

# JAIL TRAINING OFFICER

## MANUAL



for  
Recruit Detention Officers

# PEACE OFFICERS STANDARDS AND TRAINING JAIL TRAINING MANUAL FOR DETENTION RECRUITS

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## FORMS

**A. DETENTION POST IV-2 Jail Training Record Form** (send only this form to POST)

**B. Maintain the following forms on file at your local Agency TRAINING OFFICERS**  
INSTRUCTION GUIDE -(POST DETENTION IV-1)

SAMPLE OF TRAINING OFFICER WEEKLY PROGRESS REPORT - (POST IV-3)

SAMPLE OF TRAINING OFFICER EVALUATION REPORT - (POST IV-4)

This manual is the property of the Peace Officer Standards and Training Council. It has been issued to:

Name of Department

for the purpose of training

Recruit's Name/Social Security Number

Upon completion of the Jail Training Program, return this completed POST form to the POST Council. Included in this manual are actual forms, POST Detention IV-1 and POST Detention IV-2, as well as sample forms POST Detention IV-3 and POST Detention IV-4.

Additional forms, POST IV-3 and POST IV-4 will be furnished to each department to be used and retained by the department.

DATE RECRUIT HIRED

DETENTION RECRUIT TRAINING  
Date Place Class No.

JAIL TRAINING COMPLETED

Date

NOTE: *The Detention Training Manual containing the Jail Training Record (POST Detention IV-2) must be forwarded to the Peace Officer Standards and Training Council, P.O. Box 700, Meridian, ID 83680-0700, upon completion to receive 40 hours training credit toward certification.*

## POST Detention IV-2

(Return this form to POST)

1. Name of Recruit	2. Recruit Class Number (if appropriate) Social Security Number	3. Date of Recruit Class (if appropriate) and sponsoring department
4. Name of Jail Training Officer 1.	5. Jail Assignment	6. Jail Training Dates From To
2.		
3.		
4.		
<p>This training guide is a listing of basic Detention responsibilities, tasks and procedures. The Jail Training Officer (J.T.O.) will use this guide during the Jail training of a recruit. The J.T.O. will explain each item, and whenever practical, demonstrate the task or procedure to the recruit. When the J.T.O. believes that the recruit is capable of handling a specific task, he will require the recruit to perform the task while he observes. The J.T.O. should pace himself to insure that sufficient time is allotted for explaining and/or performing each and every task. When an item has been satisfactorily performed, the J.T.O. will enter the date of completion in the proper column and initial. This is not an exhaustive list, and when unlisted situations arise, the J.T.O. should demonstrate the proper procedure for handling the situation and record such action at the end of the guide. IF A LISTED TASK DOES NOT APPLY TO YOUR DEPARTMENT, PLACE N/A (NOT APPLICABLE) IN THE ALLOTTED SPACE.</p>		
7. I have been instructed in all items as recorded in this Jail training guide. (Signature of Recruit)	8. Date	

9. Reviewed by (Signature of Training Reviewer-Title)	10. Date
<p>11. I attest that the above-named recruit has satisfactorily completed the prescribed Jail Training program.</p> <p style="text-align: right;">DEPARTMENT HEAD</p>	

## **Jail training Procedures for Detention Recruits**

### **I What is the Jail Training?**

Jail Training is a process by which an individual recruit receives formal instruction on the job for special and defined purposes. Assigned trainers and Jail Training Officers, (J.T.O.s) will provide the recruit with practical application training for the duration of the program. The recruit will have various duties and procedures explained and demonstrated for the officer. As often as practical the recruit will be required to perform the tasks.

Jail training is designed to cover a minimum of 40 hours of supervised training. It is recommended, however, to utilize as much time as needed to be assured of adequately covering all material sufficiently. Upon satisfactory completion of the program and submission of this manual properly completed, forty (40) hours certified training credit will be granted the trainee.

### **II Purpose of Jail Training**

The recognition of specialized detention officer training is of importance to the officer and the administration he or she works for. Formal classroom training and limited demonstration cannot teach the recruit all he or she needs to know. Therefore, the recruit needs on-the-job training which is the purpose of this program.

The Jail training phase is intended to give the new recruit instruction, direction supervision, guidance and experience so that the officer may develop good judgment, efficiency, and good habits of conduct and appearance. Jail training will serve as an evaluation of both the recruit and the curriculum to the training school. The Jail training period also serves to aid in determining if the recruit meets all the requirements to become a certified officer.

