

Performance Objectives for Jailors or Custodial Officers, Courthouse and Courtroom Security Officers and Process Service Officers

31.0 Background Materials

■ **31.1 Code of Ethics**

By the end of this session, the officer:

- 31.1.1** Will define what is meant by ethics.
- 31.1.2** Will explain the components of the Code of Ethics.
- 31.1.3** Will indicate why officers should be examples of high ethical and moral standards.
- 31.1.4** Will define unethical conduct on the part of fellow officers.

■ **31.2 Jail History**

By the end of this session, the officer:

- 31.2.1** Will state the jail's role in corrections in terms of correctional philosophy.

■ **31.3 Court Systems**

By the end of this session, the officer:

- 31.3.1** Will describe the basic organization and structure of the courts in the United States.
- 31.3.2** Will explain the difference between civil and criminal law.
- 31.3.3** Will depict the organization and structure of the Virginia State Courts.
- 31.3.4** Will identify the duties and responsibilities of employees of the Court Service Unit.

■ **31.4 Commonwealth Attorney/Defense Attorney/Judge**

By the end of this session, the officer:

- 31.4.1** Will list the key functions of the Commonwealth Attorney.
- 31.4.2** Will list the key functions of the Defense Attorney.
- 31.4.3** Will identify the legal services to which inmates are entitled in civil matters.
- 31.4.4** Will identify the principal functions of a judge.

■ **31.5 Juvenile Offender and Juvenile Justice System**

By the end of this session, the officer:

- 31.5.1** Will describe the organization of the Juvenile and Domestic Relations District Court in Virginia.
- 31.5.2** Will list the principal operational functions of the Juvenile and Domestic Relations District Court in Virginia.
- 31.5.3** Will list the principal powers and duties of the juvenile probation officer in Virginia.
- 31.5.4** Will list the principal powers and duties of the juvenile intake officer in Virginia.
- 31.5.5** Will identify constitutional guarantees afforded juveniles taken into custody.

■ **31.6** Freedom of Information Act

By the end of this session, the officer:

- 31.6.1** Will identify the role of the Freedom of Information Act.
- 31.6.2** Will relate the Freedom of Information Act to jail work.
- 31.6.3** Will list the principal exemptions and exceptions of the Act.
- 31.6.4** Will identify the statutory punishments contained in the Act.

■ **31.7** Community Relations: Public Responsibility

By the end of this session, the officer:

- 31.7.1** Will define what is meant by community relations.
- 31.7.2** Will define what is meant by a community relations program.
- 31.7.3** Will identify how an officer can promote positive public relations.

■ **31.8** Community Relations: Probation and Parole

By the end of this session, the officer:

- 31.8.1** Will define parole.
- 31.8.2** Will identify two types of parole.
- 31.8.3** Will define probation.

■ **31.9** Community Relations: Work Release

By the end of this session, the officer:

- 31.9.1** Will define work release.
- 31.9.2** Will identify the statutory authority for work release in Virginia.

31.9.3 Will list the advantages and disadvantages of work release.

■ **31.10** Community Relations: Community Resources

By the end of this session, the officer:

31.10.1 Will define what is meant by community resources.

31.10.2 Will identify types of potential community resources available to a jail.

31.10.3 Will list values of community resources to a jail.

■ **31.11** Community Relations: Communications and Crises

By the end of this session, the officer:

31.11.1 Will define what is meant by communication.

31.11.2 Will list obstacles to effective communication.

31.11.3 Will define what is meant by a jail crisis situation.

31.11.4 Will list the appropriate steps of an effective jail crisis management process.

31.11.5 Will define crisis intervention and conflict management.

32.0 Legal Issues

■ **32.1** Code of Virginia

By the end of this session, the officer:

32.1.1 Will describe the process by which laws are enacted at the state and local levels in Virginia.

32.1.2 Will list the specific powers and duties of a sheriff and sheriff's deputies as provided by the Code of Virginia.

32.1.3 Will enumerate the basic laws governing jail administration and operations according to the Code of Virginia.

32.1.4 Will distinguish between felonies and misdemeanors.

32.1.5 Will cite the range of punishments for felonies and misdemeanors as contained in the Code of Virginia.

■ **32.2** Constitutional Law and Civil Liability

By the end of this session, the officer:

