

Phase Two and Phase Three

INTERACTION WITH ASSOCIATED LAW ENFORCEMENT AGENCIES

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

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

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

Introductions to key personnel.

Equipment and supply locations.

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

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RECEIVING INMATES

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

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INMATE POPULATION MANAGEMENT/ RECEIVING

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

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

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

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

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

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

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

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

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

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

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

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

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

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WRITING REPORTS, OFFICIAL LOGS, ETC.

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

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

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

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

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FACILITY SECURITY

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

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

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

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

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

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INMATES PROGRAM ACTIVITIES

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

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ORAL COMMUNICATION SKILLS WITH STAFF

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

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

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

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

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

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

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

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

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

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READING COMPREHENSION

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

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

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

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

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INITIATIVE, JOB INTEREST & PROBLEM SOLVING

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

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INMATE MOVEMENT INSIDE SECURITY

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

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

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

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INMATE MOVEMENT OUTSIDE SECURITY

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

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

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INMATE POPULATION MANAGEMENT

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

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

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ORAL COMMUNICATION SKILLS WITH STAFF

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

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

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

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

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

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INVESTIGATIONS

3.6 The trainee shall demonstrate the knowledge, understanding and/ or ability to properly preserve contraband/evidence and how to notify the deck officer or supervisor of the discovery.

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INITIATIVE JOB INTEREST & PROBLEM SOLVING

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

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

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

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

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A- Control POST ORDERS (To be covered during Phase 2 and 3)

Overview of Position:

1. Verify count sheet against station cards and log book
2. Verify count with each deck
3. Prior shift cannot leave until A-control clears count
4. Do not leave A-control unattended
5. Maintain log book and count sheet for facility count
6. Log sobering and alternative housing information on white board
7. Determine if inmates are cites or keepers
8. Initiate release documents for eligible inmates
9. Verify count sheet against station cards and log book
10. Verify count with each deck

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Responsibilities:

The primary duty of a Central Receiving Facility A-Control Officer is to maintain a count of all inmates and track all inmate movements within the facility. A-Control is responsible for releases of all inmates within the facility.

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Essential Functions and Duties Include, but are not limited to:

- MAINTAIN LOG BOOK
- DETERMINING INMATES TO BE CITED AND RELEASED
- GENERATING CITATIONS
- CANCELLING CITATIONS
- PUTTING RELEASE FILES TOGETHER
- TRANSFERS

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Procedures:

MAINTAIN LOG BOOK

1. Start log book (Deputy's name assignment, bade#, key set)
2. Log that count was cleared and count totals for each deck
3. Add inmates to count when they are housed (update totals in log book and on count sheet)
4. Remove inmates from count when released from cell (update totals in log book and on count sheet)
5. Log movements of inmates from one cell to another (update totals in log book and on count sheet)

6. Log transfers of inmates to Lerdo (update totals in log book and on count sheet)
7. Log that count was cleared and count totals for each deck at end of shift

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HOW TO SEE IF AN INMATE IS CITEABLE

1. Check if the inmate's LAR is cleared (inmate cannot be cited until LAR is cleared)
2. Check the inmate's charges. Inmate cannot be cited if he or she has any of the following
 - a. Any felony charges
 - b. Any charge of PC 166
 - c. Any charge of PC 273.6(a)
 - d. Any no bail charges
 - e. Any parole holds
 - f. An open DUI with a DUI warrant
 - g. Any civil warrants
 - h. Any virtual custody failures
 - i. More than ten total bookings
 - j. Any booking is a remand*
 - k. Any booking that is a commitment

*If an inmate comes from Taft, Ridgecrest, or Mojave jail go into the booking info hit any key and enter in the court data. Hit any key in the area for general court data and in the area for reverse date sequence and hit enter. Ensure that this inmate is not a remand. This will not show in the booking info screen

3. If it is an open charge involving intoxication, the inmate needs to meet the following minimum detox times from the arrest time (NOT BOOKING TIME)
 - a. If the inmate still seems intoxicated past the minimum detox time you may detain them until they are no longer intoxicated. Notify your supervisor of this determination.
 - i. PC 647(f) 5 HOURS
 - ii. VC 23152 6 HOURS
 - iii. HS 11550(a) 12 HOURS
 - iv. HS 11550(b) 24 HOURS
4. If the inmate has a warrant for any of the following charges on any bookings they are to be cited by a classification officer
 - a. Any charge of violence
 - b. Any charge involving a weapon
 - c. Any charge of resisting
 - d. Any charge of false identification

- e. Any charge of contempt of court
- 5. If the inmate has any open charge of HS 11550/647(f) > Drugs or any non-Kern County Warrant then it is a clerk cite.

