



"A Professional Service Agency"

**Jail Training Officer (JTO) Program
 Daily Observation Report**

Week # _____ Day# _____

TRAINEE: _____

JTO: _____

RATING INSTRUCTIONS: Rate observed behavior with reference to the scale below. Although you are encouraged to comment on any behavior you wish, a specific comment is required for all ratings of 2, 3, 4 and 6. If the behavior commented upon is covered by one of the categories below, use the category number as a preface to your narrative.

1	Not Observed	2	Not Responding To Training	3	Unsatisfactory
4	Needs Improvement	5	Acceptable	6	Exceptional

APPEARANCE

1. General Appearance: Specify if necessary 1 2 3 4 5 6

ATTITUDE

2. Acceptance of Criticism 1 2 3 4 5 6
 3. Attitude towards Duties 1 2 3 4 5 6

KNOWLEDGE

4. Knowledge of Corrections Policies and Procedures 1 2 3 4 5 6
 5. General Orders 1 2 3 4 5 6
 6. Title 15 1 2 3 4 5 6
 7. Chain of Command/Organizational Structure 1 2 3 4 5 6
 8. Knowledge in Related Agencies 1 2 3 4 5 6
 9. Knowledge Reflected in Verbal Tests 1 2 3 4 5 6
 10. Knowledge Reflected in Written Tests 1 2 3 4 5 6
 11. Knowledge Reflected in Performance 1 2 3 4 5 6
 12. Professionalism and Officer Conduct 1 2 3 4 5 6
 13. Use of Officer Safety Techniques 1 2 3 4 5 6

Office of the Sheriff
SHERIFF
INYO COUNTY, CA



JEFF R. HOLLOWELL
SHERIFF

ERIC PRITCHARD
UNDERSHERIFF

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- | | | | | | | |
|--|----------------------------|----------------------------|----------------------------|---------------------------------------|----------------------------|----------------------------|
| 14. Security Precautions/Jail Security | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 |
| 15. Jail Communications/Use of Radio Codes | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input checked="" type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 |
| 16. Fire/Life Safety | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 |

PERFORMANCE

- | | | | | | | |
|--|---------------------------------------|----------------------------|----------------------------|---------------------------------------|----------------------------|----------------------------|
| 17. Problem Solving | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 |
| 18. Intake Procedures | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 |
| 19. Classification Procedures | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 |
| 20. Release Procedures | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 |
| 21. Jail Documentation | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 |
| 22. Search Procedures | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 |
| 23. Restraint Equipment | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 |
| 24. Inmate Supervision/Control of Conflict | <input checked="" type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 |
| 25. Inmate Orientation/Programs | <input checked="" type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 |
| 26. Medical Procedures | <input checked="" type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 |
| 27. Medical Requests | <input checked="" type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 |
| 28. Emergency Procedures | <input checked="" type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 |
| 29. Use of Force | <input checked="" type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 |
| 30. Transportation Units | <input checked="" type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 |
| 31. Maintenance Work Orders | <input checked="" type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 |
| 32. Report Writing | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input checked="" type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 |

RELATIONSHIPS

- | | | | | | | |
|--|----------------------------|----------------------------|----------------------------|---------------------------------------|---------------------------------------|----------------------------|
| 33. With Fellow Officers | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input checked="" type="checkbox"/> 5 | <input type="checkbox"/> 6 |
| 34. Other relationships: JTO/Sergeants/Lieutenants | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input checked="" type="checkbox"/> 5 | <input type="checkbox"/> 6 |
| 35. Self-Initiated Activity (Quality and Quantity) | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input checked="" type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 |

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HAVE ANY MAJOR STRENGTHS BEEN IDENTIFIED? See Attached IF YES, EXPLAIN:

HAVE ANY PROBLEM AREAS BEEN IDENTIFIED? See Attached IF YES, EXPLAIN:

ADDITIONAL COMMENTS: See Attached

WEEKLY PROGRESS REPORT INTERVIEW CONDUCTED: YES NO DATE:

TRAINEE SIGNATURE: _____ DATE: _____

JTO SIGNATURE: _____ DATE: _____

JTO SAC: _____ DATE: _____



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WEEKLY PERFORMANCE

1. General Appearance:

Standard: Neat, clean uniform; well groomed appearance; shined shoes; equipment maintained.

Rated: Needs Improvement Does not consistently maintain a neat and orderly appearance. Equipment not maintained.

Example:

Instruction:

2. Acceptance of Criticism:

Standard: Accepts criticism in a positive manner and applies it to further learning process.

Rated: Needs Improvement Rationalizes, does not readily accept criticism, does not apply it to make improvement.

Example:

Instruction:

3. Attitude towards Duties:

Standard: Expresses active interest toward the job.

Rated: Needs Improvement Takes duties only as a job, demonstrates limited dedication.

Example:

Instruction:

4. Knowledge of Department Policies and Procedures:



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Standard: Is familiar with most commonly applied Department Policies and Procedures.

Rated: Needs improvement has a limited knowledge of Departmental Policy and Procedures and is making an attempt to learn.

Example:

Instruction:

5. General Orders:

Standard: Is familiar with Sheriff's Department General Orders.

Rated: Needs Improvement has a limited knowledge of Departmental General Orders and Procedures and is making an attempt to learn.

Example:

Instruction:

6. Title 15:

Standard: Familiar with most commonly applied Title 15 recommended guidelines.

Rated: Needs Improvement has a limited knowledge of Title 15 and is making an attempt to learn.

