

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT.

MISSION AND VALUES STATEMENT

Our Mission...

In partnership with our communities, we provide the highest quality public safety services.

Our Vision...

We are recognized and respected as a model organization having the confidence of the public. We have the resources and a dynamic working environment that attracts and retains highly competent employees. We are innovative and responsive to the needs of those we serve.

Our Core Values...

Our shared values are the basic standards that influence every aspect of what the San Diego County Sheriff's Department does and who we are. These values guide our decisions and actions.

HONESTY- We are truthful in our words and in our actions.

INTEGRITY- As people of character and principle, we do what is right, even when no one is looking.

LOYALTY - We are loyal to our department and our profession and committed to protecting the quality of life in the communities we serve.

TRUST - We are confident in the integrity, the ability and the good character of our colleagues.

RESPECT - We treat everyone with dignity, honoring the rights of all individuals.

FAIRNESS - We are just and impartial in all of our interactions. Our decisions are made without personal favoritism.

DIVERSITY- We embrace the strength in the diversity of our employees and our communities.

Guiding Principles...

These principles are used to guide us in our decisions. If you can answer yes to each of these questions, then you're doing the right thing.

Is it ethical?

Is it legal?

Is it the right thing for the community?

Is it the right thing for the Department?

Is it within our policies?

Can you take pride in it?

Sheriff's Transportation Unit Mission Statement...

Our Mission is to fulfill the transportation needs of the department with pride, integrity and the utmost professionalism.

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT
SHERIFF'S TRANSPORTATION UNIT TRAINING MANUAL**

COMPLETION OF PHASE SIGN OFF LIST

Training start date: _____ Successful completion date: _____

Deputy in Training: _____

print name

signature

Date successfully completed

FTO: _____
(Bus Orientation) **print name** **signature** _____

FTO (Phase 1): _____
 print name **signature** _____

FTO (Extended): _____
 print name **signature** _____

FTO (Phase 2): _____
 print name **signature** _____

FTO (Extended): _____
 print name **signature** _____

FTO (Phase 3): _____
 print name **signature** _____

FTO (Extended): _____
 print name **signature** _____

FTO (ALPS): _____
 print name **signature** _____

FTO (Extended): _____
 print name **signature** _____

FTO (Clinics): _____
 print name **signature** _____

FTO (Extended): _____
 print name **signature** _____

TRAINING SERGEANT: _____

End of training date

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SHERIFF'S TRANSPORTATION UNIT TRAINING MANUAL INSTRUCTIONS

OBJECTIVE

The objective of the Sheriff's Transportation Unit Training Program is to develop competent, independently functioning Deputy Sheriffs, who are professionally skilled drivers and are fully committed to providing professional care to those we are entrusted to protect, in furtherance of the Department's Mission and Values Statement.

SHERIFF'S TRANSPORTATION UNIT TRAINING MANUAL

The Sheriff's Transportation Unit Training Manual consists of the Core Training Topics, which deputies-in-training will be required to master. Deputies-in-training are required to read the entire Sheriff's Transportation Unit Training Manual. Inside the manual, many of the Core Training Topics are explained in detail, with the minimum skills required to complete the training requirements for that topic. In order to record the level of understanding that the deputies-in-training achieve in each Core Training Topic, the deputies-in-training will receive Sheriff's Transportation Unit Daily Evaluations (see Training Manual page VII). Duties performed by the deputies-in-training will be evaluated using a rating scale known as the Standard Evaluation Guidelines and deputies-in-training must achieve an "acceptable" rating in all areas to be released from training. Deputies-in-training are always required to have the Sheriff's Transportation Unit Training Manual with them and present it to any Training Officer or Supervisor that requests it.

Within the manual, there is a sign off portion for each of the Core Topics, which is broken down into three categories. The following explains the meaning of each category:

DISCUSSED: The FTO and deputy-in-training have discussed the policies, procedures, or laws relevant to each Training Topic. This is the minimum and must be accomplished in each Phase.

DEMONSTRATED: The FTO has performed or simulated a Training Topic and the deputy-in-training can verbalize an understanding of the demonstration.

ACCOMPLISHED: The deputy-in-training has performed the Training Topic independently, displaying an understanding of the sequence of steps, correct procedure, and proper format. All Core Training Topics must be signed off at the end of the third phase to be released from training, if possible. When not possible, then the deputy-in-training must qualify to be signed off in the demonstrated section. An example of this might be "Critical Incidents." Although a genuine critical incident may not occur during training, the Field Training Officer could discuss and simulate a critical incident to which the deputy-in-training could react.

RATING SCALE

STANDARDIZED EVALUATION GUIDELINES

To eliminate the discrepancies between Field Training Officers, a list of Standardized Evaluation Guidelines or “anchors” has been developed. The purpose of these guidelines is to “anchor” evaluations to performance. The ratings are as follows:

1 - UNACCEPTABLE: The level of performance demonstrated fails to show sufficient knowledge, understanding or ability to complete the task independently without errors, as illustrated in the Standardized Evaluation Guidelines (performance anchors).

2 - IMPROVEMENT NEEDED: The deputy-in-training is not able to perform individual task(s) independently, needs constant reminders, must be asked to complete routine duties and exhibits no initiative. Individual task(s) have been discussed and/or demonstrated, but the deputy-in-training shows little to no retention.

3 - ACCEPTABLE: The deputy-in-training can perform the majority of the task(s) with minimal assistance or errors. This rating accounts for the learning phase and the realization that the deputy-in-training will occasionally make mistakes, due to inexperience in the Detail.

4 – NOT OBSERVED: The Field Training Officer was not present to observe the deputy-in-training accomplish the topic activity, or the topic activity was not a part of the day’s assignment.

DAILY EVALUATIONS

The FTO will complete the Daily Evaluation and the Daily Notes using the Standardized Evaluation Guidelines.

DAILY NOTES

The daily notes are the narrative portion of the Sheriff's Transportation Unit Daily Evaluation form. The daily notes will be written using the following four main headings, or categories: Training Objectives, Performance, Training and Recommendations. These main headings may refer to the day’s events or the entire phase. These main headings will be used to document the deputy-in-training’s performance as well as the FTO’s training techniques (whether that training was lecture, demonstration, or role-play). Finally, the FTO will recommend additional items to study and indicate whether the deputy-in-training has successfully completed the phase; and can be recommended to proceed. If not, the FTO will recommend extended phase or indicate that the deputy-in-training would benefit from being re-phased. Subheadings may be included to further detail each of the main headings (listed again below).