### **III Important Factors in the Detention Training Program**

The trainee may have completed the Basic Detention Academy prior to the officer ' s assignment to a Jail Training program. This classroom instruction should be devoted to basic orientation, legal issues, fire evacuation, con games, report writing, inmate classification and other procedures which should not be postponed. This gives the recruit the basic knowledge and skills needed to operate in the Jail with a Jail Training Officer. For a recruit to obtain the utmost benefit from the classroom instruction, a week, or even two weeks of orientation in the officer ' s own department is recommended so that the officer can better apply his classroom training.

As part of the instructional process, it is necessary that Jail training be conducted in a manner designed to develop a technically skilled and professional oriented officer. Success of the Jail Training program requires the following:

- A. Jail Training Officers must be carefully chosen from the most skilled and effective officers in the Detention facility.
- B. J.T.O.s must possess the ability to communicate their knowledge and skills to the recruit officer.
- C. J.T.O.s must reflect the higher levels of personal integrity, character and maturity. The use of unmotivated officers must be avoided.
- D. Initial training must be provided to all J.T.O.s, outlining the duties and responsibilities of their position.
- E. In-service training for J.T.O.s must be provided to cover the latest Jail techniques, departmental policies, and changes in the law pertaining to inmate care.

### **IV Responsibility of the Jail Commander\*\***

When a recruit is assigned to a unit for training, the Jail Commander will be responsible for the following:

- A. Introduction of the recruit to as many personnel as possible
- B. Familiarization of the recruit with basic operations of the Jail.
- C. Assignment of a J.T.O. to begin his/her orientation of Jail operations. The recruit will be assigned to one J.T.O. at a time. It is beneficial to the recruit to be assigned to a different J.T.O. to complete the necessary training.

D. The Jail Commander should meet with the J.T.O. to discuss the progress of the recruit.

E. The Jail Commander would personally consult with the recruit and J.T.O. when the J.T.O. believes that the recruit will not develop into a successful Detention officer. If the Jail Commander, after consultation, is of the opinion that the recruit is not likely to become a successful police officer, The training officer should immediately make his opinions and recommendation known.

\*\*A Jail Commander can appoint a designee on their behalf. Such as a shift commander, shift Sergeant, or anyone who has the responsibility of supervising the Jail Training Officer.

## **V Jail Training Officer Responsibility**

The Jail Training Officer should have complete responsibility of the recruit during the Field Training assignment. The recruit should always work with the assigned J.T.O. and should have the same days off and work schedules whenever this is practical.

The J.T.O. will insure that the recruit is familiar with the complete operation of the Jail, communications, records, close custody, transport, and all Jail operations as applicable to your facility. (\*kitchen, laundry, and medical)

Using the J.T.O. Instruction Guide, the J.T.O. shall:

1. 1. Explain operational procedures and existing policy on all activity encountered during the Jail Training period.
2. 2. Conduct self in a professional, exemplary manner.
3. 3. Maintain an effective student-teacher relationship with recruit officer.
4. 4. Complete and submit daily, an observation report, for each day worked with a recruit officer.
5. 5. Advise the Jail Commander or supervisor of the recruit ' s progress.
6. 6. Review evaluations with recruit officer and obtain his or her signature on all completed forms
7. 7. Insure that the recruit ' s reports are completed and turned in.
8. 8. Allow the recruit to perform such tasks if the Trainer feels the recruit is competent and ready to assume.
9. 9. Notify supervisor as soon as practical, should a problem arise where by the J.T.O. believes that he or she cannot fairly train or evaluate an assigned recruit.
10. 10. Place initials and date in the proper column of the Instruction Guide when the trainee has explained and demonstrated the listed tasks. The J.T.O. shall see that the recruit places his own initials in the proper column when the recruit satisfactorily performs or practices the listed task. When the recruit initials the performance practice

column, the J.T.O. should insert the date or see that the recruit does so.

During the Field Training period, the J.T.O. will be observing and evaluating the recruit ' s performance. A meaningful evaluation is possible only if the J.T.O. affords the recruit the fullest opportunity to learn. It should be the aim of every J.T.O. to start the recruit on the way to becoming the best Detention Officer in the organization.

## **VI Description of Field Training Forms and their use**

### **1. Field Training Officer Instruction Guide (POST IV-1)**

To assist and formalize the field training program the AField Training Guide@ has been developed, which contains an extensive listing of duties and procedures. This by no means is an exhaustive list nor is it intended to limit the Field Training Officer ' s training subject material.

The J.T.O. should allow sufficient time for explaining each listed situation. The Trainer should explain and demonstrate (if appropriate) the situation or task before requiring the recruit to perform or practice the task, if performance is necessary to gain knowledge and skill. Many of the procedures will not require performance, only understanding, by the recruit. When such a situation exists, the J.T.O. should write N/A (not appropriate) in the spaces provided for demonstration and practice. If a listed task or procedure does not apply to your particular department write, N/A in all three spaces.

