

Santa Barbara County Sheriff's Office



Custody Training Manual

Trainee: CD

Body #:

MISSION STATEMENT

Our quality of life in Santa Barbara County depends to a large extent on the quality of the law enforcement services we enjoy. The Santa Barbara County Sheriff's Office strives to provide the highest level of professional excellence possible. We feel that our effectiveness will be measured by the absence of crime on our streets. In order to accomplish this mission, we, as an organization, are guided by the following principles:

To recognize that the police services we provide must be responsive to the community needs and that the primary purpose of our organization is to protect life and property.

To understand that we are responsible for our actions and accountable to the citizens we serve.

To obtain the highest level of professional competence, with emphasis on both organizational and individual integrity.

To base our decisions and conduct upon the fundamental values set forth in the Department's Values Statement.

To maintain an environment that places a high premium on the use of innovative and reason risk taking without fear of biased and shortsighted criticism.

To carefully manage our financial resources, being cognizant of the fact that most problems cannot be solved by money alone and, therefore, demand creativity and innovative approaches.

INTRODUCTION

The purpose of this Custody Training Record Book is to provide a program model to assist the Custody Deputy Program and the Custody Training Deputy in the initial orientation and Jail operational procedures. New Deputies frequently experience difficulty making the transition from previous jobs to performing the general duties satisfactorily within a jail environment. The Custody Training Program is a systematic process to promote a successful transition to their employment with the Department. It is the primary responsibility of the Custody Training Deputy to facilitate the transition process by guiding and directing trainees in the initial application of their newly acquired knowledge and skills.

This model is actually an accumulation of the best aspects of existing training programs. This program is designed with the following criteria in mind:

Defensible / Fair - This model places equal emphasis on training and evaluation by encouraging an active training role by the Custody Training Deputy (CTO). The model also achieves defensibility and fairness by proper selection of Custody Training Deputies', trainee feedback, comprehensive content sequenced from the less to the more complex and emphasis on Custody Training Deputies' following the Custody Training Manual to structure the sequence as conditions permit.

Effective / Manageable - The program is effective and manageable in the respect that the program provides for adequate documentation and is a performance based program.

Adaptable / Flexible - The program is adaptable and able to conform to any training situation. This flexibility allows the Custody Training Deputy to tailor the training to suit the trainee's capabilities.

TRAINEE EXPECTATION AND RESPONSIBILITIES

While in the Custody Training Program, you are the junior partner to the Custody Training Deputy (CTO). Because of your limited knowledge and training, the CTO is in charge. As a trainee, you must remember to follow all instructions and/or directions of the CTO. If you feel something you are told is illegal or in violation of Department policy and procedure, supervisory assistance should be sought. As training continues, you will assume more job responsibility. Eventually, you will handle all job tasks with the CTO observing your progress.

The CTO is there to answer your questions and to train you for your corrections career. You need to make sure to inform the CTO of any problem areas you may have so he/she can assist you. You should be familiar with the organization of the Department and must remember to follow the chain of command in all your dealings with the Department.

Your first step is to familiarize yourself with the Custody Training Manual. Know what skills you will be required to perform. You will be required to have your Custody Training Manual at all times while you are on duty. The manual will be kept in the Shift Commanders Office when you are not on duty. It is your responsibility to retrieve your manual at the beginning of your shift and return it at the end of your shift. It is essential that you share the responsibility with your CTO in completing the manual.

The Custody Training Manual is composed of specific tasks. You must have the knowledge of each task. You will be required to perform each task satisfactorily in order to successfully complete the Custody Training Program.

THE LAW ENFORCEMENT CODE OF ETHICS

As a Law Enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against the violence of disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying laws of the land and the regulations of my department. Whatever I see or hear of confidential nature, or that is confided to me in my official capacity, will be kept secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decision. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear of favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I will recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held as long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

ORGANIZATIONAL VALUES

The Sheriff of Santa Barbara County is responsible for the provision of Law Enforcement and Custody Services to the citizens of the County. In striving to provide those services at a level of professional excellence, we, as members of the Santa Barbara Sheriff's Office, base our decisions and conduct upon the following fundamental values:

We Value Both Organizational and Personal Integrity

We take measures to ensure that accurate reporting occurs at all levels. We promote and recognize ethical behavior and actions. We value the reputation of our agency, yet promote honesty over loyalty to the department. We openly discuss both ethical and operational issues that require change, and collectively act to prevent abuses of the law and violation of civil rights. We are responsible for our actions, and accountable to our superiors and the citizens we serve.

