

August 8, 2003

Agency Credit:

This file contains the FTO task sheets developed by the Boulder County Sheriff's Office, Boulder, Colorado for the jail division. This document was graciously donated to the NIC information Center by Captain Larry Hank , Sgt. Ron Kaundart, and Sgt. Doug Caven.

One unique aspect to this FTO program: there are cognitive "quiz" sheets that generally precede a psychomotor task FTO sheet. That is designed to assure the trainee has the "What", "When", and "Why" before proceeding to the actual FTO training for the "How".

Boulder County also divided its FTO manual into separate Officer and Civilian/Clerk manuals. For purposes of this file, they have been combined into a single manual.

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

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

Sincerely,

Tom Reid
NIC Academy Division

INTRODUCTION TO THE PROGRAM

This is the Boulder County Jail Officer Training Program. It is comprised of 5 modules of directed training. This curriculum will be delivered during the FTO program. For each module, several checklists, based on job function performance objectives, must be covered with the Trainee. Included with these checklists are lesson plans to direct the Trainer through the information required to be presented to the Trainee.

To begin the program, Trainees will receive several days of Observation Training consisting of New Employee Orientation, Diversity Training, Ride-along/Observation with Communications and Operations, and observation of the Support Services and Health Services units of the Jail. The basic course of Defensive Tactics, approved by the Department, will be provided to the Trainee as soon as possible after they have begun employment.

Once the initial training and observation has been completed, the Trainee, dressed in plain clothes, will spend this week with their first Trainer (FTO). This will provide an opportunity for the Trainee to adjust to the Jail schedule and be set apart from the expectations inmates will have on an ununiformed officer. During the remainder of the FTO training, the Trainee will be in uniform. Each week the Trainee will assume more responsibility and perform more independently from the Trainer. It is up to the Trainer to ensure that the material which needs to be presented is provided to the Trainee during any given week.

Trainees will rotate to their second training shift after completing their first four to Five (4-5) weeks with a Trainer (This includes the week they are in plain clothes.). They will have five to six (5-6) weeks of training to complete with the second Trainer. These first two rotations will generally be completed on a Day and Night shift, and the longer rotation on the shift they are most likely to be assigned once completing the program. The Trainee will perform their tasks as though they are working independently and the Trainer will complete Daily Observation Reports (DOR) on the Trainee's performance. Those Trainees's progressing at a faster rate will be allowed to progress through the program at the recommendation of the FTO and approval of the team FTO Sergeant and the Training Sergeant. Those Trainee's that require remedial training may have their training period extended at the recommendation of the FTO and approval of the team FTO Sergeant and the Training Sergeant. Thus, the FTO Training Program is flexible based on the performance and retention of the critical and frequent tasks instructed throughout the program. The Trainee will not successfully complete the FTO program unless they are able to perform these tasks.

Each time a Trainee rotates to a different Training Officer, the current Trainer will schedule a meeting with the Training Sergeant and the next Training Officer. During this meeting the Trainers will assess the Trainee's progress, review problem areas, and develop strategies for dealing with any problem areas.

TRAINEE NOTEBOOK

The Trainee will start with an empty notebook. As a new checklist is introduced, the Trainer will provide a copy of the checklist to the Trainee. They will then enter this into their notebook and begin collecting information, which will help them learn the objectives presented to them. For each performance objective, there are several resources listed. These resources will provide more in-depth information for the Trainee to enhance the practical lessons presented by the Trainer. The program is designed this way so as to allow the Trainee a means to build a meaningful resource tool for themselves.

COMPLETING THE CHECKLISTS

Each time the Trainer presents the information for a performance objective, they (Trainee and FTO) will document this by signing their name, badge number, and date in the spaces marked "Trainee Reads and Reviews Document, FTO Explains and Demonstrates, Trainee Explains as FTO Demonstrates, and Trainee Explains and Demonstrates". The Trainer will then assign a "Practice Period" for the Trainee to develop their skill and knowledge for an objective. There will be a "Practice Prescription" entered in the space marked "Trainee Practice". Once the Trainee has completed the practice, they will get with the FTO and The Trainee and FTO will initial this space to indicate they have completed the assigned practice. There should also be a date, time and place listed for a proficiency test to be conducted and marked in the space marked "Trainee Performs Successfully). If, after the proficiency test, the task is completed successfully, the Trainer and the Trainee will both sign (name and badge number) and date the space marked "Trainee Performs Successfully". If not successfully completed, the Trainer will assign a remedial training period and mark this in the space "Trainee Practice". A new date and time will be set up for an additional proficiency test. The date of the original attempt will be marked in the "Trainee Perform Successfully" space by listing the date and the Trainer's initials. At the end of the remedial period, the Trainee will attempt the skill again by performing a Proficiency test. If they are successful, then both the Trainer and Trainee will sign by this date in the "Trainee Perform Successfully" space.

In the event that a Trainee cannot successfully perform a skill after remedial training, the Trainer will consult with the Training Section to determine what action should follow. This will be documented in a memorandum and attached to the affected checklist.

Upon completion of an entire module's checklists, the Trainer will make copies of the completed checklists. The copies will be given to the Trainee for their notebook and the originals will be given to the Training Sergeant to be entered into the Trainee's Training File.

GRADING PERFORMANCE

When testing and evaluating a Trainee's performance of an objective, the Trainer will rate them on a Pass/Fail basis. The object of this training program is to make the Trainee competent in performing all of the performance objectives. They will not pass the program if they cannot successfully perform all critical and frequent tasks.

Throughout each module, the Trainee will complete written tests based on the objectives for that module. They must score 100% (Pass) on these tests or they will have to re-take any failed exam no sooner than the following work day. Any questions which the Trainee misses will be the basis of immediate remedial training to ensure understanding of the lesson. Once this training is completed, the Trainee's exam will be given to the Training Sergeant to be entered in their Training File.

PERFORMANCE REVIEW

Each training day, the Trainer will complete a review (DOR, or Daily Observation Report) of the Trainee's performance. This will be completed on the form provided as a Word Document, based on this program's written standards. After the Trainee and Trainer have reviewed this form, both will sign and date the form. The Trainer will then copy the form and give one to the Trainee for their notebook and give the original to the Training Sergeant.

The FTO will attempt to schedule a weekly meeting with the Trainee and Shift FTO Sergeant. No more than two weeks should elapse between meetings. This review will ensure that the training program is being completed as scheduled or the schedule is adjusted as necessary.

Any conflicts which may arise, regarding personnel or training issues, will be brought to the immediate attention of the Shift FTO Sergeant and the Training Sergeant. Supervisors will mediate conflicts.

Upon completion of the Training Program, the Trainee will complete an evaluation of the Trainer. The Training Section will provide this. The Training Sergeant will review the evaluation with the Trainee and then forward it to the Trainer.

Boulder County Sheriff's Office
FTO MODULE PERFORMANCE CHECKLIST

Revised Date: 7/03

CHAPTER:

Module Title:

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to

Trainee: _____
FTO: _____

STEPS:

1.

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to				
STEPS:	1.			
	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates
				Trainee Practices (Note Training Times on Form)
				Trainee Performs (Proficiency Test Completed)
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ (FTO) _____ (Trainee)				

Boulder County Sheriff's Office
FTO MODULE TEST (COGNITIVE)

Revised Date: 7/03

CHAPTER:
Module Title:

Trainee: _____

FTO: _____

COGNITIVE PERFORMANCE OBJECTIVE: After
reading

1.

Date Test Taken _____

Date of Make-up Test _____
(Note: Make-up test is to be done no sooner than the next working day)

Boulder County Sheriff's Office
Jail Law Enforcement Technician Training Program (Booking)
INDEX

Module One

B01-01	BOOKING PROCEDURES	Tiburon Log-in / Log-off
B01-01.1	BOOKING PROCEDURES	Tiburon Computer System
B01-02	BOOKING PROCEDURES	Processing a New Arrest
B01-03	BOOKING PROCEDURES	Alpha Name Search
B01-04	BOOKING PROCEDURES	Workender Mittimus
B01-05	BOOKING PROCEDURES	Hard Cards

Module Two

B02-01	BOOKING PROCEDURES	Scheduled Releases
B02-02	BOOKING PROCEDURES	Other Agency Reports
B02-03	BOOKING PROCEDURES	DOC Sentenced Report
B02-04	BOOKING PROCEDURES	Non-Sentenced Municipal Report
B02-05	BOOKING PROCEDURES	10 Day or Less Report
B02-06	BOOKING PROCEDURES	Hold For Mug & Prints
B02-07	BOOKING PROCEDURES	Hold For Mittimus Prints
B02-08	BOOKING PROCEDURES	Building C and Other Locations Report

Module Three

B3-01	BOOKING PROCEDURES	Processing Lost and Found Property
B3-01.1	BOOKING PROCEDURES	L&F Property Returned /No Response Letter
B03-01.2	BOOKING PROCEDURES	DOC Property
B03-02	BOOKING PROCEDURES	End of Month Processing L&F Property
B03-03	JAIL FORMS	Property Report

Boulder County Sheriff's Office
Jail Law Enforcement Technician Training Program (Master Control)
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Module One

M01-01	MASTER CONTROL PROCEDURES	Relieving Master Control
M01-02	MASTER CONTROL PROCEDURES	Master Control Log Book
M01-03	MASTER CONTROL PROCEDURES	Video System/Motion Sensors
M01-03.1	MASTER CONTROL PROCEDURES	Video System/Motion Sensors (cognitive)
M01-04	MASTER CONTROL PROCEDURES	Fire Alarm Annunciator
M01-05	MASTER CONTROL PROCEDURES	Smoke Control Monitor
M01-06	MASTER CONTROL PROCEDURES	Emergency Group Release

Module Two

M02-01	MASTER CONTROL PROCEDURES	Graphic Control Panel- Intercom
M02-01.1	MASTER CONTROL PROCEDURES	Graphic Control Panel- Doors
M02-01.2	MASTER CONTROL PROCEDURES	Graphic Control Panel- Paging System
M02-01.3	MASTER CONTROL PROCEDURES	Graphic Control Panel- Override
M02-01.4	MASTER CONTROL PROCEDURES	Graphic Control Panel- Panic/Intrusion Alarms
M02-02	OPERATIONS, SECURITY & CONTROL	Door Control (cognitive)

Boulder County Sheriff's Office
Jail Law Enforcement Technician Training Program (Reception)
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Module One

01-01	RECEPTION PROCEDURES	Visitation (cognitive)
01-02	RECEPTION PROCEDURES	Professional Visitors
01-03	RECEPTION PROCEDURES	Professional Visitor Check In Form
01-04	RECEPTION PROCEDURES	Setting Up Inmate Visits
01-05	RECEPTION PROCEDURES	Canceling Visits
01-06	RECEPTION PROCEDURES	Visitor Check In Form
01-07	RECEPTION PROCEDURES	Checking In Visitors
01-08	RECEPTION PROCEDURES	Checking In Volunteers

Module Two

02-01	RECEPTION PROCEDURES	Incoming Materials (cognitive)
02-02	RECEPTION PROCEDURES	Incoming Packages
02-03	RECEPTION PROCEDURES	Incoming Inmate Mail
02-04	RECEPTION PROCEDURES	Messages for Inmates
02-05	RECEPTION PROCEDURES	Processing Inmate Debt
02-06	RECEPTION PROCEDURES	Funds Received (in Reception)

Module Three

03-01	RECEPTION PROCEDURES	Opening Reception
03-02	RECEPTION PROCEDURES	Closing Reception
03-03	RECEPTION PROCEDURES	Key Inventory
03-04	RECEPTION PROCEDURES	Key Sign In / Out
03-05	RECEPTION PROCEDURES	Daily Reports
03-06	RECEPTION PROCEDURES	Records Paperwork
03-07	RECEPTION PROCEDURES	Door Switches
03-08	RECEPTION PROCEDURES	Lobby Intercom

FTO MODULE TEST KEY

CHAPTER: Reception Procedures

Module Title: Visitation

Trainee: _____

FTO: _____

PERFORMANCE OBJECTIVE: After reading Boulder County Jail Policy 15-01-01 and a lecture by the FTO, the trainee will be able to list information found in the policy and gathered from the FTO by answering the questions listed below.

1. What is done if a visitor sets off the metal detector?

Reception will direct the visitor to return to the Reception Desk, empty his or her pockets and pass through the metal detector again.

2. Is a visitor allowed to take personal items into the Visitation Room?

No. The only exception is legal documents to be signed by the inmate.

3. A person under the age of 18 can visit an inmate without an adult present if they're the inmate's child.

True

False

3. Where are items that are considered contraband to be stored while the visitors are in the Visitation Room?

In the visitor's vehicle or a locker in the lobby.