***The Jail Training Officer Instruction Guide is to be brought up to date at the end of each day ' s training.***

### **2. Jail Training Record (POST IV-2)**

This will enable the department to quickly determine who the Field Training Officers were in the case of each recruit, what assignments were completed, the name of the supervisor accepting the record of completion, a record of the recruit signing and attesting that he or she ha s been instructed in all the items listed in the J.T.O. Instruction Guide, and finally, a record for the department head attesting that the recruit has satisfactorily completed the Jail Training program.

***It is recommended that a copy of this record be retained in the recruit ' s personnel file within the recruits own department.***

### **3. Jail Training Officer Weekly Report (POST IV 3)**

To be executed by the J.T.O (coach) at the completion of each week. The J.T.O. should consult with the appropriate official to determine what an acceptable norm or average would be in the seven areas to be evaluated. The J.T.O. should contain recommendations as to how the recruit can improve any unsatisfactory ratings. The

Weekly Progress Report shall be forwarded to the Unit Commander after completion.

#### **4. Field Training Officer Evaluation Report (POST IV-4)**

To be executed by each J.T.O. who has been assigned to the recruit at the completion of the Jail Training Program. The comments should be specific in each of the areas to be evaluated. The written summary portion of the evaluation should contain an overview of the entire period of time covered by the report. It should cover the particular points used to justify the Jail Training Officer 's recommendations to release the recruit to regular assignments or not, as the case may be. This documentation is to be forwarded to the Unit Commander upon completion.

#### **VIII Disposition of Completed Forms**

Completed Jail Training Manual Instruction Guide (POST Detention IV-1), J.T.O. Weekly Progress Reports (POST IV-3), and the Evaluations Reports (POST IV-4) should be maintained in the recruit 's personnel file within his own department. **THE JAIL TRAINING RECORD (POST Detention IV-2) MUST BE FORWARDED TO THE PEACE OFFICER STANDARDS & TRAINING ACADEMY UPON COMPLETION.** This is necessary as successful completion of this program is one of the minimum training requirements to be met for Basic Detention Certification.

#### **POST DETENTION IV-1 JAIL TRAINING OFFICER INSTRUCTION GUIDE**

**(When completed, keep in your department 's officer file and return POST D-IV-2 for 40 Hour JTO credit to training records.)**

1. 1. Trainee Orientation
2. 2. General Conduct-Chain of Command-Uniform Regulation
3. 3. Key Control-Officer Safety
4. 4. Use of Force and Restraints
5. 5. Emergency Procedures-Radios-Self Contained Breathing Apparatus
6. 6. Duty Assignment-Perimeter Checks-Tier Checks
7. 7. Inmate Rights-Privileges-Rules of Conduct and Discipline
8. 8. General Introductory Topics
9. 9. Day Shift
10. 10. Night Shift
11. 11. Medical Procedures
12. 12. Topic Reports and Warrants
13. 13. Courtroom Demeanor and Subpoenas

#### **POST DETENTION IV-1 JAIL TRAINING**

## OFFICER INSTRUCTION GUIDE

### I. TRAINEE ORIENTATION

<b>A. FACILITY TOUR AND DOOR OPERATION</b>	Explained	Demonstrated	Practiced
1. Door Operation a. Main Jail Entrance b. Sally Port *if applicable c. Maximum, Medium and Cell Doors d. Control Room and Door e. Kitchen door and supply door f. Door operation in event of Power Failure			
2. Keyed Doors a. Emergency exit Keys b. Fire exits			
3. Administrative offices			
4. Inmate Quarters Keys			
5. Holding Cells and Visiting Areas a. all holding cells b. Public visiting and Attorney visiting c. Conference Room d. Courtroom			
6. Support Areas a. Kitchen - food preparation area b. Store Room c. Laundry Room d. Inmate Clothing / Property			
<b>B. LOCATION OF EMERGENCY EQUIPMENT</b>	Explained	Demonstrated	Practiced
1. Fire Door and Hoses			
2. Scott Airpacks			
3. Pocket Masks			
4. Door Cranks			

<b>Trainee Signature</b>
<b>JTO Signature   Date   Date Shift   Sergeant   Date</b>

