms

A-Deck Holding / Dress out

Center Elevator / High Speed Elevator

Recreation Yard / Video Arraignment / Line-Up Room

East Stairwell

ELECTRICAL PANELS/CIRCUIT BREAKERS

Locations

LAW ENFORCEMENT BASEMENT PARKING

Basement Restrooms / Kitchen Entrance / Intoxilizer Room

Gun Lockers / Maintenance Office / Pre-Receiving / Holding Cells / Safety Cell/ Logbook

Water / Gas shut-off valves basement

Receiving / Medical Services / DEO Booths / Mug Room / Receiving Control

Star Deck / 10-50 A and B / Gate Numbers / Kitchen / Basement Elevators Center / High Speed

Center Stairwell Basement Gate #12

B-DECK HOUSING

B-Control

B-1

B-2

B-3

B-4

B-Deck Visiting

B-Deck Storage

B-Deck Pipe Chases, Electrical / Phones

B-Deck Gate Control Boxes

Panic Alarm

C-DECK HOUSING

C-Control

C-1

C-2

C-3

C-4

C-Deck Visiting

C-Deck Storage

C-Deck Pipe Chases, Electrical / Phones

C-Deck Gate Control Boxes

C-Deck CDC Holding

Infirmary / Kern Mental Health Offices

Panic Alarm

INMATE BOOKING

(Have a Deputy show actual process)

Process Inmates into CJIS

Pull Booking Number- BKADDREC

Maintain/Receive Prisoner- BKMNTREC

Felony Arrest

Misdemeanor Arrest

Commitments

Remands

Removal Orders

Absentee Bookings

Delano Bookings

Escort to Mug Room for Picture and Fingerprint

Escort Inmates to Data Entry Operators

Escort Inmate to Inmate Dress Out

Notify Supervisor of Combative Inmates

Notify Medical/Phys/Shift Supervisor when Appropriate

Phase One

INTERACTION WITH ASSOCIATED LAW ENFORCEMENT AGENCIES.

1.1 The trainee shall describe the squad system utilized by the Central Receiving Facilities and their hours of duty.

1.2 The trainee shall give, by name, each member within his or her chain of command.

1.3 The trainee will be oriented to the work area including:

Introductions to key personnel.

Equipment and supply locations.

1.4 The trainee shall point out the locations of all exits and stairways of his assigned facility including security precautions.

RECEIVING INMATES

1.5 The trainee shall demonstrate the knowledge, understanding and/or ability to properly issue clothing, bedding, supplies to new inmates.

1.6 The trainee shall demonstrate the knowledge, understanding and /or ability to properly obtain information from arresting officers and prisoners for booking purposes.

Detentions Training Manual

1.7 The trainee shall demonstrate the knowledge, understanding and /or ability to properly review computer booking records, field arrest forms, court documents for accuracy and completeness.

1.8 The trainee shall demonstrate the knowledge, understanding and /or ability to properly complete computer bookings.

1.9 The trainee shall demonstrate the knowledge, understanding and /or ability to properly & safely pat-search incoming prisoners.

1.10 The trainee shall demonstrate the knowledge, understanding and /or ability to properly & safely strip search incoming prisoners. (Per Policy)

1.11 The trainee shall demonstrate the knowledge, understanding and /or ability to properly screen prisoners to determine if medical attention/ clearance is needed before booking.

1.12 The trainee shall demonstrate the knowledge, understanding and/ or ability to identify SUCIDAL BEHAVIOR.

1.13 The trainee shall demonstrate the knowledge, understanding and/ or ability to appropriately deal with AGGRESSIVE/COMBATIVE inmates during the intake process.

1.14 The trainee shall demonstrate the knowledge, understanding and/ or ability to notify supervisors, psych-staff, classification and medical staff of any unusual occurrence as needed.

1.15 The trainee shall demonstrate the knowledge, understanding and /or ability to properly inventory and take custody of prisoners' property, clothing and/or money.

1.16 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly provide incoming prisoners with required phone calls.

INMATES MOVEMENTS OUTSIDE SECURITY

1.17 The trainee shall demonstrate the knowledge, understanding and/ or ability to escort inmates individually or in groups to and from locations within facilities.

1.18 The trainee shall demonstrate the knowledge, understanding and/ or ability to verify inmates' identity before escorting or transporting.

1.19 The trainee shall demonstrate the knowledge, understanding and /or ability to apply appropriate restraints for transportation, such as hand cuffs, leg irons and travel chains.

1.20 The trainee shall demonstrate the knowledge, understanding and/ or ability to record disposition of inmates' property and/ or clothing in IMS. IMMNTCLO/PRO

INMATE POPULATION MANAGEMENT/ RECEIVING

1.21 The trainee shall demonstrate the knowledge, understanding and/ or ability to prepare/update/file inmates' records, logbooks, housing cards, computer entries.

1.22 The trainee shall demonstrate the knowledge, understanding and/ or ability to segregate inmate per classification.

1.23 The trainee shall demonstrate the knowledge, and understanding of policy regarding use of the SAFETY CELL AND LOG BOOK.

1.24 The trainee shall demonstrate the knowledge, understanding and/ or ability to PLACE HOLD ORDERS for hospitals, STATE PAROLE HOLDS P.C. 850.1(b), IMMIGRATION AND NATURALIZATION SERVICE NOTIFICATIONS.

1.25 The trainee shall demonstrate the knowledge, understanding and/ or ability to explain FOREIGN WARRANTS, RAMEY WARRANTS, EXTRADITION.

1.26 The trainee shall demonstrate the knowledge, understanding and/ or ability to explain ENROUTER PROCEDURE.

1.27 The trainee shall demonstrate the knowledge, understanding and/ or ability to utilize the PENAL CODE.

1.28 The trainee shall demonstrate the knowledge, understanding and/ or ability to pull ABSTRACTS using WARRANT DISPLAY ACTIVE WARRANTS/WAGENABS.

1.29 The trainee shall demonstrate the knowledge, understanding and/ or ability to REACT AND RESPOND TO EMERGENCIES AT THE CENTRAL RECEIVING FACILITIES.

1.30 The trainee shall demonstrate the knowledge, understanding and/ or ability to activate EMS with supervisor authorization.

1.31 The trainee shall demonstrate the knowledge, understanding and/ or ability to explain an LAR.

1.32 The trainee shall demonstrate the knowledge, understanding and/ or ability to request WARRANTS FROM ARREST RECORDS.

1.33 The trainee shall demonstrate the knowledge, understanding and/ or ability to contact COMPUTER SUPPORT SERVICES FOR COMPUTER PROBLEMS/IDENTIX.

1.34 The trainee shall demonstrate the knowledge, understanding and/ or ability to distribute RED TAGS for additional property.

WRITING REPORTS, OFFICIAL LOGS, ETC.

1.35 The trainee shall demonstrate the knowledge, understanding and/ or ability to log inmate movement in and out of cells and facility (for example, transportation, transfers, bookings, discharges, work details).

1.36 The trainee shall demonstrate the knowledge, understanding and/ or ability to record relevant activities and incidents occurring during the shift in a daily log.

1.37 The trainee shall demonstrate the knowledge, understanding and/ or ability to prepare correspondence, inter departmental memos and other administrative paperwork not specifically related to inmates.

1.38 The trainee shall demonstrate the knowledge, understanding and/ or ability to fill out facility forms (any type of form used in the facility).

FACILITY SECURITY

1.39 The trainee shall demonstrate the knowledge, understanding and/ or ability to assign and or check facility/visitor passes or passes of non-jail personnel entering or leaving facility/cells.

1.40 The trainee shall demonstrate the knowledge, understanding and/ or ability to supervise contact visits in order to prevent smuggling of contraband or other unauthorized or illegal activities.

1.41 The trainee shall demonstrate the knowledge, understanding and/ or ability to supervise non-contact visits in order to prevent smuggling of contraband or other unauthorized or illegal activities.

1.42 The trainee shall demonstrate the knowledge understanding and/ or ability to take inmate counts (for example, “standing, wristband, body or skin”).

1.43 The trainee shall demonstrate the knowledge, understanding and/ or ability to verify inmate counts against count sheet, logbooks, booking photo card, and with control/duty officer.