- 32.2.1 Will define constitutional law.
- 32.2.2 Will cite inmate's rights according to the Constitution.
- 32.2.3 Will explain the differences in constitutional rights between pretrial detainees and post-conviction jail inmates.
- 32.2.4 Will define civil liability.
- 32.2.5 Will define criminal liability.
- 32.2.6 Will list preventive measures and defenses against liability suits.
- 32.2.7 Will list the protection provided in the First Amendment of the U.S. Constitution.
- 32.2.8 Will list the protection provided by the Fifth Amendment of the U.S. Constitution.
- 32.2.9 Will state the major areas that are consistently being attacked under the Eighth Amendment to U.S. Constitution.
- 32.2.10 Will state the reasons an inmate may be placed in administrative segregation.
- 32.2.11 Will state how the Fourteenth Amendment has been interpreted by the Supreme Court.
- 32.2.12 Will identify the conditions of a Section 1983 lawsuit.
- 32.2.13 Will explain the concept of "good faith" as the defense against a Section 1983 lawsuit.
- 32.2.14 Will list and define the levels of negligence.
- 32.2.15 Will list and explain the types of damages that may be awarded in a tort suit.
- 32.2.16 Will state the major differences between a Title 18, U.S. Code Section 241 and Title 18, U.S. Code Section 242 suit.

■ **32.3** Laws of Arrest

By the end of this session, the officer:

- 32.3.1 Will define an arrest.
- 32.3.2 Will list the conditions necessary to make felony and misdemeanor arrests.
- 32.3.3 Will list the statutory requirements for using a warrant or a summons.
- 32.3.4 Will detail the process for executing an arrest.
- 32.3.5 Will identify groups of individuals legally immune to arrest under certain circumstances.
- 32.3.6 Will cite the laws concerning the use of force in making an arrest.

- 32.3.7 Will detail stop and frisk limitations as imposed by the U.S. Supreme Court.
- 32.3.8 Will identify the process for filing reports with the Central Criminal Records Exchange.
- 32.3.9 Will state the situations when a warrantless arrest is authorized.
- 32.3.10 Will list the Virginia requirements related to the execution of a warrant.
- 32.3.11 Will explain what a summons is, and list the condition under which a summons may be issued in lieu of a warrant.
- 32.3.12 Will explain the effect of Tennessee v. Garner on the use of force.
- 32.3.13 Will explain the conditions, according to Terry v. Ohio, that must exist in order to make an investigative stop.
- 32.3.14 Will explain the effects of the Miranda decision on the rights of arrestees.

■ **32.4** Rules of Evidence

By the end of this session, the officer:

- 32.4.1 Will distinguish between a civil and criminal trial.
- 32.4.2 Will list the reasons for personal confidence that circumstantial evidence is legal and competent.
- 32.4.3 Will cite the general rule concerning admissibility of opinion testimony.
- 32.4.4 Will list the common categories of persons who are incompetent as witnesses.
- 32.4.5 Will define privileged communications.
- 32.4.6 Will define hearsay.
- 32.4.7 Will define the best evidence rule.
- 32.4.8 Will define chain of evidence.
- 32.4.9 Will define presumptions.
- 32.4.10 Will define the exclusionary rule.
- 32.4.11 Will list exceptions to the hearsay rule.
- 32.4.12 Will list the conditions that could render a person incompetent as a witness.
- 32.4.13 Will discuss opinion evidence as it applies to lay witnesses and expert witnesses.

■ **32.5** Probable Cause

By the end of this session, the officer:

- 32.5.1** Will define probable cause.
- 32.5.2** Will detail the process for the establishment of probable cause.
- 32.5.3** Will explain how the expertise of an officer relates to the establishment of probable cause.
- 32.5.4** Will distinguish between probable cause to arrest and probable cause to search and seize.