## II. GENERAL CONDUCT - CHAIN OF COMMAND - UNIFORM REGULATIONS

<b>A. GENERAL CONDUCT</b>	Explained	Demonstrated	Practiced
1. Report for duty			
2. Notification of illness or injury			
3. Conflicting or illegal orders			
4. On duty time restricted to police work			
5. Sleeping on duty			
6. Responsibility for being armed and possessing identification			
7. Off-duty officer action			
8. Abuse of position			
9. Bribes, gratuities, rewards, gifts			
10. Conformance to laws			
11. Loyalty to the department and department members			
12. Insubordination			
13. Relationship with others			
14. Cruel treatment of persons or animals			
15. Use of drugs or alcohol			
16. Immoral conduct			
17. Releasing restricted information to news media and/or public			
18. Sexual harassment			

<b>B. UNITY OF COMMAND</b>	Explained	Demonstrated	Practiced
1. Department policy and procedures			
2. Chain of command			

<b>C. UNIFORMS AND PERSONAL ITEMS</b>	Explained	Demonstrated	Practiced
1. General Uniform and Equipment Regulations			
2. Uniform and Equipment Regulations			
3. Badges and Insignia			
4. Duty belt and Accessories			
5. Non-Commissioned Officer Uniform			
6. Personal Appearance			
7. Items not allowed within the Jail a. Weapons b. Personal Items - Wallets, Purses, Knives, Cigarettes			

_____ Trainee <b>Signature</b>
_____ JTO Signature Date Date _____ Shift Sergeant Date _____

### III. KEY CONTROL AND OFFICER SAFETY

<b>A. KEY CONTROL</b>	Explained	Demonstrated	Practiced
1. Maintaining Key Control			

2. Procedure for obtaining Keys			
3. Who is Allowed Keys			
4. Keys to housing does not leave Jail			
5. Emergency Exit Keys a. Check in/out b. Security c. How to use Emergency cranks (if applicable to facility)			
<b>B. OFFICER SAFETY</b>	Explained	Demonstrated	Practiced
Officer safety is the ability to perform police tasks without exposing yourself or others to unnecessary danger or risk.			
1. Weapon safety a. on and off duty b. weapons exposed to prisoner c. storage of weapons before entering Jail			
2. Conduct proper and thorough search			
3. Keep prisoner in sight at all times			
4. Maintain control of Keys			
5. Remove Contraband			
6. Maintain Personal safety equipment			
7. Anticipate dangerous or potentially dangerous situations.			
8. Keep distance between yourself and prisoner			
9. Position when opening/closing doors			

<b>B. OFFICER SAFETY</b>	Explained	Demonstrated	Practiced
10. Do not antagonize prisoner/situations			

11. Call for and/or provide assist when necessary			
12. Maintain interrogation stance while dealing with prisoners			
13. Use proper restraining techniques			
14. Survival mindset (your frame of mind)			
JTO Signature _____			
Date Trainee Signature Date _____		Shift Sergeant Date _____	

**. IV. USE OF FORCE AND RESTRAINTS**

**. V. EMERGENCY PROCEDURES, RADIO USE AND SCOTT AIR PACKS**

	Explained	Demonstrated	Practiced
<b>A. IDAHO CODE- USE OF FORCE</b>			
1. Use of physical force in making an arrest (I.C. 19-602)			
2. Use of force "under authority of a warrant" in pursuant to an arrest (I.C.19-610)			
3. Inhuman treatment of prisoners (I.C. 18-704)			
4. Unnecessary assaults by officers (I.C. 18-706)			
5. Justifiable homicide by officer (I.C.18-4001) *NOTE- change to using deadly force to prevent escape of felony suspects.			
<b>B. DEPARTMENT POLICY AND PROCEDURE MANUAL</b>	Explained	Demonstrated	Practiced
1. Use of force policy			

2. Use of deadly force policy			
3. Escalation of force			
4. Weaponless restraint policy			
5. Use of PR-24 police baton policy			
<b>C. FIREARMS POLICY</b>	<b>Explained</b>	<b>Demonstrated</b>	<b>Practiced</b>
1. Purpose			
2. Duty Weapon Specification for Uniformed Officer.			
3. Off-duty/Second on-duty Weapon Specifications			
4. Unsafe Firearms			
5. Service Ammunition specifications			

6. Department Qualification Requirements			
7. Securing Weapon Using "Trigger Lock", handcuffs, lock and key and separating ammunition for Weapon.			
<b>D. RESTRAINTS</b>	<b>Explained</b>	<b>Demonstrated</b>	<b>Practiced</b>
1. Securing prisoners with handcuffs a. Applications b. Procedures c. Unacceptable Practices			
2. Types of Restraints a. Handcuffs b. Belly Chains c. Leg Irons d. Straight Jacket e. Soft Leather Restraints f. Restraint Helmet g. Restraint Table or Chair			

