

**OLMSTED COUNTY  
ADULT DETENTION  
CENTER**

**FTO PROGRAM**

**TASK PROFICIENCY  
CHECK LISTS**

**August 25, 2003**

**Agency Credit:**

This file contains the FTO task sheets developed by the Olmsted County Adult Detention Center in Rochester, MN. This document was graciously donated to the NIC information Center by Director Steve Von Wald, Captain Stacy Sinner, and Training Supervisor Dave Adams.

Please credit Olmsted County if any of the content or format of their FTO Program manual is used.

**Contact Information:**

Sgt. Dave Adams  
Training Supervisor  
Olmsted County Adult Detention Center  
(507) 285-8320

We do appreciate training-related donations made to the NIC Information Center!

Sincerely,

Tom Reid  
NIC Academy Division

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

**Module Title:**

**PERFORMANCE OBJECTIVE:**

Following explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b>	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

Olmsted County Adult Detention Center  
FTO Manual  
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## PREFACE TO THE FIELD TRAINER

Thank you for your dedication to training excellence at the Olmsted County Adult Detention Center. You are the key to the success of our organization through producing a highly trained Detention Deputy. Please read the following instructions in order to prepare documents that will describe the training that has occurred and the time frame it was conducted in.

1. The FTO modules: Following the task steps and the training format, the modules allow the trainee to train; practice and proficiency test a number of commonly used procedures. The FTO should date the task step and training step when it occurs. Following the proficiency test, the FTO should discuss the module with the trainee to ensure comfort before signing off at the bottom of each module.
2. The Observation Reports: Continuous evaluation of performance areas will help the FTO to identify strengths and weaknesses and adjust accordingly. The supervisory and training staff then has the ability track an individual's progress and can assist the FTO. An Observation report will be filled out, signed by the trainee and the FTO each Thursday that the shift is schedule to be on duty and turned in to the Training and Compliance Sergeant. If no training was conducted during the observation period, indicate this on the form but still date it and turn it in.
3. The Post Competence Sheets: These competency statements allow the organization to use the trainee as a fully trained deputy in a specific area. Upon completion of a given post, the FTO will copy the Competence sheets to all Sergeants.
4. Record of Field Training Hours: This allows the FTO to keep a record of hours in training and provides excellent documentation for actual time spent in training. This gives the organization an ability to average the amount of time it takes a trainee to complete FTO and to plan accordingly.

## RECORD OF FIELD TRAINING HOURS

### Trainee:

Field training start date:

For observation period:

FTO Training Completion Date:

Trainee Signature:

FTO Signature:

The FTO will turn in the following items at the end of the FTO Training period:

- Field Training Manual
  - Fingerprint card done by trainee
  - Report written by trainee
  - Performance Evaluation

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

Module Title:

## PERFORMANCE OBJECTIVE:

		1. Trainee reads/reviews task document 2. FTO explains and demonstrates 3. Trainee explains as FTO performs 4. Trainee explains and demonstrates 5. Trainee practices 6. Trainee performs task unassisted					
	<b>Task Steps</b>	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

## POST COMPETENCE DECLARATION

The FTO may declare a trainee's competence in a specific post during a specific shift.

Post 1900 Day Shift  FTO \_\_\_\_\_  
Date \_\_\_\_\_

Post 1900 Night Shift  FTO \_\_\_\_\_  
Date \_\_\_\_\_

Post 1800 Day Shift  FTO \_\_\_\_\_  
Date \_\_\_\_\_

Post 1800 Night Shift  FTO \_\_\_\_\_  
Date \_\_\_\_\_

Post 1850 Day Shift  FTO \_\_\_\_\_  
Date \_\_\_\_\_

Post 1850 Night Shift  FTO \_\_\_\_\_  
Date \_\_\_\_\_

Post 1953 Day Shift  FTO \_\_\_\_\_  
Date \_\_\_\_\_

Post 1953 Night Shift  FTO \_\_\_\_\_  
Date \_\_\_\_\_

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

**Module Title:** Book detainee by completing admissions forms

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

Task Steps		1	2	3	4	5	6
1.	Inventory property and have detainee sign the inventory receipt. Sign and date. Place money in ziploc bag and drop in safe(log the money on clipboard by safe).						
2.	Check for Indigent Card and Complete new account card as needed.						
3.	Fill out Tennessee Warning with the name of arresting agency and charge.						
4.	Have the detainee read the Tennessee and if necessary read the Tennessee to the detainee and have them sign it.						
5.	Look for criminal history number in SIP log by checking for correct name and date of birth. If one is found, use a RED file folder. If there is no number use a new manila file folder, assigning a criminal history number.						
6.	Complete medical questionnaire.						
7.	Have detainee fill out authorized visitor's sheet.						
8.	Complete the following computer screens: Jacket, Booking Screens, Classification (place in the hanging folder in the Sergeants office), Charges, Associated Cases, Jail Time and additional information (Additional Characteristics, Aliases/Nicknames and Known Associates.)						
9.	Print 2 copies of the booking card.						
10.	Complete fingerprint cards.						
11.	Take mug shot/ID photo and print ID card if the detainee is staying.						
12.	Create a cell assignment sheet. Add the charges and the criminal history number to the cell assignment sheet and then print a copy for the housing unit.						

	<p>13. Place Tennessee Warning, Booking Card and fingerprints into file folder.</p> <p>14. Place cell assignment sheet with ID photo into plain manila folder(purple/pink folder if victim notification needs to be done prior to release) to send with the detainee when taken to assigned housing unit.</p> <p>15. Place medical sheet into nurse's file.</p> <p>16. Prepare Detainee for movement into Unit. (strip search/shower)</p> <p>17. Place property and inventory sheet into blue bag and hang in property room, give copy to Detainee</p>						
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I certify that the trainee demonstrated proficiency concerning this task.

DATE:

BDBCAF

Policy 9-4

Module 1

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Alco-Sensor IV

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b>	1	2	3	4	5	6
1.	Remove instrument and mouthpiece from storage container.						
2.	Insert unwrapped mouthpiece into unit, with the long end going into the unit. If inserted properly, this will turn unit on.						
3.	Temperature in Degrees Celcius will be displayed. (Alco-Sensor IV is designed to operate between 10 – 40 Degrees Celcius.) If out of this range, Alco-Sensor IV will not operate, move it to an environment that will bring it to operating temperature.						
4.	At any time during testing unit displays set, depress the SET button.						
5.	When unit displays Blnk, the unit runs a blank test automatically and will show the result. Result should be .000. The </> displays while the check is being run.						
6.	Set will display, depress the SET button. The </> is again displayed.						
7.	Test will display. Instruct subject to take a deep breath, hold it and blow into the mouthpiece for as long as he or she can. A + appears to indicate that the instrument senses breath flow. If + does not appear, stop the subject and instruct him or her to blow with more force. A ++ appears when the subject has blown a minimum volume of breath.						
8.	When the flow of breath starts to diminish, the SET button will pop out.						
9.	The </> is played to indicate the Alco-Sensor IV is analyzing the breath sample.						

	<p>A sample with no alcohol will result in a zero reading almost immediately.</p> <p>In a breath sample containing alcohol, a three digit display appears in 10 – 40 seconds .</p> <p>The final result is displayed in three digits and is accompanied by a three second beep.</p> <p>Set will display again and depress the set button.</p> <p>A beep will sound.</p> <p>If you do not need to recall the result just taken, depress the red button to disengage the mouthpiece.</p> <p>If you need to recall test result taken after hitting the SET button, depress the recall button.</p> <p>Depressing the recall button will display the three digit result just taken. The result may be retrieved anytime after the SET button has been depressed and BEFORE THE MOUTHPIECE IS EJECTED.</p> <p>Depress the red button to eject the mouthpiece.</p>						
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I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

**Module Title:** Answer Detainee Questions

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b> Acknowledge the detainee and the question.  2. Paraphrase the question to ensure understanding if necessary.  3. Give the detainee an answer and a reason for your answer.  4. If you can not answer the question either get back to the detainee at a later time or have them fill out a request form and forward it to the Duty Sergeant.	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

ADQ

Policy 3-4

Module 13

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

**Module Title:** Accepting Detainee's being detained on an Apprehension order.

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b>	1	2	3	4	5	6
1.	Obtain the "Authorization to Apprehend and Detain" when a detainee is brought to the Detention Center to be held on an Apprehension Order. Make sure you note the date and time the detainee was brought into the garage(best place to note it is on the blue property sheet).						
2.	Review the order and verify the identity of the detainee.						
3.	Ensure that the Probation Officer's signature is on the order.						
4.	Read the space for "additional information" for special conditions of the hold.						
5.	Perform UA or PBT if requested. Write report if detainee fails to give requested test.						
6.	Notify Probation Officer that Detainee is in custody and that the UA/PBT was collected. If detainee refused to comply with request let Probation Officer know that as well.						
7.	Log steps 5 and 6 in document screen.						
8.	Review date issued and canceled lines.						
9.	Place the Apprehension Order in the booking file for forward to Administration after information has been entered into the computer.						
10.	Place copy of Order in the Detainee File for the Housing Unit.						

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

RACWAO

Policy 9-3

Module 4

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Arraignment

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b>	1	2	3	4	5	6
1.	All detainees scheduled for arraignment should be in booking by 0900 hours.						
2.	Ask the detainees to fill out a form for a court appointed attorney if they should choose to have one (if in doubt have them fill a form out).						
3.	Have all detainees fill out a race census form.						
4.	Show the court rights video to <u>all</u> detainees.						
5.	All should be on 5 <sup>th</sup> floor holding by 1015 hours.						
6.	All detainees will be handcuff on the way to 5 <sup>th</sup> floor holding. Retrieve handcuffs from the property room in booking and sign them out.						
7.	When the courtroom is ready you will take the arraignments into courtroom #1, 3 detainees at a time. The court determines the order of appearance.						
8.	You should not enter the courtroom until a Deputy from warrants is in the courtroom.						
9.	When a detainee has finished his/her appearance you will walk them back to the 5 <sup>th</sup> floor holding area.						
10.	Tell the 5600 post Deputy the outcome of the hearing, i.e.; how much bail, ROR'd etc.						
11.	When all the detainees have been seen and they have signed the court orders they can be escorted back to the Detention Center booking area.						
12.	Anyone who is released, with out bail, can be escorted to booking un-cuffed. If they have a bail or are not released, they must be handcuffed.						
13.	Take the court orders and place them in the wire basket on the booking counter, in the unit file that the detainee belongs to, or give them to the booking deputy.						
14.	Notify the booking Deputy of the detainees who can be released, and any pertinent information.						
15.	If a detainee is arraigned and has not been booked yet notify the booking Deputy that the court order will need to be entered in the computer. There						

16.	<p>should be a notation made on the court order that the order is not in the computer yet. Booking must be notified in writing. Return the handcuffs to the property room in booking and sign them back in.</p>						
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I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

**Module Title:** Collect and Account for Bail/Bonds

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

<b>Task Steps</b> 1. Upon receipt of bail bond, review it for: a. detainees full, correct name b. correct amount c. court date d. presence of signed certificate of responsibility e. check authorized bonding companies and their approved limit by clicking on the bail bond icon. 2. Complete the bail transfer sheet: a. date b. detainee's name c. amount of bail d. whether cash or bail bond e. which County f. your initials and badge number 3. Deposit the bail in the drop safe for delivery to the Court. 4. Log the bail money on the deposit log for the safe. Please note if it is bail or bond. 5. Cash bail requires a receipt to the detainee with name, date, amount, and court date on it. 6. Complete Bond on Charges/Holds Maintenance Screen 7. Change Disposition of Charge **** Bond may be accepted in cash, bail bond, travelers cheque, money order, or certified check. All must be in the exact amount of the bail.	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

