

# Custody Deputy Orientation Program

2019



## Custody Deputies:


## Custody Training Officers (Instructor(s)):

--	--

**Description:**

An orientation and pre-training program presented over an approximately two-week period to assist and prepare new Custody Deputies for their Custody Training Program.

**Objective:**

Provide the Custody Deputy Trainees with an intensive orientation and pre-training program to prepare them for an accelerated Custody Training Program.

**Schedule:**

<b>Day:</b>	<b>Time:</b>
Tuesday	0700-1700
Wednesday	0700-1700
Thursday	0700-1700
Friday	0700-1700
Tuesday	0700-1700
Wednesday	0700-1700
Thursday	0700-1700
Friday	0700-1700

## Orientation Training Modules:

<b>Module 1: Human Resources Policies</b>			
	<b>Policy/ Procedure:</b>	<b>Name:</b>	<b>Date Completed:</b>
1.1	Policy 100	Law Enforcement Authority	
1.2	Policy 106	Policy Manual	
1.3	Policy 208	Training Policy	
1.4	Policy 212	Electronic Mail	
1.5	Policy 340	Conduct	
1.6	Policy 342	Department Technology Use	
1.7	Policy 700	Department Owned and Personal Property	
1.8	Policy 1002	Evaluation of Employees	
1.9	Policy 1008	Anti-Retaliation	
1.10	Policy 1010	Reporting of Employee Arrests and/or Convictions	
1.11	Policy 1012	Drug and Alcohol-Free Workplace	
1.12	Policy 1014	Sick Leave Reporting	
1.13	Policy 1036	Time Sheet Procedures	
1.14	Policy 1040	Outside Employment	
1.15	Policy 1044	Grooming Standards	
1.16	Policy 1045	Body Art	
1.17	Policy 1047	Uniform Regulations	
1.18	Policy 1053	Personnel Information	
1.19	Policy 1064	Employee Speech, Expression and Social Networking	
<p><i>Objective: Trainee will have read and discussed each of the policies and will have had the opportunity to seek clarification to any questions they may have.</i></p>			

<b>Module 2: Tour of Jail Campus</b>			
	<b>Policy/ Procedure:</b>	<b>Name:</b>	<b>Date Completed:</b>
2.1	Tour of Campus	Tour of Sheriff's Headquarters, Dispatch, Main Jail, Special Services, Inmate Services, etc.	
2.2	Tour of Main Jail	Thorough tour/walkthrough of Main Jail, IRC, NW to include all housing units, the kitchen, classrooms, etc.	
<p><i>Objective: Trainee will have demonstrated the ability to locate all modules within the jail and be able to respond from any area within the facility.</i></p>			

<b>Module 3: Operational Philosophy</b>			
	<b>Policy/ Procedure:</b>	<b>Name:</b>	<b>Date Completed:</b>
3.1	Mission	Sheriff's Office Mission Statement	
3.2	Mission	Custody Operations Mission Statement	
3.3	Guiding Principles	Sheriff's Office Guiding Principles	
3.4	Vision	Custody Operations Vision Statement	
3.5	Goals	Custody Operations Goals	
3.6	Core Values	Custody Operations Core Values	
3.7	IBM	Inmate Behavior Management	
3.8	Inmate Orientation Handbook	Introduction to Inmate Orientation Handbook	
3.9	Title 15	Introduction to Title 15 – Local Corrections	
<p><i>Objective: Trainee will have read and discussed the operational philosophies of the Sheriff's Office and Custody Operations.</i></p>			

<b>Module 4: Use of Radio</b>			
	<b>Policy/ Procedure:</b>	<b>Name:</b>	<b>Date Completed:</b>
4.1	Basic Radio Codes	Provide trainee with a radio code handbook and discuss common radio codes utilized within the Custody Division.	
4.2	Radio Transmission/ Reception	Trainee will demonstrate proper radio procedure and the ability to transmit and understand radio communications.	
<p><i>Objective: Trainee will have demonstrated the ability to communicate effectively utilizing a department issued radio. Trainee should acknowledge and respond to radio requests.</i></p>			

<b>Module 5: Operational Policies</b>			
	<b>Policy/ Procedure:</b>	<b>Name:</b>	<b>Date Completed:</b>
5.1	Custody Policy 300	Counts	
5.2	Custody Policy 301	Inmate Classification	
5.3	Custody Policy 302	Inmate Movement	
5.4	Custody Policy 303	Use of Sobering/Observation Cell	
5.5	Custody Policy 304	Use of Safety Cells	
5.6	Custody Policy 321	Door Security	
5.7	Custody Policy 325	Key Control	
5.8	Custody Policy 327	Safety Checks	
5.9	Custody Policy 333	Possession or Use of Electronic Devices While on Duty	
<p><i>Objective: Trainee will have read and discussed each of the policies and will have had the opportunity to seek clarification to any questions they may have.</i></p>			

<b>Module 6: Use of Restraints</b>			
	<b>Policy/ Procedure:</b>	<b>Name:</b>	<b>Date Completed:</b>
6.1	Policy 306	Handcuffing and Restraints	
6.2	Introduction to Restraints	Provide trainee with a demonstration of the restraints utilized (handcuffs, leg irons, waist chains, black box).	
6.3	Handcuffing	Trainee will demonstrate the proper technique of placing handcuffs on inmates.	
6.4	Leg Irons	Trainee will demonstrate the proper technique of placing leg irons on inmates.	
6.5	Waist Chain	Trainee will demonstrate the proper technique of placing a waist chain on inmates.	
<p>Objective: Trainee will have demonstrated the proper application of the restraint devices commonly utilized in Custody Operations.</p>			