■ **32.6** Juvenile Law

By the end of this session, the officer:

- 32.6.1** Will distinguish between juvenile and adult courts.
- 32.6.2** Will list the criteria by which a juvenile may be transferred to the circuit court and tried as an adult.
- 32.6.3** Will detail the legal circumstances that permits an officer to take into physical custody a juvenile.
- 32.6.4** Will distinguish between the processing of a juvenile taken into custody when the juvenile court is open and when it is not open.
- 32.6.5** Will state the legal rules regarding the transportation and confinement of juveniles. **32.6.6** Will state the legal rules on filing and disseminating juvenile court and law enforcement records.
- 32.6.7** Will detail the legal procedures for the interrogation of juveniles by police.

■ **32.7** Search and Seizure

By the end of this session, the officer:

- 32.7.1** Will define search and seizure.
- 32.7.2** Will identify the laws governing search and seizure procedures.
- 32.7.3** Will list those places protected by the Fourth Amendment.
- 32.7.4** Will define four kinds of searches in terms of statutory authority.
- 32.7.5** Detail the processes for obtaining and executing a search warrant.
- 32.7.6** Will list the legal criteria for the search of a person.
- 32.7.7** Will define the stop and frisk law.
- 32.7.8** Will list the legal rules governing the search of a vehicle.
- 32.7.9** Will cite the penalty for an illegal search.

- 32.7.10 Will cite the legal process for searches of inmates and prison cells.
- 32.7.11 Will identify the types of property a law enforcement officer may search for.
- 32.7.12 Will identify persons who may issue a search warrant.
- 32.7.13 Will list the information that must be included in an affidavit.
- 32.7.14 Will state the conditions that must exist before performing a search without a warrant.
- 32.7.15 Will explain the "Carroll Doctrine" and its effect on searches.
- 32.7.16 Will discuss the effects of Hudson v. Palmer on searching inmate's cells.
- 32.7.17 Will state the procedure that must be followed before being able to search visitors or staff entering a correctional facility.
- 32.7.18 Will state the conditions that must exist before a no-knock entry may be made.
- 32.7.19 Will state the restrictions according to Section 19.2-59.1 on strip searches.
- 32.7.20 Will state the conditions necessary to perform a search of a person or premises being searched.

33.0 Combined Subjects

■ **33.1 Courtroom Demeanor**

By the end of this session, the officer:

- 33.1.1 Will identify critical areas to consider when preparing for a court appearance.
- 33.1.2 Will list general rules for effective court testimony.
- 33.1.3 Will demonstrate how to properly testify in court.

■ **33.2 Transportation and Physical Restraints**

By the end of this session, the officer:

- 33.2.1 Will list basic rules for prisoner transportation.
- 33.2.2 Will list guidelines for prisoner transportation.
- 33.2.3 Will identify commonly used restraining devices.
- 33.2.4 Will demonstrate the proper use of the various types of restraining devices at a performance standard determined by the instructor.
- 33.2.5 Will list reasons for the use of physical restraint equipment.

- 33.2.6 Will state procedures for securing more than one inmate; e.g., two prisoners, one set of cuffs; three prisoners, two sets of cuffs.
- 33.2.7 Will explain why a vehicle should be searched before and after transporting inmates.
- 33.2.8 Will list the areas of the vehicle that should be searched.
- 33.2.9* Will demonstrate how to check condition of safety equipment.
- 33.2.10* Will demonstrate how to check vehicle fluid levels.
- 33.2.11* Will demonstrate how to search inmates to be transported.
- 33.2.12* Will demonstrate proper positioning when walking with an inmate.
- 33.2.13* Will demonstrate proper positioning for the officers and inmate in the transport vehicle.
- 33.2.14* Will demonstrate the proper technique for placing and removing an inmate from a transport vehicle.
- 33.2.15 Will identify the types of restraints that may be used in a transport vehicle.
- 33.2.16 Will explain procedures for accompanying inmates on commercial transportation.
- 33.2.17 Will state procedures when male officers are transporting female inmates.
- 33.2.18 Will explain how to handle emergencies while enroute, such as car trouble, medical problems, or being followed.
- 33.2.19 Will explain the importance of filing and following a fixed itinerary.

