

# DETENTION TRAINING MANUAL



SAN DIEGO COUNTY  
SHERIFF'S DEPARTMENT

WILLIAM D GORE, SHERIFF

Revised February 2019



# San Diego County Sheriff's Department

Post Office Box 939062 • San Diego, California 92193-9062



*William D. Gore, Sheriff*

## A MESSAGE FROM THE SHERIFF

\*\*\*\*\*

Congratulations on your assignment to the Detention Services Bureau. The position of Detention-Court Services Deputy Sheriff is truly the first line of defense in Public Safety and, as such, you are an essential part of the Sheriff's Department's Mission.

You are now entering your Detention training. This training is critical to your performance as a Deputy Sheriff. It will be hands-on, intensive, challenging and ultimately very rewarding. You will be taught by a cadre of Training Officers who have been selected for this assignment due to their abilities and experience levels. This is your time with an experienced Deputy Sheriff.

Our goal is to give you the skills to form and maintain a partnership with the public; to work cooperatively to provide a safe and harmonious community. All of your decisions and actions must be in pursuit of this goal.

I personally challenge you to constantly strive for excellence, continue to learn, train and develop your skills.

Sincerely,

William D. Gore, Sheriff

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
DETENTION TRAINING GUIDE  
COMPLETION OF PHASE SIGN OFF LIST**

**Training start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_

**TRAINEE:** \_\_\_\_\_  
*print name ARJIS signature date*

**FTO (Phase 1):** \_\_\_\_\_  
*print name ARJIS signature date*

**Team Training Sgt.:** \_\_\_\_\_  
*print name ARJIS signature date*

**FTO (Extended):** \_\_\_\_\_  
*print name ARJIS signature date*

**FTO (Accelerated):** \_\_\_\_\_  
*print name ARJIS signature date*

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**FTO (Phase 2):** \_\_\_\_\_  
*print name ARJIS signature date*

**Team Training Sgt.:** \_\_\_\_\_  
*print name ARJIS signature date*

**FTO (Extended):** \_\_\_\_\_  
*print name ARJIS signature date*

**FTO (Accelerated):** \_\_\_\_\_  
*print name ARJIS signature date*

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**FTO (FOP):** \_\_\_\_\_  
*print name ARJIS signature date*

**Team Training Sgt.:** \_\_\_\_\_  
*print name ARJIS signature date*

**Training Sergeant:** \_\_\_\_\_  
**(Facility Training Sergeant)** *print name ARJIS signature date*

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# DETENTION TRAINING MANUAL INSTRUCTIONS

## OBJECTIVE

The objective of the Detention Training Program is to develop competent, independently functioning Detention/Court Services and Law Enforcement Deputies assigned to the detention facilities that are capable problem solvers and fully committed to providing professional care to those we are entrusted to protect, in the furtherance of the department Mission, Vision and Value Statement.

## DETENTION TRAINING MANUAL

The Detention Training Manual consists of the Core Training Topics of which trainees will be required to become proficient. Trainees are required to have the Detention Training Manual with them at all times and present it to any facility training officer (FTO) or supervisor upon request. Also included are the Standardized Evaluation Guidelines. Trainees are required to fully read the Detention Training Manual, paying particular attention to the Standardized Evaluation Guidelines. Trainees will be rated based on those guidelines and must achieve a *MEETS EXPECTATIONS* rating in all areas to be released from training.

There is a sign off portion for each of the Core Topics.

FTO Initials, ARJIS and Date	Phase 1	Extended	Phase 2	Extended	FOP
Discussed					
Demonstrated					
Accomplished					

The following explains what each sign off means:

**DISCUSSED:** The FTO and trainee discussed the policies, procedures, or laws relevant to each training topic. This is the minimum and must be accomplished in each phase of training.

**DEMONSTRATED:** The FTO performed or simulated a training topic and the trainee can verbalize an understanding of the demonstration.

**ACCOMPLISHED:** The trainee performed the training topic independently, displaying an understanding of the sequence of steps, correct procedure, and proper format. Every attempt should be made to have the trainee accomplish each training topic by the end of Phase Training. The FTO will be required to document the reason(s) a particular training topic was not signed off.

## STANDARDIZED EVALUATION GUIDELINES

A list of Standardized Evaluation Guidelines or anchors is used for each training topic to reduce the discrepancies between FTO's. The purpose of these guidelines is to “anchor” evaluations to performance.

### RATING SCALE

The training program represents a continuum of performance where the trainee moves from a beginning practice to a proficient practice. Throughout the program the trainee will be progressing with various degrees of complexity. In an effort to help the trainee assess their progress, the following rating scale was developed. The FTO will set the objectives and expectations for each day under the *General Notes* section. The trainee will be rated on whether they accomplished those tasks. The FTO will be required to set increasingly more complex tasks to the point all of the tasks listed in the *General Notes* sections are achieved and the trainee is performing at *MEETS EXPECTATIONS*. At the beginning of Phase 2, if not already achieved by the end of Phase 1, the trainee will be rated against the full standards of the Evaluation Guidelines. If the trainee is rated consistently as *MEETS EXPECTATIONS*, the trainee will no longer require direct supervision or one-on-one training. They will then move into the remainder of their probationary period, honing their skills and continuing what will be a lifelong learning process.

**NOT OBSERVED:** The trainee was absent from work on his/her scheduled work day or the FTO did not directly observe the trainee complete the specific task for the assigned position.

**NEEDS IMPROVEMENT:** The trainee occasionally is not able to perform individual task(s) independently. The trainee sometimes needs to be reminded to complete routine task(s). The trainee may fail to take the initiative to complete task(s) without prompting or reminders.

**MEETS EXPECTATIONS:** The trainee can perform the majority of the task(s) with minimal assistance or errors as illustrated in the Standardized Evaluation Guidelines.

## **DAILY EVALUATIONS**

The assigned FTO will complete the Probationary Daily Trainee Evaluation (J-40 form) using the Standardized Evaluation Guidelines. The FTO shall present the trainee with the completed J-40 form by the end of shift on the following work day. Any note deficiencies shall be discussed with trainee prior to the end of shift. The FTO will also complete the General Notes/Training Recommendations with any pertinent information or recommendations. Documentation will include additional items to study, whether the trainee has successfully completed phase training and can be recommended to proceed, or whether an extension is necessary. To obtain the stated results, the following main headings were developed:

### **GENERAL KNOWLEDGE PERFORMANCE MISCELLANEOUS TOPICS**

The subheadings under each main heading (see page 10) include:

#### **CORE TRAINING TOPICS:**

<b>APPEARANCE</b>	<b>CONFLICT RESOLUTION</b>
<b>ACCEPTANCE OF CRITICISM</b>	<b>SEARCHES/PAT DOWNS</b>
<b>SELF-INITIATED ACTIVITY/MOTIVATION</b>	<b>HOUSING PROCEDURES</b>
<b>DEPARTMENT/DETENTION POLICIES</b>	<b>ORAL COMMUNICATIONS</b>
<b>TITLE 15 &amp; 24</b>	<b>COMMUNICATION SYSTEMS</b>
<b>REPORT WRITING</b>	<b>TRANSPORTATION</b>
<b>FACILITY KNOWLEDGE</b>	<b>EVIDENCE PROCEDURES</b>
<b>INMATES RULES AND REGULATIONS</b>	<b>JUDGMENT/PROBLEM SOLVING</b>
<b>JAIL INFORMATION MANAGEMENT SYSTEM</b>	<b>PUBLIC INTERACTION</b>
<b>Net RECORDS MANAGEMENT SYSTEM</b>	<b>PRELIMINARY INVESTIGATIONS</b>
<b>INTAKE PROCEDURES</b>	<b>CRITICAL INCIDENTS</b>
<b>CONTROL PROCEDURES</b>	<b>FACILITY SPECIFIC</b>
<b>MEDICAL / MENTAL HEALTH</b>	<b>SPECIALIZED POSITIONS</b>
<b>OFFICER SAFETY</b>	<b>USE OF FORCE PROCEDURES</b>

#### **TOPICS DISCUSSED FOR ASSIGNED POSITION**

(Specific areas discussed during the assigned position)

#### **ATTACHED REPORTS**

(This is where the FTO checks off what reports will be attached to the evaluation)

#### **GENERAL NOTES/TRAINING RECOMMENDATIONS**

(This is where the FTO explains what he discussed or demonstrated to the trainee, includes any role play or drills, and a report of the trainee's performance and any recommendations)

#### **DEFICIENCY NOTED**

(This is where the FTO explains in detail any deficiencies noted during the assigned position and a corrective course of action)



## PHASE TRAINING PROGRAM

### **PHASE 1 (MINIMUM 28 DAYS)**

In Phase 1, the FTO should have the trainee performing the duties of the various POST positions under their direct supervision. The FTO should discuss and demonstrate each task, and then have the trainee demonstrate. The emphasis during Phase 1 should be for the trainee to **DEMONSTRATE** their ability to perform the various tasks of each position with assistance from their FTO. It is vital that FTOs understand the importance of accurate and timely documentation of performance deficiency.

The FTO will discuss and expose the trainee to the various work locations and the daily duties as described in the daily evaluation Training Topics. The FTO will assign the trainee to write required reports. The trainee will begin using all of the various communication systems after they have been discussed and demonstrated by the FTO. The trainee will begin searching inmates and their housing areas after being discussed and demonstrated by the FTO. The trainee will be taught how to interact with inmates from the start of their training. The trainee will be required to use the Jail Information Management System (JIMS), Word, NetRMS, Sheriff's Intranet, as well as check their e-mail at least twice daily using Outlook and other work related data, electronic devices or systems.

The FTO needs to ensure the trainee understands the cover deputy's role in the detention setting and is familiar with the different security issues for the various positions/locations.