**Module Title:** Booking Fees for Detainees without Funds.

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b> 1. Enter \$10.00 in the debit column of the detainee's account card. 2. Enter the total negative amount in the total column using red ink. 3. Place the account card in the active/inactive account card file.	1	2	3	4	5	6
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I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

Module Title: Booking fee's process for Detainees with \$10.00 or more

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b> Remove the individual zip-lock bags from the safe. Check each bag to verify that the money has been counted and it contains a completed count sheet including the deputy's initials. Verify the money amount on the count sheet matches the credit column on the attached detainee account card. Deduct \$10.00 from the credit column and enter the balance on the account card, place the card in the active account card file. Enter the \$10.00 from the detainee on the Daily Individual Account Activity Form in Column B. Deduct the \$10.00 on the Daily Individual Account Activity Form in Column E (Checks to ADC for Booking Fees) Place the zip-lock bag in the deposit bag.	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAIINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

Module Title: Booking Fees for Detainees with less than \$10.00

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b> Remove the individual zip-lock bags from the safe. Check each bag to verify that the money has been counted and it contains a completed count sheet including the deputy's initials. Verify the money amount on the count sheet matches the credit column on the attached detainee account card. Deduct \$10.00 from the account card using red ink to write the negative balance on the card. Enter the cash on the Daily Individual Account Activity Form in Column B. Deduct the amount of cash the detainee has on the Daily Individual Account Activity Form in Column E (Checks to ADC for Booking Fees). Place the zip-lock bag in the deposit bag. Place the account card in the active account card box.	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

**Module Title:** Booking Meal Count

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

1.	<b>Task Steps</b>	Count the number of detainees at the post.	a. If ordering for lunch during the week, count the number of detainee ID badges for those who are in arraignment and scheduled court. b. Make sure to include in the count any new arrests (warrant or otherwise) who will be going to arraignment.	1	2	3	4	5	6
2.	Check the daily transport log for any transports coming in during meal times.	*This is usually located on the same page as the scheduled court listing.*							
3.	Add up the numbers from steps one and two.								
4.	Call that number up to Master Control by 1000 hours.								

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I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

Module Title: 1953 D Phones

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b> 1. Go to the back room in Master Control and locate telephone panel on back wall. 2. Flip phone switches for 1960, 1961, 1962 to the "on" position. 3. At the designated shut off time, flip the switch to "off" position.	1	2	3	4	5	6
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I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

**Module Title:** Cell Search

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b>	1	2	3	4	5	6
1.	Open the cell door of the designated cell. If detainee is in the cell ask him/her to exit the cell while you conduct your cell search						
2.	During any of the following steps if you come along any detainee's belongings, you must search the items for contraband						
3.	Begin your search at the door. Inspect around the frame of the door.						
4.	Check the shelf area above the sink						
5.	Inspect the sink. Turn on the water to make sure nothing is stuffed in the faucet.						
6.	Lift the metal cover away from the wall where the water pipe comes in for the sink. Lifting this will expose a hole in the wall.						
7.	Visually check over the privacy wall. Look into the toilet paper holder.						
8.	Look into the air vents above the privacy wall. (you may need your flashlight for this)						
9.	Check the toilet. Make sure to flush the toilet. Also check underneath the back of the toilet. There is a cavity located under the toilet towards the back						
10.	Inspect the table.						
11.	Move to the window. Check the window ledge and around the frame of the window						
12.	Remove all of the bedding off of the bunk(s) and search the bedding						
13.	Lift the mattress and pillow off of the bunk and check the frame of the bunk. (Repeat on second bunk if applicable)						
14.	Roll up the mattress and pillow in both directions to check for contraband that could be stored inside the mattress or pillow. (Repeat on second bunk if applicable)						
15.	Check underneath the bunk(s). There is a mirror device in booking that is designed for this if you wish to use it.						
16.	Look through everything on the bookshelf. Search any laundry that may be hanging on the hooks under the						

	17. shelf. Open detainees tub and search through the contents 18. If any contraband is found at anytime, confiscate it and take appropriate action							
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I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

## **OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM**

## **Module Title: Change Over**

## **PERFORMANCE OBJECTIVE:**

15.	If the detainee is not eligible to be strip-searched, have them step into the shower area and pull the curtain shut.					
16.	Have the detainee remove one piece of clothing at a time and hand them to you. Check each item and then place it in the property bag and note it on the property sheet.					
17.	Prepare an appropriate amount of lice-all soap in a cup.					
18.	Instruct the detainee to pour the lice-all soap on top of their head, work it into a lather, and use it on any body hair as well.					
19.	The detainee may re-wash their hair with the body shampoo that is in the dispenser on the wall.					
20.	Gather appropriate size and color of detainee uniform, underwear, socks, bra and shower shoes.					
21.	Have the detainee dry off and put on the issued clothing.					
22.	Secure property in the property room.					

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Checkbook Reconciliation

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b>	1	2	3	4	5	6
1.	Total Account Card and verify that the total matches the total on the account card balance sheet.						
2.	Remove paperwork from clipboard (Med. Sheets, Account Cards and Daily Individual Account Activity Forms).						
3.	Copy the Account Card Balance sheet and place the original back on the clipboard.						
4.	Place the clipboard and account cards on the ledge by the front desk for the duty Sergeant.						
5.	Check Account Cards from the clipboard and verify which ones need checks. Place all other cards at the front desk.						
6.	Add deposits on Daily Individual Account Activity Form.						
7.	Count Cash in Deposit bag. (Separate by denomination, change and check(Checks must be signed or stamped with for deposit only)) *Ziplock bags are reusable and should be placed at the front desk for the duty Sergeant.						
8.	Verify deposit total is the same amount as cash in deposit bag.						
9.	Fill out Deposit Slip (list currency, coin and checks separately) and place slip, money and bag with change in locked moneybag.						
10.	Any receipts from the bank that are in the moneybag should be stapled to the correct yellow copy of the deposit slip.						
11.	Add deposit amount to the checkbook in the balance brought forward line.						
12.	Write Checks for released detainees.						
13.	Note check #, date and your initials on the detainee's account card.						
14.	Total Booking Fees, Med. Co Pay and Misc. Checks from Daily Individual Activity Forms and write out one check to OCADC for that amount.						
15.	Stamp the check from line 14 with the "for deposit only stamp" and place in an interdepartmental mail envelope for Deb Wilson in Finance.						
16.	Add Previous Balance plus deposit and						

17.	subtract all checks written. Write new balance on check reconciliation form					

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Reviewing Classification Forms

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b>	1	2	3	4	5	6
	<ol style="list-style-type: none"><li>1. Verify that name, date and the offense are completed.</li><li>2. Verify whether it is a classification or re-classification.</li><li>3. Check detainee's warning screen for violations and/or enemy of record at the unit where the detainee is being classified to.</li><li>4. Check medical and suicide risk screens for vulnerability, disability, need for special management, mental and medical issues.</li><li>5. Indicate if detainee is eligible for main housing, if not explain.</li><li>6. Indicate if there is a compatible cellmate.</li><li>7. Verify deputy's signature.</li><li>8. Verify that detainee has seen the orientation video.</li><li>9. Interview deputy and detainee if necessary of re-classifications.</li><li>10. Sign form and route to programs.</li></ol>						

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Search Containers Entering The Facility

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b> Be aware of all containers that enter the facility. Open all containers. Physically remove items in side and look to see if there is contraband, tobacco, drugs, alcohol etc. Return items back in container in the same manor in which they were removed. Remove all contraband. Advise subject of facility rules. Return items to subject when they leave and again advise them of facility rules.	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

Module Title: Control Detainee TV

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

Task Steps	1	2	3	4	5	6
<p>1. Turn TV on at 0730-0900 hours. The TV must be on channel 5 or 6 (good Morning America).</p> <p>2. Adjust volume to a reasonable level.</p> <p>3. Turn TV off at 0900 hours.</p> <p>4. TV allowed from 1300 until 1630,</p> <p>5. TV allowed from 1900 until 2200 hours.</p> <p>6. TV is allowed during non-lock up periods on weekends and holidays.</p> <p>7. TV control is at the discretion of the Deputy</p>						

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAIINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

**Module Title:** Processing Internal Correspondence

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b> Incoming: Pick up mail at unit mailboxes located in Administration.  2. Hand directly to detainee.  3. Outgoing/Internal: This may be detainee request forms or letters to the Court.  4. If you can answer a detainee request form, do so. If not, make any helpful notes and forward it to the Duty Sergeant.  5. Other correspondence should be placed in a plain white envelope.  6. Check the correspondence for contraband and then either allow the detainee to seal it in front of you, or seal it in front of him/her.  7. Initial the seal to verify that you checked the envelope.  8. Take letters to the Court to Booking and forward them to Sergeant Berndt for approval and delivery to the Court.  9. If the mail needs a stamp, it is not considered Internal. Forward to Account Clerk.	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAIINEE:

FTO:

PIC

Policy 3-4, 8-11, 10-8

Module 9

## **OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM**

## **Module Title: Responding to an alarm on the court security personal computer**

## **PERFORMANCE OBJECTIVE:**

<p>Following explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.</p>		<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>					
1.	<b>Task Steps</b> Locate the personal computer to the far left side of the post.	1	2	3	4	5	6
2.	The alarm will sound a soft-toned intermittent beep and a red highlighted location (where help is needed) will scroll onto the computer display screen.						
3.	Immediately pick up the phone and depress the lower right, red, quick dial key to alert the 5 <sup>th</sup> floor-holding deputy. <b>IF</b> busy – dial 3008. <b>IF</b> busy – depress the red, channel 3 transmit/busy button on the dispatch radio to announce the emergency directly to court security and warrants division deputies via radio.						
4.	Whether via radio or phone, announce that you have an emergency alarm and read the computer monitor screen for location and door access for deputies to respond.						
5.	To silence the computer, depress the F8 (alarms) function key in the upper center of the keyboard.						
6.	The control screen will change to alarm response.						
7.	Depress the Escape key in the upper left hand corner of the keyboard.						
8.	On the display screen, a menu option will drop down in the upper right hand corner.						
9.	Use the arrow keys to scroll up or down to select the “acknowledge alarm” option – depress enter.						
10.	The display screen will indicate 2 lines - type your badge # on the first line – depress enter - type your initials on the second line - depress enter.						
11.	Depress the ESCape key.						
12.	On the display screen, a menu option will drop down in the upper right hand corner.						
13.	Use the arrow keys to scroll up or down to select the “confirm” option – depress enter.						
14.	Depress the F6 (event monitor) function key in the upper center of the keyboard to return you to						



I certify that the trainee demonstrated proficiency concerning this task.

DATE:

**TRAINEE:**

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Court Staging

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b>	1	2	3	4	5	6
1.	<p>Afternoon Court Security Deputy will compile a list for each housing unit of detainees scheduled for court the following day.</p> <ul style="list-style-type: none"><li>• The scheduled court list is compiled by checking the court docket against detainees in custody.</li><li>• Click on the court detail icon on the desktop and then click on scheduled court box. Enter the date you want. You can then add or delete people to this list. When you are ready to print click on edit or preview and then enter the date and then hit the print button.</li></ul> <p>The Night Booking Deputy will compile a list for each housing unit of</p>						

	<p>detainees scheduled for arraignment the following day.</p> <ul style="list-style-type: none"> <li>• Court arraignments are derived from checking the court docket for the following day and checking the warrants clipboard for those detainees who need to be arraigned. The docket and clipboard are both located in 1713.</li> <li>• Click on the court detail icon on the desktop and then click on arraignment box. Enter the date you want. You can then add or delete people to this list. When you are ready to print click on edit or preview and then enter the date and then hit the print button.</li> </ul>				
2.	Compiled court lists will be forwarded to appropriate housing units where detainees are housed.				
3.	Those detainees appearing on the docket for scheduled court appearances will be sent to booking ½ hour prior to scheduled time.				
4.	Those detainees awaiting arraignment will be sent to booking at 0900.				
5.	Detainees awaiting arraignment will be asked if they wish to apply for a court appointed public defender, a court appointed attorney form will be filled out prior to court appearance. A race				

	census form must be filled out by all detainees before arraignment appearance.				
6.	Detainees awaiting arraignment must watch a video on their rights as they pertain to appearing in court.				
7.	All detainees will wear their jail clothing for court appearances with the exception of those detainees scheduled for jury trials or otherwise directed by the court. Those detainees will wear their own personal clothing.				
8.	It will be the responsibility of the booking deputy to ensure that detainees scheduled for court are in booking on time and prepared to proceed to court.				