<p>3. Use of Restraints a. Securing Prisoners for Transports b. Securing Prisoners Taken From Facility 1) Court 2) Public buildings c. Medical 1) Violent, Uncontrollable 2) To prevent injury</p>			
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JTO Signature Date Trainee

Signature Date \_\_\_\_\_ Shift Sergeant Date \_\_\_\_\_

A. EMERGENCY PROCEDURES - FIRE	Explained	Demonstrated	Practiced
1. Initial Response			
2. Major Fires			
3. Emergency Actions			
4. Air Packs S.C.B.A.			
5. Fire Alarms			
6. Exhaust Fans			
7. Central Control			
8. Proper use of Fire Equipment			
9. Fire Hose s			
10. Cleaning of Fire Equipment			
11. Operation of Jail Doors - Manual and Electric			
12. Sallyport Overhead Doors			
13. Opening doors in event of Power Failure			
14. Prisoner Evacuation (List the areas in your facility) a. _____ b. _____ c. _____ d. _____ _____			

<b>B. EMERGENCY SITUATIONS</b>	Explained	Demonstrated	Practiced
1. Escape and attempted escape			
2. Hostage Situations			
3. Bomb Threats			
4. Major Disaster plans			
Trainee Signature			
JTO Signature Date Date Shift Sergeant Date			

## VI. DUTY ASSIGNMENTS, PERIMETER CHECKS, TIER CHECKS

<b>A. DUTY ASSIGNMENTS</b>	Explained	Demonstrated	Practiced
1. <b>POLICY:</b> To ensure efficiency of operation and to affix responsibility for training purposes, each shift needs to have sufficient staffing to ensure safety, security for the proper operation of the facility.			
2. Shift Supervisor			
3. Control Officer			
4. Booking Officer			
5. Floorman			
6. Medical Liaison a. Medical Officer b. Nurse c. On-Call Doctor			
7. Transport Officer			

8. Commissary			
9. Work Release Coordinator			
10. Food Service Supervisor			
11. Jail Technician			
12. Programs / Classification Officer			
<b>B. TIER CHECKS AND PERIMETER CHECKS</b>	Explained	Demonstrated	Practiced
1. Tier Checks a. Frequency b. Location of checks c. Logging checks d. Purpose of checks e. Medical isolation checks f. Special isolation checks g. Holding Cell checks and logs h. Female housing checks			

2. Perimeter Checks a. Keys to doors and gates b. Frequency of perimeter checks e. Use of radio c. Logging perimeter checks d. Roof leaks			
<p>_____</p> <p>Date JTO Signature Date <span style="margin-left: 200px;">_____</span> Trainee Signature</p> <p>_____</p> <p>Shift Sergeant Date</p>			

**VII. INMATE RIGHTS, PRIVILEGES, RULES OF CONDUCT AND DISCIPLINE**

<b>A. INMATE RIGHTS</b>	Explained	Demonstrated	Practiced
1. Bail			

2. Telephone Use			
3. Advise of Charges			
4. Medical Care			
5. Legal Resources			
6. Attorney Visits			
7. Media Access			
8. Mail			
9. Necessities a. clothing b. food c. hygiene items d. shelter e. protection from harm f. out of cell recreation			
10. Inmate rights - Inmates ' Handbook			
<b>B. INMATE PRIVILEGES</b>	<b>Explained</b>	<b>Demonstrated</b>	<b>Practiced</b>
1. Public Visits			
2. Optional Inmate Recreation (games)			
3. Special Activities a. Television b. Programs 1) Alcoholic anonymous 2) Narcotics anonymous 3) G.E.D. Classes			
4. Commissary			
5. Trusty (inside / outside inmate workers)			
6. Work Release Program			
7. Home Arrest Program			

<b>C. RULES OF CONDUCT, HYGIENE AND DISCIPLINE</b>	Explained	Demonstrated	Practiced
1. Rules of Conduct a. Inmate handbook b. Major prohibited acts c. Minor prohibited acts d. Disciplinary actions e. Disciplinary hearings f. Inmate right to hearings g. Inmate Grievance			
2. Inmate Hygiene a. Laundering Jail clothing b. Laundering personal clothing c. Housekeeping d. Waste Removal			
Trainee Signature Date _____		JTO Signature Date _____	Shift Sergeant Date _____

## VIII. GENERAL INTRODUCTORY TOPICS

<b>A. GENERAL TOPICS</b>	Explained	Demonstrated	Practiced
1. Shift Briefing			
2. TOTAL Jail headcount			
3. Security of Jail a. Perimeter checks b. Tier Security c. Keys, Money, Weapons, Property			
4. Shift: a. Logs b. Paperwork c. Hot Sheet d. Written Reports			

