

**KERN COUNTY SHERIFF'S OFFICE**  
**DETENTIONS TRAINING AND EVALUATION PROGRAM**  
**DETENTIONS TRAINING MANUAL**

Donny Youngblood, Sheriff Coroner

August 31, 2017  
Revised May, 2019

## INTRODUCTION

You are entering perhaps the most important training period of 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 Sheriff's Detention Deputy. 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 Department's 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 are sociopathic personalities and 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 Department 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!

**TABLE OF CONTENTS**

***POLICY AND PROCEDURES.....4***

PROGRAM DESCRIPTION ..... 4

STANDARDIZED EVALUATIONS GUIDELINES..... 4

DETENTIONS TRAINING GUIDE - FACILITY SPECIFIC CHECKLIST..... 4

EVALUATIONS..... 4

DAILY OBSERVATION REPORT ..... 5

PHASE EVALUATION ..... 5

CHAIN OF COMMAND..... 5

DTO/TRAINEE TEAM - CONSIDERED ONE PERSON..... 6

WEEKLY EVALUATION SESSIONS..... 6

TRAINEE EVALUATION OF DTO..... 6

SOLO ASSIGNMENT IN THE DTO PROGRAM..... 7

USE OF NON-DTOs FOR DETENTIONS TRAINING ..... 7

PHASE III - DTO AS “PARTNER DEPUTY” ..... 7

SIGNING REPORTS - COURT ATTENDANCE ..... 7

USE OF SCENARIOS ..... 7

DTO/TRAINEE RELATIONSHIP ..... 8

DTO REVIEW OF TRAINEE TIME SHEET..... 8

VIOLATIONS OF DETENTIONS TRAINING POLICY ..... 9

***DAILY OBSERVATION REPORT ..... 9***

DOR TERMS AND DEFINITIONS..... 9

DOR NARRATIVE SECTION DTO CHECKLIST ..... 10

***PHASE DESCRIPTIONS..... 10***

PHASE I ..... 10

PHASE II ..... 11

PHASE III ..... 11

PROMOTION TO PROBATIONARY DETENTION DEPUTY ..... 11

***STANDARDIZED EVALUATION GUIDELINES ..... 12***

APPEARANCE..... 12

ATTITUDES AND RELATIONSHIPS ..... 12

KNOWLEDGE ..... 15

PERFORMANCE ..... 17

***DETENTIONS TRAINING GUIDE..... 29***

LERDO FACILITIES TOUR CHECKLIST ..... 28

LERDO FACILITIES ORIENTATION CHECKLIST..... 30

LERDO FACILITIES TRAINING CHECKLIST ..... 36

PHASE ONE..... 46

PHASE TWO ..... 54

PHASE THREE ..... 60

### ***Policies and Procedures***

It is the policy of the Kern County Sheriff's Office that the prerequisite to appointment to Probationary Detention Deputy is for all Sheriff's Detention Deputy Trainees to successfully complete the Detentions Training Officer Program in addition to other specified training.

### ***Program Description***

The Detentions Training Program consists of a six-week program divided into three training phases. The program utilizes two different Detentions Training Officers for each trainee, with the trainee returning to the first training officer for the final phase. (Refer to the "Phase Description" for further information.) This allows the Detention Deputy 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. The STC Training Sergeant may complete a weekly evaluation of the trainee using information from the Daily Observation Reports.

At the end of each phase the DTO will complete a narrative evaluation. Trainees are evaluated to the standard of a competent Detentions Deputy, 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 last 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 the DOR. The contents of the DOR will be discussed with the trainee by the DTO, both will sign the form, and it will be forwarded to the shift sergeant for review, comment and signature. The shift sergeant will forward the DOR to the STC Training Sergeant for review. 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 staffing level and workload permit. When completing the DOR, the DTOs 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 a narrative evaluation on the progress of the trainee. The narrative evaluation will be forwarded to the STC Training Sergeant for review.

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 **one day** of a trainee completing that phase and moving to the next. Any problems noted will be brought to the attention of the STC Training Sergeant 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.

The sergeants in charge of the various work units in the Detentions Bureau are expected to discuss trainee progress with the DTO. This discussion should be centered on providing the environment and circumstances to enhance the training experience. Sergeants should bear in mind the DTO has received training and receives frequent feedback on effective methods of teaching and training adult students. Any concerns about method or sequence should be directed to the STC Training Sergeant.

### ***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 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 deputy is able to react in a manner consistent with officer safety and facility security.

### ***Weekly Evaluation Sessions***

The detentions training staff (all Detentions Training Officers and the STC Training Sergeant) will meet at the end of each two week phase of training to assess the progress of each trainee. DTOs will have the opportunity to assist in the training and progress of each trainee and the Detentions Training Program overall. Any necessary information regarding a trainee may be relayed from a DTO completing a phase of training to a DTO beginning a phase of training.

All DTOs must attend the evaluation sessions, weekly meetings, and other meeting as required unless specifically excused by the STC Training Sergeant. The STC Training Sergeant will not excuse the DTOs unless the need to be absent is greater than the need to meet the goals of the DTO Program.

The STC Training Sergeant will ensure that positive as well as negative aspects of a trainee's performance are discussed. He will also control the comments so that time is not spent with repetitive examples of performance. The STC Training Sergeant will ensure the comments are based on direct observation, not on speculation. The DTO will not comment on the trainee's religious background, race, gender, or other personal attribute not relevant to the performance and essential functions of a Detention Deputy.

### ***Trainee Evaluation of DTO***

At the conclusion of each two week phase of training the trainee will complete an evaluation of their DTO. This evaluation will be forwarded to the STC Training Sergeant in a sealed envelope and will be kept confidential until the trainee has been released from the Detentions Training Program. Because this is a confidential document, it will not be submitted to the shift sergeant for information and review.

### ***Solo Assignment in the DTO Program***

Detention Deputy Trainees will not be allowed to work alone in any assignment unless such assignment is approved by the STC Training Sergeant 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 as soon as possible.

### ***Use of Non-DTOs for Detentions Training***

Trainee's 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 shift supervisor should attempt to obtain prior consent from the STC Training Sergeant before assigning a trainee to a non-DTO assignment. If time does not allow for prior permission to be obtained, the STC Training Sergeant 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 Deputy. The regularly assigned DTO will complete a Daily Observation Report marked "limbo."

