

Agency Credit:

These FTO modules are courtesy of Pottawattamie County Jail in Council Bluffs, IA. The Jail Administrator, Stu DeLaCastro, was gracious in donating them to the NIC Information Center. Deanna Axland, Training Supervisor, coordinated substantial work on this manual.

Any questions, please call

Deanna Axland, Training Supervisor, Pottawattamie County Jail, 1400 Big Lake Road, Council Bluffs, IA 51501 (712) 890-2211 [daxland@pottcosheriff.com](mailto:daxland@pottcosheriff.com)

## JTO Module Performance Checklist

Chapter: \_\_\_\_\_  
 Module Title: \_\_\_\_\_

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**Added:**

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer,

**STEPS:**

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

## JTO Module Performance Checklist

Chapter: Housing Post  
 Module Title: Video Visitation

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Rev. 12-2002

**PERFORMANCE OBJECTIVE:** Following a demonstration by the designated Jail Training Officer, the trainee will be able to facilitate an inmate's visit, monitor the visit, and document the visit, using the steps listed below. The trainee shall perform this task 5 out of 5 times, without error.

**STEPS:**

1. You receive a call from Administration, stating that an inmate has a visit and the location of the visit.
2. Verify that the inmate is allowed visits, by checking the inmate's housing file. If inmate may visit, proceed with Step #3. If inmate is not allowed visitation, advise Administration.
3. Tell the inmate that he has a visitor, and unlock the door to the appropriate booth. Search booth for contraband and signs of damage. Write a report if any found. Direct inmate into the booth. No combs, pens, food items, etc. are allowed in the booth.
4. Once the inmate is in the booth, shut the door.
5. Log time, inmate name, and booth number in the Activity Log.
6. Monitor the inmate's actions:
  - A. If inmate is loud, cursing, abusing jail property, warn the inmate that his visit may be terminated.
  - B. If inmate behavior continues, suspend the inmate's visit.
  - C. If inmate appears depressed after the visit, try and talk with him when he is ready.
7. Visits will end automatically.
8. Instruct inmate to exit the booth. Again, monitor his behavior, search booth for contraband & signs of damage.
9. Document any unusual behavior in a report.

**I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_(date).**  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<ol style="list-style-type: none"> <li>1. You receive a call from Administration, stating that an inmate has a visit and the location of the visit.</li> <li>2. Verify that the inmate is allowed visits, by checking the inmate's housing file. If inmate may visit, proceed with Step #3. If inmate is not allowed visitation, advise Administration.</li> <li>3. Tell the inmate that he has a visitor, and unlock the door to the appropriate booth. Search booth for contraband and signs of damage. Write a report if any found. Direct inmate into the booth. No combs, pens, food items, etc. are allowed in the booth.</li> <li>4. Once the inmate is in the booth, shut the door.</li> <li>5. Log time, inmate name, and booth number in the Activity Log.</li> <li>6. Monitor the inmate's actions:               <ol style="list-style-type: none"> <li>A. If inmate is loud, cursing, abusing jail property, warn the inmate that his visit may be terminated.</li> <li>B. If inmate behavior continues, suspend the inmate's visit.</li> <li>C. If inmate appears depressed after the visit, try and talk with him when he is ready.</li> </ol> </li> <li>7. Visits will end automatically.</li> <li>8. Instruct inmate to exit the booth. Again, monitor his behavior, search booth for contraband &amp; signs of damage.</li> <li>9. Document any unusual behavior in a report.</li> </ol>						

## JTO Module Performance Checklist

Chapter: \_\_\_\_\_  
 Module Title: \_\_\_\_\_

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**Added:**

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer,

**STEPS:**

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

Agency Credit:

These FTO modules are courtesy of Pottawattamie County Jail in Council Bluffs, IA. The Jail Administrator, Stu DeLaCastro, was gracious in donating them to the NIC Information Center. Deanna Axland, Training Supervisor, coordinated substantial work on this manual.

Any questions, please call

Deanna Axland, Training Supervisor, Pottawattamie County Jail, 1400 Big Lake Road, Council Bluffs, IA 51501 (712) 890-2211 [daxland@pottcosheriff.com](mailto:daxland@pottcosheriff.com)

**JTO Module Performance Checklist**

Chapter: Admission of Inmates  
 Module Title: Accepting an Arrest

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Rev. 9-2002

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to safely, securely, and rightfully accept an arrest for booking from the arresting officer. The trainee will be able to perform this task 10 out of 10 times, without error, using the steps below.

**STEPS:**

1. An arresting officer in the officer reporting area will tell booking, via intercom or telephone, that his arrest is ready. Put on protective gloves and have handcuffs secured.
2. Proceed to officer reporting area. Ask arresting officer to bring the arrest out into the hallway.
3. Observe arrest for any obvious injuries that may require medical attention.
4. Briefly introduce yourself to the arrest, and explain what processes are going to take place (Initial pat search, booking questions, etc.).
5. Ask the arresting officer for the Arrest Information Sheet, any warrants, no-contact orders, etc. Also, ask the arresting officer if the arrest is 10-74 everywhere. Read the Arrest Information Sheet to make sure it is completed (all except the booking number).
6. Federal Holds will have a 129 form instead of AIS.
7. Ask the arrest the following questions:
  - A. Do you require medical attention at this time?
  - B. Do you have any weapons or sharp objects on you?
  - C. Do you possess any drugs or medications?
  - D. Have you ever tried to hurt or kill yourself? Are you thinking about it now?
  - E. Do you have any infectious diseases?
  - F. Do you need an interpreter. (If yes, it is the arresting officer's responsibility to get an interpreter.)
8. Tell the arrest that you will be conducting an initial

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
(This area contains the steps listed in the 'STEPS' section above.)						

>> continued next page >>

**JTO Module Performance Checklist**

Chapter: Admission of Inmates  
 Module Title: Accepting an Arrest

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Rev. 9-2002

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to safely, securely, and rightfully accept an arrest for booking from the arresting officer. The trainee will be able to perform this task 10 out of 10 times, without error, using the steps below.

**STEPS:**

- pat-search. Tell inmate to face the wall.
- 9. Perform a pat-search. If drugs, weapons, suspect items are found, give these to the arresting officer. Leave other property on the arrest.
- 10. If possible, change out handcuffs and return arresting officer's handcuffs to him.
- 11. Handcuff arrest and proceed to booking floor, making sure door is secure behind you.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

**JTO Module Performance Checklist**

**Chapter: Admission of Inmates**  
**Module Title: Removal of Handcuffs-Uncooperative Arrest**

**Trainee:** \_\_\_\_\_  
**JTO:** \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** At the completion of a demonstration by the designated Jail Training Officer, the trainee will remove handcuffs from an uncooperative arrest, using the least amount of force necessary, and without injury to himself or the inmate 5 out of 5 times, using the steps below.

**STEPS:**

1. Request assistance, and notify the ODS.
2. Assume proper officer safety position.
3. Secure the arrestee to the degree necessary to maintain control (Force Continuum).
4. With the assistance of another officer, escort the arrest to a single cell holding cell (#3, #4, or #5).
5. Instruct the arrest to go down to their knees, while you assist him (if necessary).
6. As the arrest is in the kneeling position, instruct him to lay down on his stomach, advising him you will help him lay down on the floor. Assist as necessary.
7. All property will be gathered from the arrest by the officers and removed from the cell. A pat-search will be completed, while the inmate is on the floor.
8. Explain to the arrest that the handcuffs will be removed and that he is to remain motionless, until told otherwise by staff.
9. Maintaining control of the arrest's legs and head, remove the handcuffs.
10. Controlling Officer will tell assisting officers to exit the cell.
11. The last officer will exit the holding cell, not turning his back on the arrest. Back out of the cell and secure the door.

>> continued next page >>

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> <li>1. Request assistance, and notify the ODS.</li> <li>2. Assume proper officer safety position.</li> <li>3. Secure the arrestee to the degree necessary to maintain control (Force Continuum).</li> <li>4. With the assistance of another officer, escort the arrest to a single cell holding cell (#3, #4, or #5).</li> <li>5. Instruct the arrest to go down to their knees, while you assist him (if necessary).</li> <li>6. As the arrest is in the kneeling position, instruct him to lay down on his stomach, advising him you will help him lay down on the floor. Assist as necessary.</li> <li>7. All property will be gathered from the arrest by the officers and removed from the cell. A pat-search will be completed, while the inmate is on the floor.</li> <li>8. Explain to the arrest that the handcuffs will be removed and that he is to remain motionless, until told otherwise by staff.</li> <li>9. Maintaining control of the arrest's legs and head, remove the handcuffs.</li> <li>10. Controlling Officer will tell assisting officers to exit the cell.</li> <li>11. The last officer will exit the holding cell, not turning his back on the arrest. Back out of the cell and secure the door.</li> </ol> <p align="center">&gt;&gt; continued next page &gt;&gt;</p>						

**JTO Module Performance Checklist**

Chapter: Admission of Inmates  
 Module Title: Removal of Handcuffs-Uncooperative Arrest

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** At the completion of a demonstration by the designated Jail Training Officer, the trainee will remove handcuffs from an uncooperative arrest, using the least amount of force necessary, and without injury to himself or the inmate 5 out of 5 times, using the steps below.

**STEPS:**

<< continued from previous page <<

12. Prepare a report documenting the circumstances surrounding the incident.

13. A use of force report will also be prepared.

14. Continue to make visual checks of the arrest. Talk with him as he calms down, find out if he has any injuries or needs medical attention.

\***Verbalize** all commands during the process.

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

JTO Module Performance Checklist

Chapter: **AFIS1**

Trainee: \_\_\_\_\_

Module Title: Getting Started-Entering Information

JTO: \_\_\_\_\_

Rev. 09-2002

**PERFORMANCE OBJECTIVE:** After a demonstration and video by the designated Jail Training Officer, the trainee will be able to enter accurate information on 5 out of 5 arrests, without error, on the AFIS machine using the steps below.

**STEPS:**

1. Type in your 3 initials for user name, press ENTER.
2. Type in your password, press ENTER.
3. Choose the Open Book option at the top of the screen by pressing on the screen.
4. Choose the **STATE** booking type by pressing on the screen.
5. Write the I.D.# given by the computer on the top of the yellow Booking/Release Check-off form. Press OK on the screen. The tracking/disposition number is entered by the computer.
6. Enter all Iowa State Descriptors (using the master booking/inmate file information).
  - A. Type in arrest's last name
  - B. Tap on first name field & type in inmate's first name.
  - C. Tap on middle name field & type in inmate's middle name.
  - D. Press **Alias/Maiden Name** button. Enter info in the following format:
    - i. All Capital Letters
    - ii. Last name(Comma space)First name middle name. Example: JONES, HARVEY THOMAS
    - iii. Press **Done** or **Add** if has another alias/name.
  - E. Press on **Social Security Number** button; type in numbers from booking information. Press **Done**.
  - F. Press **ORI** button. Select Arresting Agency from pick list by tapping on field twice. (Note: ISP fingerprints must be submitted under Pottawattamie County Sheriff's Office). Press **Done**.
  - G. Tap field twice for Country of Citizenship. This brings up alphabetic directory (example: select U-Z for United States). Tap letter cate-

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

Chapter: **AFIS1**  
 Module Title: **Getting Started-Entering Information**

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration and video by the designated Jail Training Officer, the trainee will be able to enter accurate information on 5 out of 5 arrests, without error, on the AFIS machine using the steps below.

**STEPS:**

- gory once. This will produce a pick list. Select country by tapping once on that country.
- H. Type in city of birth.
- I. Double-tap State of Birth field. A pick list appears. Select the appropriate state.
- J. Push **DOB** (date of birth) button. Type in arrest's birth date using MM/DD/YYYY format.
- K. Double-tap: Tone, Sex, Race, Height, Weight, Eye color, Hair color individually and respectively and chose appropriately from pick-lists.
- L. Type in date printed in format: MM/DD/YYYY
- M. Type in YOUR first initial and last name as fingerprinting official (make sure to sign this area after retrieving the print card from the printer).
- N. Type in Date of Arrest using format MM/DD/YYYY.
- O. Push **Scars, Marks, Tattoos** button:
  - i. Double-tap first field and chose the appropriate identifier and location;
  - ii. Type in specifics (especially of tattoos) of the identifying mark (examples: Dagger w/Roses; Eagle w/Design; Heart w/"Sammy", etc.).
    - a. If more than 1 identifying mark, press ADD;
    - b. If only 1 identifying mark, press DONE.
- P. Push **Charge Data** button and a window appears. There are two ways to enter a charge, **but do not use both:**
  - i. **Alternate Charge** field:
    - a. Type in the charge (example: Poss Cont Subst-Pers Use-Marij; or, Aslt w/Intent, etc.)
    - b. Tap on Alternate Code and type in statute/ code number.
    - c. Type in date of offense: MM/DD/YYYY
    - d. If there are more printable charges, press **ADD** button and repeat steps a,b, and c.; If no more printable press **DONE** button.
  - ii. **Charge Code** field (pick-list)
    - a. Double-tap charge code field and the

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

Chapter: **AFIS1**

Trainee: \_\_\_\_\_

Module Title: **Getting Started-Entering Information**

JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration and video by the designated Jail Training Officer, the trainee will be able to enter accurate information on 5 out of 5 arrests, without error, on the AFIS machine using the steps below.

**STEPS:**

pick-list appears.

- b. Select appropriate charge.
- c. Type in date of offense: MM/DD/YYYY
- d. If there are more printable charges, press **ADD** button and repeat steps a,b, and c.;  
If no more printable press **DONE** button.

**\*\*NOTE:** You can only enter pick list area **OR** alternate area of charge section. Entering information in both areas, messes up the printed copies of the fingerprint cards.

Q. If you are completed on this screen,press **NEXT**  
This will take you to the next page of IA descriptors.

7. Complete address information and required fields

- A. For field entitled "Local Agency Number," type in the booking number using the county number (78), last two digits of the year (02), (the four-digit number of bookings so far this year  
Example: 78023537.
- B. Once all known descriptor data is entered, press **ACCEPT** at the bottom of the screen.

**>>See Task for Mugshots next>>**

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).

X \_\_\_\_\_ JTO  
X \_\_\_\_\_ Trainee

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

Chapter: AFIS2  
 Module Title: Mugshot

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to take 5 photographs(mugshots) in a row (of different arrests), without error, using the steps below.

**STEPS:**

- <<See Task Sheet AFIS1<<
1. Press SCAN
  2. Adjust the camera using the black arrows on the screen (the top line of guide should be just below the subject's eyes). Use the Zoom buttons as needed. (See attached Training Aid)
  3. Press FREEZE. If you are not satisfied with the photo, press UNFREEZE, and retake the photo using steps #1 & #2.
  4. Press ACCEPT.
  5. Use the same process for the profile photos.
  6. Photos will also be taken of tattoos(the most visible ones, distinguishing marks or scars).
  7. After taking all pictures needed, press COMPLETE
- >> See AFIS 3 >>

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).

X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

JTO Module Performance Checklist

Chapter: AFIS3  
 Module Title: Fingerprinting

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Revised: 9-2002

**PERFORMANCE OBJECTIVE:** After a demonstration and video by the designated Jail Training Officer, the trainee will be able to fingerprint 5 out of 5 arrests, without error, on the AFIS machine using the steps below. All prints will be visibly classifiable.

**STEPS:**

1. If this is the first time you have used your login and password, press OPTIONS at the bottom of the screen before you start printing.
  - A. You need to press AUTOACCEPT to turn this option off.
  - B. Next, press MANUAL SCANNING. You will follow the machine LED display.
  - C. Next, press LIGHTS OPTIONS 3 to turn this option on.
  - D. Change the MANUAL SCAN SPEED to 4.
  - E. Change the FINGER DETECTION TIMEOUT to 6.
  - F. Press OK. Taking fingerprints is next.
2. Have arrest/inmate wash their hands.
  - A. If arrests' hands are dry, calloused, or scarred, have inmate use the Corn Husker's lotion located by the AFIS Machine. Place a **small** amount in their hands. Very little lotion is needed. The lotion dramatically increases the quality of the prints.
  - B. If fingertips are scarred or amputated, get the best print possible. Press SPECIAL to note the condition of the print.
3. Place the appropriate finger between the two yellow markers.
  - A. Make sure you have the same finger that the machine is requesting.
  - B. Roll the finger when the moving light reaches the bar of lights.
4. Wipe the scanner glass with a baby wipe after each print.
5. Read the computer for the quality of the print. If quality is poor, press RESCAN and re-roll the print. If quality is fair, good, etc. press ACCEPT. The computer will then take you to the next print.

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

JTO Module Performance Checklist

Chapter: AFIS3  
 Module Title: Fingerprinting

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Revised: 09-2002

**PERFORMANCE OBJECTIVE:** After a demonstration and video by the designated Jail Training Officer, the trainee will be able to fingerprint 5 out of 5 arrests, without error, on the AFIS machine using the steps below. All prints will be visibly classifiable.

- STEPS:**
6. Repeat steps #3 to #5 for each finger until all fingers have been rolled, finger slaps taken, and unrolled thumb slaps.
  7. Once all prints are graded A and/or B AND **visibly classifiable**, press PRINT area.
  8. Press LOCAL printer.
    - A. If charges are aggravated misdemeanors or above, go to LOCAL PRINTER option and press FBI in the forms column. Press ADD at the bottom of the screen. This will add a pink FBI card that will be printed.
    - B. If the charge is printable & a PCSD arrest, you need to ADD another pink FBI card.
    - C. Press the STATE Option in the forms being printed area, then DELETE at the bottom of the screen. This will take away the state cards, which are no longer needed.
  9. Press OK. This will print out a disposition sheet & the proper amount of FBI cards. Everyone printed will require one printed disposition sheet.
  10. Once fingerprints have been sent to the DCI (automatically through the computer), and appropriate cards printed up, **have the inmate/arrest sign the print cards in the appropriate area.** The prints are useless without the person's signature.
  11. **Sign** the print card in the fingerprinting official area

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

JTO Module Performance Checklist

Chapter: AFIS3  
 Module Title: Fingerprinting

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Revised: 9-2002

**PERFORMANCE OBJECTIVE:** After a demonstration and video by the designated Jail Training Officer, the trainee will be able to fingerprint 5 out of 5 arrests, without error, on the AFIS machine using the steps below. All prints will be visibly classifiable.

**STEPS:**

12. Once the cards are signed, place the print cards(s) in the disposition sheet and fingerprint card in the fingerprint tray by the classification office. (For ISP arrests, place the fingerprint card in the inmate's master file).

13. Enter the AFIS # (usually an 0810000XXXX) number in the arrest/inmate's computer file, in the Fingerprint field. (See attached)

The only time we fingerprint on simple misdemeanors are when **State codes** are used on the following charges:

- Simple Domestic
- Theft 5
- Stalking
- Public Intox
- Harassment

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

## JTO Module Performance Checklist

Chapter: \_\_\_\_\_  
 Module Title: **AFIS TRAINING MODE**

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Rev. 9-2002

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to practice fingerprinting under the appropriate booking type and case number, using the steps below. The trainee will perform this task on 5 different officers, one time each, with grades A and/or B as graded by the AFIS Computer and visibly classifiable.

- STEPS:**
1. Log in on the AFIS Computer.
  2. Press the Open Book icon on the top part of the touchscreen.
  3. Select Booking Type option appears on screen. Press LOCAL (Training is the only time the LOCAL. For button will be used). Follow computer prompts for mugshot.
  4. Enter information in each field on the screen. Use Test, Test as the number; 123-45-6789 as SSN.
  5. Press ACCEPT
  6. The fingerprinting program starts when you press START HERE. Photograph the test subject. (see diagram). Press complete after photographing front, then left profile.
  7. Begin fingerprinting in the order the computer requests
  8. When you are finished fingerprinting, the computer will grade each print. These will need to be an A or a B by AFIS **and** visibly classifiable.
    - A. Sometimes, when the grading screen shows several "misses flat" notations, reprint the 4 finger simultaneous prints. This will some times get rid of this notation.
    - B. To select a print to rescan, press the screen on the print you want to rescan. The computer will ask if you are sure you want to rescan. Press YES.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

JTO Module Performance Checklist

Chapter: Facility Communications  
 Module Title: Answering Telephones

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Rev. 8-2001

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to professionally, courteously, and accurately answer telephone calls, properly direct the call, and take informative messages. The trainee will be able to perform this task 7 out of 7 times, without error, using the steps listed be-low.

**STEPS:**

1. Answer the telephone, "County Jail, (Your Post). This is (your first name) speaking, may I help you?"
2. Note calling party's name and title. Transfer to appropriate extension (if needed) or take a message (who the person is trying to contact, what they want (optional), your name, date & time of message.
3. If you need to look up information for the party on the phone, put them on hold after telling them you are doing so.
4. Look up information.
  - A. The only information that can be released to the media and public is:
    - i. The inmate's name
    - ii. Date of arrest
    - iii. Charge
    - iv. Court Appearance
    - v. If inmate is currently in jail or has been released.
    - vi. Bond amount
  - B. **Do not give out any information on Juveniles.**
  - C. Do not give out any information pertaining to incidents that have occurred in the Jail.
  - D. Information to the Bonding Companies:
    - i. The inmate's name
    - ii. Charges
    - iii. Bonds
  - E. Verified Criminal Justice Agencies/Officers. Any information that assist in information gathering, exchange, and standardization.
5. If you are unsure of the identity of the party calling & what information you can give them. Tell them you will call them back after verifying their phone number in the telephone book, or ask an ODS to pick up the

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

**JTO Module Performance Checklist**

Chapter: Facility Communications  
 Module Title: Answering Telephones

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to professionally, courteously, and accurately answer telephone calls, properly direct the call, and take informative messages. The trainee will be able to perform this task 7 out of 7 times, without error, using the steps listed be-low.

**STEPS:**

- phone to verify who the person is.
- 6. Always keep a polite and courteous tone of voice.
- 7. We will take messages for arrests in booking; However for inmates in housing units we will only take emergency messages:
  - A. Ask what the emergency is;
  - B. Name of the Person calling;
  - C. What hospital.
- 8. Look up the hospital in the phone book and call that number. Ask for the party that called.
- 9. If call is verified, advise ODS.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

Chapter:  
Module Title: Bonding

Trainee: \_\_\_\_\_  
JTO: \_\_\_\_\_

Rev. 12-2002

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to write 5 different bonds, without error, following the steps below.

**STEPS:**

1. Go to Admin to take bonds & fill out paperwork
2. Fill out bond sheet and have inmate sign.
3. Person paying bond needs to fill out "Bond Return Authorization" form.
4. Bond receipt book needs filled out (2 copies):
  - A. White copy goes to person posting the bond.
  - B. Yellow copy stays in the receipt book.
5. Fill out the 8300 form if the bond is being posted with cash \$10,000.00 or over.
  - A. This is for the person posting the bond to fill out.
  - B. Take a copy of the driver's license of the person posting the bond. If no license, need a photo I.D. If inmate is posting own bond, a picture of him attached to the paperwork.
  - C. Call Communications Center at 328-5737 to run a wants/warrants on the person posting bond.
6. Fill out calendar with inmate's next court date - give this to the inmate.
7. Yellow envelope needs to be filled out completely.
  - A. Place cash into envelope and seal.
  - B. If through a bondsman or Ror'd, paperwork is attached to a completed, empty envelope.
8. Place envelope and paperwork into the lock box.
9. Obtain "Bond Log" form by the bond money lock box. Complete line with the appropriate information.
10. Advise Booking that inmate is bonded.

**I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).**  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

**JTO Module Performance Checklist**

**Chapter: Admission of Inmates**  
**Module Title: Booking Paperwork**

**Trainee:** \_\_\_\_\_  
**JTO:** \_\_\_\_\_

Rev. 8-2001

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to accurately compile and distribute booking paperwork, 10 out of 10 times, without error, using the steps below.

**STEPS:**

1. Complete computer booking and get paperwork from printer.
2. Make sure paperwork is signed in the proper areas:
  - A. Searching Officer - both property sheets
  - B. Booking Officer - medical screening sheet
  - C. Arrest: Both property sheets & medical screening
3. Charge sheets:
  - A. 1 copy to Clerk of Court tray
  - B. 1 copy with Arrest Information Sheet or 129 form (federal) to Admin/Charge Sheet tray
  - C. 1 copy stays with booking paperwork (which becomes the inmates file)
4. Signed medical sheet in Medical tray.
5. Make copies of "no-contact orders".
  - A. Original to Clerk of Court tray
  - B. 1 copy to arrest (put in property bag)
  - C. 1 copy to add to booking paperwork.
6. Make copies of a mittimus:
  - A. Original(In/Out section completed by booking officer) into Court Deputy tray
  - B. 1 copy to add to booking paperwork
8. Make copy of 129 form:
  - A. 1 to Admin (see step 3B)
  - B. Original with Inmate file
9. Place remainder of paperwork together in the following order:
  - A. Yellow Fingerprint/Release form
  - B. Inmate information (from 1st scrn of booking)
  - C. Emergency Contact/Referral Sheet
  - D. Charge Sheet

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

**JTO Module Performance Checklist**

Chapter: Admission of Inmates  
 Module Title: Booking Paperwork

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Rev: 8-2001

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to accurately compile and distribute booking paperwork, 10 out of 10 times, without error, using the steps below.

**STEPS:**

- E. Copies of warrants, teletypes, mittimus, holds, "no-contact" orders, reports, etc.
- F. Inmate photograph
- G. Two Property Sheets
  
- 10. Paperclip or staple all paperwork together.
  
- 11. Place paperwork in paper divider on top of property cabinet by the Classification Office.

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

## JTO Module Performance Checklist

Chapter: Communications  
 Module Title: Booking Phone Calls

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_  
 (Attachment) Rev. 8-2001

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to ensure that arrests get entitled phone calls, accurately document entitled phone calls or denial of such, and continue with phone call opportunities for booking area as shift duties allow. The trainee will be able to perform this task 7 out of 7 times, without error.

- STEPS:**
1. After completion of the booking questions, the arrest will have the opportunity to make two phone calls: One to his attorney, and one to family or friend for bonding purposes. If booking is suspended for reasons out of the arrest's control, he will be given his phone calls prior to completion of the booking questions. Once arrest has had completed phone calls, staff will continue to offer phone calls to those arrests in the holding tanks, as shift duties allow.
  2. If the arrest is uncooperative (refuses to complete booking) he will be placed into a holding tank until he agrees to complete the booking questions. You tell the inmate this. Write why he was denied initial calls on paperwork (i.e, denied due to behavior).
  3. When the arrest is given his initial entitled phone calls, you will write this on his booking paperwork:
    - A. Date/Time, Name of person arrest wants to call, phone number, whether call complete or incomplete, and your initials.
    - B. If arrest chooses to call his attorney:
      - i. Get attorney's name from the arrest;
      - ii. Look in the phone book to verify this is an attorney & write down the attorney's phone number (home or office).
      - iii. Write same information as in Step 3A, and note as attorney call.
    - C. If arrest declines to call his attorney:
      - i. Write on the booking paperwork that arrest refused attorney call, date/time, your initials.
  4. If arrest becomes disruptive on phone, warn him to settle down. If persists, terminate his phone call.

**I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).**  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

**Supplement to Task "Booking Phone Calls" & "Answering Telephones"  
(added 08-2001)**

**INFORMATION THAT CAN BE GIVEN TO PUBLIC & MEDIA:**

1. Inmate's name
2. Charges
3. Court Appearance date
4. If inmate has been released or is currently in the Facility.
5. Bond amount

**No information can be given on Juveniles.**

**(see S. O. P.: "Jail Records")**

**Supplement to Task "Booking Phone Calls" &  
"Answering Telephones"  
(added 08-2001)**

**INFORMATION THAT CAN BE GIVEN TO PUBLIC &  
MEDIA:**

1. Inmate's name
2. Charges
3. Court Appearance date
4. If inmate has been released or is currently in the Facility.
5. Bond amount

**No information can be given on Juveniles.**

**(see S. O. P.: "Jail Records")**

## JTO Module Performance Checklist

Chapter: Admission of Inmates  
 Module Title: Booking-Escort Cooperative Arrest

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to walk with an accepted ar-rest from the Officer Reporting Area to the appropriate booking station, 5 out of 5 times, with-out error, using the steps below.

**STEPS:**

1. After the initial patsearch of the arrest and he has been handcuffed, you will escort the cooperative ar-rest to the appropriate booking station.
  2. Assume the 2-1/2 position with the arrest.
  3. Verbally direct arrest to the appropriate booking station. Be ready if the arrest needs some assistance (due to intoxication, etc.). If needs assistance, keep the 2-1/2 position but place your hand on his bicep to help guide him.
  4. Walk with arrest, while you maintain the 2-1/2 position, to the booking station.
- Try to establish a rapport with the arrest by using IPC.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

Chapter:  
Module Title: Cell Inspections - Daily

Trainee: \_\_\_\_\_  
JTO: \_\_\_\_\_

Added: 08-2001

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to perform daily cell inspections on different inmate cells, 10 out of 10 times, using the steps below.

**STEPS:**

1. At the designated time (See pod activity schedule) tell the inmates to go to their respective cells for cell inspections.
2. Inmates will remain in their cells until all cell inspections are completed.
3. Inspect each cell according to the "Cleaning list & Expectations for Individual Cells" form (see attached)
4. Discrepancies will be noted and marked either "0" (failed) or "1" (passed) on the Daily Cell Inspection sheet.
5. Lock each cell door as you complete the inspection.
6. After all cell inspections are completed, cell doors will be opened at the designated time, per the Pod Activity schedule.
7. File the "Daily Cell Inspection Sheet" in the pod book binder.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).

X \_\_\_\_\_ JTO  
X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

Chapter: \_\_\_\_\_ Trainee: \_\_\_\_\_  
 Module Title: Cell Inspections (Pre&Post Occupancy) JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to assign and inspect a cell, using the steps below, 5 out of 5 times, without error.

**STEPS:**

1. Escort inmate from Dressout area to his housing location. Introduce him to the pod officer.
2. Before an inmate takes responsibility for his cell assignment, the cell must be inspected by the rover, pod officer, and inmate.
3. Search the cell for contraband, maintenance problems, vandalism, sanitation, and security issues. Note all on Pre & Post Occupancy form in housing folder.
4. If security issues are found, contact ODS immediately.
5. When all issues are resolved, rover, pod officer, and inmate sign pre-occupancy form. Inmate takes possession of cell.
6. Document:
  - A. Pre&Post Occupancy form in housing file;
  - B. Incident report for any security issues;
  - C. Maintenance report form for sanitation, vandalism, etc.
7. This process will be repeated when inmate is released. He may be charged with any damages incurred and not documented on the Pre-Occupancy side of the form.

**I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_(date).**  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<ol style="list-style-type: none"> <li>1. Escort inmate from Dressout area to his housing location. Introduce him to the pod officer.</li> <li>2. Before an inmate takes responsibility for his cell assignment, the cell must be inspected by the rover, pod officer, and inmate.</li> <li>3. Search the cell for contraband, maintenance problems, vandalism, sanitation, and security issues. Note all on Pre &amp; Post Occupancy form in housing folder.</li> <li>4. If security issues are found, contact ODS immediately.</li> <li>5. When all issues are resolved, rover, pod officer, and inmate sign pre-occupancy form. Inmate takes possession of cell.</li> <li>6. Document:               <ol style="list-style-type: none"> <li>A. Pre&amp;Post Occupancy form in housing file;</li> <li>B. Incident report for any security issues;</li> <li>C. Maintenance report form for sanitation, vandalism, etc.</li> </ol> </li> <li>7. This process will be repeated when inmate is released. He may be charged with any damages incurred and not documented on the Pre-Occupancy side of the form.</li> </ol>						

## JTO Module Performance Checklist

Chapter:  
Module Title: Census by Housing Assignment

Trainee: \_\_\_\_\_  
JTO: \_\_\_\_\_

Rev. 11-2002

**PERFORMANCE OBJECTIVE:** After a demonstration by the designed Jail Training Officer, the trainee will be able to pull up a daily census for inmates sorted by housing assignment, 5 out of 5 times without error, using the steps listed below. The trainee will also be able to distribute the census to each pod and other appropriate areas.

**STEPS:**

1. Sign on to AS400: Username: **CENSUS** press tab  
Password: **CENSUS** press enter
2. The Queries Menu will appear. Type in **2** and press enter. The computer will automatically compile the information and print the report.
3. Type in **4** and enter to exit the Queries Menu
4. Take the report from the printer and to the Classification copier.
5. Make 6, two-sided and stapled copies.
6. Distribute 1 copy each to:
  - A Pod
  - C Pod
  - D Pod
  - Housing Control
  - H Pod
  - J Pod
  - Master Control (Original)

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_ (date).

X \_\_\_\_\_ JTO  
X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>1. Sign on to AS400: Username: <b>CENSUS</b> press tab Password: <b>CENSUS</b> press enter</p> <p>2. The Queries Menu will appear. Type in <b>2</b> and press enter. The computer will automatically compile the information and print the report.</p> <p>3. Type in <b>4</b> and enter to exit the Queries Menu</p> <p>4. Take the report from the printer and to the Classification copier.</p> <p>5. Make 6, two-sided and stapled copies.</p> <p>6. Distribute 1 copy each to:</p> <ul style="list-style-type: none"> <li>A Pod</li> <li>C Pod</li> <li>D Pod</li> <li>Housing Control</li> <li>H Pod</li> <li>J Pod</li> <li>Master Control (Original)</li> </ul>						

## JTO Module Performance Checklist

Chapter: \_\_\_\_\_  
 Module Title: Census-Sorted by Name

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Rev. 11-2002

**PERFORMANCE OBJECTIVE:** After a demonstration by the designed Jail Training Officer, the trainee will be able to pull up a daily census, 5 out of 5 times without error, using the steps listed below.

**STEPS:**

1. Sign on to AS400: Username: **CENSUS** press tab  
 Password: **CENSUS** press enter
2. The Queries Menu will appear. Type in **1** and press enter. The computer will automatically compile the information and print the report.
3. Type in **4** and enter to exit the Queries Menu.
4. Take the report from the printer and to the Classification copier.
5. Make 6, two-sided and stapled copies.
6. Distribute 1 copy to:
  - Classification
  - Administration tray
  - Medical tray
  - Court Deputy tray
  - Booking (original)
  - Master Control
  - Kitchen

**I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_(date).**

X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

Chapter: Inmate Supervision  
 Module Title: Cleaning Supplies

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to safely issue and document cleaning supplies to inmates. The trainee will be able to perform this task 5 out of 5 times, using the steps below.

- STEPS:**
1. Unlock the cleaning closet. Prop open door with the door stop. Do not allow inmates access to this closet - ever!
  2. Inventory and prepare all supplies.
  3. Place prepared cleaning gear into the dayroom. Make sure inmates are not issued undiluted items.
  4. Tell the inmates cleaning gear is ready. Issue protective eye gear and gloves to inmates that request protective items.
  5. Write in the activity log what time cleaning started, and who cleaned (this is for meal times).
  6. You clean out the supply closet.
  7. Inmates return cleaning supplies to you when they need clean water, or when they are done with the cleaning.
  8. Inspect cleaning utensils for any damage. Make everything you issued is returned (cleaning towels, mops, brooms, dustpan, toilet brush, etc.).
  9. Return gear to cleaning closet, rinsing out mops and wringing them. Throw away cleaning towels.
  10. Make note of what supplies need replenished and send to the ODS. Lock closet door.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## Cell & Module Cleanliness Expectations

- 1. Floors, Walls, Doors, Windows, Vents & Lights:** The floor will be free from dust, trash, and graffiti. The floors will be swept and mopped daily. Beverage or food stains will be immediately removed. Walls, doors, and windows will be free from debris, markings, posters, and graffiti. Glass areas will be free of streaking, etchings, and fingerprints. Pictures are not to be hung on the walls. Nothing will block the walls, doors, or windows. Vents and lighting will not be covered by any items. Any locking devices, door handles, etc. are not to be tampered with and will be free of debris.
- 2. Sinks, Toilets, shelves, glass, and mirrors:** Sinks will be shined, free of hair, toothpaste, or debris. Shelves will be neat and free of stains. Pictures may be placed on the shelves, but not adhered to any surface. Items may not be hung from the shelves. Personal papers will be kept in the inmate's personal bin, not scattered about or on the shelves. Hygiene items and library books may be kept neatly on the shelves. Glass and mirrors will be free from tampering, smudges, streaking, covering, etc.
- 3. Cell, Bed, Desk, Linens, Towel holder & Trash:** The bed will be neatly made, with the mattress cover on the mattress as intended. Blankets will cover the mattress and will be tucked under the mattress. The bed will be free from all other items including papers and pictures. Cells will be in overall neat condition, with clothing folded or hung using the cell hangers. The cell will be free of trash, stains, graffiti, or damage. The desk will be orderly and used for pictures and writing paper. The inmate's storage bin shall be used to keep papers, commissary, etc. The inmate will keep his linens in good repair, free of damage, and clean. Trash is to be placed into the trashcans. Dirty laundry is to be kept in the laundry bag assigned to the cell. Clean clothing is to be neatly folded and kept in the inmate's bin.
- 4. Contraband (Including excessive or missing issue, excessive commissary):** Any item not being used for its intended purpose or that has been introduced to the facility and poses a threat to the security and/or safety of the facility, staff, or inmates is considered contraband. Also, being in possession of unmarked underclothing or underclothing with another person's name on it is considered contraband. No extra issue items (towels, uniforms, toothbrushes, cups, etc.) will be allowed in the cells or dayrooms. In two and four-person cells, all inmates assigned to that cell will be deducted points during cell inspections if there is excessive or missing issue. Duplicate items purchased from commissary will not be allowed (i.e., shampoo, combs, pens, etc.). Commissary food items are noted as the exception. If food bottles contain other than the product that came with the bottle, that bottle will be thrown away.

Failure to comply with these expectations will result in deduction of points on the cell inspection sheet, possibly disqualifying an inmate from the Friday night movie.

Any contraband, damage to cells, damages to county property will result in disciplinary action and possible criminal charges.

## JTO Module Performance Checklist

Chapter: **Commissary**  
 Module Title: **Order Forms**

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to accurately pass commissary order sheets to inmates qualifying for commissary, and submit the orders to the kitchen for processing. The trainee will be able to perform this task 10 out of 10 times, without error, using the steps listed below.

- STEPS:**
1. Ask the Rover for an Inmate Account Sheet.
  2. Fill out blank commissary sheets for inmates who have a positive account balance. Also check to see if inmate has lost commissary privileges due to disciplinary hearing.
  3. Give commissary sheets to qualifying inmates.
  4. Allow time for inmates to fill out their orders. Then collect all of the sheets.
  5. You deliver completed sheets to the kitchen mailbox. Or have a rover deliver if you cannot leave your post.
  6. Document starting and ending times on Activity Log. Also note which inmates received an order form.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_(date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

Chapter: Commissary  
 Module Title: Passing Commissary to Inmates

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Rev. 3/2001

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to accurately pass commissary to the correct inmate 10 out of 10 times, using the steps listed below.

- STEPS:**
1. Kitchen delivers the Commissary Cart with filled orders to the Pod. Write in activity log that Commissary is being passed.
  2. Grab 1 commissary order off of the cart. Call out name of Inmate on the order. Ask inmate to come to you.
  3. Check inmate's wristband with the name on the commissary order.
  4. Open the inmate's commissary bag in front of the inmate.
  5. Count all items and make sure every item matches the order. Write any discrepancies on the order sheet with your initials.
  6. Discard the plastic bag in the Officer's trash can, located under the officer station console.
  7. Have inmate sign the paperwork in the appropriate area on the commissary form.
  8. Officer signs paperwork in appropriate area.
  9. Give inmate his commissary items.
  10. Continue Steps #2-#9 until all inmates that ordered commissary have received their items.
  11. File finished paperwork in individual inmate files.  
 Write in activity log when completed with passing.  
 \*Kitchen will return same day to resolve discrepancies.

**I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_(date).**  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

JTO Module Performance Checklist

Chapter: Admission of Inmates  
 Module Title: Computer Bookings

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Rev.08-2001

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to completely book in an arrest on the AS400 computer system, 5 consecutive times, with-out error, using the steps below.

**STEPS:**

1. Double click on the AS400 icon.
2. Type name and press tab, then type password and press enter. (You'll do this more than once).
3. Select # 1 to sign on. Repeat step #2.
4. Select "37" for Jail Management. Hit Enter.
5. Select "02" for (Intake). Press Enter.
6. Select "10" for new entry. (Booking).
7. Enter "1" for County Jail, then press command 4 for the next sequential booking # and enter arrest info. After you type arrest's name, press Cmd 18 to check for prior record. If prior record, you may copy basic info into current booking following computer prompts. **(Caution:** If using a test file, manually enter a booking number, starting with your computer number. Also, use Test, Test Test as the name of the test arrest (this includes aka's).
8. Upon completion of cover sheet press cmd 6, and enter lines 13 & 14 (enemies); field 15 denoting your observation (I.e. 10-74, 10-99, coop w/booked). Press command 6.
9. Using mouse, select FILE, go to PRINT SCREEN- for desired # of copies.
10. Press cmd 10 and enter information, when complete press cmd 7 to post.
11. Press cmd 20. Ask inmate questions as they appear, noting any problems. When complete you will be faced with the question of "classify

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

Chapter: Admission of Inmates  
 Module Title: Computer Bookings

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Rev. 8-2001

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to completely book in an arrest on the AS400 computer system, 5 consecutive times, with-out error, using the steps below.

- STEPS:**
- inmate" Press "y" for yes. **See also task "Medical Screening at Booking"**
  - 12. Press cmd 23, 5 times. Then enter HLDG, then press cmd 7 to post.
  - 13. You will be returned to the medical page. Answer with "n" to the next 2 questions.
  - 14. This will bring you back to the cover sheet. Press cmd 22 to begin entering the property.
  - 15. Enter property, pressing cmd 7 after each item. The booking officer's name(your name) will come up on the screen. When entering officer's name on the property screen, please ensure the officer who wrote property name is put in this field (**See attached property entry sheet**).
  - 16. Once all property is entered, press cmd 4 to print 2 copies of property inventory sheets.
  - 17. Press Cmd 24 to return to first screen.
  - 18. Enter Cmd 21 for charge screen. Enter charges and info. Be sure to press cmd 7 to post after each charge. This will bring you to the next charge sheet. When charges are complete, press cmd 24 twice to return to the first screen.
  - 19. Press Cmd 15, then cmd 2 to print a copy of the

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_(date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

Chapter: Admission of Inmates  
 Module Title: Computer Bookings

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Rev. 8-2001

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to completely book in an arrest on the AS400 computer system, 5 consecutive times, with-out error, using the steps below.

**STEPS:**  
 charge sheet(s). Repeat this step until the desired number of copies are printed.

20. Press cmd 3 to print the entire record.

21. Press cmd 24 until you reach the sign-on/off screen.

22. Press 2, then enter, to sign off. Remember to sign-off, otherwise your name comes up on other officer's work.

23. Fill out top of yellow Fingerprint & Release form w/ inmate name(exactly as name is in AS400 file) & booking number of the inmate.

**Do Not click the close ( X ) button until you have signed off. If you do close before signing-off, let the AS400 administrator know (by written report to Admin during nonbusiness hours; call Jail Administrator if occurs during normal business hours.)**

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_(date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

### Supplement to Computer Property Task

SUF:   #1   CODE:   #2   QUANTITY   #3    
ADDT'L DESC:                   #4                   VALUE           #5            
LOCATION:           #6           DATE           #7           BY:   #8    
PHOTO           #9          

1 – Chg Fld 2 – Del 4 – Receipt 7 – Post 9 – Next 10 – Entry 11 – Top

Enter Field Number:

- #1.** Computer assigns suffix number.
- #2.** Enter appropriate code (7 – Misc. Paper; 23 – Ring; 24-Watch; 25 – Jewelry; 29 - Clothing; 40 - Shoes; 56 - No Contact Order, etc.)
- #3.** Quantity. Total number of items on this entry. Example: If the arrest has two watches, you would type in " 2 " in this field.
- #4.** Additional Description: Describe the item on this entry. Example: The arrest has two watches. In this field you would type: 1 Timex w/ylw band & blk face; 1 Armitron w/ ylw broken band. A clothing example would be: 1 pr torn blu jeans; red tsirt; bro coat
- #5.** The only time you enter value is if it is money.
- #6.** Options are Prop Bag; Prob Closet; Garment Bag (for mittimus).
- #7.** Press enter and the current date that you are making the entries will be brought up.
- #8.** This will be the 1st initial, 2nd initial, and first 3 letters of the OFFICER THAT WROTE THE PROPERTY. Example: Deanna K. Axland = DKAXL
- #9.** Disregard Photo field.

Chapter: Admission of Inmates  
 Module Title: Medical Screening at Booking

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Rev. 3-23-02

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to ask medical screening questions of an arrest, observe any injuries the arrest received prior to booking, notify medical staff of any medical problems, and properly document any medical problems. The trainee will be able to perform this task 10 out of 10 times, without error, following the steps below.

**STEPS:**

1. The arrest is at the booking counter. You have already started a booking file on this arrest in the AS400 Computer System.
2. From the first screen of the inmate's file, hit Cmd 20. A prompt will appear on the bottom of the screen. Enter **M** for medical. The 1st screening question will appear.
3. All questions must be answered "**Y**" or "**N**". Some of the questions are for the arrest to answer; some of the questions are your observations.
  - A. Ask further questions if the answer is "**Y**" (e.i., "When & How did you last attempt to kill/harm yourself?" Or "What is the name of the medication you take for that? When did you last take your medication?" OR "How did you receive that abrasion on your forehead?")
  - B. Look at the arrest when you ask the questions & give him reasonable time to answer.
  - C. For question #8 of the screening, if you do not smell alcohol about the person, ask the searching officer if he smells alcohol. Document in the comment section.
4. When you enter **Y** or **N**, after the question, the computer will take you to the comment section. Document follow up questions here, then hit enter. The computer prompt will ask if you want to continue. Press enter for **Y**, and the next question will come up. Repeat steps #3 to #4, until all medical screening questions have been asked. If the arrest refuses to answer a question, type this in the comment section.
5. At the completion of the last question, enter **Y** or **N** as described above. Enter any information as described above. When you enter your last comments, the computer will ask if you want to

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

JTO Module Performance Checklist

Chapter: Admission of Inmates  
 Module Title: Medical Screening at Booking

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Rev. 3-23-02

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to ask medical screening questions of an arrest, observe any injuries the arrest received prior to booking, notify medical staff of any medical problems, and properly document any medical problems. The trainee will be able to perform this task 10 out of 10 times, without error, following the steps below.

- STEPS:**
- continue? (Y). Type **N** and hit enter. You will then be asked if you want to classify the inmate, answer **Y**.
  - 6. The classification window now appears. Cmd 23 until you get to the first field of this window. Then use the proper code for where you are going to keep the inmate.
  - 7. You will then be asked if you want to print screening questions. Answer **N**, as these will be printed at the completion of the computer booking when you enter Cmd 3.
  - 8. At the completion of the computer booking, make sure that the arrest and you as the booking officer asking the questions, sign the medical screening form. If the signature portion prints on a separate page, you and the arrest sign on same page as the questions are printed on.
  - 9. Make sure medical receives the medical screening in their basket on the cabinet by classification's door.
  - 10. Call Medical if medical attention needed.
  - 11. Write a report to document injuries, illnesses, medications, suicidal, mental, etc. Include who you talked with in medical, and the date & time you talked with medical.
- \*Start a suicide watch log if needed. Advise ODS.**

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

JTO Module Performance Checklist

Chapter: Release & Transfer of Inmates  
 Module Title: Computer Release of Inmate

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Rev. 08-2001

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to accurately release an appropriate inmate from the AS400 Computer systems. The trainee will be able to perform this task 10 out of 10 times, without error, using the steps below.

**STEPS:**

1. **Do not release an inmate from the computer system until the inmate is physically released and out of our building. Release form must be signed by the on-duty Shift Supervisor.**
2. Sign-on to the AS400 system & pull up the inmate's current file.
3. Cmd 21 to get to charge screen.
4. Cmd 10 to go to inmate's first charge.
5. Cmd 1 to change field. Type in 19 to get to status area.
6. At status field, enter appropriate release code: Hit Help key(**shift, ?, enter**) or use cheat sheet for the release code (bond, end of sentence, fine & released)
7. After entering the release code, Cmd 7 to post. When you post, the computer will take you to the inmate's second charge.
8. Repeat steps #3 to #7 for all charges. Remember to post.
9. After you have changed the status on the last charge and posted, the computer will take you to a blank charge screen. Cmd 13 "Release" this opens a release window at the bottom of the screen.
10. Enter the appropriate release code. Note that some of the release codes are different from status codes.
11. Fill in the fields with information.(see attached sheet)
12. After entering your last entry on the release window,

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

**JTO Module Performance Checklist**

Chapter: Release & Transfer of Inmates  
 Module Title: Computer Release of Inmate

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to accurately release an appropriate inmate from the AS400 Computer systems. The trainee will be able to perform this task 10 out of 10 times, without error, using the steps below.

**STEPS:**  
 Cmd 7 to post.

13. Cmd 24 back to first screen of inmate's file. Look at the status to make sure the status shows released. Sometimes after making changes, the computer won't register the changes until you completely back out of the inmate's file (Cmd 24) to the AS400 menu. Once back at the menu, make appropriate selections to get back to inmate's file & verify release.

14. After verifying computer release of inmate, Cmd 24 back to Jail Management Menu, and select 11 for Inmate Account. Bring up Inmate's current account (see separate task sheet).

15. Tell ODS if inmate has money that needs to be released. ODS will issue, stamp, and sign a check for the inmate.

16. After removing inmate money from the computer, verify zero balance, and Cmd 24 to Sign-on screen.

17. Sign-off the AS400 if you will be leaving your post.

18. Write release information in the log-in (AKA, big book, Jail Calendar) book.

\*\*Make sure your release time match with the releasing officer's release time.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## Supplement to Computer Releases Task Sheet

Type: **#1** \_\_\_\_\_ Date: **#2** \_\_\_\_\_ Time: **#3** \_\_\_\_\_ By: **#4** \_\_\_\_\_  
To: **#5** \_\_\_\_\_ Addr: **#6** \_\_\_\_\_  
City: **#7** \_\_\_\_\_ St: **#8** \_\_\_\_\_ Zip: **#9** \_\_\_\_\_ Tele: **#10** \_\_\_\_\_  
Officer: **#11** \_\_\_\_\_  
Comment: **#12** \_\_\_\_\_  
1 – Chg Fld    7 – Post    12 – Cancel Release                      18 – Proj Release

**#1.** Enter Release Code. For “Help” hit shift then ? This will bring up release options. Note that release options differ from status options.

**#2.** Press Enter. Current date will be entered.

**#3.** Press Enter. Current time will be entered. Make sure this time matches Releasing Officer's time.

**#4.** This should be your user name. Computer will automatically bring up user name of officer that is signed on computer. Make sure that if you are releasing someone off of the computer that it is your user name. Example: John W. Smith = JWSMI

**#5.** This will be filled out if we release an inmate to another agency. Example: US Marshal/Iowa, US Marshal/Omaha, Transcor, etc.

**#6 - #10.** Disregard.

**#11.** This is the releasing officer that physically releases the inmate from the building.

**#12.** This is a free text area for special release conditions or comments.

## JTO Module Performance Checklist

Chapter: Inmate Monies  
 Module Title: Computer-Inmate Accounts

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Revised: 09-2002

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to add inmate monies to 10 inmate accounts, without error, and remove inmate monies from 10 inmate accounts, without error, using the steps below.

**STEPS:**  
 Follow the steps below after signing onto AS400.

1. On the Record Management Systems screen, type 37, then press enter.
2. Type 11 for inmate accounts, press enter.
3. Type 21 (by inmate name) **or** Type 22 (inmate booking number).
4. Type 1, then press enter. Next type in complete booking number and press enter. Inmate information with current balance will be shown.
5. Press cmd 12 for transaction.
  - A. Press enter for the date.
  - B. Type in CA (for credit account, adding to) or DA (for debit account, taking from).
  - C. After CA type in "prop/ " (property/initials of officer who inventoried money). After DA type in "rel/ " (released/initials of officer releasing money)
  - D. Enter amount of money.
  - E. Type in 1 for day shift or 2 for evening shift.
  - F. Type in in officer computer number (0C---).
  - G. Press cmd 7 to post to account.
6. Press cmd 24 twice to verify money is on account.
7. Complete ledger for all monies being placed into secured cash box. (See also "Pay for Stay" money  
**\*To double check the "list" press cmd 13.\***

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_(date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

**JTO Module Performance Checklist**

Chapter: Admission of Inmates  
 Module Title: Dressouts

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** Following a demonstration by the assigned Jail Training Officer, the trainee will be able to dressout 5 inmates, without error.

**STEPS:**

1. Get Housing Folder from booking counter.
2. Check the folder
  - a. Housing Assignment
  - b. Charges, Criminal History, Facility history to determine probable cause to perform a strip-search on simple misdemeanors.
    - If **yes** to probable cause, contact Shift Supervisor for written approval to perform strip-search;
    - If **no** to probable cause, pat-search inmate before he enters shower area, and after he has showered & is in uniform.
3. Gather property from cabinet, and closet. Place all of property into green garment bag. Fill out a garment bag card (inmate name, number of bags assigned to inmate, Hook#, Top or Bottom). Place card in bag window. Write Bag(s) # in Housing File. Hang bag by shower window so you can add property that inmate removes.
4. Fill out paperwork in Housing file & prepare inmate bin, making sure inmate issue items are accounted for in the bin and on the paperwork.
5. Set aside file & bin. Search the shower area.
6. Escort inmate from booking area, making sure that mugshot & inmate are the same, to shower.
7. Remain in shower area with inmate & perform a strip-search if applicable. (See separate task sheet for strip-searches).

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

**JTO Module Performance Checklist**

Chapter: Admission of Inmates  
 Module Title: Dressouts

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** Following a demonstration by the assigned Jail Training Officer, the trainee will be able to dressout 5 inmates, without error.

- STEPS: (continued)**
8. Remove inmates personal items from shower
  9. Give Inmate Uniform
  10. Inmate Showers as you observe.
  11. Inmate gets dressed in uniform, turns in towel and shampoo.
  12. Inmate given bin and signs paperwork
  13. Escort inmate to AFIS area, attach wristband.
  14. Escort Inmate to Housing Unit.
  15. Advise Pod Officer
  16. You, Inmate, and Pod Officer Inspect cell and sign-off on housing file paperwork. Give Pod Officer the housing file.

**I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).**  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

Chapter: Admission of Inmates  
 Module Title: Booking-Escort Cooperative Arrest

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to walk with an accepted ar-rest from the Officer Reporting Area to the appropriate booking station, 5 out of 5 times, with-out error, using the steps below.

**STEPS:**

1. After the initial patsearch of the arrest and he has been handcuffed, you will escort the cooperative ar-rest to the appropriate booking station.
  2. Assume the 2-1/2 position with the arrest.
  3. Verbally direct arrest to the appropriate booking station. Be ready if the arrest needs some assistance (due to intoxication, etc.). If needs assistance, keep the 2-1/2 position but place your hand on his bicep to help guide him.
  4. Walk with arrest, while you maintain the 2-1/2 position, to the booking station.
- Try to establish a rapport with the arrest by using IPC.

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).

X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

## JTO Module Performance Checklist

**Chapter: Admission of Inmates/Use of Force**  
**Module Title: Escorting Uncooperative Arrests**

**Trainee:** \_\_\_\_\_  
**JTO:** \_\_\_\_\_

Refer to Department Manual, page 7-10 for use of force

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to escort an uncooperative arrest (role play) from the officer reporting area to the booking station or holding tank, using the least amount of force necessary, 5 out of 5 times.

**STEPS:**

- Keep Calm and Aware
1. Follow the procedure for accepting an arrest, with back-up.  
 After assessing an inmate is uncooperative (verbal threats, etc.), some steps should be taken to insure no injuries are sustained by the arrest or the officer.
  2. Check the restraint equipment (i.e., handcuffs), to insure inmate is secure and that the handcuffs are not the problem of his uncooperativeness (i.e, too tight). If the handcuffs are too tight, tell the arrest that you will loosen the cuffs when he settles down.
  3. Use verbal skills to tell arrest what is going to happen (booking process, phone) and what you want him to do (walk to the booking station, answer questions, etc.).
  4. Taking control of the arrest using verbal directives or soft empty hand control (holding on to the arrest's arm), walk with the handcuffed arrest to the booking counter. Make sure your route is clear when escorting the inmate.
  5. Keep using verbal skills to keep arrest calm.
  6. Keep alert to arrest's behavior (is he escalating or trying to comply with directives?)

Remember: De-Escalate any situation.

**I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).**  
 X \_\_\_\_\_ **JTO**  
 X \_\_\_\_\_ **Trainee**

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

Chapter: \_\_\_\_\_  
 Module Title: Facility Layout/Identification

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to accurately identify Pod and cell layouts, 10 out of 10 times, without error, using the steps below.

**STEPS:**

1. As you step off of the north elevator (elevator #1), pods are lettered in a circular, clock-wise pattern.
  - A. Exit elevator #1. To your left is AA & A pods; continuing on left side and down the hall is B pod. across the hall from B pod is C pod, down the hall is D pod.
  - B. The same layout is used on 3rd Floor.
2. When standing at a cell door, looking in, the bunks are numbered in a circular clock-wise pattern. Always start on your left and work around:
  - A. Bottom-left bunk is bed #1;
  - B. Top-left bunk is bed #2;
  - C. Top-right bunk is bed #3;
  - D. Bottom-right bunk is bed #4.

See attached diagram

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

Chapter: Inmate Hair and Nail Care  
 Module Title: Nail Clipper Pass

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to safely issue, account, and inspect nail clippers passed to inmates. This task will be performed 10 out of 10 times, without error, using the steps listed below.

**STEPS:**

1. Issue Nail Clippers upon request. Write nail clipper pass started on activity log. Write down names of Inmates who request and receive clippers. Do not issue clippers if inmate is on suicide watch. Suicidal inmates will need to use the clippers under the direct observation of the officer.
2. Inspect the clippers as you issue them and as they are returned to you. Mark off inmates as they return the clippers to you.
3. Disinfect the clippers using the following steps:
  - A. Fill the disinfectant container to the fill line with disinfectant.
  - B. Place used fingernail clippers into the container for a minimum of 10 minutes.
  - C. After disinfecting the clippers, remove the clippers from the container and place the clippers on a clean, dry towel. Allow the clippers to air dry.
  - D. The clippers can now be re-issued.
  - E. Pour the used disinfectant down the officer's sink.
  - F. Rinse the container and allow it to air dry.
4. Write clipper pass completed in Activity log. Place the dry container into the Officer Station drawer.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

Chapter: Universal Precautions  
 Module Title: Removal & Disposal of Protective  
 Gloves

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** Following demonstration by the designated Jail Trainer, the trainee will be able to safely remove and dispose of protective gloves from hands, using the eleven steps listed below, five out of five times in five minutes.

**STEPS:**

1. Put on gloves.
2. With left gloved index finger & thumb, pinch right glove at the wrist.
3. Pull glove off of right hand so the glove is inside out.
4. Clasp right (removed) glove in left hand.
5. With right index finger & thumb, pinch left glove at the wrist.
6. Pull left glove over the left hand and right glove.
7. Release grip of left hand as you slowly pull the the glove over the left hand and right glove.
8. Completely remove left glove, which is inside out and contains the right glove.
9. Place gloves into the trash can.
10. Wash your hands with soap and water.
11. Dry hands and dispose of towels in the trash can.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_(date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

Chapter:  
Module Title: Handcuff Removal

Trainee: \_\_\_\_\_  
JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to safely remove handcuffs from an actor 10 out of 10 times, without error, using the steps below.

**STEPS:**

1. Obtain Handcuff Key.
2. Tell arrest/inmate that you are going to be removing the handcuffs.
3. Establish proper position relative to inmate/arrest.
4. Unlock first wrist, hold on to the handcuffs, and maintain proper position. Close empty cuff immediately while maintaining your grip on the handcuffs.
5. Tell inmate/arrest to place free hand on counter.
6. Repeat steps #3 to #5 on the second wrist.
7. Secure the handcuffs & key into your pockets.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

Chapter: \_\_\_\_\_  
 Module Title: Handcuff Removal-Cooperative

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to safely remove handcuffs from an actor 10 out of 10 times, without error, using the steps below.

**STEPS:**

1. Obtain Handcuff Key.
2. Tell arrest/inmate that you are going to be removing the handcuffs.
3. Establish proper position relative to inmate/arrest.
4. Unlock first wrist, hold on to the handcuffs, and maintain proper position. Close empty cuff immediately while maintaining your grip on the handcuffs.
5. Tell inmate/arrest to place free hand on counter.
6. Repeat steps #3 to #5 on the second wrist.
7. Secure the handcuffs & key into your pockets.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

**Chapter: Admission of Inmates**  
**Module Title: Handcuffing a Cooperative Arrest**

**Trainee:** \_\_\_\_\_  
**JTO:** \_\_\_\_\_

Rev. 09-2002

**PERFORMANCE OBJECTIVE:** Following a demonstration by the designated Jail Trainer, the trainee will be able to handcuff an individual 3 out of 4 times, without error, following all the steps described in this module.

**STEPS:**

1. Put on a pair of protective gloves.
2. Obtain a set of handcuffs and a key.
3. Inspect handcuffs(ratchets, links, keyholes)
4. Have arrest turn and face the wall, explaining you will be cuffing him for his safety and yours.
5. Instruct arrest to place left hand behind his back.
6. Place one cuff on left wrist, with key hole facing up.
7. Repeat steps #5 and #6 for right wrist.
8. Check each cuff for tightness using the "pinky" method.
9. Double lock each cuff by pushing down double-lock button with the end of the cuff key (double-lock tip)
10. Secure the key and assume the escort position.

**Training aids (2) attached**

**I certify that proficiency was demonstrated by the above trainee concerning this task on**  
 \_\_\_\_\_ (date).

X \_\_\_\_\_ **JTO**  
 X \_\_\_\_\_ **Trainee**

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>STEPS:</p> <ol style="list-style-type: none"> <li>1. Put on a pair of protective gloves.</li> <li>2. Obtain a set of handcuffs and a key.</li> <li>3. Inspect handcuffs(ratchets, links, keyholes)</li> <li>4. Have arrest turn and face the wall, explaining you will be cuffing him for his safety and yours.</li> <li>5. Instruct arrest to place left hand behind his back.</li> <li>6. Place one cuff on left wrist, with key hole facing up.</li> <li>7. Repeat steps #5 and #6 for right wrist.</li> <li>8. Check each cuff for tightness using the "pinky" method.</li> <li>9. Double lock each cuff by pushing down double-lock button with the end of the cuff key (double-lock tip)</li> <li>10. Secure the key and assume the escort position.</li> </ol> <p style="text-align: center;"><b>Training aids (2) attached</b></p>						

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Handcuffing In Front Using Belt Or Chain

### PERFORMANCE OBJECTIVE:

		<ol style="list-style-type: none"> <li>1. Trainee reads/reviews task document</li> <li>2. FTO explains and demonstrates</li> <li>3. Trainee explains as FTO performs</li> <li>4. Trainee explains and demonstrates</li> <li>5. Trainee practices</li> <li>6. Trainee performs task unassisted</li> </ol>					
	<b>Task Steps</b>	1	2	3	4	5	6
1.	Use personal issue handcuffs or obtain cuffs from property storage. Sign them out.						
2.	Check to ensure that cuffs are loaded and not double locked.						
3.	Stand in front of detainee and buckle the belt around the waist so that it is snug and not slipping over the buttocks.						
4.	Slip belt around the body so that the D ring is in front of the detainee.						
5.	Grasp cuffs firmly in one hand holding them between the back straps with the single strap facing down.						
6.	Place the single strap against the wrist and push the cuff over the wrist.						
7.	Fully open the other handcuff and thread it through the belt D ring.						
8.	Place the open handcuff over the other wrist with the double strap on top and tighten with the single strap.						
9.	Adjust both handcuffs for tightness (place a finger between the cuff and wrist, should be snug but not tight).						
10.	Double lock.						
	<b>CHAINS</b>						
1.	Stand in front of detainee and put the chain around detainee so that the chain is snug and not slipping over the buttocks.						
2.	Slip chain D ring through the appropriate link to keep it from falling.						
3.	Grasp the last link of the excess chain and slip D ring through the chain link.						
4.	Continue handcuffing as outlined in steps 6-10 above.						

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

## JTO Module Performance Checklist

Chapter: Headcounts  
 Module Title: Formal Headcount

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** Following a demonstration by the designated Jail Training Officer, the trainee will be able to safely and accurately conduct a formal headcount of inmates, 5 out of 5 times, following the steps listed below.

**STEPS:**

1. Instruct all inmates of a formal headcount.
2. Instruct inmates to go to their cells and to sit on their bunks, unless inmates are authorized to be outside the cell area, such as court, hospital, interview, etc.
3. Check control panel at officer station that all doors are secured.
4. Remove panel keys and place them in your pocket.
5. Make sure you take your radio.
6. Starting at one side of pod and looking in cells, pull door handles to make sure door is locked, and count inmates.
7. Proceed to next cell, repeating step 6, until all cells have been checked.
8. Confirm your count with the activity log and make sure your count matches. Any discrepancies, advise Master Control, via the intercom.
9. If count is accurate, report headcount to Master Control, via the intercom.
10. Write "Formal Headcount Conducted" in Activity log, circle the count, and write your name.
11. If all secure, remove inmates from lockdown.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).

X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

Chapter: Headcounts  
 Module Title: Informal Inmate Headcount

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Rev. 12-2002

**PERFORMANCE OBJECTIVE:** Following a demonstration by the designated Jail Training Officer, the trainee will be able to accurately perform an Informal Headcount, using the steps listed below, 5 out of 5 times.

**STEPS:**

1. Instruct all inmates of an informal headcount. (The informal headcounts need to be done prior to meal times, as well as throughout each day).
2. Instruct all inmates not to leave their chairs or move and walk around.
3. Count inmates, making sure you take keys (including the panel key) and radio with you.
4. Confirm Count with activity log and make sure it matches. If it does not, notify Master Control.
5. Once headcount is confirmed, notify Master Control of your headcount.
6. Write "Informal Headcount Conducted" in Activity Log, circle the headcount, and write your name.
7. Tell inmates that the headcount is completed.

\*Programs do not need to stop when doing an informal headcount.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>1. Instruct all inmates of an informal headcount. (The informal headcounts need to be done prior to meal times, as well as throughout each day).</p> <p>2. Instruct all inmates not to leave their chairs or move and walk around.</p> <p>3. Count inmates, making sure you take keys (including the panel key) and radio with you.</p> <p>4. Confirm Count with activity log and make sure it matches. If it does not, notify Master Control.</p> <p>5. Once headcount is confirmed, notify Master Control of your headcount.</p> <p>6. Write "Informal Headcount Conducted" in Activity Log, circle the headcount, and write your name.</p> <p>7. Tell inmates that the headcount is completed.</p> <p>*Programs do not need to stop when doing an informal headcount.</p>						

**JTO Module Performance Checklist**

Chapter:  
Module Title: Incident Reports-AS400

Trainee: \_\_\_\_\_  
JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to accurately enter report information into the AS400 Computer System, 10 out of 10 times, without error, using the steps below.

- STEPS:**
1. Sign-on to the AS400 System. Enter 1 for Inquiry/Update. Enter User & password again.
  2. Type 37 "Jail Management System" (JMS).
  3. From the JMS Menu, type 07 (Incidents). Hit enter.
  4. From "Incidents Module Menu," type 10 and hit enter.
  5. Enter Jail Info (T=Test file; 1=Actual file) and Booking Number. After entering Booking Number, the computer will advance you to Field 03.
  6. Hit enter & the date will appear. Hit enter for time and officer(should be you)will appear also.
  7. Hit enter, taking you to Field 06. Hit Help(Shift key? then enter) to bring up code list of incident types. Type appropriate code and hit enter (00001, etc.).
  8. If you are the disciplinary officer, repeat steps #6&#7 for fields 07, 08, 09. Enter.
  9. Repeat step #7 for action code; enter.
  - 10.Enter. Type in Disciplinary Action Received, i.e. 30-day lockdown without privileges.
  - 11.Fields 12 - 15 are to be filled out if criminal charges pertaining to facility rule violation are filed against the inmate.
  12. As "occurrence officer" type the specific charges in Field 18. Example: "15.05(4) Disrupting Jail Activity. Inmate Smith has been warned up keeping his razor after the time limit. He turned the razor in only when we got to his cell to search." The text space is

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

**JTO Module Performance Checklist**

Chapter: \_\_\_\_\_  
 Module Title: Incident Reports-AS400

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to accurately enter report information into the AS400 Computer System, 10 out of 10 times, without error, using the steps below.

**STEPS:**

- small, so you may have to abbreviate.
  - 13.Cmd 7 to post information.
  - 14.Cmd 24 until you get back to the sign-on screen.
  - 15.Enter 2 to sign off.
  - 16.Click on minimize button.
- This task will be performed after you have typed an actual report. This task does not take the place of a report.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

### Supplement to AS400 Incident Reports

Data Entry Jail Management - INCIDENT (c) CIS 1997

\*INMATE \*Name: \_\_\_\_\_ Sex: \_\_\_\_\_ Status: \_\_\_\_\_  
00. Jail: \_\_\_\_\_ 01.Booking#: \_\_\_\_\_  
Classification: \_\_\_\_\_ CID/J# \_\_\_\_\_  
Floor: \_\_\_\_\_ Block: \_\_\_\_\_ Cell: \_\_\_\_\_ Bed: \_\_\_\_\_ Photo: \_\_\_\_\_

\*SUFFIX \*02. \_\_\_\_\_

\*OCCURRED \*03. Date: \_\_\_\_\_ Time: \_\_\_\_\_ By: \_\_\_\_\_  
06. Incident: \_\_\_\_\_

\*DISCIPLNY \*07. Date: \_\_\_\_\_ Time: \_\_\_\_\_ By: \_\_\_\_\_  
ACTION 10. Action: \_\_\_\_\_  
11. Other: \_\_\_\_\_

\*POLICE \*12. Agency: \_\_\_\_\_ Number: \_\_\_\_\_  
COMPLAINT 14. Charge: \_\_\_\_\_  
15. Date: \_\_\_\_\_ Time: \_\_\_\_\_ By: \_\_\_\_\_

\*COMMENTS\*  
18. \_\_\_\_\_  
19. \_\_\_\_\_

20.Cust1: \_\_\_\_\_ 21.Cust2: \_\_\_\_\_ 22.Cust3: \_\_\_\_\_  
23.Cust4: \_\_\_\_\_ 24.Cust5: \_\_\_\_\_ 25.Cust6: \_\_\_\_\_

1-Chg Fld 2-Clr 3-Prn Rc 5-Srch Inmate 7-Post 9-Chg Mod 13-Addtn'l  
11-Cont Mod 15-Prn Mod 16-Mugs 19-Hsg 20-Scrng 21-Chg/Snt 22-Prop

Fields 00 to 06: Filled out by Reporting Officer

Fields 07 to 11: Filled out by Disciplinary Officer

Fields 12 to 15: Filled out if Criminal Charges are added because of the incident

Fields 18 to 19: Can be used to give brief Information of the incident. Example: "Broke drinking cup Chgd w/Misuse of County Property, Minor Rule 7. Charged \$3.00 f/acct; 1 day l/u,no priv.

#### Reporting Officer

1. Sign-on to the AS400 System. Enter 1 for Inquiry/Update. Enter User & Password again.
2. Type 37 for the "Jail Management System" (JMS)
3. From the JMS Menu, type 07 (Incidents). Hit Enter
4. From "Incidents Module Menu," type 10 and hit Enter.
5. Enter Jail Info (T=Test file; 1=Actual file) and Booking Number. After entering the Booking Number, the computer will advance you to Field 03.
6. Hit enter & the date will appear. Hit enter for time and officer (should be you) will appear, also.
7. Hit enter, taking you to Field 06. Hit Help (**SHIFT** key ? **ENTER**) to bring up a code list of incident types. Type appropriate code from list and hit enter.
8. In fields 18 & 19, type a brief summary of the report/incident, then hit enter.
9. Post (Cmd 7) the record and exit the file.

#### Disciplinary Officer

1. Repeat steps #1 through #3, from the steps above
2. From Incidents Module Menu," enter 22 and hit enter.
3. A new screen appears. Enter Jail(T=Test;1=actual Jail file), and the booking number of the inmate who was charged. A screen will appear with a list of reports in this inmate's file. Choose the report you need by Cmd 2 and appropriate record number. This will bring you to the incident that you did the hearing on. Cmd 1 to change field, enter 07, to get to field 07.
4. Hit enter through Date, Time, By (the computer will enter this information).
5. At field 10, hit the help key and select appropriate code from the help list.
6. Type a summary of the hearing in field 19(given 2 days l/d w/o priv, etc). Post (Cmd7) the record.

## JTO Module Performance Checklist

Chapter: \_\_\_\_\_  
 Module Title: Indigent Supplies

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** Following a demonstration by the designated Jail Training Officer, the trainee will be able to issue indigent supplies to inmates, following the steps listed. The trainee will be able to do this task 10 out of 10 times, without error.

- STEPS:**
1. Print out a current inmate account sheet.
  2. Obtain a list of last commissary orders from Administration.
  3. Get the indigent supply cart from the property room and gather indigent supplies: soap, shampoo, toothbrush, toothpaste, combs). Place items on the cart. Attach a trash bag to the cart.
  4. Proceed to the first pod.
  5. Announce to inmates that indigent supplies are being passed.
  6. Tell inmates wanting supplies to line up single file and in an orderly manner to receive supplies.
  7. Inmate's name must be cross-checked with inmate account sheet and commissary order sheet to confirm indigent status. (If inmate has purchased commissary, he does not qualify for indigent supplies).
  8. Inmates must have empty or used item to receive new items. Example: Turns in soap wrapper for new bar of soap.
  9. Place used items in the trash bag. Issue new items to the inmate. Tell the inmate to return to a table or his cell. Proceed to next inmate, using #7-#9.
  10. Proceed to next pod, repeating steps #5 to #9.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

**Chapter: Post Order-Housing Officer**  
**Module Title: Inmate Mail**

**Trainee: \_\_\_\_\_**  
**JTO: \_\_\_\_\_**

**PERFORMANCE OBJECTIVE: After a demonstration by the designated Jail Training Officer, the trainee will be able to deliver mail to inmates, according to Chapter 50, following the steps below. The trainee will be able to perform this task 10 out of 10 times, without error.**

**STEPS:**

1. A rover delivers the mail to your pod.
2. Have inmates sit at a table.
3. Separate mail by inmate name.
4. Call inmates, one at a time, and give him his mail, unless the mail is privileged mail or is flagged.
  - A. Privileged mail includes mail to and from the following:
    - i. An attorney
    - ii. A Judge
    - iii. Governor of Iowa
    - iv. Citizen's Aide Office/Ombudsman
    - v. Clerk of Court
    - vi. Jail Administration
    - vii. Sheriff
  - B. Privileged mail must be opened by the officer, in front of the inmate. Remove any staples, scan the mail for any contraband and to verify the mail is privileged. If okay, give to inmate and note in inmate's housing file of privileged corresp.
5. If the mail is flagged by Administration, give the mail denied form to the inmate. The flagged mail needs to be returned to the rover to place in the inmate's property bag.
6. As each inmate receives his mail, tell him to return to his chair.

**I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).**  
**X \_\_\_\_\_ JTO**  
**X \_\_\_\_\_ Trainee**

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

**JTO Module Performance Checklist**

Chapter: Inmate Meals  
 Module Title: Passing Trays

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to pass a meal tray to an inmate, 10 out of 10 times, using the steps below.

- STEPS:**
1. Pod Officer is notified by the rover that meals are ready.
  2. Verify meal count and headcount with the Rover.
  3. If counts match, accept meal cart from Rover. Count spoons, trays, milks, etc. Advise Rover if there are any mistakes. Sign-off on meal count sheet. Pay attention to any special diet trays.
  4. Open cell doors, unless the inmate is in lockdown status.
  5. Announce to pod that trays have arrived.
  6. Direct inmates to line-up, single file and in an orderly manner.
  7. Instruct inmates to start pouring the beverage from the container on the food cart into their cups.  
     1 cup per inmate per meal
  8. Pod officer visually inspects each tray for contents and places milk, spoon, etc. on each tray.
  9. Hand complete tray to inmate.
  10. Watch inmates as they return their meal items to the cart.
  11. When all inmates completed eating, count all spoons, trays, bowls, etc.). Place cart in hallway for Rover.
  12. If spoon, tray, bowl are missing when you do your count, notify the ODS.

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

**JTO Module Performance Checklist**

Chapter: Inmate Meals  
 Module Title: Passing Trays

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to pass a meal tray to an inmate, 10 out of 10 times, using the steps below.

**STEPS:**

- \*Lockdown with Privilege Inmates eat in dayroom and return to their cells when finished with meal.
- \*\*Lockdown without privileges Inmates eat in their cells.
- \*\*\*Special tray will be listed on meal count form. Tray will have a different color lid with Inmate name listed. Identify the right inmate and give him the special tray.
- \*\*\*\*Trays are intended for inmates only, not Detention Officers.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_(date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

Chapter: \_\_\_\_\_  
 Module Title: Inmate Orientation at Dressout

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to give any inmate being dressed out and assigned a cell an overview of the pods, expectations, restricted areas, and pod schedule. The trainee will be able to perform this task 5 out of 5 times without error, using the steps below.

**STEPS:**

1. After dressing out an inmate, check the intake bin to ensure all necessary items are in the bin.
2. While escorting the inmate to his housing unit, briefly explain the pod's layout, restricted areas, expectations of cleanliness and behavior, and pod schedule.
3. Once at the pod, introduce the inmate to the pod officer.
4. With the pod officer and inmate, go to the inmate's assigned cell and perform a pre-occupancy inspection. You, the pod officer, and inmate will sign & date the form.
5. After the inspection, ask the inmate if there is anything else he needs.
6. Turn housing file over to pod officer and leave.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

Chapter: Post: Pod Officer  
 Module Title: Inmate Uniform Exchange

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** Following a demonstration by the designated Jail Training Officer, the trainee will be able to exchange clean uniforms to each inmate in the pod, 10 out of 10 times, without error, using the 10 steps listed below.

**STEPS:**

1. Upon arrival of the uniform cart to the pod, announce to the inmates that uniform exchange is now being done.
2. Put on gloves.
3. Have inmates line up single file.
4. Call an individual inmate to the cart. Exchange one uniform (shirt, pant) with the inmate after you have inspected the uniform you are issuing. Instruct the inmate to return to his cell, change, and return the dirty uniform to you.
5. Inspect the dirty uniform as each inmate returns them to you for possible damage. Place dirty laundry into laundry bin, out of any inmates' reach.
6. Exchange second uniform repeating steps 3, 4, & 5.
7. Write down how many uniforms went out and how many uniforms were turned back in so inmates do not receive extra uniforms.
8. Bag and clearly mark any contaminated items (Body fluids) for laundry.
9. Bag and clearly mark any damaged items with the inmate's name, your initials, and the date. Turn these items in with your report.
10. Write a report on any inmates damaging uniforms.

**I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).**  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<ol style="list-style-type: none"> <li>1. Upon arrival of the uniform cart to the pod, announce to the inmates that uniform exchange is now being done.</li> <li>2. Put on gloves.</li> <li>3. Have inmates line up single file.</li> <li>4. Call an individual inmate to the cart. Exchange one uniform (shirt, pant) with the inmate after you have inspected the uniform you are issuing. Instruct the inmate to return to his cell, change, and return the dirty uniform to you.</li> <li>5. Inspect the dirty uniform as each inmate returns them to you for possible damage. Place dirty laundry into laundry bin, out of any inmates' reach.</li> <li>6. Exchange second uniform repeating steps 3, 4, &amp; 5.</li> <li>7. Write down how many uniforms went out and how many uniforms were turned back in so inmates do not receive extra uniforms.</li> <li>8. Bag and clearly mark any contaminated items (Body fluids) for laundry.</li> <li>9. Bag and clearly mark any damaged items with the inmate's name, your initials, and the date. Turn these items in with your report.</li> <li>10. Write a report on any inmates damaging uniforms.</li> </ol>						

## JTO Module Performance Checklist

Chapter: Facility Communications  
 Module Title: Intercoms

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Rev. 12-2002

**PERFORMANCE OBJECTIVE:** Following a demonstration by the designated Jail Training Officer, the trainee will be able to send and receive calls, using the steps listed below, 10 out of 10 times, without error.

**STEPS:**

1. Obtain Intercom Call List (attached). Numbers are for Call to Master, Call to Zone, or Call to Station.
2. Find where you are calling from the list.
3. Look to see if the number is under Master, Zone, or Station (from the list). Then press "call" and select (MSTR=Master; STN=Station, ZONE=ZONE). using the bottom intercom buttons.
4. Then enter number using the intercom number pad. Press "enter". This should connect you to the area you want.
5. Press the "PTT" button to talk to the person on the other end. Do not press "PTT" to listen.
6. Press "END" to end the call
7. All intercom calls received, must be verbally acknowledged ("Master Control, may I help you").

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

**Chapter:**  
**Module Title:** Intranet/Incidents/Forms

**Trainee:** \_\_\_\_\_  
**JTO:** \_\_\_\_\_

Rev. 12-2002

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to access the Facility Intranet, obtain information regarding S. O. P's, State Jail Standards, and forms. Trainee will perform this task 7 out of 7 times, without error. Trainee will also be able to fill out forms appropriately 4 out of 4 times, without error.

**STEPS:**

1. Double-click on the internet icon.
2. On the website to the left it will say Policy, Standards, Forms, Mission Statement, etc.
3. Click on "Policy" and you will see several icons. i.e.: Confidentiality. These icons are the Policy and Procedures of Pottawattamie County Jail.
4. Click on "Standards" and you can read Chapter 50 State Jail Standards.
5. Click on "Contacts" and you can look at every County Jail/Sheriff's Department phone number and address in the state of Iowa.
6. Click on "Forms" and you can access: supplemental forms, absence forms, memos, and overtime forms. Fill in necessary information on each form.
7. Jail News: Recent Policy Updates, news
8. Jail Talk: Officer Discussions regarding operations; ideas, questions, etc. Information regarding booking, inmate management, training, etc.
9. Maintenance: To report and check status of maintenance problems.
10. To get out of each form select the "X" in upper right hand corner.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).

X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

Chapter: Hygiene  
 Module Title: Linens Exchange

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to safely issue, account, and inspect laundry passed to inmates. This task will be performed 10 out of 10 times, without error, using the steps listed below.

- STEPS:**
1. Check pod schedule for designated exchange day, (i.e, towels, linens, blankets, mattress covers).
  2. Tell inmates via pod intercom that the proper linen exchange is starting. Write in activity log.
  3. Put gloves on.
  4. Have inmates line up in an orderly manner with soiled linens.
  5. Have inmates step forward, one at a time, with soiled linens.
  6. Look at soiled linens for any damage, wear and tear, and vandalism. Any items damaged, etc. set them aside.
  7. Count the number of items you receive from the inmate. Inspect & pass the same number of clean linens to the inmate.
  8. Place soiled linens into the laundry cart. Bag damaged or ruined linens in a garbage bag and mark "Ruined linens" on the bag.
  9. Tell inmate to return his clean items to his cell.
  10. Continue next inmate, repeating steps #5 - #9.
  11. After every inmate has had opportunity to exchange, write in activity log, place cart into hallway.

**I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_(date).**  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

Chapter:  
Module Title: Lockdown Recreation

Trainee: \_\_\_\_\_  
JTO: \_\_\_\_\_

**STEPS:**

1. Determine whether the Lockdown Inmate has privileges.
2. Let inmate out of cell during scheduled pod lockdown times.
3. Instruct inmate his/her hour has begun.
4. Write down in Activity Log Book the time the inmate's hour started and if the inmate refuses the hour out.
5. When inmate's hour is completed, instruct the inmate to lockdown.
6. Write finishing time in Activity Log Book.

**\*Note: Inmates recreation can only be taken away for a maximum of 14 days.\***

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).

X \_\_\_\_\_ JTO

X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

Chapter: **Master Control**  
 Module Title: **Door Controls**

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Rev. 12-2002

**PERFORMANCE OBJECTIVE: Following demonstration by the designated Jail Trainer, the trainee will be able to safely and securely open appropriate doors, 20 out of 20 times, without error.**

**STEPS:**

1. Acknowledge all intercoms by voice and visual on camera before unlocking any door.
2. Tap once with your fingertip on the appropriate computer icon.
3. Do not use interlock override on any door, **except** with the approval of the ODS.
4. All visitors (i.e, volunteers, bondsmen, attorneys, etc) after or before administration business hours, must state who they are and the purpose of their visit before master control opens the door. If ever in doubt, ask the ODS to authorize admittance.
  - A. A rover will need to be summoned to meet visitor in lobby to have visitor sign in and present necessary identification.
  - B. If visitor is a bondsman or person posting cash bond, contact booking with inmate's name and notify booking that someone needs to write the bond. **\*\*Only the person posting cash bond or a bondsman are allowed in the interior lobby. No family, friends, co-signers are allowed.**
  - C. Classification will need to be notified if the visitor is a volunteer (All visitors have facility identification - that is to be visible.) A volunteer & contractor identification book is kept in Master Control for officer use.
5. Do not unlock a door unless verified personnel are visible at that door.

**I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).**  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

Chapter: **Master Control**  
 Module Title: **Facility Alarm Computer**

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** Following demonstration by the designated Jail Training Officer, the trainee will be able to identify different alarms, dispatch an officer to verify the alarm, and be able to type in appropriate commands to the computer. The trainee will be able to identify and respond following the 8 steps listed 5 out of 5 times.

**STEPS:**

1. Visually check the computer screen, once an alarm is activated.
2. Notify the ODS of the type of alarm and the location, which will be shown on the screen.
3. Contact a rover to assist the ODS in checking the actual location of the alarm.
4. Using the keyboard, type in ACK (acknowledge). Then press the "enter" key on the keyboard.
5. Type in SUA (silence). Press "enter" on the keyboard.
6. Once the alarm is cleared by the ODS, you will reset the computer.
7. After the ODS orders an "All Clear", perform a security check.
8. Write a report documenting the type of alarm, who responded, date, time of alarm, and ODS ordering the "All Clear".

\*Follow the computer prompts as to what needs to be entered on the computer.

**I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_(date).**  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

Chapter: Inmate Meals  
 Module Title: Master Control/Meal Counts

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Rev. 8-2001

**PERFORMANCE OBJECTIVE:** After a demonstration by the assigned Jail Training Officer, the trainee will be able to obtain and keep current, a meal count from the pods, booking, and work release, using the 4 steps below.

**STEPS:**

1. One and one-half hour prior to scheduled meal time, call all posts, via the intercom.
2. Ask each post what their actual headcount is and write headcount for each area on the Meal form.
3. Notify kitchen staff, via the telephone, at extension 6281, and advise them of your counts.
4. If count changes pod officer notifies master control. A master control officer documents the change then notifies kitchen staff of changes, via telephone.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

Chapter: **Master Control**  
 Module Title: **Monitor Touring**

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** Following demonstration by the designated Jail Training Officer, the trainee will be able to activate every camera in the facility by using the touchscreen monitor in Master Control, and be able to identify and report any unsecured doors or areas.

**STEPS:**

1. Starting on the facility floor plan, touch the area on the screen that you want to check. There are also computer icons for the 2nd & 3rd Floors.
2. Look for any unsecured doors (red unlocked padlock icons).
  - A. If cell doors unsecured, notify appropriate pod officer by intercom. After pod officer checks the door and advises you that the door is secure, check to make sure that a green padlock icon is showing. If your icon is still showing unsecured, ask pod officer to cycle and secure the door again. If recycling the door does not correct the icon, fill out a maintenance report.
  - B. If you find other doors unsecure during your tour, request a rover to go check the door(s) and secure the door(s). Follow the same process as in step A if your icon does not show secure.
3. Document your camera tour in the security log.
4. Notify ODS about any problems arising during your tour.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

Chapter: **Master Control**  
 Module Title: **Key/Radio Log**

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Rev. 12-2002

**PERFORMANCE OBJECTIVE:** Following explanation a demonstration by the designated Jail Training Officer, the trainee will be able to document radios and keys issued 14 out of 14 times, on the key/radio log form.

**STEPS:**

1. Write all keys/radios that are issued from Master Control with receiving officer's name, time, and post on appropriate log. Make sure date and team are on the log.
2. When an officer leaves for a break or end of shift, the master control officer will receive all keys and the officer's radio.
  - A. Remove the battery from the radio. Place battery only in the charger. Set aside radio unit to re-issue to original officer when he returns.
  - B. After receiving the keys the master control officer will count and inspect all keys on the key ring for missing or broken keys or key rings. \*\*Any discrepancies will be reported to the ODS immediately.
  - C. Inspect radios as they are turned in and report any damaged units to the Jail Administrator on a "Maintenance Form."
3. Check radios throughout the shift to keep the log accurate.
4. All keys used will be documented in and out, no matter the length of time the key will be out or who is signing out the key.
5. All keys will be inventoried at the beginning and end of each shift. The ODS completes a key inventory.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

Chapter: Master Control  
 Module Title: Security Log

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Rev. 12-2002

**PERFORMANCE OBJECTIVE:** At the completion of a demonstration by the designated Jail Training Officer, the trainee will be able to initiate and accurately document 8 security checks and report problems as required during security checks, at least hourly and at varied times , using the steps below.

**STEPS:**

1. Call all posts, medical, and Administration Office. Ask if all is secure.
2. If a post does not call in, make sure you check the post via camera, radio, and or send a rover to the post.
3. Once all posts are secure, log the time, your initials. Make sure all slots in the security log are completed for that hour. Note anything unusual.
4. Check outside cameras and or/request rover to check outside perimeter. Note on log if check was by camera or person.
5. Make sure you check the Isolation cell monitors during security checks.

\*If the officer you are relieving has not completed the security log, notify the ODS. DO NOT fill in the security log just to get caught up on the log. DO NOT fill out areas of the log in advance.

**I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).**  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p>1. Call all posts, medical, and Administration Office. Ask if all is secure.</p> <p>2. If a post does not call in, make sure you check the post via camera, radio, and or send a rover to the post.</p> <p>3. Once all posts are secure, log the time, your initials. Make sure all slots in the security log are completed for that hour. Note anything unusual.</p> <p>4. Check outside cameras and or/request rover to check outside perimeter. Note on log if check was by camera or person.</p> <p>5. Make sure you check the Isolation cell monitors during security checks.</p> <p>*If the officer you are relieving has not completed the security log, notify the ODS. DO NOT fill in the security log just to get caught up on the log. DO NOT fill out areas of the log in advance.</p>						

JTO Module Performance Checklist

Chapter: **Post-Housing Officer**  
 Module Title: **Passing Medication**

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to announce medication times to inmates, observe inmates at medication pass, keep the medication pass area orderly and safe, and ensure that inmates have taken their medications using the steps listed below. The trainee will be able to perform this task 10 out of 10 times, without error.

**STEPS:**

1. The nurse arrives at the pod with the medication cart. Write the time that med call started in your pod.
2. Announce to the inmates that medication cart is at the pod.
  - A. This is the time for those inmates on medications to receive them.
  - B. This is also the time, after medications are passed, for the inmate to request a medical form from the nurse and to turn the completed form to the nurse.
3. Release inmates from cells that need medications.
4. Make sure that all inmates have a cup of water with them.
5. Have inmates form a single file line. Do not allow any inmates to loiter around the med cart area.
6. Stay with nurse while meds are being passed. Do not engage in conversation while attending the med cart.
7. Have inmate show you his hands, cup, and mouth (open mouth wide, lift tongue up, move tongue side to side, stick tongue out). **NEVER** let inmate turn his back to you before he has taken his meds.
8. After you are sure the inmate has taken his medication, have him return to his cell or table area, away from the cart area.
9. Ask next inmate to step up to the medication cart and repeat steps #2 - #8 until you are completed with all inmates needing the med cart or Nurse's attention.

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

**JTO Module Performance Checklist**

Chapter: **Post-Housing Officer**  
 Module Title: **Passing Medication**

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to announce medication times to inmates, observe inmates at medication pass, keep the medication pass area orderly and safe, and ensure that inmates have taken their medications using the steps listed below. The trainee will be able to perform this task 10 out of 10 times, without error.

**STEPS:**  
 10. Make final announcement that the med cart is leaving the area.  
 11. Write in activity log what time med call ended.  
 12. Write and submit reports regarding any inmate's inappropriate behavior, and/or information that the nurse has given you regarding individual inmates (i.e., on new medication, possible side effects, etc.).

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

Chapter: Inmate Monies  
 Module Title: Monies at Booking

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to inventory all monies removed from an arrest's possession, start an inmate account, and accurately enter account information into the AS400 computer system, 10 out of 10 times, using the steps listed below.

- STEPS:**
1. Remove all monies from arrest.
    - A. Search wallets, purses, bags.
    - B. Remove money from pockets
  
  2. Count all monies with the arrest present.
    - A. Checks from other facilities count the same as cash if endorsed by arrest. Ask arrest if he wants the check placed into his account.
    - B. Personal checks and foreign monies will not be placed in inmate account, but must be documented on the property inventory sheet.
    - C. If cash and coin exceed \$100.00, have another officer count the money also. Both of you will sign the money envelope.
  
  3. Write cash amount separate from coin amount on property inventory sheet.
  
  4. Place all acceptable monies into a money envelope and seal the envelope.
  
  5. Complete all information on money envelope (Fill in all of the blanks).
  
  6. Enter amount into inmate's account in AS400. (See task sheet Computer Inmate Accounts)
  
  7. Write date, arrest's name, amount, etc. on money log, located on clipboard above cash boxes on booking counter.
  
  8. Slide money envelope into locked cash box slot. Have another officer watch you make the drop.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<ol style="list-style-type: none"> <li>1. Remove all monies from arrest.               <ol style="list-style-type: none"> <li>A. Search wallets, purses, bags.</li> <li>B. Remove money from pockets</li> </ol> </li>   <li>2. Count all monies with the arrest present.               <ol style="list-style-type: none"> <li>A. Checks from other facilities count the same as cash if endorsed by arrest. Ask arrest if he wants the check placed into his account.</li> <li>B. Personal checks and foreign monies will not be placed in inmate account, but must be documented on the property inventory sheet.</li> <li>C. If cash and coin exceed \$100.00, have another officer count the money also. Both of you will sign the money envelope.</li> </ol> </li>   <li>3. Write cash amount separate from coin amount on property inventory sheet.</li>   <li>4. Place all acceptable monies into a money envelope and seal the envelope.</li>   <li>5. Complete all information on money envelope (Fill in all of the blanks).</li>   <li>6. Enter amount into inmate's account in AS400. (See task sheet Computer Inmate Accounts)</li>   <li>7. Write date, arrest's name, amount, etc. on money log, located on clipboard above cash boxes on booking counter.</li>   <li>8. Slide money envelope into locked cash box slot. Have another officer watch you make the drop.</li> </ol>						

## JTO Module Performance Checklist

Chapter: Admission of Inmates  
 Module Title: Invest. Search Station-Mugshot Copy

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Rev. 4-7-01

**PERFORMANCE OBJECTIVE: Following demonstration by the designated Jail Training Officer, the trainee will be able to search, activate, and print mugshots of five different individuals, without error.**

**STEPS:**

1. Follow prompt on screen. The log-on information screen will appear. Enter the password "PRINTRAK" and click "OK"
2. Click on "START" in lower-left corner of screen. Then click on top line "Investigative Search-asd".
3. Click on descriptor information (such as the last name )on the left side of the screen. This will highlight the descriptor. Enter the information(last name) into the string. Press enter or click "OK". This information must be entered exactly as it was in the fingerprint system. This will conduct a search, and should produce matches for your data. \*\*\*
4. Click on F3; Several mugshots will appear
5. Click on desired mugshot
6. Click F5. Then select from printer options, select number of copies and click "OK"
7. Exit ISS by clicking on "X" in upper-right corner & follow prompts.

\*\*\*Short cut on Investigative Search for Mugshot (Instead of entering names). This will only bring up the last 6 pictures, including the inmate you just photographed).

1. Double click on sex (M or F). Last 6 pictures will be displayed.
2. Click on appropriate picture.

**I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_(date).**  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

<b>Trainee Reads/Reviews Task Document</b>	<b>JTO Explains &amp; Demonstrates</b>	<b>Trainee Explains as JTO Demonstrates</b>	<b>Trainee Explains &amp; Demonstrates</b>	<b>Trainee Practices</b>	<b>Trainee Performs Successfully (Proficiency Test Completed)</b>
--	--	---	--	--------------------------	---

Chapter: Admission of Inmates  
 Module Title: Mugshot Retrieval

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Rev. 3-24-02

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to retrieve 2 different photographs: 1 by CID number, and; 1 by Name. The trainee will be able to retrieve these photos, without error, using the steps below.

**STEPS:**

1. Double-click on SI-3000 icon.
2. Sign-on under user name **capture**, using all lower case letters. Hit **tab**. Type in password, **capture** (again, using all lower case letters).
3. Press **Ctrl F12**. This will bring up a menu.
4. Double-click on **Person Folder Options**, then **View Person Folder**. This will bring up a window.
5. Double-click on **CID Number**. This will bring up a box in the middle of the screen.
6. Type in the person's CID number, using zeroes before the number, i.e., 0000077777.
7. (If using person's last name, in step 5, Double-click **Name**. When box opens type in last name(all upper case letters, followed by %. I.e, **CROSS%**.)
8. Click on **View Data** button. This should bring up an index of bookings. Scroll right to desired booking #.
9. Double-click on the booking number.
10. If more than one photo exists, scroll by clicking on the button with white Paper, Blue lines, and red arrows, located on the top tool bar.
11. If copy of photo is desired, click on bright yellow printer, located on the top tool bar.
12. To Exit, click on **X** button, located at top right of corner of window.

>> Next Page >>

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

JTO Module Performance Checklist

Chapter: Admission of Inmates  
 Module Title: Mugshot Retrieval

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Rev. 03-24-02

<<Previous page<<

**STEPS:**

- 13. Hit **Ctrl F12**. This will bring up a menu.
- 14. Click on **Exit**.

I, Detention Officer \_\_\_\_\_, certify that I practiced as prescribed on this task sheet on the following dates for specified minutes:

Date: \_\_\_\_\_ Ttl Minutes: \_\_\_\_\_ Initials: \_\_\_\_\_  
 Date: \_\_\_\_\_ Ttl Minutes: \_\_\_\_\_ Initials: \_\_\_\_\_

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).

X \_\_\_\_\_ Trainee  
 X \_\_\_\_\_ JTC

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

JTO Module Performance Checklist

Chapter: Admission of Inmates

Trainee: \_\_\_\_\_

Module Title: Mugshot - Photo Lineups \_\_\_\_\_

JTO: \_\_\_\_\_

Added: 12-2001

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to enter descriptors and create 3 different line-ups, without error, using the steps below.

**STEPS:**

1. Double-click on the SI-3000 icon.
2. Sign-on **capture**, hit tab, and type in **capture** again.
3. Press **Ctrl F12**. A menu will appear in the middle of the screen.
4. Click on **Person Folder Options**, then click on **Adult Line-up**. This brings up a window.
5. On the left-hand side of the screen, in the **Criteria** box, double-click on the descriptor(s) you have, i.e. date of birth, sex, height, weight, hair color, etc. When you double-click on the descriptor, a box will appear in the middle of the window. The box will either have a pick list to choose from, or you will have to type in the information.
  - A. CID Number: enter the appropriate number of zeroes (usually 5) before the CID number;
  - B. For name: Use all capital letters, type in last name only, followed by the percent sign % .
  - C. For Booking number: enter county(78), 2-digit year(i.e., 02), the zeroes, then the book number.
  - D. Click **Accept** each time you enter the appropriate information.
6. After you have selected all of the descriptors you know, click on **Create Line Up** button. The computer will then start creating a line-up.
7. When the computer finds subjects that match the descriptors entered, a new window will appear and photos will start filling in the spaces.
8. To select the pictures you want in the line-up, click and drag on 1 picture and move the picture to the "**Chosen**" section at the bottom of the screen.

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

JTO Module Performance Checklist

Chapter: Admission of Inmates

Trainee: \_\_\_\_\_

Module Title: Mugshot - Photo Lineups \_\_\_\_\_

JTO: \_\_\_\_\_

Added: 12-2001

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to enter descriptors and create 3 different line-ups, without error, using the steps below.

**STEPS:**

9. If more pictures are needed: click on the up or down hand(the last 2 buttons on the tool bar).
- 10.If you need to clear a picture from the chosen section, pt arrow on that picture and right click. A menu will come up and give you the option to clear space.
- 11.If arrow buttons on the individual's picture are blackened, this means this inmate has more pictures in his/her file. Click on the arrows by the picture to see the other picture(s).
12. Once you have finished choosing, go to **File** above the tool bar, click one of the view options. Your line-up will then be displayed on the screen.
13. To print, click on **Layout**, scroll to **printing**, then to **Print template**.
14. Click on **X** in upper right corners to exit, until back at the desktop screen.
15. **Ctrl F12**, select **exit**.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ Trainee  
 X \_\_\_\_\_ JTC

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

Chapter: Admission of Inmates \_\_\_\_\_ Trainee: \_\_\_\_\_  
 Module Title: Taking a Mugshot \_\_\_\_\_ JTO: \_\_\_\_\_

Revised 9-2002

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to take 3 photographs (mugshots) in a row (of different people), without error, using the steps below.

**STEPS:**

1. Double-click on SI-3000 Icon.
2. Sign-on under user name **capture** (small letters). Hit tab and type in **capture** (again, small letters).
3. Press **Ctrl F12**. This brings up a menu in the middle of the screen.
4. Double-click **Inmate Photo Capture**. This will bring up a new window.
5. Double-click on CID Number. This will bring up a box. Type the CID number in the box, including the zeros before the CID number. Click **OK**.
6. Click on **View Data** button. This will bring up the index of the arrest's previous and current bookings.
7. Double-click on the correct CID number (If the CID # is not listed, DO NOT Take a mugshot; go back to the AS400 inmate's file and add the CID# in appropriate field & wait for systems to update.
8. Click on the black camera located on the top toolbar. The **Item Tag Selection** box will appear: click **Mugshot** for general photo or **Scar,mark,tattoo**, for specialized photo. Click **Accept**.
9. For front view of arrest, use the red frame to line up arrest's face. Position the red dot between the arrest's eyes, by using the pan, tilt, and or zoom keys.
10. When completely focused, click on **Grab**. If picture fits requirements, click **Accept**.
11. For profile of arrest, position red dot on the top of the arrest's **left** ear. **DO NOT USE ZOOM KEYS**

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

**JTO Module Performance Checklist**

Chapter: Admission of Inmates \_\_\_\_\_ Trainee: \_\_\_\_\_  
 Module Title: Taking a Mugshot \_\_\_\_\_ JTO: \_\_\_\_\_

Revised: 09-2002

**STEPS:**

for profile photograph.

12. Repeat step 10 for the profile photo.

13. To print, click on bright yellow printer on toolbar.

14. To save photo, click on the button (second from right end) on top toolbar. The button is white with a blue arrow, titled "Save Document". A window appears. Type in date, inmate's name, and officer taking the picture.

15. Click on **X** button on top right corner of screen to exit.

16. Hit **Ctrl F12**, and select **EXIT** to sign-off.

**Note: Do not use overhead lights.  
 Do not photograph arrests/inmates in Jail shirt**

**Floor marking:  
 Front picture: arrest/inmate stands back from the line 1/2 to 1"  
 Side profile: have arrest/inmate place outside of LEFT foot up to the line.**

I, Detention Officer \_\_\_\_\_, certify that I practiced as prescribed on this task sheet on the following dates for specified minutes:

Date: \_\_\_\_\_ Ttl Minutes: \_\_\_\_\_ Initials: \_\_\_\_\_  
 Date: \_\_\_\_\_ Ttl Minutes: \_\_\_\_\_ Initials: \_\_\_\_\_

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

**I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).**

X \_\_\_\_\_ Trainee  
 X \_\_\_\_\_ JTO

## JTO Module Performance Checklist

Chapter: Natural Disaster-Fire  
 Module Title: Evacuating a Pod

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** Following demonstration & explanation from the S. O. P., by the designated Jail Training Officer, the trainee will be able to initiate and direct a pod evacuation on two different occasions in two different pods.

- STEPS:**
1. Radio adjacent Pod Officer to lock their inmates down. Via radio, notify Master Control.
  2. Open all cells in your pod.
  3. Have inmates line up in single file. In an orderly manner, have inmates proceed to the recreation area.
  4. As inmates enter the recreation area, conduct a formal headcount.
  5. When inmates have been secured into adjacent pod dayroom, you will return to the evacuated pod, checking that all cells are empty and securing cell doors as you find them empty. Also check shower areas, multipurpose rooms.
  6. Make sure all doors (rec door, garage doors in rec areas, hallway doors) are shut after you have searched the pod and are vacating the pod in case of fire.
  7. If your pod and adjacent pod are in danger, evacuate to pod across the hall.
  8. If entire floor is in danger, inmates will be escorted to closest emergency stairs and escorted to the booking garage.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

**JTO Module Performance Checklist**

Chapter: **Inmate Supervision**

Trainee: \_\_\_\_\_

Module Title: **Pod Security Checks(after night lock-down)**

JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to perform visual security checks on the inmates and the pods, document any unusual activity or special status (i.e., suicidal inmates) inmates, and report any behavioral, security, or maintenance problems. The trainee will perform this task 10 out of 10 times, without error.

**STEPS:**

1. Secure the inmates at lockdown time in their cells.
2. At least hourly, and at varied times, walk around the pod checking on the inmates and the pod.
3. Enter the pod by notifying Master Control and write the time you are starting the check in the log.
4. Pull on cell door handles to make sure door is locked.
5. Visually confirm the inmate's presence in the cell (you must see flesh, inmate breathing).
  - A. If the inmate is covered by a blanket and the officer cannot see a portion of the inmates flesh or see the inmate breathing, attempt to waken the inmate from outside of the cell.
  - B. If unable to arouse or wake the inmate, request assistance from another officer, via the radio.
  - C. If life-threatening situation in the cell, continue to watch the cell until help arrives. Only enter the cell in an emergency, after you have told master control you are going in & verified help.
  - D. If not a life-threatening situation, proceed to conduct your security checks of other cells.
6. Look at and pull on all chaseway doors for signs of tampering and that doors are secure.
7. Look in the recreation and multi-purpose rooms. Look at and pull on all doors, as in Step. #6. Note the ceiling, windows, furniture, closets, etc.
8. Write the time your check ended, your name and headcount.
9. Report any maintenance problems on the maintenance form; report any inmate behavior on appro-

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<ol style="list-style-type: none"> <li>1. Secure the inmates at lockdown time in their cells.</li> <li>2. At least hourly, and at varied times, walk around the pod checking on the inmates and the pod.</li> <li>3. Enter the pod by notifying Master Control and write the time you are starting the check in the log.</li> <li>4. Pull on cell door handles to make sure door is locked.</li> <li>5. Visually confirm the inmate's presence in the cell (you must see flesh, inmate breathing).                             <ol style="list-style-type: none"> <li>A. If the inmate is covered by a blanket and the officer cannot see a portion of the inmates flesh or see the inmate breathing, attempt to waken the inmate from outside of the cell.</li> <li>B. If unable to arouse or wake the inmate, request assistance from another officer, via the radio.</li> <li>C. If life-threatening situation in the cell, continue to watch the cell until help arrives. Only enter the cell in an emergency, after you have told master control you are going in &amp; verified help.</li> <li>D. If not a life-threatening situation, proceed to conduct your security checks of other cells.</li> </ol> </li> <li>6. Look at and pull on all chaseway doors for signs of tampering and that doors are secure.</li> <li>7. Look in the recreation and multi-purpose rooms. Look at and pull on all doors, as in Step. #6. Note the ceiling, windows, furniture, closets, etc.</li> <li>8. Write the time your check ended, your name and headcount.</li> <li>9. Report any maintenance problems on the maintenance form; report any inmate behavior on appro-</li> </ol>						

**JTO Module Performance Checklist**

Chapter: **Inmate Supervision**

Trainee: \_\_\_\_\_

Module Title: **Pod Security Checks(after night lock-down)**

JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to perform visual security checks on the inmates and the pods, document any unusual activity or special status (i.e., suicidal inmates) inmates, and report any behavioral, security, or maintenance problems. The trainee will perform this task 10 out of 10 times, without error.

**STEPS:**

appropriate report form (Special Mgt. Form, incident reports, etc.

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_(date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

**JTO Module Performance Checklist**

Chapter: Rub Searches  
 Module Title: Pat Search

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to pat search an arrest actor or inmate actor, using the steps below. The trainee will be able to find 5 out of 5 items placed on the actor 10 out of 10 times.

**STEPS:**

1. Put on protective gloves.
2. Visually look over arrest for areas which may be concealing contraband; signs of injury or parasites.
3. Tell the arrest that you are going to be going through his pockets and that he is going to be asked many booking questions. Tell him that he will then have an opportunity to make a phone call.
4. Go through the arrest's pockets. Look into pockets (If possible) and feel on outside of pockets before placing your gloved hand into the arrests pockets, to remove property. Place items removed from the arrest on the top booking counter, out of the arrests' reach.
5. After you are comfortable that all personal affects have been removed from the arrest, and he is being cooperative, remove the handcuffs, telling him to place his hands on the counter as you remove the cuffs.
6. Ask the arrest to slowly remove his shoes and sox. Tell him to turn his socks inside out.
7. If socks are okay, return these to the arrest. With your feet, scoot the arrests removed shoes away from him. Search shoes after pat-search is complete
8. Tell arrest that you are now going to perform a routine pat-search on him.
9. Ask arrest to put his hands on the counter, telling him to keep his hands on the counter, as he slides his feet back.

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

**JTO Module Performance Checklist**

Chapter: Rub Searches  
 Module Title: Pat Search

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to pat search an arrest actor or inmate actor, using the steps below. The trainee will be able to find 5 out of 5 items placed on the actor 10 out of 10 times.

- STEPS:**
10. When the arrest's feet are back far enough to keep him off balance, tell him to spread his legs apart, and point his toes outward. Be ready to assist arrest if he starts to lose his balance.
  11. Once arrest is in proper position, start the pat-search using a systematic and deliberate approach. Maintain a safe position (your foot between his two feet). Be aware and focus.
  12. Start at the top and work down. The purpose of the rub/pat-search is to locate: Contraband, needle marks (tracks), body lice, injury, evidence of previous suicide attempts.
    - A. Hair: Look for lice. Run your gloved fingers through the arrests hair; remove all wigs and inspect.
    - B. Head Carefully inspect ears, nose, mouth, teeth
    - C. Neck: shirt collar and collar stays
    - D. Shoulders
    - E. Arms: Underarms, arm pits, shirt sleeves, cuffs; hands - front & back, spread fingers.
    - F. Chest area: Shirt pockets, all seams, rub entire chest area, over shirt/blouse; run fingers around bra band, straps, and metal wires.
    - G. Stomach: down to waist
    - H. Back: shoulder blades down the back to waist; search sides, all seams, bra straps.
    - I. Waist area: waistband, lining
    - J. Abdomen: down to crotch, front pockets, seams, zippers, hip
    - K. Buttocks: down to crotch, crack, back pockets.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

Chapter: Rub Searches  
 Module Title: Pat Search

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to pat search an arrest actor or inmate actor, using the steps below. The trainee will be able to find 5 out of 5 items placed on the actor 10 out of 10 times.

- STEPS:**
- L. Groin: using palm of hand - inside of legs to feet.
  - M. Outside of Legs: check seams, raise and examine skirt.
  - N. Feet: tops and bottoms and between toes.
13. Tell arrest to relax and stand up to the counter.
14. Search through property items removed prior to the pat-search:
- A. Purses, Duffle Bags
    - i. Empty entire bag into plastic bin and carefully search through the contents.
    - ii. If possible, turn bag inside out. Check pockets, linings, seams, folded papers.
  - B. Wallets, cigarette packs, containers, cosmetics, etc.
    - i. Thoroughly search these items. Open items and inspect them. Open packs of cigarettes, and inspect cigarettes. Set anything unusual to the side(out of inmate reach) to show to ODS.
  - C. Jewelry, belts, extra clothing(belts,caps,hats,etc.)
  - D. Medication bottles
15. Document on the Property Inventory Sheet, all items that the arrest had with him when he came to Jail.  
 \*If drugs/paraphernalia are founding during a search of an arrest & arresting agency does not want to file add'tl charges: You prepare a written report to Co. Attorney, Allow arresting officer to dispose of drugs/parpah.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_(date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

JTO Module Performance Checklist

Chapter: Admission of Inmates  
 Module Title: Pay-for-Stay\* Program (Monies)

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Added: 07-2002

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to accept, document, and disperse inmate monies to the Program, following the steps below, 5 out of 5 times, without error.

**STEPS:**

1. Count the inmate's cash at booking (see separate task sheet "Money Inventory-Booking"). Write the total cash money received from the inmate on the property inventory sheet.
2. Obtain 1 yellow money envelope and 1 green envelope from the booking station:
  - A. Yellow envelope: for Inmate Monies
  - B. Green Envelope: for Inmate payments toward Pay-for-Stay.
3. If inmate is paying cash or personal check for the first day's balance and has signed the form (see task "Pay-for-Stay Program (Waiver)").
  - A. Take the green envelope:
    1. Fill in the blanks on the outside of the envelope.
    2. Place the cash or personal check (**Do Not exceed \$50.00**) in the green envelope.
    3. Seal the green envelope.
  - B. Take the yellow envelope:
    1. Fill in the blanks on the outside of the envelope.
    2. Place the remaining cash (if any) in the yellow envelope.
    3. Seal the yellow envelope.
4. If the inmate pays with cash, sign-on the AS400.
5. From the Jail Management Menu, access Inmate Accounts (See task sheet "Computer-Inmate Accounts").

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

**JTO Module Performance Checklist**

**Chapter: Admission of Inmates**  
**Module Title: Pay-for-Stay\* Program (Monies)**

**Trainee:** \_\_\_\_\_  
**JTO:** \_\_\_\_\_

**Added: 07-2002**

**STEPS:**

6. Open the inmate's account (by name or booking number).
7. Once the account is open, you will need to make two separate transactions:
  - A. Credit inmate's account for the total cash he/she had with them when they came to Jail. Post this transaction.
  - B. Start a separate transaction in the inmate's acct. Debit inmate's account for the cash he/she is paying (amount in green envelope) toward Pay-For-Stay. Post this transaction.
  - C. Check your transactions by checking the balance. Exit the Inmate Account module.
8. Obtain the ledger on the clipboard, located above the money safes on the booking counter.
9. Legibly complete the ledger as follows:
  - A. Fill in date, booking number of inmate, last name, and first name of inmate in appropriate columns.
  - B. In the "Inmate Envelope" column, write the amount of cash contained in the yellow inmate money envelope.
  - C. In the "PFS Envelope" column, write the amount of cash or personal check contained in the green Pay-for-Stay envelope.
10. Slide each envelope into one of the locked money safes.

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

<p><b>I certify that proficiency was demonstrated by the above trainee concerning this task on _____(date).</b></p> <p>X _____ JTO</p> <p>X _____ Trainee</p>
---

JTO Module Performance Checklist

Chapter: Admission of Inmates  
 Module Title: Pay-for-Stay\* Program (Waiver Form)

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Added: 06-2002

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to inform an arrest of the Pay-to-Stay Program, the arrest's balance due, document, and disperse the Program waiver form 5 out of 5 times, without error, using the steps below.

**STEPS:**

1. Obtain Pay-for-Stay\* "Release of Funds Waiver" form.  
**Exempt from Pay-for-Stay:**
  - A. Juveniles (per State law-have to be 18 or older)
  - B. Federal Holds
  - C. Pottawattamie County Work Release Inmates
  - D. Hold for other Iowa Counties. Including Out-of-County mittimus' (they pay the per diem up front)
2. Complete the top third of the form: CID#, Date, Inmate Name, etc.
3. Following the scripts posted at the booking stations, tell the inmate the following:
  - A. "Be advised that Pottawattamie County has now implemented the Pay-for-Stay Program and you are now being charged \$50.00 per day for your stay in jail. How would you like to take care of your first day's charge? Please sign here."

**If inmate refuses to pay or sign, tell the inmate:**

  - B. "Your refusal to sign the waiver does not change your indebtedness to the County. You can ease the collection process by paying against your first day's charge. Please sign here."

**If inmate still refuses to pay, enter \$0 money on the waiver form. Have inmate sign form.**  
**If inmate still refuses to sign, write "Refused" in Inmate Signature area.**
4. Detention Officer then signs form in "Pay-for-Stay Representative"" area.

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

Chapter: Admission of Inmates  
 Module Title: Pay-for-Stay\* Program

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Added: 06-2002

**STEPS:**

5. Distribute form as follows:
- A. Original into Admin. Tray
  - B. Copy into Inmate's Property (this copy serves as a receipt and also as an informational sheet regarding where to call to make payment arrangements or refund inquiries).

**Do not throw away any waiver forms - these are numbered forms and are audited.**

If inmate writes out a personal check, check shall be payable to "Intellitech".

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).

X \_\_\_\_\_ Trainee signature  
 X \_\_\_\_\_ JTO signature

## JTO Module Performance Checklist

Chapter: Post Order-Housing Officer  
 Module Title: Pod Activity Log

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**Performance Objective: Following a demonstration by the designated Jail Trainer, the trainee will be able to accurately record 10 events in a row, in the Pod Activity Log.**

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p><b>STEPS:</b></p> <ol style="list-style-type: none"> <li>1. Locate Activity Log at Officer Station.</li> <li>2. Check the log to make sure it is marked with the proper pod, and all pages have been numbered.</li> <li>3. Sign in on log with date(use MM/DD/YY format), Day, Officer Name, Officer Computer number, and Shift letter (A, B, C, D, E).</li> <li>4. Write the time that you are taking over the pod: example: 1800-Headcount 37(circle number), D.O. Thomas at Post.</li> <li>5. Continue on each line with time and type of activity: Security Check, Inmates left pod for court(name inmates), Recreation started, Headcounts, Inmate J Doe escorted to medical by Rover Rick B, Medication Pass; Atty John Smith to see Inmate Tom Jones in multipurpose room, Inmate Lockdown, Inmates out of lockdown, etc)</li> <li>6. Sign-out with headcount anytime you leave the pod.</li> </ol> <p>*Write legibly as this is a legal document and fellow officers need to read information from your log.</p> <p>See attached sample</p>						
<p><b>I certify that proficiency was demonstrated by the above trainee concerning this task on _____(date).</b></p> <p>X _____ JTO</p> <p>X _____ Trainee</p>						

## **Sample of Pod Activity Log**

11-11-00, Saturday, D. O. John S., #C438, D Team relieving D. O. Doe

1800-Headcount 37(circled), Pod secured, your initials

1845-Inmates out of lockdown; cell inspections started

1900-Inmate Communication Forms passed; Headcount 37(circled)

1930-Inmate Communication Forms Turned in; Supervisor Smith advised

1930-Cell Inspections completed

1930-Recreation Started(Inmates Johnson,Smith,Lopez,Rodriquez, Lloyd, Burns,Doe, Gomez attended.

1945-Supervisor Smith picked up ICF's

1945-Assistant Chaplain Thompson visiting inmates

2000-AA Program in Multi-purpose, 10 inmates attending

2030-Recreation completed; called for Rover to search rec area.

2035-Recreation area searched by Rover Terry J.

2045-Rover Terry J. relieved me. Headcount 37 (circled), Your initials

2100-I assumed post, your initials, Headcount 37 (circled), security check, all secure, your initials.

2100-Program completed; Medication call announced

2130-Med cart left

2200-Night lockdown started; Chaplain left

2230-Headcount 37(circled), Security Check-all secure, your initials

JTO Module Performance Checklist

Chapter: Facility Communications  
 Module Title: Portable Radios

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to transmit, receive, and monitor communications over the portable radio, using the steps listed below, 10 out of 10 times, without error.

**STEPS:**

1. Get a radio and charged battery from Master Control.
2. Tell Master Control your radio number by separating the battery from the radio and looking at the red number on the radio. **Caution: Do not remove the battery while the radio is turned on.**
3. Turn the radio on by rotating the on/off volume control 1/4 turn clockwise.
  - A. You will hear a high-pitched tone and the LED light will turn green if the radio is functioning properly.
  - B. If you hear a low-pitched tone (indicating a malfunction), turn the radio off, check the battery, and turn the radio back on. If you still do not hear the high-pitched alert tone, a problem exists in the radio. Turn the radio back into Master Control. Report the malfunctioning radio, in report form, to Administration.
4. Make sure the channel selector is on 1 and the toggle switch is on A.
5. Secure the radio on your uniform with a metal belt clip.
  - A. Do not carry the radio in your pocket, as change or other metal objects could damage the radio or battery.
  - B. Do not set the radio down while at your post, carry it on you at all times.
  - C. The radio and battery are not waterproof. If you drop either in water, turn the radio into Admin, with a report.
  - D. Do not carry the radio by the antenna, or hang keys on the antenna.
6. Listen to transmissions, setting the volume at a com-

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

JTO Module Performance Checklist

Chapter: Facility Communications  
 Module Title: Portable Radios

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to transmit, receive, and monitor communications over the portable radio, using the steps listed below, 10 out of 10 times, without error.

**STEPS:**

portable volume.

7. Do not interrupt another user, unless it is an emergency. Be polite and professional during your transmissions, as the radios are monitored and inmates can hear your radio.

8. To transmit, hold the radio in a vertical position with microphone 2 to 3 inches from your lips. When the channel is clear, press and hold the PTT on the side of the radio. You will hear a 2 second tone. Once the tone has stopped, speak slowly and clearly into the microphone area. When you have finished speaking, release the PTT to listen.

\*\*Your radio will "double-chirp" When the battery is low.

**Your alarm button is the orange button on top of the radio. When you push the button during an emergency situation, state your location.**

\*\*\*When the radio alarm button is activated, the radio becomes an open mike for 20-30 seconds.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

# Location of Fire Extinguishers 01-04-01

## First Floor

Booking On wall by Classification

Hallway By Laundry Room door

Hallway By Kitchen door

Master Control By Exit door

Work Release Office

Jail Admin. North of Admin Window

## 2<sup>nd</sup> Floor

Pod A & D Wall Opposite Pod D

Pod B & C Wall Opposite Pod C

Hallway By Chaplain's Office

## 3<sup>rd</sup> Floor

Pod F & J Wall Opposite Pod J

Pod G & H Wall Opposite Pod H

Hallway By Isolation Door

Medical Between Cells E1 & E2

## JTO Module Performance Checklist

Chapter: Natural Disaster, Fire & Rescue  
 Module Title: PRIMARY Emergency Evacuation

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Rev. 12-2002

**PERFORMANCE OBJECTIVE:** Following a demonstration by the designated Jail Training Officer, the trainee will be able to securely, safely, and effectively evacuate a pod using the primary evacuation route 5 out of 5 times.

**STEPS:**

1. Notify Master Control that you are evacuating your pod and request assistance.
2. Notify the pod officer in the adjacent pod to lock-down his inmates.
3. Calmly tell the inmates that the pod will be evacuated.
4. Open all cell doors in your pod.
5. Tell inmates to get into a single file line. Tell the inmates to proceed, in an orderly manner, through the gym area. You count inmates as they go in the gym area. The pod officer in the adjacent pod counts your inmates coming into his pod.
6. Call Master Control and tell them the headcount.
7. Return to your pod, with assistance from responding officers, check that all cells, shower areas, closets, and multi-purpose rooms are empty.
8. Go to adjacent pod to assist that pod officer with your inmates, or as ODS instructs you.
9. Attend to any panicked or injured inmates.
10. Wait for the "All Clear" by the ODS before returning inmates to their pod. Report Headcount to Master Control.

**I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_(date).**

X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## Supplement to Computer Property Task

SUF: \_ \_ \_ \_ CODE: \_ \_ \_ \_ \_ QUANTITY \_ \_ \_ \_ \_

ADDT'L DESC: \_ \_ \_ \_ \_ VALUE \_ \_ \_ \_ \_

LOCATION: \_ \_ \_ \_ \_ DATE \_ \_ \_ \_ \_ BY: \_ \_ \_ \_ \_

PHOTO \_ \_ \_ \_ \_

1 - Chg Fld 2 - Del 4 - Receipt 7 - Post 9 - Next 10 - Entry 11 - Top

Enter Field Number:

- #1. Computer assigns suffix number.
- #2. Enter appropriate code (7 - Misc. Paper; 23 - Ring; 24-Watch; 25 - Jewelry; 29 - Clothing; 40 - Shoes; 56 - No Contact Order, etc)
- #3. Quantity. Total number of items on this entry. Example: If the arrest has 2 watches, you would list 2 in this field.
- #4. Additional Description: Describe the item on this entry. Example: The arrest has 2 watches. In this field you would type 1 timex w/ ylw band & blk face; 1 armitron w/ylw broken band. A clothing example would be: 1 pr torn blu jeans;red tshrt;bro coat
- #5. The only time you enter value is if it is money.
- #6. Options are Prop Bag; Prop Closet; Garment Bag(for mittimus)
- #7. Press enter and the current date that you are making the entries will be brought up.

- #8. This will be the 1<sup>st</sup> initial, 2<sup>nd</sup> initial, and first 3 letters of the person writing the property. Example: Deanna K. Axland = DKAXL
- #9. Disregard Photo field.

## JTO Module Performance Checklist

Chapter: Inmate Property  
 Module Title: Property Inventory at Booking

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to accurately inspect and document any property brought into the facility by an arrest, 7 out of 7 times, without error.

**STEPS:**

1. After the completion of the pat-search of the arrest at the booking counter, it is now time to inventory all of the property the arrest came in with and that you have placed on the counter.
2. As you are writing/inventorying, be aware of the inmate.
3. With gloves on, write on the property inventory sheet, detailed descriptions of each item.
  - A. Do not use jeweler terms, such as diamond, gold, silver. Use colors (clear stone, ylw, wht). Or, terms such as Leather. Write brand names only if the brand name is on the article.
  - B. Write down if objects are broken, torn, bent, etc.
4. Put jewelry, wallets, small items in the small green cloth bags. When completed, get a white tag & write the arrest's name on the tag. Attach to bag.
5. Tag extra clothing & shoes with tags & arrest's name. When completed, place this bag in the storage cabinet by the AFIS machine.
6. Separate all money from arrest's property. This will be placed into a money envelope. (See task titled, "Monies at Booking")
7. Set medications aside, out of any inmate's reach, and contact medical to look at the medication.
8. After completing the inventory and property has been entered in the computer and property sheets printed, explain inventory to arrest, have him sign, & you sign.

**I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).**  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

**Chapter: Inmate Property**  
**Module Title: Property Inventory at Booking**

**Trainee:** \_\_\_\_\_  
**JTO:** \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to accurately inspect and document any property brought into the facility by an arrest, 7 out of 7 times, without error.

- STEPS:**
1. After the completion of the pat-search of the arrest at the booking counter, it is now time to inventory all of the property the arrest came in with and that you have placed on the counter.
  2. As you are writing/inventorying, be aware of the inmate.
  3. With gloves on, write on the property inventory sheet, detailed descriptions of each item.
    - A. Do not use jeweler terms, such as diamond, gold, silver. Use colors (clear stone, ylw, wht). Or, terms such as Leather. Write brand names only if the brand name is on the article.
    - B. Write down if objects are broken, torn, bent, etc.
  4. Put jewelry, wallets, small items in the small green cloth bags. When completed, get a white tag & write the arrest's name on the tag. Attach to bag.
  5. Tag extra clothing & shoes with tags & arrest's name. When completed, place this bag in the storage cabinet by the AFIS machine.
  6. Separate all money from arrest's property. This will be placed into a money envelope. (See task titled, "Monies at Booking")
  7. Set medications aside, out of any inmate's reach, and contact medical to look at the medication.
  8. After completing the inventory and property has been entered in the computer and property sheets printed, explain inventory to arrest, have him sign, & you sign.

**I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).**  
**X \_\_\_\_\_ JTO**  
**X \_\_\_\_\_ Trainee**

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## JTO Module Performance Checklist

Chapter: Inmate Hair and Nail Care  
 Module Title: Razor Pass

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Rev. 12-2002

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to safely issue, account, and inspect razors passed to inmates. This task will be performed 10 out of 10 times, without error, using the steps listed below.

- STEPS:**
1. Write in activity log that razor sign-up is being started. This is to occur at 2000 hours, Sunday - Thursdy.
  2. Announce to inmates that razor sign-up sheet is out.
  3. Add the total number of razors you need in your pod and retrieve the exact number of razors you need, after night lockdown. The razors are kept in the property room.
  4. Pass razors to inmates on the sign-up sheet, after night lockdown. Keep all razor caps - do not give these to the inmates. Inmates have 20 minute limit.
  5. Put on gloves and grab a garbage bag. Pick-up, inspect, and count all razors. Place used razors in a red biohazard bag. Account for razor caps, but do not re-cap razors.
  6. When you have picked up all razors and placed them in the biohazard bag, remove the biohazard bag from the pod.
  7. Write in Activity Log what time completed.
- \*Inmates may not shave their own heads or another inmate's head.  
 \*\*Inmates may not share their razors with each other.  
 \*\*\*Any damaged razor will result in disciplinary action.  
 \*\*\*\*This is the only time that razors will be passed, unless prior approval given by Jail Administrator or Assistant Jail Administrator.

**I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_(date).**  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

**JTO Module Performance Checklist**

**Chapter: Releases & Transfer of Inmates**  
**Module Title: Releases from Booking Area (non-pod).**

**Trainee:** \_\_\_\_\_  
**JTO:** \_\_\_\_\_

**PERFORMANCE OBJECTIVE: After a demonstration by the designated Jail Training Officer, the trainee will be able to rightfully and accurately, assess release orders and paperwork, document releasing of inmates, and escort the proper inmate out of the building through the designated release area. The trainee will be able to perform this task 10 out of 10 times, without error, using the steps below.**

- STEPS:**
1. Get release list from classification, after court. Get inmate's file from classification.
  2. Pull the yellow release check-off from the inmate's file.
    - A. Make sure top portion of form has been completed and that inmate has been photographed and fingerprinted (as needed). Complete this form if the booking officer did not.
    - B. Prepare the yellow release form for the ODS, writing your initials by each step of the form you have performed.
      - i. Look to see if Classification has run 29's. Classification officers will write "10-74" for no warrants or "10-99" if an active warrant exists. If the person you are releasing is "10-99" DO NOT release & show the ODS. If "10-74" Classification officers will sign in the By:\_\_\_\_\_ area of the form.
      - ii. Make sure that the person's bond has been signed by the inmate and returned to Admin.
      - iii. Call medical at 2246 to see if the inmate has medication that can be released with him.
  3. Ask ODS to authorize inmate's release
  4. Get inmate's property from the property cabinet and/or property closet.
    - A. Emptying the property bags, place all of inmates property on release side of booking counter.
    - B. Verify the property items with the property inventory sheet. If discrepancies, advise ODS. If sheet and items match, sign your name on the property inventory sheet, along with the date&time
  5. Escort appropriate inmate from holding or the waiting room. Verify inmate's identification with the mug-shot from his file. If the photo does not match, have

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

**JTO Module Performance Checklist**

**Chapter: Releases & Transfer of Inmates**  
**Module Title: Releases from Booking Area (non-pod).**

**Trainee:** \_\_\_\_\_  
**JTO:** \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to rightfully and accurately, assess release orders and paperwork, document releasing of inmates, and escort the proper inmate out of the building through the designated release area. The trainee will be able to perform this task 10 out of 10 times, without error, using the steps below.

- STEPS:**
- the person remain in lock-up until i.d. of appropriate inmate can be established. Call ODS. If mugshot and person match, escort the person to the release side of the booking counter, where his property is.
  - 6. Ask inmate to sign property sheet after he has looked at all of the items on the counter. DO NOT let him take possession of any property items until he has signed the property sheet.
    - A. If inmate agrees that all items he brought in with him are being returned to him and he signs the property sheet, return his property to him. Sharps or knives will be returned to inmate when he is he is at outside exit door. Until then, you hold the items in your pocket.
    - B. If inmate refuses to sign, or if there are any discrepancies, contact the ODS.
    - C. If discrepancies cannot be resolved, all of inmates property will be held & tell him to contact the County Attorney. If inclement weather, return his clothing so he has protection from the elements. Place retained items in a bag & submit with a report that you will do later.
  - 7. If inmate has signed and received his property, give him one copy of the property inventory sheet.
  - 8. Ask inmate if he needs to make a phone call.
  - 9. Cut off inmate's wristband if he has one.
  - 10. Escort inmate to Work Release Door.

**I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).**  
**X \_\_\_\_\_ JTO**  
**X \_\_\_\_\_ Trainee**

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

**JTO Module Performance Checklist**

Chapter: Releases & Transfer of Inmates  
 Module Title: Releases from Booking Area (non-pod).

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to rightfully and accurately, assess release orders and paperwork, document releasing of inmates, and escort the proper inmate out of the building through the designated release area. The trainee will be able to perform this task 10 out of 10 times, without error, using the steps below.

- STEPS:**
11. Escort inmate through W. R. door and secure door.
  12. Push intercom by W.R. lobby door. Open door and enter W.R. lobby with the inmate. Secure door behind you.
  13. Push outside door for inmate. Return any knives, sharps you kept earlier.
  14. Watch inmate until he gets to the parking lot, past the garage exit.
  15. Return to booking, making sure all doors are secure after you go through them.
- Do not release inmate from the computer until the inmate is authorized for release by the Supervisor, and has been physically released from the building.**

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## **Sample of Pod Activity Log**

11-11-00, Saturday, D. O. John S., #C438, B Team

1800-Headcount 37(circled), Pod secured, your initials

1845-Inmates out of lockdown; cell inspections started

1900-Inmate Communication Forms passed; Headcount 37(circled)

1930-Inmate Communication Forms Turned in; Supervisor Smith advised

1930-Cell Inspections completed

1930-Recreation Started(Inmates Johnson,Smith,Lopez,Rodriquez, Lloyd,Burns,Gomez,Doe attended)

1945-Supervisor Smith picked up ICF's

1945-Assistant Chaplain Thompson visiting inmates

2000-AA Program in Multi-purpose, 10 inmates attending

2030-Recreation completed; called for Rover to search rec area.

2035-Recreation area searched by Rover Terry J.

2045-Rover Terry J. relieved me. Headcount 37 (circled), Your initials

2100-I assumed post, your initials, Headcount 37 (circled), security check, all secure, your initials.

2100-Program completed; Medication call announced

2130-Med cart left

2200-Night lockdown started

2230-Headcount 37(circled), Security Check-all secure, your initials

## JTO Module Performance Checklist

Chapter: **Natural Disaster-Fire**  
 Module Title: **SECONDARY Emergency Evacuation**

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** Following demonstration & explanation from the S. O. P., by the designated Jail Training Officer, the trainee will be able to initiate and direct a pod evacuation on two different occasions in two different pods.

**STEPS:**

**If adjoining pod is on fire, use this secondary route.**

1. Radio Pod Officer across the hallway from your pod to lockdown. Via radio, notify Master Control.
2. Open all cells in your pod.
3. Have inmates line up in single file. In an orderly manner, have inmates proceed across hallway into day area of the pod across the hallway.
4. As inmates enter the pod area, conduct a formal headcount.
5. When inmates have been secured into adjacent pod dayroom, you will return to the evacuated pod, checking that all cells are empty and securing cell doors as you find them empty. Also check shower areas, multipurpose rooms.
6. Make sure all doors (rec door, garage doors in rec areas, hallway doors) are shut after you have searched the pod and are vacating the pod in case of fire.
7. If your pod and adjacent pod are in danger, evacuate to pod across the hall.

**If entire floor is in danger, inmates will be escorted to closest emergency stairs and escorted to the booking garage.**

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
<p><b>If adjoining pod is on fire, use this secondary route.</b></p> <ol style="list-style-type: none"> <li>1. Radio Pod Officer across the hallway from your pod to lockdown. Via radio, notify Master Control.</li> <li>2. Open all cells in your pod.</li> <li>3. Have inmates line up in single file. In an orderly manner, have inmates proceed across hallway into day area of the pod across the hallway.</li> <li>4. As inmates enter the pod area, conduct a formal headcount.</li> <li>5. When inmates have been secured into adjacent pod dayroom, you will return to the evacuated pod, checking that all cells are empty and securing cell doors as you find them empty. Also check shower areas, multipurpose rooms.</li> <li>6. Make sure all doors (rec door, garage doors in rec areas, hallway doors) are shut after you have searched the pod and are vacating the pod in case of fire.</li> <li>7. If your pod and adjacent pod are in danger, evacuate to pod across the hall.</li> </ol> <p><b>If entire floor is in danger, inmates will be escorted to closest emergency stairs and escorted to the booking garage.</b></p>						

## JTO Module Performance Checklist

Chapter:  
Module Title: Security Checks

Trainee: \_\_\_\_\_  
JTO: \_\_\_\_\_

Rev. 12-2002

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to initiate, perform and document security checks of his pod, , 5 out of 5 times, using the steps below, without error.

**STEPS:**

1. At least hourly, and at varied times, walk around the pod checking on inmates in their cells and inmate activities.
  - A. Pull or push on doors to make sure they are secured.
  - B. If inmate is in his cell, visually confirm the inmate's presence in the cell (you must see flesh, inmate breathing). Notice behavior of inmate and document.
  - C. Check chaseway doors, recreation area, multi-purpose rooms, making note and documenting any maintenance problems, security problems.
  
2. Document security check and headcount in pod activity log, as well as any reports (maintenance, inmate behavior, etc.).
  
3. At least once each shift, at varied times and in varied pods, the ODS will order a wristband-to-face check.
  - A. Note the check in the pod activity log.
  - B. Compare the photograph on the wristband to the inmate wearing the band.
  - C. Check bands that need to be replaced.
  - D. In the event the inmate does not have a wristband, notify the ODS immediately.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_(date).

X \_\_\_\_\_ JTO  
X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
(This area contains the performance steps and objective text from the previous blocks)						

## JTO Module Performance Checklist

Chapter: \_\_\_\_\_  
 Module Title: Security Checks-Booking

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to initiate, perform and document security checks of the booking area, 5 out of 5 times, using the steps below, without error.

**STEPS:**

1. At least hourly, and at varied times, walk around the booking area, checking on inmates in the holding cells. Also walk through officer reporting area.
  - A. Pull or push on doors to make sure they are secured.
  - B. If inmate is in his cell, visually confirm the arrest's presence in the cell (you must see flesh, arrest breathing). Notice behavior of arrest and document.
  - C. Check doors, windows, cells, phones, making note and documenting any maintenance problems behavioral problems, or security problems.
2. Document any maintenance, security, or arrest problems.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

	Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

Chapter: Cell Searches  
 Module Title: Shakedowns

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a video and demonstration by the designated Jail Training Officer, the trainee will be able to safely, professionally, and diligently prepare for and perform cell searches and document same. The trainee will be able to search 5 cells and find 5 out of 5 planted items in each cell, using the steps below.

- STEPS:**
1. Get gloves and extra gloves, a pen, tags, small clear garbage bags, envelopes from booking.
  2. Get shakedown and maintenance forms from mail room. Get several.
  3. Get red a red tool box (cell search kit) located in Master Control.
    - A. Inventory and sign-off on the search kit inventory sheet, making sure that all items listed are in the kit. If any items are missing, check other kits to see if they have extra items. If still missing, write a report.
    - B. Get garbage can or bags for trash; small, clear bags & tags for property that will be removed from inmate's cell & placed into his property, and; envelopes for contraband. Place into kit.
  4. Proceed to a pod. Leaving the kit in the hallway, enter the pod and advise the pod officer what you are doing.
  5. Shut off water using the button on the officer station.
  6. Return to hall and get your kit and put on gloves.
  7. Search gym or other relocation area for contraband.
  8. Tell Inmates to lock down. Proceed to first cell.
    - A. Remove the inmate(s) from the cell.
    - B. Search the inmate(s) (strip or pat-search). Make sure inmates are strip-searched individually and privately in a sanitary area. (See also task sheet entitled "Strip Search")
    - C. After the search is completed, escort inmate into gym or other designated relocation area.

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

Chapter: Cell Searches  
 Module Title: Shakedowns

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a video and demonstration by the designated Jail Training Officer, the trainee will be able to safely, professionally, and diligently prepare for and perform cell searches and document same. The trainee will be able to search 5 cells and find 5 out of 5 planted items in each cell, using the steps below.

**STEPS:**

9. After all inmates are relocated from that cell, start searching for:
  - A. Contraband,
  - B. Maintenance problems,
  - C. Breach of security,
  - D. Vandalism,
  - E. Sanitation,
  - F. Excessive issue and/or commissary items.
  
10. Stop, Look, Examine. Be systematic. Do not touch any area or item without looking at it first. Do not damage cell or inmate property during your search. Do not step on inmate clothing or bedding.
  - A. Be systematic: Start at the ceiling, to walls, to floor. Inspect cracks, vents, lighting.
    - i. Ceiling: Look and push on ceiling for weakness, tampering, or leaks.
    - ii. Walls: free of posters, drawings vandalism, debris. Check cracks, holes (see if broken cement pieces, dust on floor or elsewhere to determine if hole is due to building flaws or being tampered with/started by inmate. Scrapes?
    - iii. Door, Door Window, Frame, Lock. Check for Tampering. Make sure the lock mechanisms move freely, Check lock housing with flashlight to see if anything pushed in. Check door lock strike plate & hole with flashlight.
    - iv. Windows & Window Frames: Press firmly on glass and bars (use rubber mallet on bars). Check for holes, flaws in glass/bars. Windows free from blockage (posters, cups, etc.)
    - v. Floor: Free of debris, cracks in floor, cracks where walls & floor meet. Scrape marks?

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

Chapter: Cell Searches  
 Module Title: Shakedown

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a video and demonstration by the designated Jail Training Officer, the trainee will be able to safely, professionally, and diligently prepare for and perform cell searches and document same. The trainee will be able to search 5 cells and find 5 out of 5 planted items in each cell, using the steps below.

**STEPS:**

- vi. Toilet: With mirror, check the inside, under seat lip, bowl. Check for leaks. Check gaps where toilet meets wall. Flush toilet.
- vii. Sink: Check trap. Pull out any hair or debris from drain screen. Look down drain with flashlight. Check hot and cold water. Do the buttons work properly. Check gaps in and around buttons with flashlight. Check inside faucet.
- viii. Desk/Bunk. Look underneath, on top, sides, where connected to wall.
- B. Strip bedding from mattress. Inspect bedding for damage. Check seams for concealed items. Set bedding on desk. Search mattress. Press squeeze mattress. Check seams. Check for tears, holes, punctures.
- C. Inmate Issue & Personal Effects:
  - i. Empty inmate bin. Check inside & outside of bin. Check the contents you emptied onto the mattress. Open containers. Look & smell shampoo bottles, opened food items, etc. Check through papers, mail, books, etc. Check combs, toothbrushes for tampering/ sharpening. Check towels for damage, tears. Check clothing, no extra issue, no damage. Personal clothing not torn damaged or marked with another inmate's name. Check photographs(excessive, polaroids, etc.) & cards.

11. Remove all contraband, trash, & items to inmate property out of the cell. Bag & Tag appropriately.

12. Return inmate items to bin, place bedding on bunk.

13. Document maintenance problems, write on shake-down forms, notes for incident or disciplinary reports.

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

Chapter: Cell Searches  
 Module Title: Shakedowns

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a video and demonstration by the designated Jail Training Officer, the trainee will be able to safely, professionally, and diligently prepare for and perform cell searches and document same. The trainee will be able to search 5 cells and find 5 out of 5 planted items in each cell, using the steps below.

- STEPS:**
- 14.Re-inventory cell search kit that you have removed all tools from that cell.
  - 15.Go to inmate relocation area. Search inmate(s) again search relocation area, and escort inmate to his cell.
  - 16.Proceed to next cell and repeat steps #8 - #15, until completed with pod.
  - 17.After completion of cell searches, search dayroom.
    - A. Search shower areas.
    - B. Search chaseways & plumbing chaseways.
    - C. Search all doors, windows, frames, locks.
    - D. Search all furniture.
    - E. Search television and shelf.
    - F. Search cleaning closet. Inventory items, search area.
    - G. Search Visiting booths.
    - H. Search multipurpose rooms, mp closets, and furniture.
    - I. Search stair steps, railings.
  - 18.Tell pod officer when your search is completed.
  - 19.Remove all equipment,trash,personal items from pod.
  - 20.Secure Pod door.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

JTO Module Performance Checklist

Chapter: Strip Search  
 Module Title: Strip-Searches

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

Orig. 3/2001

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to professionally, appropriately, and safely conduct 5 strip-searches, using the steps listed below.

**STEPS:**

1. Search and secure a private area with comfortable temperature, which is out of view of other inmates and away from the inmate's cell.
2. Obtain necessary materials for search, i.e., flashlight, pencil and paper, evidence sacks.
3. The searching officer will be the same gender as the inmate.
4. Put on disposable gloves.
5. Escort inmate to secure, private area as described in step #1. **Do not touch the inmate.**
6. Have inmate disrobe. Search each article of clothing
  - A. Shirt: turn shirt inside out & check all seams, cuffs, and collars.
  - B. Shoes: check sole, inside sole pad, heel & tongue of shoe. Remove insole if it is removable.
  - C. Socks: turn inside out and check toe stitching the body of the sock, and the top of sock.
  - D. Pants: turn inside out and check waistband, cuffs, seams, and pockets. Check any patching or name brand patches, as well as belt loops.
  - E. Underwear: turn inside out and check waistband, and seams.
7. After a thorough search of inmate's clothing, have him/her stand before you. **Do not touch the inmate**
  - A. Hair: have inmate comb through & shake hair. Have inmate lift hair so you can see the scalp.
  - B. Nose: with flashlight, check openings
  - C. Ears: with flashlight, check openings
  - D. Mouth: with flashlight, look in mouth, check under tongue, teeth; have inmate remove false teeth, inspect.

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

JTO Module Performance Checklist

Chapter: Strip Search  
 Module Title: Strip-Searches

Trainee: \_\_\_\_\_  
 JTO: \_\_\_\_\_

**PERFORMANCE OBJECTIVE:** After a demonstration by the designated Jail Training Officer, the trainee will be able to professionally, appropriately, and safely conduct 5 strip-searches, using the steps listed below.

- STEPS:**
- E. Hands: have inmate open palms wide, check top & bottom of hands; check between fingers and under nails.
  - F. Underarms: have inmate raise arms, inspect area with flashlight. **Do not touch the inmate.**
  - G. Groin area: look at area around penis & testicles. **Do not touch.** Have inmate lift his penis, inspect under side; Have inmate lift his testicles, inspect.  
 Females: have her remove tampons or sanitary napkin & dispose of. Issue new sanitary napkin upon the completion of search
  - H. Rectal area: have inmate turn with back towards you. Instruct the inmate to spread his/her cheeks with their hands and to bend over. **Do not touch the inmate.**
  - I. If folds of skin (obesity, large breasted, etc.) have inmate lift, separate, skin, breasts, etc, so you may visually inspect the area.
  - J. Feet: Check tops & bottoms; check between toes.
8. Depending on the reason for the strip-search (dress-out, shakedown, etc.), return clothing to inmate, instructing the inmate to get dressed. Instruct & escort inmate to appropriate area.
9. Re-search area vacated. Document the search.

I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).  
 X \_\_\_\_\_ JTO  
 X \_\_\_\_\_ Trainee

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)

## Supplement to Computer Releases Task Sheet

Type: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ By:

-----  
To: \_\_\_\_\_ Addr: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_ Tele: \_\_\_\_\_

Officer: \_\_\_\_\_

Comment:

-----  
1 - Chg Fld    7 - Post    12 - Cancel Release    18 - Proj Release

#1. Enter Release Code. For "Help" hit shift then ? This will bring up release options. Note that release options differ from status options.

#2. Enter. Current date will be entered.

#3. Enter. Current time will be entered. Make sure this time matches Releasing Officer's time.

#4. This should be your user name. Computer will automatically bring up user name of whoever is signed on computer. Make sure that if you are releasing someone off the computer that it is your user name. (Example: John W. Smith = JWSMI)

#5. This will be filled out if we release an inmate to another agency. Example:

US Marshal/Iowa, US Marshal/Omaha, Transcor, etc.

#6 - #10. Disregard.

#11. This is the releasing officer that physically releases the inmate.

#12. This is a free text area for special release conditions or comments.

**JTO Module Performance Checklist**

Chapter: Admission of Inmates

Trainee: \_\_\_\_\_

Module Title: Invest.Search Stn: Making Wristbands

JTO: \_\_\_\_\_

Rev: 09-2002

**PERFORMANCE OBJECTIVE: Following demonstration by the designated Jail Training Officer, the trainee will be able make 5 inmate wristbands, without error.**

**STEPS:**

1. Obtain wristband photo from printer and place in cutting device.
2. Slide cut photo into plastic band. Place band into a laminating sleeve.
3. Make sure the laminating machine is on and ready.
4. Turn conveyor on and place sleeve into machine with closed end first.
5. Once the sleeve is out of the machine, remove band from the sleeve, measure on inmate's right wrist for fit. Mark with pen where to cut band.
6. Place band into cutter. Adjust cutter guide as needed. Mark band with pen using the hole on the guide. Make sure both ends of band are cut.
7. Using proper tools and markings, crimp the band on the inmate's right wrist, making sure information & picture can be read by officer. Double-check for fit, using the pinkie method (same as for handcuffs).
8. Complete "Inmate Identification Wristband" section of the Inmate Information form. (Copy attached)

**I certify that proficiency was demonstrated by the above trainee concerning this task on \_\_\_\_\_ (date).**  
**X \_\_\_\_\_ JTO**  
**X \_\_\_\_\_ Trainee**

Trainee Reads/Reviews Task Document	JTO Explains & Demonstrates	Trainee Explains as JTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)