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GENERATING A CITATION

1. Recheck all of the inmate's booking to ensure no additional holds have been added
2. Ensure the inmate's LAR is clear, there is a bail amount*, and none of the charges listed in the above section are listed
 *(note PC 647(f) detox will read no bail because they are not being charged with a crime. These inmates are still citable)
3. For all charges, other than PC 647(f) detox then you are going to cite go to IMMNTPTA in CJIS
 - a. Type in the booking number of the inmate you want to cite out
 - i. If the inmate has multiple bookings you will have to do this for all booking (ie: 00, 01, 02, 03)
 - b. This will bring up the citation time. Ensure you have the correct inmates name and hit enter.
 - i. Once you hit enter you have generated a citation and if you F3 out of the screen without finishing the cite date will default to whatever the court date was set as in the DEO booth. To fix this follow the instructions for cancelling citations
 - c. To set the cite date, look at the court code the inmate is going to and find the division that out of custody misdemeanor arraignments goes to. Hearing type will be MAR for misdemeanor arraignments. Look at the list for cite dates and enter in the cite date in the spot that says for date.* Hit enter. Confirm citation information is correct. Type yes and hit enter.
 *If the inmate has court in two locations set one of the court dates for the next available date after the first one. If the court date is a holiday set the court dates for the next available court date. If the court does not have court on the citation date set the court dates for the next available court date. Confirm the cite date is correct on the Excel screen.
4. If the inmate is booked for PC 647(f)>detox use the IMMNTLER (inmate maintain law enforcement release) screen in CJIS
 - a. Enter the inmate's booking number and hit enter
 - b. Put in your badge number. Tab to the area that says inmate booked for intoxication purpose only and hit any key. Tab the area that says print on default printer hit any key and hit enter.
5. To print out the documentation of release go to the IMPRTREL (inmate print release) screen in CJIS
 - a. Enter in the inmate's booking # and hit enter
 - b. Confirm the inmates name is the correct name. Tab to the area that says print on default printer, hit any button and enter.

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- i. If there is an error that says not all bookings are satisfied, go back to the INMNTPTA screen in CJIS and cite out the additional bookings
- ii. If it says the inmate is on the report to jail screen ensure the inmate is not supposed to turn himself into jail today.
- 6. Attach the inmate's face card to the promise to appear(s) and give the documentation of release to the clerks

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CANCELLING CITATIONS

- 1. To cancel a citation that was set for the wrong court date or if the inmate picked up an additional hold that makes him an inmate that needs to be housed, go to the IMMNTREL (inmate maintain release) screen in CJIS
 - a. Enter the inmates booking number and the booking you want to change (ie: 1234567 01) and hit enter
 - b. Type "yes" in the area that says cancel and hit enter
 - c. Enter in the court date to the original court date that was set in the DEO booth
 - i. Use the same method to set the court date as you did to cite them out
- 1. The court division will be different than the out of custody code
- d. If you need to reset the court date to the correct code use the same method as above with the correct information

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PUTTING RELEASE FILES TOGETHER:

- 1. When the Sgt. or Senior Deputy signs off a file and puts it on your desk, you will put the file together and ensure all of the documents needed are there
 - a. Check the release document and ensure that you have the paperwork for each release. You will need something for each of the following release types:
 - i. Promise to appear (A-control cite, clerk cite or classification cite)
 - ii. Surety bond
 - iii. 849(b)(2) detox only
 - iv. 849-825 not met
 - v. Released to other agency
 - b. You will not need any paperwork for any of the following release types