### ***Phase III - DTO as "Partner Deputy"***

During the first week of this phase, the DTO will ensure the training guide is complete. The trainee will have the opportunity to review areas of concern to either the trainee or the DTO. During the second week of the phase, The DTO will be assigned as a partner deputy 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 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***

DTOs will not utilize training scenarios without the approval of the STC Training Sergeant. The STC Training Sergeant will obtain approval from the Facility Commander prior to approving any training scenario.

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.

DTOs 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.

### ***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. DTOs will try not to show their anger or frustration while they are working with the trainee. Remember, praise in public, correct in private.

DTOs will not associate, socialize, date or attempt to date trainees 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 tell the STC Training Sergeant as soon as possible.

### ***DTO Review of Trainee Time Sheet***

Trainee's 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 STC Training Sergeant about the situation. If the trainee is still concerned, they may ask the STC Training Sergeant 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 criticism given by DTOs. They may verbalize an explanation for their action 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 STC Training Sergeant via the DTO. The DTO may recommend approval or denial prior to forwarding it to the STC Training Sergeant. If the DTO has information on the request that should be considered by the sergeant 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 not being selected for appointment as a Probationary Detention Deputy. The STC Training Sergeant 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 STC Training Sergeant.

### ***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 Detention Deputy.

### ***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.
- "N.R.T.":** Given when a trainee has been instructed in a particular subject matter and still fails to demonstrate a 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 Detention Deputy Trainee. This documentation will include a description of the remedial training given to the Detention Deputy 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 back of the DOR there are sections provided for the DTO to describe the most and least acceptable performance of the trainee. There is also space provided for 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.

### ***DOR 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, perhaps far in the future, to understand exactly what took place. 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 Probationary Detention Deputy to the staff. By keeping the following eight points in mind, your evaluations will accomplish their purpose.

1. Set the stage/scene
2. Consider using verbatim quotes
3. Remember your audience
4. Critique performance, not style
5. Don't predict
6. Report facts
7. Check spelling/grammar
8. THINK REMEDIAL!

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. 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 Detention Deputy. 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 suitability for selection as a probationary Detentions Deputy being reviewed.

#### ***Phase I***

The first week of Phase I is devoted primarily to orienting the trainee to his or her assigned facility and to the Lerdo Complex. Emphasis will be placed on the role a Detention Deputy 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 Detentions Deputies. 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 herself the trainee has been given complete instruction in the area.

### ***Phase III***

During Phase III the trainee will be assigned to work with the original DTO. The first week of Phase III will be spent reviewing areas noted as insufficiently covered in the Detentions Training Guide. During this week the trainee will be taken on a tour of the agencies that directly support the criminal justice system in Kern County. 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.

During the second week of Phase III, the trainee and the DTO work as "partners." The trainee will be assigned job responsibilities as a member of the team. The DTO will observe and note the trainee's performance. 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.

### ***Promotion to Probationary Detention Deputy***

After completion of Phase III the DTO will prepare an end-of-phase evaluation. The DTO will discuss the evaluation with the STC Training Sergeant prior to completing it. The trainee's performance and progress will be discussed at the DTO meeting. During the meeting a recommendation will be determined concerning whether the trainee should be selected for employment as a Probationary Detention Deputy or not. The STC Training Sergeant will prepare the appropriate recommendation and forward it to the Assistant Sheriff in charge of the Detentions Bureau.

## 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, cosmetics, fingernails, tattoos, branding, scarification and body implants in accordance with Department Policies and Procedures.

##### Evaluation Standards

(1) **Failure to Perform/Demonstrate Standard** – Dirty shoes and uniform. Long, unkempt hair. Displaying tattoos. Offensive body odor. Unauthorized equipment, uniform or grooming.

(2) **Unacceptable**

(3) **Approaching Standard/Acceptable**

(4) **Acceptable** – Neat and clean uniform. Well-groomed hair. Shined shoes. Proper uniform and equipment. All grooming according to policy.

(5) **Solo Beat Detentions Deputy Standard** - One evaluative step above and beyond a basic, fundamental, acceptable performance level (*Most Acceptable Performance Category/ies*)

(6) **Outstanding**

(7) **Superior** – Tailored and clean uniform. Highly shined shoes and leather. Impressive overall appearance and posture.

### ***ATTITUDES***

#### 2. ACCEPTANCE OF CRITICISM

**Training Objectives:** Maturity in discussing and recognizing weaknesses. Ability to understand points discussed. Ability to correct deficiencies.

##### Evaluation Standards

(1) **Failure to Perform/Demonstrate Standard** – Rationalizes. Argues. Does not make corrections. Considers all criticism negative. Is unable to relate the criticism to improve the task.

(2) **Unacceptable**

(3) **Approaching Standard/Acceptable**

(4) **Acceptable** – Accepts criticism in a positive manner and applies it to further learning process.

**(5) Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

**(6) Outstanding**

**(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) Failure to Perform/Demonstrate Standard** – Is not conscientious. Uses job for ego trip. Abuses authority (badge heavy). No dedication. Apprehensive to use authority. Reluctant to accept authority.

**(2) Unacceptable**

**(3) Approaching Standard/Acceptable**

**(4) Acceptable** – Expresses active interest in learning job. Always trying to improve. Attentive to job.

**(5) Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

**(6) Outstanding**

**(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) Failure to Perform/Demonstrate Standard** – Exhibits hostility or sympathy toward inmates due to prejudice, bias or contempt.

**(2) Unacceptable**

**(3) Approaching Standard/Acceptable**

**(4) Acceptable** – Maintains a professional demeanor at all times towards inmates.

**(5) Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

**(6) Outstanding**

**(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) Failure to Perform/Demonstrate Standard** – Is unwilling to initiate activity because of fear of making a mistake. Cannot solve even the simplest everyday problem.

**(2) Unacceptable**

**(3) Approaching Standard/Acceptable**

**(4) Acceptable** – Makes good decisions and takes action on them. Is able to solve everyday problems without assistance.