**TRAINING OBJECTIVES
PERFORMANCE
TRAINING
RECOMMENDATIONS**

The Subheadings under each main heading could include, but are not limited to:

**FACILITY ORIENTATION/PREPARATION
PRE-TRIP INSPECTIONS
DRIVING SKILLS
DEPUTY SAFETY
INCARCERATED PERSONS SECURITY, CONTROL AND ACCOUNTABILITY
CRITICAL INCIDENTS
RADIO PROCEDURES
REPORT WRITING
USE OF MOBILE DATA COMPUTER (MDC)
USE OF BAR CODE READER (BCR)
DAILY TRIP LOG
HANDLING DOCUMENTS AND PROPERTY
REMINGTON 870 SHOTGUN
TRANSPORTATION OF PHARMACEUTICALS
CLINICS**

BUS ORIENTATION (10 Working Days)

During the Bus Orientation week, deputies-in-training will be familiarized with the operations of the STU. They will be exposed to the MCI buses and practice their driving skills. The deputy-in-training will complete the skills test consisting of 10 basic driving skills: Parallel Parking, Measured Left Turn, Decreasing Clearance, Blindside Alley Dock, Serpentine, Measured Right Turn, Offset Backing, Offset Street, 100 Foot Backing, and Stop Line Judgment. Failure to complete these 10 basic driving skills will result in administrative removal from STU.

The deputy-in-training will be exposed to all in-county facilities serviced by the STU.

The deputy-in-training should familiarize themselves with the DMV commercial handbook, the STU Pre-Trip Inspection Manual and the STU Training Manual.

PHASE 1 (10 Working Days)

In Phase 1, the deputy-in-training will be exposed to several aspects of the STU Training Program. However, the primary focus of this first phase of training will be familiarity with the MCI buses, the pre-trip inspections including brake tests, and driving skills.

The FTO will observe the deputy-in-training conducting the daily pre-trip inspections and brake tests. The deputy-in-training should learn how to use, or already have a working knowledge of, the daily trip logs, the MDC, 800 MHz radios, JIMS Bar Code Readers (BCR) and the Remington 870 Shotgun.

At the end of Phase 1 training, the deputy-in-training should have a complete understanding of conducting a pre-trip inspection and bus maintenance procedures. The deputy-in-training will demonstrate safe driving skills and maintain adequate control of the bus. The deputy-in-training will also demonstrate good officer safety techniques. The deputy-in-training should know how to process vehicle maintenance requests and the procedure for getting maintenance issues fixed.

PHASE 2 (10 Working Days)

In Phase 2, the deputy-in-training should begin honing their driving skills. The deputy-in-training should be driving safely, with confidence and good control. Any deficiencies will be noted and a plan will be implemented to correct those deficiencies. During down time, the FTO will have the deputy-in-training practice the 10 basic driving skills.

The FTO should continue to monitor the performance of the deputy-in-training to ensure proper procedures and applicable paperwork is completed.

The FTO should emphasize the timeliness of completing written work. The FTO should also stress the continued progression of officer safety tactics, incarcerated persons interaction, and accountability. The deputy-in-training should have an acceptable working knowledge on the proper use of the MDC, 800 MHz radio, JIMS, and BCR.

PHASE 3 (10 Working Days)

Phase 3 is considered a “shadow phase” where the deputy-in-training should be able to handle most of the routine work. Training should be on the more complex aspects of the job: responding to critical incidents, accident procedures, preparing for the driving skills exam and an overview of topics covered in Phases 1 and 2.

By the end of the third phase, the deputy-in-training should be performing at the “acceptable” rating in all areas as illustrated in the Standardized Evaluation Guidelines.

CLINIC PHASE (5 Working Days)

The deputy-in-training will be assigned to one of the Clinic Runs during this week long phase. They will be exposed to all of the various clinics and hospitals. This training will include checking incarcerated persons into the assigned clinic, waiting times, reporting procedures, proper security/restraints, and location of the required documents. They will be shown how to process incarcerated persons through the intake and release areas of the Federal, local and privately run detention facilities. Deputies-in-training will be exposed to the different vehicles used by the clinic staff.

ACCELERATED TRAINING PROGRAM (ALPS)

ALPS Training is specifically designed for deputies that were previously assigned to STU and have returned to STU after an assignment in another area of the department. Deputies assigned to ALPS should have maintained their Class B driver's license from their previous tenure at STU. Training for these deputies will consist of the Bus Orientation Phase and a minimum of one Phase of regular training. The length of ALPS Training depends on the progress of the deputy-in-training. If the deputy-in-training has not attained an "acceptable" level of training, the deputy-in-training will be extended in Phase 1 and/or be required to complete all three Phases of training.

SHIFT ROTATION

It is recommended that the deputy-in-training be exposed to AM (including Clinic transportation runs) and PM shifts during the training period. This will enhance the trainee's knowledge of the fluctuating workloads and shift specific procedures.

SPECIALIZED TRAINING (Intermittent training throughout all phases)

The deputy-in-training should be exposed to Clinic transportation runs utilizing the wheelchair van. The deputy-in-training should also be exposed to out-of-county and prison transportation run procedures.

EXTENDED PHASE (Length determined on case-by-case basis)

This phase is to be utilized when the deputy-in-training has not attained the level of performance required by the end of each Phase. The FTO may recommend to the Training Sergeant that the phase be extended for a specific period of time, not to exceed 21 working days, so that the deputy-in-training may perform at the required level. This recommendation must be supported by daily evaluations and the FTO worksheet(s). The extended phase can occur at any point in training.

If the deputy-in-training is still unable to perform at an "acceptable" rating level after the extended phase; the FTO will document the deficiency(s) in the end of phase evaluations. The evaluations and all supporting documents will be submitted to the Training Sergeant. The Sheriff's Transportation Unit Lieutenant will consider the recommendation and supporting documents, and then decide whether the deputy-in-training should be removed from the Sheriff's Transportation Unit.

FTO WORK SHEET

The FTO worksheet is a tool that may be used by the FTO, when the deputy-in-training has a deficiency that has not been corrected by informal efforts which have been documented in the Daily Notes. The FTO worksheet is not a punitive procedure. It is an effort to bring the deputy-in-training up to an acceptable level by documenting the training already attempted, recommending further training, and then evaluating whether the deputy-in-training has improved.