Example:

Instruction:

7. Chain of Command/Organizational Structure:

Standard: Adheres to chain of command.

Rated: Needs Improvement has a limited knowledge of chain of command. Sometimes circumvents without justification.



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Example:

Instruction:

8. Knowledge of Related Agencies:

Standard: Demonstrates working relationships with other agencies, understands generally their function and is able to utilize them to complete assignments.

Rated: Needs Improvement Limited knowledge and understanding of criminal justice agencies and how they interact with each other.

Example:

Instruction:

9. Knowledge Reflected in Verbal Tests:

Standard: Correctly answers most of training officer's questions.

Rated: Needs improvement Attempts to answer training officer's questions, but often fails to answer completely.

Example:

Instruction:

10. Knowledge Reflected in Written Tests:

Standard: Scores above 90% on written tests given during the evaluation period.

Rated: Needs Improvement Scores above 80% on written test given during this evaluation period.

Example:

Instruction:



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11. Knowledge Reflected in Performance Tests:

Standard: Trainee is able to apply methods taught quickly and seldom makes mistakes.

Rated: Needs Improvement the trainee is usually able to perform the method taught, but requires assistance to achieve satisfactory results.

Example:

Instruction:

12. Professionalism and Officer Conduct:

Standard: Community and group orientated, strives to assist others.

Rated: Needs Improvement Needs to be reminded of job responsibilities and attitudes, lacks a cooperative attitude.

Example:

Instruction:

13. Use of Officer Safety Techniques:

Standard: Generally displays awareness of potential danger, understands principles of officer safety.

Rated: Needs Improvement Occasionally displays unawareness of potential danger, unable to apply principles of officer safety.

Example:

Instruction:

14. Security Precautions/Jail Security:



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Standard: Alert to activity in assigned area. Practices good security procedures.

Rated: Needs Improvement Minimally follows basic security procedures.

Example:

Instruction:

15. Jail Communication/Use of Radio Codes:

Standard: Has good working knowledge of radio code definitions. Seldom makes errors in the use of the radio or other communication devices.

Rated: Needs Improvement has limited knowledge of the basic radio codes and is striving to improve. Maintains courtesy when using facility communications.

Example:

Instruction:

16. Fire/Life Safety:

Standard: General knowledge safety plans, emergency routes, First Aid, CPR, and facility first aid kit/equipment.

Rated: Needs Improvement Limited knowledge in emergency equipment operations, safety plans, emergency routes and techniques.

Example:

Instruction:

17. Problem Solving:

Standard: Able to reason out a problem and relate it to what is taught. Good perception and ability to make decisions.

Rated: Needs Improvement requires assistance. Does not make timely decisions.



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Example:

Instruction:

18. Intake Procedures:

Standard: Requires little assistance. Able to assess situation and take proper action. Puts' booking files in correct order and maintains control of events while working at intake.

Rated: Needs Improvement Often needs assistance as to what action should be taken in a given situation. Booking files are not always completed correctly.

Example:

Instruction:

19. Classification Procedures:

Standard: Requires little assistance. Able to assess situation and take proper action.

Rated: Needs Improvement Often needs assistance as to what action should be taken in a situation.

Example:

Instruction:

20. Release Procedures:

Standard: Requires little assistance. Is able to process a release file correctly and thoroughly checks release documents prior to releasing an inmate.

Rated: Needs Improvement Often needs assistance as to what action should be taken in a given situation. Needs to become more knowledgeable with release documentation.

Example:



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Instruction:

21. Facility Documentation:

Standard: Knows standard forms and understands format. Completes forms with reasonable accuracy and thoroughness.

Rated: Needs Improvement Often needs assistance to select or complete the proper forms.

Example:

Instruction:

22. Search Procedures:

Standard: Conducts a complete systematic search; practices good officer safety techniques, and uses universal precautions when searching inmates.

Rated: Needs Improvement needs to be more systematic and complete. Needs to be reminded about universal precautions and search techniques.

Example:

Instruction:

23. Restraint Equipment:

Standard: Generally displays awareness of potential danger. Understands principles of officer safety while applying restraints.

Rated: Needs Improvement Sometimes displays unawareness of potential danger, misunderstands principles of officer safety while applying restraints.

Example:

Instruction:



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24. Inmate Supervision:

Standard: Speaks with authority in a calm clear voice.

Rated: Needs Improvement Sometimes lacks verbal ability or command presence to control the situation.

Example:

Instruction:

25. Inmate Orientation/Programs:

Standard: Is familiar with rules and regulations and is familiar with available inmate programs.

Rated: Needs Improvement Unsure or hesitant about what programs are available, how an inmate would use them.

Example:

Instruction:

26. Medical Procedures:

Standard: Able to reason out a problem and relate it to what is taught. Good perception and ability to make decisions.

Rated: Needs Improvement Does not make timely decisions. Trainee is not familiar with the established medical procedures.

Example:

Instruction:

27. Business Office Procedures:



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Standard: Able to assess situation and take proper action. Is orientated in appropriate documents, and job functions within the business office and their relationship to each other.

Rated: Needs Improvement needs to become more knowledgeable with the different job functions, and there relationship to each other.

Example:

Instruction:

28. Emergency Procedures:

Standard: Able to reason out a problem and relate it to what is taught. Good perception and ability to make decisions.

Rated: Needs Improvement Does not make timely decisions. Trainee has a basic understanding of established emergency procedures.