**(5) Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

**(6) Outstanding**

**(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) Failure to Perform/Demonstrate Standard** – Appears nervous and afraid. Appears disinterested or lazy. Is badge heavy and over bearing.

**(2) Unacceptable**

**(3) Approaching Standard/Acceptable**

**(4) Acceptable** – Presents an impression of being alert, proficient, and mature.

**(5) Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

**(6) Outstanding**

**(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) Failure to Perform/Demonstrate Standard** – Lacks minimal knowledge of Department, Bureau and Division Policies and Procedures. Continually disobeys them due to lack of familiarity or understanding.

**(2) Unacceptable**

**(3) Approaching Standard/Acceptable**

**(4) Acceptable** – Good understanding of Department, Bureau and Division Policies and Procedures.

**(5) Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

**(6) Outstanding**

**(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 & DETENTIONS CODES

**Training Objectives:** Knowing of elements of commonly used sections. Knowledge of whether commonly 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. (Penal, Vehicles, Health & Safety, and those relative to Detentions Facilities)

#### Evaluation Standards

**(1) Failure to Perform/Demonstrate Standard** – Doesn't know elements of basic sections and makes no attempt to improve.

**(2) Unacceptable**

**(3) Approaching Standard/Acceptable**

**(4) Acceptable** – Has good working knowledge of commonly used sections and is able to properly apply sections to a given situation.

**(5) Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

**(6) Outstanding**

**(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) Failure to Perform/Demonstrate Standard** – Doesn't know each area's specific requirements. Cannot adjust to different duties. Has trouble retaining instructions.

**(2) Unacceptable**

**(3) Approaching Standard/Acceptable**

**(4) Acceptable** – Has good working knowledge of each duty area assigned. Retains majority of elements learned for each duty area.

**(5) Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

**(6) Outstanding**

**(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. Ability to operate touch screen control panels. Working knowledge of roof and exterior door alarm systems. Aware of alarm locations and purpose.

Evaluation Standards

**(1) Failure to Perform/Demonstrate Standard** – Lacks knowledge of systems, locks, alarms. Can't explain basics of systems.

**(2) Unacceptable**

**(3) Approaching Standard/Acceptable**



**(4) Acceptable** – Understands and can explain uses of systems, locks and alarms.

**(5) Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

**(6) Outstanding**

**(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 & Procedures, Division Policies & 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) Failure to Perform/Demonstrate Standard** – Unable to answer questions after receiving training and does not retain information. Consistently scores below passing on graded, written tests.

**(2) Unacceptable**

**(3) Approaching Standard/Acceptable**

**(4) Acceptable** – Accurately answers most questions asked. Has good understanding. Consistently achieves passing scores on graded, written tests. Improves scores when re-tested.

**(5) Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

**(6) Outstanding**

**(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, armory, evacuation routes, inmate contact areas, etc.)

Evaluation Standards

**(1) Failure to Perform/Demonstrate Standard** – 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.

**(2) Unacceptable**

**(3) Approaching Standard/Acceptable**

**(4) Acceptable** – Knows important areas of the facilities and possesses a good working knowledge of problem areas.

**(5) Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

**(6) Outstanding**

**(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 Objectives:** 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) Failure to Perform/Demonstrate Standard** – Unable to determine the proper form for a given incident. Turns in incomplete forms.

**(2) Unacceptable**

**(3) Approaching Standard/Acceptable**

**(4) Acceptable** – Knows the use of most forms, understands their format, and completes them accurately.

**(5) Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

**(6) Outstanding**

**(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 & USE OF TIME)

**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, ID number and role (i.e., involved deputies, victim(s), witness(es), etc.). Demonstrate the ability to complete a report in the appropriate amount of time.

Evaluation Standards

**(1) Failure to Perform/Demonstrate Standard** – 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.

**(2) Unacceptable**

**(3) Approaching Standard/Acceptable**

**(4) Acceptable** – Reports are clear and concise, written in a logical sequence and include all elements of the crime.

**(5) Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

**(6) Outstanding**

**(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, SPELLING & NEATNESS)

**Training Objectives:** Proper grammar and spelling used in incident reports, memos, staff reports, etc. Ability to prepare reports that are neat and legible.

Evaluation Standards

**(1) Failure to Perform/Demonstrate Standard** – Report contains incorrect grammar, improper sentence structure, or misspelled words. Errors impair the reader's ability to understand what is being reported.

**(2) Unacceptable**

**(3) Approaching Standard/Acceptable**

**(4) Acceptable** – Report contains proper, complete sentences. Seldom misspells words. Errors in these areas are rare and do not impair the reader's understanding.

**(5) Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

**(6) Outstanding**

**(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. Ability to conduct a proper investigation of incidents that occur. Ability to use proper questioning techniques, to vary techniques to fit persons being interviewed/interrogated, and to follow proper and lawful procedure.

Evaluation Standards

**(1) Failure to Perform/Demonstrate Standard** – Does not gather information and consistently fails to recognize evidence.

**(2) Unacceptable**

**(3) Approaching Standard/Acceptable**

**(4) Acceptable** – Gathers needed information and collects evidence properly.

**(5) Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

**(6) Outstanding**

**(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) Failure to Perform/Demonstrate Standard** – Loses temper or becomes panic stricken and, thereby, is unable to logically and properly.

**(2) Unacceptable**

**(3) Approaching Standard/Acceptable**

**(4) Acceptable** – Exhibits calm and controlled attitude. Does not allow situation to deteriorate. Proceeds in a proper, logical sequence. Uses good judgment.

**(5) Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

**(6) Outstanding**

**(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) Failure to Perform/Demonstrate Standard** – Continually questions orders or is unable to carry them out as given.

**(2) Unacceptable**

**(3) Approaching Standard/Acceptable**

**(4) Acceptable** – Respectfully carries out orders without having to be corrected.

**(5) Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

**(6) Outstanding**

**(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) Failure to Perform/Demonstrate Standard** – Unable to assess priorities and apply previous training or experience to new situations. Cannot resolve situations.

**(2) Unacceptable**

**(3) Approaching Standard/Acceptable**

**(4) Acceptable** – Able to handle new or unknown situations in a manner that is consistent with good officer safety practices.

**(5) Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

**(6) Outstanding**

**(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. Ability to perform tasks without injuring self or others, and without exposing self or others to unreasonable danger or risk.