We Value Meeting the Needs of the Community We Serve

We must therefore, establish police services which are responsive to community needs, and maintain open, viable communications with the public. We value a high quality of service, coupled with concern, care and involvement on the part of our personnel. We must provide a law enforcement service which is rooted in our democratic principles. That is a police service, which, while responsive to majority needs, ensures the protections of individual and minority rights.

ORGANIZATIONAL VALUES (cont.)

We Value Fiscal Responsibility

Careful management of our financial resources demonstrates our respect for the citizens whose taxes support our organization. Fiscal responsibility recognizes that most problems cannot be solved by money alone, and, therefore, demands fresh approaches and creativity in addressing issues.

We Value Effective Change

The Department values innovation from all levels, and recognizes and rewards those who contribute to the development of more effective ways of providing police services. We strive to keep pace with the latest methods and technology through the continuous training of personnel. We promote an atmosphere that encourages prudent risk taking and recognize that growth and learning may be spawned by honest mistakes.

We Value the Team Concept

In order to accomplish the primary goal of the Department, the Executive and Management staff will promote the management concept of "Collective Responsibility," which encourages a team effort versus individual performance. We believe that successful completion of that task is more important than who gets credit. We will put our resources where they are needed, using them effectively and efficiently, and will not let tradition dictate organization and allocation of manpower.

MINIMUM PERFORMANCE STANDARDS

Below is the list of minimum performance standards we expect you, as a Custody Deputy, to meet during your duty hours. These standards are in conformity with the current Sheriff's Office Policies.

WORK HABITS AND PROFESSIONAL DEMEANOR

You are expected to productively engage in your work while on duty. You are to exercise good personal hygiene and present a neat and professional image.

This means you are expected to:

Arrive at your post/assignment and be ready to start by the scheduled duty hour.

Ensure that your breaks are no longer than ten minutes and your Code 7 is no longer than 30 minutes.

Remain on your post unless you are called to leave. Do not leave your post partner unattended for extensive periods.

Answer your radio when called. Use professional language while transmitting. Follow Department radio communications procedures.

Keep your work area/office neat and organized.

Meet or exceed minimum standards of agency uniform and grooming policy.

Follow your chain of command.

MINIMUM PERFORMANCE STANDARDS *(cont.)*

INTERNAL RELATIONS

You are expected to conduct your work in a manner which supports the overall agency effort. If differences with co-workers and supervisors develop, you are expected to resolve them in a constructive manner. Generally, your interaction with others should have a positive impact on the organization.

This means that you are expected to:

Treat co-workers and supervisors with respect.

Do your share. When others appear overloaded, offer assistance when you can.

Avoid behavior which disrupts your work and the work of others. Avoid racial, religious, ethnic, sexual slurs and comments which might offend.

Read, understand, and follow the Department's Discriminatory Harassment Policy.

Avoid backbiting, rumor spreading, and repeated negative comments.

When differences develop, handle them constructively by actively trying to resolve, or negotiate ways to work harmoniously.

It is normal to be in disagreement on occasions with agency policy and decisions. If you do not like policies and procedures, or if you have strong differences with administration, bring your problem to your supervisor in private and in a constructive manner to make suggestions for change. Avoid patterns of complaining behavior at briefings and on shift which do not contribute to a solution but only add to the problem.

MINIMUM PERFORMANCE STANDARDS *(cont.)*

EXTERNAL RELATIONS

You are expected to conduct your work in a manner likely to foster good citizen relations and support the agency. You are expected to avoid generating patterns of citizen complaints.

This means you are expected to:

Treat citizens with respect.

Refuse to accept gratuities.

Avoid profanity, use of racial, religious, ethnic and sexual slurs, sarcasm, putdowns and derogatory remarks.

Follow the same rules we expect the public to follow.

Behave in ways which avoid discredit to the Department.

MODULE DEPUTIES

You are expected to run your module or assigned post in a safe, efficient and productive manner.

This means you are expected to:

Complete your assigned module duties in a timely fashion.