Example:

Instruction:

29. Use of Force:

Standard: Understands that force will not be used as punishment and only that amount of force necessary for control will be used. Able to control the situation using the appropriate level of force.

Rated: Needs Improvement Unsure or hesitant about how much physical force to use.

Example:

Instruction:

30. Transportation:



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Standard: Follows safety and security procedures while operating the transportation vehicle in transporting inmates.

Rated: Needs Improvement is not always conscious of safety or security precautions when transporting inmates.

Example:

Instruction:

31. Maintenance of Work Area:

Standard: Maintains clean, orderly work environment.

Rated: Needs Improvement Sometimes fails to maintain orderly work environment.

Example:

Instruction:

32. Relationships with Fellow Officers:

Standard: Good peer relationships, professional in work contacts, and treats all politely.

Rated: Needs Improvement Sometimes antagonizes others, seeks others to support his/her position after criticism of his/her actions. Lacks understanding of his/her position within the Department and is unsure of how to communicate with peers.

Example:

Instruction:

33. Other Relationships: CTO/Sergeants/Lieutenants:

Standard: Appropriate communication skills used, objective in his/her desire to learn, and respects command authority.

Rated: Needs Improvement seeks others to support his/her position after supervisory



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review. Inappropriate communication skills used. Unaware of command authority and responsibility.

Example:

Instruction:

34. Report Writing:

Standard: Completes simple reports with reasonable amount of accuracy and within a reasonable amount of time. Written product rarely contains errors.

Rated: Needs Improvement At times, takes excessive time to complete simple report. Written product contains minor errors.

Example:

Instruction:

35. Self-Initiated Activity (Quality and Quantity)

Standard: Identifies suspicious or unusual behavior; is able to write disciplinary markers after investigation of inmates' behavior.

Rated: Needs Improvement At times, identifies and investigates suspicious or unusual inmate behavior.

Example:

Instruction:



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JTO TRAINING PROGRAM
SUPERVISOR'S END OF WEEK REPORT (SEWR)

I have reviewed the above listed trainee's Daily Observation Reports for the week of _____ to _____. I have also discussed his/her overall performance with JTO _____.

____ Additional method(s) by which the trainee's performance was evaluated:

End of Phase meetings _____	Public Contacts _____	Other (JTO's) _____
Scenario _____	Inmate Search _____	Radio Traffic _____
Report Review _____	Transport _____	Daily Briefing _____
Other (explain) _____		

Regarding the trainee's performance:

I (have / have not) discussed the trainee's most significant strengths with him/her.

I (have / have not) discussed the trainee's most significant weaknesses with him/her.

The trainee's significant weaknesses (have / have not) required remedial training.

Remedial training, if provided, consisted of:



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END OF PHASE REPORT (EPR)

Trainee: _____

JTO: _____

Phase:

Date Phase Began:

Date Phase Ended:

Significant Strengths:

Officer Burton Promotes harmony with his coworkers and is an overall good team player. He maintains a positive demeanor and is supportive of his coworkers. Officer Burton is receptive to constructive criticism and strives to better himself as a Correctional Officer.

Significant Weaknesses:

N/A

Additional Training/Remedial Efforts: (attach additional sheets, if necessary)

N/A

Optional Comments:

N/A

The trainee is performing at a solo correctional officer level.

Trainee Signature: (Name, Badge #, and Date) _____

JTO Signature: (Name, Badge #, and Date) _____

JTO SAC Signature: (Name, Badge #, and Date) _____

INYO COUNTY SHERIFF'S OFFICE

FACILITY TRAINING PROGRAM COMPLETION RECORD / COMPETENCY ATTESTATION

Officer	Name/ID #	Date of Completion
Name of JTO	Assignment	Training Dates (inclusive) FROM TO
_____	_____	_____
_____	_____	_____

I have been instructed in all items recorded in the Jail Training Program Guide.

Signature of Correctional Officer Date

I certify that Correctional Officer _____ has received the instruction outlined in the Jail Training Program Guide and that Officer _____ has performed competently in all structured learning content areas. I also certify that all tests have been completed in a satisfactory manner. I further certify that he/she is now prepared to work as a solo correctional officer.

Jail Training Officer Signature Date

Jail SAC Signature Date

I attest that the above named officer has satisfactorily completed the prescribed Jail Training Program and is competent to perform as a solo correctional officer.

Jail Commander Date



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JAIL TRAINING PROGRAM JTO CRITIQUE FORM

In an effort to ensure that each Jail Training Officer (JTO) maintains a high level of skill, performance, and interest, this critique form is to be completed by the deputy. The purpose of the form is to provide objective feedback to the JTOs so they can use the information to enhance their teaching/training skills. It is imperative these questions be answered honestly and directly. Jail training officers will benefit by knowing the impression they have made on you, the deputy.

Your comment in each category is important. Please take time to provide details about why you rated the JTO as you did. The more information that you can provide, the better the picture we will have of each JTO's level of skill and their continued suitability for the position.

This critique form is confidential and will only be reviewed by Jail training program administrative personnel. The general content (not your identity) of the feedback will be relayed to the JTOs to assist with improving training methods.

This critique is for JTO: _____ Phase: _____

1. The Jail Training Program's emphasis is on both training **and** evaluation. Assign percentages (to total 100%) to the amount of effort your JTO exerted in each area. (Example: Training 50% - Evaluation 50%; Training 70% - Evaluation 30%; etc.)

Training _____% Evaluation _____%

2. Using percentages, indicate how you perceived your JTO related to you.

I am one of a number of recruits _____% I am an individual _____%

Circle the response below that best answers the question or comment.

3. What type of role model was the JTO for you?

POOR FAIR AVERAGE GOOD EXCELLENT

4. Was the JTO attentive to your needs, problems, or concerns?

POOR FAIR AVERAGE GOOD EXCELLENT

5. Rate the JTO's knowledge of the training material covered.



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POOR FAIR AVERAGE GOOD EXCELLENT

6. How would you describe the JTO's skill as a trainer and his/her training methods such as handouts, visual aids, scenarios, role-plays, etc?

POOR FAIR AVERAGE GOOD EXCELLENT

7. Rate the JTO's ability to communicate with you.

POOR FAIR AVERAGE GOOD EXCELLENT

8. Rate the JTO's honesty, fairness, and objectivity in rating you.

POOR FAIR AVERAGE GOOD EXCELLENT

9. Describe the JTO's method of critiquing your performance, whether verbally or in writing.

TOO NEGATIVE TOO CRITICAL UNFAIR GOOD VERY
POSITIVE

10. Did the JTO work with you on areas he/she identified as deficient or where improvement was needed?

NEVER SELDOM OCCASIONALLY USUALLY ALWAYS

11. List the area(s) you consider to be the JTO's greatest strengths (i.e. training skills, officer safety tactics, codes and law knowledge, report writing, etc.).

12. List the area(s) in which you feel the JTO needs improvement.

13. Were there any conflicts with the JTO's training and your academy training?

YES _____ NO _____



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If there were conflicts/discrepancies, please explain.

14. Did you experience any discrepancies between JTOs? YES ___ NO ___
If yes, in what context did they occur?

15. Please list any additional comments or suggestions here.

Officer Signature

Date



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TRAINING MANUAL SIGN-OFF

TRAINING START DATE: _____

TRAINING END DATE: _____

TRAINEE: _____

ID#: _____

JTO: _____

ID#: _____

PHASE 1 (6 Weeks)

SECTION 1: INTRODUCTION AND ADMINISTRATION

Topic Areas	Completed / JTO Initial	Date	Trainee Initial
Facility Tour	_____ Yes _____	_____	_____
Payroll Procedures	_____ Yes _____	_____	_____
Organizational Structure	_____ Yes _____	_____	_____
Issuance of Equipment	_____ Yes _____	_____	_____
Professionalism & Officer Conduct	_____ Yes _____	_____	_____
Shift Briefings	_____ Yes _____	_____	_____
Officer Safety/Workers Comp	_____ Yes _____	_____	_____
Jail Communication	_____ Yes _____	_____	_____
RIMS / In Custody/ Email User info	_____ Yes _____	_____	_____
Knowledge of Manuals	_____ Yes _____	_____	_____
Alcohol / Harassment Policies	_____ Yes _____	_____	_____

SECTION II: JAIL SECURITY / SECURITY PROTOCOLS

Topic Areas	Completed / JTO Initial	Date	Trainee Initial
Use of Hand Radio	_____ Yes _____	_____	_____
Operation of Doors and Gates (J730.35)	_____ Yes _____	_____	_____
Jail Keys / Fire Keys / ER Key (J730.20)	_____ Yes _____	_____	_____
Inmate Movement / Keep Away (J750.25), (610)	_____ Yes _____	_____	_____
Weapons (514)	_____ Yes _____	_____	_____
Security Issues	_____ Yes _____	_____	_____



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	Completed / JTO Initial	Date	Trainee Initial
Telephones	_____ Yes _____	_____	_____
Headcount Procedures (502)	_____ Yes _____	_____	_____

SECTION III: FACILITY DOCUMENTATION

Topic Areas

Incident Log (223)	_____ Yes _____	_____	_____
Incident Reports (219)	_____ Yes _____	_____	_____
Inmate Requests / Medical	_____ Yes _____	_____	_____
Money Ledger / Computer (J715.50)	_____ Yes _____	_____	_____
Money Drawer / Log	_____ Yes _____	_____	_____
Money Orders / Bail Bond (1004)	_____ Yes _____	_____	_____
Citations	_____ Yes _____	_____	_____
Reason for Non-Release	_____ Yes _____	_____	_____
Inmate Grievance Procedure (620), (1073 T-15)	_____ Yes _____	_____	_____
Furlough / Medical Furlough	_____ Yes _____	_____	_____

SECTION IV: BOOKING PROCEDURES

Topic Areas

Booking Procedures (J710)	_____ Yes _____	_____	_____
Intake Medical / Mental Health (J715), (722)	_____ Yes _____	_____	_____
Types of Searches (528)	_____ Yes _____	_____	_____
Holding Cells (1055 T-15), (1056 T-15)	_____ Yes _____	_____	_____
Phone Calls (504.8), (1067 T-15), (PC 851.5)	_____ Yes _____	_____	_____
Nurse Notifications (734.3)	_____ Yes _____	_____	_____
Detox Medical Protocols (734)	_____ Yes _____	_____	_____
Required Documents (check off Sheets)	_____ Yes _____	_____	_____



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	Completed / JTO Initial	Date	Trainee Initial
RIMS vs In Custody	_____ Yes _____	_____	_____
Photos and Prints	_____ Yes _____	_____	_____
DNA Collection (Prop 69), (540.3), (PC 296)	_____ Yes _____	_____	_____
Property Inventory Collection (J715.30), (J715.70), (212.4)	_____ Yes _____	_____	_____
Property Room	_____ Yes _____	_____	_____
Hazardous Clothing	_____ Yes _____	_____	_____
Contraband (212)	_____ Yes _____	_____	_____
Head Count Change / Log (502)	_____ Yes _____	_____	_____

SECTION V: INMATE CLASSIFICATION / CLASSIFICATION REVIEW

Topic Areas

Purpose of Inmate Classification (J715.80), (504.6.2), (516)	_____ Yes _____	_____	_____
Rehousing Procedures	_____ Yes _____	_____	_____
RIMS Housing / Board (516.8)	_____ Yes _____	_____	_____
Classification Log / Review (516.7.1)	_____ Yes _____	_____	_____

SECTION VI: SEARCH PROCEDURES

Topic Areas

Housing Unit Search (528.7)	_____ Yes _____	_____	_____
Reason for Search	_____ Yes _____	_____	_____
Precautions	_____ Yes _____	_____	_____
Inmate Search (528)	_____ Yes _____	_____	_____
Pat Search (528.3)	_____ Yes _____	_____	_____
Strip Search (528.4)	_____ Yes _____	_____	_____



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SECTION VII: RESTRAINT EQUIPMENT

Topic Areas	Completed / JTO Initial	Date	Trainee Initial
Types of Restraints (1058 T-15), (524)	_____ Yes _____	_____	_____
Proper Use (524.3)	_____ Yes _____	_____	_____
Use of Force / Documentation (522)	_____ Yes _____	_____	_____
Restraint Chair / Log	_____ Yes _____	_____	_____
Safety Cell / Log (1055 T-15), (538)	_____ Yes _____	_____	_____

SECTION VIII: INMATE SUPERVISION

(204)

Topic Areas	Completed / JTO Initial	Date	Trainee Initial
Safety Check (508), (15 CCR 1027.5), (1027.5 T-15), (Penal Code 6030)	_____ Yes _____	_____	_____
Supervisor Safety Check	_____ Yes _____	_____	_____
Detox Safety Checks (1056 T-15), (538.4)	_____ Yes _____	_____	_____
Safety Cell Checks (1055 T-15), (538.3)	_____ Yes _____	_____	_____
Officer Conduct (ICSO Policy 320), (116)	_____ Yes _____	_____	_____
Inmate Mail (606), (1063 T-15)	_____ Yes _____	_____	_____
Inmate Movement / Logs (J750.25), (520)	_____ Yes _____	_____	_____
Inmate Removal	_____ Yes _____	_____	_____
Dress Code for Inmates (814.3.2), (Inmate Handbook)	_____ Yes _____	_____	_____
Feeding (J750.40)	_____ Yes _____	_____	_____
Female / Male Segregation (516.8)	_____ Yes _____	_____	_____
Facility Cleaning / Inmate Workers (J750.35), (814), (804)	_____ Yes _____	_____	_____
PREA Prison Rape Elimination Act (612)	_____ Yes _____	_____	_____



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SECTION IX: MEDICAL PROCEDURES

Topic Areas	Completed / JTO Initial	Date	Trainee Initial
Inmate Medication Procedures	_____ Yes _____	_____	_____
Title 15	_____ Yes _____	_____	_____
Medical Grievance (702.4)	_____ Yes _____	_____	_____
Mental Health Procedures	_____ Yes _____	_____	_____
Medical Emergency Procedures (708)	_____ Yes _____	_____	_____
Sick Call (700)	_____ Yes _____	_____	_____
Inmate Injury	_____ Yes _____	_____	_____
On Call Nurse (708.3)	_____ Yes _____	_____	_____

SECTION X: EMERGENCY PROCEDURES

Topic Areas	Completed / JTO Initial	Date	Trainee Initial
Lock Down	_____ Yes _____	_____	_____
ERT/Video Recording (522.5.1), (540.5.1)	_____ Yes _____	_____	_____
Power Outage (408), (1100.9)	_____ Yes _____	_____	_____
Loss of Tower Controls	_____ Yes _____	_____	_____
Water Shutoff	_____ Yes _____	_____	_____
Fire Procedures / iEvac Hood (J730.5)(406), Training video iEvac	_____ Yes _____	_____	_____
Incident Reports (219)	_____ Yes _____	_____	_____

SECTION XI: USE OF FORCE

Topic Areas	Completed / JTO Initial	Date	Trainee Initial
Use of Force (522)	_____ Yes _____	_____	_____
Escalation of Force (522.3.1)	_____ Yes _____	_____	_____
Duty to Intercede (522.3.2)	_____ Yes _____	_____	_____



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	Completed / JTO Initial	Date	Trainee Initial
Documentation (522.6)	_____ Yes _____	_____	_____
Use of Weapons (522.4)	_____ Yes _____	_____	_____

SECTION XII: DISCIPLINARY PROCEDURES

Topic Areas

Due Process (600.3)	_____ Yes _____	_____	_____
Rule Violations (600.4)	_____ Yes _____	_____	_____
DRB Procedures (600.8)	_____ Yes _____	_____	_____
DRB Schedule (J725.40)	_____ Yes _____	_____	_____
Inmate Rights on Disciplinary (J725.95.0)	_____ Yes _____	_____	_____



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TRAINING MANUAL SIGN-OFF

TRAINING START DATE: _____

TRAINING END DATE: _____

TRAINEE: _____

ID#: _____

JTO: _____

ID#: _____

PHASE 2 (4 Weeks)

SECTION XIII: TRANSPORTATION

Topic Areas	Completed / JTO Initial	Date	Trainee Initial
PC 832 Firearms	_____ Yes _____	_____	_____
Range Qualification	_____ Yes _____	_____	_____
Officer Safety	_____ Yes _____	_____	_____
Inmate Security	_____ Yes _____	_____	_____
Facility / Court Holding	_____ Yes _____	_____	_____
Jail Transport Vehicles	_____ Yes _____	_____	_____
Vehicle Use (sign off sheet)	_____ Yes _____	_____	_____
Radio Transmission Procedures	_____ Yes _____	_____	_____
Radio Channels / Repeaters	_____ Yes _____	_____	_____

SECTION XIV: INMATE ORIENTATION AND PROGRAMS

Topic Areas	Completed / JTO Initial	Date	Trainee Initial
Inmate Programs	_____ Yes _____	_____	_____
Law Library (1068 T-15), (606)	_____ Yes _____	_____	_____
Commissary (J750.55), (1014)	_____ Yes _____	_____	_____
Visiting Procedures	_____ Yes _____	_____	_____
Work Crews (241)	_____ Yes _____	_____	_____



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SECTION XV: OTHER BOOKING PROCEDURES

Topic Areas	Completed / JTO Initial	Date	Trainee Initial
Bail Schedule	_____ Yes _____	_____	_____
ICE Detainers / Notifications	_____ Yes _____	_____	_____
SB 54 Compliance	_____ Yes _____	_____	_____
Booking / Release Checklists (J710.21), (J720.10)	_____ Yes _____	_____	_____
Booking File Locations	_____ Yes _____	_____	_____
Booking Notifications	_____ Yes _____	_____	_____
Teletype	_____ Yes _____	_____	_____
Warrants	_____ Yes _____	_____	_____
Flash Incarceration (PC 1203.35)	_____ Yes _____	_____	_____
Reading CLETS Printout	_____ Yes _____	_____	_____
Restraining Order Documentation	_____ Yes _____	_____	_____

SECTION XVI: RELEASE PROCEDURES

Topic Areas	Completed / JTO Initial	Date	Trainee Initial
Inmate Release (J720.00)	_____ Yes _____	_____	_____
Required Documents/Check List (J720.10)	_____ Yes _____	_____	_____
Money Ledger routing (J720.20)	_____ Yes _____	_____	_____
Release Checks	_____ Yes _____	_____	_____
Release of Financials	_____ Yes _____	_____	_____
Bus Vouchers	_____ Yes _____	_____	_____
Release File Locations	_____ Yes _____	_____	_____
PC 849 Form (S-Drive)	_____ Yes _____	_____	_____
Citation Procedures	_____ Yes _____	_____	_____
Victim Notification	_____ Yes _____	_____	_____
Property Return	_____ Yes _____	_____	_____



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SECTION XVII: DISPATCH OPERATIONS (1 Week)

Topic Areas	Completed / JTO Initial	Date	Trainee Initial
Answering 911 Lines	_____ Yes _____	_____	_____
Answering Business Lines	_____ Yes _____	_____	_____
Repeater Selection	_____ Yes _____	_____	_____
Primary Channels	_____ Yes _____	_____	_____
“Hot Line”	_____ Yes _____	_____	_____
Fire / EMS	_____ Yes _____	_____	_____
CHP	_____ Yes _____	_____	_____
Other ICSO Channels	_____ Yes _____	_____	_____
CLETS Printouts	_____ Yes _____	_____	_____
Paging System	_____ Yes _____	_____	_____
Alert Tones	_____ Yes _____	_____	_____
“Confidential” Broadcasting	_____ Yes _____	_____	_____
Stolen Vehicle System	_____ Yes _____	_____	_____
Stolen Property System	_____ Yes _____	_____	_____

Office of the Sheriff
SHERIFF
INYO COUNTY, CA



JEFF R. HOLLOWELL
SHERIFF

ERIC PRITCHARD
UNDERSHERIFF

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JAIL TRAINING OFFICER PROGRAM

Mission Statement

"With Professionalism, Respect, Pride, and Integrity, we protect lives and property, and in partnership with our community, improve the quality of life by providing a safe and secure environment".

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INTRODUCTION FROM JAIL COMMANDER

The jail training officer program is intended to provide a standardized program to facilitate the correctional officer's transition from the academic setting to the actual performance of general corrections duties.

It is the policy of this office to assign all new correctional officers to a structured jail training officer program that is designed to prepare the new correctional officer to perform in a custody assignment, and to provide training on all skills needed to operate in a safe, productive and professional manner.

The trainee will be assigned to a Jail Training Officer throughout the course of his/her training. The Jail Training Program is broken down into two phases. Phase One, consists of 6 weeks of training while Phase Two, consists of 4 weeks of training. The program can be extended an additional two weeks to meet training standards. Upon completion of the Jail Training Program the Trainee will continue his/her probationary period while assigned to his/her team.

DEPARTMENT ORGANIZATION

DIVISIONS

The Sheriff is responsible for administering and managing the Inyo County Sheriff's Office.

There are four divisions in the Sheriff's Department as follows:

- Administration Division
- Operations Division
- Custody Division
- Support Services Division

ADMINISTRATION DIVISION

The Administration Division is commanded by the Jail Commander, whose primary responsibility is to provide general management direction and control for the Administration Division. The Administration Division consists of Administrative, Personnel Services, Internal Affairs, Reserve Program/Community Services, Off-Highway Vehicle (OHV) Program, Policies and Procedures, Equipment Procurement/Accountability, Infrastructure, Records and Civil Office, Financial and Training Services.

OPERATIONS DIVISION

The Operations Division is commanded by a Lieutenant whose primary responsibility is to provide general management direction and control for that Division. The Operations Division consists of Uniformed Operations, Canine Program, Field Training Program, SED, Investigations, Mounted Operations, Boat Operations, Search and Rescue, and Veteran Services.

CUSTODY DIVISION

The Custody Division is commanded by a Lieutenant, whose primary responsibility is to function as the Jail Commander to provide general management direction and control for the jail. The Custody

division consists of Custody Operations, which includes Custody Personnel, Court Services, Transportation, Food Services and Medical/Mental Health Services, and Work Release Alternative Program (WRAP).

SUPPORT SERVICES DIVISION

The Support Services Division is commanded by a Lieutenant whose primary responsibility is to provide general management direction and control for the Support Services Division. The Support Services Division primary responsibilities are; Animal Services, Grants, Office of Emergency Services (OES), Concealed Weapons Permits, Cannabis Permit Security Coordinator, Motorpool, Homeland Security, Training Unit/POST Training Manager, and Dispatch.

ORGANIZATION AND FUNCTION

LIEUTENANT, JAIL COMMANDER

Commands and is responsible for the activities of the entire Custody Division in accordance with the policies and procedures prescribed by the Sheriff.

This position is equivalent to a "Facility Administrator" as described in the Minimum Jail Standards, Title 15, C.A.C.

SERGEANTS, CORPORALS AND OFFICERS IN CHARGE (O.I.C.)

Sergeants, Corporals, and O.I.C.s perform supervisory duties and/or specialized staff assignments and are equivalent to "Supervisory Custodial Personnel" as described in Minimum Jail Standards.

DEPUTY SHERIFF

The primary duties of Deputy Sheriffs assigned to the Custody Division are the supervision of inmates. These positions are equivalent to "Custodial Personnel" as described in Minimum Jail Standards. Deputy Sheriffs are peace officers as defined under California Penal Code section 830.1, have full arrest powers under California Penal Code section 836 and have the right to carry firearms both on and off duty pursuant to California Penal Code section 12027.

RESERVE DEPUTY SHERIFF

Reserve Deputy Sheriffs may be assigned to the supervision of inmates at the jail on a temporary or part time basis. These positions while on duty are equivalent to "Custodial Personnel" as described in Minimum Jail Standards. Reserve Deputy Sheriffs are, while on duty, peace officers as defined under California Penal Code section 830.6 with arrest powers and authority to carry firearms for the duration of their specific assignment.

CORRECTIONAL OFFICER

The primary duties of a Correctional Officer assigned to the Custody Division are the supervision of inmates. These positions are equivalent to "Custodial Personnel" as described in Minimum Jail Standards. A Correctional Officer is a public officer as defined in California Penal Code sections 831 and 831.5 and not a peace officer. A Correctional Officer may make arrests pursuant to a duly issued warrant and has no right to carry or possess firearms in the performance of his/her duties, except while under the direction of the Sheriff, he/she is transporting or guarding prisoners or suppressing riots, lynchings, escapes or rescues in or about the jail.

Chain of Command

Sheriff

Jeff Hollowell

Undersheriff

Eric Pritchard

Jail Commander

LT Jared Sparks

Jail Sergeant

Donny Carter

Jail Corporals

Joseph Kapturkiewicz

Franklin Landaverde

Mark Gutierrez

Vacant

Court Services

Bailiff's

CPL Paul Dorame

Douglas Cheshire

Transport Officer

Adam Emley

Code of Ethics

As a Correctional Deputy, it is my fundamental duty to honor the Correctional Deputy Code of Ethics and the Value Statement of the Riverside County Sheriff's Department. By doing so, I will demonstrate the true meaning of integrity, loyalty, professionalism, and leadership.

I will always be fair in the performance of my duties, never seeking to use my authority over others unjustly. I will perform my duties without prejudice or bias. I will maintain honesty of word and deed. I will act with integrity at all times, keeping my private life unsullied as an example. I will be exemplary in obeying the laws of the land and the regulations of my Department.

I will maintain calm in the face of ridicule and contempt, never employing more force than is necessary. I will never act officiously or permit personal feeling or friendship to influence me. I will always be aware of the safety and security of all those around me by maintaining a safe and secure environment. I will never use my position for personal gain, never accepting gratuities, nor will I exaggerate the limits of my authority.

I recognize the badge as a symbol of my profession and of the Department. I will maintain the integrity of my badge and position.

I will strive to achieve and embody the highest ideals and ethics of the Department, while always displaying the highest degree of professionalism ---As a Correctional Deputy.



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Phonetic Alphabet

A	Adam	N	Nora
B	Boy	O	Ocean
C	Charles	P	Paul
D	David	Q	Queen
E	Edward	R	Robert
F	Frank	S	Sam
G	George	T	Tom
H	Henry	U	Union
I	Ida	V	Victor
J	John	W	William
K	King	X	Xray
L	Lincoln	Y	Yellow
M	Mary	Z	Zebra



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REMEDIAL TRAINING ASSIGNMENT WORKSHEET

Trainee: _____ Date: _____ Week#: _____

Your JTO has identified one or more areas of deficient performance that need your immediate attention for improvement. You will be expected to fully complete the training assignment listed below by _____.
Date

PERFORMANCE DEFICIENCIES:

Define the problem specifically giving examples. Describe the training already conducted.

TRAINING ASSIGNMENT

Describe the specific assignments given to the trainee to correct the above problem. *[JTO will describe the specific assignment given the trainee to correct the above-described problem(s). Assignment will be given in terms of specific performance goals; i.e., practice self-initiated cell searches daily (for 4 shifts) resulting in at least, 2 rule violations. Trainee will be expected to perform at a satisfactory level in identified area(s).]*

Trainee Signature _____
(Name, ID#, and Date)

JTO Signature _____
(Name, ID#, and Date)



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ASSIGNMENT COMPLETION:

1. Has the trainee satisfactorily completed the training plan?
Yes [] No []
2. Is the trainee now performing at a competent level?
Yes [] No []
3. Has an additional assignment been given?
Yes [] No []

COMMENTS:

If the training plan is not satisfactorily completed, specific recommendations **MUST** be made regarding the trainee's continued substandard performance. Additional **REMEDIAL TRAINING WORKSHEETS** should be generated outlining a follow-up training plan.

** It is the responsibility of the **ORIGINATING JTO** to ensure that this assignment is communicated to the trainee's next JTO so that follow-up can be monitored.

Trainee Signature: _____

Date: _____

JTO Signature: _____

Date: _____

JTP SAC Signature: _____

Date: _____



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POLICY REFERENCES

<https://policy.lexipol.com/>

Jail Operations Manual Revision 2019*

Title 15 References

Training (1020-1034)

Classification and Segregation (1050-1058)

Inmate Programs and Activities (1060-1073)

Discipline (1080-1084)

Medical, Mental Health Services (1200-1230)

Food (1240-1249)

Clothing and Hygiene (1260-1267)

Bedding (1270-1272)

Sanitation and Safety (1280-1282)



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JAIL TRAINING PROGRAM TERMINOLOGY

Behavior/Performance Anchored Ratings An appraisal of performance which measures the trainee's ability to perform as a solo patrol officer based upon standardized evaluation guidelines.

Competency Demonstration of the knowledge, skills, abilities, and attitudes to safely and effectively perform the duties of a solo patrol officer within a department.

Daily Observation Report (DOR) The form completed by the Jail Training Officer (JTO) that records the trainee's performance for each work day.

Department The local law enforcement agency providing the Jail Training Program to the officer/deputy trainee.

End of Phase Report (EPR) A form completed by the Jail Training Officer at the end of each training phase which addresses the trainee's strengths and weaknesses and provides an indication as to the trainee's level of performance and progress to date.

Feedback Verbal or written response to trainee performance provided to the trainee from the field training staff.

Jail Training Officer (JTO) Any officer assigned the responsibility of training and evaluating trainees during the jail training program who meets the minimum standards as set forth in POST regulations and who has completed a STC-certified JTO Course.

Jail Training Officer SAC The supervisor assigned the responsibility of the JTO training program. This supervisor has completed a Field Training Program Manager Course who meets the minimum standards as set forth in POST regulations and who has completed a POST-certified FTO Course.

Learning Activity An activity designed to achieve or facilitate one or more training goals. Trainees participating in a learning activity should be coached and provided feedback. These learning activities should be used to bolster a trainee's confidence and abilities, and to prepare the trainee for competent performance in the field.

Learning Domain An instructional unit that covers related subject matter from the Regular Basic Course (Academy).



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Minimum Training Standards Those standards met when the trainee consistently demonstrates the knowledge and ability to perform tasks required to perform solo patrol duties. Demonstration of said ability must occur in actual or field-like scenario situations and must be performed in a safe and competent manner.

Performance Objective Description of skills, knowledge, ability, attitude, or action the trainee must have or do to demonstrate mastery of a training goal.

Remedial Training A correction or review of previously taught information or procedures (excluding academy training). Necessary when the trainee’s job performance is evaluated as less than acceptable after having been provided with sufficient training or intervention which should have corrected and/or improved the job performance.

Standardized Evaluation Guidelines (SEGs) Categorized behavioral descriptions of the levels of performance that are applied to all trainees and reported on the Daily Observation Report.

SUPERVISORS’s End of Week Report (SEWR) A form completed by a Jail Training Officer and reviewed by the Jail Supervisor/Administrator/Coordinator (SAC) that addresses the trainee’s progress and performance for each week.

Test An evaluation of the trainee’s skills, knowledge, and/or ability to perform a specific task or training goal. The trainee’s competency must be demonstrated or tested through, minimally, one of the following types of tests:

- (A) **Agency-Constructed Knowledge Tests.** An agency-constructed written or verbal test that measures the knowledge required to achieve one or more training goals.
- (B) **Scenario Tests.** A job-simulation test that measures the skills, knowledge, and/or abilities required to achieve one or more training goals.
- (C) **Performance Tests.** Any tests other than an agency-constructed knowledge test or scenario test that measures the skills, knowledge, abilities, and attitudes required to achieve one or more training goals. These will generally be in the form of calls for service, traffic enforcement, and self-initiated activity.

Topic A word or phrase that succinctly describes subject matter associated with a training goal.

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Trainee Officer/Deputy assigned to an approved jail training program under the direct and immediate supervision of a qualified jail training officer.

Training Goal A general statement of the results that training is supposed to produce such as identification of a behavior, job skill, or knowledge in which the trainee must develop competence.