1.44 The trainee shall demonstrate the knowledge understanding and/ or ability to lock and unlock cells and other gates/doors within the Central Receiving Facilities

1.45 The trainee shall demonstrate the knowledge understanding and/ or ability to operate and control lights and power for cells.

1.46 The trainee shall demonstrate the knowledge understanding and/ or ability to check to see if each inmate is in his/her proper place; account for location and status of inmates.

1.47 The trainee shall demonstrate the knowledge understanding and/ or ability to make security rounds/checks of inmates.

1.48 The trainee shall demonstrate the knowledge understanding and/ or ability to conduct pat-searches of inmates.

1.49 The trainee shall demonstrate the knowledge understanding and/ or ability to conduct strip-searches of inmates.

1.50 The trainee shall demonstrate the knowledge understanding and/ or ability to patrol areas within the facility other than housing

1.51 The trainee shall demonstrate the knowledge understanding and/ or ability to account for facility keys; count keys, verify against key logs.

INMATES PROGRAM ACTIVITIES

1.52 The trainee shall demonstrate the knowledge understanding and/ or ability to supervise the cleaning of cells/housing units/barracks by inmates.

1.53 The trainee shall demonstrate the knowledge understanding and/ or ability to supervise inmate workers (trustees) working in jail areas (sweeping, cleaning, removing trash, meal passes and laundry pass).

1.54 The trainee shall demonstrate the knowledge understanding and/ or ability to supervise feeding of inmates in cells , verifying meal passes against cell counts.

1.55 The trainee shall demonstrate the knowledge understanding and/ or ability to “roll” up inmates and ready for releases or transfer.

1.56 The trainee shall demonstrate the knowledge understanding and/ or ability to get inmates up and ready for work details, counts, court etc...

1.57 The trainee shall demonstrate the knowledge understanding and/ or ability to conduct/supervise clothing or bedding exchange.

1.58 The trainee shall demonstrate the knowledge understanding and/ or ability to supervise inmates in exercise or recreation room or yard.

1.59 The trainee shall demonstrate the knowledge understanding and/ or ability to distribute mail to inmates or collect inmates’ outgoing mail.

INMATE MANAGEMENT & INTERACTION

1.60 The trainee shall demonstrate the knowledge understanding and/ or ability to respond to inmates' questions or requests.

1.61 The trainee shall demonstrate the knowledge understanding and/ or ability to talk to inmates via cell intercom system.

1.62 The trainee shall demonstrate the knowledge understanding and/ or ability to move freely without hesitation with in diverse groups.

ORAL COMMUNICATION SKILLS WITH STAFF

1.63 The trainee shall demonstrate the knowledge understanding and/ or ability to call deck officers/control officers/duty officers for counts and situational notifications.

1.64 The trainee shall demonstrate the knowledge understanding and/ or ability to call deck/control/duty officers or other appropriate areas to inform them of inmate movement.

1.65 The trainee shall demonstrate the knowledge understanding and/ or ability to report suspicious activity inside or outside the Central Receiving Facilities.

1.66 The trainee shall demonstrate the knowledge understanding and/ or ability to report emergencies, such as assault, fire.

1.67 The trainee shall demonstrate the knowledge understanding and/ or ability to communicate via hand radio or telephone with control or other officers within facility (for example, to request gate unlocking).

1.68 The trainee shall demonstrate the knowledge understanding and/ or ability to make announcements/give information over the P.A./ hand held radios.

INVESTIGATIONS

1.69 The trainee shall demonstrate the knowledge understanding and/ or ability to identify contraband.

1.70 The trainee shall demonstrate the knowledge understanding and/ or ability to identify evidence.

1.71 The trainee shall demonstrate the knowledge understanding and/ or ability to detains inmates who commit crimes in the facility.

1.72 The trainee shall demonstrate the knowledge understanding and/ or ability to obtain and secure urine samples.

READING COMPREHENSION

1.73 The trainee shall demonstrate the knowledge understanding and/ or ability to read internal memos, correspondence, reports.

1.74 The trainee shall demonstrate the knowledge understanding and/ or ability to read daily journal/ logs.

1.75 The trainee shall demonstrate the knowledge understanding and/ or ability to read facility rule, procedures, regulations, and other formal written material relevant to job performance.

1.76 The trainee shall demonstrate the knowledge understanding and/ or ability to read court documents and other legal documents (for example, penal codes).

INITIATIVE, JOB INTEREST & PROBLEM SOLVING

1.77 The trainee shall demonstrate the knowledge understanding and/ or ability to prevent unauthorized inmate communications.

1.78 The trainee shall demonstrate the knowledge understanding and/ or ability to conduct communications checks (such as with designated posts or radio nets).

Phase Two

2.1 The trainee shall demonstrate the knowledge, understanding and/ or ability to FINGER PRINT/PALM PRINT/ PHOTOGRAPH and correctly utilize IDENTIX.

2.2 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly prepare identification cards, or identification wristbands and or affix to inmates.

2.3 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly prepare forms, cards, file jackets, necessary to initiate inmates' facility record (for example, jail record card, housing card).

2.4 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly release prisoners on own recognizance (or) cite and release utilizing (P.C. 849b) and fill out related forms.

2.5 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly classify inmates (for example, according to security risk factors) and assign proper housing.

INMATE MOVEMENT OUTSIDE SECURITY

2.6 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly verify the identity of inmates before releasing.

2.7 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly perform paperwork necessary for "in custody" releases (for example, to another detention facility).

2.8 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly turn over property and/or money for releases, get appropriate signatures, and record/log.

2.9 The trainee shall demonstrate the knowledge, understanding and/ or ability to transport inmates individually or in groups to and from locations outside the facility (for example, to other facilities, law enforcement agencies, hospitals, court).

2.10 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly guard inmates outside jail (for example, in hospitals or funerals, at court).

INMATE POPULATION MANAGEMENT

2.11 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly prepare lists of inmates' going to court by reviewing arrest forms, read detention cards and court calendar.

2.12 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly review court orders, court dispositions, "O.R's", to determine inmates' detention status, take necessary actions, and file court documents/papers.

2.13 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly review bail bonds to ensure accuracy.

WRITING REPORTS, OFFICIAL LOGS, ECT.

2.14 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly log non-inmates entering and leaving the facility (for example, attorneys, visitors, civilian,workers).

2.15 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly log inmate visits.

2.16 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly fill out inspection slips and security log entries.

2.17 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly fill out requisitions for repairs or work requests.

2.18 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly to properly write incident reports.

2.19 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly to properly write disciplinary reports/rule violations.

2.20 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly write drug incident reports.

2.21 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly write crime incident reports.

2.22 The trainee shall demonstrate the knowledge, understanding and/or ability to properly write escape and supplementary escape reports

2.23 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly write “use of force” reports.

FACILITY SECURITY

2.24 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly admit/ release visitor’s, including attorneys, ministers, and inmates’ visitors.

2.25 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly to screen and if warranted, search visitors, or their belongings.

2.26 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly search articles, packages, property, money left by visitors for inmates.

2.27 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly operate main gates(s) leading into the facility.

2.28 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly conduct security checks of cells/dorms/barracks, cell fixtures, bars, locks, windows, doors, kitchen equipment, etc.

2.29 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly conduct shakedowns of cells/dorms/barracks and their contents.

2.30 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly check/search areas accessible to inmates for contraband, weapons, or other evidence of unauthorized or illegal activities.

2.31 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly conduct outside perimeter checks or perform outside perimeter patrol duty.

2.32 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly investigate disturbances or suspicious activities.

INMATE PROGRAM ACTIVITIES.

2.33 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly inspect cells/dorms/barracks other areas for cleanliness.

2.34 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly pass out medication, observe inmates taking it, and record it if taken or refused.

2.35 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly supervise feeding of inmates and complete counts.

2.36 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly accompany doctors or nurses during their medical rounds or visits to inmates.

2.37 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly get inmates ready for court, hospital, etc. (for example ensure proper dress, apply appropriate restraints).

2.38 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly pass out supplies (for example, toothpaste, soap, razor blades) and account for returned supplies.

2.39 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly recommend/make work assignments.

2.40 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly open, search and/or read and log inmates' non-legal mail.

2.41 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly open and search inmates' legal mail (in front of inmate).