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I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Cumulative Account Activity Form

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

Task Steps	1. Enter staff initials, date and time in appropriate columns. 2. Enter column (G) <u>ending balance</u> from previous balancing transaction in column (A) <u>account card total</u> . 3. Enter transactions totals from the Daily Individual Account Activity Form (columns B,C,D,E and F) 4. Total Columns A, B, C, D, E and F adding or subtracting as indicated on form and enter the amount in column G. 5. Total all detainee account cards except for cards showing a negative balance (red ink). 6. Column G and the total of the detainee account cards should be the same amount. (If they do not balance, the error is a transaction error on the Daily Individual Account Activity Form, detainee account cards or in the addition or subtractions)	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAIINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

**Module Title:** DBI Live Scan

## **PERFORMANCE OBJECTIVE:**

<p>After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.</p>	<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>
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	<b>Task Steps</b> Once the booking is complete in the New World System go to "Work With Bookings" and find the subject you wish to fingerprint. Type a "6" to the left of the booking and press "Enter". Select "Transfer to Live Scan" by typing a "1" to the left and pressing "Enter". To send all the charges to the Live Scan press "F20". If you only want to send a select number of the charges type a "1" to the left of each charge and press "Enter" Now walk over to the DBI Live Scan machine and sign onto it. Begin a new booking and after you select the appropriate type of individual there will be a screen to select the booking from New World. Press the Green "list" key at the top left corner of the keyboard. You will see a list of all the bookings that have been transferred to the Live Scan that day. Highlight the appropriate booking and press "Enter". Press "page down" to load the demographics and charges. The disposition on each charge must be manually entered due to New World does not have a field for this. Press "page down" and verify all fields are filled and roll the prints. When you press "page down" on the last screen the machine will begin to make a noise. Place left four fingers over the big glass with the white light until you see prints center and quality. Then press the foot pedal. If the little green box says pass press the "yes" button or the foot pedal again. Wipe the glass off with a wash cloth. Make sure you wipe off the glass after each impression. Next lay the right four fingers on the glass and continue as above. Place the left thumb on the small glass on the right. Line the delta up with the	1	2	3	4	5	6
1.		1	2	3	4	5	6

18.	center. Then press the foot pedal. If the green box says "pass" continue on to the right thumb.					
19.	Line the right thumb up as instructed above and when you get a green box that says "pass", press the foot pedal.					
20.	Place the tight thumb on the small glass and center the delta on the crosshairs.					
21.	Roll the thumb to the left or the right until you reach the "F" line for females or the "M" line for males and then press the foot pedal and begin to roll the thumb. The machine will follow.					
22.	Press the foot pedal or the "yes" button if the little green box says "pass". If it does not say pass press the "NO" button and start over at step 20.					
23.	Repeat the rolling process for each finger. The machine will tell you at the top which finger you should be rolling.					
24.	When the prints are successfully rolled, highlight "Done" and press "Enter".					
25.	A copy of the prints will be electronically sent to the state and one black card will be printed for our local records.					

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

**Module Title:** Issue/ Recharge Debitek Card

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

<b>Task Steps</b>		1	2	3	4	5	6
1.	Go to computer, press Ctrl, Alt, Delete keys all at the same time.						
2.	Select # 2 Debitek Card System and type DCT and enter.						
3.	Insert red manager's card.						
4.	Select # 2 Initialize new card or # 3 Change card value, as appropriate.						
5.	Enter "password" as the password.						
6.	Enter the card site code: 2871						
7.	Insert blue card.						
8.	Enter card cash value. Do not exceed \$20.00 per card total value. **Card programmer will display the amount that you have added to the card, and will discharge the card.						
9.	Record the transaction on the detainee's account card and the daily individual account activity form.						
10.	Go on to the next card.						
11.	Press "Esc" key twice to get to Det link main menu.						
12.	Press Q to quit.						

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

**Module Title:** Initiate detainee classification

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b> 1. Go to Work with Bookings. 2. Select 14 - Question in front of Detainee Name 3. 1 - Select in front of Classification 4. Use your Badge Number for examine/and answer questions 5. Enter out to the "Work with Booking" Screen 6. 6 - Print in front of Detainees name 7. Page down to Print Questionnaires 8. 1 - select 9. 1 - select and enter 10. F12 back to "Work with Bookings" 11. Prints out in booking 12. Place print out on Sergeants Desk 13. Change the detainees housing status by going to work with housed inmates. a. find the detainees name. b. put a 2 in front of name. c. Tab down to custody class d. F4 to prompt e. Choose appropriate custody class f. When you have made your selection hit the enter key twice(do not f12 after your selection or it will not be saved).	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Initial Issue of Detainee Clothing and Bedding

### PERFORMANCE OBJECTIVE:

<p>After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.</p>		<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>					
1.	<p><b>Task Steps</b></p> <p>Booking Officer will give detainee one set of clothing to wear and one set of clothing to change into (to be stored in purple tub). Exception: work release detainees.</p> <p>1. One set consists of:</p> <ol style="list-style-type: none"> <li>1. One pair underwear</li> <li>2. One T-shirt</li> <li>3. One pair pants</li> <li>4. One shirt</li> <li>5. One pair slippers</li> <li>6. One sport bra (female)</li> <li>7. One pair socks</li> </ol> <p>Blue clothing - Main Housing  Orange clothing- Intake, STS and Segregation  Tan clothing- Female  Orange and blue clothing - Special Management  Orange and tan clothing - Female Intake</p> <p>2. Deputy will issue each detainee a tub before they are taken to intake. Each tub will include the following items:</p> <ol style="list-style-type: none"> <li>1. Two sheets</li> <li>2. One pillow case</li> <li>3. Two towels</li> <li>4. One washcloth</li> <li>5. One blanket (a second blanket is available upon request)</li> <li>6. One hygiene pack</li> <li>7. One white cup</li> <li>8. One lid for the white cup</li> <li>9. One spork</li> </ol> <p>*Tubs are made up and placed in the change over area in booking.</p> <p>3. Issue detainee handbook and write number on the property form.</p>	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

## **OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM**

## **Module Title: Work Release Detainee Intake and Orientation**

## **PERFORMANCE OBJECTIVE:**

15.	<p>Work Release Contract. **** At the bottom of the contact have the detainee answer the question on chemical usage.# Sentences of less than 7 days do not require a UA test.</p> <p>Review Mantoux results - Completed cards forward to Medical, Cards that still need to be read should be placed on the bulletin board. - Sentences of less than 7 days do not require a Mantoux test.</p> <p>* Detainee should be prepared with Money for fees, documentation on Mantoux results and personal items needed during stay. If detainee is not prepared they will be placed into intake. Money should only be taken by the Sgt./ADS or the work release Deputy.</p> <p>** Admission package includes shower shoes, new white drinking cup, padlock, spork and work release handbook. Items for pack are located in the upstairs storage unit in 1849.</p> <p>*** Up to 30 minutes travel time allowed. Detainee should not automatically be given 30 minutes. Travel time that exceeds 30 minutes must have Duty Sergeant approval.</p> <p>**** If there is an educational or language barrier, read the contract to the detainee. Have them initial each line of the contract to show understanding and re-explain any areas of confusion. Any violation of Contract can result in loss of work release.</p> <p># Chemical usage includes alcohol, prescription medications or illegal drugs. If detainee answers yes to the question, they must submit to a UA test. This is to establish a baseline result. They will be tested again within a reasonable amount of time to ensure that the chemical levels do not increase during their incarceration.</p>					

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Distributing Meals To Detainees

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

<b>Task Steps</b>		1	2	3	4	5	6
1.	When the cart of trays comes to the unit from the kitchen: <ol style="list-style-type: none"><li>a. Count all trays, making sure the count is correct (matches the # of detainees).</li><li>b. Count all bowls, cups, glasses, and utensils, making sure the count matches the number of trays.</li><li>c. Sign the paper on the clipboard hanging on the cart.</li><li>d. Announce "meal time" over the "zone page" on the dukane.</li><li>e. Release detainees from their cells, either one cell at a time or by group release.</li><li>f. Put on plastic kitchen gloves (if in main housing unit detainee workers are passing trays, they <u>must use gloves.</u>)</li></ol>						
2.	When detainees are done eating they should dump their tray and return it to the meal cart.						
3.	After the meal count all the trays and utensils and ensure the number matches what you started with. Also check between the trays for contraband.						
4.	Sign off on the sheet that you have everything.						

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Detainee Movement To And From Cells

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b> 1. <b>ORAL</b> - Physical presence in unit- announce to inmates lockdown in a loud firm voice. 2. <b>MECHANICAL</b> – By using audio components of security control panel explain to detainees what type of movement is required.	1	2	3	4	5	6
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I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

**Module Title:** Process Outgoing Mail From Housing Areas

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

<b>Task Steps</b>		1	2	3	4	5	6
1.	Receive mail from detainee						
2.	Mail must be sent to the Account Clerk unsealed, except for legal mail.						
3.	Inspect legal mail for contraband and have detainee seal the envelope in front of you.						
4.	All mail must have a full return address in the upper left corner of the letter, including the full and correct name of the detainee.						
5.	No envelopes will be mailed with writing or drawings on the outside, and all envelopes should be checked for foreign materials.						
6.	Take all mail to booking and place it in the basket for the Account Clerk.						

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Return Detainee Property From Drawer

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

<b>Task Steps</b>		1	2	3	4	5	6
1.	Identify detainee.						
2.	Find drawer with detainee name written on it.						
3.	Open drawer and check name on property inventory with name of detainee.						
4.	Check the account card box for an account card(be sure to pull the account card when a detainee leaves).						
5.	If detainee owes money fill out an invoice. If they have less than \$10.00 get the Sergeant to give you the money from petty cash. If they have over \$10.00 a check will be cut for them at a later time. Please note this on the property sheet before the detainee signs.						
6.	If it is correct, return property to detainee.						
7.	Have detainee sign property return form.						
8.	Sign and date property return form.						