■ **33.3 Officer Safety and Arrest Techniques**

By the end of this session, the officer:

- 33.3.1 Will list the safety precautions to be used in defensive tactics.
- 33.3.2* Will demonstrate physical safety measures in law enforcement.
- 33.3.3* Will demonstrate the proper demeanor and procedures for making a lawful arrest.
- 33.3.4* Will demonstrate proper procedures for searching a person under arrest.
- 33.3.5 Will list the policies and laws regarding the use of force when making an arrest.
- 33.3.6 Will identify acceptable ways of securing seized weapons incidental to searches and physical confrontations.
- 33.3.7* Will demonstrate acceptable procedures for ensuring self-defense.

- 33.3.8* Will demonstrate use of personal weapons and knowledge of vulnerable areas of the body to gain control of arrestee/inmate.
- 33.3.9* Will demonstrate the basic law enforcement stance.
- 33.3.10* Will demonstrate defenses against armed and unarmed attacks.
- 33.3.11* Will demonstrate control techniques and takedowns.
- 33.3.12* Will demonstrate weapon retention and disarming techniques.
- 33.3.13* Will demonstrate safe handling of seized weapons.

■ **33.4** Hostages and Disturbances

By the end of this session, the officer:

- 33.4.1 Will identify the guidelines for personal action in a hostage/disturbance situation.
- 33.4.2 Will identify the reaction areas associated with an initial response to a hostage/disturbance situation.
- 33.4.3 Will list reasons for not allowing the exchange of hostages.
- 33.4.4 Will list the principal institutional and non-institutional causes of riots/disturbance situations.
- 33.4.5 Will list types of riots/disturbance situations.
- 33.4.6 Will outline the control plan for riots/disturbance situations.
- 33.4.7 Will identify non-negotiable items.
- 33.4.8 Will list items that should be remembered if there is a hostage situation.
- 33.4.9 Will explain the steps necessary to restore the institution to normal operation after a disturbance/riot.

■ **33.5** Unusual Prisoners

By the end of this session, the officer:

- 33.5.1 Will state the purposes of recognizing unusual prisoners.
- 33.5.2 Will describe the symptoms associated with alcohol and other drug abusers.
- 33.5.3 Will describe what procedures should be followed in the handling of alcohol and other drug abusers including those of emergency first aid.
- 33.5.4 Will describe the effects of alcohol and other drugs and be able to identify other injuries and diseases that may produce the same or similar effects of intoxication.

- 33.5.5** Will identify the five major classes of drugs, cite two examples from each class, and know the general effects of each class of drugs including withdrawal symptoms.
- 33.5.6** Will describe how alcohol and other drugs are smuggled into jails and where and when to search for them.
- 33.5.7** Will describe the symptoms of an epileptic seizure and the procedures to follow in the event of one.
- 33.5.8** Will describe the symptoms of a diabetic coma and diabetic shock, and explain what procedures to follow for each.
- 33.5.9** Will describe the characteristics that may be exhibited by suicidal inmates and will state procedures to follow for inmates exhibiting suicidal tendencies.
- 33.5.10** Will identify traits exhibited by sex deviates and will explain what procedures to follow in handling these inmates.
- 33.5.11** Will state the symptoms of the mentally ill person, and state the procedures to be followed when dealing with same.
- 33.5.12** Will state the procedures to be followed in handling inmates having communicable diseases.
- 33.5.13** Will describe the behavior of violent and assaultive inmates and state the procedures to be followed for dealing with same.
- 33.5.14** Will state the procedures to be followed in handling juveniles and female prisoners.

■ **33.6** Chemical Agents

By the end of this session, the officer:

- 33.6.1** Will identify the nomenclature of chemical agents.
- 33.6.2** Will describe the procedure for managing chemical agents.
- 33.6.3** Will state the applicable laws governing the use of chemical agents.
- 33.6.4** Will cite the minimum standards regarding the use of chemical agents.
- 33.6.5** Will cite the appropriate first aid procedures for a person exposed to chemical agents.
- 33.6.6** Will list the procedures for decontaminating exposed buildings.

■ **33.7** Firearms

By the end of this session, the officer:

- 33.7.1** Will describe the fundamental elements of case law and statutory law pertaining to the justifiable use of deadly force by a criminal justice officer.