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT

Sheriff's Transportation Unit Daily Evaluation

Daily Tracking

DEPUTY:		T.O. :	
RATING SCALE		DATE:	RUN ASSIGNMENT
1- UNACCEPTABLE		PHASE: ORIEN. <input type="checkbox"/> PH (1) <input type="checkbox"/> PH (2) <input type="checkbox"/> PH (3) <input type="checkbox"/>	
2- IMPROVEMENT NEEDED		CLINICS <input type="checkbox"/> ALPS <input type="checkbox"/>	
3- ACCEPTABLE		DAY IN PHASE	
		SHIFT HOURS	

1. ORIENTATION / PREPARATION	1	2	3	No obs
A. DEPARTMENT GUIDELINES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. MCI BUS KNOWLEDGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. RESOURCES / FORMS / EQUIPMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. GENERAL APPEARANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. PRE-TRIP INSPECTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. DRIVING SKILLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. FREEWAYS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. SURFACE STREETS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. BACKING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. TURNS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. DEPUTY SAFETY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. INCARCERATED PERSON SECURITY, CONTROL, AND ACCOUNTABILITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. CRITICAL INCIDENTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. RADIO PROCEDURES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. USE OF MDC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. USE OF BCR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. REPORT WRITING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. DAILY TRIP LOG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. HANDLING DOCUMENTS AND PROPERTY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. REMINGTON 870 SHOTGUN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. PHARMACEUTICAL TRANSPORTATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. CLINICS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MISCELLANEOUS PERFORMANCE TOPICS				
1. SELF-INITIATED ACTIVITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. STRESS CONTROL: VERBAL / SAFETY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. ECONOMY OF TIME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. ACCEPTANCE OF CRITICISM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. SELF IMAGE / CONFIDENCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATTACHED REPORTS: YES (<input type="checkbox"/>) NO (<input type="checkbox"/>) FOR NARRATIVE SEE NEXT PAGE (S)				
F.T.O. WORKSHEET ASSIGNED: YES (<input type="checkbox"/>) NO (<input type="checkbox"/>)				
DEPUTY-IN-TRAINING	DATE	TRAINING OFFICER	DATE	
TRAINING SERGEANT	DATE	LIEUTENANT	DATE	

[Sample Daily Evaluation Narrative]

San Diego County Sheriff's Department
Sheriff's Transportation Unit

(Daily Evaluation Page Two Narrative)

Date: Current Date
Deputy Name: John Doe
Phase: Two
Day: Five

Training Objectives:

Today Deputy Doe will conduct the bus pre-trip inspection and drive the bus. He will focus on a complete and systematic pre-trip inspection.

Performance:

Preparation: Deputy Doe was early for his shift and prepared to pre-trip the bus before his normal shift start time.

Pre-trip inspection: Deputy Doe completed the pre-trip inspection on the bus without direction from me. Deputy Doe completed a pre-trip inspection that would satisfy the requirements of the DMV test process.

Driving skills: Deputy Doe drove for the entire run, 126 miles. Deputy Doe drove with caution and care, attentive to the requirements of the California Vehicle Code. Deputy Doe drove in light fog, during heavy freeway traffic conditions and in downtown traffic that was heavy with vehicular and pedestrian traffic. He moderated his speed and following distances appropriately.

Incarcerated Person security, control and accountability: Deputy Doe took care to accurately count the incarcerated persons during each movement and he was aware of the anticipated counts before loading. Ninety incarcerated persons were moved today on our run.

Daily trip log: Deputy Doe accurately and legibly completed the front of the daily trip log today in conjunction with his pre-trip inspection.

Training:

Facility orientation: Deputy Doe and I discussed, in detail, the actual duties associated with the four "back office" specialized positions. I explained how the Out-of-county desk positions impact the prison/out-of-county runs. I also discussed with Deputy Doe some of the details of the prison run that he would encounter next week. Deputy Doe seemed to have a clear understanding of this information.

Pre-trip inspection: Deputy Doe conducted a nearly flawless pre-trip inspection today. I reminded Deputy Doe to test the operation of the AM/FM radio during his pre-trip, rather than just vocalizing that step.

Driving skills: Deputy Doe and I discussed the curb and incline parking requirements for the driving test. Then Deputy Doe drove to Murphy Canyon Road where he satisfactorily completed curb parking in uphill and downhill venues.

Recommendations:

Deputy Doe will not work again until (date designated). He will be working the 10W23 "double run to George Bailey". He will concentrate on learning the new run and will work the security position.

**SAN DIEGO SHERIFF'S DEPARTMENT
SHERIFF'S TRANSPORTATION UNIT PHASE TRAINING**

GUIDELINES FOR THE DAILY NOTES/EVALUATION NARRATIVE

TRAINING OBJECTIVES: Set objectives on what the deputy-in-training will accomplish/demonstrate, for the entire phase or on this day.

PERFORMANCE:

FACILITY ORIENTATION / PREPARATION: Discussion of deputy-in-training's knowledge of all in county facilities serviced by the Transportation Unit. Evaluate deputy-in-training's general appearance, use of resources, and MCI bus knowledge.

PRE-TRIP INSPECTION: Evaluate the deputy-in-training's performance conducting the pre-trip inspections.

DRIVING SKILLS: Discussion of the deputy-in-training's driving skills including freeway driving, surface street driving, backing and turns.

DEPUTY SAFETY: Evaluate the deputy-in-training's incarcerated persons contacts and officer safety techniques.

INCARCERATED PERSON SECURITY CONTROL AND ACCOUNTABILITY: Knowledge of incarcerated persons classification and use of separation cages. Evaluate the deputy-in-training's incarcerated persons chaining techniques. Evaluate the deputy-in-training's ability to control and account for incarcerated persons on and off the vehicles.

CRITICAL INCIDENTS: Discuss the deputy-in-training's knowledge of current emergency procedures; evaluate responses to emergency situations and the deputy-in-training's performance under pressure.

RADIO PROCEDURES: use of 800MHz radio and proper radio codes.

USE OF MDC: Deputy-in-training's performance using the Mobile Data Computer.

REPORT WRITING: Discussion of report writing performance and use of proper forms.

DAILY TRIP LOG: Discuss the deputy-in-training's knowledge of the trip log procedures.

HANDLING DOCUMENTS AND PROPERTY: Discuss the deputy-in-training's ability to recognize and transport paperwork and property.

REMINGTON 870 SHOTGUN: Discuss the deputy-in-training's ability to complete a 5 Point Safety Check and safely and load and unload the shotgun.

TRANSPORTATION OF PHARMACEUTICALS: Discuss how controlled medications are transported between detention facilities while maintaining chain of custody.

CLINICS: Discuss procedures of transporting an incarcerated person to a medical clinic outside of a detention facility and how all the necessary paperwork is handled.

TRAINING: Discussion of training delivered to the deputy-in-training. Can be lecture topics, demonstrations of tactics or procedures, facility orientation, etc...

RECOMMENDATIONS: Training Officer states the deputy-in-training has successfully completed phase, needs to be extended, re-phased, note of additional training topics to be worked on, next shift's assignment(s), etc.

Deputy _____ Date _____

FTO _____ Date _____

Training Sergeant _____ Date _____

Lieutenant _____ Date _____

FTO WORKSHEET

DEPUTY _____ **ID#** _____ **DATE** _____ **PHASE** _____

FTO _____ **ID#** _____ **DATE** _____ **FACILITY** _____

Training in the following area(s) is to be stressed over the next _____ days. You will be expected to have mastered the listed task by (date): _____

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

TRAINING ASSIGNMENT - (Define the specific assignments given to the deputy-in-training to correct the problem.)