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

**Module Title:** Answer/Direct Calls From General Public

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b> 1. Phone answering system picks up call and directs the caller. 2. If person is unable to get answer from the message - phone line 8321 rings. 3. Answer the phone "Olmsted County Adult Detention Center and Identify yourself" 4. Maintain a professional bearing at all times. 5. Answer the person's questions if you can in accordance with MN Data Privacy Practices. 6. To transfer a call - push the 8321 line, dial 1596 then dial the 4-digit intercom number that you are transferring the call to and hang up the phone. 7. The red light will flash until the receiving post picks up the call. If no one is available to answer the call will return to you.  **** Public Information is: Detainee's name, arresting agency, charges and conditions of release.	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAIINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Emergency exit alarm

### PERFORMANCE OBJECTIVE:

Following explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

<b>Task Steps</b>		1	2	3	4	5	6
1	Locate the top, white, control box to the left of monitor #1 – labeled emergency exit maglock monitor panel						
2	When activated, the alarm will sound and a round, red dot will indicate the exit door that was activated. (you have 30 seconds to work with)						
3	On monitor #1, pull up the associated camera with that particular exit door (the camera # is marked under the corresponding red dot)						
4	Depress the VCR on/off touch bolt to record						
5	Notify the Duty Sergeant or ADS and notify them of the situation						
6	Depress the top, left, black button on the front of the control box (marked silence) to silence the alarm						
7	Have the Sergeant or ADS respond to the master control post to retrieve the fire keys from inside the Scott-air pack locker						
8	On the fire key ring, locate the 2 small brass colored keys and 1 black 'button' style key. These keys are to be used at the activated emergency exit door to silence and reset the exit alarm						
9	To stop recording depress the VCR on/off touch bolt						
10	After the alarm at the door has been silenced with the key, depress the lower, left, black button on the front of the control box (marked re-set) to re-set and re-arm the control box						



I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

## OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

### Module Title: EMERGENCY EXIT ALARMS

#### PERFORMANCE OBJECTIVE:

<p>Following instruction from the FTO, the trainee will be able to identify, respond to, and reset the Maglock emergency exit door control box with 100% accuracy three consecutive times.</p>		<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>					
<p><b>Task Steps</b></p> <ol style="list-style-type: none"> <li>1. Locate the top white control box to the left of Monitor #1 – labeled emergency exit maglock monitor panel.</li> <li>2. The alarm will sound and a round, red, illuminated dot will indicate the exit door that was activated. (you have 30 seconds to work with)</li> <li>3. On Monitor #1, pull up the associated camera with that particular exit door. (the camera # is marked under the corresponding red dot)</li> <li>4. Depress the VCR on/off touch bolt to record.</li> <li>5. Notify the Sergeant or ADS on duty and advise them of the situation.</li> <li>6. Depress the top, left, black, button on the front of the control box (marked silence) to silence the alarm. NOTE: the exit door alarm is still sounding.</li> <li>7. Have the Sergeant or ADS respond to the master control post to retrieve the fire keys from inside the Scott-air Pak locker.</li> <li>8. On the fire key-ring – locate the 2 small brass colored keys and 1 black/silver button key – these keys are to be used at the activated fire door to silence and re-set the exit alarm.</li> <li>9. To stop recording, depress the VCR on/off touch bolt.</li> <li>10. After the alarm at the door has been silenced with the key, depress the lower, left, black, button on the front of the control box (marked reset) to reset and re-arm the control box.</li> </ol>		1	2	3	4	5	6



I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Emergency Procedures

### PERFORMANCE OBJECTIVE:

Following explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

A.	<b>Task Steps</b> Fire: 1. Inform MC location and nature of fire. 2. Remove detainees from area as defined by post control book. 3. Attempt to put out, control fire. 4. Turn off electrical switches. 5. Close door.  B. Bomb Threat: 1. Notify supervisor who will decide on what course of action to take. (DO NOT USE PHONE OR RADIO) 2. Bomb instruction sheet is located in Master Control  C. Tornado/Severe Weather: 1. Move all detainees back to their cells (detainee cells considered safe areas.) 2. Conduct head count. 3. Notify Master Control  * All emergency procedures need to be reviewed quarterly with supervisor of shift.	1	2	3	4	5	6
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I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAIINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

**Module Title:** Book Federal detainee by completing admissions forms

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

<b>Task Steps</b> <ol style="list-style-type: none"> <li>1. Inventory property and have detainee sign the property receipt. Sign and date. Place money in ziploc bag and drop in safe(log money on the deposit sheet).</li> <li>2. Check for Indigent Card and Complete new account card as needed(note federal detainee at the top of the card).</li> <li>3. Fill out Tennessee Warning with the arresting agency and charge.</li> <li>4. Have the detainee read and if necessary read the Tennessee Warning to the detainee and have them sign it. Then you sign and date.</li> <li>5. Complete Medical questionnaire.</li> <li>6. Have detainee fill out authorized visitor's sheet.</li> <li>7. Have the detainee place the name and telephone number of his/her attorney on a detainee request form and place the request form in the maintenance engineer's box.</li> <li>8. Take mugshot/ID photo, print ID card if the detainee is staying.</li> <li>9. Complete the following computer screens: Jacket, Booking Screens, Classification (place in the hanging file in the Sergeant's office), Charges and additional information (Additional Characteristics, Aliases/Nicknames and Known Associates).</li> <li>10. Print two copies of the booking card.</li> <li>11. Take mugshot/ID photo, print ID card if the detainee is staying.</li> <li>12. Place Tennessee Warning and Booking Card into a RED file folder.</li> <li>13. Print a cell assignment sheet.</li> <li>14. Place cell assignment sheet with ID photo and attached them to a plain manila folder for the housing unit.</li> </ol>	1	2	3	4	5	6

15.	Place medical sheet into nurse's file.						
16.	Prepare Detainee for movement into Unit (strip search/shower)						
17.	Place property and inventory sheet into blue bag and hang in property room give copy of sheet to Detainee.						

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

**Module Title:** Female Strip Search

## **PERFORMANCE OBJECTIVE:**

<p>After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.</p>	<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>
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	<b>Task Steps</b> <ol style="list-style-type: none"> <li>1. Put on rubber gloves, take detainee to a secured area (pink cell),</li> <li>2. Inform detainee that you will be conducting a strip search.</li> <li>3. Instruct detainee to remove her shoes. Check both shoes and remove the soles if possible. You are looking for contraband that may be hidden.</li> <li>4. Instruct detainee to remove her socks, turn socks inside out to inspect the insides.</li> <li>5. Instruct detainee to remove her shirt. (If more than one shirt, remove one at a time, checking collars, seams and pockets.)</li> <li>6. Instruct detainee to remove her bra. After bra is removed, instruct detainee to lift breasts up with her hands one at a time.</li> <li>7. Instruct detainee to remove pants. Check pants pockets, seams and stitching. Be sure to check zipper and waistband turn pants inside out.</li> <li>8. Instruct detainee to remove her underwear, check waistband and seams.</li> <li>9. At this time, detainee is completely naked. Instruct detainee to spread her fingers apart. Check hands front and back for contraband.</li> <li>10. Instruct detainee to lift her hands above her head. Check the front and sides of her torso, make sure to check armpit area.</li> <li>11. With hands still in the air, have detainee open her mouth. Check mouth, make sure to check under the tongue and cheek area.</li> <li>12. Instruct the detainee to tilt her head back. Check inside the nose for contraband.</li> <li>13. Instruct the detainee to turn head from side to side. Check in, out and around each ear.</li> <li>14. With hands still in the air, instruct detainee to turn around. The detainee now has their back to you. Check back</li> </ol>	1	2	3	4	5	6

15.	<p>and legs to ensure that detainee is not hiding anything.</p> <p>Instruct detainee to run her fingers through her hair, looking for any contraband that may be hidden. If a detainee has braids or ponytail, these must be taken out to ensure nothing is hidden.</p>					

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

Module Title: Operates All Classes Of Fire Extinguisher

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b> 1. Locate the nearest fire extinguisher. 2. Hold up right. Pull the pin that goes through the handle. 3. Start back 20 feet, aim at the base of the fire and squeeze trigger. 4. Sweep from side to side at base of fire until fire is extinguished.	1	2	3	4	5	6
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I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: First Report of Injury Report

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b> 1. Verify "Form Completed by" has been completed by employee or Sgt./ADS 2. Verify Employee Section (boxes 2-13) are completed. 3. Verify that all-appropriate boxes (boxes 20-31) in Occurrence Section are completed. 4. Sgt./ADS complete boxes 33 and 36 5. Send one (1) copy and original to the Captain for distribution.	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Formal Disciplinary Reports

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

<b>Task Steps</b>		1	2	3	4	5	6
1.	Review all reports pertaining to Formal Disciplinary Reports.						
2.	Review the deputy portion of the Formal Disciplinary Report, ensure it is properly and completely filled out.						
3.	Conduct an investigation within 24 hours of the alleged violation, determine if a formal hearing is justified.						
4.	Review and complete the duty sergeant portion of the form including the justification for pre-hearing detention if required.						
5.	Forward the formal Disciplinary Report and a copy of all reports to the program director.						
6.	Forward a copy of all reports to the Captain.						

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAIINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Handcuffing Behind The Back

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

<b>Task Steps</b>		1	2	3	4	5	6
1.	Use personal handcuffs or obtain cuffs from property storage. Sign them out.						
2.	Check to ensure that cuffs are loaded and not double locked.						
3.	Have detainee face away from you with arms out behind the back, slightly bent at the waist with backs of hands together.						
4.	Approach detainee from the 2 ½ position (not straight behind or directly from the side).						
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, tighten to the point that you can slip one finger between the cuff and the wrist.						
7.	Repeat this procedure with the other wrist.						
8.	Double lock.						
9.	Complete a pat down search.						
10.	If handcuffs are used in conjunction with leg irons, handcuffs should be removed last and put on first.						

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

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

### PERFORMANCE OBJECTIVE:

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

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

Module Title: Head Counts

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b> 1. Prepare HC lists from New World. 2. Utilizing the Dukane Zone page system announce HC 5 minutes prior to HC and at designated HC times- 0650, 1120, 1620, and 2220, 0230. 3. Detainees must stand at their cell door with ID badge at chest level, in full uniform (Urinating during head count is not allowed) 4. Conduct count by using head count list to check-off detainees as they are counted. 5. Verify the name and picture ID with the actual individual in the cell. 6. Verify count against computer and cell assignment sheet. 7. Sign and initial badge # on count sheet. 8. Forward the sheet to the Training and Compliance Sergeant.  .	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAIINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Indigent Detainees

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

<b>Task Steps</b>		1	2	3	4	5	6
1.	Call or ask Sergeant if detainee has been without funds for specific period of time. (Detainee must be without funds for at least 10 consecutive days before eligible.)						
2.	If no, inform detainee that he/she is ineligible.						
3.	If yes, instruct detainee to fill out a detainee request and hand back to you.						
4.	Check Detainee Medical sheet for any ongoing items (i.e. dandruff shampoo, dove soap) and then check detainee room to make sure items requested is needed.						
5.	Fill in any comments, sign and give to Sergeant.						
6.	Sergeant or ADS will forward request to appropriate source.						

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Daily Individual Account Activity Form

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b> Enter the date in the left column. Enter detainee's last name and first name in the next column. Enter transactions in appropriate column and at the same time enter the same information on the detainee's account card. Total all columns, entering the total at the bottom of the page. Transfer all column totals to the Cumulative Account Activity Form.	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

Module Title: Accept/Deny newly arrested injured Detainee

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b> Begin an assessment of the arrestee in the ADC garage using the medical safety checklist. Determine whether the arrestee is acceptable or needs to be seen for medical attention. Are there symptoms that may indicate medical and/or mental health reasons not to accept the arrestee? Have Gold Cross examine the arrestee if necessary. If the arrestee refused medical attention at the scene is not sufficient reason for acceptance, refer for medical attention if required. If the arrestee is unacceptable, deny accepting custody of the arrestee. Have arresting agency take the arrestee to the emergency room for treatment.	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

Module Title: Work Security- Inspect Post

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

1.	<b>Task Steps</b> 1. Post will have a post radio, keys, post orders, and a copy of policy and procedure manual. 2. Inspect post for cleanliness, and damage to property, cameras and intercoms, locks and all mechanical security hardware. 3. Note any changes in equipment, accumulations of contraband, or any situation that would constitute a life threatening situation, or security hazard. Check outdoor recreation yards, cleaning closets and visiting rooms. 4. List in log any corrective action required in the Maintenance Log. 5. Note any problems or concerns in the Daily Housing Log.	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

Module Title: 0230 hours Key Log

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

<b>Task Steps</b>		1	2	3	4	5	6
1.	Receive keys from each unit and retrieve keys from lock box in property storage room.						
2.	Check each post key ring for individual key against key log.						
3.	Place a check mark on the key log for each verified key.						
4.	Note broken and/or damaged keys on the log.						
5.	Attach key log to daily Sgt./ADS log and file in brown folding file in Sgt.'s office.						
6.	Return keys to unit deputy and lock box.						