- 33.7.2** Will define the elements of justifiable use of deadly force.
- 33.7.3** Will explain the legal relationship between fear and the use of deadly force.
- 33.7.4** Will list and explain the factors and situations an officer must consider when faced with the use of deadly force.
- 33.7.5** When given audio-visual presentations or word-picture descriptions depicting situations where deadly force may be necessary, will state (with each situation) whether deadly force is justified and reasonable.
- 33.7.6** When given audio-visual presentations or word-picture descriptions involving homicide by a criminal justice officer, will identify when the homicide is justifiable.
- 33.7.7*** Will demonstrate safe handling of handguns.
- 33.7.8*** Will demonstrate the safe handling of shotguns.
- 33.7.9*** Will properly clean the service handgun.
- 33.7.10*** Will demonstrate the principles of good marksmanship using the officer's agency handgun.
- 33.7.11*** Will demonstrate the commonly recognized shooting positions.
- 33.7.12*** Will demonstrate the principles of good marksmanship utilizing the officer's agency shotgun.
- 33.7.13*** Will demonstrate commonly recognized shooting positions using the officer's agency shotgun.
- 33.7.14*** Given a daylight range exercise with a time limitation and an acceptable score established by the school, agency, or academy board, will fire a minimum of 25 target rounds on a handgun course consisting of single and/or multiple silhouette targets at ranges of one to fifteen yards using the service handgun and "point (no sights) aiming."
- 33.7.15*** Given a daylight range exercise established by the Department, will load, empty, and reload the service handgun utilizing the authorized agency ammunition and loading device worn by the officer during regular duty assignment.
- 33.7.16*** Given a nighttime range exercise with a time limitation established by the school, agency, or academy board, will fire a minimum of 25 target rounds on a handgun course consisting of single and/or multiple silhouette targets at ranges of one to fifteen yards using the service handgun and "point (no sights) aiming" with an acceptable score.
- 33.7.17*** Given a nighttime range exercise established by the school, agency, or academy board, will load, empty, and reload the service handgun using the authorized agency ammunition and loading device worn by the officer during regular duty assignment.
- 33.7.18*** Given a daylight combat range exercise with a time limitation and an acceptable score established by the Department, will fire a minimum of 60 rounds on a handgun course consisting of multiple and/or single silhouette targets from both strong and weak hand barricade positions using the service handgun and point shoulder aiming.

- 33.7.19*** Given a daylight combat range exercise established by the Department, will load, empty, and reload the service handgun utilizing the authorized agency ammunition and loading devices worn by the officer during regular duty assignment.
- 33.7.20*** Given a nighttime combat range exercise with a time limitation and an acceptable score established by the school, agency, or academy board, the officer will fire a minimum of 50 rounds on a handgun course consisting of multiple and/or single silhouette targets from both strong and weak hand barricade positions using the service handgun and point shoulder aiming.
- 33.7.21*** Given a nighttime combat range exercise established by the school, agency, or academy board, will load, empty, and reload the service handgun utilizing the authorized agency ammunition and loading device worn by the officer during regular duty assignment.
- 33.7.22*** Given a daylight combat range exercise with distances, time limitation, and an acceptable score established by the school, agency, or academy board, will fire at least 20 rounds at single and/or multiple silhouette targets from shoulder and hip positions. [NOTE: THIS OBJECTIVE REFERS TO THE SHOTGUN]
- 33.7.23*** Given a nighttime combat range exercise with distances, time limitations, and acceptable scores established by the school, agency, or academy board, will fire at least 6 rounds at single and/or multiple silhouette targets from combat positions. [NOTE: THIS OBJECTIVE REFERS TO THE SHOTGUN]

■ **33.8** First Aid/CPR

By the end of this session, the officer:

- 33.8.1** Will define first aid.
- 33.8.2*** Will demonstrate an acceptable knowledge of and skills in artificial respiration, wounds, shock, specific injuries, poisonings, burns, frostbite, heat related emergencies, fractures, sudden illness, and emergency rescue transfer.