Move inmates in a safe, quiet and orderly manner. In accordance with the Inmate Movement Policy.

Complete count procedures accurately and in a timely fashion.

Keep the jail clean and presentable at all times.

MINIMUM PERFORMANCE STANDARDS *(cont.)*

SAFETY

You are expected to conduct your work in a manner that is most likely to protect you and others from harm and facilities and equipment from damage.

This means you are expected to:

Follow Department policy in the care and use of equipment.

Follow Department policy in the use of firearms and other defensive tactics.

Follow Department handcuffing procedures.

Notify a supervisor of any faulty or damaged equipment or unsafe condition immediately.

REPORTS

You are expected to write reports that are truthful and describe the incident as it occurred.

This means you are expected to:

Follow Department format and guidelines for report writing.

Reports should be completed by the end of shift unless approved by a supervisor.

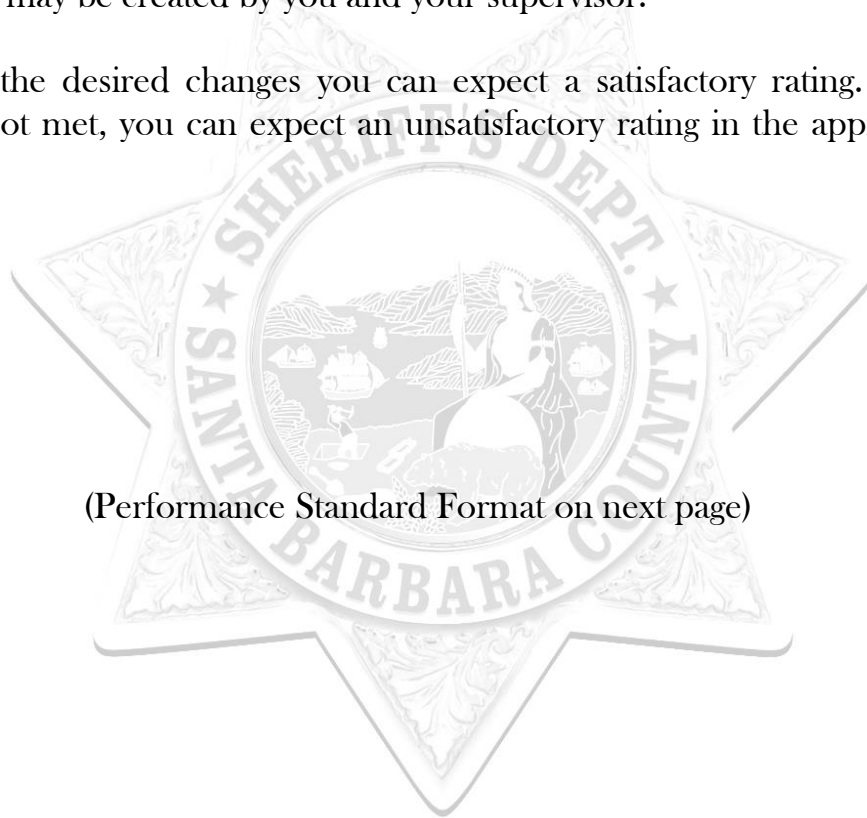
*At least 90% of reports should be usable upon first submittal. **

**A usable report should not require additional work after submittal in order to make it adequate for its intended purpose.*

ACTION CLAUSE FOR MINIMUM PERFORMANCE STANDARDS

If patterns of unsatisfactory performance develop, you will be counseled and a plan for correction may be created by you and your supervisor.

If you make the desired changes you can expect a satisfactory rating. If desired changes are not met, you can expect an unsatisfactory rating in the appropriate job division.



(Performance Standard Format on next page)

FAILURE TO MEET PERFORMANCE STANDARDS

EXAMPLE

This is to document the discussion we had on (*date*) concerning the difficulties you are having meeting the minimum performance standards of your job.