4. If you discover a visitor attempting to smuggle in contraband, what should you do?

Direct the visitor to return to the lobby and immediately notify the On-Duty Supervisor (ODS)

5. What type/color of tag should each visitor be given before being allowed into the Visitation Room?

A Red Visitors tag

Date Test Taken _____

Date of Make-up Test _____

(Note: Make-up test is to be done no sooner than the next working day)

02-01 FTO MODULE TEST

CHAPTER: Reception Procedures

Module Title: Incoming Materials

Trainee: _____

FTO: _____

PERFORMANCE OBJECTIVE: After reading Boulder County Jail policy 15-01-07 and a lecture by the FTO, the trainee will be able to list information contained in the Incoming Materials policy.

1. List the five types of funds accepted at the Boulder County Jail.

2. If you're not sure about an item of property, who should be contacted?

3. Booking is responsible for entering funds taken at Reception in the Tiburon computer.

True

False

4. You only need to write a receipt for funds received in Reception.

True

False

5. Where is the property most likely going to be put once you receive it.

Date Test Taken _____

Date of Make-up Test _____
(Note: Make-up test is to be done no sooner than the next working day)

02-03 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Reception Procedures
Module Title: Incoming Inmate Mail

Trainee: _____
 FTO: _____
 Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to process incoming inmate mail, following the 8 steps listed below.

STEPS:

1. Log on to the Tiburon computer system
2. Print a new inmate Alpha Roster (subtask)
3. Sort the mail, separating inmate mail from employee mail.
4. Put all the inmate mail in alphabetical order into the accordion file.
5. Place the employee mail and the mail that you're not sure about in the box used for employee mail.
6. Using the Alpha Roster, write each inmate's housing area on the front of the envelope. Note: any mail belonging to inmates no longer in custody or in another facility gets placed in the employee mail box to be sorted by Administration.
7. Sort the mail by module.
8. Distribute the mail by putting it in the appropriate module mail box.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ _____ (FTO) (Trainee)					

01-04 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Reception Procedures
Module Title: Setting Up Inmate Visits

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to set up a visit for inmates, following the 18 steps below.

STEPS:

1. Log on to the Tiburon computer system.
2. Do a search to determine that the inmate is in custody and where they are housed.
3. Check the visitation list to ensure that the inmate does not already have a visit scheduled.
4. If the inmate is in custody and has no previously scheduled visits, click on “Management”. A list of visitors will appear on the screen.
5. Get the visitor’s name, and check to see if it’s on the list.
6. Click on their name. Their personal information will come up.
7. To verify their identity, ask some personal questions such as phone number, address, etc.

Note: If the visitor has not been here before, instruct them to show up 30 minutes early so they can fill out a Visitor Check-In form and be entered in Tiburon.(subtask)

8. Check to see if the inmate has had more than their allotted 3 visits for the week. (subtask)
9. Click on “Visit Date” and enter the date of the visit.
10. Click on “Visit Time” and enter the time of the visit.
11. Click on the “Visit” box. A screen should pop up indicating that a visit has been scheduled.
12. Click “Ok”
13. Save the record
14. Re-query the inmate.
15. Click on “Events” and verify the visit was saved.
16. If there will be additional visitors, click on “Remarks” and enter their names. If under 18, enter name and DOB. If over 18, follow steps 4 through 7.
17. Write the inmate’s name, Jail ID and number of visitors on the Visitation Sheet.
18. If the visitor has not visited here before, put a checkmark next to the inmate’s name on the Visitation Sheet so that the person completing the visit knows that they need to enter the visitor in Tiburon.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ _____ (FTO) _____ (Trainee)		
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01-08 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Reception Procedures

Module Title: Checking In Volunteers

Trainee: _____

FTO: _____

Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to check in volunteers, following the 5 steps listed below.

STEPS:

1. Check the volunteer's ID for validity.
2. Look up their name on the Volunteer List to insure they have been through the orientation. If they are not on the list, they can not enter the jail.
3. Have the volunteer sign the Professional Visitors Log.
4. Give them a blue visitors tag, marked with an "E".
5. Call a rover via radio, to take them to their destination.(subtask)

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ _____ (FTO) (Trainee)					

02-04 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Reception Procedures
Module Title: Messages for Inmates

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to take a message for an inmate 3 times following the 13 steps below.

STEPS:

1. NOTE: Messages for inmates are only taken from attorneys and for emergencies such as a family death, hospitalization, etc.
2. Log on to the Tiburon computer system.
3. Do a search in the computer to ensure the inmate is in custody and determine where they are housed.
4. Get the message book from Reception.
5. On the first available sheet you will write the inmate's name in the area marked "FOR"
6. Fill in the date and time in the appropriate areas
7. Fill in the name of the person leaving the message in the area marked "M". (Mr., Mrs., Miss, etc.)
8. Write in the agency they are with in the area marked "OF"
9. Write the phone number to be called in the area marked "PHONE"
10. Write the inmate's housing area in the space on the right side of the sheet.
11. Write the message (If the message is for an emergency, get any additional information needed to verify the emergency such as telephone numbers, hospital, etc.)
12. Call and verify the emergency.
13. If valid, give the message to the ODS or to Medical/Mental Health.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

 _____ (FTO)

 _____ (Trainee)

02-06 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Reception Procedures
Module Title: Funds Received (in Reception)

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to receive, process and enter funds in the Tiburon computer system, following the 11 steps below.

STEPS:

1. Log on to the Tiburon computer system.
2. Do a search in the computer to ensure the inmate is in custody
3. Click on Property
4. Click on Money
5. Click “Add” to add money to their books
6. Click on the IA Event and type in “VIST”, which indicates the money was taken in Reception
7. Enter the dollar amount
8. Enter the name of the person leaving the funds
9. Save the entry
10. Check to see if they have a bill balance. If there is a bill balance you will need to deduct that amount from their books (subtask)
11. Put the money in an envelope
 - Write the inmate’s name, the dollar amount and your initials on the form side of the envelope.
 - Put the money in the cash drawer in Reception.
 - Write a receipt for the person leaving the money. (a receipt will automatically print out for the inmate)

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

 _____ (FTO)

 _____ (Trainee)

FTO MODULE TEST**02-02****CHAPTER: Operations, Security & Control****Module Title: General Security Issues****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policies 08-01-04, 09-01-13, 09-01-24 and a lecture by the FTO, the trainee will list information contained in the policy by answering the questions listed below.

1. What is the purpose of the Population Capacity Release (Cap Release)

2. Who approves the inmates chosen for Cap Release?

3. Generally describe what steps are taken by you in the handling of Lost and Found Property.

4. Where are chemical and Flammable, Toxic and Caustic substances stored and who controls them?

5. Where are paints stored and who controls them?

Date Test Taken _____**Date of Make-up Test** _____

(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST

03-01

CHAPTER: Module Operations

Module Title: Inmate Records

Trainee:

FTO:

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policies 06-01-01 through 06-01-04 and a lecture by the FTO, the trainee will be able to list information contained in the policy by answering the questions listed below.

1. Generally list the records, computer and hard copy, kept on an inmate.
 2. What inmate records do you, as an officer, have access to, and which can you not access?
 3. What inmate information is considered “public information”?
 4. How can an inmate get access to their records?

Date Test Taken _____

Date of Make-up Test _____
(Note: Make-up test is to be done no sooner than the next working day)

04-02 FTO MODULE TEST**CHAPTER: Disciplinary**
Module Title: Disciplinary Hearings**Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policy 14-01-02 and a lecture by the FTO, the trainee will be able to list information contained in the policy by answering the questions listed below.

1. Describe the Major Rule violation disciplinary process.

2. List the sanctions that can be imposed to an inmate found guilty at a disciplinary hearing.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
3. Where can you locate inmate rules for the facility?

Date Test Taken _____**Date of Make-up Test** _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST

04-03

CHAPTER: Special Management Housing Area

Module Title: Special Management Inmates

Trainee:

FTO:

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policy 10-01-01, the trainee will be able to list information contained in the policy by answering the questions listed below.

1. If you're working a module and determine there is an inmate that needs to be housed in SMAN, what is the first thing you should do?
 2. What report are you responsible for as the employee initiating the move.
 3. How often do you conduct welfare checks in SMAN?

Date Test Taken

Date of Make-up Test _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST**04-03.1****CHAPTER: Classification****Module Title: Inmate Levels and Restrictions****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policy, the trainee will be able to list information contained in the policy by answering the questions listed below.

1. How many levels are there?
2. Generally define each level.
3. How many restrictions are there?
4. Generally define each restriction.
5. Who may impose levels and restrictions on inmates.
6. What is the only classification of inmate, excluding Disciplinary Status inmates, that can have Levels and Restrictions imposed on them?

Date Test Taken _____**Date of Make-up Test** _____

(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST

05-01

CHAPTER: Safety and Emergency Procedures

Module Title: Armory Equipment

Trainee: _____

FTO: _____

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policy 08-01-11 and a lecture by the FTO, the trainee will list information contained in the policy and information received from the FTO by answering the questions listed below.

1. During an emergency, who has the authority do distribute items from the Armory?

2. List the equipment that is stored in the Jail Armory.

Date Test Taken _____

Date of Make-up Test _____
(Note: Make-up test is to be done no sooner than the next working day)

05-02.1 FTO MODULE TEST

CHAPTER: Safety and Emergency Procedures

Module Title: Hostage Situations

Trainee:

FTO:

PERFORMANCE OBJECTIVE: After reading BSCO Jail Policy 08-01-02, the trainee will be able to list information contained in the policy by answering the questions listed below.

1. If a person of rank is taken hostage, and is giving you a direct order to let them out of the facility, what should you do and why?
 2. If you hear of a hostage situation in the facility, what should you immediately do with your module?
 3. If the opportunity presents itself, you may negotiate the hostage's release.

True

False

Date Test Taken

Date of Make-up Test _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST

01-01

CHAPTER: BCSO Jail Division

Module Title: Jail Philosophy

Trainee:

FTO:

PERFORMANCE OBJECTIVE: After reading BCSO Policy 101,210, 310, 313 and BCSO Jail Policy 01-01-02, 01-01-05, and a lecture by the FTO, the trainee will be able to list information contained in the policy by answering the questions listed below.

1. List the Chain of Command of the Boulder County Sheriff's Office Jail Division.
 2. Who should complaints of Sexual Harassment be made to?
 3. Generally list the main issues of the BCSO Jail Division Mission Statement.
 4. Generally list the main issues of the Sheriff's Office Mission Statement.
 5. List the 8 Principles of Direct Supervision.
 6. As a member of the Sheriff's Office, you are allowed to accept gifts and gratuities from citizens.
True False

Date Test Taken _____

Date of Make-up Test _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST
01-02

CHAPTER: BCSO Jail Division
Module Title: General Employment Requirements

Trainee: _____

FTO: _____

PERFORMANCE OBJECTIVE: After reading Boulder County Personnel Policy 500 – 504, BCSO Policy 302, 306 – 309, and BCSO Jail Policy 01-01-02, and a lecture by the FTO, the trainee will be able to answer the questions listed below.

1. Generally describe how you are compensated.

2. Generally describe how you are afforded benefits through the county.

3. Generally describe the Probationary Period, Promotion Process and Termination Process.

4. Generally describe the Performance Evaluation process.

5. Who maintains your Personnel Records and who may access them.

Date Test Taken _____

Date of Make-up Test _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST
01-05**CHAPTER: Physical Plant**
Module Title: Emergency Power**Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After a lecture by the FTO and reading BCSO Jail Policy 07-01-05, the trainee will be able to list information contained in the policy by answering the questions listed below.

1. 1. What is the Jail's main emergency power source?
 - a. Conan 750 kw emergency generator system
 - b. Onan 250 kw emergency generator system
 - c. Orian 350 kw emergency generator system
 - d. Big Diesel Generator System

2. There are emergency light fixtures located throughout the facility.

True False

3. If the Jail's main emergency power source fails, what is the back up power source, and how long will it last?

Date Test Taken _____**Date of Make-up Test** _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST

01-06

CHAPTER: Operations, Security and Control

Module Title: Door Control

Trainee:

FTO:

PERFORMANCE OBJECTIVE: After reading Boulder Country Jail Policy 09-01-01, the trainee will be able to list information contained in the Door Control policy by (a) listing the doors operated by Master Control, (b) Listing the two Manually operated fire door security vestibules, (c) List areas containing Emergency Group Release switches (d) List the steps taken when a Security Perimeter door is found open or unlocked.

1. List the doors operated by Master Control
 2. In what buildings are the manually operated fire door security vestibules located?
 3. List the modules / areas in the jail containing Emergency Group Release switches.
 4. What steps are to be taken when a Security Perimeter door is found open / unlocked?

Date Test Taken _____

Date of Make-up Test _____

(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST**01-07.2****CHAPTER: Around The Clock****Supervision / Inmate Counts****Module Title: Welfare Checks****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policy 09-01-13, the trainee will be able to list information contained in the policy by answering the following questions relating to Around the Clock Supervision / Inmate Counts.