Evaluation Standards

**(1) Failure to Perform/Demonstrate Standard** – Seldom alert. Fails to observe or recognize obvious violations, suspicious circumstances or safety hazards. Makes little effort to improve.

**(2) Unacceptable**

**(3) Approaching Standard/Acceptable**

**(4) Acceptable** – Able to observe and recognize obvious violations, suspicious activities, safety hazards, and remains alert.

(5) **Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

(6) **Outstanding**

(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) **Failure to Perform/Demonstrate Standard** – Does not take action or follow up on situation. Rationalizes suspicious circumstances.

(2) **Unacceptable**

(3) **Approaching Standard/Acceptable**

(4) **Acceptable** – Recognizes and investigates suspicious circumstances. Makes cases from routine investigation. Takes initiative to monitor all activity in their area of assignment.

(5) **Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

(6) **Outstanding**

(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. Ability to perform police-related tasks safely while dealing with suspicious persons and inmates.

Evaluation Standards

(1) **Failure to Perform/Demonstrate Standard** – Does not understand the principle of officer safety or frequently fails to exercise safety practices.

(2) **Unacceptable**

(3) **Approaching Standard/Acceptable**

(4) **Acceptable** – Understands principles of officer safety and generally applies them. Displays awareness of potential danger and maintains a position of advantage.

**(5) Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

**(6) Outstanding**

**(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. Ability to gain and maintain control of situations through verbal command and instruction.

Evaluation Standards

**(1) Failure to Perform/Demonstrate Standard** – 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.

**(2) Unacceptable**

**(3) Approaching Standard/Acceptable**

**(4) Acceptable** – Speaks with authority. Uses proper voice inflection and the proper choice of words. Uses defusing techniques appropriately. Exhibits good officer bearing.

**(5) Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

**(6) Outstanding**

**(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. Ability to use the proper level of force for the given situation.

Evaluation Standards

**(1) Failure to Perform/Demonstrate Standard** – 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.

**(2) Unacceptable**

**(3) Approaching Standard/Acceptable**

**(4) Acceptable** – Maintains proper control without excessive force. Good judgment displayed in what force to use and when.

**(5) Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

**(6) Outstanding**

**(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) Failure to Perform/Demonstrate Standard** – Unable to express thoughts in clear, concise, and understandable language. Uses excessive slang. Unable to organize thoughts, rambles so that meaning is lost.

**(2) Unacceptable**

**(3) Approaching Standard/Acceptable**

**(4) Acceptable** – Uses proper language. Organizes thought well. Is understandable to persons of different backgrounds or circumstances.

**(5) Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

**(6) Outstanding**

**(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. Ability to perceive problems accurately, form valid conclusions, arrive at sound judgments, and make proper decisions.

Evaluation Standards

**(1) Failure to Perform/Demonstrate Standard** – Acts without thought. Is indecisive and naive. Chooses to act on a minor priority while overlooking a major one.



**(2) Unacceptable**

**(3) Approaching Standard/Acceptable**

**(4) Acceptable** – Makes proper decisions. Has ability to evaluate options within his or her discretion and usually takes the best course of action.

**(5) Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

**(6) Outstanding**

**(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) Failure to Perform/Demonstrate Standard** – Does not understand security systems, their uses or the policies and procedures regulating their use.

**(2) Unacceptable**

**(3) Approaching Standard/Acceptable**

**(4) Acceptable** – Has good understanding of the security systems, their uses and the policies and procedures that regulate them.

**(5) Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

**(6) Outstanding**

**(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) Failure to Perform/Demonstrate Standard** – 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.

**(2) Unacceptable**

**(3) Approaching Standard/Acceptable**

**(4) Acceptable** – Maintains control and directs inmates with minimal amount of friction. Checks all requests for validity.

**(5) Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

**(6) Outstanding**

**(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. 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. Ability to demonstrate the use of communications equipment in accordance with department policy and procedure. Ability to pay attention to radio traffic and to understand the information transmitted.

Evaluation Standards

**(1) Failure to Perform/Demonstrate Standard** – Unable to understand 10-codes. Does not pay attention to radio when carrying on conversations. Does not transmit properly when using the radio.

**(2) Unacceptable**

**(3) Approaching Standard/Acceptable**

**(4) Acceptable** – Understands almost all broadcasts. Monitors radio traffic and transmits properly when using the radio.

**(5) Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)

**(6) Outstanding**

**(7) Superior** – Understands all broadcasts. Always monitors radio traffic and uses excellent radio procedures.

***RELATIONSHIPS***

30. RELATIONSHIP WITH THE COMMUNITY (GENERAL)

**Training Objectives:** Ability to communicate with the public in a polite, professional manner.

Evaluation Standards

- (1) **Failure to Perform/Demonstrate Standard** – Exhibits behavior that is abrupt, belligerent, overbearing, introverted, or uncommunicative.
- (2) **Unacceptable**
- (3) **Approaching Standard/Acceptable**
- (4) **Acceptable** – Exhibits behavior that is courteous, friendly, understands and communicates in a professional and unbiased manner.
- (5) **Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)
- (6) **Outstanding**
- (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.

31. 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) **Failure to Perform/Demonstrate Standard** – Exhibits evident hostility or undue sympathy toward diverse groups due to prejudice or bias.
- (2) **Unacceptable**
- (3) **Approaching Standard/Acceptable**
- (4) **Acceptable** – Appears to be at ease with diverse groups and treats them with respect, objectivity and impartiality.
- (5) **Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)
- (6) **Outstanding**
- (7) **Superior** – Understands cultural differences and effects on relations. Acts in a manner that produces good, solid communication with all groups.

32. 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) **Failure to Perform/Demonstrate Standard** – 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.
- (2) **Unacceptable**
- (3) **Approaching Standard/Acceptable**
- (4) **Acceptable** – Accepts the training technique of the DTO. Treats the DTO as a supervisor. Understands and maintains good student/teacher relationship.
- (5) **Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)
- (6) **Outstanding**
- (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.