<b>Module 7: Searching</b>			
	<b>Policy/ Procedure:</b>	<b>Name:</b>	<b>Date Completed:</b>
7.1	Custody Policy 328	Searches	
7.2	Policy 902	Custodial Searches	
7.3	Introduction to Inmate Searches	Provide trainee with a walkthrough of the method used to conduct pat-down searches of inmates.	
7.4	Inmate Searches	Trainee will demonstrate a thorough pat-down search of multiple inmates.	
7.5	Introduction to Cell Searches	Provide trainee with a walkthrough of the method used to conduct cell searches of housing units within the jail.	
7.6	Cell Searches	Trainee will demonstrate proper searching techniques while searching multiple inmate housing units to include linear and podular style cells.	
<i>Objective: Trainee will have demonstrated the ability to safely search inmates and their housing units for contraband.</i>			

<b>Module 8: Use of Force</b>			
	<b>Policy/ Procedure:</b>	<b>Name:</b>	<b>Date Completed:</b>
8.1	Policy 300	Use of Force	
8.2	Introduction to Basic Control Holds	Trainee will be provided with a demonstration of basic control holds, including take-down maneuvers.	
8.3	Basic Control Holds	Trainee will demonstrate the ability to apply basic control holds.	
8.4	Introduction to Safety Cell Placement	Trainee will be provided with a demonstration of a safety cell placement of a combative inmate.	
8.5	Safety Cell Placement	Trainee will demonstrate the ability to properly place a combative inmate into a safety cell while working in a small group of 3-4 deputies.	
8.6	Force Options	Trainee will be advised of the different force options that deputies may carry in the course of their duties.	
<i>Objective: Trainee will have demonstrated an understanding of the use of force policy and will be able to demonstrate basic use of force techniques.</i>			

<b>Module 9: Administrative Tasks</b>			
	<b>Policy/ Procedure:</b>	<b>Name:</b>	<b>Date Completed:</b>
9.1	Completion of Timecard	Trainee will demonstrate the ability to complete their timecard using Employee Self-Service.	
9.2	Completion of Module Recap	Trainee will demonstrate the ability to complete their module recap.	
9.3	Completion of In-cell meal delivery request	Trainee will demonstrate the ability to complete an in-cell meal delivery request form with the proper amount of inmate meals, including all specialty meals.	
9.4	Sequence of Events	Given sample sequences of events for both day shift and night shift, trainee will be able to identify upcoming events and prioritize their workload accordingly.	
9.5	General Forms	Trainee will be able to explain the use of common forms (inmate request form, inmate grievance form, 1381, etc.) used throughout Custody Operations.	
9.6	Completion of Module Activity Log	Trainee will demonstrate the ability to complete a module activity log.	
9.7	Introduction to Jail Management System	Trainee will be provided with a demonstration of the Jail Management System to include basic functions such as housing and location assignments, inmate notations, the use of the work queue, etc.	
9.8	Jail Management System Navigation	Trainee will demonstrate the ability to navigate the Jail Management System and utilize the system to make notes, check inmates in and out from locations and change housing assignments.	
9.9	Inmate Disciplinary Reports	Trainee will demonstrate the ability to complete an Inmate Disciplinary Report using the IDR form as well as complete a report within the Jail Management System.	
9.10	Report Writing	Trainee will demonstrate the ability to write a basic report documenting their observations utilizing a word document processor.	
<i>Objective: Trainee will have demonstrated the ability to complete the administrative tasks outlined above.</i>			

<b>Module 10: Operational Tasks</b>			
	<b>Policy/ Procedure:</b>	<b>Name:</b>	<b>Date Completed:</b>
10.1	Security Check	Trainee will demonstrate the ability to complete security checks in a timely manner.	
10.2	Rule Enforcement	Trainee will demonstrate the ability to enforce facility rules and communicate effectively with the inmate(s) that violated a rule.	
10.3	Count	Trainee will demonstrate the ability to conduct count in linear style housing units as well as podular style housing units.	
10.4	In-Cell Meal Delivery	Trainee will demonstrate the ability to deliver meals to inmates.	
10.5	Medical Escort	Trainee will demonstrate the ability to safely escort inmates to medical appointments.	
10.6	Medication Pass Escort	Trainee will demonstrate the ability to supervise medication pass with a medical service provider.	
10.7	Mass Movements	Trainee will demonstrate the ability to safely move multiple inmates throughout the facility with the assistance of other deputies.	
<i>Objective: Trainee will have demonstrated proficiency in the above operational tasks.</i>			

<b>Module 11: Prison Rape Elimination Act (PREA)</b>			
	<b>Policy/ Procedure:</b>	<b>Name:</b>	<b>Date Completed:</b>
11.1	Policy 901	Prison Rape Elimination	
11.2	Custody Policy 208	Prison Rape Elimination Act	
11.3	PREA Orientation	Trainee will be provided with a PREA orientation training by the PREA coordinator or designee.	
<i>Objective: Trainee will have read and discussed each of the policies and will have been provided with the department's expectations and responsibilities for them in relation to PREA.</i>			