1. Who conducts the count at the beginning and end of the shift in each module.

2. If an officer discovers a discrepancy in the count what would generally be the steps that need to be taken next.

3. How often are welfare checks completed in the following areas?

Booking_____ Disciplinary _____ Special Management_____ Maximum _____

Women's Disciplinary_____ Women's Special Management_____ Women's_____

Intake _____ Medium A&B_____ General Population_____ Dorms A, B, C & D_____

4. Officers may conduct an inmate count any time during their shift. **True**_____ **False**_____

Date Test Taken _____**Date of Make-up Test** _____

(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST

01-08

CHAPTER: Module Operations

Module Title: Physical Plant

Trainee: _____

FTO: _____

PERFORMANCE OBJECTIVE: After a lecture by the FTO and a tour of the facility, the trainee will be able to list (a) the main buildings of the jail, (b) Identify the modules within each building , (c) Explain the difference between Podular / Remote and Podular Direct, and how it applies to the Boulder County Jail.

1. Using the attached schematic, identify each building.
2. Using the attached schematic, identify the modules within each building.
3. What type of construction is the Boulder County Jail?

4. How to we operate the Boulder County Jail?

Date Test Taken _____

Date of Make-up Test _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST

02-05

CHAPTER: Physical Plant

Module Title: Cleaning Inspections and Incentive Program

Trainee: _____

FTO: _____

PERFORMANCE OBJECTIVE: After Reading BCSO Jail Policy 07-01-11 Procedure II, the trainee will be able to list information contained in the policy by answering questions related to the Weekly Cleaning Inspection and Incentive Program.

1. What day of the week are cleaning inspections generally conducted?

2. What extra privileges are given to inmates who pass the inspection?

3. If Classification moves an inmate from a module that didn't pass inspection to a module that did pass, the inmate now gets to participate in the extra privileges.

True_____

False_____

Date Test Taken_____

Date of Make-up Test_____

(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST

03-02

CHAPTER: Module Operations

Module Title: Inmate Health Services

Trainee: _____

FTO: _____

PERFORMANCE OBJECTIVE: After a lecture by the FTO and reading BCSO Jail Policies 20-01-33, 20-01-34, 20-01-35, 20-01-36, 20-01-51 and 20-01-52, the trainee will be able to list information gathered by answering the questions listed below.

1. When are inmates generally screened by Medical Services?

2. When may inmates keep medication in their cells?

3. How can inmates request to see the doctor or dentist?

4. You can place an inmate in a suicide smock before they have spoken to the nurse?

True

False

5. Where are suicidal inmates generally housed?

Date Test Taken _____

Date of Make-up Test _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST

03-03

CHAPTER: Safety and Emergency Procedures

Module Title: Emergency Treatment of Injuries

Trainee:

FTO:

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policies 08-01-09, 20-01-36 and a lecture by the FTO, the trainee will list information contained in the policy by answering the questions listed below.

1. Describe how to obtain Medical assistance for an injured or ill party in the facility.
 2. List the information Health Services Unit staff require when medical assistance is requested.
 3. Describe the instance in which an ambulance would automatically be called by Master Control.
 4. List the Medical Emergency codes and a general description of each.

Date Test Taken

Date of Make-up Test _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST

03-04

CHAPTER: Safety & Emergency Procedures

Module Title: Total Facility Evacuation

Trainee: _____

FTO: _____

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policy 08-01-10 and a lecture by the FTO, the trainee will be able to list information contained in the policy by answering the questions listed below.

1. Identify who decides that the facility will be evacuated.

2. Identify the outside agency resources available to the Department for an evacuation.

3. Generally describe the process of conducting a Total Facility Evacuation.

Date Test Taken _____

Date of Make-up Test _____

(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST

03-05

CHAPTER: Jail Emergencies

Module Title: Emergency Repairs

Trainee: _____

FTO: _____

PERFORMANCE OBJECTIVE: After a lecture by the FTO, the trainee will be able to list the steps necessary to have jail equipment repaired in EMERGENCY and NON-EMERGENCY situations.

1. List the steps in notifying Maintenance / Facilities Maintenance in an Emergency situation.

- a.
- b.
- c.
- d.

2. List the steps in notifying Maintenance in a Non-Emergency situation.

- a.
- b.
- c.

Date Test Taken _____

Date of Make-up Test _____

(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST

03-06

CHAPTER: Safety and Emergency Procedures

Module Title: Riots and Disturbances

Trainee: _____

FTO: _____

PERFORMANCE OBJECTIVE: After reading BCSO jail Policy 08-01-05 and a lecture by the FTO, the trainee will be able to list the steps to be taken in (a) Minor Disturbances, and (b) Major Disturbances / Riots.

1. What is the first thing an officer is to do once discovering any disturbance within the facility?

True

False

3. If in a Minor Disturbance the Incident Commander determines that additional assistance is needed, what has happened with the disturbance?

4. What Sheriff's Officer resources are available to the Jail in the event of a Major Incident?

5. What reports may you be required to write if involved in a Major Disturbance?

Date Test Taken _____

Date of Make-up Test _____

(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST

03-07.1

CHAPTER: Operations, Security & Control

Module Title: Incident Reports

Trainee: _____

FTO: _____

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policy 09-01-21 and a lecture by the FTO, the trainee will be able to list information contained in the policy by answering the questions listed below.

1. Generally list four (4) situations in which an Incident Report would be written.
 - a.
 - b.
 - c.
 - d.
2. When must you have an incident completed?
3. What computer system is the Incident Report directory located on?

Date Test Taken _____

Date of Make-up Test _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST**04-01****CHAPTER: Classification
Module Title: Disciplinary****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policies 10-01-02, 10-01-03, 14-01-01, 14-01-02, and 17-01-03, the trainee will list information contained in the policies by answering the questions listed below.

1. Other than pending a Disciplinary Hearing, under what circumstances may inmates be housed in Disciplinary Module?

2. If you contact a supervisor to have an inmate moved to Disciplinary, what paperwork must be done?

3. If an inmate requests to be moved because they are afraid to remain in a housing area, what should you do?

4. Can an inmate request to be removed from Protective Custody Status.

5. Under what circumstances can you refer an inmate to a Disciplinary Hearing?

6. What is the maximum time an inmate can spend in Disciplinary or Disciplinary Segregation?

7. What Level and Restriction are inmates in Disciplinary Module placed on.

Date Test Taken _____**Date of Make-up Test** _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST

04-04

CHAPTER: Module Operations

Module Title: Inmate Services and Programs

Trainee: _____

FTO: _____

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policy 18-01-03 and 19- Inmate Services and Programs and a lecture by the FTO, the trainee will list information contained in the policies.

1. Generally Describe the programs / services available to inmates in the facility.
 - a.
 - b.
 - c.
2. How may inmates get copies made?
 - d.
 - e.
 - f.
3. Who can perform Notary Duties?
4. How can an inmate begin Adult Education Classes (GED)?
5. What inmates may not be afforded the opportunity for recreation?

Date Test Taken _____

Date of Make-up Test _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST**04-05****CHAPTER: Module Operations**
Module Title: Inmate Workers**Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After a lecture by the FTO, the trainee will be able to list information gathered through the lecture, by answering the questions listed below.

1. List the 7 (seven) modules in the jail that house inmates that provide inmate labor.

2. List the 5 (five) general jobs that Inmate Laborers can be assigned to.

3. Any inmate that is cleared for work, can work in any Inmate Labor position.

True

False

4. At what rate do Inmate Workers gain Good Time compared to Work Release and Productive Day Good Time Workers?

5. What privileges are afforded to Inmates Workers housed in Building C and inside the secured perimeter?

Date Test Taken _____**Date of Make-up Test** _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST**05-03****CHAPTER: Security and Emergency Procedures****Module Title: Escapes****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policies 08-01-06, 09-01-13 and a lecture by the FTO, the trainee will be able to list information contained in the policy by answering the questions below.

1. Who should be notified immediately upon discovery or suspicion that an escape has occurred?

2. How long should you wait before doing a lockdown and count of your module?

3. The facility must be locked down for a Work Release escape.
True False

4. If you discovered the escape, what reports must be written?

5. Generally describe what is done during an Emergency Count.

Date Test Taken _____**Date of Make-up Test** _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST

05-04

CHAPTER: Safety and Emergency Procedures

Module Title: Bomb Threat

Trainee: _____

FTO: _____

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policy 08-01-03, the trainee will be able to list information contained in the Bomb Threat policy by (a) generally listing the questions on the IABTI and/or FBI card, (b) listing the number to the AT&T Security Control Center, and (c) determine what is the most useful item they can utilize during a phoned Bomb Threat.

1. What item is MOST useful in the event you receive a Bomb Threat via telephone?

2. In General, list 4 of the 9 questions listed on the FBI card and in Policy 08-01-03.
 - 1.
 - 2.
 - 3.
 - 4.

3. What number must you dial immediately after receiving a Bomb Threat?

Date Test Taken _____

Date of Make-up Test _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST**02-03****CHAPTER: Safety and Emergency Procedures****Module Title: Fire Emergency Plan****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policy 08-01-01 and a lecture by the FTO, the trainee will be able to list information contained in the policy by answering the questions listed below.

1. Generally describe the function of all jail staff in the event of a Fire Emergency.

2. List the information necessary to report a Fire Emergency.

3. List the devices which may be used to report a Fire emergency.

4. Describe the steps in extinguishing a small fire.

5. List the personnel authorized in the facility during an emergency situation.

Date Test Taken _____**Date of Make-up Test** _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST KEY**01-06****CHAPTER: Operations, Security and Control****Module Title: Door Control****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading Boulder Country Jail Policy 09-01-01, the trainee will be able to list information contained in the Door Control policy by (a) listing the doors operated by Master Control, (b) Listing the two Manually operated fire door security vestibules, (c) List areas containing Emergency Group Release switches (d) List the steps taken when a Security Perimeter door is found open or unlocked.

1. List the doors operated by Master Control

Inner / Outer Visitation, Inner / Outer Court, Courtroom, Walk-in Receiving Door (inner garage), Outer Receiving Door (Inmate Booking), East / West Intake Garage Door, Inner / Outer Master Control, Inner / Outer Building C, Inner / Outer Mechanical Area, Outer Maintenance Corridor, Kitchen Receiving, Loading Dock Entrance, Outer Mechanical

2. In what buildings are the manually operated fire door security vestibules located?

Buildings A & B

3. List the modules / areas in the jail containing Emergency Group Release switches.

Intake/ Womens, DSM, Medium A / Gpop, Medium B, and Master Control

4. What steps are to be taken by you when a Security Perimeter door is found open / unlocked?

- a. Secure the door and immediately notify the On Duty Supervisor (ODS) and wait for direction from them.
b. Write an Incident Report (IR) identifying which door was open or unlocked and other details.

Date Test Taken _____**Date of Make-up Test** _____

(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST KEY**02-02****CHAPTER: Operations, Security & Control****Module Title: General Security Issues****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policies 08-01-04, 09-01-13, 09-01-24 and a lecture by the FTO, the trainee will list information contained in the policy by answering the questions listed below.

1. What is the purpose of the Population Capacity Release (Cap Release)

To ensure the population of the jail does not exceed capacity.

2. Who reviews and approves the inmates chosen for Cap Release?

The Chief District Judge of the Twentieth Judicial District

3. Generally describe what steps are taken by you in the handling of Lost and Found Property.

Write an Incident Report (IR) detailing the description of the item, where and when it was found, any additional information that could lead to the finding of the owner. Forward the item and IR to the On-Duty Supervisor (ODS) for processing.

4. Where are chemical and Flammable, Toxic and Caustic substances stored and who controls them?

In the Chemical Storage Room, and controlled by the Food Services Manager.

5. Where are paints stored and who controls them?

In the Paint Storeroom, and controlled by the Maintenance Supervisor.

Date Test Taken _____**Date of Make-up Test** _____

(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST KEY**02-03****CHAPTER: Safety and Emergency Procedures****Module Title: Fire Emergency Plan****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policy 08-01-01 and a lecture by the FTO, the trainee will be able to list information contained in the policy by answering the questions listed below.

1. Generally describe the function of all jail staff in the event of a Fire Emergency.

Extinguish any small fires. Notify Master Control and the ODS of the fire. Notify the Fire Department and give them details of the incident. Complete an Incident Report (IR) if you found the fire or supplement if involved.

2. List the information necessary to report a Fire Emergency.

Your radio number, Exact location of the fire or smoke, Description of fire size, Amount of smoke.

3. List the devices which may be used to report a Fire emergency.

Pull Alarms, Radio, Telephone

4. Describe the steps in extinguishing a small fire.

When you discover a small fire, extinguish it using the nearest fire extinguisher. After the fire is extinguished, notify the ODS and Master Control. The Fire Department will be notified. Medical and Maintenance will be notified to respond if necessary. The employee will ensure the area is cleaned up and returned to normal operating conditions. Write an Incident Report.

5. List the personnel authorized in the facility during an emergency situation.

Sheriff, Jail Captain, Sheriff's Office Personnel, Fire/Emergency personnel.

Date Test Taken _____

Date of Make-up Test _____

(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST KEY

03-01

CHAPTER: Module Operations

Module Title: Inmate Records

Trainee: _____

FTO: _____

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policies 06-01-01 through 06-01-04 and a lecture by the FTO, the trainee will be able to list information contained in the policy by answering the questions listed below.

1. Generally List the records , computer and hard copy, kept on an inmate.

Arrest Report, Court Information, Property Inventory, Funds, Worksheet Entries, Housing Assignments, Incident Reports, Disciplinary Hearing Reports, Mittimus Documents, Custody Paperwork, Court Paperwork, Hard Card, Kite Copies. *Note to FTO: Trainee does not need to know all the records, but have a good grasp of info kept on an inmate.*

2. What inmate records do you, as an officer, have access to, and which can you not access?

All records with the exception of medical records which are confidential.

3. What inmate information is considered “public information”.

Bond Information, Charges and Court Date.

4. How can an inmate get access to their records.

Through their attorney, BCSO Records, Jail Command Staff.

Date Test Taken _____

Date of Make-up Test _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST KEY**03-06****CHAPTER: Safety and Emergency Procedures****Module Title: Riots and Disturbances****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading BCSO jail Policy 08-01-05 and a lecture by the FTO, the trainee will be able to list the steps to be taken in (a) Minor Disturbances, and (b) Major Disturbances / Riots.

1. What is the first thing an officer is to do once discovering any disturbance within the facility?

Notify the On-Duty Supervisor (ODS) and inform them of the situation.

2. Officers not directly involved in the incident may be asked to escort visitors out of the facility.

True**False**

3. If in a Minor Disturbance the Incident Commander determines that additional assistance is needed, what has happened with the disturbance?

It has risen to the level of a Major disturbance

4. What Sheriff's Office resources are available to the Jail in the event of a Major Incident?

Operations Officers, Canine Unit, SWAT Team, Equipment from the Armory

5. What reports may you be required to write if involved in a Major Disturbance?

Incident Report (IR) , Criminal Report (CR)

Date Test Taken _____

Date of Make-up Test _____

(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST KEY**04-01****CHAPTER: Classification
Module Title: Disciplinary****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policies 10-01-02, 10-01-03, 14-01-01, 14-01-02, and 17-01-03, the trainee will list information contained in the policies by answering the questions listed below.

1. Other than pending a Disciplinary Hearing, under what circumstances may inmates be housed in Disciplinary Module?

If they pose a danger to themselves, others, or the facility. If they request Protective Custody.

2. If you contact a supervisor to have an inmate moved to Disciplinary, what paperwork must be done?

An Incident Report

3. If an inmate requests to be moved because they are afraid to remain in a housing area, what should you do?

Give them a Kite, Voluntary Statement and notify Classification and the ODS.

4. Can an inmate request to be removed from Protective Custody Status.

Yes. It must be done in writing.

5. Under what circumstances can you refer an inmate to a Disciplinary Hearing?

If they violate a Major Rule, or multiple Minor Rules (must be approved by the ODS)

6. What is the maximum time an inmate can spend in Disciplinary or Disciplinary Segregation?

60 days

7. What Level and Restriction are inmates in Disciplinary Module placed on?

Level III, Restriction A

Date Test Taken _____

Date of Make-up Test _____
(Note: Make-up test is to be done no sooner than the next working day)

04-02 FTO MODULE TEST KEY**CHAPTER: Disciplinary**
Module Title: Disciplinary Hearings**Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policies 14-01-01, 14-01-02, and a lecture by the FTO, the trainee will be able to list information contained in the policy by answering the questions listed below.

1. Generally describe the Major Rule violation disciplinary process.

Inmate is referred to a disciplinary hearing and is either moved to Disciplinary or left pending a hearing in the module. The ODS will determine if a hearing is not necessary, they may impose a lesser punitive sanction. If the supervisor determines that mediation is more appropriate than a hearing, they will mediate sanctions with the inmate. They may also determine that an Administrative Review may be more appropriate. If the supervisor determines that a Disciplinary Hearing needs to be conducted, an investigation will be conducted. The Hearing Officer will conduct a hearing within three days after the completing of the investigation.

2. List the sanctions that can be imposed to an inmate found guilty at a disciplinary hearing.

1. One to sixty (1-60) days in Disciplinary Segregation
2. One to fifteen (1-15) days loss of privileges, appropriate to major rule violation
3. Impose or continue a classification level change
4. Loss of any privileges earned for work in the Productive Day Program
5. Loss of any good time granted by the Sheriff's Office.

3. Where can you locate inmate rules for the facility?

Inmate Handbook and BCSO Jail Policy 14-01-01

Date Test Taken _____**Date of Make-up Test** _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST KEY**04-03****CHAPTER: Special Management Housing Area**
Module Title: Special Management Inmates**Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policy 10-01-01, the trainee will be able to list information contained in the policy by answering the questions listed below.

1. If you're working a module and determine there is an inmate that needs to be housed in SMAN, what is the first thing you should do?

Contact the On-Duty Supervisor (ODS) and give them information regarding the inmate.

2. What report are you responsible for as the employee initiating the move.

Incident Report (IR)

3. How often do you conduct welfare checks in SMAN?

Irregular 15 minute checks

Date Test Taken _____**Date of Make-up Test** _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST KEY**04-03.1****CHAPTER: Classification****Module Title: Inmate Levels and Restrictions****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policy, the trainee will be able to list information contained in the policy by answering the questions listed below.

1. How many levels are there?
Three (3)
2. Generally define each level.
Level 1 are restricted to their rooms during regular lockdown times for their modules. (least restrictive)
Level 2 are allowed out of their cells 1-3 hours per day, depending on their behavior.
Level 3 are restricted to their rooms continuously, except one hour and fifteen minutes per day.
3. How many restrictions are there?
Seven (7)
4. Generally define each restriction.
Restriction A- No significant interaction is permitted with other inmates. Separate visitation & recreation.
Restriction B-No interaction with specific inmates.
Restriction C-Inmate may not attend scheduled or extra recreation.(Medical Services imposed)
Restriction D-Inmate may not participate in specific recreational activities.(Medical Services imposed)
Restriction E-Inmate may not participate in specific physical activities. .(Medical Services imposed)
Restriction F- Inmate may not attend scheduled or extra jail programs.
Restriction G-Restricted phone calls, except those to attorney.

4. Who may impose levels and restrictions on inmates.

Module Officers, Health Services, Classification, Jail Captain, On-Duty Supervisor

5. What is the only classification of inmate, excluding Disciplinary Status inmates, that can have Levels and Restrictions imposed on them?

Special Management

Date Test Taken _____

Date of Make-up Test _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST KEY**05-01****CHAPTER: Jail Emergencies****Module Title: Armory Equipment****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policy 08-01-11 and a lecture by the FTO, the trainee will list information contained in the policy and information received from the FTO by answering the questions listed below.

1. During an emergency, who has the authority do distribute items from the Armory?

The Sheriff, Jail Captain, or On-Duty Supervisor (ODS)

2. List the equipment that is stored in the Jail Armory.

1-Protective Vests, 2-Helmets, 3-Riot Pads, 4-Shotguns with “Less Lethal Ammunition”,

5-Riot Batons, 6-OC Pepper Spray, 7-Hinged Handcuffs, 8-“Safe Set” of Jail Keys,

9-Video Recorder, 10-Locked Case with Documented Incident Tapes, 11-Digital Camera

Date Test Taken _____**Date of Make-up Test** _____

(Note: Make-up test is to be done no sooner than the next working day)

05-02.1 FTO MODULE TEST KEY**CHAPTER: Safety and Emergency Procedures**
Module Title: Hostage Situations**Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading BSCO Jail Policy 08-01-02, the trainee will be able to list information contained in the policy by answering the questions listed below.

1. If a person of rank is taken hostage, and is giving you a direct order to let them out of the facility, what should you do and why?

Do not let them out. Once taken hostage the hostage loses all authority despite rank.

2. If you hear of a hostage situation in the facility, what should you immediately do with your module?

Lock the inmates down, and conduct a formal count.

3. If the opportunity presents itself, you may negotiate the hostage's release.

True**False****Date Test Taken** _____**Date of Make-up Test** _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST KEY

01-01

CHAPTER: BCSO Jail Division

Module Title: Jail Philosophy

Trainee:

FTO:

PERFORMANCE OBJECTIVE: After reading BCSO Policy 101,210, 310, 313 and BCSO Jail Policy 01-01-02, 01-01-05, and a lecture by the FTO, the trainee will be able to list information contained in the policy by answering the questions listed below.

- 1. List the Chain of Command of the Boulder County Sheriff's Office Jail Division.**

Sheriff, Jail Captain, Shift Lieutenant, Shift Sergeant (s)

- ## 2. Who should complaints of Sexual Harassment be made to?

Your immediate supervisor, your supervisor's supervisor, Division Captain, Sheriff, IA unit, Human Resources.

Generally list the main issues of the BCSO Jail Division Mission Statement.

Public Safety, Staff Safety, Inmate Safety, Least Restrictive Custody, Consistent Equitable Classification, Population Control, Cost Effective Management, Staff Retention and Training, Good Order and Discipline, Access to Needed Inmate Programs, Avoid Warehousing, Limit Deterioration.

3. Generally list the main issues of the Sheriff's Office Mission Statement.

To provide efficient and effective law enforcement to the citizens of Boulder County, using competence, character and open communication.

4. List the 8 Principles of Direct Supervision. **Competent Staff, Classify and Orientate, Effective Communications, Effective Supervision, Just and Fair, Effective Control, Safety of Staff and Inmates, Manageable and Cost Effective Operation.**

5. As a member of the Sheriff's Office, you are allowed to accept gifts and gratuities from citizens.

True

False

Date Test Taken

Date of Make-up Test _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST KEY**01-02****CHAPTER: BCSO Jail Division****Module Title: General Employment Requirements****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading Boulder County Personnel Policy 500 – 504, BCSO Policy 302, 306 – 309, and BCSO Jail Policy 01-01-02, and a lecture by the FTO, the trainee will be able to answer the questions listed below.

1. Generally describe how you are compensated.
BCSO employees are paid once a month. Overtime and Comp time is paid at a rate of 1.5 hours for every hour worked.
2. Generally describe how you are afforded benefits through the county.
Insurance is given to the employee immediately after starting. If start date is between the 1st and 15th, benefits will be effective for that month. If start date is between the 16th and the end of the month, benefits will be effective the 1st of the following month.
3. Generally describe the Probationary Period, Promotion Process and Termination Process.
Probation is for a period of one year, which may be extended based on performance. Promotions may be applied for after an announcement has been posted and eligibility requirements have been met.
4. Generally describe the Performance Evaluation process.
In addition to the FTO Program, employees will be evaluated at least every six months while on probation. Annual evaluations will be done to determine amount of individual merit increase.
5. Who maintains your Personnel Records and who may access them.
The Personnel section maintains employee records. The employee, employee's supervisor(s) and Personnel may access employee's records. Others would need a court order.

Date Test Taken _____**Date of Make-up Test** _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST KEY**01-05****CHAPTER: Physical Plant****Module Title: Emergency Power****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After a lecture by the FTO and reading BCSO Jail Policy 07-01-05, the trainee will be able to list information contained in the policy by answering the questions listed below.

1. 1. What is the Jail's main emergency power source?
 - a. Conan 750 kw emergency generator system
 - b. **Onan 250 kw emergency generator system**
 - c. Orian 350 kw emergency generator system
 - d. Big Diesel Generator System

2. There are emergency light fixtures located throughout the facility.

True**False**

3. If the Jail's main emergency power source fails, what is the back up power source, and how long will it last?

Battery, which will provide power for twenty-four (24) hours**Date Test Taken** _____**Date of Make-up Test** _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST KEY**01-07.2****CHAPTER: Around The Clock****Supervision / Inmate Counts****Module Title: Welfare Checks****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policy 09-01-13, the trainee will be able to list information contained in the policy by answering the following questions relating to Around the Clock Supervision / Inmate Counts.

1. Who conducts the count at the beginning and end of the shift in each module.

The on-duty officer and the officer relieving the post.

2. If an officer discovers a discrepancy in the count what would generally be the steps that need to be taken next.

Check the Movement Log, Recount the Module, Check Tiburon and make sure they weren't released, Check with Booking to check if they were moved to another location.