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- i. Time served
- ii. Fed-cap sentenced
- iii. Bench ordered
- iv. Released on own recognizance
- c. Ensure there is a property release, receipt for money released (if any) and a check.
- d. The inmate will get a copy of the medical resource paperwork, community resource paperwork, the check (if there is one), a citation, and a copy of the receipt.
- e. Put the file together so the Adam One Deputy can release them.
- f. Take inmates off count if they were housed. (update count and the log book)

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TRANSFERS:

1. Print out the transfer list for all decks. Use the IMDSPTRN (inmate display transportation calendar) transfer screen in CJIS. (make sure you get the holding list too, if you print list out by deck instead of the whole facility list at once)
2. Clear count before starting to pull cards with all decks.
3. Pull the face card out of the master station card holder and send to Lerdo with the first transfer bus.
4. Make the movements in the log book and count sheet.
5. Clear count with all decks before making any other changes to count.

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MEDICAL PRIORITIES:

1. Remain at A-Control
2. Get the inmate's name and booking number so you can pull up his/her information with the IMDSPREC screen in CJIS.
3. Confirm the inmate's status and situation
 - a. le: is the inmate alert, awake, conscious and breathing, what is the inmate's medical condition.

4. Advise the housing nurse.
5. Start Hall Ambulance (if necessary).

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SOBERING:

1. Advise the housing nurse of the sobering
2. Start a log for the sobering
3. Log the sobering on the whiteboard

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? dleiF ↑Perform yalP eloR ↑ tseT nettirW ↑ tseT labreV ↑	REMEDIED		How Remediated? mrofreP dleiF ↑ yalP eloR ↑ tseT nettirW ↑ tseT labreV ↑
	Name	Date	Name	Date		Name	Date	
T.O.								
Trainee								
Comments:								Case/Report No.:

SHIFT CHANGE:

1. Ensure you clear count to make sure it is clear before the next shift comes in.
2. Check count sheet against station card holders and print out count sheet for next shift.
3. Confirm count with each deck.
4. Brief the next shift on:
 - a. Any inmate files that are ready and if they are on or off count and if they are housed or not
 - i. This may lead to count being off from master count to the decks, ensure that if it is off you can explain why.
 - b. If you have any sobering or people in temporary alternative holding
 - c. Any inmates that are housed in temporary holding cells
 - d. Any inmate's being picked up by another agency and where they are (on or off count)
 - e. Any enrouters that are here and where they are
 - f. Any major incidents from the prior shift

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? mrofreP dleiF ↑ yalP eloR ↑ tseT nettirW ↑ tseT labreV ↑	REMEDIED		How Remediated? mrofreP dleiF ↑ yalP eloR ↑ tseT nettirW ↑ tseT labreV ↑
	Name	Date	Name	Date		Name	Date	
T.O.								
Trainee								
Comments:								Case/Report No.:

INMATE MANAGEMENT & INTERACTION

3.11 The trainee shall demonstrate the knowledge, understanding and/or ability to properly monitor and intervene in disputes between inmates (before fight occurs) and to call a "Code Yellow".

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated?	REMEDIED		How Remediated?
	Name	Date	Name	Date		Name	Date	
T.O.					mrofreP dleiF yalP eloR tseT nettirW tseT labreV			dleiF yalP eloR tseT nettirW tseT labreV
Trainee								
Comments:								

MISCELLANEOUS ACTIVITIES AND SKILLS

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

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

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

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

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated?	REMEDIED		How Remediated?
	Name	Date	Name	Date		Name	Date	
T.O.					mrofreP dleiF yalP eloR tseT nettirW Verbal Test			mrofreP dleiF yalP eloR tseT nettirW tseT labreV
Trainee								
Comments:								

INITIATE & PROBLEM SOLVING

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

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

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated?	REMEDIATED		How Remediated?
	Name	Date	Name	Date		Name	Date	
T.O.					mrofreP dleiF yalP eloR tseT nettirW tseT labreV			mrofreP dleiF yalP eloR tseT nettirW tseT labreV
Trainee								
Comments:								Case/Report No.: