

**Jail Performance Outcomes -- Category 9**

**Field Training**

In conjunction with completing basic academy training, the deputy/jail officer must identify requirements related to the employing agency, and community resources and agencies that may assist a person in need. Expected performance outcomes include this basic knowledge and cover the following:

**9.1. – 9.31. Policies, Procedures, and Operations**

- 9.1. Identify agency policy regarding professional appearance related to clothing and grooming.
- 9.2. Identify agency policy and procedures for handling violations of professional, ethical, or legal standards of conduct by fellow deputies/jail officers.
- 9.3. Identify agency policies related to commitment and treatment of prisoners.
- 9.4. Identify agency policy and procedure related to treatment of juvenile offenders.
- 9.5. Identify agency policy and procedure related to communicating information about a prisoner to internal and external authorities.
- 9.6. Identify agency policy and procedure for obtaining assistance for communicating with various cultural backgrounds or with various disabilities.
- 9.7. Identify agency policy and procedure related to receiving, securing, and disbursing funds from an inmate's personal account.
- 9.8. Identify agency policy related to file and retrieving records in agency system.
- 9.9. 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.
- 9.10. Identify agency policy for reporting maintenance problems.
- 9.11. Identify agency policy for performing a safety inspection.
- 9.12. Identify agency policy and procedures for participating in searches with multiple agencies.
- 9.13. Identify agency policy and procedure for conducting interrogations.
- 9.14. Identify agency policy regarding the communication of emergency messages.

- 9.15. Identify agency policy and procedure for documenting proceedings related to dealing with emotionally upset individuals.
- 9.16. Identify agency policy and procedure for documenting proceedings related to a inmate who commits suicide.
- 9.17. Identify agency policy and procedures for obtaining an emergency custody order or temporary detention order.
- 9.18. Identify department policy related to explaining a violation of county or municipal ordinance(s) that is the basis for issuing a summons to a violator.
- 9.19. Identify department policy relating to use of discretion regarding a violation of law or ordinance.
- 9.20. Identify agency policy and procedure for establishing and tracking chain of custody of evidence.
- 9.21. Identify agency policy, procedure, and documentation required for return of property held as evidence when lawfully released.
- 9.22. Identify agency policy and procedure for making a warrantless arrest.
- 9.23. Identify agency policy regarding information that may be given to families of adult defendants.
- 9.24. Identify agency policy and procedure to initiate inmate disciplinary actions.
- 9.25. Identify agency policy and procedure to issue and document provision of non-prescription and prescription medicine in the absence of medical staff.
- 9.26. Identify agency policy related to sexual harassment in the workplace.
- 9.27. Identify agency policy and procedure related to operation of emergency vehicles.
- 9.28. Identify agency policy and procedures to follow upon the death of an inmate.
- 9.29. Identify agency policy and procedure for interrogations.
- 9.30. Identify agency policy and procedure for transporting and escorting a person for the purpose of obtaining personal property from a person under a restraining order

**9.32 – 9.37. Use of Force, Weapons Use**

- 9.32. Identify agency policy related to use of force.
- 9.33. Identify agency policy related to use of restraints, weapons (including impact weapons), electronic immobilization devices, and chemical sprays.
- 9.34. Identify agency policy and procedure for documenting injuries to a prisoner.
- 9.35. Identify agency policy and procedure for documenting injuries to staff.
- 9.36. Identify agency policy and procedure for documenting incidents that required a use of force.
- 9.37. Identify agency policy related to carrying a firearm while off duty.

**9.38. – 9.40. Transporting Prisoners**

- 9.38. Identify agency policy related to medical transports involving rescue squads or other non-agency vehicle.
- 9.39. Identify agency policy related to non-traditional medical transports, i.e., pregnant inmate, disabled inmate (various disabilities), etc.
- 9.40. Identify agency policy and procedure for searching, securing, and transporting a prisoner to mental health facility

**9.41 – 9.44. Safety Training**

- 9.41. Complete the Virginia Occupational Safety and Health training related to exposure to blood borne pathogens.
- 9.42. Demonstrate use of protective gear for air borne pathogens and the use of a protective mask to enter a simulated contaminated area following prescribed method and determine when safe to remove mask and exit area.
- 9.43. Notify persons exposed to blood or body fluids while assisting a deputy or jail officer that they have a right to the test results for HIV or hepatitis.
- 9.44. Identify procedure for a deputy or jail officer to follow to obtain a blood sample from an individual related to a blood exposure.

**9.45 – 9.61. General Tasks**

- 9.45. Stand, walk or sit for more than half of work shift.
- 9.46. Perform duties while wearing heavy equipment other than a gun belt (SCBA, Scott Air Pack, Ballistic Vest, Riot Gear).
- 9.47. Participate in drills (fire, disaster, hostage situations, and/or evacuations).
- 9.48. Facilitate group meetings within facility, if assigned.
- 9.49. Review incoming and outgoing mail and distribute mail.
- 9.50. Operate controls and radios for facility.
- 9.51. Inspect security devices and report deficiencies.
- 9.52. Maintain security of keys and tools and report discrepancies.
- 9.53. Report and document need for repairs to any equipment or tools used in the facility.
- 9.54. Inspect/wear emergency response equipment and protective gear/apparatus of agency and report any deficiencies.
- 9.55. Operate agency fire extinguisher to extinguish fires.
- 9.56. Check audio/video communications equipment for proper operation and report any deficiencies.
- 9.57. Discuss any personal or on-the-job problems with your supervisor.
- 9.58. Inspect electrical wiring, plugs, and receptacles for operation and safety.
- 9.59. Inventory forms and other supplies.
- 9.60. Test emergency power supply when directed.
- 9.61. Fingerprint subject for commitment to jail if assigned.

**9.62 - 9.66 Records**

- 9.62. Identify the records, documents and reports used within a jail.
- 9.63. Identify various agency records including directories, inventories, warrants served and bonds as assigned.
- 9.64. File and retrieve documents in agency records systems in accordance with agency policy.
- 9.65.. 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 detainees, etc.
- 9.66. 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.

**9.67 – 9.68 Public Safety Response to Terrorism**

- 9.67. Complete an approved IC700 NIMS Introductory training course.
- 9.68. Complete an approved ICS 100 Introductory training course.