3. How often are welfare checks completed in the following areas?

Booking 15 Disciplinary 15 Special Management 30 Maximum 30 _____

Women's Disciplinary 15 Women's Special Management 30 Women's 30 _____

Intake 30 Medium A&B 60 General Population 60 Dorms A, B, C & D 60 _____

4. Officers may conduct an inmate count any time during their shift. True _____ False _____

Date Test Taken _____**Date of Make-up Test** _____

(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST KEY

01-08

CHAPTER: Module Operations

Module Title: Physical Plant

Trainee: _____

FTO: _____

PERFORMANCE OBJECTIVE: After a lecture by the FTO and a tour of the facility, the trainee will be able to list (a) the main buildings of the jail, (b) Identify the modules within each building , (c) Explain the difference between Podular / Remote and Podular Direct, and how it applies to the Boulder County Jail.

1. Using the attached schematic, identify each building.
2. Using the attached schematic, identify the modules within each building.
3. What type of construction is the Boulder County Jail?

Built as Podular Remote.

4. How to we operate the Boulder County Jail?

As Direct Supervision

Date Test Taken _____

Date of Make-up Test _____

(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST KEY**02-05****CHAPTER: Facility Sanitation****Module Title: Cleaning Inspections
and Incentive Program****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After Reading BCSO Jail Policy 07-01-11 Procedure II, the trainee will be able to list information contained in the policy by answering questions related to the Weekly Cleaning Inspection and Incentive Program.

1. What day of the week are cleaning inspections generally conducted?

Wednesday

2. What extra privileges are given to inmates who pass the inspection?

Movie on Friday night and popcorn and soda.

3. If Classification moves an inmate from a module that didn't pass inspection to a module that did pass, the inmate now gets to participate in the extra privileges.

True _____

False _____**Date Test Taken** _____**Date of Make-up Test** _____

(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST KEY**03-02****CHAPTER: Module Operations**
Module Title: Inmate Health Services**Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After a lecture by the FTO and reading BCSO Jail Policies 20-01-33, 20-01-34, 20-01-35, 20-01-36, 20-01-51 and 20-01-52, the trainee will be able to list information gathered by answering the questions listed below.

1. When are inmates generally screened by Medical Services?

Within 8 hours of coming into the jail.

2. When may inmates keep medication in their cells?

Only when approved by Health Services

3. How can inmates request to see the doctor or dentist?

By filling out a kite or referral by a nurse.

4. You can place an inmate in a suicide smock before they have spoken to the nurse?

True

False

5. Where are suicidal inmates generally housed?

Usually housed in SMAN, but can be housed in Disciplinary or the Isolation cell in booking.

Date Test Taken _____**Date of Make-up Test** _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST KEY**03-03****CHAPTER: Safety and Emergency Procedures****Module Title: Emergency Treatment of Injuries****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policies 08-01-09, 20-01-36 and a lecture by the FTO, the trainee will list information contained in the policy by answering the questions listed below.

1. Describe how to obtain Medical assistance for an injured or ill party in the facility.

Immediately call Health Services for assistance. Inform Health Services using an assessment code, and nature of the injury(s). Notify the ODS.

2. List the information Health Services Unit staff require when medical assistance is requested.

Assessment Code: Medical Green, Medical Yellow, or Medical Red. Location of the incident. Any information specific to the injury. If the “crash cart” will be needed.

3. Describe the instance in which an ambulance would automatically be called by Master Control.

When a Medical Code Red is called.

4. List the Medical Emergency codes and a general description of each.

Medical Green: Medical emergencies of a relatively minor nature

Medical Yellow: Medical emergencies of a serious, but not life-threatening nature.

Medical Red: Medical emergencies of a more serious, possible life-threatening nature.

Date Test Taken _____**Date of Make-up Test** _____

(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST KEY**03-04****CHAPTER: Safety & Emergency Procedures****Module Title: Total Facility Evacuation****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policy 08-01-10 and a lecture by the FTO, the trainee will be able to list information contained in the policy by answering the questions listed below.

1. Identify who decides that the facility will be evacuated.

The Sheriff and / or the Jail Captain

2. Identify the outside agency resources available to the Department for an evacuation.

Regional Transportation District (RTD) and University of Colorado.

3. Generally describe the process of conducting a Total Facility Evacuation.

After the Sheriff / Jail Captain has determined that a Total Facility Evacuation will occur, the Incident Commander (IC) will assign a supervisor and additional staff to prepare the Workender Building, Court Holding at the CJ, or other locations to accept inmates. When these areas have been secured, the IC will notify employees of the order of the modules to be evacuated. The Module Officers will instruct the inmates to line up single file in the dayroom. The Module Officer will check the inmates off the Module List to ensure they have all their inmates. Cell doors will be closed to ensure inmates do not return to their cells. If an inmate is missing, check the Movement Log to ensure they are not in another location. If an inmate is still missing, contact the IC for direction. The Module officer will inform Master Control that their counts are accurate, where they will be logged. The Module Officer will wait for the escorting officers to respond before removing the inmates from the module. Inmates housed in SMAN, Disciplinary and Maximum will be hand cuffed before leaving. Additional handcuffs can be obtained from the Transport Office. To Verify a full evacuation, the IC or designee will check each inmate's name off the Jail List as the exit the jail and enter a vehicle. Armed officers will be assigned to supervise inmate at the Workender Building, Court Holding and other locations.

Date Test Taken _____**Date of Make-up Test** _____

(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST KEY**03-05****CHAPTER: Jail Emergencies****Module Title: Emergency Repairs****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After a lecture by the FTO, the trainee will be able to list the steps necessary to have jail equipment repaired in EMERGENCY and NON-EMERGENCY situations.

1. List the steps in notifying Maintenance / Facilities Maintenance in an Emergency situation.
 - a. **Notify the ODS**
 - b. **Determine if the situation is an emergency or non-emergency**
 - c. **Notify Master Control and let them know the nature of the problem and have them page the On -Call maintenance person. (after hours)**
 - d. **Notify Maintenance by radio / phone and let them know the nature of the situation. (Days)**

2. List the steps in notifying Maintenance in a Non-Emergency situation.
 - a. **Notify the ODS**
 - b. **Notify Maintenance by radio / phone and let them know the nature of the situation. (Days)**
 - c. **Fill out a Maintenance Request and submit it. (electronically through Out Look)**

Date Test Taken _____**Date of Make-up Test** _____

(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST KEY**03-07.1****CHAPTER: Operations, Security &
Control****Module Title: Incident Reports****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policy 09-01-21 and a lecture by the FTO, the trainee will be able to list information contained in the policy by answering the questions listed below.

1. Generally list four (4) situations in which an Incident Report would be written.
 - a. When the security of the facility is threatened.
 - b. When force is used to control an inmate.
 - c. An inmate violates a jail rule.
 - d. An inmate is placed in the Special Management or Disciplinary module upon intake (non-processed segregation) or we have moved an inmate to one of those modules from another module.
 - e. We have deprived an inmate of an item usually authorized or suspended them from an activity.
 - f. Jail equipment/property has been damaged or broken and the employee feels other personnel need the information.
 - g. A jail employee has information that they should pass on to all other employeeed to maintain a sevure facility or to aid employees in doing their job.
2. When must you have an Incident Report completed? **No later than the end of shift.**
3. What computer system is the Incident Report directory located on? **The Tiburon system**

Date Test Taken _____**Date of Make-up Test** _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST KEY**04-04****CHAPTER: Module Operations**
Module Title: Inmate Services and Programs**Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policy 18-01-03 and 19- Inmate Services and Programs and a lecture by the FTO, the trainee will list information contained in the policies.

1. Generally Describe the programs / services available to inmates in the facility.
a. Recreation b.Education c. Commissary d. Library e. Ongoing / Special Programs f. Religious Services
g. Alcoholics Anonymous h. Narcotics Anonymous i. Productive Day j. Photocopying k. Notary Services
(NOTE: The trainee should have a general idea of the programs / services available. They are not expected to know all of them, and can answer with programs offered within a specific program, example: Productive Day classes)
2. How may inmates get copies made?
Submit an Inmate Request Form(KITE) to Classification / Librarian.
3. Who can perform Notary Duties?
Any Sergeant, The Administrative Secretary
4. How can an inmate begin Adult Education Classes (GED)?
By recommendation or by submitting an Inmate Request Form.
5. What inmates may not be afforded the opportunity for recreation?
Those with health or security concerns.

Date Test Taken _____**Date of Make-up Test** _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST KEY**04-05****CHAPTER: Module Operations
Module Title: Inmate Workers****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After a lecture by the FTO, the trainee will be able to list information gathered through the lecture, by answering the questions listed below.

1. List the 7 (seven) modules in the jail that house inmates that provide inmate labor.

Intake, Women's, SMAN, GPop, Medium A, Medium B, Building C (Dorm D)

2. List the 5 (five) general jobs that Inmate Workers can be assigned to.

Food Service, Janitorial, Maintenance, Laundry, and Product Assembly

3. Any inmate that is cleared for work, can work in any Inmate Labor position.

True

False

4. At what rate do Inmate Workers gain Good Time compared to Work Release and Productive Day Good Time Workers?

Inmate Workers get 1 for 3 days worked. WR and Pro Day get 1 for 5 days worked.

5. What privileges are afforded to Inmate Workers housed in Building C and inside the secured perimeter?

The ability to move unescorted within the facility.(Module Trustees)

The ability to work outside the secured perimeter (Inmate Worker, Dorm D)

Date Test Taken _____**Date of Make-up Test** _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST KEY**05-03****CHAPTER: Jail Emergencies****Module Title: Escapes****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policies 08-01-06, 09-01-13 and a lecture by the FTO, the trainee will be able to list information contained in the policy by answering the questions below.

1. Who should be notified immediately upon discovery or suspicion that an escape has occurred?

Master Control and the ODS

2. How long should you wait before doing a lockdown and count of your module?

The modules should immediately be locked down and a count should be done.

3. The facility must be locked down for a Work Release escape.

True**False**

4. If you discovered the escape, what reports must be written?

An Incident Report and possibly a Crime Report

5. Generally describe what is done during an Emergency Count.

When the module officer is notified of an emergency, they will immediately conduct a physical count of the inmates. Based on his / her evaluation, the ODS may order an emergency lockdown of the inmates. The module officer will record the count and time on the Module Log. If the count is not accurate, they will notify Master Control and Incident Command if it has been established.

Date Test Taken _____**Date of Make-up Test** _____

(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST KEY**05-04****CHAPTER: Safety and Emergency Procedures****Module Title: Bomb Threat****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading BCSO Jail Policy 08-01-03, the trainee will be able to list information contained in the Bomb Threat policy by (a) generally listing the questions on the IABTI and/or FBI card, (b) listing the number to the AT&T Security Control Center, and (c) determine what is the most useful item they can utilize during a phoned Bomb Threat.

1. What item is MOST useful in the event you receive a Bomb Threat via telephone?

IABTI or FBI bomb threat card

2. In General, list 4 of the 9 questions listed on the FBI card and in Policy 08-01-03.

1. When is the bomb going to explode? (5) What will cause it to explode?

2. Where is it right now? (6) Did you place the bomb?

3. What does it look like? (7) Why?

4. What kind of bomb id it? (8) What is your address?

(9) What is your name?

3. What number must you dial immediately after receiving a Bomb Threat?

***57 (Qwest Security Center)**

Date Test Taken _____**Date of Make-up Test** _____
(Note: Make-up test is to be done no sooner than the next working day)

M01-03.1 FTO MODULE TEST KEY**CHAPTER: Master Control Procedures****Module Title: Video System/Motion Sensors****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After a lecture by the FTO, the trainee will be able to list information gathered from the lecture by answering the questions listed below.

1. How many monitors are there in Master Control

Eight (8)

2. Which monitor is activated when an intercom button is pressed on the Graphic Panel?

Monitor 7 (pull up monitor)

3. When using the Envision Monitor, you can hear what is going on in the area you are viewing.

True

False**Date Test Taken** _____**Date of Make-up Test** _____

(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST KEY**M02-02****CHAPTER: Operations, Security and
Control****Module Title: Door Control****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading Boulder Country Jail Policy 09-01-01, the trainee will be able to list information contained in the Door Control policy by (a) listing the doors operated by Master Control, (b) Listing the two Manually operated fire door security vestibules, (c) List areas containing Emergency Group Release switches (d) List the steps taken when a Security Perimeter door is found open or unlocked.

1. List the doors operated by Master Control

Inner / Outer Visitation, Inner / Outer Court, Courtroom, Walk-in Receiving Door (inner garage), Outer Receiving Door (Inmate Booking), East / West Intake Garage Door, Inner / Outer Master Control, Inner / Outer Building C, Inner / Outer Mechanical Area, Outer Maintenance Corridor, Kitchen Receiving, Loading Dock Entrance, Outer Mechanical

2. In what buildings are the manually operated fire door security vestibules located?

Buildings A & B

3. List the modules / areas in the jail containing Emergency Group Release switches.

Intake/ Womens, DSM, Medium A / Gpop, Medium B, and Master Control

4. What steps are to be taken by you when a Security Perimeter door is found open / unlocked?

- a. Secure the door and immediately notify the On Duty Supervisor (ODS) and wait for direction from them.
b. Write an Incident Report (IR) identifying which door was open or unlocked and other details.