<p>5. General Telephone Procedures a. Conduct and release of Information b. Special Telephone calls for inmates</p>			
<p>6. Inmate property / money releases - procedures</p>			
<p>7. Bookings a. Computer Bookings b. Hand Bookings c. Prints and Photos- Responsibilities and Procedures d. Bonding Procedure e. Celling Procedure (unable to bond) 1) Dressing in procedure 2) Storage of inmates property</p>			
<p>8. Searches a. Pat Search b. Strip Search c. Contraband - recognition and procedures d. Searches after any Cell movement</p>			

<p><b>A. GENERAL TOPICS</b></p>	<p>Explained</p>	<p>Demonstrated</p>	<p>Practiced</p>
<p>9. Use of Holding Cells a. Conference Room and other female holding areas b. Violent Prisoners 1) Use of Restraints 2) Types of Restraints (a) Hard Restraints (b) Soft Restraints (c) Full Restraints c. Detox Prisoners d. Mental Holds e. Medical - Determination and Responsibilities f. Suicide Watches - Frequency and Responsibilities</p>			
<p>10. Inmate Meals a. General inmate population meals b. Medical Diets c. Religious Diets</p>			
<p>11. Medicines and Drugs a. Disbursing of regular medicines b. Responsibility to prisoner without personal medications 1) Verification by medical staff before insurance 2) Returning personal medicines to inmates upon release c. Disbursing of special medicines</p>			

<b>12. Sanitation Procedures</b> a. Trash Collection b. Control of infestations c. Cell Cleanliness d. Personal Hygiene			
<b>13. Cell Searches - Procedures</b> a. Contraband 1) Recognition 2) Control of Contraband during search 3) Control of Inmate during Cell search b. <b>Disciplinary Actions</b>			
<b>14. Maintenance</b> a. Routing facility inspections b. Use of maintenance logs c. Maintenance of clothing / supplies			
<b>15. Inmates' Rule Violation - Procedures</b> a. Incident Reports b. Lock- downs c. Pre-disciplinary procedures d. Disciplinary hearings			
<b>16. Inmates' Grievances Procedures</b>			

<b>1. Records</b> a. CRT computer information b. Mug-shot files c. Microfilm information d. Arrest warrant file e. N.C.I.C. computer information f. Hot Sheet (departmental and divisional) g. Teletype I.L.E.T.S.			
<b>2. DISPATCH</b> a. C.R.T. computer information b. N.C.I.C. computer information c. Tape recorded information			
<b>3. Video Training List</b>			

_____ Signature Date	_____ <b>Trainee Signature Date</b> JTO _____ Shift Sergeant Date
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**.IX. DAY SHIFT PROCEDURES**  
**.X. NIGHT SHIFT PROCEDURES**

<b>A. BRIEFING</b>	Explained	Demonstrated	Practiced
1. Organize Inmates for Court			
2. Complete Sick Call - if not completed by night shift			
<b>B. VISITS - PROCEDURES AND SCHEDULES</b>	Explained	Demonstrated	Practiced
1. Public			
2. Professional <ul style="list-style-type: none"> <li>a. Attorneys</li> <li>b. Friends of the Court <ul style="list-style-type: none"> <li>1) Pre-sentence investigation</li> <li>2) Probation / Parole Officer</li> </ul> </li> <li>c. Social Workers - Health and Welfare</li> <li>d. Bondsman</li> </ul>			
3. Juveniles			
4. Special Visits			
<b>C. COURTS - PROCEDURES AND SCHEDULES</b>	Explained	Demonstrated	Practiced
1. Video Court			
2. District Court			
<b>D. PROGRAMS PROCEDURES AND SCHEDULES</b>	Explained	Demonstrated	Practiced
1. Programs <ul style="list-style-type: none"> <li>a. G.E.D.</li> <li>b. Religious</li> <li>c. AA/NA meeting</li> </ul>			
2. Inmates Linen Exchange			
3. Inmates change of status <ul style="list-style-type: none"> <li>a. Pre-trial detainees to be sentenced</li> <li>b. Releases after court</li> <li>c. Classification changes</li> <li>d. Cell movement</li> </ul>			