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Inspect Laundered Items In Units

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.		1. Trainee reads/reviews task document 2. FTO explains and demonstrates 3. Trainee explains as FTO performs 4. Trainee explains and demonstrates 5. Trainee practices 6. Trainee performs task unassisted					
1.	<b>Task Steps</b> <p>As the laundry cart comes to the unit, hold the cart outside the unit and inspect for contraband. The power shift Deputy will take the laundry carts to the main housing unit at 1000 hours. The power shift Deputy or a rover will take the laundry carts to the intake unit in the afternoon. Upon completion the Deputy will turn the cart over to the 1850 Deputy. The Deputy conducting laundry exchange in the 1800 will receive the carts from the detainee workers and inspect for contraband.</p> <p>Pass out the laundry to detainees. Exchange on a one for one basis making sure that the correct size is given (If the detainee is a medium do not give XL clothes). Shake out each item as a second check for contraband.</p> <p>Laundry exchange will be conducted at the following times for the housing units: 1953- 1330-1400 hrs. in hallway of unit. 1850- 1400-1430 hrs. in hallway of unit. 1800- 1015-1100 hrs. in sallyport. 1713- will be stocked as needed.</p> <p>Laundry shortages will be placed on a list along with Deputy's initials and badge number. Only items on the list will be allowed back into the housing unit.</p>	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

**Module Title:** Providing detainee access to legal material

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

<b>Task Steps</b> 1. If the detainee is represented, refer him/her to their counsel. * There is also a law section in the detainee library.  2. If detainee is pro-se (representing him/herself) have the detainee fill out a request form indicating exactly what material they are looking for.  3. Sign the request form and forward it to the Program Department through the Duty Sergeant.	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

PDALM

Policy 8-12

Module 7

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Leg-irons

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

Task Steps	1. Check out leg-irons from the property storage area in booking. 2. Check leg-irons to ensure that they are in proper working order. 3. Make sure that leg-irons are not double locked and are ready (loaded) to be placed on detainee. 4. Have detainee kneel in chair. Make sure that chair is supported by a wall or counter. 5. Grasp leg-iron firmly in one hand holding them so that the keyhole will be toward the floor after being placed on detainee. 6. Place the single strap against the detainee's leg and push the leg-iron so that it encircles the leg. 7. Repeat step 6 on other leg. 8. Adjust both leg-irons for tightness. (place little finger between the cuff and the leg - the cuff should not be tight against the skin) 9. Double lock leg-irons.	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

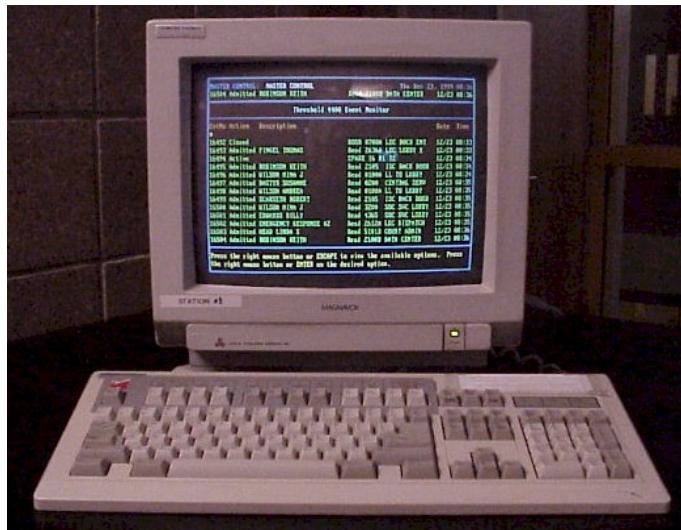
Module Title: Logging on to the Court Security personal computer.

## PERFORMANCE OBJECTIVE:

Following explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

<b>Task Steps</b>		1	2	3	4	5	6
1	Verify the 'log-in' status in the top left hand corner of the computer monitor display screen. <ul style="list-style-type: none"><li>▪ Unattended = Master Control is NOT logged on to the computer terminal</li><li>▪ Master Control = Master Control IS logged on to the computer terminal</li></ul>						
2	If Master Control is NOT logged on – depress the F10 key						
3	Select 'log-In' – depress the enter key <ul style="list-style-type: none"><li>▪ This should be the first option and highlighted in a different color</li></ul>						
4	Type 'Master Control' for the operator name – depress the enter key						
5	Type '1900' for the password – depress the enter key						
6	Log-in is complete						



I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Male Strip Search

### PERFORMANCE OBJECTIVE:

Following explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b>	1	2	3	4	5	6
1.	Put rubber gloves on, take the detainee to a secure area						
2.	Instruct the detainee To take off his shoes, Check both shoes, removing insoles if possible. You are looking for any hidden compartments or anything out of the ordinary						
3.	Instruct the detainee to remove his socks, Check the socks by putting your hand inside, and turning them inside out						
4.	Instruct the detainee to remove his shirt. (if more than 1 shirt remove 1 shirt at a time), Check the shirt(s) pockets if any, seams and stitching						
5.	Instruct the detainee to remove his pants, Check the pants pockets and all seams and stitching, also check the zipper and waistband. Pull the pants inside out checking the legs.						
6.	Instruct the detainee to remove his underwear, Check the underwear seams and stitching						
7.	Now the detainee should be completely naked, instruct the detainee to spread his fingers apart. Check his hands front and back for any contraband						
8.	Instruct the detainee to raise his hands in the air over his head. Check the front and sides of his torso, including the armpit area. Also look at the front and sides of his legs.						
9.	While the detainee has his hands in the air instruct him to open his mouth. Using your flashlight shine the light into the mouth, checking above and below the tongue and the sides of the mouth						
10.	Instruct the detainee to tilt his head back Using your flashlight shine the light, so you can look into his nose for any contraband						
11.	Instruct the detainee to turn his head side to side as you check in, out and around each ear for any contraband.						
12.	With his hands still in the air instruct the detainee to turn around, so you are now viewing his backside, check his back, and legs for any contraband that may be taped to his body.						

13.	Instruct the detainee run his fingers through his hair for any contraband that may be in his hair. (Note: if the detainee has braids or a ponytail, these must be taken apart to ensure a proper search).			
14.	Instruct the detainee to lift his scrotum and raise one foot off the ground spreading his legs, revealing his inner thigh and scrotum area			
15.	Instruct the detainee to bend over and using his hands spread his butt cheeks apart, spreading his cheeks to reveal his anus			
17.	Using the light of your flashlight, look at his anus for any sort of contraband			
18.	With the detainee's backside to you, instruct him to bend his knee and raise his right foot off the ground. Checking the bottom of his foot and in between the toes. (Do the same to the left foot)			
19.	Instruct the detainee to get dressed (Note: If any contraband is found a report must be written covering the entire strip search).			

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

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FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

Module Title: Motorola Mercury / man-down / emergency alarm

## PERFORMANCE OBJECTIVE:

Following explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b>	1	2	3	4	5	6
1	Locate the bottom, white, control box to the left of monitor #1 – labeled C-Mark II						
2	When activated, the alarm will sound and a red illuminated # will blink on the display screen						
3	Verify/confirm, on the master control roster, the corresponding radio # and Deputy and their location						
4	Depress and hold down the lightning bolt on the post microphone						
5	Announce:  <b>"Attention all units we have an emergency in _____ please lockdown and respond immediately"</b>						
6	Open appropriate doors for assistance to respond						
7	On monitor #1, pull up the associated camera where assistance was needed						
8	Depress the VCR on/off touch bolt to record (if applicable)						
9	Depress the lower, right, black button on the alarm box control panel 2 times to silence and re-arm the alarm box						
9	To stop recording depress the VCR on/off touch bolt						



I certify that the trainee demonstrated proficiency concerning this task.

DATE:

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FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Master Control Camera Reset

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

<b>Task Steps</b>		1	2	3	4	5	6
1.	Identify the number of the camera coming up.						
2.	Identify the monitor that it is coming up on.						
3.	Hit the monitor button						
4.	Enter the number of the monitor identified in step 2						
5.	Hit the monitor button						
6.	Enter the camera number identified in Step 1						
7.	Hit the bypass button (that will delete the camera from the sequence)						
8.	Leave a note or send an email to the maintenance engineer that you have bypassed the camera.						

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

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# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Meal Count

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b> Breakfast—0700 Lunch—1130 Supper—1700  <ul style="list-style-type: none"><li>• Meal counts should be called to Master Control as follows:</li><li>• Breakfast by 0400</li><li>• Lunch by 1000</li><li>• Supper by 1500</li></ul> <b>UNITS 1800 &amp;1953</b> Count the detainee cell assignment sheets in the cell assignment sheet binder. Detainees going to arraignment are not counted for the lunch count. They will be fed in booking. Call that count up to Master Control. Master Control will notify the kitchen.	1	2	3	4	5	6
1.	UNIT 1850 (Work Order and Female) Take Work Release (male) meal sign up sheet from the housing unit. 2. Count detainees who signed up for a meal. 3. Count females <u>present</u> . 4. Add the two counts together. 5. Call final count to Master Control.						

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

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## **OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM**

**Module Title:** Booking Meal Count

## **PERFORMANCE OBJECTIVE:**

<p>By the sixth step of this module, the trainee will be able to order meals for the booking post accurately five times unassisted.</p>		<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>					
1.	<p><b>Task Steps</b></p> <p>Count the number of detainees at the post.</p> <ul style="list-style-type: none"> <li>a. If ordering for lunch during the week, count the number of detainee ID badges for those who are in arraignment and scheduled court.</li> <li>b. Make sure to include in the count any new arrests (warrant or otherwise) who will be going to arraignment.</li> </ul> <p>2. Check the daily transport log for any transports coming in during meal times. *This is usually located on the same page as the scheduled court listing.*</p> <p>3. Add up the numbers from steps one and two.</p> <p>4. Call that number up to Master Control by 1000 hours.</p>	1	2	3	4	5	6

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I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Medication Distribution

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

<b>Task Steps</b>		1	2	3	4	5	6
1.	Identify the detainee requesting medications by his/her ID badge.						
2.	Locate the appropriate medication log sheet.						
3.	Verify the time the medication should be taken.						
4.	Ensure the medication name and the amounts are the same in the drawer as on the medication log sheet.						
5.	Ensure the detainee has their white plastic drinking cup full of water.						
6.	Open the medication and give to the detainee in their hand or a med cup. (Try not to touch the medication with your hands.)						
7.	Watches the detainee swallow the pill.						
8.	Have detainee open mouth and lift tongue to make sure that the pill(s) was swallowed. Use your flashlight for clearer light if needed.						
9.	Place your initials and the time in the appropriate spot on the medication log.						
10.	Have the detainee initial the medication log in the appropriate spot.						
*	Do not leave any open medication in the med cassette or allow the detainee to walk away with meds.						

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAIINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

Module Title: Releasing Money to Detainees with over \$9.99

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b> 1. Retrieve detainee account card from active account card file. 2. Place the balance amount in the debit column of the account card balancing the card to zero. 3. Determine if the detainee wishes to pick up the check or have it mailed. 4. Write in the comment area of the account card the disposition of the check (mailing address/pick up) 5. Write the detainee name and amount of the check in the "checks paid to detainees" column (E) of the Daily Individual Account Activity Form. 6. Place account card on the clipboard to be forwarded to the Clerical Supervisor.	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

**Module Title:** New Detainee Orientation to Units 1800, 1953, and 1850 F

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

<b>Task Steps</b>		1	2	3	4	5	6
1.	Show the detainee around the housing unit: Showers, cleaning closet, cell, and bulletin board.						
2.	Explain general rules. Bottom cell assignment not allowed on top tier, do not go in anyone else's cell, everyone must clean common areas, explain programs, respect others, don't cross red lines, when to cross blue lines.						
3.	Do cell inspection and explain to detainee process taken in the event of damage to Detention Center property.						
4.	Ensure that detainee has a handbook and explain the importance of reading it. Assist if the detainee can't read.						

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: NWS Photo Imaging/Mug Shots

### PERFORMANCE OBJECTIVE:

<p>After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.</p>	<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>
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	<b>Task Steps</b> <ol style="list-style-type: none"> <li>1. After a detainee is booked into the New World System escort them to the Booking Identification Room.</li> <li>2. While in the Identification room the door to the room on the side to which you entered must be left open during the time you are there.</li> <li>3. Sign on New World System Mug Shot PC.</li> <li>4. Go to Work with Housed Inmates and type "10" to the left of the individual you wish to create a mug shot for. Then press enter.</li> <li>5. Press Shift-F10 and tab down to the left of "Narrative". Type a 2 and press enter.</li> <li>6. Press F6 to add the mug shot.</li> <li>7. Press F4 to prompt table and select M for mug shot.</li> <li>8. Press F4 to prompt table. Page down once and select mug shot by typing a 1 to the left and press enter.</li> <li>9. Press enter.</li> <li>10. Position subject in the center of gray background board.</li> <li>11. Click the capture button and instruct person to look directly at the camera. Click ok. Wait for approximately 1-2 minutes for image to process.</li> <li>12. Once image appears, to the left and bottom of the screen is a scroll bar. Drag this scroll bar to the center.</li> <li>13. To the top and to the right is a scroll bar. Drag this bar to the center.</li> <li>14. To the bottom and to the right is a scroll bar. Drag this bar to the right until red box is centered over persons face.</li> <li>15. At the top right scroll bar, drag it down until persons head is at the top of the red box.</li> <li>16. Click proceed button and instruct person to turn left and look directly at the wall. Click ok and wait 1-2 minutes for image to process.</li> <li>17. Once image appears, to the left and bottom of the screen is a scroll bar. Drag this scroll bar to the center.</li> </ol>	1	2	3	4	5	6

18.	To the top and to the right is a scroll bar. Drag this bar to the center.					

19. To the bottom and to the right is a scroll bar. Drag this bar to the right until red box is centered over persons face.
20. At the top right scroll bar, drag it down until persons head is at the top of the red box.
21. Click proceed.
22. If image is what is desired, click save.
23. THIS STEP AND THE STEPS FOLLOWING ARE ONLY NECESSARY IF THE DETAINEE IS STAYING. DO NOT PRINT AN ID IF THE DETAINEE IS NOT GOING TO BE STAYING.  
At the top of the screen, click on the word "View" and then "Templates". When Word is launched and a dialog box appears, click on "ID".
24. Once ID is created in Word, click the print button.
25. Once the ID is created, click on the small x in the upper right hand corner to close Word. Then click Exit button to return to New World System jacket.

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

Module Title: Operate Security Elevator

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b> Upon receiving a call from an authorized person for use of the elevator, turn the key from the NORMAL position to the MASTER position.  2. Select camera 12 to monitor activity in the elevator.  3. Press the button for designated floor. After passengers have left the elevator, return the key to the NORMAL position.  * As this elevator is also used for freight and maintenance, it is important to always return the key to NORMAL position.	1	2	3	4	5	6
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I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAIINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

Module Title: Operate Radio Base Station

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b> Select RADIO INTERE for ADC transmissions by pushing the uppermost green button SELECT CALL which is directly under the RADIO INTERE. The green light to the left will light up. 2. Adjust the volume of the selected channel by adjusting the top left button, SELECT. 3. Adjust the volume of the unselected channels by adjusting the top right button, UNSELECT. 4. To respond to a transmission, push the TRANSMIT button. Release the button when you are finished speaking. Call deputies by their post numbers, always be professional. 5. To transmit on any other channel, push the RED Transmit/Busy Button.  *Note: Our base station radio in Master Control monitors channels 1,2,3, and state wide. Channel 5 is the ADC channel and Channel 3 is Court/Warrants.	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Operate Video Recording Equipment

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b>	1	2	3	4	5	6
1.	<p><b>Task Steps</b></p> <p>At the beginning of a shift in Master Control, the deputy will check the VCR and tape to ensure that there is available space on the tape and the VCR is ON.</p> <p>2. To activate recording devices, touch the bolt labeled VCR ON/OFF just below the 2 monitors on the panel. The yellow LED will light up indicating that the device is recording.</p> <p>3. Select the camera to be recorded and ensure that it is on MONITOR #1. The date, day and time will appear on the far right top of the screen.</p> <p>4. To stop recording, touch the bolt labeled VCR ON/OFF.</p> <p>5. New arrests brought into the ADC Garage Sallyport should be videoed.</p> <p>6. All critical incidents should be recorded if possible.</p>						

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

PVRE

Policy 3-9

Module 37

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Pat Search

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

<b>Task Steps</b>		1	2	3	4	5	6
1.	With gloves on and while detainee is handcuffed check all pockets and remove items and place on the counter being careful to remove all hats and belts. (Any item that could be used as a weapon should be placed out of detainee's reach)						
2.	Remove handcuffs and have detainee place hands on the counter.						
3.	Have detainee remove items from their hair and run their fingers through to ensure that nothing is lodged or hidden there.						
4.	Have detainee show you the backs of their ears, face you and open their mouth making sure to check under their tongue and between cheeks and gums.						
5.	Have detainee place their hands back on the counter, take a step back from the counter and place their feet shoulder width apart.						
6.	Check their collar, breasts and waistband.						
7.	Choose one side of the body and proceed down arm, side and leg using hands in a squeezing motion try not to slide hand in case of sharp objects on detainee. Unroll any clothing that is cuffed or rolled.						
8.	Proceed to opposite side.						
9.	Have detainee remove shoe and place hands back on counter.						
10.	Check detainee's socks						
11.	Check detainee's shoes						
12.	Have detainee remove any body piercing and inventory them on the property sheet						
13.	Inventory property.						

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Test Detainee For Intoxication Level ( Old PBT)

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<ol style="list-style-type: none"><li>1. Remove PBT from case.</li><li>2. Place new mouthpiece in PBT.</li><li>3. Check setting for .00 reading.</li><li>4. Press <u>set</u> button.</li><li>5. Instruct detainee to blow into mouthpiece, and keep blowing until told to stop.</li><li>6. Have detainee blow into mouthpiece.</li><li>7. Press <u>read</u> button during blow, and hold it.</li><li>8. Read the level of intoxication on front of PBT.</li><li>9. When finished press the set button and return the PBT to the box(this helps save the batteries).</li></ol>									
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I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

Module Title: Balancing Petty Cash

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b> 1. Remove petty cash box from safe. 2. Count the amount of cash that is in the cash box. 3. Total the amount of cash and the balance of the petty cash account card balance, they need to total \$200.00.	1	2	3	4	5	6
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I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Petty Cash to Released Detainees

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b> 1. Retrieve account card from active account card file. 2. Place the balance amount in the debit column of the account card to balance the card to zero. 3. Remove petty cash box from safe. 4. Remove from the cash box the amount to be returned to the detainee. 5. Place initials, date, time, amount removed and detainee's name on the next line of the petty cash account card. 6. Place the detainee's account card in the cash box and return cash box to safe. 7. Write the amount returned to the detainee in the petty cash column (F) of the Daily Individual Account Activity Form.	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

Module Title: 1953 D Phones

## PERFORMANCE OBJECTIVE:

After explanation and demonstration, the trainee will be able to cite times and turn phones on and off as necessary for those times.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b> 1. Go to the back room in Master Control and locate telephone panel on back wall. 2. Flip phone switches for 1960, 1961, 1962 to the "on" position. 3. At the designated shut off time, flip the switch to "off" position.	1	2	3	4	5	6
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I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Portable body / panic alarms

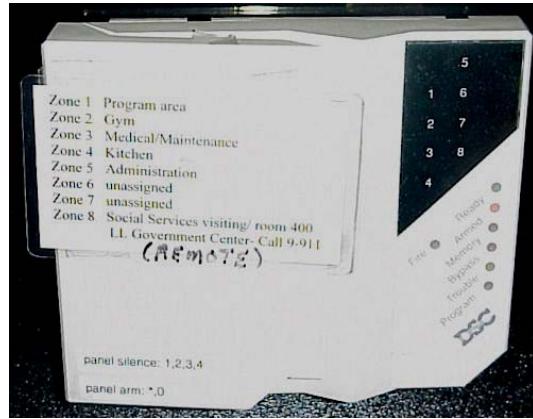
### PERFORMANCE OBJECTIVE:

Following explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b>	1	2	3	4	5	6
1	Locate the white, angled control box labeled DSC in front of monitor #1						
2	When activated, the alarm will sound, accompanied with a red illuminated indicator light completely covering a number on the display screen in the right hand corner of the control box						
3	The covered number is assigned to a specific zone where assistance is needed						
4	Refer to the laminated card taped to the front of the control box to confirm the zone location:  Zone 1 – program area Zone 2 – Gym Zone 3 – medical / maintenance Zone 4 – kitchen Zone 5 – administration Zone 6 – unassigned Zone 7 – unassigned Zone 8 – Social Services visiting Room #400 – in LL of Gov't. center – call 911						
5	When the sound, light, and zone is confirmed, depress the hold down the lightning bolt side of the post microphone and announce:  <b>"Attention all units we have an emergency in _____ please lockdown and respond immediately"</b>						
5	Open appropriate doors for assistance to respond						
6	On monitor #1, pull up the associated camera where assistance was needed						
7	Depress the VCR on/off touch bolt to record (if applicable)						
8	Open the left, hinged side door of the control box						
9	Depress numbers 1, 2, 3, 4						
10	Alarm is silenced and un-armed						
11	Depress the asterisk (*) and then # 0						

12	Alarm is armed and activated						
13	To stop recording, depress the VCR on/off touch bolt again						



I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Post 1850 Voice Mail

### PERFORMANCE OBJECTIVE:

Following explanation, demonstration, and practice from the trainer, the trainee will be able to complete this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b> From the phone at post 1850: 1. Enter 9-1, listen for dial tone. 2. Enter 7370 3. Press the pound key (#) at the prompt. 4. Enter 1593 (mailbox number) 5. Enter current password. 6. Listen to messages 7. Press 7 to erase messages. 8. Press 9 to save messages. 9. Press 33 to skip a message 10. Press star (*) to exit the system. (this is important to do as the system may otherwise lock up.) 11. To forward the intercom to Master Control and the outside line calls to voice mail press 7*7. 12. To un-forward the phone press 7**. From the phone at the 1849 post 1. Hit the pool line button. 2. When you get the dial tone press 7370. 3. Enter the current password. 4. Listen to messages. 5. Options to erase, save, skip, and exit the message menu is the same as above. 6. You will not forward or un-forward the phone on the 1849 side of the post.	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Post Alarms

### PERFORMANCE OBJECTIVE:

Following explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b>	1	2	3	4	5	6
1	Locate the far right, middle section of the Easter Owens control panel – labeled Post Alarms						
2	When activated, the alarm will sound, accompanied with a yellow illuminated indicator light						
3	The yellow indicator button is labeled with the corresponding post number						
4	When the sound, light, and unit is confirmed, depress the hold down the lightning bolt side of the post microphone and announce:  <b>"Attention all units we have an emergency in _____ please lockdown and respond immediately"</b>						
5	Open appropriate doors for assistance to respond						
6	On monitor #1, pull up the associated camera where assistance was needed						
7	Depress the VCR on/off touch bolt to record (if applicable)						
8	Depress the touch bolt next to the illuminated button to silence and reset the post alarm						
9	To stop recording, depress the VCR on/off touch bolt again						