### **PHASE 2 (MINIMUM 14 DAYS; MAXIMUM 21 DAYS)**

In Phase 2, the trainee will work the various POST positions **independently**. The FTO will be assigned near or around the position of the trainee in a shadow capacity. The trainee should be managing the duties and responsibilities of the positions assigned and making informed decisions with minimal supervision by the FTO. The purpose is to enhance the operational skills and gain additional exposure required to safely and legally complete the duties required.

The FTO should begin training on more complex and advanced aspects of the job. The FTO should emphasize developing a routine set of procedures to ensure that all work is completed.

Prior to completion of training, the trainee must achieve the rating level of **MEETS EXPECTATIONS** in all areas and complete the required reports.

In addition, the *Completion of Phase Training Sign Off List* must be reviewed and approved by the team training sergeant.

## **SHIFT ROTATION**

There will be no requirement for the trainee to work both day and night shift while on phase training. The trainee will change shifts at the regular rotation with their assigned team. However, it is preferred the trainee begin training on day shift to maximize exposure to facility operations. In the event the trainee completes all of Phase training without having the opportunity to be exposed to both day and night shift operations, they may be placed on FOPS for 7-14 days during their first shift change rotation following the completion of Phase training, if necessary.

## **SPECIALIZED POSITIONS**

(Intermittent training throughout all phases) (See page 46)

The trainee will be exposed to the various specialized positions within the facility, such as courts, Jail Population Management Unit (JPMU), booking, inmate worker, and other facility specific positions. The intention is not to make the trainee fully competent in these positions, but to expose them to the duties and responsibilities of those positions.

This will acquaint the trainee with the operations and develop needed skills.

## **ACCELERATION** (FTO Acceleration worksheet required)

Acceleration is only permitted on Phase 2. If the trainee is performing at a *MEETS EXPECTATIONS* rating, the FTO and team training sergeant may recommend to the team watch commander the Phase 2 training be reduced to anything other than 21 days, but not less than 14 days. The trainee's Daily Evaluations, FTO Worksheet, and completion of required reports should support this acceleration. (*Completion of Phase Sign Off List* is required at the end of Phase 2. The trainee must agree to the acceleration and sign the FTO worksheet that recommends acceleration. (Recommendation must be supported with proper documentation).

## **EXTENDED PHASE (either Phase 1 or 2)**

The extended phase may be utilized when the trainee is not performing at a *MEETS EXPECTATIONS* level of performance by the end of Phase 1 or 2. The FTO may recommend to the team watch commander the training be extended for a specific period of time, not to exceed 7 working days at a time, so the trainee may correct any performance deficiencies. (Recommendation must be supported with proper documentation).

This recommendation must be supported by daily evaluations and an FTO worksheet. If the trainee is still unable to perform at a *MEETS EXPECTATIONS* rating level after the extended phase, the FTO will document the deficiency(s) in the daily training evaluations and FTO worksheet. The evaluations and all supporting documents will be submitted to the facility commander via the chain of command. The facility commander will consider the recommendation and supporting documents, then decide whether the trainee should be retained.

## **FTO WORKSHEET**

The FTO worksheet is a tool to be used by the FTO when the trainee has a deficiency and the deficiency has not been corrected by informal efforts as documented in the General Notes. The FTO worksheet is not a punitive procedure. It is an effort to elevate the trainee up to a *MEETS EXPECTATIONS* level by documenting the training already attempted, recommending further training and then evaluating whether the trainee has improved.

## **FACILITY ORIENTATION PROGRAM (FOP)**

### **FOP PHASE (MINIMUM 7 DAYS; MAXIMUM 14 DAYS)**

The Deputy should work as many positions as needed to be signed off on all of the training topics before the completion of training is recommended to training staff.

Daily Evaluations will be completed on each FOP Deputy by the end of shift. Reports may be required at the discretion of the facility.

### **FOP ACCELERATION (FTO Acceleration worksheet required)**

If the Deputy is performing at a *MEETS EXPECTATIONS* rating, the FTO and Team Training Sergeant may recommend to the Team Watch Commander that the FOP Phase be shortened to anything other than 14 days, but not less than 7 days. The Deputy's Daily Evaluations, FTO Worksheet, and completion of facility required reports should support this acceleration. The *Completion of Phase Sign Off List*, is also required. The Deputy must agree to the acceleration and sign the FTO Worksheet that recommends acceleration.

## **DETENTION TRAINING PROGRAM EVALUATION**

After the completion of the Phase Training Program or FOPS, the facility training sergeant will ensure the questionnaire located at the back of this manual is completed by the trainee. The trainee is requested to honestly appraise and evaluate the Phase Training Program and forward this evaluation to:

[InServiceTrainingUnit.Detentions@sdsheriff.org](mailto:InServiceTrainingUnit.Detentions@sdsheriff.org).

Detention Training Program Evaluations will be reviewed by the Detention In-Service Training Unit sergeant. Any notable concerns related to facility specific conditions will be forwarded to the affected facility training sergeant for review.

The team or facility training sergeant may also interview the trainee to obtain additional feedback regarding their training experience.



# San Diego County SHERIFF'S DEPARTMENT

## PROBATIONARY DAILY TRAINEE EVALUATION – DETENTIONS

TRAINEE (LAST, FIRST, MI, ARJIS)	F.T.O. (LAST, FIRST, MI, ARJIS)	DATE
ASSIGNED POSITION	PHASE	DAY
	Choose an item	0
<input type="checkbox"/> POST ORDERS (assigned position POST ORDERS read and discussed)		

RATING SCALE		
MEETS EXPECTATIONS	NEEDS IMPROVEMENT	NOT OBSERVED

**RATING INSTRUCTIONS:** Rate observed behavior using the scale above. When applicable, make comments on performance which NEEDS IMPROVEMENT and explain steps taken to correct the issue on the DEFICIENCIES NOTED section of this evaluation. Check "N/O" box if the trainee was NOT OBSERVED.

GENERAL	M/E	N/I	N/O
1. APPEARANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. ACCEPTANCE OF CRITICISM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. SELF-INITIATED ACTIVITY/MOTIVATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNOWLEDGE			
4. DEPARTMENT POLICIES/DETENTION POLICIES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. TITLE 15 & 24, CALIFORNIA CODE OF REGULATIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. REPORT WRITING/ACCURACY/ORGANIZATION/TIME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. FACILITY KNOWLEDGE/GREEN SHEETS/POST ORDERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. INMATE RULES AND REGULATIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. JAIL INFORMATION MANAGEMENT SYSTEM (JIMS) NAVIGATION/UNDERSTANDING/PRACTICAL APPLICATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Net RECORDS MANAGEMENT SYSTEM (NetRMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERFORMANCE			
11. INTAKE PROCEDURES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. CONTROL PROCEDURES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. MEDICAL/MENTAL HEALTH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. OFFICER SAFETY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. CONFLICT RESOLUTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. SEARCHES/PAT DOWNS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
DAILY TRAINEE EVALUATION (DETENTIONS)  
Phase: Choose an item Day: 0**

<b>PERFORMANCE</b>	<b>M/E</b>	<b>N/I</b>	<b>N/O</b>
17. HOUSING PROCEDURES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. ORAL COMMUNICATION/INTERPERSONAL SKILLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. COMMUNICATION SYSTEMS:RADIOS/PHONES/STENOPHONES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. TRANSPORTATION WITH/WITHOUT INMATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. EVIDENCE PROCEDURES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>MISCELLANEOUS TOPICS</b>			
22. JUDGMENT/PROBLEM SOLVING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. PUBLIC INTERACTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. PRELIMINARY INVESTIGATIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. CRITICAL INCIDENTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. FACILITY SPECIFIC TOPIC:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. SPECIALIZED POSITIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. USE OF FORCE PROCEDURES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TOPICS DISCUSSED FOR ASSIGNED POSITION**  
(check only the specific areas discussed and specify sections covered during today's assigned position)

- |   |  |
|---|--|
| <input type="checkbox"/> Department Policy and Procedures<br>_____  | <input type="checkbox"/> Tactical Response Room/Armory Location(s)                 |
| <input type="checkbox"/> Detention Policy and Procedures<br>_____   | <input type="checkbox"/> Gun Lockers/Loading Barrel(s)                             |
| <input type="checkbox"/> Facility Commander Directives<br>_____   | <input type="checkbox"/> Supervisors' Office Locations<br>(Sworn and Professional) |
| <input type="checkbox"/> Green Sheets<br>_____  | <input type="checkbox"/> Report Writing  |
| <input type="checkbox"/> Location and Check of Emergency<br>Equipment<br>(911 tool, Fire Extinguisher, Leg/Waist<br>Chains, etc.) | <input type="checkbox"/> Jail Information Management System (JIMS)                 |
| <input type="checkbox"/> Control Panel(s)   | <input type="checkbox"/> Facility Specific: _____                                  |
| <input type="checkbox"/> Layout of Assigned Area  | <input type="checkbox"/> Facility Specific: _____                                  |
- \* TASK, TOPIC, ASSIGNMENT, POSITION

Trainee Initials

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
 DAILY TRAINEE EVALUATION (DETENTIONS)  
 Phase: Choose an item Day: 0**

<b><u>ATTACHED REPORTS</u></b>		
<b><u>NetRMS REPORTS</u></b>		<b><u>JIMS REPORTS</u></b>
<input type="checkbox"/> ARREST REPORT <input type="checkbox"/> FIELD INTERVIEW <input type="checkbox"/> 243 P.C. <input type="checkbox"/> 4573 P.C. <input type="checkbox"/> FOUND NARCOTICS <input type="checkbox"/> 11-45/ATTEMPT SUICIDE <input type="checkbox"/> USE OF FORCE <input type="checkbox"/> LOST/FOUND PROPERTY <input type="checkbox"/> OTHER: _____ <input type="checkbox"/> OTHER: _____		<input type="checkbox"/> SAFETY CELL <input type="checkbox"/> SOBERING CELL <input type="checkbox"/> RULE VIOLATION <input type="checkbox"/> MOVEMENT ISR <input type="checkbox"/> KEEP SEPARATE ISR <input type="checkbox"/> OTHER: _____ <input type="checkbox"/> OTHER: _____