<p>4. Responsibilities to administration and records a. Shift Paperwork and Forms 1) Preparation 2) Receiving and Distribution 3) Documentation E. SPECIAL SHIFT ASSIGNMENTS</p>	Explained	Demonstrated	Practiced
<p>1. Floorman 2. Isolation Cells 3. Special management cells 4. Programs/ commissary 5. Female area 6. Recreation yards F. OPTIONAL DETAINEE PROCEDURES</p>	Explained	Demonstrated	Practiced
<p>1. Work Release Inmates a. Check in and out b. Monitor and take action for violations c. Receipt of monies payable to work release program 2. Home Arrest a. Monitor home arrest system b. Take action for violations</p>	Explained	Demonstrated	Practiced
<p style="text-align: right;">Date</p> <p style="text-align: right;">JTO Signature Date</p> <p>Trainee Signature _____ Shift Sergeant Date _____</p>			

<p><b>A. NIGHT SHIFT</b></p>	Explained	Demonstrated	Practiced
<p>1. Briefing</p>			
<p>2. Secure inmates a. lock down of trustees b. televisions off c. lights off</p>			

<b>3. Shift Paperwork and forms</b>			
<b>4. Work Release Inmates</b>			
<b>5. Home Arrest</b>			
<b>6. Wake up inmates a. Lights on b. Cleaning gear in cells and monitor cleaning c. Televisions on when cells are clean</b>			
<b>7. Inmate Clothing Distribution</b>			
<b>Trainee Signature Date</b>			
<b>JTO Signature Date Shift Sergeant Date</b>			

## XI. MEDICAL PROCEDURES

<b>A. MEDICAL</b>	<b>Explained</b>	<b>Demonstrated</b>	<b>Practiced</b>
<b>1. Medical Intake a. Notify medical staff of any emergency or special medical problems b. Medical intake must be completed by any prisoner being celled</b>			
<b>2. Medical Kites &amp; procedures</b>			
<b>3. Sick Call</b>			
<b>4. Special Diets</b>			
<b>5. Detox Hold</b>			

6. Medical Emergency a. CPR b. First -Aid c. Emergency Transport Procedures			
7. Dental Care			
8. Medical Orders to Staff			
9. Medical Disbursement a. Medicine distribution b. Personal medication upon entering Jail			
10. Suicide Prevention - Annual Training required			
<b>B. EMERGENCY HOLDS</b>	Explained	Demonstrated	Practiced
1. Agency Procedures			
2. When to notify Supervisor			

<b>C. ALCOHOL DETOXIFICATION HOLD PROCEDURE</b>	Explained	Demonstrated	Practiced
1. Your Department policy and procedure manual (if applicable) a. Authority b. Transportation c. Reporting requirements d. Injured and incapacitated subjects			
2. Medical Records a. Computer input b. Written records c. File upkeep			

Signature Date _____	JTO Signature Date Trainee _____ Shift Sergeant Date _____
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**XII. TOPIC REPORTS AND WARRANTS**

<b>A. REPORTS</b>	Explained	Demonstrated	Practiced
1. Report Writing Outline a. Initial observation and response b. Initial contact c. Officer ' s observations d. Officer ' s Actions e. Further information f. Attachments			
2. Writing Emphasis a. Spelling, neatness, legibility b. Proper sentence structure c. Accuracy, thoroughness, completeness, conscientiousness d. Write in the first person e. No abbreviations f. Use fifteen (15) word maximum sentences			
3. Use of General Reports			
4. Use of Computer Reports			
5. Reporting Officers Signature and Supervisor ' s Signature			
6. Importance of Report Writing Skills a. Report is read and reviewed by many: supervisors, detective, prosecutors, etc. b. Report is considered as a reflection of the officer ' s character, intelligence, etc. c. Emergency Transport Procedures			
<b>B. SERVING WARRANTS</b>	Explained	Demonstrated	Practiced

<p>1. Idaho State Code a. Warrant Defined (I.C. 19-597) b. Warrant must be directed to, and executed by a peace officer(I.C. 19-509) c. Officer authorized to arrest in obedience to a warrant (I.C. 19-603) d. Hours of service specified on warrant (I.C. 19-607) e. Person arrested must be shown warrant (I.C. 19-609) f. Officers allowed to use force necessary to effect an arrest (I.C. 19-610) g. Telegraphic copies of warrants allowed (I.C. 19-616/617) h. Certified copy of warrant may be used in lieu of original (I.C. 19-624)</p>			
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<b>B. SERVING WARRANTS</b>	Explained	Demonstrated	Practiced
<p>2. Department Policy and Procedure Manual a. Responsibilities of officer b. Requirements of warrant d. Field arrest c. Possession of the warrant</p>			
<p>_____</p> <p>JTO Signature Date <span style="float: right;">Trainee Signature Date</span></p> <p>_____</p> <p>Shift Sergeant Date</p>			