I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

Module Title: Post Power Cut Off

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b> 1. Push the large yellow button (on the Easter Owens panel) to cut the power to a specific post. 2. Turn the key directly below that yellow button to restore power.	1	2	3	4	5	6
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I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Property Inventory

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

<b>Task Steps</b> 1. Remove property form and k-pac from the drawer. 2. Write detainees full name, the date and time legibly on the top of the property form. 3. Number each item inventoried 4. Write a description of item (i.e. pink lighter or partial pack of cigarettes) After each item is noted, place in k-pac bag. 5. DO NOT USE WORDS LIKE GOLD, SILVER, DIAMOND INSTEAD USE YELLOW COLORED OR SILVER COLORED OR WHITE STONE. BE SURE TO NOTE THE NUMBER OF STONES ON JEWELRY. 6. Count the number of keys on all key rings and note it on the property form. 7. When all property except money is in the k-pac. Seal the k-pac. 8. Obtain money log and ziploc bag place detainees complete name and date legibly on log. 9. Count each denomination of money separately and note the number of each in the appropriate spot on the log. 10. Enter the total amount of currency and coin in the correct space provided. 11. Enter the total amount of all currency and coin in the space provided with your initials and badge number. IF THE AMOUNT EXCEEDS \$100 DOLLARS HAVE A SECOND DEPUTY VERIFY YOUR COUNT. 12. Enter total on Property form in the space provided. 13. Money should be counted in front of detainee and placed into ziploc bag with money log and zip shut. 14. Detainee should verify inventory on form and read disclaimer and sign. If detainee refuses to sign form, put the word refused on signature line. 15. Sign sheet and place badge number next to your signature.		1	2	3	4	5	6

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I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Detainee Razor Control

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b> * Night deputy will check that every detainee has a razor with his/her name on it, cell number. These will be stored in the special razor drawer provided at each post. (Exception is male work release & female work release. * Razors will be given to detainees, upon request, at 0700 each morning & must be return before 0900. 1. Take a blank sheet of paper marked "Razors". 2. Write down each detainee who asks for a razor- give them the correct razor. 3. Cross off their name when the razor is returned. 4. New razors can be issued for old between 0700 and 0900, but old razors must be disposed of in the hazard container.  5. Razors given to detainee's classified as suicidal will have red writing on them and those detainee will be watched closely during the time they have the razor.	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

**Module Title:** Relay Mail

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

<b>Task Steps</b>		1	2	3	4	5	6
1.	Check mailboxes in Administration twice daily for incoming mail.						
2.	Take mail to your assigned housing unit.						
3.	Distribute individually to each detainee. Be sure to verify identity through recognition or roster card photo.						
4.	Do not give mail to anyone other than the addressee.						
5.	Do not leave mail in cells.						
6.	Hold mail at the post for detainees if they are not available.						

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

RM

Policy 10-8

Module 10

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Releasing a Detainee

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

<b>Task Steps</b> 1. Verify the release papers of the detainee to be released. This can include Court Orders, Apprehension Order Release Forms, a TTY from the DOC, bail receipt, bail bond, etc. 2. Check the "Hot Sheet" for any active Apprehension Orders 3. Check the computer for civil papers that need to be served. 4. Complete an NCIC check for warrants or other holds. 5. Check the detainee's documents screen in New World to see if there are any special instructions for the detainee's release. This can include Victim Notification, having the detainee sign a waiver of extradition, or contacting the detainee's Probation Officer. * If this is a victim crime, the following needs to be completed: <ul style="list-style-type: none"> <li>• Contact the victim and complete the victim notification letter (allowing up to 2 hours to make contact with the victim prior to releasing the detainee).</li> <li>• If the victim <b>has not been contacted</b> within the 2-hour time limit, put notes in the computer screen and complete the victim notification letter prior to releasing the detainee.</li> <li>• If there is no victim information available, attempt to locate this information by addressing this to the Duty Sgt, check with records or the arresting agency.</li> <li>• Contact the women's shelter with all the information in the victim information log.</li> <li>• Add notes to the victim information log/screen regarding that contact was/wasn't made, with the names of the individuals you spoke with and date &amp; time.</li> </ul>	1      2      3      4      5      6
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6.	Verify the identity of the detainee to be released by checking his or her ID Badge.					
7.	Obtain the detainee's property bag from the locked property room in booking and bring it into the changeover room.					
8.	Remove any K-Paks from the detainee's property bag, as K-Paks often contain cigarettes, lighters, or other contraband. Verify that all items listed on the property form are in the K-Pak and or the blue property bag.					
9.	Take the detainee into the changeover room and instruct him to empty the contents of his or her tub into the correct bins. <ul style="list-style-type: none"> <li>a. Make sure that the detainee does not have any Adult Detention Center property in his or her possession.</li> <li>b. Make sure that the detainee turns in his cup and spork. If he does not have the cup or spork, the detainee will be charged for it.</li> <li>c. Check all ADC property (sheets, clothing, tub, handbook, etc.) for damage. If the property is damaged, the detainee will be charged for it.</li> </ul>					
10.	Instruct the detainee to change into his or her street clothes. Make sure to write your initials or badge number in the column on the back of the blue property form that reads "Deputy Releasing Property" for each item that you give back to the detainee. Again verify that all items on the property sheet are accounted for.  ANY CONTRABAND ITEMS ie: CIGARETTES, LIGHTERS ECT. SHOULD BE HANDED TO THE DETAINEE WHEN THEY ENTER THE SALLYPORT TO LEAVE.					
11.	Check to see if the detainee has any money on his debitek card by using the card reader in the Sergeant's office. <ul style="list-style-type: none"> <li>a. If the detainee has money on his debitek card, write the amount down and turn the card over to the duty sergeant.</li> <li>b. If the detainee has no money on his debitek card, throw the card in the garbage.</li> </ul>					
	<b>*DO NOT GIVE THE DEBITEK CARD TO THE DETAINEE TO KEEP.*</b>					
12.	Pull the detainee's account card from the black box in the Sergeant's office. <ul style="list-style-type: none"> <li>a. If the detainee has a zero balance on his account card,</li> </ul>					

	<p>take the card and place it in his file.</p> <ul style="list-style-type: none"> <li>b. If the detainee owes the ADC money, fill out an invoice and place the account card in the file. Give the invoice to the detainee.</li> <li>c. If the detainee has more than \$9.99 on his account, ask him for a mailing address where the Adult Detention Center can send him a check. Write the address on the back of the blue property form, and on the account card.</li> <li>d. If the detainee has \$9.99 or under on his or her account card, ask the Duty Sergeant to get you the money out of petty cash.</li> </ul> <p>13. Verify that all of the "Pre-Release Checklist" steps listed on the back of the property form have been completed.</p> <p>14. Ask the three release questions. Mark down any referrals that were made.</p> <p>15. Fill out all other appropriate areas on the back of the property form.</p> <p>16. Have the detainee sign the back of the property form. By signing this, the detainee is acknowledging that we have returned all of his property to him.</p> <p>17. Make a copy of the back of the property form and give it to the detainee.</p> <p>18. Escort the detainee to the sallyport and ensure that they enter the sallyport and secure the door behind them.</p>					
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I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Report Writing

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

		1	2	3	4	5	6
	<b>Task Steps</b> 1. On scratch paper write down the events as you remember them. 2. Begin the report by writing a synopsis. (A brief summary of the event) making sure that you use full names (last, first middle) and complete dates of birth (mmddyyyy) 3. Write the body of your report "Officers Observations/Actions" using clear and concise languages in a bullet format. <ul style="list-style-type: none"><li>• No abbreviations</li><li>• Facts not feeling</li><li>• Using complete thoughts</li><li>• Remembering to include who, what, where, why and how</li></ul> 4. The final section "disposition" is a summary of the outcome of the event with lockdowns or other disciplinary statements included or that the detainee is pending a formal hearing. All medical data that is pertinent to the event should be included. 5. All deputies involved in the incident or event should include a supplemental report(s).						
**	An example report from trainee should be included with this module upon completion.						

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Responding to Grievances/Complaints

### PERFORMANCE OBJECTIVE:

<p>After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.</p>		<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>					
A.	<b>Task Steps</b> Grievances are classified as Informal, Formal, or Emergency Informal – A detainee may voice to any staff member at any time (the unit deputy, at that time, will be the most likely to respond). 1. Simply talk with the detainee about the complaint 2. Answer any questions you may be able to 3. Give your final decision/answer 4. If you cannot resolve the complaint, have the detainee file a formal complaint	1	2	3	4	5	6
B.	Formal 1. Instruct detainee to fill out a request form, state specifically what the complaint is and hand back to unit deputy. 2. Unit deputy will review, make comments in "comment" area, initial with badge # and initials, and forward to Supervisor on duty. 3. Supervisor may answer or forward to appropriate source.						
C.	Emergency – defined as "an immediate threat to the welfare or safety of a detainee." 1. Refer to Policy 8-6 for proper procedure.  **Always keep a copy of the grievance in the detainee housing file.						

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Safety Chair

<b>PERFORMANCE OBJECTIVE:</b> <p>After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.</p>		<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> <ol style="list-style-type: none"> <li>1. Staff will request authorization to utilize the safety chair.</li> <li>2. The duty Sgt. or its designee will appoint a minimum of three staff to assist with placing a detainee into the safety chair.</li> <li>3. Staff will have detainee lay face down in a prone position.  <b>** Staff will position themselves so that a person is grasping each arm, one on the right, and one on the left. The third person will secure the legs in preparation for leg-irons. Staff may utilize a spit shield if necessary.</b></li> <li>4. Staff will place restraints onto the detainee: handcuffs behind the back and leg-irons to secure the legs.</li> <li>5. Staff will search the detainee to remove contraband and any detainee property. (ie. Glasses, jewelry, shoes, socks, belt etc.)</li> <li>6. Staff will place the detainee in the chair in the seated position, facing forward.  <b>** Staff will position themselves so that a person is able to secure each arm, one on the right, and one on the left. The third person will be utilized to secure the head from behind the chair by keeping it tight against the backrest and utilizing pressure point techniques on the mandibular.</b></li> <li>7. Staff will secure the lap belt across the detainee and pull it snug.</li> <li>8. Staff will place the leg-iron chain over the chain retainer clip that is mounted on the frame of the chair.</li> <li>9. Staff will attach the handcuff tether to the chain of the handcuffs.</li> </ol>		1	2	3	4	5	6

10.	Staff will remove the right hand/arm from the handcuff and place it into the right wrist/arm strap and pull it snug.  ** Utilize wristlock technique if detainee is resisting.					