<b><u>GENERAL NOTES / TRAINING RECOMMENDATIONS</u></b>

Trainee Initials

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT**  
**DAILY TRAINEE EVALUATION (DETENTIONS)**  
Phase: Choose an item Day: 0

<b><u>DEFICIENCIES NOTED</u></b>
1. DEFICIENCY: EXPLAIN: CORRECTIVE ACTION:
2. DEFICIENCY: EXPLAIN: CORRECTIVE ACTION:
3. DEFICIENCY: EXPLAIN: CORRECTIVE ACTION:

Signatures

TRAINEE	DATE	F.T.O.	DATE	TRAINING SGT	DATE

Trainee Initials



# SAN DIEGO COUNTY SHERIFF'S DEPARTMENT

## FACILITY ORIENTATION PROGRAM (F.O.P.)

<b>F.O.P. DEPUTY (LAST, FIRST, MI, ARJIS)</b>			<b>F.T.O. (LAST, FIRST, MI, ARJIS)</b>		
<b>POSITION WORKED/DATE</b>			<b>ACCELERATION RECOMMENDED</b>		
			Yes <input type="checkbox"/> (Check only if accelerating and attach acceleration form)		
<b>DAY IN PHASE: 1 OF 7</b>					
<b>TOPICS DISCUSSED FOR ASSIGNED POSITION (check only the specific areas discussed and specify sections covered during today's assigned position)</b>					
<input type="checkbox"/> Department Policy and Procedures _____		<input type="checkbox"/> Post Orders _____		<input type="checkbox"/> Location and Check of Emergency Equipment _____	
<input type="checkbox"/> Report Writing/Evidence Procedures: _____		<input type="checkbox"/> Detention Policy and Procedures _____		<input type="checkbox"/> Control Panel(s) _____	
<input type="checkbox"/> Layout of Assigned Area _____		<input type="checkbox"/> *Facility Specific: _____		<input type="checkbox"/> Green Sheets _____	
<input type="checkbox"/> Facility Commander Directives _____		<input type="checkbox"/> Tactical Response Room /Armory Location(s) _____		* Task, Topic, Assignment, Position, Office Location, Gun Lockers, Loading Barrel(s), etc.	
<b>OVERALL RATING:</b>					
<input type="checkbox"/> MEETS EXPECTATIONS					
<input type="checkbox"/> NEEDS IMPROVEMENT					
<b>MEETS EXPECTATIONS</b>			<b>NEEDS IMPROVEMENT</b>		
<b>NOT OBSERVED</b>			<b>TOPICS DISCUSSED FOR ASSIGNED POSITION</b>		
			<b>OTHER COMMENTS/FEEDBACK:</b> <input type="checkbox"/> See attached		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FACILITY KNOWLEDGE		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CONTROL POSITIONS		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COMMUNICATION SYSTEMS		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	INTAKE PROCEDURES		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HOUSING PROCEDURES		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MEDICAL/MENTAL HEALTH		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TRANSPORTATION		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CRITICAL INCIDENTS		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COOPERATION		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	INFORMATION RETENTION		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	USE OF FORCE		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JAIL INFORMATION MANAGEMENT SYS (JIMS)		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SELF MOTIVATION		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ECONOMY OF TIME		
<b>SIGNATURES</b>					
<b>F.O.P. Deputy</b>		<b>Date:</b>		<b>F.T.O</b>	
				<b>Date:</b>	
				<b>Training Sgt.</b>	





**San Diego County  
SHERIFF'S DEPARTMENT**

**FACILITY TRAINING OFFICER WORKSHEET  
(ACCELERATION OF TRAINING)**

TRAINEE:		ARJIS #:		PHASE:	
TRAINING OFFICER:		ARJIS #:		DATE:	

**RECOMMENDATION FOR ACCELERATED PHASE:** (Describe in detail the recommendation.)

I understand and agree to the above recommendation.

TRAINEE:		ARJIS #:		DATE:	
TRAINING OFFICER:		ARJIS #:		DATE:	
TEAM TRAINING SERGEANT:		ARJIS #:		DATE:	
TEAM WATCH COMMANDER:		ARJIS #:		DATE:	



# San Diego County SHERIFF'S DEPARTMENT

## FACILITY TRAINING OFFICER WORKSHEET (NOTICE OF DEFICIENCIES)

TRAINEE:		ARJIS #:		PHASE:	
TRAINING OFFICER:		ARJIS #:		DATE:	

**PROBLEM:** (Define the problem specifically, giving examples. Describe training already conducted.)

**TRAINING ASSIGNMENT:** (Define the specific assignments given to the trainee to correct the problem.)

### FOLLOW-UP

1. Has the trainee satisfactorily completed the training plan?
  
2. Is the trainee now performing at a satisfactory level in the problem area?
  
3. Has an additional assignment been given?
  
4. If yes to #3, was another worksheet assigned?

### COMMENTS

The trainee's signature acknowledges that the trainee has received and understands the above Notice of Deficiencies and/or the Follow Up.

TRAINEE:		ARJIS #:		DATE:	
TRAINING OFFICER:		ARJIS #:		DATE:	
TEAM TRAINING SERGEANT:		ARJIS #:		DATE:	
TEAM WATCH COMMANDER:		ARJIS #:		DATE:	

## REQUIRED REPORTS (REPORT WRITING LOG)

Any report you write should be thoroughly investigated, accurate and factual. The reports you write are subject to scrutiny on many levels as they pass through the hands of your training officers, supervisors, jail investigators, legal counsel, district attorneys, etc. To assist you in this endeavor, refer to the following link:

<https://ssp.sdsheriff.com/DSB/DIU/Sample%20Reports/Forms/AllItems.aspx>

It has several quality examples of various crime/incident reports you would expect to write during your career. Please refer this site and the Detention In-Service Training Unit site for report writing tips and assistance.

<b><i>The trainee must complete the following required reports. List additional reports written by the trainee.</i></b>			
	<b>Crime/Incident</b>	<b>FTO Initials, ARJIS</b>	<b>Date</b>
Incident Report	Safety Cell		
Incident Report	Sobering Cell Placement		
Incident Report	Admin. Segregation		
Incident Report	Rule Violation		
Incident Report	Use of Force		
FI NetRMS			
Investigation	243 P.C.		
Investigation	Found Narcotics		
Investigation	243.9 (c) P.C.		
<b><i>The FTO will discuss the following reports with the trainee.</i></b>			
Investigation	4600 P.C.		
Incident	5150 H&S		
Incident	11-45 / Attempt Suicide		
Incident	Found Property		
Arrest Report	J-15		
Investigation	4573 P.C.		

## Mandatory Reading List

The trainee will become familiar with the San Diego Sheriff's Departmental Policy & Procedures, Detention Policy & Procedures and associated Facility Green sheets. In addition, the Trainee will be familiar with the California Penal Code and the California Board of Corrections Title 15 (Minimum Standards for Local Detention Facilities). The trainee will be expected to explain or locate the correct answer when questioned about operations of this facility that are governed by these procedures.

Once the trainee has read and understands each section, he/she will initial and date the appropriate line. The FTO will initial this section when he/she is confident that the trainee understands.

<i>TITLE 15</i>			
DESCRIPTION	TRAINEE INITIAL	FTO INITIAL	DATE
The trainee will read and become familiar with the guidelines set forth in Title 15 - Minimum Standards for Local Detention Facilities. The trainee will become familiar with what it contains in general, and why we are required to comply with the Board of State Community Corrections standards.			
<i>TITLE 24</i>			
DESCRIPTION	TRAINEE INITIAL	FTO INITIAL	DATE
The trainee will read and become familiar with the guidelines set forth in Title 24- Minimum Standards for the Design and Construction of Local Detention Facilities. The trainee will become familiar with what it contains in general, and why we are required to comply with the Board of State Community Corrections standards.			
<i>EMERGENCY OPERATIONS MANUAL (EOM) &amp; EMERGENCY PROCEDURE CHECKLISTS</i>			
DESCRIPTION	TRAINEE INITIAL	FTO INITIAL	DATE
The trainee will become familiar with the content and location of manuals. The trainee will identify where these forms are located, how to properly complete, and the forwarding procedures.			
<i>INJURY AND ILLNESS PREVENTION PLAN (IILP)</i>			
DESCRIPTION	TRAINEE INITIAL	FTO INITIAL	DATE
The trainee will become familiar with the location, accessibility, and contents of this manual.			
<i>PUBLIC INFORMATION PLAN</i>			
DESCRIPTION	TRAINEE INITIAL	FTO INITIAL	DATE
The trainee will become familiar with the location, accessibility, and contents of this manual.			