■ **33.9** Report Writing

By the end of this session, the officer:

- 33.9.1** Will list at least three purposes/values of a report.
- 33.9.2** Will list the essential requirements of a report.
- 33.9.3** Will identify the types of reports most frequently used in the jail.
- 33.9.4*** Will write a report based on a prepared incident.
- 33.9.5*** Will demonstrate ability to record an acceptable and accurate set of notes when given information regarding a moot situation.
- 33.9.6** Will list reasons for taking accurate and complete notes.

33.9.7 Will list reasons for preparing accurate, complete, and legible reports.

■ **33.10** Privacy of Criminal History and Records

By the end of this session, the officer:

33.10.1 Will identify records that must meet privacy and security regulations.

33.10.2 Will identify persons or groups who have the right to legal access to criminal history record information.

33.10.3 Will describe the essential elements of the Criminal Justice Information System.

33.10.4 Will describe the essential elements of the Virginia Criminal Information Network.

33.10.5 Will state the documentation that is required when disseminating criminal history records information.

33.10.6 Will list the civil and criminal penalties for violating provisions of the law concerning privacy and security of criminal history records. **33.10.7** Will know how to apply the Freedom of Information Act to requests for information.

■ **33.11** Cell and Person Search

By the end of this session, the officer:

33.11.1 Will cite the primary reasons for searching all locations accessible to inmates.

33.11.2* Will demonstrate proficiency in conducting a search of a location.

33.11.3 Will define contraband.

33.11.4 Will cite places of concealment of contraband.

33.11.5 Will list reasons for conducting body searches.

33.11.6 Will list basic rules for conducting body searches.

33.11.7 Will define a frisk search.

33.11.8 Will define a strip search.

33.11.9* Will demonstrate ability to search a person.

33.11.10 Will define types of personal searches.

33.11.11 Will identify times when searches may be performed.

33.11.12 Will state the limitations on strip searches according to Section 19.2-59.1.

33.11.13* Will demonstrate proper demeanor while performing a personal search.

33.11.14* Will demonstrate various search positions.

33.11.15* Will demonstrate proper action to be taken when contraband is found during a personal search.

■ **33.12** Stress

By the end of this session, the officer:

33.12.1 Will define stress.

33.12.2 Will list physical and/or psychological reactions to stress.

33.12.3 Will define distress and eustress.

33.12.4 Will list stressors.

33.12.5 Will list approaches that can be used to facilitate positive coping with stress.

■ **33.13** Fire Safety

By the end of this session, the officer:

33.13.1 Will identify common materials in detention facilities that are used as fuel by inmates.

33.13.2 Will list causes of accidental fires.

33.13.3 Will identify on-the-job precautionary techniques for arson fires.

33.13.4 Will list security indicators of arson being planned in the facility by prisoners.

33.13.5 Will identify the major components of fire prevention planning.

33.13.6 Will list the proper fire suppressant for various types of flammable materials.

■ **33.14** Crisis Intervention

By the end of this session, the officer:

33.14.1 Will define crisis.

33.14.2 Will list the basic responses of a person in crisis.

33.14.3 Will list types of crises found in a jail.

33.14.4 Will identify types of persons in jail likely to have crises.

33.14.5 Will describe crisis intervention techniques.

33.14.6 Will list the steps of a crisis analysis.

34.0 Jail Operations/Security

■ **34.1 Basic Security**

By the end of this session, the officer:

- 34.1.1** Will identify the most important aspect of security in a jail facility.
- 34.1.2** Will list the main objectives of security.
- 34.1.3** Will list the important factors of security.
- 34.1.4** Will define preventive patrol.
- 34.1.5*** Will demonstrate ability to engage in a lockdown.
- 34.1.6*** Will demonstrate ability to engage in a shakedown.
- 34.1.7** Will identify the officer's role in maintaining jail security.
- 34.1.8** Will identify conditions in the cell block that may signal illicit activities.
- 34.1.9** Will state the minimum number of rounds required per hour.
- 34.1.10*** Will demonstrate basic steps in making proper rounds.
- 34.1.11** Will identify methods of keeping informed of previous cell block activities such as new inmates, fights, etc.
- 34.1.12** Will list basic rules for ensuring officer safety during rounds.
- 34.1.13*** Will demonstrate ability to apply the basic rules for officer observation.
- 34.1.14** Will identify the elements of daily and weekly cell block inspections.
- 34.1.15*** Will demonstrate ability to complete a post log entry after rounds.