### XIII. COURTROOM DEMEANOR AND SUBPOENAS

<b>A. COURTROOM</b>	Explained	Demonstrated	Practiced
<p>1. Demeanor a. Professional b. No jokes c. No outburst d. No Gum/ Chew /etc.</p>			

<p>2. Conservative Suit a. Uniform b. Weapon c. Identification d. No hat / sunglasses e. Groomed / shaved f. Promptness</p>			
<p>3. Court Location a. Transport Procedures b. Routes</p>			
<p>4. Subpoenas a. Must be served on you b. Signed by you c. Signed by prosecutor d. Turned in as duty / overtime e. Call ahead to confirm f. Be on time g. Contempt / F.T.A.</p>			
<p>Trainee Signature Date</p> <p>JTO Signature Date Shift Sergeant Date</p>			

**Detention POST VI-3  
(Sample Form Retained by Agency)  
JAIL TRAINING OFFICER WEEKLY PROGRESS REPORT**

1. Name of Recruit	2. Recruit Class No.	3. Report Date				
<p>4. Jail Assignment:</p> <p><b>FACTOR 10</b></p> <p>6. Appearance:</p> <p>a. Uniform, leather and equipment,</p> <p>b. Posture and Carriage</p>	5. Week #					
	1 10	2 10	3 10	4 10	5 10	
	5 10	6 10	6 10	7 10	8 <input checked="" type="checkbox"/> 10	
	POOR		FAIR		AVERAGE GOOD	
10		10		10 10		10
10		10		10 10		10

c. Personal cleanliness				10
<b>7. Cooperation and Loyalty</b> a. Works towards common goal b. Willing to accept responsibilities c. Supports superiors d. Good team worker	10	10	10 10	10 10
<b>8. Interest and Attitude</b> a. Seeks help with problems b. Willing to learn c. Attitude to constructive criticism d. Accepts direction/discipline e. Shows pride in work f. Contributes to good moral g. Confidence in oneself	10	10	10 10	10 10     10
a. Professional Attitude to public b. Ability to communicate effectively c. Ease and bearing d. Tact and discretion e. Self control	10	10	10 10	10
a. Common Sense b. Uses good Judgment under pressure c. Not prejudge or judgmental d. Ethical e. Fair and humane in all contacts	10 X 10	10	10 10 X 10 X 10	10
<b>11. INMATES</b> a. Maintaining control of inmates b. Fair, Consistent, no favoritism c. Takes control in Crisis situation d. Uses Verbal and Non-Verbal skills e. Uses officer safety skills	10	10	10 10	10

<b>12. Report Writing</b> a. Able to express oneself b. Proper grammar and punctuation c. Accurate, neat and complete d. Uses proper departmental forms	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>13. GENERAL PROGRESS TO DATE</b>					
<b>14. COMMENTS</b>					
<b>15. Field Training Officer Signature</b>	<b>16. Jail Supervisor</b>			<b>17. Date</b>	

**Detention POST VI-4**  
**(Sample Form Retained by Agency)**  
**JAIL TRAINING OFFICER WEEKLY PROGRESS REPORT**

<b>1. Name of Recruit</b>	<b>2. Recruit Class No.</b>	<b>3. Report Date</b>
<b>4. Jail Assignment:</b>		<b>5. Jail Assignment Dates</b> From _____ to _____ From _____ to _____
<b>FACTOR</b>		<b>COMMENTS</b>

<p><b>6. Inmate Supervision: Evaluate Trainee ' s (1) Ability to handle inmates fairly (2) has knowledge of inmate rights and privileges (3) Uses both verbal and non verbal skills. (4) Able to apply rules fairly and equally</b></p>		
<p><b>7. Officer Safety Skills: Does the officer practice recommended procedures in handling inmates? Does the trainee foresee dangerous situations? Is the Trainee alert to dangerous situations, remembering to maintain a proper position of advantage?</b></p>		
<p><b>8. Public Contacts: What is the trainee ' s attitude with the public? Does the trainee show proper concern for the problems and exhibits tact and diplomacy regarding situations within the jail?</b></p>		
<p><b>9. Ethics/ Departmental Values How is the trainees ' attitude to other employees? Does the trainee recognize the rights and dignity of all persons? Does the trainee act in a manner that is respectable to him or herself and the department?</b></p>		
<p><b>10. Crisis Is the Trainee able and prepared to a handle crisis situation? Can the Trainee demonstrate proper procedures and respond with calmness and composure?</b></p>		
<p><b>Jail Training Officer Signature</b></p>	<p><b>Trainees Signature</b></p>	<p><b>Date</b></p>