

Performance Outcome 4.1.

Commit a prisoner to a jail.

Training Objective Related to 4.1.

- A. Given a written and practical exercise, identify the steps required to commit a prisoner into a jail.

Criteria: The trainee shall be tested on the following:

- 4.1.1. Conduct a full search of adult/juvenile prisoner for weapons and contraband and document chain of custody for evidence.
- 4.1.2. Summon medical staff for body cavity search, if needed.
- 4.1.3. Examine the physical condition of the prisoner to determine the need for medical attention
- 4.1.4. Process forms to determine a legal commitment to the jail.
 - 4.1.4.1. Commitment order from magistrate or court
 - 4.1.4.2. Parole Board warrant / PO Signature
 - 4.1.4.3. Governor Warrant from Virginia
 - 4.1.4.4. Federal Form 41
 - 4.1.4.5. Bond revocation/surety capias (bonding company/bondsman)
- 4.1.5. Verify the prisoner's identity through warrant, prior commitments and personal documents as applicable.
- 4.1.6. Review appropriate inmate records for prior arrests/convictions.
 - 4.1.6.1. Inmate Data Base at the Jail.
 - 4.1.6.2. Committal records from Court or Magistrate.
 - 4.1.6.3. VCIN/NCIC Printouts.
 - 4.1.6.4. Local Inmate Data System if available.
 - 4.1.6.5. Current or prior arrest warrants.
 - 4.1.6.6. Sentencing Orders from the court.
 - 4.1.6.7. Inmate account funds.
 - 4.1.6.8. Detainers from other jurisdictions.

- 4.1.7. Inventory and issue personal property receipt/securing property as required by local policy.
- 4.1.8. Identify high risk prisoners such as medical, mental, suicidal and violent/disruptive.
- 4.1.9. Maintain formal log of initial inmate calls in accordance with policy (Instructor note)
- 4.1.10. Provide general information to prisoner on bail bonding companies and procedures. **(Retired)**
- 4.1.11. Issue and review jail rules to ensure prisoner's understanding.
- 4.1.12. Question prisoner regarding the existence of illnesses, injuries and medications and secure both prescription and non-prescription medicine brought by prisoner. Notify medical staff of medical information and medication brought in by prisoner.
- 4.1.13. Inform prisoners of legal rights in jail such as phone calls, medical care and co-pays, etc. **(Retired)**
- 4.1.14. Detainers
 - 4.1.14.1. Definition
 - 4.1.14.2. Requirements
- 4.1.15. Serve and execute return of service on any court orders arriving after prisoner is incarcerated.

Lesson Plan Guide: The lesson plan shall include the following:

1. Conduct a full search of adult/juvenile prisoner for weapons and contraband and document chain of custody for evidence.
2. Summon medical staff for body cavity search, if needed.
3. Examine the physical condition of the prisoner to determine the need for medical attention.
4. Process forms to determine a legal commitment to the jail.
 - a. Commitment order from magistrate or court
 - b. Parole Board warrant / PO Signature
 - c. Governor Warrant from Virginia
 - d. Federal Form 41
 - e. Bond revocation/surety capias (Bonding company/bondsman)
5. Verify the prisoner's identity through warrant, prior commitments and personal documents as applicable.
6. Review appropriate inmate records for prior arrests/convictions.
7. Inventory and issue personal property receipt/securing property as required by local policy.
8. Identify high risk prisoners such as medical, mental, suicidal and violent/disruptive.
9. Maintain formal log of initial inmate calls in accordance with policy.
10. Provide general information to prisoner on bail bonding companies and procedures.
11. Issue and review jail rules to ensure prisoner's understanding.
Question prisoner regarding the existence of illnesses, injuries and medications and secure both prescription and non-prescription medicine brought by prisoner. Notify medical staff of medical information and medication brought in by prisoner.
12. Inform prisoners of legal rights in jail such as phone calls, medical care and co-pays, etc.
13. Detainers
 - a. Definition
 - b. Requirements
 - (1). In-state
 - (2). Out-of-state
 - (3). Federal
 - (4). Other
 - (a). Teletype
 - (b). Fax
 - (c). Electronic transmittal (printable document)
14. Serve and execute return of service on any court orders arriving after person is incarcerated.

INSTRUCTOR NOTE: VCIN/NCIC Check to be conducted upon commitment or release depending on department policy.