<i>DEPARTMENT POLICY AND PROCEDURE</i>				
SECTION	TITLE	TRAINEE INITIAL	FTO INITIALS	DATE
2.1	Rules of Conduct			
3.47	Discrimination and Sexual Harassment			
6.48	Physical Force			
6.127	PREA Zero Tolerance Policy			
8.1	Use of Firearms/Deadly Force			
Addendum F	Use of Force Policy			
<i>DETENTION POLICY AND PROCEDURE</i>				
SECTION	TITLE	TRAINEE INITIAL	FTO INITIAL	DATE
A.15	<a href="#">Public Information Plan</a>			
F.5	<a href="#">Inmate Incident Reporting</a>			
F.9	<a href="#">Crime Reports &amp; Major Incident Documentation</a>			
F.16	<a href="#">Sexual Assault Case Assignments &amp; Investigations</a>			
H.1	<a href="#">Fire Procedure</a>			
H.2	<a href="#">Facility Emergency Operations Manual</a>			
H.3	<a href="#">Evacuation Plans</a>			
H.5	<a href="#">Fire / Smoke Detection Systems</a>			
I.1	<a href="#">Emergency Alarm Systems</a>			
I.3	<a href="#">Hostage Policy</a>			
I.5	<a href="#">Emergency Inmate Escape Procedure</a>			
I.7	<a href="#">Riot and Disorder Policy</a>			
I.19	<a href="#">Facility Closed Circuit Television (CCTV)</a>			
I.21	<a href="#">Housing Unit Area Activity Log</a>			
I.25	<a href="#">Key Control</a>			
I.29	<a href="#">Post Orders</a>			
I.31	<a href="#">Radio Use</a>			
I.32	<a href="#">Facility Emergency Color Code System</a>			
I.33	<a href="#">Facility Security Trash Control</a>			
I.39	<a href="#">Vehicle Assignment and Usage</a>			
I.40	<a href="#">Vehicle Safety</a>			
I.41	<a href="#">Inmate Cell Searches</a>			
I.43	<a href="#">Inmate Count Procedure</a>			
I.45	<a href="#">Inmate Hospitalization and Guards</a>			
I.47	<a href="#">Inmate Identification Wristbands</a>			
I.51	<a href="#">Inmate Movements</a>			
I.52	<a href="#">Inmate Searches</a>			
I.57	<a href="#">Transportation of Inmates</a>			
I.62	<a href="#">Facility Security – Use of Personal Mobile Communication Devices</a>			

*DETENTION POLICY AND PROCEDURE (Continued)*

SECTION	TITLE	TRAINEE INITIAL	FTO INITIAL	DATE
I.63	<a href="#">Facility Security - Housing Units</a>			
I.64	<a href="#">Safety Checks of Housing Units &amp; Holding Cells</a>			
I.69	<a href="#">Facility Security - Weapons</a>			
I.85	<a href="#">Use of Defensive Devices</a>			
I.89	<a href="#">Use of Force</a>			
I.91	<a href="#">Use of Carotid Restraint</a>			
I.93	<a href="#">Use of Restraint Equipment</a>			
J.1	<a href="#">Safety Cell Use</a>			
J.2	<a href="#">Sobering Cells: Definition and Use</a>			
J.3	<a href="#">Segregation – Definition and Use</a>			
J.4	<a href="#">Enhanced Observation Housing (EOH)</a>			
J.5	<a href="#">Inmate Suicide Prevention Practices &amp; ISP</a>			
J.7	<a href="#">Emergency Transportation of Mentally Disordered</a>			
L.2	<a href="#">Sanitation and Hygiene Inspections</a>			
L.11	<a href="#">Personal Hygiene</a>			
M.5	<a href="#">Medical Emergencies</a>			
M.7	<a href="#">Inmate Deaths</a>			
M.21	<a href="#">Medical Wristbands</a>			
M.25	<a href="#">Psychiatric Stabilization Units (PSU/WPSU)</a>			
M.36	<a href="#">Universal (Blood and Body Fluid) Precautions</a>			
M.37	<a href="#">Communicable Disease Control</a>			
M.39	<a href="#">Disabled Inmates</a>			
N.1	<a href="#">Grievance Procedure</a>			
O.1	<a href="#">Disciplinary Action</a>			
O.3	<a href="#">Inmate Rules and Regulations</a>			
P.3	<a href="#">Inmate Mail</a>			
P.9	<a href="#">Social Visiting</a>			
P.11	<a href="#">Hearing Impaired Inmates</a>			
P.15	<a href="#">Attorney / Professional Visits</a>			
Q.1	<a href="#">Intake Information</a>			
Q.6	<a href="#">Unidentified Persons (AKA John and Jane Doe)</a>			
Q.7	<a href="#">Inmate Processing</a>			
Q.8	<a href="#">Refusal to Cooperate with the Booking Process</a>			
Q.51	<a href="#">Crimes Committed by “In-Custody” Inmates</a>			
Q.57	<a href="#">Property Issued to Inmates</a>			
Q.67	<a href="#">Evidence / Found Property</a>			
R.1	<a href="#">Inmate Classification</a>			
R.13	<a href="#">Transgender, Intersex, and Non-Binary Inmates</a>			
S.1	<a href="#">Supervision and Assignment of Inmate Workers</a>			
T.9	<a href="#">Sheriff's Commissary</a>			
T.11	<a href="#">Exercise and Recreation</a>			

<i>CALIFORNIA PENAL CODE</i>				
SECTION	TITLE	TRAINEE INITIAL	FTO INITIAL	DATE
69 PC	Obstruct/Resisting an Officer			
147 PC	Inhumanity to Prisoners			
148 PC	Obstruct/Resisting a Peace Officer			
149 PC	Assault by a Public Officer			
401 PC	Aid and Abet Suicide			
4030 PC	County Jails			
4530 PC - 4600 PC	Escapes, Unauthorized Communications with Prisoners, and Demolishing Prisons or Jails.			
<i>NETRMS</i>				
DESCRIPTION		TRAINEE INITIAL	FTO INITIAL	DATE
The FTO will demonstrate how to access and navigate the NetRMS system. The FTO will explain the procedures in completing an Arrest/Crime/Incident Report. The Trainee will demonstrate how to correctly access and utilize the NetRMS system in completing reports.				
<i>LEARNING MANAGEMENT SYSTEM (LMS)</i>				
DESCRIPTION		TRAINEE INITIAL	FTO INITIAL	DATE
The FTO will demonstrate how to access and navigate the LMS system. The FTO will explain the procedures for logging in, checking their "to do" list, registering for assigned training and completing assigned training. The trainee will demonstrate how to correctly access and utilize the LMS system in order to complete assigned online training.				

*JAIL INFORMATION MANAGEMENT SYSTEM (JIMS)*

The Corporal/FTO will demonstrate how to access and navigate the JIMS system. The Corporal/FTO will explain the contents and functions of the following screens. The trainee will correctly demonstrate how to access and identify these screens. The Corporal/FTO shall initial when the Trainee has successfully completed these functions.

FUNCTIONS/SCREENS	TRAINEE INITIAL	FTO INITIAL	DATE
Opening Log Entries			
Safety Check (11-53) Log Entries			
Confirming Opening Count			
Housing Count			
Emergency Housing Count			
Logging inmates in/out on the Operation Status Board (OSB)			
Transfer of Housing Unit within the Facility (OSB)			
Transfer to New Facility			
Look Up/Make Entries in Inmate History			
Place Bed Out of Service			
Rule Violation Reports			
JIMS Incident Reports (ISR, EOH, SCP, etc.)			
Welfare List			
Court/Transfer List			
Maintenance Request			
Inmate Schedules (Medical, Sick Call, court, etc.)			
Inmate Funds Balances			



## STANDARDIZED EVALUATION GUIDELINES GENERAL TRAINING TOPICS

### I. APPEARANCE

The trainee shall wear uniforms or other clothing appropriate to their assignment in accordance with established Departmental procedures. The trainee shall maintain a neat, well-groomed appearance and shall style their hair according to established Departmental regulations. Reference Sections 3.11, Hair and Grooming Standards for Sworn Personnel, of the Departmental Policy and Procedures Manual.

FTO Initials, ARJIS and Date	Phase 1	Extended	Phase 2	Extended	FOP
Discussed					
Demonstrated					
Accomplished					

#### NEEDS IMPROVEMENT:

The trainee occasionally needs to be reminded to bring required equipment or maintain his/her uniform within regulations; unkempt uniform; hair out of regulation; unpolished leather gear and shoes or poor personal hygiene.

#### MEETS EXPECTATIONS:

The trainee comes to work with all required equipment and within uniform regulations; neat; clean uniform; well-groomed hair; polished leather gear and shoes; good personal hygiene; knows uniform regulations. The trainee practices good personal hygiene.

### II. ACCEPTANCE OF CRITICISM

Trainee readily accepts constructive criticism and uses feedback from co-workers and supervisors to quickly improve performance and make positive changes. The trainee is willing to solicit criticism to assist personal growth, accepts responsibility for acts.

FTO Initials, ARJIS and Date	Phase 1	Extended	Phase 2	Extended	FOP
Discussed					
Demonstrated					
Accomplished					

#### NEEDS IMPROVEMENT:

The trainee occasionally accepts constructive criticism and feedback from co-workers and supervisors, and sometimes makes positive changes.

**MEETS EXPECTATIONS:**

The trainee accepts constructive criticism and feedback from co-workers and supervisors, making positive changes.

**III. SELF-INITIATED ACTIVITY/MOTIVATION**

The trainee will demonstrate a level of motivation through self- initiated activity. This will include but is not limited to the following:

\* Being proactive \* makes contacts without direction \* recognizes tasks associated with the assignment prior to instruction \* requests to assist

<b>FTO Initials, ARJIS and Date</b>	<b>Phase 1</b>	<b>Extended</b>	<b>Phase 2</b>	<b>Extended</b>	<b>FOP</b>
<b>Discussed</b>					
<b>Demonstrated</b>					
<b>Accomplished</b>					

**NEEDS IMPROVEMENT:**

The trainee waits to be told what to do. They are unable to make decisions on their own. The trainee only does what is expected and does not perform tasks that are self-initiated. The trainee demonstrates a lack of motivation to perform tasks.

**MEETS EXPECTATIONS:**

The trainee volunteers for and successfully handles some problems that would usually be dealt with at a higher level in addition to handling normal duties. The trainee refers those problems that are inappropriate for him/her to address. The trainee makes requests to assist instead of being assigned a task. The trainee demonstrates motivation and engages in self-initiated activity.

## STANDARDIZED EVALUATION GUIDELINES KNOWLEDGE TRAINING TOPICS

### IV. DEPARTMENT POLICIES / DETENTION POLICIES

The trainee will become familiar with the Policy and Procedures as found in the Department and Detention Policy Manuals. This will include but is not limited to the following:

\* Emergency Operations Manual \* Injury and Illness Prevention Program \* Public Information Plan \* Department Policy \* Detention Policy\* PREA Zero Tolerance Policy

REQUIRED READING: 2.1, 3.47, 6.48, 6.127, 8.1, A.15

FACILITY GREEN SHEETS: \_\_\_\_\_

FTO Initials, ARJIS and Date	Phase 1	Extended	Phase 2	Extended	FOP
Discussed					
Demonstrated					
Accomplished					

#### NEEDS IMPROVEMENT:

The trainee comprehends, but occasionally needs reminders with regard to Department and Detention Policy and Procedures. The trainee makes false statements or commits unethical violations of Policy and Procedures. The trainee demonstrates minimal knowledge with little or no retention of Policy and Procedures.