This worksheet has been discussed with me _____
Deputy Signature **ID#** **Date**

FOLLOW - UP

1.	Has the deputy satisfactorily completed the training plan?	YES	NO
2.	Is the deputy now performing at a satisfactory level in the problem area?	YES	NO
3.	Has an additional assignment been given?	YES	NO
4.	If #3 was yes, was another worksheet assigned?	YES	NO

COMMENTS: _____

	Signatures	ID#	Date
Deputy			
FTO			
Training SGT.			

REPORT WRITING LOG

Form	Crime / Incident	FTO SIGNATURE	Date	Optional Comments
Deputy-in-training's report	Vehicle Accident Report			Report must be submitted
CD 2	Confidential Vehicle Accident Report			Report must be submitted

REQUIRED READING

Deputy-in-training will date and initial under "Deputy" indicating that he/she read and understood the document/section.

Field Training Officer will date and initial under "FTO" indicating that he/she discussed the document/section with the deputy-in-training.

Reading Material	Deputy	FTO
MCI Bus Pre-trip Inspection Manual		
STU Green Sheets		
Departmental P & P, Addendum F: "Use of Force"		
Sheriff's Transportation Post Orders		
Sheriff's Transportation Briefing Board		
Calif. Penal Code (PC) Section 147 "Inhumanity to incarcerated persons"		
PC Section 149 "Battery Under Color of Authority:"		
PC Section 673 "Cruel and Unusual Punishment"		
California DMV Commercial Driver Handbook DL650		
Selected Memos (FTO will provide)		
<p>It is understood that all sworn personnel are expected to be familiar with all Policies and Procedures, as well as all regulatory statutes and ordinances which outline our methods of conducting business. The attached list of reading assignments is meant only to familiarize the Deputy-in-training with information which may be of immediate benefit.</p> <p>Deputy in Training: _____</p> <p>Date: _____</p>		

REQUIRED BUS TRAINING

All Deputies on Training will be required to demonstrate a pre-trip and complete at least one run with the following vehicles. Deputy' in training and their Training Officer will sign off when this is completed.

Bus Training	Deputy	FTO/Date
MCI 12 Bus Pre-trip. Vehicle # 24215 thru # 24218		
MCI 12 Bus Run. Vehicle # 24215 thru # 24218		
MCI D-4000 Bus Pre-trip. Vehicle # 24219, # 24222, # 24226		
MCI D-4000 Bus Run. Vehicle # 24219, # 24222, # 24226		
MCI D-4000 Bus Pre-trip. Vehicle # 24249 thru # 24255		
MCI D-4000 Bus Run. Vehicle # 24249 thru # 24255		
MCI D-4000 Bus Pre-trip. Vehicle # 24260		
MCI D-4000 Bus Run. Vehicle # 24260		
International Truck Pre-Trip. Vehicle # 24220,24221,24223,24225 24261, 24262		
International Truck Run. Vehicle # 24220, 24221, 24223, 24225 24261, 24262		

MCI D-4000 Bus Pre-trip. Orientation Vehicle # 24248		
MCI D-4000 Bus Road Training. Orientation Vehicle # 24248		

SHERIFF'S TRANSPORTATION UNIT CORE TRAINING TOPICS

FACILITY ORIENTATION/PREPARATION

The deputy-in-training shall become familiar with the areas and procedures associated within the County Operations Center. This shall include but is not limited to the following:

- All exits and entrances
- Location and procedure for obtaining safety equipment
- Location of all other equipment (batteries, flashlights, cell phones, wheelchairs, etc.)
- Exposure to all in-county and out-of-county desk procedures.

The deputy-in-training will become familiar with the differences between the MCI bus models box trucks and van characteristics.

FTO initials & ID	ORIENTATION
Discussed	
Demonstrated	
Accomplished	

1. DEPARTMENT GUIDELINES:

Unacceptable (#1)

The deputy-in-training continually demonstrates minimal knowledge of the Sheriff's Transportation Unit, Departmental P & P and appropriate Penal Code sections. Additional/remedial training is given with no progress being made. The deputy-in-training fails to meet expectations as described on the FTO worksheet.

Improvement Needed (#2)

The deputy-in-training is unfamiliar with most policies and procedures and unable to complete procedures without assistance.

Acceptable (#3)

The deputy-in-training competently follows the guidelines of policy and procedures and other rules and regulations.

2. MCI BUS KNOWLEDGE:

Unacceptable (#1)

The deputy-in-training demonstrates minimal knowledge of the MCI buses and vans, with little to no retention. Additional/remedial training is given with no progress being made. The deputy-in-training fails to meet expectations as described on the FTO worksheet.

Improvement Needed (#2)

The deputy-in-training knows very little about the buses. The deputy-in-training needs constant assistance with bus nomenclature.

Acceptable (#3)

The deputy-in-training can describe and point out the differences in models of MCI buses and vans.

3. RESOURCES/FORMS/EQUIPMENT:

Unacceptable (#1)

The deputy-in-training demonstrates minimal knowledge of resources available and locations of forms and equipment and has little to no information retention. Additional/remedial training is given with no progress being made. The deputy-in-training fails to meet expectations as described on the FTO worksheet.

Improvement Needed (#2)

The deputy-in-training needs constant assistance to locate and/or does not use information resources available: computer systems, manuals, specialized and professional staff positions. Consistently forgets or does not have required equipment. The deputy-in-training fails to follow procedures when checking out equipment.

Acceptable (#3)

The deputy-in-training can competently locate and use information resources, computer systems, manuals and specialized and professional staff positions. The deputy-in-training has required equipment and follows procedures when checking out equipment. The deputy-in-training has a current CPR/First aid card and Medical Examiner's Certificate.

4. GENERAL APPEARANCE:

Unacceptable (#1)

Grooming indicates lack of personal and professional pride: uniforms dirty or in disrepair, tarnished badge, hair unkempt, fails to meet policy standards, shoes and leather gear dirty, unpolished, dirty fingernails or inappropriate length, lack of personal hygiene.

Improvement Needed (#2)

Grooming indicates lack of professional pride: uniform unkempt/wrinkled, hair too long, uncombed, shoes, leather gear rarely polished.

Acceptable (#3)

Grooming indicates sense of professional pride: neat, clean uniform, well-groomed hair, good personal hygiene, shoes and leather gear clean and polished.