Performance Outcome 4.2.

Supervise an inmate within a jail according to classification criteria.

Training Objective Related to 4.2.

- A. Given a written and practical exercise, identify the steps required to properly supervise an inmate within the jail according to classification criteria.

Criteria: The trainee shall be tested on the following:

- 4.2.1. Supervision of inmate activities and programs
- 4.2.2. Reasons for VCIN/NCIC check on inmates as required by law and agency policies (**Retired**)
- 4.2.3. Completion of an objective jail classification exercise.
- 4.2.4. Document concern for potential behavioral problem by inmate.
- 4.2.5. Requirements for service as a member of a disciplinary hearing/adjustment board
- 4.2.6. Orientation of inmates on facility rules and regulations and the penalties for non-compliance.
- 4.2.7. Information to provide inmates regarding court procedures and processes for pretrial arraignments.
- 4.2.8. Inform inmates of attorneys as required by policy
- 4.2.9. Operational elements of canteen operation.
- 4.2.10. Procedures for receiving, securing and disbursing funds from inmate's personal account according to law.

Lesson Plan Guide: The lesson plan shall include the following:

1. Supervision of inmate activities and programs
2. Reasons for VCIN/NCIC check on inmates as required by law and agency policies
3. Completion of an objective jail classification exercise.
4. Documentation of concern for potential behavioral problems by inmate.
5. Requirements for service as a member of a disciplinary hearing/adjustment board
6. Orientation of inmates on facility rules and regulations and the penalties for non-compliance.
7. Information to provide inmates regarding court procedures and processes for pretrial arraignments.
8. Inform inmates of attorneys as required by policy
9. Operational elements of canteen operation.
10. Procedures for receiving, securing and disbursing funds from inmate's personal account according to law.

Performance Outcome 4.3.

Identify the records, documents and reports used within a jail.

Training Objective Related to 4.3.

- A. Given a written and/or practical exercise, identify the records, documents and reports used within the jail.
- B. Given a written or practical exercise, identify or perform the steps involved in using the records, documents, and reports used in a jail.

Criteria: The trainee shall be tested on the following:

- 4.3.1. Identify various agency records including directories, inventories, warrants served and bonds as assigned.
- 4.3.2. File and retrieve documents in agency records systems in accordance with agency policy.
- 4.3.3. Identify the forms and the steps required to act upon the forms, documents, and orders generated by the courts or other legal entities, i.e., disposition, continuance, changes in charges, hold cards or detainers, etc.
- 4.3.4. Identify other operational forms and documents used within the jail, i.e., canteen form, grievance forms, inmate requests, serious incident report (SIR) forms, post logs, supply requisitions, etc.

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify various agency records including directories, inventories, warrants served and bonds as assigned.
2. File and retrieve documents and records in agency systems in accordance with agency policy.
3. Identify the forms and the steps required to act upon the forms, documents, and orders generated by the courts or other legal entities, i.e., disposition, continuance, changes in charges, hold cards or detainers, etc.
4. Identify other operational forms and documents used within the jail, i.e., canteen form, grievance forms, inmate requests, serious incident report (SIR) forms, post logs, supply requisitions, etc.
5. Identify agency policy related to removing a report from agency records system as appropriate and required by law and when assigned to make this removal.

Instructor Note: Advise trainees that they will need to identify department policy related to use of records, documents, and reports within the department.

Performance Outcome 4.4.

Monitor visitors and inmates.

Training Objective Related to 4.4.

A. Given a written exercise, identify methods for monitoring visitors and inmates to ensure prevention of contraband entering the facility during visits.

Criteria: The trainee shall be tested on the following:

- 4.4.1. Identify methods for monitoring visitors and inmates.
 - 4.4.1.1. Personal observation
 - 4.4.1.2. Electronic surveillance
- 4.4.2. Identify behavior that may be questionable and lead to attempted passage of contraband to an inmate.
 - 4.4.2.1. Body language that appears to be secretive
 - 4.4.2.2. The way a person speaks
 - 4.4.2.3. Inappropriate dress
 - 4.4.2.4. Inappropriate packages or luggage
 - 4.4.2.5. Uncooperative, agitated, nervous, or very demanding persons
 - 4.4.2.6. Attempts to go into unauthorized areas (may be a diversionary tactic)
 - 4.4.2.7. Potential for the visitor to be under the influence of alcohol/drugs
- 4.4.3. Identify methods to prevent passage of contraband between visitors and inmates.
 - 4.4.3.1. Search property left for inmates
 - 4.4.3.2. Inventory property left for inmates
 - 4.4.3.3. Inspect/search all areas and containers of any type used by visitors before inmates remove these
 - 4.4.3.4. Confiscate contraband if found
- 4.4.4. Inspect perimeter of jail after visitation for items that may be dropped.
- 4.4.5. Search any unattended packages.