Date Test Taken _____**Date of Make-up Test** _____

(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST KEY

CHAPTER: Reception Procedures

Module Title: Visitation

Trainee: _____

FTO: _____

PERFORMANCE OBJECTIVE: After reading Boulder County Jail Policy 15-01-01 and a lecture by the FTO, the trainee will be able to list information found in the policy and gathered from the FTO by answering the questions listed below.

1. What is done if a visitor sets off the metal detector?

Reception will direct the visitor to return to the Reception Desk, empty his or her pockets and pass through the metal detector again.

2. Is a visitor allowed to take personal items into the Visitation Room?

No. The only exception is legal documents to be signed by the inmate.

3. A person under the age of 18 can visit an inmate without an adult present if they're the inmate's child.

True

False

3. Where are items that are considered contraband to be stored while the visitors are in the Visitation Room?

In the visitor's vehicle or a locker in the lobby.

4. If you discover a visitor attempting to smuggle in contraband, what should you do?

Direct the visitor to return to the lobby and immediately notify the On-Duty Supervisor (ODS)

5. What type/color of tag should each visitor be given before being allowed into the Visitation Room?

A Red Visitors tag

Date Test Taken _____

Date of Make-up Test _____

(Note: Make-up test is to be done no sooner than the next working day)

02-01 FTO MODULE TEST KEY**CHAPTER: Reception Procedures**
Module Title: Incoming Materials**Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading Boulder County Jail policy 15-01-07 and a lecture by the FTO, the trainee will be able to list information contained in the Incoming Materials policy.

1. List the five types of funds accepted at the Boulder County Jail.

- 1. Cash 2. Government Checks 3. Non-cancelable Money Orders 4. Travelers checks**
- 5. Cashier Checks**

2. If you're not sure about an item of property, who should be contacted?

The On Duty Supervisor (ODS)

3. Booking is responsible for entering funds taken at Reception in the Tiburon computer.

True **False**

4. You only need to write a receipt for funds received in Reception.

True **False**

5. Where is the property most likely going to be put once you receive it.

In the mailboxes located behind Reception.**Date Test Taken** _____**Date of Make-up Test** _____
(Note: Make-up test is to be done no sooner than the next working day)

M01-03.1 FTO MODULE TEST**CHAPTER: Master Control Procedures****Module Title: Video System/Motion Sensors****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After a lecture by the FTO, the trainee will be able to list information gathered from the lecture by answering the questions listed below.

1. How many monitors are there in Master Control

2. Which monitor is activated when an intercom button is pressed on the Graphic Panel?

3. When using the Envision Monitor, you can hear what is going on in the area you are viewing.

True

False

Date Test Taken _____**Date of Make-up Test** _____
(Note: Make-up test is to be done no sooner than the next working day)

FTO MODULE TEST

M02-02

CHAPTER: Operations, Security and Control

Module Title: Door Control

Trainee:

FTO:

PERFORMANCE OBJECTIVE: After reading Boulder Country Jail Policy 09-01-01, the trainee will be able to list information contained in the Door Control policy by (a) listing the doors operated by Master Control, (b) Listing the two Manually operated fire door security vestibules, (c) List areas containing Emergency Group Release switches (d) List the steps taken when a Security Perimeter door is found open or unlocked.

1. List the doors operated by Master Control
 2. In what buildings are the manually operated fire door security vestibules located?
 3. List the modules / areas in the jail containing Emergency Group Release switches.
 4. What steps are to be taken when a Security Perimeter door is found open / unlocked?

Date Test Taken

Date of Make-up Test _____
(Note: Make-up test is to be done no sooner than the next working day)

02-01 FTO MODULE TEST

CHAPTER: Reception Procedures

Module Title: Incoming Materials

Trainee: _____

FTO: _____

PERFORMANCE OBJECTIVE: After reading Boulder County Jail policy 15-01-07 and a lecture by the FTO, the trainee will be able to list information contained in the Incoming Materials policy.

1. List the five types of funds accepted at the Boulder County Jail.

2. If you're not sure about an item of property, who should be contacted?

3. Booking is responsible for entering funds taken at Reception in the Tiburon computer.

True

False

4. You only need to write a receipt for funds received in Reception.

True

False

5. Where is the property most likely going to be put once you receive it.

Date Test Taken _____

Date of Make-up Test _____
(Note: Make-up test is to be done no sooner than the next working day)

01-01 FTO MODULE TEST**CHAPTER: Reception Procedures****Module Title: Visitation****Trainee:** _____**FTO:** _____

PERFORMANCE OBJECTIVE: After reading Boulder County Jail Policy 15-01-01 and a lecture by the FTO, the trainee will be able to list information found in the policy and gathered from the FTO by answering the questions listed below.

1. What is done if a visitor sets off the metal detector?

2. Is a visitor allowed to take personal items into the Visitation Room?

3. A person under the age of 18 can visit an inmate without an adult present if they're the inmate's child.

True

False

3. Where are items that are considered contraband to be stored while the visitors are in the Visitation Room?

4. If you discover a visitor attempting to smuggle in contraband, what should you do?

5. What type/color of tag should each visitor be given before being allowed into the Visitation Room?

Date Test Taken _____**Date of Make-up Test** _____
(Note: Make-up test is to be done no sooner than the next working day)

01-07 FTO MODULE PERFORMANCE CHECKLIST

**CHAPTER: Inmate Counts
Module Title: Shift Counts**

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to relieve the previous shift and assume control of the post, following the thirteen (13) steps listed below and BCSO Jail Policy 09-01-13 Procedure I.

STEPS:

1. Materials Needed: Module keys, Inmate Roster, Movement Log, Module Log, and a Flashlight if night shift.
2. Assemble your workstation forms (Module Welfare Check form, Module Log, Movement Log, Weekly Checklist, and Module Cell Inspection Form) and attach to your clipboard.
3. Write the module name, date, and team on the Welfare Check, Module Log and Movement Log.
4. Obtain the module keys from the officer being relieved.
5. Check the Inmate Roster to find out how many inmates are assigned to the module.
6. Check the Movement Log to find out how many inmates are currently signed out.
7. Enter the module using the module keys or electronically through the control panel.
8. Count every inmate in every cell and return to the OWS. Compare your count with the Inmate Roster.
9. If there is a discrepancy in the module count, the current Module Officer and you will attempt to rectify the discrepancy following BCSO Jail Policy 09-01-13, Procedure II. (Subtask)
10. If the count is correct, log the information on the Welfare Check form. Note: When logging checks, the numerator is the number of inmates currently in the module. The denominator is the total number of inmates assigned to the module.
11. If the count is correct, log the information on the Module Log, Welfare Check form and into Tiburon.
12. Log the count, including the number of inmates assigned out, in Tiburon.
13. Check the module equipment (Total set(s) of keys and number of keys on each set, scissors, toe nail clips, finger nail clips, tweezers, restraints, flashlights, air pacs, and fire extinguisher. If in Women's Module include knitting needles) and log on the Module Log.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ (FTO) _____ (Trainee)		
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01-07.1 FTO MODULE PERFORMANCE CHECKLIST

**CHAPTER: Inmate Counts
Module Title: Welfare Check**

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to conduct four (4) Welfare Checks following the seven (7) steps listed below and BCSO Jail Policy 09-01-13, Procedure IV

STEPS:

1. Materials Needed: Module keys and a flashlight if done on Night Shift.
2. Enter the module using the module keys or electronically through the control panel.
3. Make a mental note where you start the check, to ensure that all cells are checked.
4. Each time you do a Welfare Check choose another area to start your check and randomly alternate direction, so you don't create a pattern.
5. Visually check each cell and look for movement from sleeping inmates. Visually inspect each inmate in the dayroom and observe their well being.
6. Knock on closed shower doors and solicit a response from inmates. If no response, visually inspect the inside of the shower.
7. Return to the OWS and log the welfare check on the Module Welfare Check form.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ _____ (FTO) _____ (Trainee)					

01-09.1 FTO MODULE PERFORMANCE CHECKLIST**CHAPTER: Inmate Movement****Module Title: Movement of****Uncooperative Inmates**

Trainee: _____

FTO: _____

Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to escort an uncooperative inmate from one location to another, following the 11 steps below.

STEPS:

1. Notify a Supervisor and inform them of the move.
2. Inform the Module Officer of the inmate's name and destination, and record the information on the Movement Log.
3. Have the inmate exit the module, leaving all their property.
4. Along with another officer, position yourself behind and angled to the inmate (position of advantage). Note: one officer will walk on the left side, and one on the right.
5. Instruct the inmate to begin walking, using a clear tone.
6. Inform the destination that you are on your way with the inmate, via radio.
7. When you reach the module, continue to escort the inmate to their assigned cell.
8. Notify the Module Officer to close the cell door.
9. Record the move on the Movement Log.
10. Return to the original module and gather their property.
11. Take the property to the new destination.
12. Leave the property in the OWS so the Module Officers can go through it and inspect for contraband.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

(FTO)

(Trainee)

01-09.2 FTO MODULE PERFORMANCE CHECKLIST

**CHAPTER: Inmate Movement
Module Title: Movement of
Combative Inmates**

Trainee: _____
FTO: _____

Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to escort a combative inmate from one location to another, following the 15 steps below.

STEPS:

1. Call for assistance or back up if needed, and notify a Supervisor. Never move a combative inmate on your own.
2. Instruct the inmate to face away from you and apply handcuffs for officer safety. (Subtask)
3. Grab the inmate by their arm in an escort position, and have another officer do the same on the other side.
4. Tell the inmate what you want them to do in a clear tone.
5. Begin escorting the inmate to their new destination, utilizing the escort hold.
6. Continue talking to the inmate, letting them know what you want them to do. Don't assume they know where to go and what to do.
7. Once you get to the new destination, have the inmate lay face down on the bunk.
8. Tell them not to resist and let them know you are going to remove the cuffs.
9. Begin removing the cuffs, with other officers present, incase the inmate begins to fight. (Subtask)
10. Once the cuffs are removed, start backing out of the cell, keeping your front towards the inmate, should they decide to start fighting.
11. Once out of the cell, notify the Module Officer to close the cell door.
12. Return to the original module and gather their property.
13. Take the property to the new destination.
14. Leave the property in the OWS so the Module Officer(s) can go through it and inspect for contraband.
15. Write an Incident Report (IR) indicating the Use Of Force. (Subtask)

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

(FTO)

(Trainee)

01-09.3 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Inmate Movement
Module Title: Moving of a Group of
Inmates

Trainee: _____
FTO: _____

Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to escort a group of inmates, following the 10 steps below.

STEPS:

1. Inform the Module Officer of the inmate's names and the destination, and record the information on the Movement Log.
2. Two to three officers should be used to escort a large group of inmates if possible.
3. Open the Module door, and have the inmates line up against the wall in the hallway.
4. Inform the inmates to remain quiet and stay single file.
5. Notify Master Control where you will be escorting the inmates, so they can monitor movement.
6. If alone, instruct the inmates to begin walking, and against one side of the wall.
7. Position yourself behind and angled (position of advantage) to the group of inmates.
8. If there are two of you, one officer will position themselves in front of the line, and one in the back, on the opposite side of the hall.
9. If there are three of you, one officer will be positioned in the front, one in the middle and one at the end of the line of inmates, on the opposite side of the hall.
10. When the inmates are returned to the module, record their return on the Movement Log.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

 _____ (FTO)

 _____ (Trainee)

01-09 FTO MODULE PERFORMANCE CHECKLIST

**CHAPTER: Inmate Movement
Module Title: Movement of
Cooperative Inmates**

Trainee: _____
FTO: _____

Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to escort a cooperative inmate from one location to another, following the 10 steps below.

STEPS:

1. Inform the Module Officer of the inmate's name and the destination, and record the information on the Movement Log.
2. If the inmate is moving to another module, get the inmate's module file in addition to step 1 and have them pack their property.
3. Call the inmate and have them wait for you at the module door.
4. Open the module door and have the inmate step out into the hallway. The inmates can carry their own property.
5. Secure the module door.
6. Instruct the inmate to begin walking. Walk behind and angled to them, (position of advantage) keeping three to four feet between yourself and the inmate.
7. When you leave the module, inform the destination, via radio, that you're on your way with the inmate.
8. When you arrive at your destination, let the area supervisor / Module Officer know that they have arrived.
9. If moving to a new module, have the inmate wait in the hall or Multi Purpose room, until the Module Officer has given them their new room assignment.
10. Record the move on the Movement Log.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ _____ (FTO) (Trainee)					

01-10.1 FTO MODULE PERFORMANCE CHECKLIST

**CHAPTER: Inmate Correspondence
Module Title: Outgoing Mail**

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to process outgoing mail, following the 7 steps listed below and BCCSO Jail Policy 15-01-05 Procedure I.