#### MEETS EXPECTATIONS:

The trainee comprehends and follows the Department and Detention Policy and Procedures. The trainee has exceptional comprehension and follows the Department and Detention Policy and Procedures.

### V. TITLE 15 & 24, CALIFORNIA CODE OF REGULATIONS

The trainee will become familiar with Title 15 and Title 24 of the California Code of Regulations. This will include but is not limited to the following:

\* Title 15 \* Title 24\*

REQUIRED READING: Title 15 & Title 24

FACILITY GREEN SHEETS: \_\_\_\_\_

FTO Initials, ARJIS and Date	Phase 1	Extended	Phase 2	Extended	FOP
Discussed					
Demonstrated					
Accomplished					

**NEEDS IMPROVEMENT:**

The trainee comprehends, but occasionally needs reminders with regards to Title 15 and Title 24. The trainee demonstrates minimal knowledge with little or no retention of Title 15 and Title 24. The trainee commits unethical violations in regards to Title 15 and Title 24.

**MEETS EXPECTATIONS:**

The trainee comprehends and follows Title 15 and Title 24. The trainee has exceptional comprehension and follows Title 15 and Title 24.

**VI. REPORT WRITING / ACCURACY / ORGANIZATION / TIME**

The trainee will become familiar with the department report writing procedures. This will include but is not limited to the following:

- \* Evidence / lab request
- \* report formats
- \* speed / accuracy / organization
- \* incident reports in JIMS
- \* routing of completed reports
- \* NetRMS (report writing programs)
- \* note taking
- \* templates
- \* content
- \* crime elements
- \* report approval
- \* routing

REQUIRED READING: F.5, F.9, Q.51

FACILITY GREEN SHEETS: \_\_\_\_\_

FTO Initials, ARJIS and Date	Phase 1	Extended	Phase 2	Extended	FOP
Discussed					
Demonstrated					
Accomplished					

**NEEDS IMPROVEMENT:**

The trainee occasionally needs assistance with report writing. The trainee sometimes does not write in an organized and / or easily understood manner. Reports sometimes do not contain necessary elements or details. The trainee cannot complete reports without errors. The trainee omits important facts or the elements of the crime are missing. The trainee makes numerous spelling and / or grammatical errors. The trainee is unable to complete the report in a timely manner. The trainee does not legibly and/or accurately complete department forms. The trainee has difficulty utilizing the report writing programs. Additional/remedial training has been given with little or no progress being made.

**MEETS EXPECTATIONS:**

The trainee can write reports with minimal errors. The trainee obtains pertinent information during the investigation and covers the elements of the crime. The trainee can utilize the report writing programs and completes most reports in a timely manner with little or no assistance.

**VII. FACILITY KNOWLEDGE / GREEN SHEETS / POST ORDERS**

The trainee will become familiar with the interior and exterior of the detention facility as well as facility specific Green Sheets and Post Orders. This will include but is not limited to the following:

- \* All exits and entrances
- \* location and procedure for obtaining safety equipment (facility weapons, radios, etc.)
- \* location of all other equipment (batteries, flashlights, leather gear, etc.)
- \* location and function of each department within the detention facility (professional staff and sworn)
- \* Alarm zones
- \* Green Sheets
- \* Post Orders

REQUIRED READING: I.29, Green Sheets, Post Orders.

FACILITY GREEN SHEETS: \_\_\_\_\_

FTO Initials, ARJIS and Date	Phase 1	Extended	Phase 2	Extended	FOP
Discussed					
Demonstrated					
Accomplished					

**NEEDS IMPROVEMENT:**

The trainee locates or responds to the designated areas; however, may not take the most direct route or may occasionally need assistance. The trainee needs prompting to check out needed equipment. The trainee gets disoriented, cannot locate or respond to designated areas without assistance. Additional/remedial training has been given with little or no progress being made.

The trainee comprehends but occasionally needs reminders in regards to Green Sheets and Post Orders. The trainee demonstrates minimal knowledge with little or no retention of Green Sheets and Post Orders.

**MEETS EXPECTATIONS:**

The trainee is able to locate or respond to any designated area using the most direct route. The trainee checks out required equipment without prompting. The trainee has an exceptional working knowledge of the facility and is able to articulate and / or demonstrate detailed knowledge of the facility. The trainee comprehends and follows Green Sheets and Post Orders.

**VIII. INMATE RULES AND REGULATIONS**

The trainee will have a working knowledge of inmate rules and regulations, as well as the inmate grievance and discipline process. This will include but not be limited to:

- \* Inmate discipline procedures
- \* incident reports
- \* 24 hour waiver
- \* disciplinary hearing
- \* types of discipline
- \* grievance procedure
- \* administrative segregation
- \* disciplinary review
- \* progressive discipline
- \* rules / law violations

FTO Initials, ARJIS and Date	Phase 1	Extended	Phase 2	Extended	FOP
Discussed					
Demonstrated					
Accomplished					

**NEEDS IMPROVEMENT:**

The trainee comprehends the inmate rules and regulations and the disciplinary process, but makes occasional mistakes in the process. The trainee needs to become more proactive in initiating discipline or is inconsistent in enforcing rules. The trainee needs to be prompted to enter grievances into JIMS or forward them to the appropriate person.

The trainee does not comprehend the inmate rules and regulations or the disciplinary process. Additional/remedial training has been given with no progress being made. The trainee is hesitant to initiate discipline or fails to recognize rule violations. The trainee uses informal discipline rather than the approved formal discipline process. The trainee uses or attempts to use other inmates to impose discipline on problem inmates. Additional/remedial training has been given with little or no progress being made.

**MEETS EXPECTATIONS:**

The trainee comprehends the inmate rules and regulations and the disciplinary process. The trainee notices violations and follows through with appropriate paperwork and process. The trainee is consistent when writing rule violations.

The trainee is fair in the enforcement of rules, and takes the time to explain the violation to the inmates. The trainee documents the incidents in clear, concise detail giving the hearing officer sufficient information to conclude the matter after the hearing without further investigation.

**IX. JAIL INFORMATION MANAGEMENT SYSTEM (JIMS) NAVIGATION / UNDERSTANDING / PRACTICAL APPLICATIONS**

The trainee will explain and demonstrate knowledge of the Jail Information Management System (JIMS). This will include but is not limited to the following:

- \* Intake process
- \* Housing duties
- \* Operation Status Board
- \* Area Activity logging
- \* Creating/Reading Incident Reports
- \* creating Grievances
- \* Schedule Reports
- \* night count procedures
- \* emergency count procedures
- \* notifications system
- \* JIMS arrests requiring fingerprints, mugshot and livescan report
- \* JIMS Web (Reports - JIMS Business Procedures -Training videos)
- \* Scheduling an Event (Hospital Run)
- \* JIMS User Guide

FTO Initials, ARJIS and Date	Phase 1	Extended	Phase 2	Extended	FOP
Discussed					
Demonstrated					
Accomplished					

**NEEDS IMPROVEMENT:**

The trainee occasionally has difficulty navigating around the system and is unable to complete the basic JIMS procedures without assistance. The trainee needs to be reminded to check the JIMS User Guide when they have questions about procedures. The trainee needs to be reminded to make log entries or does not include required details such as ARJIS numbers of deputies making 11-53s.

The trainee does not comprehend JIMS operations procedures. The trainee does not make appropriate JIMS entries and cannot navigate the system without repeated reminders. The trainee takes short cuts or fails to follow JIMS business procedures. Additional/remedial training has been given with little or no progress being made.

**MEETS EXPECTATIONS:**

The trainee comprehends the JIMS operations procedures and is able to navigate around the system. The trainee makes good use of the JIMS Web reports and User Guide. The trainee can correctly use the most common JIMS functions such as the OSB, make adequate log entries, create incidents, write reports, and enter grievances.

The trainee has an exceptional comprehension and knowledge of the JIMS operations procedures. The trainee recognizes situations where documentation in JIMS is required. Has a very good understanding of reports, intake procedures and transfer procedures.

**X. Net RECORDS MANAGEMENT SYSTEMS (NetRMS)**

The trainee will explain and demonstrate knowledge of the Net Records Management System (NetRMS). This will include but is not limited to the following:

- \* Operations Section
- \* Reports Section
- \* Case Files
- \* Field Interviews
- \* Generating Case Numbers
- \* Detention Report Procedures
- \* Tip of the Day
- \* NetRMS Training System
- \* Crime Reports
- \* Use of Force Reports
- \* Attaching Photos/Videos
- \* Adding Attachments
- \* Reports Returned for Corrections
- \* Canceling Case Numbers

REQUIRED READING: (None)

FACILITY GREEN SHEETS: \_\_\_\_\_

FTO Initials, ARJIS and Date	Phase 1	Extended	Phase 2	Extended	FOP
Discussed					
Demonstrated					
Accomplished					

**NEEDS IMPROVEMENT:**

The trainee occasionally has difficulty navigating around NetRMS and is unable to complete the basic NetRMS procedures without assistance. The trainee needs to be reminded to check the NetRMS "Help" section when they have questions about procedures. The trainee does not comprehend NetRMS operation procedures. The trainee does not make appropriate NetRMS entries and cannot navigate the system without repeated help. Additional/remedial training has been given with little or no progress being made.

**MEETS EXPECTATIONS:**

The trainee comprehends the NetRMS operations procedures and is able to navigate around the system. The trainee makes good use of the NetRMS "Help" section. The trainee has a very good understanding of the NetRMS system and requires very little assistance in properly inputting all necessary information into NetRMS.



## STANDARDIZED EVALUATION GUIDELINES PERFORMANCE TRAINING TOPICS

### XI. INTAKE PROCEDURES

The trainee will explain and demonstrate the procedures associated with the responsibilities of the intake areas. This will include but is not limited to the following:

\* All exits and entrances to the intake area \* all areas of the vehicle sally port, pedestrian gate \* use of telephones \* inmate property \* medical pre-screening \* facility Green Sheets and facility Post Orders specific to this position \* location and responsibilities of intake deputy \* Bar Code Reader (BCR) operations \* booking criteria \* inmate searches (4030 PC, DSB P&P, I-53, I-54, I-55) \* Live scan system \* Mugshot system \* JIMS booking work flow \* safety / sobering cell policies and procedures \*

REQUIRED READING: I.47, I.55, J.1, J.2, Q.1, Q.6, Q.7, 4030 PC FACILITY GREEN SHEETS: \_\_\_\_\_

FTO Initials, ARJIS and Date	Phase 1	Extended	Phase 2	Extended	FOP
Discussed					
Demonstrated					
Accomplished					

#### NEEDS IMPROVEMENT:

The trainee continually places inmates into inappropriate holding cells. The trainee misidentifies which inmates require strip searches and / or fails to complete the Strip Search Authorization Form when warranted. The trainee cannot operate the Live scan and / or Mugshot systems without assistance. The trainee fails to identify the correct wristband color classification for the inmate's charges. The trainee lacks functional knowledge and retention of intake procedures. Additional/remedial training has been given with little or no progress being made.

The trainee occasionally misidentifies which inmates require strip searches and / or fails to complete the Strip Search Authorization Form when warranted. The trainee occasionally needs assistance operating the Live scan and / or Mugshot systems. The trainee has some difficulty explaining the intake procedures.

#### MEETS EXPECTATIONS:

The trainee has functional knowledge and retention of the intake procedures. The trainee requires little or no assistance with completing the duties and / or responsibilities of the intake positions.

**XII. CONTROL PROCEDURES**

The trainee will explain and demonstrate the procedures associated with the responsibility of the various Control Positions. This will include but is not limited to the following:

- \* All systems and operations within Control including control boards \* key counts \* video monitoring \* opening and closing exterior and interior doors \* monitoring all deputy, fire, smoke and panic alarms \* communicate with outside elements and police agencies via telephone \*

REQUIRED READING: H.5, I.1, I.19, I.25

FACILITY GREEN SHEETS: \_\_\_\_\_

FTO Initials, ARJIS and Date	Phase 1	Extended	Phase 2	Extended	FOP
Discussed					
Demonstrated					
Accomplished					

**NEEDS IMPROVEMENT:**

The trainee is unfamiliar with the Control position(s), its functions, and constantly needs assistance during normal operations (i.e., observing the video monitoring system, communicating with outside agencies, and responding to facility alarms). Additional/remedial training has been given with little or no progress being made.

The trainee is familiar with the Control position(s) and its functions; however, occasionally needs assistance during normal operations.

**MEETS EXPECTATIONS:**

The trainee can operate the Control position(s) and its functions during normal operations with little or no assistance.

**XIII. MEDICAL / MENTAL HEALTH**

The trainee will explain and demonstrate the procedures associated with the responsibilities of the medical/mental health areas of the facility. This will include but is not limited to the following:

- \* Liaison with medical staff \* medical observation areas \* medical screening \* PSU \* inmates with mental issues \* MOB areas: beds, wheelchairs, canes, unique safety challenges \* weapons / hiding places \* maintaining security and safety of medical areas \* control inmate movement / contact with staff \* timely check of sobering and safety cells \* universal precautions \*

FTO Initials, ARJIS and Date	Phase 1	Extended	Phase 2	Extended	FOP
Discussed					
Demonstrated					
Accomplished					

**NEEDS IMPROVEMENT:**

The trainee is unable to provide security without unduly curtailing medical personnel from completing their duties. The trainee allows inmates to get too close to medical personnel or equipment; improper supervision. The trainee is unable to adjust their approach when dealing with mentally ill inmates. The trainee is careless when searching medical inmates or areas. Additional/remedial training has been given with little or no progress being made.

The trainee has to be reminded to complete regular checks on medical staff. The trainee is occasionally unaware they are curtailing medical personnel from completing their duties. The trainee needs occasional reminders not to allow inmates to get too close to medical personnel or equipment. The trainee occasionally forgets to adjust their approach when dealing with mentally ill inmates. The trainee needs occasional reminders when searching medical inmates or areas.

**MEETS EXPECTATIONS:**

The trainee is efficient in balancing security with medical necessity. The trainee maintains control of inmates, keeps them from getting too close to medical personnel or equipment. The trainee adjusts their approach when encountering mentally ill inmates. The trainee is thorough when searching medical inmates or areas.

The trainee is highly efficient in meeting the needs of security and medical staff, and is thoroughly familiar with areas inmates can hide contraband and items which can be made in weapons.

**XIV. OFFICER SAFETY**

The trainee will explain and demonstrate an understanding of the basic principles of officer safety. This will include but is not limited to the following:

- \* Pedestrian/vehicle stops
- \* contact and cover
- \* Position of Advantage (FI position)
- \* controls subjects effectively
- \* aware of surroundings and potential hazards (minimize hazards)
- \* good search techniques
- \* gun hand free
- \* explain the “will to survive”

FTO Initials, ARJIS and Date	Phase 1	Extended	Phase 2	Extended	FOP
Discussed					
Demonstrated					
Accomplished					

**NEEDS IMPROVEMENT:**

The trainee does not maintain a position of advantage when working around inmates or stopped subjects. The trainee fails to maintain the cover position (takes part in investigation or contact instead of being alert for hazards). The trainee allows gun side to be exposed to inmate or carries items in gun hand. The trainee fails to conduct pat down. Additional/remedial training has been given with little or no progress being made.

The trainee occasionally does not maintain a position of advantage when dealing with inmates or stopped subjects. The trainee fails at times to maintain the cover position (takes part in investigation or contact instead of being alert for hazards).

**MEETS EXPECTATIONS:**

The trainee demonstrates comprehension of officer safety and maintains a position of advantage when dealing with inmates or stopped subjects. The trainee maintains the cover position and is alert for hazards. The trainee keeps his gun side away from inmates, and keeps the gun hand free. The trainee conducts pat down searches when appropriate and understands the “will to survive.”

**XV. CONFLICT RESOLUTION**

The trainee will explain and demonstrate the procedures for conflict resolution. This will include but is not limited to the following:

- \*Verbal vs physical resolutions\*
- disputes involving inmates, staff and the public \*
- impartiality \*
- separation of parties \*
- explains options \*
- problem resolution \*
- consistency \*
- firm but fair \*
- legal responsibilities \*

FTO Initials, ARJIS and Date	Phase 1	Extended	Phase 2	Extended	FOP
Discussed					
Demonstrated					
Accomplished					

**NEEDS IMPROVEMENT:**

The trainee makes the situation worse, does not remain impartial, does not separate the parties or does not correctly explain options to the parties. The trainee rushes to end the contact with a physical interaction instead of diffusing with verbal communication.

The trainee occasionally cannot handle the various types of disputes or resolve conflict and sometimes does not understand the legal responsibility of intervening. Additional/remedial training has been given with little or no progress being made.

**MEETS EXPECTATIONS:**

The trainee correctly handles the various types of disputes and resolves conflict. He/she remains impartial, separates parties, explains options and understands the legal responsibility of intervening. The trainee demonstrates an exceptional knowledge when handling various types of disputes, remains impartial, separates parties, explains options and understands the legal responsibility of intervening. The trainee uses exceptional interpersonal skills, facilitating resolution, if possible, or achieving a peaceful separation to seek other redress.

**XVI. SEARCHES / PAT DOWNS**

The trainee will explain and demonstrate proper search techniques. This will include but is not limited to the following:

- \* Inmate searches
- \* pat down (systematic, scope of search, cross-gender)
- \* professional and respectful searches of transgender and intersex inmates
- \* housing searches
- \* hygiene inspections
- \* recording evidence/contraband

REQUIRED READING: I.41, I.53, I.54, & L.2

FACILITY GREEN SHEETS: \_\_\_\_\_

FTO Initials, ARJIS and Date	Phase 1	Extended	Phase 2	Extended	FOP
Discussed					
Demonstrated					
Accomplished					

**NEEDS IMPROVEMENT:**

The trainee uses poor safety practices or fails to conduct thorough, systematic searches. Fails to record or incorrectly records location of evidence or contraband. The trainee misidentifies which inmates require strip searches and / or fails to complete the Strip Search Authorization Form when warranted. Additional/remedial training has been given with little or no progress being made. The trainee occasionally has not demonstrated a working knowledge of the different types of searches. The trainee occasionally fails to record or incorrectly records location of evidence or contraband.

**MEETS EXPECTATIONS:**

The trainee demonstrates functional knowledge and retention of the laws, procedures and techniques pertaining to all types of searches. The trainee displays good safety practices and completes systematic searches. The trainee correctly records in detail the location of evidence and contraband.