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify methods for monitoring visitors and inmates.
 - a. Personal observation
 - b. Electronic surveillance
2. Identify behavior that may be questionable and lead to attempted passage of contraband to an inmate.
 - a. Body language that appears to be secretive
 - b. The way a person speaks
 - c. Inappropriate dress
 - d. Inappropriate packages or luggage
 - e. Uncooperative, agitated, nervous, or very demanding persons
 - f. Attempts to go into unauthorized areas (may be a diversionary tactic)
 - g. Potential for the visitor to be under the influence of alcohol/drugs
3. Identify methods to prevent passage of contraband between visitors and inmates.
 - a. Search property left for inmates
 - b. Inventory property left for inmates
 - c. Inspect/search all areas and containers of any type used by visitors before inmates remove these
 - d. Confiscate contraband if found
4. Inspect perimeter of jail after visitation for items that may be dropped.
5. Search any unattended packages.

Performance Outcome 4.5.

Observe and supervise inmates within and outside of a jail.

Training Objective Related to 4.5.

- A. Given a written or practical exercise, identify the steps required to supervise and observe inmates in a jail.
- B. Given a written or practical exercise, identify the steps required to observe and supervise inmates outside of a jail.

Criteria: The trainee shall be tested on the following:

- 4.5.1. Observe inmate's behavior and conduct interviews to recognize/determine deception, deceit, and manipulation.
- 4.5.2. Observe inmate for signs of drug, alcohol or other substances.
- 4.5.3. Identify abnormal and/or suspicious behavior of an inmate.
- 4.5.4. Identify inmates who are afraid of being victims of an assault and/or manipulation.
- 4.5.5. Observe inmate after violent confrontation to assess medical condition.
- 4.5.6. Monitor high risk inmates and/or inmates with health problems and provide access to sick calls.
- 4.5.7. Observe/monitor inmates on suicide watch.
- 4.5.8. Identify group agitators and threat groups among inmates.
- 4.5.9. Investigate injuries to inmates. **(Retired)**
- 4.5.10. Verify the authorization of inmate movement within the facility.
- 4.5.11. Supervise cleaning details and inmate workers.
- 4.5.12. Supervise inmates and inmate activities.
- 4.5.13. Attend to the special needs of inmates.

- 4.5.14. Verbally reprimand inmates for rules violations.
- 4.5.15. Provide for inmate privileges according to law and agency policy
- 4.5.16. Take away inmate privileges as a method of discipline.
- 4.5.17. Patrol housing unit, secured areas and perimeters.
- 4.5.18. Provide hygiene instruction to inmate, if necessary. **(Retired)**
- 4.5.19. Inspect facility to ensure that sanitary conditions are maintained.
- 4.5.20. Conduct irregularly timed security inspections.
- 4.5.21. Supervise inmates outside of the facility and maintain security post at hospital if inmate is hospitalized.
- 4.5.22. Supervise juveniles according to law and agency policy.
- 4.5.23. Direct inmates in the event of an emergency or in a disaster drill.
- 4.5.24. Conduct head counts and record in designated areas.
- 4.5.25. Supervise food service and control of dishes, beverage containers, and utensils.
- 4.5.26. Take custody of and record lost or found property.
- 4.5.27. Initiate contact with employers on the status of work release inmates.
- 4.5.28. Assist disabled inmates. **(Retired)**
- 4.5.29. Regulate accumulation of items in inmate's housing unit.