2.42 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly supervise inmates receiving haircuts or cosmetology services.

INMATE MANAGEMENT & INTERACTION

2.43 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly break up “horseplay”.

2.44 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly observe/monitor attitude and conduct of inmates, medical or psychiatric needs, signs of drug or alcohol use.

ORAL COMMUNICATION SKILLS WITH STAFF

2.45 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly brief each other of any information relating to shift/post activity.

2.46 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly phone or otherwise report count to verify that inmate count is correct.

2.47 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly answer questions/provide information to visitors to individuals visiting the Central Receiving Facilities

2.48 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly dispatch help in emergencies or dispatch help within the Central Receiving Facilities.

2.49 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly verify all visitors, peace officers or anyone entering the Central Receiving Facilities for proper identification.

INVESTIGATIONS

2.50 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly recognize homosexual behavior.

2.51 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly gather information necessary to effect administrative and disciplinary transfers.

2.52 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly seize contraband.

2.53 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly preserve contraband.

2.54 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly prepare a K-Pack.

2.55 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly seize evidence.

2.56 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly preserve evidence, book and/or dispose of evidence.

2.57 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly isolate and preserve a crime scene.

INITIATIVE JOB INTEREST & PROBLEM SOLVING

2.58 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly gather information from inmates about conflicts or personal problems.

2.59 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly verify identity of officer picking up or delivering an inmate.

2.60 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly advise inmates on institutional regulations, services and sources of information.

2.61 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly to properly observe inmates suffering from alcohol and drug withdrawal and act accordingly.

2.62 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly dispose of communicable disease related trash as well as bagging other contaminated items.

Phase Three

INMATE MANAGEMENT & INTERACTION

3.1 The trainee shall demonstrate the knowledge, understanding and/or ability to properly observe/monitor attitudes and conduct of inmates, watching for signs or drug or alcohol use.

3.2 The trainee shall demonstrate the knowledge, understanding and/or ability to properly monitor and intervene in disputes between inmates (before fight occurs).

3.3 The trainee shall demonstrate the knowledge, understanding and/or ability to properly brief new inmates regarding jail rules and procedures, meal schedules, etc.

3.4 The trainee shall demonstrate the knowledge, understanding and/or ability to properly conduct on-the-spot (crisis intervention) interaction within diverse groups.

ORAL COMMUNICATION SKILLS WITH STAFF

3.5 The trainee shall demonstrate the knowledge, understanding and/or ability to properly verbally notify appropriate individual or department regarding repairs needed (for example plumbing, broken equipment).

3.6 The trainee shall demonstrate the knowledge, understanding and/or ability to properly answer incoming phone calls, provide information (about jail policies, court procedures, individual prisoners), route calls, or take messages.

3.7 The trainee shall demonstrate the knowledge, understanding and/or ability to properly communicate directly with court personnel (for example, court clerk), regarding dispositions appearances, etc.

3.8 The trainee shall demonstrate the knowledge, understanding and/or ability to properly testify in court.

3.9 The trainee shall demonstrate the knowledge, understanding and/or ability to properly give assignments and/or instructions to other detention deputies or other detention facility personnel.

3.10 The trainee shall demonstrate the knowledge, understanding and/or ability to properly coach, train, or assist in training other detention facility personnel.

INVESTIGATIONS

3.11 The trainee shall demonstrate the knowledge, understanding and/or ability to properly investigate accidents or crimes that occur within the facility by interviewing witnesses and suspects, collecting and preserving evidence and/or taking photographs.

3.12 The trainee shall demonstrate the knowledge, understanding and/or ability to properly make arrests and charge inmates who commit crimes within the Central Receiving Facilities.

3.13 The trainee shall demonstrate the knowledge, understanding and/or ability to properly dispose of contraband.

MISCELLANEOUS ACTIVITIES AND SKILLS

3.14 The trainee shall demonstrate the knowledge, understanding and/or ability to properly attend and participate in training programs, classes, and seminars.

3.15 The trainee shall demonstrate the knowledge, understanding and/or ability to properly attend staff meetings or confer with supervisors concerning jail operations/functions.

3.16 The trainee shall demonstrate the knowledge, understanding and/or ability to properly extinguish or help extinguish fires.

3.17 The trainee shall demonstrate the knowledge, understanding and/or ability to properly evacuate inmates from area or facility during natural disasters, fires etc.

3.18 The trainee shall demonstrate the knowledge, understanding and/or ability to properly locate all emergency exits.

3.19 The trainee shall demonstrate the knowledge, understanding and/or ability to properly locate emergency key storage.

INITIATE & PROBLEM SOLVING

3.20 The trainee shall demonstrate the knowledge, understanding and/or ability to properly notify sender or receiver of seizure of unauthorized material.

3.21 The trainee shall demonstrate the knowledge, understanding and/or ability to properly confiscate inmate possessions considered contraband on your own authority.

3.22 The trainee shall demonstrate the knowledge, understanding and/or ability to properly apply “progressive discipline”.

3.23 The trainee shall demonstrate the knowledge, understanding and/or ability to properly make suggestions regarding changes in policies, procedures or rules.

3.24 The trainee shall demonstrate the knowledge, understanding and/or ability to properly recognize behavioral characteristics of a violent offender.

3.25 The trainee shall demonstrate the knowledge, understanding and/or ability to properly record mental condition of inmates.

KERN COUNTY SHERIFF'S OFFICE
DETENTIONS TRAINING AND EVALUATION PROGRAM

DETENTIONS TRAINING MANUAL

Donny Youngblood, Sheriff Corner

July 31, 2009

INTRODUCTION

You are entering an important training period in your career, the Detentions Training Program. During the following weeks you will be instructed and tested on what you must know to be a competent Deputy Sheriff working a detentions assignment. Each day, you will be evaluated by a Detentions Training Officer (DTO) on how well you perform the basic job tasks.

The Detentions Training Program spans a six-week period. It is designed so each trainee works side by side with a training officer in the detentions environment for the entire time. As you satisfactorily progress in the Detentions Training Program, your responsibilities, and the Sheriff's Office expectations of you, will increase. Apply yourself to each phase of training. Put forth maximum effort in every task. Take pride in yourself, your work, your profession and the Kern County Sheriff's Office.

The Sheriff's Office recognizes the environment you will be working in is different than perhaps any you have experienced before. You will be in charge of the lives of other human beings placed in the custody of the Sheriff. This jailer-prisoner relationship challenges everyone who enters this profession to avoid becoming callous, indifferent and, sometimes, inhumane. The relationship also provides you with the opportunity to serve the interests of public safety according to the traditions and ideals we, as citizens of the United States, hold dear.

According the California State Board of Corrections, the agency responsible for advising, consulting and providing training relative to local detention facilities, the mission of a corrections officer is;

".....to ensure a safe, secure and humane environment for those persons who have been legally incarcerated and to protect society from those persons who represent a danger to the community and to themselves."

The Board of Corrections defines the role and function of a corrections officer thus;

".....to ensure that those persons entrusted to his/her care are provided with a decent and humane environment, protected from those who would harm them, and prevent them from harming themselves or others. A further role may be to provide services which would aid in the correction of the inmates and help them in overcoming handicaps, thereby permitting them to return to the community as productive members of society."

During your career you will have in your custody and care people who represent all facets of humankind. Many of these prisoners could easily be your neighbor, a relative or a friend. Many will find themselves depending on you for all their needs due to some twist of fate or error in judgment. Some will be unable to behave appropriately in society due to mental illness or drug induced psychosis. A few will be in your care because they have sociopathic personalities and are dangerous to our communities. Whatever the case, it is your duty to keep custody of the people remanded to the Sheriff according to law and policy. Punishment, if any is to be given, will be imposed by the courts. The Kern County Sheriff's Office will provide you with the training, of which this program is a part, the supervision and the leadership to successfully discharge your duties. The department will provide you with direction by means of policies and procedures that, if followed, will ensure the Sheriff's, and your, legal obligation to keep custody of prisoners is met. The rest is up to you. Congratulations and good luck!

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POLICY AND PROCEDURES

It is the policy of the Kern County Sheriff's Office that the prerequisite to appointment for a Deputy Sheriff assigned to the Central Receiving Facility is for all Deputy Sheriff's to successfully complete the Detentions Training Officer Program in addition to other specified training. This does not include the classifications of Senior Deputies, Supervisors, or Managers assigned to CRF.