SPECIFY PERFORMANCE STANDARD(S) THAT HAVE NOT BEEN MET:

(Description of standard)

TIME TABLE FOR ACHIEVING IMPROVEMENT:

(What you expect to occur and when you expect to be corrected)

ACTIONS TO BE TAKEN TO ACHIEVE IMPROVEMENT:

(List additional training or instructions provided)

HOW IMPROVEMENT WILL BE MEASURED:

(List all guidance/assistance provided in this area)

THE EMPLOYEE'S COMMITMENT TO IMPROVEMENT:

(List commitment stated by employee)

Review Date: _____

Reviewed By: _____

Trainee Signature: _____

Supervisor Signature: _____

SCALE VALUE APPLICATION

The following scale value definitions are to be used when rating a trainee's performance in each of the rated areas:

Satisfactory: The trainee fulfilled the guideline requirements as required of a Custody Deputy performing his/her duties as a single Deputy.

Unsatisfactory: The trainee did not fulfill the guideline requirements as required of a Custody Deputy performing his/her duties as a single Deputy.

Not Observed: The CTO did not observe the Trainee perform the task.

Not Responding to Training: The trainee has previously performed at an unsatisfactory level in the guidelines requirement, has received additional training and continues not to improve.

Note: Even though there is not a check box for "Not Responding to Training," a trainee can be given this rating. If the trainee is continually failing to meet requirements as required, it should be documented in the remarks section that the trainee is "Not Responding to Training."

PRACTICAL APPLICATIONS

Practical applications are to be used as guidelines to ensure consistency when performing specific duties. They are also to be used as a reference tool so the trainee may review them when necessary.

Briefing

This occurs at the end of your shift to relay important information that occurred during the shift to your relief. Examples of briefing information include, but are not limited to: which inmates are going to or are still in court, any cells on lock-down status, problem inmates or cells, time of last security check, IDR's issued, inmates not in their current housing (PV booth, court video, etc.).

Module Recap

The module recap is to be started at the beginning of each shift. Important events that occur during your shift are to be entered on this document. To complete a recap, enter the name and body numbers of all deputies assigned to the module. Fill out the drop down sections of the recap. Enter any deviations that occurred during your shift in the deviation section. Include in the comments section any important information that occurred during the shift. This document should be reviewed by the on-coming module officer and should provide a clear picture of the events that occurred during that shift.

Equipment Check

Air packs, fire extinguishers, safety knives and flashlights are located in specific areas throughout the jail. Each time you assume duty; all equipment is to be physically checked. The pressure valve on Air packs and fire extinguishers need to be checked to ensure sufficient charging. The flashlight must be operational and the safety knives must be in the sheaths. Any equipment missing or in need of repair should be noted on the module recap and replaced.

Radio Usage

When transmitting on the radio, first listen to make to make sure no one else is talking. Hold the microphone button in for 3 seconds then begin your transmission. Use appropriate radio codes and make clear and concise radio transmissions. Radio transmissions should be brief. Extended conversations should be done in person or by telephone. All radio communications are recorded.

Verbal Commands

All verbal commands given to inmates must be clear and concise. Without clear and concise instructions, inmates may not follow your commands.

Jail Related Activity

Additional duties required of a module deputy; distributing or picking up mail, collection of Inmate Request slips, collections or distribution of Grievance forms, movement of inmates for Professional visits, etc.

Supervision of Inmate Workers and Inmate Work Crews

Inmate workers are needed to assist in passing out meals and general clean up duties in the Main Jail. All Deputies must maintain a constant visual check on inmate workers and/or inmate work crews.

PRACTICAL APPLICATIONS (cont.)

Meal Pass

All meal passes will be conducted in the same fashion. Inmates will be called in alphabetical order, one at a time. The Custody Deputy will verify the identity of each inmate before handing them their meal. The Custody Deputy will verify each inmate by utilizing a print-out of the cell occupants. One meal will be provided to each inmate. The Custody Deputy will not allow a second meal to any inmate. Each inmate must receive their own meal. Meal pass is also an ideal time to check inmates for injury.

Sick Call

Inmates appearing on any sick call list (Doctor's, Nurses, 14-day) are there either at their request or the request of the medical department. Once the sick call list is received by the module deputy, the deputy will verify whether the inmates on the list wish to attend sick call (Note: Doctors and 14 Day are mandatory). The module deputy will inform the Nurse or Deputy supervising sick call which inmates will be attending.

Main Jail:

The Deputy assisting the medical staff will announce via radio when they are ready to see inmates from a specific module. The module deputy will pull inmates out of their housing area and escort them to the Central Treatment Room or holding area. Once the sick call is completed, the module Deputy will be advised to return the inmates back to their cells.