PRE-TRIP INSPECTIONS

The deputy-in-training shall demonstrate and explain the procedures of a pre-trip inspection of all types of vehicles assigned to the Sheriff's Transportation Unit. This shall include but is not limited to the following:

- DOT mandated brake test
- Nomenclature
- Fluid levels
- Front wheel assembly
- Fuel tank
- Battery box
- Baggage compartment
- Drive axle assembly
- Tag axle assembly
- Emergency equipment and the contents of the MCI Bus Pre-Trip Manual

FTO initials & ID	Phase 1	Phase 2	Phase 3	Clinics	ALPS
Discussed					
Demonstrated					
Accomplished					

Unacceptable (#1)

The deputy-in-training fails to conduct a systematic, thorough and complete pre-trip inspection. The deputy-in-training fails to verbalize the inspection. The deputy-in-training demonstrates minimal knowledge of equipment components with little to no understanding of function or failure analysis. Additional/remedial training is given with no progress being made. The deputy-in-training fails to meet expectations as described on the FTO worksheet.

Improvement Needed (#2)

The deputy-in-training has a partial understanding of the different systems and their components. The deputy-in-training checks the different systems, such as the engine, structural components of the bus, suspension, and wheels, but does not have a complete understanding of these components, their function or how to identify a failure. The deputy-in-training does not have a complete understanding of the Department of Transportation mandated air brake test and is unable to recall some information from the Sheriff's Transportation Unit Pre-Trip Manual.

Acceptable (#3)

The deputy-in-training has a good understanding of the different components. The deputy-in-training knows the nomenclature of the different parts, has a general knowledge of their function, and is able to complete a systematic and thorough pre-trip inspection including the brake test with little to no assistance.

DRIVING SKILLS

The deputy-in-training shall become proficient with the use of all vehicles assigned to the Sheriff's Transportation Unit. This shall include but is not limited to the following:

- Understands and follows all the rules of the road
- Understands California Code of Regulations Title 13, Section 1212.5
- Understands California Penal Codes and Vehicle Codes pertaining to the transportation of incarcerated persons.
- Understands vehicle accident procedures
- Understands differences in freeway driving and surface street driving

FTO initials & ID	Phase 1	Phase 2	Phase 3	Clinics	ALPS
Discussed					
Demonstrated					
Accomplished					

1. FREEWAY DRIVING

Unacceptable (#1)

The deputy-in-training demonstrates minimal knowledge and ability when driving on the freeway. The deputy-in-training does not drive at appropriate speeds for the conditions present. The deputy-in-training follows too closely and does not maintain good lane position. Additional/remedial training is given with no progress being made. The deputy-in-training fails to meet expectations as described on the FTO worksheet.

Improvement Needed (#2)

The deputy-in-training has problems maintaining the proper speed and distance while driving. The deputy-in-training brakes too abruptly and drifts over lane lines. The deputy-in-training fails to pass one or more of the 10 basic driving skills referenced in "Bus Orientation."

Acceptable (#3)

The deputy-in-training complies with the rules of the road as laid out in the DMV handbook, Vehicle Code, and Transportation Policy and Procedures. The deputy-in-training drives in a manner consistent with the requirements of the DMV driving test.

2. SURFACE STREETS

Unacceptable (#1)

The deputy-in-training demonstrates minimal knowledge and ability when driving on surface streets. The deputy-in-training drives at inappropriate speeds for the conditions present. The deputy-in-training does not have smooth brake application and has trouble negotiating more narrow surface streets. The deputy-in-training consistently fails to pass one, or more, of the 10 basic driving skills. The deputy-in-training fails to "curb park" on inclines in the manner prescribed by the Vehicle Code. Additional/remedial training is given with no progress being made. The deputy-in-training fails to meet expectations as described on the FTO worksheet.

Improvement Needed (#2)

The deputy-in-training is having trouble maintaining good lane position and speed while driving. The deputy-in-training needs to work toward more consistent smooth brake application. The deputy-in-training often passes all 10 basic driving skills exercises and is improving on incline, curb parking.

Acceptable (#3)

The deputy-in-training complies with the rules of the road as laid out in the DMV handbook, Vehicle Code, and Transportation Policy and Procedures. The deputy-in-training drives in a manner consistent with the requirements of the DMV driving test.

3. BACKING

Unacceptable (#1)

The deputy-in-training demonstrates a consistent inability to back the vehicle safely and efficiently. The deputy-in-training fails the offset backing and/or the 100' backing driving skills exercises. The deputy-in-training fails to use the vehicle rear view mirrors and does not follow instructions from the rear observer. Additional/remedial training is given with no progress being made. The deputy-in-training fails to meet expectations as described on the FTO worksheet.

Improvement Needed (#2)

The deputy-in-training is having problems aligning the bus for backing. The deputy-in-training does not follow instructions from the rear observer and/or does not utilize the vehicle rear view mirrors. The deputy-in-training is improving on the offset backing/100' backing skills exercises.

Acceptable (#3)

The deputy-in-training utilizes the rear-view mirrors and a backer when reversing a bus or van. The deputy-in-training can reverse the vehicle in and out of all the facilities serviced in county.

4. TURNS

Unacceptable (#1)

The deputy-in-training demonstrates a consistent inability to turn the vehicle safely and efficiently. The deputy-in-training consistently fails the serpentine and measured turns skills exercises. The deputy-in-training regularly drives over curbs when making turns. The deputy-in-training demonstrates minimal knowledge with little or no retention. Additional/remedial training is given with no progress being made. The deputy-in-training fails to meet expectations as described on the FTO worksheet.

Improvement Needed (#2)

The deputy-in-training is having problems making a turn without going too wide or too short. The deputy-in-training has problems with lane positioning upon the completion of the turn. The deputy-in-training occasionally scuffs a curb while turning. The deputy-in-training is showing improvement in the serpentine and left/right measured turn skills exercises.

Acceptable (#3)

The deputy-in-training uses the correct pivot points when turning the vehicle. Turns are neither wide nor short.

DEPUTY SAFETY

The deputy-in-training shall demonstrate an understanding of the basic principles of officer safety. This shall include but is not limited to the following:

- Good use of contact and cover
- Maintains defensive posture (FI position) and controls subject effectively
- Aware of surroundings and potential hazards (minimize hazards)
- Good search techniques
- Gun hand free
- Will survive in hazardous situations
- Bus key control
- Items secured in cabin
- Force options
- Use of force policy
- Lifting chains/cards/property
- Non-gun-side exposure
- Dropped chains
- Accessing incarcerated persons in transit

FTO initials & ID	Phase 1	Phase 2	Phase 3	Clinics	ALPS
Discussed					
Demonstrated					
Accomplished					

Unacceptable (#1)

The deputy-in-training does not demonstrate principles of officer safety. Additional/remedial training is given with no progress being made. Cannot identify hazards, exposes partner to danger, creates hazardous conditions, poor or no pat down, poor positioning when dealing with subjects. The deputy-in-training utilizes inappropriate chain and weapons handling. The deputy-in-training fails to meet expectations as described on the FTO worksheet.