Program Description

The Detentions Training Program consists of a five-week program divided into three training phases. The program utilizes two or three different Detentions Training Officers for each trainee, with the trainee returning to the first training officer, if possible, for the final phase. (Refer to the "Phase Description" for further information.) This allows the Deputy Sheriff trainee to be exposed to a variety of experiences at several locations.

Standardized Evaluations Guidelines

The task of rating and evaluating a trainee's performance is based on the Standardized Evaluation Guidelines. The guidelines define unacceptable, acceptable and superior behavior in thirty-three distinct areas and serve as a means of program standardization and continuity.

Detentions Training Guide -- Facility Specific Checklists

In order to improve training and ensure every trainee receives on-the-job training in every phase of detentions work, the Detentions Training Guide will be used by the Detentions Training Officer. This guide details knowledge and skills each trainee must demonstrate an ability to perform. The Detentions Training Guide must be completed by the trainee and the Detentions Training Officers during the six-week program.

Because the detention facilities operated by the Kern County Sheriff's Office are unique in their construction, population and mission, there are separate training checklists for the Central Receiving Facility Unit, Pre-trial Facility, the Max-Medium Facility and the Minimum Facility.

Evaluations

During the program the trainee will be evaluated on a daily and weekly basis. In addition, the trainee will be evaluated upon completion of each phase of training. Evaluations by the Detentions Training Officer (DTO) will be done on the Daily Observation Report (DOR). This report details the progress of the trainee in their detentions performance and completion of the Detentions Training Guide.

At the end of each phase the DTO will complete an end of phase narrative evaluation. Trainees are evaluated to the standard of a competent Deputy Sheriff working a detentions assignment, which is defined in the *acceptable* rating of the Standardized Evaluation Guidelines. The purpose of evaluating trainees to this standard is twofold. The first, and most important, is to make the trainee aware of the areas they need to improve their performance. The second is to monitor the progress of the trainee and provide remedial training as needed. As a result of this evaluation method, evaluations of a trainee in the early phases may likely reflect less than acceptable performance in several rating areas. This, in and of itself, is not necessarily cause for concern. However, if ratings of 1 or 2 are received in an area where a trainee has received remedial training, it may be considered justification for further evaluation and/or administrative action. It will be considered justification if the less than acceptable rating is received in the week of Phase III.

Daily Observation Report

During each training phase, a trainee is assigned to a Detentions Training Officer who will complete a daily evaluation on a DOR. The contents of the DOR will be discussed with the trainee by the DTO, both will sign the form electronically, and it will be reviewed by the Field/Detentions Training Coordinator for review, comment and signature. As timeliness is essential to the training and evaluation process, the DOR will be completed at the end of each shift. The DTO may request that his/her sergeant allow them adequate time at the end of the shift to complete the DOR without incurring overtime. The sergeant should grant the request if staffing levels and workloads permit. When completing the DOR, the DTO's shall use the Standardized Evaluation Guidelines as the standard by which they will evaluate the trainee's performance.

Phase Evaluation

At the end of each training phase the DTO will complete an end of phase narrative evaluation on the progress of the trainee. The narrative evaluation will be reviewed and approved by the Field/Detentions Training Coordinator.

The narrative evaluation will contain all pertinent information relative to the training and progress of the trainee. The narrative will follow a general guide that includes:

- General summation of performance in the work place and completion of Detentions Training Guide.
- Opinion on the strong and weak points of the trainee and suggestions for improvement.
- Recommendations, including specific areas of remedial training, passing on to next phase or retraining in current phase.

The *end-of-phase* evaluation will be completed by the DTO within **three days** of a trainee completing that phase and moving to the next. Any problems noted will be brought to the attention of the Field/Detentions Training Coordinator as soon as possible and prior to the completion of the narrative evaluation.

Detentions Training Officers will evaluate trainees according to the Standardized Evaluation Guidelines. They will keep in mind the proper ratio between training and evaluation. Evaluations will be given in an honest, straightforward, professional manner, which stresses positive as well as negative performance.

Chain of Command

While the trainee is assigned to a DTO, all communication and directions from supervisors will be channeled through the DTO except in an emergency. This will ensure the DTO understands the direction given and relays it correctly to the trainee. It ensures the DTO is aware of the progress, problems and mistakes of the trainee. The DTO will handle reprimands for impropriety or improper procedure and instruct the trainee when major tasks have been assigned to them. Any concerns about method or sequence should be directed to the Field/Detentions Training Coordinator.

DTO/Trainee Team - Considered One Person

During the time the trainee is assigned to a DTO, the DTO/trainee team will be considered one person for staffing purposes.

The DTO may, at his discretion, and with the approval of the Field/Detentions Training Coordinator and shift supervisor, volunteer to serve in particular assignments for training purposes. The purpose of taking assignments out of rotation sequence is to ensure the trainee is exposed to a full range of assignments, roles and situations during their training period. It should be emphasized that this volunteering is strictly at the discretion of the DTO who, because of intimate familiarity with the abilities of the trainee, is best suited to make such a decision.

At the beginning of the training phase, the DTO will ensure the trainee is physically and mentally prepared for their assignment. They will discuss emergency situation techniques and procedures so each officer is able to react in a manner consistent with officer safety and facility security.

Monthly Evaluation Sessions

The Detentions Training program staff understands the importance of consistency in both training delivery and evaluation. In an effort to accomplish this goal, the detentions training program staff will have monthly meetings whenever possible. The meetings will address the progress of the trainees and training strategies.

DTO's will have the opportunity to assist in the training and progress of each trainee and the Detentions Training Program overall. The meetings will provide the DTO's the opportunity to pass on information to the trainee's new DTO about any special training needs or relative progress information.

All DTO's must attend the evaluation session and other meetings as required unless specifically excused by the Field/Detentions Training Coordinator. The Field/Detentions Training Coordinator will not excuse the DTO's unless the need to be absent is greater than the need to meet the goals of the DTO Program.

Trainee Evaluation of DTO

At the conclusion and upon successful completion of the Detentions Training Program, the trainee will complete an evaluation of all Detentions Training Officers assigned to him or her.

The evaluations will be completed in the FTO Software Program and will only be reviewed by the Field/Detentions Training Coordinator. This will be an honest evaluation of each Detentions Officer assigned to the trainee. The evaluations assist the Field/Detentions Training Coordinator in assuring Detentions Training Officers are maintaining a high level of skill, performance, and interest. It provides objective feedback to the DTO so they can use the information to enhance their teaching/training skills. DTO's will benefit by knowing the impression they have made on you, their trainee.

Solo Assignment in the DTO Program

Trainees will not be allowed to work alone in any assignment unless such assignment is approved by the Field/Detentions Training Coordinator, or there is an emergency of such magnitude the deployment of all available personnel is required. For the purposes of this section, "an emergency" does not include staffing shortages. If an emergency occurs which requires assignment of a trainee to a solo post, the shift supervisor shall document the assignment and notify the facility commander and Field/Detentions Training Coordinator as soon as possible.

Use of Non-DTOs for Detentions Training

Trainees will not be assigned to work with other than DTO personnel unless there is no alternative. Placing the trainee in an assignment without inmate contact or program responsibility is the first option. The DTO should attempt to obtain prior consent from the Field/Detentions Training Coordinator before assigning a trainee to a non-DTO assignment. If time does not allow for prior permission to be obtained, the Field/Detentions Training Coordinator will be advised by e-mail, voice-mail or memorandum of the use of the non-DTO and of the specific reason for such use as soon as possible. Trainees assigned to work with other than DTO personnel will observe only. They will not be evaluated by the officer. The regularly assigned DTO will complete a Daily Observation Report marked "limbo".

Phase III - DTO as "Partner Officer"

During Phase Three, The DTO will be assigned as a partner officer or at a post in close proximity to the trainee. The trainee will have the responsibility to carry out the duties of the assigned post in the same manner as regularly assigned personnel. During this phase of training the DTO will not answer questions on routine matters until the trainee has exhausted all alternatives to the solution. The DTO will not permit the trainee to carry out an act or omission in violation of law or policy but will provide wide latitude in the trainee's decision-making. This phase of the program will be primarily evaluative with some instruction on topics not yet covered or documented.

Signing Reports - Court Attendance

While the trainee is assigned to the Detentions Training Program, both the trainee and the DTO will review all reports prior to submitting them. The DTO and trainee are required to attend court or administrative hearings that arise out of on-duty activities. The DTO will utilize these hearings to demonstrate, train and evaluate the trainee on testifying in hearings and on courtroom demeanor. This information is then included in the next DOR.

Use of Scenarios

The DTO program recognizes the value of training scenarios in a learning environment. However, there are some dangers associated with conducting training scenarios during detentions training. These strict guidelines are meant to minimize those dangers:

Trainees will always be told when a situation is a training scenario. They will never be lead to believe a training scenario is a legitimate situation.

DTO's will not attempt to manipulate any aspect of a legitimate incident in order to see how a trainee performs in the situation.

No security measure, including the use of restraints, will be compromised in order to see how the trainee would handle a physical confrontation or for any reason other than a legitimate one. Defensive tactics scenarios will only be conducted by members of the department's defensive tactics team.

DTO/Trainee Relationship

The relationship between the DTO and the trainee is that of teacher and student. Organizationally, it is a supervisor/subordinate relationship. The hallmark of this relationship will be one of mutual respect. Trainees will be treated with respect at all times. They are expected to show respect to the DTO and to follow his/her directions. Trainees will not be harassed, intimidated, intentionally embarrassed or demeaned. Name calling or uses of derogatory terms by the DTO is not acceptable. DTO's will try not to show their anger or frustration while they are working with the trainee. Remember, praise in public, correct in private.

DTO's will not associate, socialize, date or attempt to date trainees while assigned to the Detentions Training Program. Any relationship with them shall be strictly professional. If a DTO is related to a trainee, has or has had a personal relationship with a trainee, or if any situation arises which may compromise this professional relationship, they are to advise the Field/Detentions Training Coordinator as soon as possible.

DTO Review of Trainee Time Sheet

Trainees will submit their time sheet to their DTO to verify accuracy and completeness prior to submitting it to a supervisor.

Rules of Conduct for Trainees Assigned to the DTO Program

Trainees are to be respectful to the Detentions Training Officers. The DTO's directions are to be accepted and followed at all times. If a trainee believes that a specific instruction or order is improper, or an evaluation is not fair, he or she may discuss it with the DTO. If the trainee is not satisfied, they may talk with the Field/Detentions Training Coordinator about the situation. If the trainee is still concerned, they may ask the Field/Detentions Training Coordinator for an appointment with the Training Division Commander to discuss the areas of concern.

Trainees will complete all assignments in a prompt, timely manner. They will follow all policy and procedures as outlined in the Detentions Training Program, the Department Manual of Policy and Procedures, the Detentions Bureau Manual of Policy and Procedure and the Division Policies and Procedures to which they are assigned.

Trainees will be receptive to constructive criticism given by DTO's. They may verbalize an explanation for their action(s) however; repeated rationalization, excessive verbal contradictions and hostility are not acceptable.

Trainees are discouraged from participating in department social functions and other functions where Detentions Training Officers may be present until they have completed the Detentions Training Program.

All requests for vacation or compensatory time off will be submitted to the DTO if the request for days off does not exceed one working day. Voluntary time off is not encouraged during participation in the Detentions Training Program due to the need for training in a short time span. Any requests for more than one full working day off will be submitted and reviewed by the Field/Detentions Training Coordinator for approval or denial. The DTO may recommend approval or denial prior to forwarding it to the Field/Detentions Training Coordinator. If the DTO has information on the request that should be considered by the Field/Detentions Training Coordinator he or she is to communicate the information orally or in writing.

Violations of Detentions Training Policy

Violation of Detentions Training policy and rules may result in disciplinary action. This action may include the trainee's removal from the Detentions Training Program and up to and including termination. The Field/Detentions Training Coordinator will document violations on a memorandum and forward it to the Training Commander. If appropriate, this documentation may include a statement of the disciplinary action taken or recommended by the Field/Detentions Training Coordinator.

DAILY OBSERVATION REPORT

A "Daily Observation Report" (DOR) completed by the DTO at the end of each shift provides the essential information to provide administrative control over the progress of each trainee. In addition to recording his or her progress, evaluations serve to inform the trainee of their performance at a particular point in time. They are also excellent devices for identifying training needs and documenting training efforts.

The Daily Observation Report form includes thirty-three measurable behaviors that are subdivided into four categories: Appearance, Attitudes & Relationships, Knowledge and Performance Tasks. The Standardized Evaluation Guidelines are all performance observations. They are designed to measure the trainee's ability to function in the detentions setting performing detention tasks.

Observations made by the DTO are entered on the form along a 7-point continuum from "not acceptable by DTO standards (1)" to "superior by DTO standards (7)". Midpoint on the scale is "minimum acceptable level (4)". Special comments are required for all ratings of 2 or less and 6 or more. Acceptability or non-acceptability by DTO program standards is evaluated in terms of performance as a competent Deputy Sheriff working a custodial assignment.

DOR Terms and Definitions

In addition to the rating scale performance levels mentioned above, four other categories are provided. These are "N.O." for "Not Observed", "N.R.T." for "Not Responding to Training", "NAR" for "Narrative" and "REM" for time spent in "Remedial" training.

"N.O.": Refers to any activity listed on the evaluation that the DTO did not sufficiently observe to rate on that particular shift.

"N.R.T.": Given when a trainee has been instructed in a particular subject matter and still fails to demonstrate knowledge of the subject or is unable to perform the particular task which would exhibit this knowledge. An "N.R.T." rating will be fully documented on the DOR and explained to the Deputy Sheriff Trainee. This documentation will include a description of the remedial training given to the Deputy Sheriff Trainee by the DTO.

"NAR": Checked when comments for the rating area are included in the narrative evaluation.

"REM": Write the number of minutes spent in remedial training in a rating area in this box.

On the narrative of the DOR there are sections provided for the DTO to describe the best and worst performance of the trainee for that shift. There is also a checklist and manual provided to the DTO to list the sections of the Detentions Training Guide that were successfully instructed and/or completed by the trainee during the shift. The section number is to be used to identify those sections and the sections requiring a narrative.

D.O.R. NARRATIVE SECTION DTO CHECKLIST

When completing a narrative on a trainee's performance, it is important to write enough detail to permit a reader sometime in the future to understand exactly what happened. Your most important reader is the trainee about whom the evaluation speaks. The trainee's ability to learn from experience is increased when the facts of an incident are presented in writing. In addition, it is important to remember the goal of the program is to add a competent Deputy Sheriff working a custodial assignment to the staff.

The task of evaluating and rating a trainee's performance must be based on the Standardized Evaluation Guidelines in the preceding section. They serve as a means of program standardization and continuity.

PHASE DESCRIPTIONS

The Detentions Training Program has three phases. Each is scheduled to be two weeks long except for Phase Three which will only be one week. The actual amount of time a trainee spends in any one phase is determined by the individual training needs of the trainee. The phases are structured to meet the training/performance goals of the trainee from their first day on the job to the day they assume full team-member responsibilities in their facility. The phases are designed to orient the trainee in their work assignment and provide them the knowledge, skills and abilities to perform at the level of a competent Deputy Sheriff working a custodial assignment. The three sections of the Detentions Training Guide are part of this plan. They specify knowledge and performance goals the trainee is required to meet in each phase.

Throughout the training period the trainee will be given tests, both verbal and written. Tests identified as practice tests are administered to assist the trainee in better understanding where greater study is needed. A passing score is required on formal tests and will be determined by the nature of the test. Consistent low scores will result in the trainee's termination from the Detentions Training Program.

Phase I

The first week of Phase I is devoted primarily to orienting the trainee to his or her assigned facility. Emphasis will be placed on the role a Deputy Sheriff at CRF plays in the Kern County Sheriff's Office's duty to preserve and protect the public safety and the safety and welfare of inmates.

During the second week the trainee will be working with the training officer in various posts within the facility. The trainee will be given instruction on key policy and law sections that govern the work activity of Deputy Sheriffs at CRF. Safety and security issues will be introduced and mastered. Tests will be administered on law and policy to identify areas needing more attention.