33. RELATIONSHIP WITH OTHER TRAINEES AND DEPUTIES

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

Evaluation Standards

- (1) **Failure to Perform/Demonstrate Standard** – Insubordinate. Gossips with other trainees and deputies about superiors and the program. Belittles other trainees to gain personal esteem. Consider themselves superior to other trainees and deputies.
- (2) **Unacceptable**
- (3) **Approaching Standard/Acceptable**
- (4) **Acceptable** – Good peer relationships with other trainees and deputies. Is accepted as a group member.
- (5) **Solo Beat Detentions Deputy Standard** – One evaluative step above and beyond a basic fundamental, acceptable performance level. (Most Acceptable Performance Category/ies)
- (6) **Outstanding**
- (7) **Superior** – Peer group leader. Actively and properly assists other trainees. Conveys a good, positive attitude towards the program to other trainees.

## ***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, 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 and 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.

The performance objectives are listed in numerical order on the left side of the page. On the right side of the page three lines have been placed at each performance objective. The lines are titled "DTO" for Detentions Training Officer, "D. D. Trainee" for the Detentions Deputy Trainee and "Date" for the date the performance objective was completed. The DTO and trainee place their initials on the appropriate line when the performance objective is successfully completed.

### ***Training Checklists***

There are three, separate, checklists for each of the three facilities in the Lerdo Complex. 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. These forms have four lines on the right side of the page. Two are for the initials of the DTO and the trainee. Two are for dates. Some tasks will take repetition to master. Therefore the DTO will write the date a subject area was introduced and the date the trainee demonstrated understanding of the task, procedure, policy, etc.

**DTOs should not follow the sequence of tasks on the checklists.** The training guide is structured according to what phase a particular skill should be mastered in. The checklists do not follow the same sequence. DTOs should find a task or skill area on the Training Checklist that corresponds to the Training Guide's requirement for achievement.

## **Kern County Sheriff's Office Lerdo Facilities Tour Checklist**

### **FACILITY ENTRANCE**

- Parking
- Deputy Entry / Public Entry
- Building Entry: Codes
- Lobby

### **ADMINISTRATION**

- Commander's Office
- Lieutenant's Office
- Administrative Sergeant/Senior's Office
- Classification Office
- Clerical Office
- Office Supply Room
- Inmate Records
- Mail Boxes
- Locker Rooms
- Gun Lockers

### **SHIFT SUPERVISOR OFFICE**

Sergeant/Senior's Office

### **HOUSING AREAS/WORK STATIONS**

#### **Pretrial Facility**

- Housing PODS: A, B, C, D, E, F, & H
- Control Room Entry and Functions
- Floor Deputy Entry and Functions
- Inmate Visiting Rooms
- Attorney Visiting Rooms: Contact / Non-Contact
- Laundry Room
- Video Conference Room
- Storage Room / Inmate Property Room

#### **Justice Facility**

- Housing Modules: A, B, C, & D
- Control Room Entry and Functions
- Floor Deputy Entry and Functions
- Inmate Visiting Rooms
- Attorney Visiting Rooms: Contact / Non-Contact
- Laundry Room
- Video Conference Room
- Storage Room / Inmate Property Room

#### **Maximum-Medium Facility**

- Dorms
- Tiers
- Duty Office
- Inmate Visiting Rooms
- Attorney Visiting Rooms: Contact / Non-Contact
- Laundry Room
- Video Conference Room
- Storage Room / Inmate Property Room

#### **Minimum Facility**

- Barracks
- Yard
- Duty Office
- Dining Hall
- Kitchen
- Laundry
- Attorney Visiting Rooms: Contact / Non-Contact
- Inmate Property Room

## **Kern County Sheriff's Office Lerdo Facilities Tour Checklist**

### **BOOKING**

- Receiving / Receiving Control
- Pre-Booking Area
- Booking Area
- Mug Room
- Holding Cells
- Sally-port
- Finger Prints
- Clothing Storage
- Property: Male/Female
- Male/Female Dress Out

### **MEDICAL**

- Infirmary / Deputy Work Station
- Clinic Cells
- Isolation Cells
- Suicide Cells
- Safety Cell
- Dental Office
- Doctor's Office
- Nurse's Office
- Examination Office

### **MISCELLANEOUS**

- Master Control
- Video Arraignment
- Chaplain's Office
- Mental Health Office
- Law Library
- Staff Dining
- Staff Restroom(s)
- Inmate Restroom(s)
- Deputy Mail / Squad Room
- Roof Access

## **Kern County Sheriff's Office Lerdo Facilities Orientation Checklist**

### **REPORT FOR DUTY**

- Shift Hours
- Where to report
- Parking
- Emergencies (exits & routes)
- Mandatory Overtime (12-hour shift, has built-in overtime)
- Gun and personal lockers
- How & Where to Call in Sick or Late (minimum of 2-hour requirement)
- Reporting Personal & Family Emergencies
- Grooming Standards (DPPM K-200)
- Class A, B & C Uniforms (BPPM K-300)
- Equipment (DO NOT use until trained)

### **PHONE USAGE**

- Centrix System / Proper method of answering telephone.
- Local Line
- Personal Calls
- Inmate Phones / TDD / Language Line
- List of numbers to give to relatives and business

### **ADMINISTRATIVE INFORMATION**

- Mail (Departmental only. Work not to be used as mailing address.)
  - Check prior to briefing, keep clean
- Locker Number
- Bureaus Policies and Procedures Manual
- Location of Sergeants' Office and Duty Stations
- Administrative Sergeant
- Computer Access ID
- Department Policies and Procedures Manual
- Division Policies and Procedures Manual
- Progressive Discipline: Write ups, Disciplinary Hearing, Sanctions.

### **CHAIN OF COMMAND**

- Sheriff
- Undersheriff
- Chief Deputy
- Sheriff's Commander
- Sheriff's Lieutenant or Sheriff's Detentions Lieutenant
- Sheriff's Sergeant or Sheriff's Detentions Sergeant
- Sheriff's Senior Deputy or Sheriff's Detentions Senior Deputy
- Deputy Sheriff or Detentions Deputy
- Detentions Deputy Trainee



## **PROFESSIONALISM**

- Addressing Rank and File
- Conduct Morals / Ethics
- Harmony and Cooperation
- Zero Tolerance – Sexual Harassment & Discrimination
- Rumors / Gossip
- Fraternization
- Interacting with the Public and other Professionals
- Off-Duty Behavior
- Truthfulness

## **HOW INMATES GET HERE**

- 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 Inmate (INS, Bureau of Prisons, U.S. Marshal, etc.)