Improvement Needed (#2)

The deputy-in-training demonstrates minimal effort to improve safety practices. The deputy-in-training shows a lax attitude while dealing incarcerated persons and/or places himself/herself in compromising situations. The deputy-in-training fails to secure weapons before entering jail facilities or fails to obtain weapons before leaving a jail facility. The deputy-in-training uses inadequate pat-downs or does not secure incarcerated persons properly, leaving restraints too loose. The deputy-in-training maintains a poor defensive posture (FI), poor weapon consciousness, or has no command presence.

Acceptable (#3)

The deputy-in-training maintains a good defensive posture and consistently applies principles of officer safety. Uses adequate pat downs, rarely makes errors in safety principles, recognition of potential hazards including dropped chains, adequately covers partner and self. The deputy-in-training places restraints properly and does not become complacent. The deputy-in-training demonstrates good command presence and a will to survive in hazardous situations. The deputy-in-training is aware of the relationship between weapon(s) and incarcerated person positioning.

INCARCERATED PERSON SECURITY, CONTROL, and ACCOUNTABILITY

The deputy-in-training shall demonstrate and explain the procedures associated with the responsibilities of transporting incarcerated persons. This shall include but is not limited to the following:

- Ensure the safety of all incarcerated persons
- Maintain knowledge of incarcerated persons classifications and the meaning of the various wristband colors
- Maintain accountability of incarcerated persons movement/transported
- Proper restraint application such as chaining/cuffing techniques
- Transporting high risk or high-profile incarcerated persons

FTO initials & ID	Phase 1	Phase 2	Phase 3	Clinics	ALPS
Discussed					
Demonstrated					
Accomplished					

Unacceptable (#1)

The deputy-in-training demonstrates outright contempt for the incarcerated persons and promotes a feeling of tension among the incarcerated persons. The deputy-in-training fails to retain information about incarcerated persons classification and/or consistently chains incarcerated persons unsafely. Additional/remedial training is given with no progress being made. The trainee fails to meet expectations as described on the FTO worksheet.

Improvement Needed (#2)

The deputy-in-training displays an attitude of indifference or unconcern when dealing with incarcerated persons. The deputy-in-training is hesitant and unsure of their actions. The deputy-in-training does not keep an accurate count of the incarcerated persons in their custody. Proper chaining techniques are not followed.

Acceptable (#3)

While dealing with incarcerated persons, the deputy-in-training performs his or her duties in a manner that promotes a feeling of security and confidence. The attitude reflects a willingness to officiate matters fairly and without prejudice or bias. The deputy-in-training uses appropriate verbal and physical control of incarcerated persons. The deputy-in-training has a good command presence and keeps an accurate account of incarcerated persons. The deputy-in-training follows proper chaining techniques.

CRITICAL INCIDENTS

The deputy-in-training shall demonstrate the ability to safely respond to and handle critical incidents. This shall 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 accident, escape, hostage procedures, etc.

FTO initials & ID	Phase 1	Phase 2	Phase 3	ALPS
Discussed				
Demonstrated				
Accomplished				

Unacceptable (#1)

The deputy-in-training demonstrates minimal knowledge, of Departmental Policy and Procedure regarding critical incidents, with little to no retention. Additional/remedial training is given with no progress being made. The deputy-in-training fails to list a chronological, complete response to role-play incidents. The deputy-in-training fails to meet expectations as described on the FTO worksheet.

Improvement Needed (#2)

The deputy-in-training is unfamiliar with the various emergency procedures. Fails to respond quickly and in an appropriate fashion. Consistently fails to maintain area of responsibility. Unable to recognize the severity of the situation. Does not recall important facts for later reporting. Unfamiliar with the different types of emergency equipment.

Acceptable (#3)

Demonstrates the ability to safely, quickly and effectively, respond to and handle critical incidents. Good team player handles area of responsibility and is familiar with the different types of emergency equipment. Recognizes and recalls important facts for later reporting. The deputy-in-training can recall Departmental Policy and Procedure regarding critical incidents.

RADIO PROCEDURES

The deputy-in-training shall become familiar with the 800 MHz Radio procedures. This shall include but is not limited to the following:

- Basic radio codes: 11-71, 11-80, 11-81, 11-82, 11-83, 11-85 (Landoll), 11-86
- Radio talk groups/channel programming
- Emergency traffic

FTO initials & ID	Phase 1	Phase 2	Phase 3	ALPS
Discussed				
Demonstrated				
Accomplished				

Unacceptable (#1)

The deputy-in-training demonstrates minimal knowledge of radio codes, with little or no retention. The deputy-in-training fails to hear radio calls for other units on his/her group or fails to respond to radio calls for his/her own unit designator. The deputy-in-training speaks poorly into the radio and must repeat his/her transmissions regularly. The deputy-in-training has a poor understanding of radio programming. The deputy-in-training fails to perform mock radio communications adequately in critical incident role-play. Additional/remedial training is given with no progress being made. The deputy-in-training fails to meet expectations as described on the FTO worksheet.

Improvement Needed (#2)

The deputy-in-training consistently misses radio calls or is slow to respond to radio calls. The deputy-in-training does not know the talk channels used and/or radio codes and is unable to perform basic talk channel programming on the radio. The deputy-in-training is slow to recall appropriate codes/responses in emergency operations role-play.

Acceptable (#3)

The deputy-in-training monitors and comprehends radio transmissions and is competent with the proper use of radio codes. The deputy-in-training knows the proper talk channels and can program the radio. The deputy-in-training responds quickly and competently to role-play incidents.

REPORT WRITING

The deputy-in-training will be required to complete one vehicle accident report (to include the CD-2) as indicated on the report-writing log. The deputy-in-training shall become familiar with the report writing process. This shall include but is not limited to the following:

- Report forms; crime
- Department format
- Deputy-in-training's report
- Speed/accuracy/organization
- Routing of completed reports
- Incident reporting process in JIMS
- Review of all report forms associated with a collision
- NetRMS report writing program

FTO initials & ID	Phase 1	Phase 2	Phase 3
Discussed			
Demonstrated			
Accomplished			

Unacceptable (#1)

The deputy-in-training demonstrates minimal knowledge of report writing, with little or no retention. The trainee lacks basic report writing skills. Additional/remedial training is given with no progress being made. The trainee fails to meet expectations as described on the FTO worksheet.

Improvement Needed (#2)

The deputy-in-training cannot complete reports and/or forms without errors. The deputy-in-training omits important facts and the elements of the crime are missing. The deputy-in-training commits numerous spelling/grammatical errors and/or is unable to complete the report in a timely manner. Once completed, the deputy-in-training needs assistance creating an incident in JIMS and/or linking the incarcerated persons to the report. The deputy-in-training has difficulty completing a report in NetRMS.

Acceptable (#3)

The deputy-in-training is competent regarding basic report writing skills and makes minimal errors. The deputy-in-training obtains pertinent information during the investigation and covers the elements of the crime in the report. The deputy-in-training has a basic knowledge of the forms and formats used in the Sheriff's Transportation Unit. The deputy-in-training has a clear understanding of the JIMS incident reporting process and the NetRMS report writing program.