Phase II

During Phase II the trainee will be given greater responsibility and instruction on more complicated elements of the job. Many areas covered in Phase I will be addressed again. The trainee is expected to have retained information received in the academy and during Phase I. During this phase the trainee will work with a different DTO. This will permit the trainee to observe a different approach to the job and to learn a different point of view toward the job.

Tests, both verbal and written, will be administered to determine areas in need of greater attention. Any areas previously tested without success on the part of the trainee will be re-tested after the DTO assures him or her the trainee has been given complete instruction in the area.

Phase III

During the week of Phase III, the trainee is expected to perform as a competent Deputy Sheriff assigned to CRF. The DTO is an observer and evaluator during this phase. The trainee will be assigned job responsibilities as a member of the team. The DTO will not order a change in the trainee's course of action unless a serious security, policy or legal breach will occur. This will permit the trainee to experience the impact of poorly considered actions and, thereby, learn from them. The DTO will assist the trainee in performing job tasks when needed but the trainee will determine the steps to be taken.

During this week the DTO will only answer "how to" questions if they concern areas not already addressed or after the trainee has reasoned through the problem to the DTO's satisfaction.

Completion of the Detentions Training Program

Prior to completion of Phase III the DTO will discuss an end-of-phase evaluation with the Field/Detentions Training Coordinator. The trainee's performance and progress will be discussed at the meeting. The Field/Detentions Training Coordinator will assess and evaluate the trainee's performance in the Detentions Training Program and make a recommendation of pass or fail. The recommendation will be based on DOR's, the trainees work performance, and opinions of Detention Training Officers assigned to the trainee during training.

If the trainee successfully completes the Detentions Training Program, the Field/Detentions Training Coordinator will advise the Facility Manager of the Downtown Services Division. The Facility Manager will determine where the trainee will be assigned upon successful completion of the Detentions Training Program.

Remedial Extension

It is understood that situations might occur which make it difficult to always adhere to a set time limit. These situations may be due to an administrative need or due to the trainee's performance. The decision to extend a trainee's training is based on many factors. This is not a guarantee that every trainee has the right to an extension. The decision to extend a trainee's training is at the discretion of the Field/Detentions Training Program Coordinator. Training extensions are designed to focus attention toward the training needs of the trainee and to correct performance problems. Training extensions should occur infrequently and usually before Phase Three.

The detention training program is designed to develop a competent Deputy Sheriff working a custodial assignment. This level of competence, unfortunately, is not always reached. If, after careful consideration, the Field/Detentions Training Program Coordinator determines that the trainee should be recommended for termination or removal from the program, the Field/Detentions Training Program Coordinator will forward his/her recommendation and all supporting documents to the Commander of the Training Division. The Field/Detentions Training Program Coordinator will notify the trainee of the Commander's decision and make arrangements in accordance with department policy.

STANDARDIZED EVALUATION GUIDELINES

APPEARANCE

1. GENERAL APPEARANCE (UNIFORM, HYGIENE & HAIR)

Training Objectives

Completeness of well-fitting, properly pressed uniform. Properly shined shoes and leather. Shoe style according to department policy. Hair, mustache, sideburns, jewelry, makeup and nail polish in accordance with Department Policies and Procedures.

Evaluation Standards

- 1-3 Unacceptable: Dirty shoes and uniform. Long, unkempt hair. Offensive body odor. Unauthorized equipment, uniform or grooming.
- 4-6 Acceptable: Neat and clean uniform. Well-groomed hair. Shined shoes. Proper uniform and equipment. All grooming according to policy.
- 7 Superior: Tailored and clean uniform. Highly shined shoes and leather. Impressive overall appearance and posture.

ATTITUDES & RELATIONSHIPS

2. ACCEPTANCE OF CRITICISM

Training Objectives

Maturity in discussing and recognizing weaknesses. Ability to understand points discussed. Ability to correct deficiencies.

Evaluation Standards

- 1-3 Unacceptable: Rationalizes. Argues. Does not make corrections. Considers all criticism negative. Is unable to relate the criticism to improve the task.
- 4-6 Acceptable: Accepts criticism in a positive manner and applies it to further learning process.
- 7 Superior: Solicits criticism in order to improve performance. Never argues or blames others.

3. ATTITUDE TOWARD WORKING DETENTIONS

Training Objectives

Dedication to the principles and values of the organization. Attendance, punctuality, and reasonable use of sick leave. Interest and concern for staff and inmates.

Evaluation Standards

- 1-3 Unacceptable: Is not conscientious. Uses job for ego trip. Abuses authority (badge heavy). No dedication. Apprehensive to use authority. Reluctant to accept authority.
- 4-6 Acceptable: Expresses active interest in learning job. Always trying to improve. Attentive to job.
- 7 Superior: Utilizes off duty time to further professional knowledge. Maintains high ideals toward professional conduct and responsibilities. Is generally committed to the organization.

4. ATTITUDE TOWARDS INMATES

Training Objectives

Ability to converse with and control inmates in a professional manner. Is objective and straightforward in a manner that is neither hostile nor patronizing.

Evaluation Standards

- 1-3 Unacceptable: Exhibits hostility or sympathy toward inmates due to prejudice, bias or contempt.
- 4-6 Acceptable: Maintains a professional demeanor at all times towards inmates.
- 7 Superior: Understands inmate attitudes and behaviors and acts in a manner that produces good solid communications with them. Maintains inmate compliance and observation of jail regulations.

5. SELF CONFIDENCE & INITIATIVE

Training Objectives

Demonstrate the ability to recognize a violation of facility rules or potential problem and initiate the appropriate action. Demonstrate a belief in one's own ability to perform competently.

Evaluation Standards

- 1-3 Unacceptable: Is unwilling to initiate activity because of fear of making a mistake. Cannot solve even the simplest everyday problem.

- 4-6 Acceptable: Makes good decisions and takes action on them. Is able to solve everyday problems without assistance.
- 7 Superior: Displays self-assured confidence. Makes good, quick decisions and follows up on them without hesitation or doubt. Solves difficult problems without frustration or delay.

6. BEARING / COMMAND PRESENCE

Training Objectives

Presents confident, alert, and professional appearance. Conveys image of ability to physically control an altercation without appearing to be menacing. Conveys image of taking charge of a situation without being overly aggressive. Conveys image of being concerned, without being submissive.

Evaluation Standards

- 1-3 Unacceptable: Appears nervous and afraid. Appears disinterested or lazy. Is badge heavy and overbearing.
- 4-6 Acceptable: Presents an impression of being alert, proficient, and mature.
- 7 Superior: Conveys an image of being a highly trained professional, confident, and able to calmly handle any situation.

KNOWLEDGE

7. DEPARTMENT, BUREAU AND DIVISION POLICIES AND PROCEDURES

Training Objectives

Knowledge of and ability to apply Department, Bureau and Division policies and procedures.

Evaluation Standards

- 1-3 Unacceptable: Lacks minimal knowledge of Department, Bureau and Division Policies and Procedures. Continually disobeys them due to lack of familiarity or understanding.
- 4-6 Acceptable: Good understanding of Department, Bureau and Division Policies and Procedures.
- 7 Superior: Complete working knowledge of Department, Bureau and Division Policies and Procedures. Is able to recall their location in their respective manuals.

8. LAW ENFORCEMENT CODES (PENAL, VEHICLE, HEALTH AND SAFETY, AND THOSE RELATIVE TO DETENTION FACILITIES)

Training Objectives

Knowing of elements of commonly used sections. Knowledge of whether commonly used sections are misdemeanors or felonies. Ability to apply sections to a given situation. Methods of researching codes and ability to determine which sections are found in which codes.

Evaluation Standards

- 1-3 Unacceptable: Doesn't know elements of basic sections and makes no attempt to improve.
- 4-6 Acceptable: Has good working knowledge of commonly used sections and is able to properly apply sections to a given situation.
- 7 Superior: Has outstanding knowledge of all codes including some seldom used codes. Has the ability to interpret and apply difficult sections.

9. DUTY ASSIGNMENTS AND REQUIREMENTS

Training Objectives

Knowledge of and ability to handle all duty assignments and requirements. Assumes responsibility for duties and handles them in a professional and proficient manner.