**XVII. HOUSING PROCEDURES**

The trainee will explain and demonstrate the procedures associated with the responsibilities of the inmate housing areas. This will include but is not limited to the following:

- \* Safety checks
- \* inmate counts
- \* correct wristband
- \* inmate classifications
- \* emergency procedures and equipment usage
- \* inmate showers
- \* supervision of meals
- \* mail distribution
- \* laundry exchange
- \* distribution of stores
- \* distribution of cleaning supplies
- \* hygiene inspections
- \* key count
- \* ensure inmate movement to all various activities (i.e. court, programs, sick call, visits, and exercise yard)
- \* check floor radios and deputy alarms
- \* monitor radio traffic
- \* JIMS logs
- \* direct inmate supervision
- \* inmate grievances
- \* release procedures
- \* attorney/probation call back
- \* medication pass
- \* chaplain / counselor house visits

**REQUIRED READING:** I.21, I.25, I.43, I.51, I.63, L.2, L.11, P.3, N.1, T.9, T.11

**FACILITY GREEN SHEETS:** \_\_\_\_\_

FTO Initials, ARJIS and Date	Phase 1	Extended	Phase 2	Extended	FOP
Discussed					
Demonstrated					
Accomplished					

**NEEDS IMPROVEMENT:**

The trainee is unable to complete the required housing procedures without assistance. The trainee fails to conduct safety checks in a timely manner or fails to properly check each individual cell. The trainee is unable to get inmates to programs, courts, and visits on time. The trainee is unable to understand the difference between direct supervision and safety checks. The trainee does not conduct counts with inmates on their bunks or designated area for dorm housing. Additional/remedial training has been given with little or no progress being made. The trainee is occasionally unable to properly perform basic procedures independently. The trainee is occasionally unable to get inmates to programs, courts, and visits on time.

**MEETS EXPECTATIONS:**

The trainee completes basic procedures with little or no assistance. Shows good officer safety skills and has good verbal skills interacting with inmates / staff. General ability to complete inmate counts and get inmates to programs, courts, and visits on time.

The trainee anticipates activities and keeps ahead of the workflow. The trainee demonstrates confidence and command presence. The trainee demonstrates proficient

officer safety skills while maintaining professional inmate and staff interaction. The trainee completes counts accurately and in a well-organized and timely manner.

**XVIII. ORAL COMMUNICATION / RADIO / TELEPHONE/ INTERPERSONAL**

The trainee will explain and demonstrate the ability to calmly and confidently communicate with the public, inmates and co-workers. This will include but is not limited to the following:

\* Fairness \* impartiality \* non-discriminatory \* professionalism \* objective \* appropriate body language \* courtesy \* confidence \* controls temper \* controls contacts \* avoids criticizing others or self \* makes contacts without direction \*

REQUIRED READING: None

FACILITY GREEN SHEETS: \_\_\_\_\_

FTO Initials, ARJIS and Date	Phase 1	Extended	Phase 2	Extended	FOP
Discussed					
Demonstrated					
Accomplished					

**NEEDS IMPROVEMENT:**

The trainee has a difficult time relating or interacting with others. The trainee is abrupt, belligerent, overbearing, overly aggressive; or too timid, shy or unsure how to act. The trainee demonstrates poor posture, violates personal space, and has an arrogant bearing or poor voice command, discriminatory. Additional/remedial training has been given with little or no progress being made.

The trainee occasionally does not explain or demonstrate the ability to calmly or confidently communicate with the public, inmates or co-workers. The trainee occasionally has a difficult time relating or interacting with others.

**MEETS EXPECTATIONS:**

Generally establishes competent, courteous interpersonal contacts. Verbal expression consistent with physical cues appropriate to the given situation: friendly, empathetic, fair, impartial, non-discriminatory, controlled, neutral voice tone, respects personal space, open verbal and non-verbal expression. The trainee competently explains and demonstrates the ability to calmly and confidently communicate with the public, inmates or co-workers.

The trainee establishes interpersonal contacts regardless of race, color or creed. Verbal and non-verbal expression consistent and appropriate in all enforcement situations: objective, professional, empathetic, at ease in all personal encounters, manipulation of personal space, command bearing/voice expression, use of body language projects control.

## **XIX. COMMUNICATION SYSTEMS**

The trainee will become familiar with the use of the communication systems. This will include but is not limited to the following:

\* Facility color codes \* understands emergency traffic \* frequency assignments \* use of facility specific devices: steno phone, intercom, etc. \* location and procedure for obtaining equipment (base stations, batteries, etc.) \* communication systems locations \* steno phone/telephone numeric identifiers \* 800 MHz radio \*

**REQUIRED READING:** I.31, I.32

**FACILITY GREEN SHEETS:** \_\_\_\_\_

<b>FTO Initials, ARJIS and Date</b>	<b>Phase 1</b>	<b>Extended</b>	<b>Phase 2</b>	<b>Extended</b>	<b>FOP</b>
<b>Discussed</b>					
<b>Demonstrated</b>					
<b>Accomplished</b>					

### **NEEDS IMPROVEMENT:**

The trainee misses call signs and is slow to respond to the different facility communication systems. The trainee is unable to perform basic communication operations, uses improper or unprofessional language, does not know regional codes and dispositions. Additional/remedial training has been given with little or no progress being made.

The trainee sometimes uses improper language or needs occasional reminders on communication procedures.

### **MEETS EXPECTATIONS:**

The trainee demonstrates knowledge of all communication devices and policy regarding usage. The trainee understands emergency usage and frequency assignments.

## **XX. TRANSPORTATION WITH/WITHOUT INMATES**

The trainee will explain and demonstrate the procedures associated with the responsibilities of the transportation position. This will include but is not limited to the following:

\* Entry and exits to the vehicle sally port \* correct procedures for the transportation of personnel \* proper paperwork for the transportation of inmates \* aware of locations for non-inmate transportation (i.e., Ridgehaven, COC, CAC, etc.) \* all locations within the community pertaining to inmate transports (i.e., local hospitals, clinics, facilities, etc.) \* operational procedures \* Post Orders \* all inspection forms related to the facility transportation vehicles \*



FTO Initials, ARJIS and Date	Phase 1	Extended	Phase 2	Extended	FOP
Discussed					
Demonstrated					
Accomplished					

**NEEDS IMPROVEMENT:**

The trainee is unaware of entrances and exits to the vehicle sally port, and cannot locate the proper paperwork for transporting inmates. The trainee is unaware of his/her location within the community and is unaware of the locations used while transporting inmates. Trainee is unaware of the procedures required for this position. Trainee uses improper driving techniques or commits vehicle code violations. The trainee needs assistance while operating the police radio. Additional/remedial training has been given with little or no progress being made.

The trainee needs some assistance in locating entrances and exits to the vehicle sally port, and/ or in locating the proper paperwork for transporting inmates. The trainee is occasionally unsure of common locations used while transporting inmates. Trainee needs assistance operating the 800 MHz radio or communicating with the Sheriff's dispatch. The trainee occasionally exhibits improper driving techniques.

**MEETS EXPECTATIONS:**

The trainee demonstrated knowledge of the transportation position, for example locating entrances and exits to the vehicle sally port(s). The trainee can locate the proper documents needed for an inmate transport and has a general knowledge of common locations used while transporting inmates. The trainee exhibits good driving skills and competently operates the 800 MHz radio.

**XXI. EVIDENCE PROCEDURES**

The trainee will explain and demonstrate the department policy on the collection, preservation and reporting of evidence. This shall include but is not limited to the following:

- \* Collection and preservation
- \* fingerprint
- \* narcotics
- \* money
- \* weapons
- \* clothing
- \* photographs
- \* bulk property
- \* packaging
- \* marking
- \* storage
- \* presumptive testing
- \* lab requests
- \* evidence log
- \* evidence tags

FTO Initials, ARJIS and Date	Phase 1	Extended	Phase 2	Extended	FOP
Discussed					
Demonstrated					
Accomplished					

**NEEDS IMPROVEMENT:**

The trainee is unable to correctly collect, preserve and document evidence. The trainee is unable to locate evidence or is unable to collect it using approved methods. The trainee fails to properly record the evidence or properly package it for storage/analysis. The trainee incorrectly utilizes the lab service request. Additional/remedial training has been given with little or no progress being made.

The trainee needs assistance with the Lab Service Request.

**MEETS EXPECTATIONS:**

The trainee comprehends evidence procedures and needs little or no assistance with the collection, preservation and reporting of evidence. Trainee locates evidence and is able to collect it using approved methods. The trainee properly records the evidence and properly packages it for storage. The trainee correctly uses the Lab Service Request.

The trainee understands and can use the technology, identification, collection and preservation of evidence. The trainee is familiar with testing procedures and classification of evidence, and understands the strengths and limitations of the crime lab. The trainee is a competent photographer with a digital or film camera.

## STANDARDIZED EVALUATION GUIDELINES MISCELLANEOUS PERFORMANCE TOPICS

### XXII. JUDGMENT/PROBLEM SOLVING

The trainee will explain and demonstrate the ability to calmly and confidently solve problems using sound judgment. This will include but is not limited to the following:

\* Fairness \* impartiality \* non-discriminatory \* professionalism \* objective \* appropriate body language \* courtesy \* confidence \* controls temper \* controls contacts \* avoids criticizing others or self \* makes contacts without direction \*

**REQUIRED READING:** None

FTO Initials, ARJIS and Date	Phase 1	Extended	Phase 2	Extended	FOP
Discussed					
Demonstrated					
Accomplished					

#### **NEEDS IMPROVEMENT:**

The trainee does not consider available facts resulting in illogical conclusions. Unable to differentiate between problems that should be solved individually and those that should be referred to others. Cannot comprehend problems and identify the appropriate action with which to handle the situation. The trainee is unable to differentiate between the letter of the law and the spirit of the law. Additional/remedial training has been given with little or no progress being made.

Occasionally cannot comprehend problems and identify the appropriate action with which to handle the situation.

#### **MEETS EXPECTATIONS:**

The trainee considers available facts resulting in logical conclusions. The trainee is occasionally unable to differentiate between problems that should be solved individually and those that should be referred to others. Comprehends problems and identifies the appropriate action with which to handle the situation.

Volunteers for and successfully handles some problems that would usually be dealt with at a higher level in addition to handling normal duties. The trainee refers those problems that are inappropriate for him/her to address.