## **INMATE RECORDS**

- Location (Admin Office & Arrest Records, 1415 Truxtun Ave.)
- Not removed from Admin Office without Sergeant's approval
- Purpose: maintain all inmate's official paperwork while in custody

## **BASIC SHIFT RESPONSIBILITIES**

- Squads 1 & 2, 0700 – 1900
- Squads 3 & 4, 1900 – 0700
- Meals
- "Enrouters"
- Commissary; location and procedure
- Bookings / Time Release
- Count
- Court
- Mail
- Laundry Exchange
- Visiting
- Security Checks
- Facility Inspections & Cleaning
- Maintenance Work Crews & Requests
- Training
- Medical Staff & Location
- Haircuts
- Releases and Transfers
- Dress out Procedures
- Receive / Release clothing and personal property
- Showers – Requires at least every 48 hours.
- Clothing property bag storage in laundry, procedure
- Toilet paper & Sanitary napkins distributed.
- School Programs & Classes (ESL, LARP, etc.)
- Religious Services

## **DEMONSTRATION & APPLICATION OF MECHANICAL RESTRAINTS**

- Handcuffs
- Shackles (leg irons)
- Waist Chains

## **HOW TO CONDUCT SEARCHES: Procedures and Legal Issues**

- Pat-Downs / Strip Search Form / Supervisors Authorization (DBPPM C-550 & Attachment)
- Explain Strip Searches / Pre-Arraigned Misdemeanor Policy
- General Searches (DBPPM C-500)

## **HOW TO USE RADIO**

- 10-Codes
- Channels
- Call Signs
- Communicating with Control one
- How to Change Batteries
- Voice Inflection

## **INTERCOMS**

- How to use / Policy & Procedures (Justice, Pre-Trial, Max-Med, Minimum, CRF)

## **JAIL SLANG**

- Roll-up
- Pruno
- Shank
- "IL" Inmate Laborer
- Punk
- Jacket (ie: "Snitch," "molester," etc.)
- Books (Account)
- Canteen – Commissary
- Going to the Store – Commissary
- Homeboy
- Kite
- Jay Cat

## **CLASSIFICATION: Basic Functions, Definitions, etc.**

- GP: General Population
- AS: Administrative Segregation
- HR: High Risk
- Medium
- Minimum
- Sentenced
- Federal / County Inmate

## **COLOR-CODED WRIST BANDS**

- White Band
- Orange Band
- Red Band
- Yellow Band
- Blue Band
- Gray Band
- Black Band
- Pink Band
- Green Band
- Purple Stripe Band

## **HOW TO USE SELF-CONTAINED BREATHING APPARATUS**

- Test and be signed off by SCBA Instructor

## **EVACUATION PROCEDURES**

- Explain evacuation of facility, given scenarios
- Evacuation plan

## **COMMON GANGS**

- BGF (Black Guerilla Family)
- SWP (Supreme White Primacy)
- AB (Arian Brotherhood, White Power)
- Crips / Bloods
- Fresno Bulldogs
- Bakers
- Southerners / Northerners
- NF (Nuestra Familia)
- Northern Structure – Delano
- EME (13)
- Asian Gangs

## **FACILITY CODES**

- Code Red – Inmate vs. Deputy Fight
- Codey Yellow – Inmate(s) vs. Inmate(s) Fight
- Panic Alarm – Need immediate response to specific area
- Code White – Lock box in Infirmary has been opened
- Medical Priority – Inmate needing immediate medical attention

## **CJIS – MOST USED FUNCTIONS**

- Sign On / Off
- IMDSPREC – Inmate display record (general information)
- IMMNTCLO – Maintaining Clothing
- IMADDINC/MNT/DSP/TDH – Obtaining a DC number and Processing Disciplinary Hearings
- IMMNTTRN / DSP – Tracking inmate movement
- IMDSPBNR – Viewing Detentions reports
- IMDSPINC – Reviewing Incident reports
- IMMNTAPT / MNT – Tracking and maintaining inmate appointments

## **HOW TO GET FROM HERE TO THERE**

- Including Support Services, Population Management, Compliance, Justice, Pretrial, Max-Med, Minimum, Classification (Discuss)

## **KEYS AND WHERE TO FIND THEM?**

- Security and Location
- Chits
- Lost or Damaged Keys
- Security of Keys

## **GO TO SECURITY STATIONS AND REVIEW LAYOUT & VISIT ALL FACILITIES**

- Justice Facility
- Pretrial Facility
- Max-Med Facility
- Minimum Facility
- Central Receiving Facility

## **Kern County Sheriff's Office Lerdo Facilities Training Checklist**

### **ALL DEPUTIES ARE RESPONSIBLE FOR THE SECURITY AND SAFETY OF THE FACILITY AND ITS INMATE POPULATION**

- Secure Work Area
- Supervising Inmates
- Intermittent Visual Checks
- Warning Signs of Unrest Among Inmates

### **TIME SHEETS & PAYROLL PROCEDURES**

- Location / Contact Information
- Sick / Military / Family Medical Leave / Leave of Absence
- Change of marital status / dependents
- On-the-Job Injury
- Work Codes
- Change of Address
- Pay Periods / Jury Duty / CTO / Vacation / Overtime

### **DEPARTMENT ISSUED EQUIPMENT**

- Badge ID / Card Policy
- Duty Belt with keepers
- Handcuffs with keys and case
- Radio / Holder / Charger
- Less-Lethal Force Options
- Holster, firearms and magazines

### **WORK ASSIGNMENTS**

- Assigned by Shift Supervisor
- Relieve Prior Shift Promptly
- Cleanliness of Work Area
- No Changes without Shift Supervisor Permission

### **MEALS ON DUTY**

- One per Shift per Deputy / Breaks

## **EVALUATIONS**

- Detentions Training Officer Program
- Special and Probationary Employee Performance Reviews
- Annual Employee Performance Report (EPR)

## **ON DUTY STATE OF MIND**

- Security Consciousness
- Alertness and Observation skills
- Expect the Unexpected
- Do not make assumptions about unusual or suspicious situations