Basement:

The Deputy assisting the medical staff will announce via radio when they are ready to see inmates from a specific module. The Basement deputy will pull inmates out of their housing area and place them to the East stairwell, the Deputy assisting medical will retrieve the inmates for sick call. Once the sick call is completed, the module deputy will be advised and the medical Deputy will return the inmates back to the East stairwell.

IRC/Northwest:

The Deputy assisting the medical staff will retrieve inmates from their housing area for sick call. Upon completion of sick call the medical Deputy will return the inmates to their cell.

Medication Pass

Medication pass occurs several times per day and is conducted with a Deputy and an LVN from Medical. It is important that medication distribution be conducted in a controlled fashion. Only one inmate will be provided medication at a time. Those inmates expecting medication will respond to the dayroom of the cell with a cup of water. When their name is called, the inmate will approach the nurse and show their armband. Once the nurse verifies the identity of the inmate, he/she will dispense the proper medication. The inmate shall swallow all medications. The medical staff and Deputy will verify that the inmate has swallowed the medication by having the inmate open their mouth, run their fingers around their gums and lift their tongue, as well as show that their cup of water is empty.

PRACTICAL APPLICATIONS (cont.)

Inmate Disciplinary Report (IDR):

An IDR is a report written when an inmate violates a jail rule. IDR's will be written for any inmate when you are aware that a jail rule has been violated. You will write, in detail, the actual violation in the narrative section of the IDR. This report must be provided to the inmate and they have the opportunity to sign the document. Additionally, the inmate may check the box indicating that they wish to see the IDR board. Once the inmate signs the IDR a copy will be provided to them. The IDR will be forwarded to the Shift Commander. In cases where the inmate may refuse to sign the IDR, a note of refusal shall be made on the form and forwarded to the Shift Commander for review.

IDR Board:

An IDR board determines the guilt or innocence of the inmates actions and will be conducted no earlier than 24 hours from and no later than 72 hours after the date and time stated on the IDR. However, the inmate may waive the 24 hour time limit and have their board prior to the end of the 24 hour waiting period. An IDR board will be held with a minimum of two Deputies. The inmate will be allowed to provide details of their version of the event and state if they wish to call witnesses. If witnesses are called, the IDR board must interview each witness. Once all the evidence has been presented from the inmate and any witnesses, the IDR board will determine guilt or innocence based upon the narrative the deputy wrote and the interview of the subject and witnesses. Once determined, the findings are forwarded to the Shift Commander.

Cleaning Supplies

In order to maintain jail cleanliness, cleaning supplies shall be passed out and collected during each dayshift to all general population and protective custody housing areas. Administrative Segregation and Isolation inmates shall be afforded cleaning supplies on an odd/even basis. Odd numbered cells receive cleaning supplies on odd numbered days and even numbered cells will receive cleaning supplies on even numbered days.

Inmate Exercise

In accordance with Title 15 of the California Code of Regulations, all inmates in local detention facilities are afforded the opportunity to use the recreation yard for a minimum of three hours per week. Each cell is assigned two yard times per week, lasting a minimum of one and a half hours in length. All inmates must be properly dressed when in route to the exercise yard, wearing shoes, socks, pants, T-shirt and an outer top shirt, or jumpsuit. If for some reason the inmate(s) are unable to utilize the yard due to inclement weather or other issues, it should be notated in the module recap and JMS. The Inmate Movement policy must be followed when moving inmates to and from the exercise yard. Each module must be secured prior to any mass movements. A count of inmates from each cell going into the yard must be performed and verified with the Tower guard.

The Tower guard will notify the module Deputy when the inmates are to return to their housing unit. This movement shall be conducted in accordance with the Inmate Movement policy. A count of inmates returning to each cell must be made and verified with the Tower guard. Male inmates may return to their housing unit shirtless.

PRACTICAL APPLICATIONS (cont.)

Inmate Visitation

All inmates are afforded visitation privileges, unless they have lost that privilege due to violation of jail rules. Visitation periods are 45 minutes in length. Main Jail registration for visitation shall be conducted prior to the actual visitation period and all visitors must register during the allotted time frame. The Custody Deputy will gather the visitation slips and distribute them to the inmate scheduled for a visit. The inmate's Keep Separate List in JMS shall be checked. Security doors shall be secured prior to any mass movements. The Inmate Movement policy must be followed when moving inmates to and from visitation. At the appropriate time, the module Deputy will pull all inmates for the specified visitation period and place them into the stairwell. Inmates shall be fully dressed and shall walk in an orderly fashion. Review classification level of isolation cell inmates prior to movement.