■ **34.2 Inmate Supervision**

By the end of this session, the officer:

- 34.2.1** Will define supervision.
- 34.2.2** Will state the goals of correctional supervision.
- 34.2.3** Will list major roles of a correctional officer.
- 34.2.4** Will list the components of a professional attitude.
- 34.2.5** Will identify basic supervisory techniques.

- 34.2.6** Will identify supervisory skills that can result in positive changes of inmates.
- 34.2.7** Will identify tactics used by inmates to manipulate or control officer.
- 34.2.8*** Will demonstrate ability to use interpersonal communications skills.
- 34.2.9*** Will demonstrate delivery of inmate mail.
- 34.2.10** Will list effects of poor or inadequate supervisory techniques.
- 34.2.11** Will identify procedures to monitor and document inmate telephone calls.
- 34.2.12*** Will demonstrate proper procedure to issue linen and clothing.
- 34.2.13** Will define the principles of professionalism in correctional supervision.
- 34.2.14** Will define communication.
- 34.2.15*** Will demonstrate supervision of inmates at recreation, work assignments, at commissary, during meals, during visitation, appointments and meetings.
- 34.2.16** Will identify factors required of a correctional officer to provide effective supervision of inmates.

■ **34.3** Inmate Behavior

By the end of this session, the officer:

- 34.3.1** Will state characteristics of the "total" individual.
- 34.3.2** Will identify personal characteristics that make a prisoner appear to be different from the average citizen.
- 34.3.3** Will identify critical behavior patterns and factors that impact prisoner behavior.
- 34.3.4** Will list factors that determine the direction of behavioral change.

■ **34.4** Key Control/Head Counts

By the end of this session, the officer:

- 34.4.1** Will state the values/purposes of manual/electronic key control.
- 34.4.2** Will list the basic rules for key control.
- 34.4.3** Will list values/purposes of a head count in a jail.
- 34.4.4*** Will demonstrate the ability to conduct a proper head count in a cell block and/or dormitory.
- 34.4.5** Will list tools and equipment that should be controlled.

- 34.4.6** Will state the basic procedures for supervising contract workers in the jail.
- 34.4.7** Will explain methods of controlling janitorial and food service supplies.
- 34.4.8** Will state the minimum number of head counts required per day.
- 34.4.9** Will state the minimum number of officers required to make a head count.
- 34.4.10** Will distinguish between cell block and dormitory counts.
- 34.4.11** Will identify procedures for verifying head counts with booking log entries.
- 34.4.12** Will list procedures to follow when an inmate is unaccounted for.
- 34.4.13** Will state the precautions to be taken during night counts.

■ **34.5** Classification

By the end of this session, the officer:

- 34.5.1** Will state values/purposes of correctional classification in a jail.
- 34.5.2** Will list benefits of classification for security and/or treatment needs in an institution.
- 34.5.3** Will identify personal factors utilized in a typical classification system.
- 34.5.4** Will describe the initial classification process.
- 34.5.5** Will define the reclassification process.
- 34.5.6** Will define the discharge assessment process.
- 34.5.7** Will describe classification recordkeeping.

■ **34.6** Receiving and Discharging Inmates

By the end of this session, the officer:

- 34.6.1** Will list the proper procedures for admitting prisoners into the jail.
- 34.6.2** Will identify the legal authority for admitting a person into jail.
- 34.6.3** Will define what is meant by a bond.
- 34.6.4** Will list the kinds of releases from jail.
- 34.6.5** Will state the proper procedures for discharging a prisoner from jail.
- 34.6.6** Will state the proper procedures for control of visitors in the jail.