## **FRATERNIZATION (DBPPM M-600 / DPPM C-100)**

- No Social or Emotional Involvement with Inmates
- No Financial Involvement with Inmates
- Maintain Professionalism
- No Gratuities

## **INMATE ABUSE**

- No Verbal or Physical Abuse
- Use **only** that Force Reasonably necessary
- PC 831.5(f) / PC 836.5 (a-f) / PC 835(a)

## **JAIL AND COUNTY PROPERTY**

- No unclaimed property to be removed
- No Jail or County property to be removed

## **FIREARMS AND WEAPONS**

- Location of Gun Lockers for Staff in each facility
- Must have firearms at Assignment, at all times, if armed
- Deadly Force / Use of Force Policy

## **PUBLIC STATEMENTS**

- General Public
- Media / TV / Radio / Newspaper
- Release of Information via Telephone

## **ELECTRICAL PANELS & CIRCUITBREAKERS**

- Locations in each facility
- Loss of electrical power

### **DISCIPLINARY PROCEDURES FOR STAFF**

- 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 (DPPM D-500)

### **TRAINING**

- Detentions Training Program (DTO)
- Firearms (Shotgun & Handgun)
- Standards and Training in Corrections (STC) / 24 hours per annual year
- In-Service Training

### **SECURITY STATIONS COMPOSITION FOR ALL FLOORS AND FACILITIES**

- Staffed 24 hours at all times
- TV Monitors and Operation
- Telephones
- Lighting Controls
- Door Controls
- IMS Computer System

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

- Command Responsibilities
- Use of Force
- Fire Control
- Use of Radios
- Procedures for Fire / Major Disturbance
- Natural and Man-Made Disasters
- Release of Information to Media (PIO)
- Riot Control and Hostage Policies
- Attempted or Successful Suicide

### **REPORT WRITING FAMILIARIZATION**

- The purpose of Report Writing (report writing manual)
- Documentation
- Notification / Shift Supervisor / Medical, Psych and Classification

### **TYPES OF REPORTS**

- Incident Reports (C&I), CJIS, CJISNET, LERMS, UOF Reporting System
- Rule Violations (2012 B)

## **DEPARTMENTAL FORMAT / ORGANIZING EVENTS**

- 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

## **JAIL MANAGEMENT PROCEDURES – IMS**

- Sign On: IMS, CJIS Terminals, CJISNET

## **MAIL PROCEDURES**

- Inmate Incoming / Outgoing
- Legal Mail

## **INMATE SERVICES**

- Visiting
- Library Services
- Religions Services
- Haircuts
- Medical / Dental Services
- Inmate Educational Services
- Grievance Procedures
- PC 1381 Options
- Gym / Recreational Services
- Commissary Services
- Voting
- Clothing Exchange
- LARP, ESP, GED, etc.
- Notarization
- Phone Privileges (General Population & Lock-down)

## **FOOD SERVICES PROCEDURES**

- Inmate Meal Count Procedures
- Use of Gloves and Hair Nets
- Reporting Poor Quality food to Supervisor
- Proper Completion of food distribution
- Control contraband exchange and portion control
- Selection of inmate workers
- Special Diets / Disciplinary Diets

## **INMATE DISCIPLINARY STANDARDS**

- Types of Offenses (Minor / Serious / Major / Criminal)
- How to Use IMS for rule violations
- Hearing held 24-72 hours after notification to inmate
- Loss of Visits / Commissary / Good Time / Work Time / Disciplinary Isolation
- Read and Know Rules of Conduct as stated in the Inmate Handbook / Orientation Video

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

- Secure Work Area
- Account for all inmate
- Perform necessary counts
- Perform all necessary movement
- Assist fellow deputies
- Route and deliver all incoming & outgoing mail & paperwork
- Report all malfunctions of equipment
- Report usual incident to duty officer
- Perform intermittent visual checks
- Complete all necessary reports
- Supervise inmate laborers
- Cleaning equipment and maintaining supplies as necessary
- Perform housing area / cell searches
- Maintain the sanitation and cleanliness of the floor and work assignment

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

- 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
- Conduct sick call or medication pass (make sure to verify wristband with info/inmate takes meds/inspect mouth)

**INMATE MOVEMENTS**

- Court
- Sick Call / Infirmary
- Yard / Visiting
- Law Library
- Attorney / Teleconference
- Out-of-Facility Movement
- To and from safety cells / log book
- High Security / high risk inmates

**IDENTIFICATION AND RECOGNITION OF INMATE CULTURE**

- Tattoos: Types and Kinds
- Mail: Drawing and Notes
- Dress / Attire
- Association with other inmates
- Graffiti
- Speech / Slang / Signing

**GENERAL KNOWLEDGE OF IMS BOOKING TRANSACTIONS AND PAPERWORK**

- Property ID
- Property envelope, property bag
- Property release forms
- State Detainer
- Warrants and warrant abstracts
- Remanding order
- Commitment
- Citation
- Immigration
- Notice of Additional Charges
- Superior Court Order
- PC 647(F) > DETOX
- Out-of-County Warrants
- Availability of Phones
- Medical Checks and Screening
- Wristbands

**CLASSIFICATION: THINGS TO KNOW WHEN CALLING**

- Inmate Name & Booking Number
- Any Report Numbers
- Information about incidents: Who/What/When/Where/Why



# **DETENTIONS TRAINING GUIDE**

## **PHASE ONE**

## Phase One

### **AGENCY ORIENTAION**

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

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

- Standard of conduct on and off duty.
- Sexual /racial discrimination & harassment.
- Rules governing outside employment.
- Rules governing use of force. "Reasonable and Necessary Escalation options."

### **INTERACTION WITH ASSOCIATED LAW ENFORCEMENT AGENCIES**

The D.D. shall describe the squad system utilized by the Lerdo Facilities and their hours of duty.

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

The D.D. Trainee will be oriented to the work area including:

- Introduction to key personnel.
- Equipment and supply locations.
- Tour of the Lerdo Complex.

### **AGENCY FACILITIES**

The D.D. Trainee shall discuss and understand policy on the security of the Sheriff's Department Facilities.