**XXIII. PUBLIC INTERACTION (VERBAL COMMUNICATION /BODY LANGUAGE)**

The trainee will explain and demonstrate the ability to calmly and confidently communicate with the public, inmates and co-workers. This will include but is not limited to the following:

- \* Fairness \* impartiality \* non-discriminatory \* professionalism \* objective \* appropriate body language \* courtesy \* confidence \* controls temper \* controls contacts \* avoids criticizing others or self \* makes contacts without direction \*

REQUIRED READING: None

FACILITY GREEN SHEETS: \_\_\_\_\_

FTO Initials, ARJIS and Date	Phase 1	Extended	Phase 2	Extended	FOP
Discussed					
Demonstrated					
Accomplished					

**NEEDS IMPROVEMENT:**

The trainee has a difficult time communicating. Additional/remedial training has been given with little or no progress being made.

The trainee occasionally does not explain or demonstrate the ability to calmly or confidently communicate with the public, inmates or co-workers. The trainee demonstrates difficulty expressing clear message and information. The trainee has poor posture, violates personal space or has an arrogant bearing or poor voice command.

**MEETS EXPECTATIONS:**

The trainee competently explains and demonstrates the ability to calmly and confidently communicate with the public, inmates or co-workers.

The trainee establishes competent, courteous interpersonal contacts regardless of race, color or creed. Verbal and non-verbal expressions consistent and appropriate in all enforcement situations: objective, professional, empathetic, at ease in all personal encounters, manipulation of personal space, command bearing/voice expression, use of body language projects control.

## XXIV. PRELIMINARY INVESTIGATION

The trainee will explain and demonstrate the procedures of conducting investigations including crimes against persons and property. This will include but is not limited to the following:

\* Determine if a crime has been committed \* interview victims, reporting parties, witnesses, and suspects \* provide medical assistance if necessary \* scene management /restrict personnel \* identify suspects and weapons involved\* locate/preserve evidence \*note taking \* laws/ constitutional protections \*

REQUIRED READING: None

FACILITY GREEN SHEETS: \_\_\_\_\_

FTO Initials, ARJIS and Date	Phase 1	Extended	Phase 2	Extended	FOP
Discussed					
Demonstrated					
Accomplished					

### NEEDS IMPROVEMENT:

The trainee is unable to determine if a crime was committed. The trainee fails to conduct or conducts poor interviews with victims, reporting parties, suspects or witnesses. The trainee fails to preserve the scene or fails to locate evidence. Additional/remedial training has been given with little or no progress being made.

### MEETS EXPECTATIONS:

The trainee is able to determine if a crime was committed. The trainee comprehends the procedures for conducting preliminary investigations. The trainee conducts effective interviews and gains necessary information. The trainee preserves the scene, and locates evidence. The trainee completes the investigation process with little or no assistance.

## XXV. CRITICAL INCIDENTS

The trainee will explain and demonstrate the ability to safely respond to and manage critical incidents. This will include but is not limited to the following:

\* Pre-planning \* aware of access and escape routes from area \* communication with assisting units \* takes safe, efficient route allowing quickest response \* recognizes the degree of severity and responds appropriately \* familiar with fire, riot, hostage, etc., procedures equipment and their related color code signifiers \*

FTO Initials, ARJIS and Date	Phase 1	Extended	Phase 2	Extended	FOP
Discussed					
Demonstrated					
Accomplished					

**NEEDS IMPROVEMENT:**

The trainee fails to respond quickly to the appropriate location. The trainee responds to the scene of the incident without first securing their work area. The trainee has difficulty recognizing and accurately evaluating emergency situations or critical incidents. The trainee does not retain important facts for later reporting. The trainee is unfamiliar with emergency procedures. Additional/remedial training has been given with little or no progress being made. The trainee is occasionally unfamiliar with various emergency procedures.

**MEETS EXPECTATIONS:**

The trainee is familiar with the different types of emergency equipment. The trainee demonstrates comprehension and knowledge of the responsibilities to safely, quickly and effectively respond to critical incidents. The trainee demonstrates appropriate tactics and records important facts in later reporting.

**XXVI. FACILITY SPECIFIC TOPICS**

The trainee will explain the responsibilities and/or facility specific procedures which must be followed within the detention facility. This will include but is not limited to the following:

- \* Transfers\* Court pulls\* Inmate Movement within the facility\* Inspections\* Court
- \* Facility Trash runs\* Inmate Visits\* Recreation Yard\*

FTO Initials, ARJIS and Date	Phase 1	Extended	Phase 2	Extended	FOP
Discussed					
Demonstrated					
Accomplished					

**NEEDS IMPROVEMENT:**

The trainee is unable to perform facility specific tasks when required. The trainee is unsure how to interact with various positions to ensure that necessary information is forwarded. Additional/remedial training has been given with little or no progress being made. The trainee cannot explain the basic function of each task. The trainee does not proactively perform facility specific tasks in an organized and efficient manner.

**MEETS EXPECTATIONS:**

The trainee is familiar with the responsibilities of the position assigned and can explain the basic function of each. The trainee usually performs these facility specific tasks without prompting when time permits, and understands what information needs to be passed on. The trainee proactively not only assists, but anticipates the needs of each task without prompting.

**XXVII. SPECIALIZED POSITIONS**

The trainee will explain the responsibilities of the specialized positions within the detention facility. This will include but is not limited to the following:

- \* Court \* classification (JPMU) \* training \* operations \* administrative \* inmate workers
- \*other facility specific positions \*

REQUIRED READING: R.1, S.1

FACILITY GREEN SHEETS: \_\_\_\_\_

FTO Initials, ARJIS and Date	Phase 1	Extended	Phase 2	Extended	FOP
Discussed					
Demonstrated					
Accomplished					

**NEEDS IMPROVEMENT:**

The trainee occasionally forgets who has the responsibilities of the specialized positions or is unfamiliar with the specialized positions within the facility. The trainee cannot explain the basic function of each position. The trainee does not proactively assist the deputies working specialized positions unless directed to do so. Additional/remedial training has been given with little or no progress being made.

**MEETS EXPECTATIONS:**

The trainee is familiar with the responsibilities of the specialized positions and professional staff areas and explains the basic functions of each. If time permits, the trainee usually assists staff and tasks associated with these positions without prompting. The trainee demonstrated knowledge of the responsibilities of the specialized sworn and professional positions. The trainee proactively assists and anticipates the needs of these positions without prompting.

JOB SHARING	TRAINER/STAFF MEMBER NAME	SIGNATURE	DATE
Jail Population Management Unit (JPMU)			
Detention Investigation Unit			
Administrative Deputy			
Inmate Processing Division			
Medical Services Division			
Food Services Division			
Inmate Services Division			
Re-Entry Services Division (Dayshift)			

## XXVIII. USE OF FORCE

The trainee will explain and demonstrate knowledge of the department policy on the use of force. This will include but is not limited to the following:

\* Understanding of the moral and legal considerations pertaining to the use of force \* use of approved techniques when handling/controlling prisoners \* use of approved less lethal weapons \* department policy on discharge of firearms \* reporting process \* Use of Force Log \* "Use of Force Guidelines" P&P Addendum F \*

REQUIRED READING: Addendum F, I.85, I.89

FACILITY GREEN SHEETS: \_\_\_\_\_

FTO Initials, ARJIS and Date	Phase 1	Extended	Phase 2	Extended	FOP
Discussed					
Demonstrated					
Accomplished					

### NEEDS IMPROVEMENT:

The trainee uses unreasonable force when it is apparent the type, degree, and/or duration of force employed was not necessary or appropriate under the circumstances. The trainee rushes into a potentially dangerous situation and fails to consider available resources when time permits. The trainee demonstrates minimal knowledge with little or no retention.

The trainee has difficulty controlling inmates due to a lack of command presence, failure to maintain a position of advantage, and/or ineffectual use of arrest and control tactics. The trainee needs to improve tactical communication skills in an effort to deescalate situations involving hostile or uncooperative inmates. Reporting use of force incidents lacks adequate details of the force used, and/or the justification for the use of force. Additional/remedial training has been given with little or no progress being made.

### MEETS EXPECTATIONS:

The trainee maintains a position of advantage when dealing with inmates and effectively uses arrest and control tactics. The trainee makes use of decision time to evaluate response and available resources. The trainee successfully deescalates situations using tactical communication skills when possible. The trainee adequately details force used, the justification for using force, and makes proper notifications. When escorting handcuffed inmates, maintains hands-on control.

The trainee demonstrates tactical communication skills. The trainee displays command presence and always maintains a position of advantage. The trainee continually uses approved effective arrest and control tactics. The trainee uses available "decision time" to develop a well-reasoned response to include coordinating personnel, equipment and supervisor notification making use of all available resources. Thoroughly documents all uses of force and makes timely notifications.



## DETENTION TRAINING PROGRAM EVALUATION FORM

In an effort to continuously evaluate and improve the Phase Training Program, the Detention In-Service Training Unit requests feedback from each trainee upon completion of training. The trainee is requested to honestly appraise and evaluate the Phase Training Program and forward this evaluation to [InServiceTrainingUnit.Detentions@sdsheriff.org](mailto:InServiceTrainingUnit.Detentions@sdsheriff.org). (The team or facility training sergeant may also interview the trainee to obtain additional feedback regarding their training experience.)

Please utilize the below rating system.

1-POOR      2-FAIR      3-AVERAGE      4-GOOD      5-EXCELLENT

- 1. Rate the effectiveness of the Phase Training Program as a whole in preparing you for the duties of a Detention Deputy. Please provide a brief explanation for you rating.**

Rating

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- 2. How reasonable were the training expectations and objectives as you progressed through the Phase Training Program? Please provide a brief explanation for you rating.**

Rating

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- 3. How reasonable was the allotment of time spent in each phase of training? Please provide a brief explanation for you rating.**

Rating

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**4. How consistent was the training you received in the academy with the phase training?  
Please provide a brief explanation for your rating.**

Rating

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**5. What suggestions do you have on how to improve the Detention Training Program?**

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Facility at which training was completed: \_\_\_\_\_

Trainee Name: \_\_\_\_\_

ARJIS: \_\_\_\_\_