STEPS:

1. Gather all the outgoing mail from the tray in the Officer Work Station (OWS)
2. Check the mail to insure the envelope has been stamped with the address of the jail in the upper left-hand corner.
3. Check any magazine subscription forms to insure the jail's address has been entered as the return address. Return those that have other addresses.
4. Remove any Inmate Request Forms (kites) that are to be dealt with by Medical or the Module Officer, placing them in the appropriate tray in the OWS.
5. Bundle the mail and kites with a blank piece of paper and a rubber band.
6. Write your officer number, module name, date, and shift assignment on the paper.
7. At the end of shift, take the mail to the outgoing mailbox in Reception.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ _____ (FTO) _____ (Trainee)					

01-11.1 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Module Operations
Module Title: Processing Inmate Debt

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to deduct the funds of inmates having debt / bill balances, following the 11 steps below.

STEPS:

1. Note: If an inmate has a debt / bill balance, you must deduct it from their account any time you add money to their account, even if the person leaving the money says the money is specifically for commissary, etc.
2. Log on to the Tiburon computer system.
3. Do a search in the computer and select the inmate.
4. Click on "Property"
5. Click on "Money"
6. Click the "Add" icon at the top of the screen.
7. Click on IA Event and select the appropriate event.
 - Select MEDP to pay a medical debt.
 - Select DBTR to pay all other debts.
8. Enter the amount of the debt/ bill balance, which is located on the lower right side of the screen.
9. Click on "Remarks" and enter the reason for the deduction.
 - If you are deducting a medical debt, you will need to enter the document number in the document field.
10. Save the entry (a receipt will automatically print)
11. Give the receipt to the inmate.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

 _____ (FTO)

 _____ (Trainee)

02-01.2 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Module Operations
Module Title: Tiburon Log-in / Log-off

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, practice, and reading the information located in the CMS Training on the I-web (Intro to Tiburon Lesson Plan-Log-in & Log-off), the trainee will be able to log-on and log-off of the Tiburon computer system four (4) consecutive times.

STEPS:

1. Log on to the computer using the Novell Client Login.
2. When the County I-web page comes up, click on “Departments”.
3. If the I-web doesn’t come up automatically, click on the Internet Explorer icon located on your desktop, and follow step #2.
4. Scroll down and click on “Sheriff”.
5. When the Sheriff’s Office page comes up, click on “CMS TRAINING-Jail Division”.
6. Read the Lesson Plan for Log-in and Log-off located in the “Intro to Tiburon Lesson Plan” folder.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ _____ (FTO) (Trainee)					

02-03.1 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Safety & Emergency Procedures

Module Title: Air Pack

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to put on and use an air pack 2 times, following the steps below.

STEPS:

1. Approach the air pack and remove the plastic bag covering the facemask.
 2. Turn around, and with your back facing the air pack; slide your arms through both shoulder straps.
 3. Step away from the wall, pulling the air pack from its bracket.
 4. Tighten the shoulder straps and fasten the waist strap.
 5. Place the mask on your head with the straps loose, so it can be held up until the air pack is turned on.
 6. Reach behind your right side, and grab the handle on the bottom the tank.
 7. Turn the handle away from you until it stops.
 8. Turn the gold knob counter clockwise until it stops and the silver pin locks in place. This should start the flowing into the mask.
 9. Tighten the mask on your head, creating a tight seal.
 10. Breath normally.
 11. When returning the air pack to the bracket.
 12. Make sure to loosen the facemask, shoulder and waist straps fully.
 13. Turn off the air from the tank, and drain the air in the hose, using the red or gold knob.
 14. Replace the plastic cover over the facemask.

Note: There should be approximately 20 minutes of air in the pack breathing normally. Exaggerated breathing will deplete the air much faster.

<p>PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to put on and use an air pack 2 times, following the steps below.</p>				
STEPS:				
<ol style="list-style-type: none"> 1. Approach the air pack and remove the plastic bag covering the facemask. 2. Turn around, and with your back facing the air pack; slide your arms through both shoulder straps. 3. Step away from the wall, pulling the air pack from its bracket. 4. Tighten the shoulder straps and fasten the waist strap. 5. Place the mask on your head with the straps loose, so it can be held up until the air pack is turned on. 6. Reach behind your right side, and grab the handle on the bottom of the tank. 7. Turn the handle away from you until it stops. 8. Turn the gold knob counter clockwise until it stops and the silver pin locks in place. This should start the flowing into the mask. 9. Tighten the mask on your head, creating a tight seal. 10. Breath normally. 11. When returning the air pack to the bracket. 12. Make sure to loosen the facemask, shoulder and waist straps fully. 13. Turn off the air from the tank, and drain the air in the hose, using the red or gold knob. 14. Replace the plastic cover over the facemask. 				
<p>Note: There should be approximately 20 minutes of air in the pack breathing normally. Exaggerated breathing will deplete the air much faster.</p>				
<p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)</p> <p>_____ (FTO)</p> <p>_____ (Trainee)</p>				

02-04 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Operations Security & Control

Module Title: Perimeter Check

Trainee: _____

FTO: _____

Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to perform a Perimeter Check with the assistance of an armed officer, following the steps listed below.

STEPS:

1. Get with a firearms qualified officer.
2. Ensure you have a flashlight.
3. Call the beginning of the check in to Master Control. Example: "Master Control, 1407" wait for response. "1407 and 1410 beginning a perimeter check in Administration." Ensure Master Control copies your transmission.
4. Begin the perimeter check by checking the parking lot, looking for suspicious vehicles.
5. Any department vehicles need to have the doors checked to ensure they are locked and undamaged.
6. Make your way to the lobby entrance, and check the trash cans and around walls to ensure there isn't any contraband that may have been left by visitors.
7. Enter the lobby and check the lockers, trash and restrooms for contraband and damage.
8. Exit the lobby and work your way towards the Intake Garage, checking along the building walls for contraband.
9. Check all the Transport vehicles to ensure they are locked.
10. Continue around the building until you get to the North-East corner of the building. Make your way to the jail garden (Spring, Summer and Fall only)
11. Check the sheds inside and out for contraband.
12. Make your way back to the North-East corner of the building and continue around the building.
13. Check all the County/ Department Vehicles on the North side of the building.
14. Check the Work Release Inmate vehicles to ensure they have a parking permit.
15. Check the dock area, including the compactor, recycle bins and lift area.
16. Continue around the building until you reach your starting point.
17. Call the completion of the Perimeter Check into Master Control. Example: "Master Control, 1407". Wait for response. "Perimeter check complete, everything appears Code 4." Ensure Master copies your transmission.
18. Enter the building and resume normal duties.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

(FTO)

(Trainee)

03-07 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Operations Security and Control

Module Title: Worksheet Entries

Trainee: _____

FTO: _____

Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to enter 3 worksheet entries on 3 separate inmates, following the 13 steps listed below.

STEPS:

1. Log on to the Tiburon computer system.
2. Click on Corrections System.
3. Click on the + on Corrections.
4. Double click on Main.
5. Click on tab 3, Inmates in Custody.
6. Type in the inmate's last name.
7. Select the inmate you want from the list.
8. Select Tab 1, Booking.
9. Select tab 7, Management.
10. Select the sub-tab for Worksheet/Bio
11. To add entry, click the +Add icon.
12. Type in the narrative.
13. Click the save icon or Ctrl / S, to save.

Note: To review entries, click on the specific date you want to look at and read the entry.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)		
_____ _____ (FTO) _____ _____ (Trainee)		

03-07.2 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Operations Security and Control

Module Title: Incident Reports

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to complete an Incident Report, following the steps below.

STEPS:

1. Log on the Tiburon computer system.
2. Click on Corrections System.
3. Double click on the Incidents folder.
4. Double click on Main
5. Click on the Find button.
6. A message will appear “No records found. Do you want to create a new record?” Click “Yes”
7. Enter Incident Date, Time, and Operator Number.
8. Enter Incident Type. (F1 for list)
9. Type in Module or Other Location.
10. Enter Reporting Officer Number.
11. In “Remarks”, enter a Synopsis including Inmate’s first and last name.
12. In “Viol” place a Y if violence used against inmate or officer.
13. Click Tab 4, “Involved Persons”.
14. Enter Inmate involved first as the suspect, then all other inmates and staff involved.
15. Fill in “Inmate Violations”.
16. Click on Tab 3, “Primary Narrative” and enter a Synopsis and Description for the incident.
17. In the “Narrative Nature” field, type PRIM for primary narrative.
18. Once report is complete and ready for review, type a “Y” in the Ready For Review field.
19. Contact the ODS and let them know there is an IR ready for review.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

(FTO)

(Trainee)

03-08.1 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Module Operations
Module Title: Time Out Logs

Trainee: _____

FTO: _____

Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to record inmate time out, following the 5 steps listed below.

STEPS:

Note: Modules having inmates on a level requiring time out are Intake, Women's, Disciplinary and SMAN.

1. Get the Time Out log for the specific module.
2. Log the Inmate's Name, Your Officer Number, Date, and Starting Time.
3. Let the inmate out.

Note: Depending on the Level and Restriction of the inmate will determine how long they can stay out and who they can be out with.

4. Inform the inmate when their time is expired and direct them to return to their cell.
5. Enter the Ending Time on the Time out Log

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ _____ (FTO) (Trainee)					

04-06.1 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Module Operations
Module Title: Commissary Delivery

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to conduct commissary distribution, following the 11 steps below.

STEPS:

Note: The Canteen driver conducts the delivery process in Building C. The Module Officer is responsible for delivering commissary in all the other modules.

1. Once the commissary is delivered to your module, separate the orders into the specific modules, ensuring that the inmates are still in your module. Each bag is tagged with the inmate's name and module.
2. Once the commissary is separated, open the cell doors of those inmates receiving commissary only.
3. Take the cart to the module door and begin calling inmates up, one by one, to receive their orders.
4. Check the inmate's wristband with the order to confirm they are the appropriate owner of the commissary.
5. Have them check the contents of the bag in front of you, for missing or incorrect items.
6. If there are missing items, note this on the receipt so the inmate can be credited. Mark the receipt with "Credit" and the item number, cost, and your badge number and name.
7. If there are incorrect items, note this on the receipt and take the incorrect item, so the inmate can be credited. Mark the receipt with "Credit" and the item number, cost, and your badge number and name.
8. Have the inmate sign the two part receipt.
9. Keep the top copy, and give the inmate the bottom copy.
10. Item receipts that have missing or incorrect items should be kept separate from the others, so you can give them to the Canteen driver.
11. Have the inmates return to their cells.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)		
_____ _____ _____ (FTO) _____ _____ _____ (Trainee)		

04-07 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Communication, Mail, Visiting

Module Title: Inmate Visitation (Contact)

Trainee: _____

FTO: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to set up the visitation room and conduct visits, following the steps listed below and BCSO Jail Policy 15-01-01 Procedure II

STEPS:

1. Get a copy of the visitation list from the briefing room or Reception.
2. Go to the Visitation room and do a search for any contraband that may have left by inmates or visitors.
3. Lock the restroom doors. Inmates and visitors are not allowed to use these restrooms.
4. Set the room up to accommodate the number of inmates and visitors listed on the visitation list.
5. Arrange the chairs, keeping in mind that there must visual contact of both the inmate and visitor(s). One chair for the inmate, and one chair for each visitor. The inmate and visitor(s) must be facing each other.
6. Go to the appropriate module that has the next visits to gather the inmates. Contact Reception by phone or radio to check for any cancellations or "no shows".
7. Escort the inmates to the Visitation room and explain the rules, including leaving the chairs the way they are set up.
8. Let the inmates sit where they want, based on the number of visitors they have.
9. Notify Master Control to let the visitors in. As they are entering the room, monitor for the odor of alcohol or use of gum or candy. If you notice alcohol on their breath, call for a PBT(Portable Breath Test) and an ODS.
10. Time the visits allowing 30 minutes. At approximately 29 minutes give a "one minute" warning. This allows the inmate and visitor(s) to say their goodbyes.
11. Notify Master Control to let the visitors out. Prior to closing the inner door, verify the inmate count.
12. For inmates having contact visits, you will conduct strip searches one at a time. Inmates that have been searched will be placed in the secured visit area. If female inmates, call a female officer prior to visits concluding to conduct the strip searches.
13. Once all the searches have been completed, contact the module via radio and let the officer know you are returning with the inmates.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

(FTO)

(Trainee)

05-02 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Safety and Emergency Procedures **Trainee:** _____
Module Title: Hostage Situations **FTO:** _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to complete 2 hostage situation scenarios as a hostage, following the steps listed below.