USE OF MOBILE DATA COMPUTER

The use of the Mobile Data Computers shall be for official purposes only. All CAD and Mobile Data messages/communication shall be professional in nature and in compliance with Federal Communications Commission rules. The deputy-in-training shall become familiar with the use of the MDC. This shall include but is not limited to the following:

- Logging in and out
- Entering trip information
- Report writing
- Send and read messages
- Troubleshooting failures
- Repair requests
- Unit MDC deputy
- Common shortcut keys
- Use of USB flash drives

FTO initials & ID	Phase 1	Phase 2	Phase 3	ALPS
Discussed				
Demonstrated				
Accomplished				

Unacceptable (#1)

The deputy-in-training demonstrates minimal knowledge of MDC use, with little or no retention. The deputy-in-training fails to log in, make trip entries or remember shortcut keys during use of the MDC. The deputy-in-training has a poor understanding of applications/USB flash drives use while mobile. The deputy-in-training can't verbalize the repair request process or troubleshooting techniques. Additional/remedial training is given with no progress being made. The trainee fails to meet expectations as described on the FTO worksheet.

Improvement Needed (#2)

The deputy-in-training is unfamiliar with the MDC and how to input and/or read information. The deputy-in-training is slow to log on, create a field event, and/or input information. The deputy-in-training doesn't recall commonly used shortcut keys. The deputy-in-training has difficulty verbalizing troubleshooting procedures for "locked-up" or unresponsive screens.

Acceptable (#3)

The deputy-in-training is able to log in and enter information into the MDC with little assistance. The deputy-in-training is able to navigate within (using common shortcut keys), and use: applications, I-mobile and USB flash drives with little or no assistance. The deputy-in-training can recall and vocalize the identity of the unit MDC deputy and the processes for requesting MDC service.

DAILY TRIP LOG

The Daily Trip Logs are an official document used for various Transportation data reports. It is imperative that these logs are completed accurately and turned into a supervisor prior to end of shift. The deputy-in-training shall become familiar with the Daily Trip Logs. This shall include, but not be limited to:

- Assessing vehicle condition
- Tracking vehicle mileage
- Tracking time and locations visited
- Assessing any vehicle damage
- Conducting inventory of safety equipment
- Documenting the pre-trip inspection
- Utilization of a USB flash drive

FTO initials & ID	Phase 1	Phase 2	Phase 3	ALPS
Discussed				
Demonstrated				
Accomplished				

Unacceptable (#1)

The deputy-in-training demonstrates minimal ability to complete the trip log. His/her entries are untimely and inaccurate. The deputy-in-training fails to completely document the pre-trip inspection and/or fails to sign for the vehicle condition. The deputy-in-training fails to properly enter the totals regarding incarcerated persons moved and/or miles driven. Additional/remedial training is given with no progress being made and poor retention. The deputy-in-training fails to meet expectations as described on the FTO worksheet.

Improvement Needed (#2)

The deputy-in-training occasionally omits items from the Daily Trip Log. The log is not always as completely accurate as desired.

Acceptable (#3)

The deputy-in-training is able to complete the log accurately without assistance. The pre-trip inspection is diligently and accurately documented and vehicle condition sign-off is completed. All the safety equipment is routinely accounted for and the movement/mileage sums are correct.

HANDLING DOCUMENTS AND PROPERTY

The handling of documents and incarcerated persons property is a vital function of the Sheriff's Transportation Unit. The proper movement and handling of these documents insures that adjudicated cases are entered into the system and incarcerated persons medical records/property follow incarcerated persons during transfers. Additionally, documents are used to schedule future court appearances, releases, and movement of incarcerated persons to State Prisons.

The deputy-in-training shall become familiar with the handling of documents and property including but not limited to the following:

- Delivery in a timely manner
- Delivered to the proper facility
- Understanding the importance of the documents
- Knowledge of where to retrieve the documents and property
- Unit specific property and document directives, memos, and policies
- Understanding medical document privacy

FTO initials & ID	Phase 1	Phase 2	Phase 3	Clinics	ALPS
Discussed					
Demonstrated					
Accomplished					

Unacceptable (#1)

The deputy-in-training demonstrates minimal knowledge of unit procedures regarding property and document handling, with little or no retention. The deputy-in-training consistently forgets documents and/or property. The deputy-in-training forgets where to pick up property/documents at facilities. Additional/remedial training is given with no progress being made. The deputy-in-training fails to meet expectations as described on the FTO worksheet.

Improvement Needed (#2)

The deputy-in-training occasionally neglects to pick up the property/documents and/or deliver the documents to their proper location. The deputy-in-training can verbalize some, but not all, of the unit specific policies/memos regarding documents and property.

Acceptable (#3)

The deputy-in-training knows where to pick up the property/documents and insures they are delivered to the proper facility. The deputy-in-training understands the importance of timely delivery. The deputy-in-training has a clear understanding of directives, policies and memos regarding movement of property and documents.

REMINGTON 870 SHOTGUN

The deputy-in-training shall demonstrate and explain the procedures for conducting the 5-point inspection of the Remington 870 shotgun as demonstrated by Weapons Training Unit's (WTU) video. This shall include the demonstration and explanation of the B.E.E.F.S. acronym.

- 5 Point Safety Inspection
 - B (Barrel)
 - E (Ejector)
 - E (Extractor)
 - F (Firing Pin)
 - S (Safety)

Demonstrate how to properly load/unload the Remington 870 shotgun utilizing the loading barrel.

FTO initials & ID	Phase 1	Phase 2	Phase 3	Clinics	ALPS
Discussed					
Demonstrated					
Accomplished					

Unacceptable (#1)

The deputy-in-training is unable to demonstrate the correct procedures for conducting the 5-point inspection of the Remington 870 shotgun as outlined by WTU. In addition, the deputy-in-training does not properly load/unload the shotgun utilizing the loading barrel. The deputy-in-training fails to meet expectations as described on the FTO worksheet.

Improvement Needed (#2)

The deputy-in-training displays the knowledge of how to properly conduct a 5-point inspection of the Remington 870 shotgun but is unable to identify the components involved with the 5-point B.E.E.F.S. inspection.

Acceptable (#3)

The deputy-in-training can conduct the 5-point inspection of the Remington 870 shotgun as well as name all B.E.E.F.S. components. The deputy-in-training properly utilizes the loading barrel when loading/unloading the shotgun in a safe manner.