Lesson Plan Guide: The lesson plan shall include the following:

1. Observe inmate's behavior and conduct interviews to recognize/determine deception, deceit, and manipulation.
2. Observe inmate for signs of drug, alcohol or other substances.
3. Identify abnormal and/or suspicious behavior of an inmate.
4. Identify inmates who are afraid of being victims of an assault and/or manipulation.
5. Observe inmate after violent confrontation to assess medical condition.
6. Monitor high risk inmates and/or inmates with health problems and provide access to sick calls.
7. Receive and follow instructions from medical staff about an inmate's medical condition.
8. Observe/monitor inmates on suicide watch.
9. Identify group agitators and threat groups among inmates.
 - a. Threat groups
 - (1). Religious based
 - (2). Ethnic gangs
 - (3). Other gangs
 - b. Tattoos/markings
 - c. Signs (hand/body positions)
 - d. Initiation practices
 - e. Structured style of dress (colors, clothing type, headgear, location of clothing – right or left)
10. Identify and confiscate dangerous items in the inmates' possession.
11. Investigate injuries to inmates.
12. Investigate complaints from inmates.
13. Verify the authorization of inmate movement within the facility.
14. Supervise cleaning details and inmate workers.
15. Supervise inmates and inmate activities.

16. Attend to the special needs of inmates.
17. Verbally reprimand inmates for rules violations.
18. Provide for inmate privileges according to law and agency policy.
19. Take away inmate privileges as a method of discipline.
20. Patrol housing unit, secured areas and perimeters.
21. Provide hygiene instruction to inmate, if necessary.
22. Inspect facility to ensure that sanitary conditions are maintained.
23. Conduct irregularly timed security inspections.
24. Supervise inmates outside of the facility and maintain security post at hospital if inmate is hospitalized.
25. Supervise juveniles according to law and agency policy.
26. Direct inmates in the event of an emergency or in a disaster drill.
 - a. Fire
 - b. Disaster (flood, hurricane, tornado)
 - c. Hostage situations, riot, or other disturbances
 - d. Chemical agents
 - e. Escape
 - f. Mass arrests
27. Conduct head counts and record in designated areas.
28. Supervise food service and control of dishes, beverage containers, and utensils.
29. Take custody of and record lost or found property.
30. Initiate contact with employers on the status of work release inmates.
31. Assist disabled inmates.
32. Regulate accumulation of items in inmate's housing unit.

Performance Outcome 4.6.

Transfer and/or release an inmate from a jail.

Training Objective Related to 4.6.

A. Given a written or practical exercise, identify the steps required to perform the transfer and/or release of an inmate from a jail.

Criteria: The trainee shall be tested on the following:

- 4.6.1. Return inmate personal property as required by local policy.
- 4.6.2. Collect linen, bedding and jail clothing.
- 4.6.3. Ensure that a VCIN/NCIC check for wants and warrants is conducted prior to transfer and/or release.
- 4.6.4. Check to ensure the release is legal and within agency policy.
- 4.6.5. Verify release document
 - 4.6.5.1. Release order from court/magistrate
 - 4.6.5.2. Disposition from court; verify time computation/sentence served.
 - 4.6.5.3. Parole Board warrant pulled by Probation Officer or action of parole board to release.
 - 4.6.5.4. Detainers (cross reference 4.1.13)
- 4.6.6. Ensure that the documentation package needed to transfer an inmate is given to the transportation officer.
- 4.6.7. Verify the identity of an inmate by comparing the photograph of the inmate to the inmate, if applicable.
- 4.6.8. Notify an agency holding a warrant/detainer on an inmate regarding transfer or release.

Lesson Plan Guide: The lesson plan shall include the following:

1. Return inmate personal property as required by local policy.
2. Collect linen, bedding and jail clothing.
3. Ensure that a VCIN/NCIC check for wants and warrants is conducted prior to transfer and/or release.
4. Check to ensure the release is legal and within agency policy.
5. Verify release document
 - A. Release order from court/magistrate
 - B. Disposition from court; verify time computation/sentence served.
 - C. Parole Board warrant pulled by Probation Officer or action of parole board to release.
 - D. Detainers (cross reference 4.1.13)
6. Ensure that the documentation package needed to transfer an inmate is given to the transportation officer.
7. Verify the identity of an inmate by comparing the photograph of the inmate to the inmate, if applicable
8. Notify an agency holding a warrant/detainer on an inmate regarding transfer or release.

Performance Outcome 4. 7.

Protect inmates as needed and control violent or unruly inmates.

Training Objective 4. 7.

- A. Given a written exercise, identify the procedures to be followed to protect inmates who feel threatened and/or have been assaulted.
- B. Given a written exercise, identify the steps needed to request assistance or to provide backup assistance to control violent inmates in accordance with officer safety procedures.