Inmate Movement

For greater security, a limit has been established on the number of inmates one Custody Deputy may move at a time. One Custody Deputy may move up to five (5) General Population and/or Protective Custody inmates at one time. Movement of more than five (5) inmates requires a second Custody Deputy. Many Ad/Seg and isolation inmates require a minimum of two (2) Custody Deputies for movement. One Deputy shall move no more than one (1) Ad/Seg or isolation inmate at a time. JMS contains the most accurate information for movement of inmates and should be referred to if unsure. Refer to the Inmate Movement Policy in the Custody Policy and Procedures Manual for further information.

Isolation Cells / Dayroom

Inmates housed in East Isolation cells 26 - 38 are afforded dayroom time. During this time period, they are to shower and clean their cells. The schedule is posted in the East office.

Court Bus Process

Inmates go to court Monday - Friday. A court list is produced by Custody Records. When the court list becomes available, module Deputies shall review the list and determine which inmates from their module are going to court that day. The module Deputy shall notify each inmate of the need to get ready by the appropriate time to be transported to their court appearance. At the appropriate time, each module Deputy shall bring their general population court inmates to the Inmate Reception Center (IRC) for holding until loading of the court bus begins. Special care should be used to determine any keep-aways and notify the Deputy conducting the court processing. The loading of the court buses and vans are done in coordination with the Transportation Unit. Prior to loading the transport vehicle for their court appearance, each inmate shall be pat-searched and handcuffed in the bus hallway.

When court buses return to the jail, one Deputy from each module will respond to the bus hallway. Deputies will search all inmates returning from court. One (1) will Deputy will check off the inmates from the court roster, (located in the bus hallway adjacent the IRC door). Once the inmates have been searched and checked in on the roster, the Deputies will escort the inmates back to their respective modules, adhering to the Inmate Movement policy.

PRACTICAL APPLICATIONS (cont.)

Log Sheets

Several different types of log sheets are used throughout the facility. All logs are to be filled out completely and legibly.

Module Log: Used by the module Deputy to keep track of which single cells have used the shower, cleaning supplies and exercise yard. This log is to be turned in nightly to Booking.

Observation Cell Log: Used to document the actions of an inmate in an observation or safety cell. Entries require a number after each notation made on the log sheet. The logs are required to have two (2) checks every 30 minutes. Deputies will document on the log the name of the person who removed the inmate and if they contacted the medical staff. Logs will be completed and turned in to the Shift Commander when the inmate has been cleared from the observation or safety cell.

Weapons Check Out / In

When assigned to an armed position such as Hospital Guard, it is necessary to check out a weapon. The Shift Commander retains keys to the gun locker from the key box. Once the weapon has been retrieved from the gun locker, ensure it is unloaded by visually and physically inspecting the weapon. Count the ammunition ensuring there are 40 rounds. Check the weapon for any signs of damage. Make sure the weapon is functioning by performing a function check. Load 13 rounds into each magazine, insert one (1) magazine into the well of the weapon, drop slide release allowing slide to go forward chambering a round. De-cock and put the weapon on safe, drop the magazine that is in the weapon and add the last round into magazine bringing count to 13. Reinsert the magazine into the weapon. Load 13 rounds in each remaining magazine and re-secure the gun locker.

When you are relieved of your duties, you must return to the jail and check the weapon in. Return to the gun locker where you picked up the weapon. Unload the weapon and magazines. Place all rounds in the bullet holder. The slide release should be in the locked into the opened position with no magazine and placed into the gun locker. All magazines and rounds (in the holder) shall be placed into the gun locker with the weapon and secured. Return the gun locker key to the Shift Commander.