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

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

- Substations
- Administrations
- Volunteer Services
- Narcotics
- DARE
- Detectives
- Training (POST, STC, DTO)
- Property Room
- Technical Investigations

### **RECEIVING INMATES**

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

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

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

## Kern County Sheriff's Office - Detentions Training Officer Program

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

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

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

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

The D.D. trainee shall demonstrate the knowledge, understanding and/or ability to identify suicidal behavior.

The D.D. trainee shall demonstrate the knowledge, understanding and/or ability to appropriately deal with aggressive/combative inmates during the intake process.

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

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

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

### **INMATES MOVEMENTS OUTSIDE SECURITY**

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

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

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

The D.D. 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**

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

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

The D.D. trainee shall demonstrate the knowledge, and understanding of policy regarding use of the Safety cell and log books.

The D.D. trainee shall demonstrate the knowledge, understanding and/or ability to finger print/ Palm print and correctly utilize IDENTIX.

## Kern County Sheriff's Office - Detentions Training Officer Program

The D.D. 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.

The D.D. trainee shall demonstrate the knowledge, understanding and/or ability to explain Foreign Warrants, Ramey Warrants, and Extradition.

The D.D. trainee shall demonstrate the knowledge, understanding and/or ability to explain "Enrouter" procedure.

The D.D. trainee shall demonstrate the knowledge, understanding and/or ability to utilize the Penal Code.

The D.D. trainee shall demonstrate the knowledge, understanding and/or ability to pull ABSTRACTS using Warrant Display Active Warrants/WAGENABS.

The D.D. trainee shall demonstrate the knowledge, understanding and/or ability to react and respond to Emergencies at the Lerdo Facilities.

The D.D. trainee shall demonstrate the knowledge, understanding and/or ability to activate EMS with Supervisor's authorization.

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

### **WRITING REPORTS, OFFICIAL LOGS, ETC.**

The D.D. 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).

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

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

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

### **FACILITY SECURITY**

The D.D. 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.

The D.D. 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.

The D.D. 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.

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

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

## Kern County Sheriff's Office - Detentions Training Officer Program

The D.D. trainee shall demonstrate the knowledge understanding and/or ability to lock and unlock cells and other gates/doors within the Lerdo Facilities

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

The D.D. 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.

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

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

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

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

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

### **INMATES PROGRAM ACTIVITIES**

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

The D.D. 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).

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

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

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

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

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

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

### **INMATE MANAGEMENT & INTERACTION**

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

## Kern County Sheriff's Office - Detentions Training Officer Program

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

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

### **ORAL COMMUNICATION SKILLS WITH STAFF**

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

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

The D.D. trainee shall demonstrate the knowledge understanding and/or ability to report suspicious activity inside or outside the Lerdo Facilities.

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

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

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

### **INVESTIGATIONS**

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

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

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

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

### **READING COMPREHENSION**

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

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

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

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

**INITIATIVE, JOB INTEREST AND PROBLEM SOLVING**

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

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

# **DETENTIONS TRAINING GUIDE**

## **PHASE TWO**



## Phase Two

### **INMATE MANAGEMENT**

The D.D. trainee shall demonstrate the knowledge, understanding and/or ability to finger print/ palm print/photograph and correctly utilize IDENTIX.

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

The D.D. 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).

The D.D. 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.

The D.D. 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**

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

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

The D.D. 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.

The D.D. 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, and courts).

The D.D. 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**

The DD. 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.

The D.D. 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.

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

**WRITING REPORTS, OFFICIAL LOGS, ECT.**

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

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

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

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

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

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

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

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

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

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

**FACILITY SECURITY**

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

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

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

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

The D.D. 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.

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

The DD. 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.

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

## Kern County Sheriff's Office - Detentions Training Officer Program

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

### **INMATE PROGRAM ACTIVITIES**

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

The D.D. 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.

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

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

The D.D. 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).

The D.D. 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. \_\_\_\_\_

\_\_\_\_\_

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

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

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

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

### **INMATE MANAGEMENT AND INTERACTION**

The D.D. trainee shall demonstrate the knowledge, understanding and/or ability to properly break up "horseplay."

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

### **ORAL COMMUNICATION SKILLS WITH STAFF**

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

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

## Kern County Sheriff's Office - Detentions Training Officer Program

The D.D. trainee shall demonstrate the knowledge, understanding and/or ability to properly answer questions/provide information to visitors to individuals visiting the Lerdo Facilities

The D.D. trainee shall demonstrate the knowledge, understanding and/or ability to properly dispatch help in Emergencies or dispatch help within the Lerdo Facilities.

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

### **INVESTIGATIONS**

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

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

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

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

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

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

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

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

### **INITIATIVE JOB INTEREST & PROBLEM SOLVING**

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

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

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

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

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

# **DETENTIONS TRAINING GUIDE**

## **PHASE THREE**

## Phase Three

### **SUPPORT SERVICES AND AGENCIES**

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

- City Hall
- County Administrative Building
- Municipal, Superior and Juvenile Courts
- DA's Office
- PD's Office
- Regional Crime Lab
- Probation Department
- Victim Witness Program
- Health Department
- Coroner's Office
- KMC including ER entrance, psych ward, police parking
- Welfare Department
- Juvenile Hall and Jamieson Children Center
- Meadows Field

The D.D. 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.
- Department of Motor Vehicles
- Federal Bureau of Investigations
- Postal Inspectors
- Secret Service
- State Parole
- DOJ
- Bureau of Narcotic Enforcement
- Alcohol Tobacco and Firearms
- California State University Police
- Immigration and Naturalization Service
- United States Marshall
- Department of Fish and Game

### **INMATE MANAGEMENT AND INTERACTION**

The D.D. 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.

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

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

The D.D. 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**

The D.D. 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).

The D.D. 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.

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

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

## Kern County Sheriff's Office - Detentions Training Officer Program

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

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

### **INVESTIGATIONS**

The D.D. 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.

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

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

### **MISCELLANEOUS ACTIVITIES AND SKILLS**

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

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

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

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

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

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

### **INITIATE & PROBLEM SOLVING**

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

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

The D.D. trainee shall demonstrate the knowledge, understanding and/or ability to properly apply "progressive discipline."

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

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

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