Criteria: The trainee shall be tested on the following:

- 4.7.1. Identify procedures to provide protection to inmates who feel threatened and/or have been assaulted.
- 4.7.2. Identify the steps needed to request assistance or provide assistance (backup) to control violent or unruly inmates in accordance with officer safety procedures.
- 4.7.3. Identify methods to secure the scene when a critical incident has occurred.

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify procedures to provide protection to inmates who feel threatened and/or have been assaulted.
2. Identify the steps needed to request assistance to control violent or unruly inmates in accordance with officer safety procedures.
3. Identify methods to secure the scene when a critical incident has occurred.

Performance Outcome 4. 8.

Administer cardio-pulmonary resuscitation (CPR) and basic first aid.

Training Objectives Related to 4. 8.

- A. Successfully complete an approved course for cardio-pulmonary resuscitation (CPR).
- B. Successfully complete an approved course for basic first aid.
- C. Demonstrate ability to assist a person to prevent falling, move the person to a place of safety and support the person to a safe position.
- D. Successfully complete an approved course for using an automatic external difibrillator (AED).

Criteria: The trainee shall be tested on the following:

- 4.8.1. Testing provided by approved CPR course provider
- 4.8.2. Testing provided by approved basic first aid provider
- 4.8.3. Assisting a person to prevent falling, move the person to a place of safety if needed, and support the person to a safe position.
- 4.8.4. Testing provided by an approved automatic external defibrillator (AED) course provider.

Lesson Plan Guide: The lesson plan shall include the following:

1. An approved course for cardio-pulmonary resuscitation.
2. An approved course for basic first aid that covers the following at a minimum:
3. Assist a person to prevent falling, move the person to a place of safety and support the person to a safe position.
 - a. Protecting head and shoulders of person to the extent possible
 - b. Use of upper body strength
 - c. Use of base strength (hip and legs)
 - d. Use of torso/trunk strength (back and abdomen)
4. An approved course for using an automatic external defibrillator (AED).

Instructor Note: Approving entities for First Aid/CPR instruction include the American Heart Association, American Red Cross, Virginia Department of Health, National Safety Council, or a program approved by the Operational Medical Director of a local Emergency Medical Services (EMS) provider.

Performance Outcome 4. 9.

Conduct jail operations with awareness of terrorism possibilities.

Training Objective Related to 4. 9.

- A. Complete an approved Public Safety Response to Terrorism – Awareness Level course.
- B. Complete an approved IC700 NIMS Introductory training course.
- C. Complete an approved ICS 100 Introductory training course.

Criteria: The trainee shall be tested on the following:

- 4.9.1. Indicators and effects of incidents to include CBRN(E) -- chemical, biological, radiological, nuclear, and explosive devices or weapons -- on individuals and property.

- 4.9.2. Signs and symptoms common to initial victims of a CBRN(E) incident.

- 4.9.3. Define the Incident Command System (ICS)
 - 4.9.3.1. Identify the components of ICS
 - 4.9.3.2. Identify the structure of ICS
 - 4.9.3.3. Identify the purpose of unified command under ICS
 - 4.9.3.4. Identify the role of the first responding patrol officer under ICS
 - 4.9.3.5. Identify communications protocol under ICS
 - 4.9.3.6. Identify the transfer of command by the first responding patrol officer under ICS

4.9.4. Explain the purpose of the National Incident Management System (NIMS)

4.9.4.1. Identify the presidential directive related to NIMS

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify indicators and effects of incidents to include CBRN(E) -- chemical, biological, radiological, nuclear, and explosive devices or weapons -- on individuals and property.

2. **Identify signs and symptoms common to initial victims of a CBRN(E) incident.**

3. **Define the Incident Command System (ICS)**
 - a. Identify the components of ICS
 - b. Identify the structure of ICS
 - c. Identify the purpose of unified command under ICS
 - d. Identify the role of the first responding patrol officer under ICS
 - e. Identify communications protocol under ICS
 - f. Identify the transfer of command by the first responding patrol officer under ICS

4. **Explain the purpose of the National Incident Command System (NIMS)**
 - a. Identify the presidential directive related to NIMS

*** Special Note: Completion of the eight-hour Public Safety Response to Terrorism - Awareness Level training will accomplish the goals of number 1 and 2 in this lesson plan guide and prepare a trainee to be tested on this topic.**