Evaluation Standards

- 1-3 Unacceptable: Doesn't know each area's specific requirements. Cannot adjust to different duties. Has trouble retaining instructions.
- 4-6 Acceptable: Has good working knowledge of each duty area assigned. Retains majority of elements learned for each duty area.
- 7 Superior: Has outstanding knowledge of all areas assigned. Requires little, if any, supervision to complete a given duty.

10. FACILITY LOCKS, SYSTEMS & ALARMS

Training Objectives

Ability to identify types of locks and keys and the differences between keyed doors and electrically controlled doors. Ability to operate lock boxes in mechanical and electrical modes. Working knowledge of roof and exterior door alarm systems. Aware of alarm locations and purpose.

Evaluation Standards

- 1-3 Unacceptable: Lacks knowledge of systems, locks, alarms. Can't explain basics of systems.
- 4-6 Acceptable: Understands and can explain uses of systems, locks & alarms.
- 7 Superior: Complete knowledge and comprehension of systems, locks, alarms. Can thoroughly explain all functions of the systems.

11. REFLECTED IN VERBAL OR WRITTEN TESTS

Training Objectives

The ability to accurately answer verbal or written questions concerning:

- A. Laws, Detention Bureau Policies and Procedures & Division Policies and Procedures.
- B. Policies of the Department.
- C. Information presented in the correctional Academy or training classes.
- D. Knowledge relayed in previous training session with a DTO.

Evaluation Standards

- 1-3 Unacceptable: Unable to answer questions after receiving training and does not retain information. Consistently scores below passing on graded, written tests.
- 4-6 Acceptable: Accurately answers most questions asked. Has good understanding. Consistently achieves passing scores on graded, written tests. Improves scores when re-tested.
- 7 Superior: Answers all questions correctly. Maintains an excellent understanding. Consistently scores 95 to 100 % on graded, written tests.

PERFORMANCE

12. FAMILIARITY WITH DETENTION FACILITIES

Training Objectives

Working knowledge of facility layouts and their problem areas. (Critical security areas, inmate contact areas, etc.)

Evaluation Standards

- 1-3 Unacceptable: Does not know even the more important locations within the facilities. Cannot remember specific problems within each area. Makes little or no effort to improve.

- 4-6 Acceptable: Knows important areas of the facilities and possesses a good working knowledge of problem areas.
- 7 Superior: Knows all areas of the facilities. Can move from one point to another in the shortest time possible. Maintains excellent working knowledge of problem areas.

13. ROUTINE FORMS (ACCURACY, COMPLETENESS & USES)

Training Objective

Knowledge and purpose of forms and the ability to interpret them. Ability to complete form accurately. Understanding of which incidents require the use of a particular form.

Evaluation Standards

- 1-3 Unacceptable: Unable to determine the proper form for a given incident. Turns in incomplete forms.
- 4-6 Acceptable: Knows the use of most forms, understands their format, and completes them accurately.
- 7 Superior: Consistently and rapidly completes all forms, (even seldom used, complex forms) with no assistance. Forms are always neat and accurate.

14. REPORT WRITING (ORGANIZATION & DETAILS)

Training Objectives

Events of incident are presented in proper chronological order. All important events appear in the report and superfluous details are omitted. All elements of a crime are established in the report. All parties in the report are identified by name and role (i.e., victim, witness, etc.)

Evaluation Standards

- 1-3 Unacceptable: Events in report are not presented in chronological order. Events are not complete. Unneeded information is presented. The elements of the crime are not presented.
- 4-6 Acceptable: Reports are clear and concise, written in a logical sequence and include all elements of the crime.
- 7 Superior: Report is a complete and detailed account of what occurred from beginning to end, written and organized so as to assist the reader in rapidly and thoroughly understanding the incident.

15. REPORT WRITING GRAMMAR AND SPELLING

Training Objectives

Proper grammar and spelling used in incident reports, memos, staff reports, etc.

Evaluation Standards

- 1-3 Unacceptable: Report contains incorrect grammar, improper sentence structure, or misspelled words. Errors impair the reader's ability to understand what is being reported.
- 4-6 Acceptable: Report contains proper, complete sentences. seldom misspells words. Errors in these areas are rare and do not impair the reader's understanding.
- 7 Superior: Report contains no mistakes in spelling, grammar or punctuation. Report conveys information in a concise and thorough manner.

16. DETENTION PERFORMANCE (INVESTIGATIVE ABILITIES)

Training Objectives

Ability to gather information and collect evidence.

Evaluation Standards

- 1-3 Unacceptable: Does not gather information and consistently fails to recognize evidence.
- 4-6 Acceptable: Gathers needed information and collects evidence properly.
- 7 Superior: Without assistance; develops information and leads quickly. Gathers evidence and is able to complete the case in a clear and detailed manner.

17. DETENTION PERFORMANCE (STRESS CONDITIONS)

Training Objectives

Ability to assess priorities at the scene of a hostile situation and proceed in a prudent manner, consistent with policies and procedures.

Evaluation Standards

- 1-3 Unacceptable: Loses temper or becomes panic stricken and, thereby, is unable to logically and properly.
- 4-6 Acceptable: Exhibits calm and controlled attitude. Does not allow situation to deteriorate. Proceeds in a proper, logical sequence. Uses good judgment.

- 7 Superior: Uses exceptional judgment and controls situation under hazardous or adverse conditions. Proceeds in the proper sequence. Is able to discharge their duties without unnecessary risk and generally controls the situation.

18. ABILITY TO FOLLOW ORDERS & INSTRUCTIONS

Training Objectives

Ability to understand and carry out orders and instructions. Willingness to follow lawful orders without question.

Evaluation Standards

- 1-3 Unacceptable: Continually questions orders or is unable to carry them out as given.
- 4-6 Acceptable: Respectfully carries out orders without having to be corrected.
- 7 Superior: Anticipates orders and carries them out without the need for assistance or reminders. Recalls orders from prior situations and applies them to new situations.

19. ABILITY TO ADAPT TO NEW SITUATIONS

Training Objectives

Ability to choose the proper course of action in a situation that is new.

Evaluation Standards

- 1-3 Unacceptable: Unable to assess priorities and apply previous training or experience to new situations. Cannot resolve situations.
- 4-6 Acceptable: Able to handle new or unknown situations in a manner that is consistent with good officer safety practices.
- 7 Superior: Uses good judgment to control situations and to find a speedy, complete solution in accordance with Department and Jail Division policies and procedures.

20. OBSERVATION ABILITIES AND ALERTNESS

Training Objectives

Remains alert at all times and demonstrates the ability to identify suspicious persons, activities and safety hazards.

Evaluation Standards

- 1-3 Unacceptable: Seldom alert. Fails to observe or recognize obvious violations, suspicious circumstances or safety hazards. Makes little effort to improve.
- 4-6 Acceptable: Able to observe and recognize obvious violations, suspicious activities, safety hazards, and remains alert.
- 7 Superior: Maintains a high degree of alertness and displays outstanding observation abilities.

21. SELF INITIATED ACTIVITY

Training Objectives

The ability to recognize and investigate suspicious circumstances, jail rule violations and criminal activities. The willingness to initiate the appropriate reports.

Evaluation Standards

- 1-3 Unacceptable: Does not take action or follow up on situation. Rationalizes suspicious circumstances.
- 4-6 Acceptable: Recognizes and investigates suspicious circumstances. Makes cases from routine investigation. Takes initiative to monitor all activity in their area of assignment.
- 7 Superior: Uses information received from all sources to investigate suspicious or peculiar circumstances in all areas of assignment. monitors area of responsibility for rule violations and keeps abreast of all situations.

22. OFFICER SAFETY

Training Objectives

Displays knowledge and ability to use good officer safety procedures to reduce the potential for officer injury.

Evaluation Standards

- 1-3 Unacceptable: Does not understand the principle of officer safety or frequently fails to exercise safety practices.
- 4-6 Acceptable: Understands principles of officer safety and generally applies them. Displays awareness of potential danger and maintains a position of advantage.
- 7 Superior: Thoroughly understands principles of officer safety and applies them. Anticipates potential danger and remains alert to changing conditions.

23. CONTROL OF CONFLICT (VOICE COMMAND, SPECIAL TECHNIQUES)

Training Objectives

The proper use of voice command and other techniques to control situations involving conflict or increased anger in inmates and others.