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Scheduled Court

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b>  1. Check to make sure the detainee has no personal items with them except court or legal papers. No pencils, combs, etc. Retrieve the handcuffs needed from the property room in booking and sign them out. 2. Have the detainee on the 5 <sup>th</sup> or 6 <sup>th</sup> floor holding area 30 minutes prior to the scheduled hearing time. 3. When you receive the call that they are ready for the detainee in the courtroom notify the 5600 post Deputy at 3008 or the warrants Deputy via the radio on channel 3. 4. Wait for the Warrants Deputy to notify you via the radio that they are in the courtroom. 5. Take the detainee into the courtroom. If the courtroom is 5 or 6 you will need to handcuff the detainee and lead them through the secured hallway and un-cuff them before entering the courtroom. When going into court room #5 you will need to go through the jury room. 6. If and when the detainee's attorney arrives at the holding area, you will need to let the detainee out of the holding cell and into the conference room. 7. During the court appearance you are to sit directly behind the detainee. 8. Have the detainee face forward at all times. There is absolutely no contact with any one in the back of the courtroom, either physical or verbal. 9. When <u>all</u> the detainees from the holding area are done with court you may escort them back to the booking area. 10. If you are on the 6 <sup>th</sup> floor you will need to stop on the 5 <sup>th</sup> floor to get the detainee a copy of the court order and a copy for the booking Deputy if the detainee is going to be released. Non-support cases will not have a printed court order. The court reporter will give you a hand written copy of the court minutes before you leave the courtroom. Unless the detainee is	1	2	3	4	5	6

	<p>released you will need to stop on the 5<sup>th</sup> floor and give the court minutes to the 5600 post Deputy.</p> <p>11. When you get back to the booking area return the detainees ID to them and send them back to their housing unit.</p> <p>12. Tell the booking Deputy if anyone is released and give them the court order that states the release and the conditions of release if there are any.</p> <p>13. Return the handcuffs to the property room in booking and sign them back in.</p>						
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I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Sound Emergency Siren/Alarms

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<p><b>Task Steps</b></p> <p>In case of emergency the post deputy can:</p> <ol style="list-style-type: none"><li>1. Manually press the button on the portable radio. OR</li><li>2. Press the large red button on the Easter Owens panel.</li><li>3. If your portable radio is tipped over for 10 seconds it will also sound an alarm.</li><li>4. You may also use the open line function on the cordless phone to Master Control, when the situation is questionable and may need only limited assistance.</li></ol>	1	2	3	4	5	6
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I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

Module Title: Supervises Visitation

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

<b>Task Steps</b>		1	2	3	4	5	6
1.	Prior to every visiting time, inspect the visiting rooms and retrieve a visiting form from the file drawer.						
2.	Upon receiving a phone call that a detainee has a visitor.						
3.	Notify the detainee that he/she has a visitor and which room to go to for the visit.						
4.	Record the detainee's name and the time that the visit started.						
5.	Periodically walk up and inspect the visiting area. Check that detainees and visitors are appropriately dressed and that they are acting appropriately in the visiting room - no damage to property, not being loud, no smoking, etc.						
6.	Limit all visits to 20 minutes, notify the detainee when their time is up.						
7.	Any violation of detention center rules ends the visit. Call the front desk immediately if any violations are found.						

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAIINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Review Time Cards

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b>	1	2	3	4	5	6
	<ol style="list-style-type: none"><li>1. Verify hours worked corresponds with hours filled out on the time card.</li><li>2. Verify hours worked corresponds with the appropriate codes.</li><li>3. Verify hours worked correspond with the actual time of day in and day out on the time card.</li><li>4. Verify paid time off (except compensation) hours is not shown in the time of day in and out.</li><li>5. Verify the paid hours for each day total the scheduled hours to be worked.</li><li>6. Verify the hours across the bottom and the hours in the right column totals are the same.</li><li>7. Verify the total on the bottom right is the same as the number indicated in "total hours".</li><li>8. Verify employee has signed and dated the time card.</li><li>9. Sgt./ADS sign in Supervisor's space.</li><li>10. Make copies of time cards and place them in the appropriate employee file.</li><li>11. Forward time cards to the Clerical Supervisor.</li></ol>						

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Transport Detainees

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

<b>Task Steps</b>		1	2	3	4	5	6
1.	Prepare vehicle- check for proper maintenance and safety equipment. Car assignments are made through the transport office.						
2.	Check seat belts						
3.	Have all required documents						
4.	Have communication and security equipment required, and make sure it's operational. Bring car to garage salleyport and place weapons in secured locker in garage salleyport and enter booking.						
5.	Search detainee for contraband (pat search)						
6.	Properly restrain detainee for transport with handcuffs, belly chain, black box, and leg irons.						
7.	Contact Dispatch on Radio and give Badge Number and destination.						
8.	Use the most direct route to travel.						
9.	Contact Dispatch on Radio as you return						
10.	When returning to the detention center or delivery to another agency search the detainee again before entry into the facility.						
11.	Turn over any relevant documentation to the receiving deputy.						
12.	Return all security and communication equipment to the appropriate place and return car to garage.						

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAIINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Urine Analysis Collection

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b>	1	2	3	4	5	6
1.	Locate Apprehension Order or Court Order that states a urine sample has been asked for.						
2.	Identify detainee/arrestee who has been asked to give a urine sample.						
3.	Retrieve a drug screen kit. <ol style="list-style-type: none"> <li>a) Kits for corrections are located in booking in cabinet where the negative account cards are kept.</li> <li>b) Kits for ADC use are located in the 1850 Post.</li> </ol>						
4.	Fill out labels for kit with date, location (i.e. ADC), chain of custody, initials, and which test screen is to be done. <ol style="list-style-type: none"> <li>a) initials: if test is for corrections remember to put the probation officers last name/your initials and the detainee will initial below staff's.</li> <li>b) test screen: the routine test screen will test for cocaine, opiates, benzodiazepines, creatinine, amphetamines, barbiturates, THC &amp; alcohol; if any other drug is asked for you will need to check that box also. Any test that is asked for and not listed will be written in "other".</li> </ol>						
5.	Instruct the detainee to wash his/her hands to eliminate any possible altering or contaminating substances from hands or under fingernails.						
6.	Inform the detainee that they will be under direct supervision during the collection process to ensure that there has been no altering of the urine sample.						
7.	Provide the detainee with a clean, unused urine specimen cup and instruct them to fill the cup at least $\frac{1}{2}$ full (a minimum of 30 ml's)						
8.	Tightly seal the container lid and place the security seal over the top and down the sides of the container in the presence of the detainee.						
9.	Place the donor i.d. label around the specimen bottle making sure to cover both ends of the security seal.						

10.	Place the specimen cup into the small plastic bag provided.					
11.	Inform your Sgt or ADS that you have a urine specimen that needs to be placed in the lockbox, which is located at the Reception Deputies post (out in Administration).					
12.	Locate the key for the lockbox, which should be on the panel where professional and visitor i.d. tags are kept. The key will be labeled ua lockbox.					
13.	Secure the specimen in the lockbox, which is hanging on the wall above the counter, and return the key to the board. - the Reception Post Deputy is responsible for sending the specimens to the lab.					

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

Module Title: Verify Work Release Employment

## PERFORMANCE OBJECTIVE:

Following explanation, demonstration, and practice from the trainer, the trainee will be able to complete this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

1.	<b>Task Steps</b> 1. Pull out detainee contract and look at place of employment written on the contract. 2. Verify that times he/she is to work with schedule.	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Verify Work Release (Phone)

### PERFORMANCE OBJECTIVE:

Following explanation, demonstration, and practice from the trainer, the trainee will be able to complete this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b> Pull out detainee schedule/contract and look at place of employment written on schedule. Verify that the times he/she is to work with time card and detainee card. Phone place of employment and ask to speak with detainee. If detainee responds to phone call no problem. If detainee fails to respond, or is not there, try contacting his/her supervisor to find out his/her whereabouts. If not at work or unable to verify, follow disciplinary procedures. Log in the w/r screen that you made the call and if contact was made with the detainee (please note that you called even if no contact was made). Note the date, time and your initials.	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

VWR

Policy 10-13

Module 51

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

**Module Title:** Visitors

## PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<b>Task Steps</b> <u>VISITORS ENTERING</u> *** No personal Property is allowed in the Visiting Rooms at any time. 1. Ask person for a picture I.D., Driver's License, MN I.D., etc. 2. Exchange picture I.D. with facility I.D. 3. Ask person to clip it to their shirt. 4. Assist them with directions. 5. No admittance for those: improperly clothed, signs of alcohol consumption, victim, not on visiting list, no proper I.D. <u>VISITORS LEAVING</u> 1. Retrieve facility I.D. tag. 2. Compare picture to face on I.D. or Driver's License. 3.  *Check or have another deputy periodically check the visiting hallways.	1	2	3	4	5	6

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Work Release Property and Orientation

### PERFORMANCE OBJECTIVE:

<p>Following explanation, demonstration, and practice from the trainer, the trainee will be able to complete this Module's Title task 3 consecutive times following all steps in this module.</p>	<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>
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	<b>Task Steps</b> <ol style="list-style-type: none"> <li>1. Detainee will be in secured interview room by 1850 work release.</li> <li>2. With detainee present, go through all property that detainee brought in. Only allow in items that are specified in the detainee handbook or issued in the admissions pack. All hygiene items need to be new and in sealed packages.</li> <li>3. Explain allowable limits of items to be stored in the cell. Limits are explained in the detainee handbook.</li> <li>4. Have detainee place items to go into unit in a green plastic tub. *</li> <li>5. Take detainee into locker room. Explain to them the way they leave and return to the unit. They must identify themselves to Master Control by name and cell number. Do a strip/curtain search.</li> <li>6. Explain that each time they return to the ADC they will be strip-searched. The deputy may be male or female( males <u>do not do</u> curtain searches of females detainees ).</li> <li>7. Have detainee place all unallowable items in their locker. Place nametag on locker and have them secure locker and place their combination on the back of their ID.</li> <li>8. Escort detainee to the cell they will be assigned to.</li> <li>9. Issue cell key and complete cell inspection</li> <li>10. Explain use of green tub for storage of personal property and expectations of cleanliness of cell prior to them leaving for work each day.</li> <li>11. Show detainee the location of laundry, showers and request forms.</li> <li>12. Explain the meal sign up sheet and show them where it is located.</li> <li>13. Ask detainee if they have any addition questions or concerns and address those.</li> <li>14. Return to office and issue time card and place it in the appropriate spot on the clipboard.</li> </ol>	1	2	3	4	5	6

	15. Send out employer letter. Enclose a work release business card with a contact name on it.						
16.	Place Work Information Sheet and Schedule/Time Sheet in the black three ring binder labeled schedule book.						
17.	Place detainee's manila file containing the court order, Work Release Contract and other information in the bottom file cabinet drawer right side desk in alphabetical order.						
*	Any items that are not allowed in the unit are to be stored in the detainee's locker until they can be removed. If it is contraband such as smoking materials or chewing tobacco they are to be disposed of.						

I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAINEE:

FTO:

# OLMSTED COUNTY ADULT DETENTION CENTER FIELD TRAINING PROGRAM

## Module Title: Inspect Detainee For Safety And Well Being Check

### PERFORMANCE OBJECTIVE:

After explanation, demonstration, and practice from the trainer, the trainee will be able to perform this Module's Title task 3 consecutive times following all steps in this module.

1. Trainee reads/reviews task document
2. FTO explains and demonstrates
3. Trainee explains as FTO performs
4. Trainee explains and demonstrates
5. Trainee practices
6. Trainee performs task unassisted

	<p><b>Task Steps</b></p> <p>1. Personally observe each detainee every 30 minutes and be satisfied that each detainee seems to be behaving or sleeping normally.</p> <p>2. Be alert at all times to signs of depression or hostility in the detainee population</p> <p>3. Make a computer entry every 30 minutes, include:</p> <ol style="list-style-type: none"><li>a. That a well being check was conducted.</li><li>b. List any abnormal situations in the log<ul style="list-style-type: none"><li>-examples</li><li>1. being awake after 2330 hours</li><li>2. not participating in housing activities</li><li>3. change in social behavior</li><li>4. fitful sleep</li><li>5. complaints of illness</li></ul></li></ol> <p>*Note: More frequent observation (at least every 15 minutes) is required for those detainees of a special needs classification or who may be harmful to themselves.</p>	1	2	3	4	5	6
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I certify that the trainee demonstrated proficiency concerning this task.

DATE:

TRAIINEE:

FTO:

IPFSAWBC

Policy 3-8

Module 15