- 34.6.7** Will identify the proper procedure for photographing an inmate.
- 34.6.8** Will identify the proper procedure for conducting a computer check of an inmate.
- 34.6.9*** Will demonstrate ability to book a prisoner.
- 34.6.10*** Will demonstrate ability to photograph a prisoner.
- 34.6.11*** Will demonstrate ability to release a prisoner.
- 34.6.12** Will verify a committal document.
- 34.6.13*** Will demonstrate patdown search of arrestee for weapons.
- 34.6.14*** Will demonstrate proper procedure for accepting custody of arrestee.
- 34.6.15** Will know how to verify identity of arresting officer.
- 34.6.16** Will know how to verify time served.
- 34.6.17** Will describe how to check for detainees.
- 34.6.18** Make positive identification of inmates to be released.
- 34.6.19** Will list all steps prerequisite to release of inmates.

■ **34.7** Escapes

By the end of this session, the officer:

- 34.7.1** Will define escape.
- 34.7.2** Will define attempted escape.
- 34.7.3** Will define what is meant by penetration as pertains to escapes or attempted escapes.
- 34.7.4** Will list factors that cause escapes.
- 34.7.5** Will identify types of escapes.
- 34.7.6** Will identify means an inmate utilizes in effecting an escape.
- 34.7.7** Will state the steps that should be taken to prevent escapes.
- 34.7.8** Will detail emergency planning procedures that take effect in escape situations.

■ **34.8** Trustees

By the end of this session, the officer:

- 34.8.1 Will define trustee.
- 34.8.2 Will list factors used in determining which inmates are good candidates to become trustees.
- 34.8.3 Will identify the appropriate uses for trustees in a jail.
- 34.8.4 Will identify when trustees should be searched.

■ **34.9** Medication

By the end of this session, the officer:

- 34.9.1 Will list values/purposes of medical/dental services in a jail.
- 34.9.2 Will cite the required procedures for medical/dental services.
- 34.9.3 Will cite the legal authority for medical/dental diagnoses in a jail.
- 34.9.4 Will cite the legal authority for dispensing medicines in a jail.
- 34.9.5 Will cite the approved process for medical/dental recordkeeping.
- 34.9.6 Will cite the officer's responsibility when dealing with inmates' medical complaints.
- 34.9.7 Will cite the exception to the rule that all medications must be secured.
- 34.9.8 Will identify ways to ensure that medication is taken properly.
- 34.9.9 Will explain the handling of medication found in the possession of an arrestee during booking.
- 34.9.10* Will demonstrate ability to dispense medication according to procedures.

■ **34.10** Discipline/Due Process

By the end of this session, the officer:

- 34.10.1 Will list values/purposes of inmate discipline.
- 34.10.2 Will define due process as it relates to inmate discipline.
- 34.10.3 Will describe the due process procedures that must be followed in disciplinary actions.
- 34.10.4 Will list appropriate documentation needed for disciplinary action.
- 34.10.5 Will list inmate offenses that can lead to inmate discipline.
- 34.10.6 Will distinguish between major and minor offenses.
- 34.10.7 Will list fundamental rights of an inmate which cannot be suspended.
- 34.10.8 Will state the conditions/limits on punishment that can be administered.

■ **34.11** Introduction to Fingerprinting

By the end of this session, the officer:

- 34.11.1** Will identify the objectives of fingerprinting.
- 34.11.2** Will list reasons for illegible or unclassifiable prints.
- 34.11.3** Will identify unusual fingerprinting situations.
- 34.11.4** Will list reasons why fingerprint cards are returned to the contributor.

■ **34.12** Protecting a Crime Scene in a Jail

By the end of this session, the officer:

- 34.12.1** Will cite the kinds of crimes that occur in a jail.
- 34.12.2** Will cite the primary purposes for protecting a crime scene in a jail.
- 34.12.3*** Will demonstrate the basic procedures for crime scene protection.
- 34.12.4** Will list critical, legal issues associated with crime scene protection.

■ **34.13** Jail Climate and Jailors

By the end of this session, the officer:

- 34.13.1** Will define what is meant by jail climate.
- 34.13.2** Will cite the primary elements of jail climate.
- 34.13.3** Will identify ways the officer impacts jail climate.
- 34.13.4** Will list critical times/events for inmates within the jail.