Fingerprinting

All inmates brought into custody must be fingerprinted. Safety is paramount when fingerprinting. Fingerprints are performed digitally. First calibrate the ID machine. Then enter the booking number to retrieve the identification information, ensuring accuracy. Add the literal meaning for charges/ warrants, if necessary. Enter the correct ORI# for arresting agency. Enter length of the sentence for inmates committed to jail. Complete the prints (palms, flats and rolled). Ensure that, when fingerprinting, you have a grasp of the inmates hand and are in a safe position in case you need to gain greater control of the inmate. Place the inmate in the proper area to take their picture. Make sure the person is centered in the frame. Print the wristband and the module card from JMS. Secure the wristband to the inmates right wrist and place the inmate in a holding cell or Dress-In.

PRACTICAL APPLICATIONS (cont.)

DNA Collection

A DNA sample is collected on inmates that have committed a felony or those that have a prior qualifying charge. Collection of DNA is determined by the Classification Unit. Enter inmate information from the booking paper work to the correct fields on the ID machine. Obtain a DNA kit and scan the bar code on the swab. Write the inmate's name and CID number on the DNA swab. Slide the swab open and give it to the inmate. Have the inmate scrape the inside of their cheek 7 times. Take the swab from the inmate and slide the cover forward. Place the swab in the provided envelope. Place the swab envelope inside the DNA package and staple the booking sheet to the outside of envelope. Update collection information in JMS on the DNA page of JMS. All completed DNA packets are to be placed in the DNA box located in the Booking office.

Wristbands/Armbands

All inmates shall be issued an armband. The Custody ID Deputy is responsible for placing the identification wristband on the inmate. The Inmate shall not remove his or her wristband at any time. There are currently four (4) colors of wristbands. The Classification Unit will advise as to the color of each inmates wristband based upon the following guidelines:

- Green** General Population. Inmates with green armbands can be housed in various parts of the jail (Main Jail, PC, IRC, Northwest, Male Basement, and FMSF).
- Red** Assaultive behavior towards staff and/or inmates. Inmates with red armbands will always be AD/SEG with all movement conducted with a minimum of two (2) Custody Deputies. All transports require leg irons, waist chain, handcuffs and a black box.
- Blue** Current 187PC (Murder) or 664/187PC or 3rd Strike. Inmates with blue armbands may be housed in any area of the jail. All transports require leg irons, waist chain, handcuffs and a black box.
- Yellow** Escape Risk. Inmates with yellow armbands may be housed in any area of the jail. All transports require leg irons, waist chain, handcuffs and a black box.

Linen Exchange

On the day of the linen exchange, the Corporal(s) will announce that linen exchange is beginning via the radio. Those involved in the linen exchange will then meet at the respective module. A minimum of two (2) Deputies, preferably at least one being a Corporal will be in the exchange area to conduct the linen exchange. The remainder of those involved will stay to search the cells. Once the module Deputies secure the module, they will escort the inmates to the linen exchange area and the Deputies will then search that cell(s). The Deputies that are supervising the linen exchange will ensure that the inmates receive all of the proper clothing and linen. Once the searching is complete, the Deputies will inform the Corporal that they are ready to have the inmates returned to cells. This process will be repeated for the remainder of the module.

NOTE: The number of inmates that are moved to the linen exchange area may vary from module to module due to their classification.

PRACTICAL APPLICATIONS (cont.)

Panic Alarms / Fire Alarms

There are two types of panic alarms, there are panic alarms fixed on the wall through out the facility and there are panic alarms on the radios issued to the Custody Deputies and staff. When an alarm is activated, whether it is a panic or fire alarm, Deputies will respond once the location has been determined. The Shift Commander or his/her designee will coordinate all responding Deputies to the incident. Deputies will communicate with their partners to ensure that at least one Deputy remains in their respective modules. The Shift Commander or his/her designee will communicate with the control rooms where they may need emergency vehicles to respond. Refer to the Emergency Procedures and the Significant Incident Policies in the Custody Policies and Procedures Manual for further information.

Video Recordings

All cameras are recording motion sensed activity.

Church Services

Church services are conducted throughout the facility. Depending on where you are working, you will coordinate with jail Chaplains and other custody staff, to properly accommodate such services. The jail Chaplains provide a master schedule of upcoming church services. The schedule is located in the MCR and in the Shift Commander's office. You are to conduct the movement of inmates, to and from church, in a safe and controlled manner adhering to the Inmate Movement policy.

I acknowledge that I have read and understand everything that is expected of me during training.

Trainee

Signature: _____ Date: _____