TRANSPORTATION OF PHARMACEUTICALS

The deputy-in-training shall demonstrate and explain the procedures for transporting pharmaceuticals between detention facilities while maintaining a "chain of custody" of controlled medication. This shall include but is not limited to the following:

- Location of medications pick-up boxes at all detention facilities
- Ensuring medications are correctly sealed in medical transport bag
- Record the bag number and time picked up on the Transportation Duty Log
- Tracking and accountability for medications during transport
- Record the time bag was dropped off on the Transportation Duty Log
- If there are no bags in the medication box, record time the box was checked
- Note there were no bags to transport in the Transportation Duty Log
- Detention P&P section M45

FTO initials & ID	Phase 1	Phase 2	Phase 3	ALPS
Discussed				
Demonstrated				
Accomplished				

Unacceptable (#1)

The deputy-in-training fails to maintain a chain of custody for the controlled medication. The deputy-in-training fails to ensure transport bag is properly sealed. The deputy-in-training demonstrates minimal knowledge of how the transportation of pharmaceuticals functions. The deputy-in-training does not know where the key to medical red boxes is located. Additional/remedial training is given with no progress being made. The deputy-in-training fails to meet expectations as described on the FTO worksheet.

Improvement Needed (#2)

The deputy-in-training has a partial understanding of the medical transport procedures and their components. The deputy-in-training checks the pharmaceutical transport bag but, does not have a complete understanding of the function of having a sealed bag. The deputy-in-training does not check the red medical box at the detention facility he/she is transporting from.

Acceptable (#3)

The deputy-in-training has a good understanding of the chain of custody procedure. The deputy-in-training knows how to check the seal on the transporting bag. The deputy-in-training correctly records the bag number and pick up time on the duty log. The deputy-in-training correctly records the time the bag was dropped off on the duty log. The deputy-in-training correctly records the time the box was checked on the duty log and notes there were no bags to transport at the time box was checked.

CLINICS

The deputy-in-training shall demonstrate and explain the procedures on pre-trip inspection on the required vehicle safely and securely transporting incarcerated persons of all classifications to court, medical appointments, Juvenile Hall, Hall of Justice, USM, MCC, or any other facility. This shall include but not limited to:

- Communicate with in-county coordinator
- Review daily clinic manifest
- Know direction of travel
- Obtain DHS
- Properly restrain incarcerated persons
- Be cognizant of potential security risks
- Transport the incarcerated persons in a safe and secure manner

FTO initials & ID	Clinics (5 Days)
Discussed	
Demonstrated	
Accomplished	

Unacceptable (#1)

The deputy-in-training fails to conduct a systematic pre-trip inspection. The deputy-in-training fails to verbalize the pre-trip inspection. The deputy-in-training demonstrates minimal knowledge in direction of travel, equipment, and paperwork needed for a clinic transport. The deputy-in-training fails to safely secure the incarcerated persons for transport. Additional/remedial training is given with no progress being made. The deputy-in-training fails to meet expectations as described on the FTO worksheet.

Improvement Needed (#2)

The deputy-in-training has a partial understanding of the clinic deputy's responsibilities and functions. The deputy-in-training checks in with the in-county coordinator and reviews the daily clinic manifest, checks out assigned vehicle, determines appropriate security measures per the incarcerated persons classification level and type of clinic to complete the transport safely.

Acceptable (#3)

The deputy-in-training has a good understanding of the chain of custody procedures. The deputy-in-training understands the vehicle check-out, pre-trip procedures, clinic procedures, and clinic locations.

STANDARDIZED EVALUATION GUIDELINES

MISCELLANEOUS PERFORMANCE TOPICS

1. SELF-INITIATED ACTIVITY

Unacceptable (#1)

The deputy-in-training does not see or avoids activity; will not follow-up on situations or rationalizes suspicious circumstances. The deputy-in-training does not start any activities required for the run without first receiving direction from his/her partner. The deputy-in-training does not voluntarily assist deputies from other bus runs with incarcerated person chaining, property movement or related activities. The deputy-in-training does not assist facility deputies in an exigent circumstance. The deputy-in-training is not willing to assist with cursory maintenance activities, i.e., delivery or returning vehicles to the COC shop, bus or car wash and/or assisting with other routine unit maintenance.

Improvement Needed (#2)

Generally recognizes and identifies suspected criminal activity; initiates the contact: (a reasonable course of action). The deputy-in-training usually assists other deputies with chaining and property movement. The deputy-in-training usually volunteers for unit maintenance activities (bus wash, bus service delivery/pickup), bus/car wash and other projects for which supervisors request volunteers. The deputy-in-training has shown improvement in unsolicited run-related activities.

Acceptable (#3)

The deputy-in-training adequately follows-up on any suspicious activity. The deputy-in-training actively assists deputies from other runs and facilities whenever appropriate. The deputy-in-training regularly volunteers for routine unit maintenance activities and/or requests from supervisors for volunteers.

2. STRESS CONTROL: VERBAL/BEHAVIORAL

Unacceptable (#1)

Outwardly emotional and unable to maintain order:

- Loses temper - visibly nervous and agitated -cannot control situation - unable to function on routine matters

Improvement Needed (#2)

Generally in control of emotions, but occasionally allows other deputies to control incarcerated persons in his/her custody and control:

- Could exercise better control initially and improve verbal judo technique

Acceptable (#3)

Exhibits a controlled attitude and able to maintain order:

- Controls temper, visibly calm, able to contain situation

3. ECONOMY OF TIME

Unacceptable (#1)

Unable to effectively manage time:

- Frequent tardiness - inefficient - excessive and inappropriate use of overtime - poor work organization
- Leaves work undone

Improvement Needed (#2)

Generally manages time well:

- Occasional tardiness – could improve on organizational skills – completes assigned tasks, but takes slightly longer to complete them than expected

Acceptable (#3)

Able to effectively manage time:

- Reports for duty on time - efficient - appropriate use of overtime - generally well organized - completes assigned tasks

4. ACCEPTANCE OF CRITICISM: VERBAL/BEHAVIORAL

Unacceptable (#1)

Unable to accept criticism in a positive manner:

- Argumentative - rationalizes - refuses to make corrections - defensive - hostile

Improvement Needed (#2)

Generally accepts criticism in a positive manner:

- Makes excuses or occasionally tries to deflect blame to another – occasionally more focused on assignment of guilt than on correcting behavior

Acceptable (#3)

Able to accept criticism in a positive manner:

- Applies criticism to future efforts - mature - able to question without being argumentative or defensive

5. SELF IMAGE/CONFIDENCE

Unacceptable (#1)

Behavior indicates negative self-image:

- Timid - lack of confidence - negativism - overly aggressive - extremely critical of self/others - clinging - avoids others

Improvement Needed (#2)

Behavior generally indicates a positive self-image:

- Most often displays a confident, mature demeanor – generally self-motivated – occasionally– negative and critical of others, but showing improvement

Acceptable (#3)

Behavior indicates positive self-image:

- Confident - moderate - mature - self-reliant - self-motivated - self-starter - positive interaction with others