Evaluation Standards

- 1-3 Unacceptable: Uses improper voice inflection (i.e., speaks too softly, too loudly, too harshly).
Uses the wrong choice of words for the situations. Gives indecisive or confusing commands. Exhibits poor officer bearing. Either does not know or chooses not to use defusing techniques.
- 4-6 Acceptable: Speaks with authority. Uses proper voice inflection and the proper choice of words. Uses defusing techniques appropriately. Exhibits good officer bearing.
- 7 Superior: Maintains complete control of the situation through the use of good voice inflection and command appearance. Brings control to a potentially hazardous or explosive situation through the exceptional use of voice inflection, choice of words and defusing techniques.

24. CONTROL OF CONFLICT (PHYSICAL SKILL & USE OF FORCE)

Training Objectives

The ability and willingness to subdue a combative person through the appropriate use of restraints or defend one's self or others when necessary.

Evaluation Standards

- 1-3 Unacceptable: Is unable to use appropriate restraints. Is unable to handcuff even a cooperative person. Is unable to choose an appropriate level of physical force in a given situation. Overcompensates for fear or uncertainty with excessive or unnecessary force. Is unable to act due to fear or uncertainty.
- 4-6 Acceptable: Maintains proper control without excessive force. Good judgment displayed in what force to use and when.
- 7 Superior: Excellent knowledge and ability to use a wide range of restraining holds. Always prepared mentally and physically to use force where necessary. Displays excellent judgment in choosing what level of force to use.

25. ORAL COMMUNICATION SKILL

Training Objectives

Ability to express an idea in clear, concise language. Communicates with people of different education, intelligence or background. Organizes thoughts and words to best convey meaning.

Evaluation Standards

- 1-3 Unacceptable: Unable to express thoughts in clear, concise, and understandable language. Uses excessive slang. Unable to organize thoughts, rambles so that meaning is lost.
- 4-6 Acceptable: Uses proper language. Organizes thought well. Is understandable to persons of different backgrounds or circumstances.
- 7 Superior: Is able to make complicated ideas understandable to anyone, chooses the right words for a particular situation.

26. DEMONSTRATE GOOD DECISION MAKING

Training Objectives

Evaluates a given situation. Establishes priorities and selects the proper courses of action.

Evaluation Standards

- 1-3 Unacceptable: Acts without thought. Is indecisive and naive. Chooses to act on a minor priority while overlooking a major one.
- 4-6 Acceptable: Makes proper decisions. Has ability to evaluate options within his or her discretion and usually takes the best course of action.
- 7 Superior: Excellent perception in foreseeing problems and arriving at effective solutions quickly.

27. SECURITY AWARENESS

Training Objectives

Overall knowledge of security systems, their uses and the policies and procedures that regulate their use.

Evaluation Standards

- 1-3 Unacceptable: Does not understand security systems, their uses or the policies and procedures regulating their use.

- 4-6 Acceptable: Has good understanding of the security systems, their uses and the policies and procedures that regulate them.

- 7 Superior: Has good understanding of the security systems, their uses and the Policies and procedures that regulate them.

28. INMATE CONTROL (GIVING DIRECTION & RESPONDING TO INMATE REQUESTS)

Training Objectives

Ability to control and direct inmates without confusion or starting a disturbance within the facility. Ability to process inmate requests which are valid and important to the needs of the inmate.

Evaluation Standards

- 1-3 Unacceptable: Unable to control or direct inmates without them becoming hostile. Shows little or no interest in the inmate population and either denies most or all requests presented to them or, approves most or all requests without confirming if they are valid.

- 4-6 Acceptable: Maintains control and directs inmates with minimal amount of friction. Checks all requests for validity.

- 7 Superior: Maintains excellent control and direction of the inmates. Commands respect from all. Handles all duties expediently and insures that all valid inmate requests are taken care of.

29. RELATIONSHIP WITH THE COMMUNITY (GENERAL)

Training Objectives

Ability to communicate with the public in a polite, professional manner.

Evaluation Standards

- 1-3 Unacceptable: Exhibits behavior that is abrupt, belligerent, overbearing, introverted, or uncommunicative.

- 4-6 Acceptable: Exhibits behavior that is courteous, friendly, understands and communicates in a professional and unbiased manner.

- 7 Superior: Able to establish a good rapport that expedites exchange of useful information. Remains objective and professional. Always appears to be at ease in person-to-person contacts.

30. ABILITY TO INTERACT WITH DIVERSE GROUPS

Training Objectives

Ability to deal with people who belong to diverse groups such as those of varying races, religions, creeds, colors, national origin, ancestry, physical handicap, medical condition, marital status, age or sex in an objective, straightforward manner that is neither discriminatory, hostile or patronizing.

Evaluation Standards

- 1-3 Unacceptable: Exhibits evident hostility or undue sympathy toward diverse groups due to prejudice or bias.
- 4-6 Acceptable: Appears to be at ease with diverse groups and treats them with respect, objectivity and impartiality.
- 7 Superior: Understands cultural differences and effects on relations. Acts in a manner that produces good, solid communication with all groups.

31. RELATIONSHIP WITH DETENTIONS TRAINING OFFICERS (DTOs)

Training Objectives

Willingness to respond to DTO's training and suggestions. Positive attitude toward DTO and training program. Exhibits proper respect towards DTO.

Evaluation Standards

- 1-3 Unacceptable: Resists DTO's efforts to teach and train. Is argumentative and fails to treat DTO as a senior officer. Fails to establish a good working relationship with DTO.
- 4-6 Acceptable: Accepts the training technique of the DTO. Treats the DTO as a supervisor. Understands and maintains good student/teacher relationship.
- 7 Superior: Makes extra effort to take advantage of DTO's training and ability. Expresses an active interest in learning from DTO. Always exhibits an exemplary attitude towards DTO. Establishes an outstanding working relationship with DTO.

32. RELATIONSHIP WITH OTHER TRAINEES AND OFFICERS

Training Objectives

Friendly relationship and cooperation with peer group. Positive attitude towards other trainees. Exhibits leadership in peer group.

Evaluation Standards

- 1-3 Unacceptable: Insubordinate. Gossips with other trainees and officers about superiors and the program. Belittles other trainees to gain personal esteem. Consider themselves superior to other trainees and officers.
- 4-6 Acceptable: Good peer relationships with other trainees and officers. Is accepted as a group member.
- 7 Superior: Peer group leader. Actively and properly assists other trainees. Conveys a good, positive attitude towards the program to other trainees.

33. APPROPRIATE USE OF RADIO

Training Objectives

Ability to understand radio transmission in the 10-code. Ability to listen to the radio while performing other tasks. Ability to identify one's call sign and transmit properly when using the radio.

Evaluation Standards

- 1-3 Unacceptable: Unable to understand 10-codes. Does not pay attention to radio when carrying on conversations. Does not transmit properly when using the radio.
- 4-6 Acceptable: Understands almost all broadcasts. Monitors radio traffic and transmits properly when using the radio.
- 7 Superior: Understands all broadcasts. Always monitors radio traffic and uses excellent radio procedures.

DETENTIONS TRAINING GUIDE

The Detentions Training Guide details the learning objectives for each of three phases. The guide addresses performance and knowledge areas important to the Detentions Bureau regardless of where a Detention Deputy is assigned. In other words, they are considered “global” performance objectives. Because each of the facilities operated by the Kern County Sheriff's Office, and which comprise the Sheriff's Lerdo Detention Complex and CRF, is unique in mission, construction and population, there are three training checklists that accompany the training guide.

Each checklist is unique in terms of the various tasks faced by the deputies who serve in the four facilities. Each checklist, however, presents a Detention Deputy Trainee with the hands-on experience needed to master the core tasks of their new career. They provide the trainee with the opportunity to develop the competence to perform at an acceptable level in of the thirty-three areas specified in the Standardized Evaluation Guidelines.

The Training Guide is divided into three sections; Phase I, Phase II & Phase III. Each section contains information the trainee will be held responsible for knowing. Trainees may make this task easier by reviewing each section in advance to acquaint themselves with the performance objectives, then review reference material or ask their DTO about the specific performance objective they are concerned with.

Training Checklists

There are four, separate, checklists for each of the four facilities in the Detentions Bureau. It is important to ensure the proper checklist is being utilized for the facility the training is being given in. These checklists are similar to the training guide in many ways. They are generally more specific in presenting tasks and procedures the trainee must master.