STEPS:

1. Notify Master Control using your Name, Radio Number, and Location.
2. Remain calm and do not do anything that may compromise your safety.
3. Be on the lookout for SWAT Officers, as they will be called to assist in the situation.
4. Do not attempt to leave the facility with the hostage taker, as that will not be allowed to happen.
5. Remember as much as you can about the Hostage taker's demeanor and comments, to be used in your report.
6. Once the situation is over, write a detailed Incident Report (IR) and / or Crime Report.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

(FTO)

(Trainee)

05-04.1 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Safety and Emergency Procedures

Module Title: Bomb Threat (Via Mail)

Trainee: _____

FTO: _____

Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to complete the process for gathering information from a mailed in bomb threat following the 8 steps below and BCSO Jail Policy 08-01-03.

STEPS:

1. Materials Needed: New 1 gallon plastic bag, Evidence tape, BCSO Property Report.
2. Notify the ODS of the letter.
3. Get the evidence tape and an evidence bag from the “evidence” drawer in the Lieutenant’s Office.
4. Place the envelope in the plastic bag, taking care to touch it as little as possible.
5. Tape the entire opening of the bag to ensure its integrity.
6. Mark the bag with your initials and the number 1. example: (WRK1) this will be your Item# on the Property Report. Any additional property will be labeled (WRK2, WRK3, etc.)
7. Get a Property Report from the evidence drawer in the Lieutenant’s Office, and fill out. (subtask)
8. Give the evidence and Property Report to the ODS to be placed in Evidence.
9. Complete an Incident Report (subtask)

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

(FTO)

(Trainee)

01-03 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Module Operations
Module Title: Policy Manuals

Trainee: _____
 FTO: _____
 Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to access County Policy Manual, County Personnel Manual, BCSO Department Policy and BCSO Jail Division Policy Manuals on the I-web, following the 7 steps below.

STEPS:

1. Log on to the computer.
2. If the I-web automatically initiates, go to step 5.
3. If the I-web does not come up, click on the “Start” button.
4. Click on the Internet Explorer icon on the left side of the pop up menu.
5. Click on “Departments”.
6. Click on “Sheriff”.
7. Under Boulder County Information, click on the manual you want to view.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ _____ (FTO) (Trainee)					

01-04 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Operations, Security & Control
Module Title: Radio Usage

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, practice, the trainee will be able to receive and transmit communications using their issued Pac Set (radio), following the steps listed below and BCSO Jail Policy 09-01-05 .

STEPS:

1. Equipment Needed: Radio, Charger, and a Shoulder Mic.
2. Remove the radio from the charger.
3. Turn radio on.
4. Adjust volume using the squelch button.
5. Depress the transmission key on the radio or shoulder mic.
6. After approximately one second, begin speaking into the mike at a normal tone of voice.
7. Announce the number of the person you are contacting and then your assigned number.
8. Keep transmissions as direct and concise as possible.
9. When answering a transmission, give your radio number and current location or telephone number.
10. To indicate that you have received a message, follow steps 5 &6 and say “Copy”.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ _____ (FTO) (Trainee)		
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01-11 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Module Operations
Module Title: Funds Received (in Mail)

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to receive, process and enter funds in the Tiburon computer system, following the 11 steps below.

STEPS:

1. Log on to the Tiburon computer system.
2. Do a search in the computer to ensure the inmate is in custody
3. Click on Property
4. Click on Money
5. Click “Add” to add money to their books
6. Click on the IA Event and type in “MAIL”, which indicates the money was received in the mail.
7. Enter the dollar amount
8. Enter the name of the person sending in the funds
9. Save the entry
10. Check to see if they have a bill balance. If there is a bill balance you will need to deduct that amount from their books (subtask)
11. Put the money in an envelope
 - Write the inmate’s name, the dollar amount and your initials on the form side of the envelope.
 - Take the money to the cash drawer in Booking.
 - Give the printed receipt to the inmate.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

 _____ (FTO)

 _____ (Trainee)

B01-01.1 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Module Operations
Module Title: Tiburon Computer System

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to access the Tiburon Lesson Plans on the county I-web following the 6 steps listed below.

STEPS:

1. Log onto the computer using the Windows XP Login.
2. When the County I-web page comes on, click on “Departments”.
3. Scroll down and click on “Sheriff”.
4. When the Sheriff’s Office page comes up, click on “CMS TRAINING-Jail Division”.
5. Read the Lesson Plans for **Accounting Lesson Plan 1 &2, Changing Tiburon Password, Events Lesson Plan, Facility Events Lesson Plan-Entering Maintenance Request, Incident Reports Lesson Plan, Keep Separate Lesson Plan, and Booking Lesson Plans 1 &2**, by clicking on the folder next to each Lesson Plan. To access a specific lesson plan within that topic, click on the + next to the folder.
6. To exit the I-web, click on the X in the top right hand corner of the screen.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

 _____ (FTO)

 _____ (Trainee)

03-08 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Module Supervision
Module Title: Module Forms

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to differentiate the use of the Module Log and Movement Log when logging module activities for (a) Recreation, (b) Medical Rounds, (c) Meals (d) Professional Visit, following the eight (8) steps below.

STEPS:

1. Materials Needed: Module Log, Movement Log, Inmate Roster.
2. When an activity is about to begin, retrieve the Module Log and log the starting time and activity.
3. If the activity requires an inmate to be removed from the module, the inmate's name, room number, destination, staff member removing the inmate from the module, and time of activity will be logged on the Movement Log as well.
4. When the activity ends, log in the Module Log the ending time.
5. When the inmate(s) return to the module, log the return time on the Movement Log.
6. Note: Any activity that happens within your module, such as lockdown / unlock, medical rounds, laundry exchange, meals, etc, will be logged on the Module Log with the time and activity description.
7. Note: Any time an inmate is removed from the module for activities such as Professional Visit, Personal Visit, Recreation, Productive Day work, GED classes, etc, it will be logged on the Module Log as well as on the Movement Log.
8. Return the Module Log and Movement Log to the Officer Work Station.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ _____ (FTO) (Trainee)					

03-08.2 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Jail Forms
Module Title: Property Report
Trainee: _____

FTO: _____

Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to fill out two (2) Property Reports after following the steps listed below.

STEPS:

1. Materials Needed: BCSO Property Report, ink pen.
2. Retrieve a Property Report from the “evidence” drawer in the Lieutenant’s Office or the sub-station located in Administration.
3. If a case number has been drawn, mark in the box labeled **Case Number** on the top right hand corner of the form.
4. Check the appropriate box under **Type**.
5. Check the appropriate box under **Processing** if applicable.
6. Check the appropriate box under **Disposition** if applicable.
7. If the Owner, Address, Residence and Business Phone are known, write in the appropriate boxes.
8. Under **Type Code**, mark the appropriate property type, listed in the Property Type Codes box located in the upper left hand corner of the form.
9. Under **Item #**, write in the item number for the property using your initials and the number 1. Additional property will be labeled (WRK1, WRK2, etc)
10. Fill in the remaining boxes for **Quantity**, **Description** and **Serial Number**.
11. Print your name and badge number in the **Officer** box and fill in the **Date** and **Time**.
12. Give the form and evidence to the ODS for processing.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

(FTO)

(Trainee)

03-08.3 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Strip Searches and Pat Searches

Module Title: Jail Intake Form

Trainee: _____

FTO: _____

Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to fill out three (3) Jail Intake Forms, following the 17 steps listed below.

STEPS:

1. Materials Needed: Rubber gloves, clear plastic property bag, money envelope, clear plastic jewelry bag, ink pen.
2. Instruct the arrestee to face the blue mat on the Intake Garage wall.
3. Ask the arrestee if they have any medical issues, sharp objects in their pockets, and afford them the opportunity to declare any illegal drugs that may be on their person.
4. All property will be placed in the clear property bag, with the exception of any cash or coin. Any currency will be placed on the gray table to be counted once the pat search is complete.
5. Remove any hat or wig the arrestee may be wearing.
6. Check the collar and neck for jewelry or neckties. Remove these items. Place any jewelry in the clear jewelry bag.
7. Starting at the head, pat your hands over the shoulder, arm, chest, and back of the side that you are standing on. Remove any contents found in pockets and jewelry (watches).
8. Pat your hands over the arrestee's clothing from the hip to the ankle. Removing any belts, and contents found in pockets.
9. Complete steps 7 & 8 on opposite side of arrestee.
10. Count all currency in front of the arrestee and arresting officer. Place in the money envelope and mark with the arrestee's name, dollar amount, your initials and badge number.
11. Gather all the arrestee's property and escort them to the booking sallyport.
12. Have the arrestee take a seat on stainless steel bench and have them remove any earrings, piercings, rings, and other jewelry that wasn't removed in the garage. Place in the clear jewelry bag.
13. Have the arrestee untie their shoes and ask them to hand them to you.
14. Instruct the arrestee to remove their socks, turn them inside out, and inspect the bottoms of their feet.
15. Have the arrestee open their mouth, move their tongue back and forth, and visually inspect the mouth for any contraband/ piercings not declared in the garage.
16. Gather all the arrestee's property and escort them into the Booking. Have them sit in the blue seating area until booked.
17. Place their cash in the money drawer, and put the rest of their property in a property basket. Label it using a jail Intake form.(Subtask)

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

(FTO)

(Trainee)

04-06 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Module Operations

Module Title: Commissary Ordering

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to conduct the commissary ordering process, following the 8 steps below.

STEPS:

1. Items needed: Commissary Order forms, Order Lists, Instruction Sheets, Items Lists, and Balance Sheet (Fund Balance 100 Crystal Report)
 2. Enter the Module with the red order forms, Items List and Balance Sheet)
 3. Find a place where you can control the flow of inmates while maintaining officer safety.
 4. Announce in a loud clear voice, “Commissary Sheets”, and let the inmates know they must be completed and turned in by 2300 (11:00 pm).
 5. Have the inmates line up single file and they must show you their wristband before receiving an order form

Note: There are special circumstances in which some inmates in Special management have their wristbands placed in the OWS file for safety reasons. If an inmate was referred to a Disciplinary Hearing for removing their wristband, has had their hearing and charged for a new wristband, but hasn't received it yet, they may order commissary.

6. Give each inmate one red Order Form and Items List.
 7. Once all Order Sheets have been turned in, check them to ensure they have been filled out correctly, to alleviate any problems when commissary is delivered.
 8. Take the Order Forms to the Sergeant's Office in Booking.

<p>PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to conduct the commissary ordering process, following the 8 steps below.</p>							
STEPS:							
<ol style="list-style-type: none"> 1. Items needed: Commissary Order forms, Order Lists, Instruction Sheets, Items Lists, and Balance Sheet (Fund Balance 100 Crystal Report) 2. Enter the Module with the red order forms, Items List and Balance Sheet) 3. Find a place where you can control the flow of inmates while maintaining officer safety. 4. Announce in a loud clear voice, “Commissary Sheets”, and let the inmates know they must be completed and turned in by 2300 (11:00 pm). 5. Have the inmates line up single file and they must show you their wristband before receiving an order form. Note: There are special circumstances in which some inmates in Special management have their wristbands placed in the OWS file for safety reasons. If an inmate was referred to a Disciplinary Hearing for removing their wristband, has had their hearing and charged for a new wristband, but hasn't received it yet, they may order commissary. 6. Give each inmate one red Order Form and Items List. 7. Once all Order Sheets have been turned in, check them to ensure they have been filled out correctly, to alleviate any problems when commissary is delivered. 8. Take the Order Forms to the Sergeant's Office in Booking. 	Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)	
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)							
	(FTO)						
		(Trainee)					

05-04.2 FTO MODULE PERFORMANCE CHECKLIST

**CHAPTER: Safety and Emergency Procedures
Module Title: Bomb Threat (Via Telephone)**

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to complete the process for gathering information from a called in bomb threat following the 8 steps below and BCSO Jail Policy 08-01-03.

STEPS:

1. Materials Needed: International Association of Bomb Technicians and Investigators (IABTI) card and /or FBI Bomb Data Center Bomb Threat card. Writing utensil ie. Pen or pencil. Sheet of paper.
2. Ask the questions located on the IABTI or FBI card, and document on the sheet of paper.
3. While listening to the caller, try to determine the caller's sex, race, age and any background noises, type of language used, any distinguishing reference to the caller's voice. Document on the sheet of paper.
4. Log the time of the call.
5. Log the length of the call and number of the phone where the call was received.
6. After hanging up from the call, pick up the phone and dial *57.
7. Report the bomb threat to the ODS.
8. Gather all the information obtained from the caller and give to the ODS to be placed in evidence.
9. Complete an Incident Report (subtask)

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ (FTO) _____ (Trainee)		
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B01-01.1 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Module Operations
Module Title: Tiburon Computer System

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to access the Tiburon Lesson Plans on the county I-web following the 6 steps listed below.

STEPS:

1. Log onto the computer using the Windows XP Login.
2. When the County I-web page comes on, click on “Departments”.
3. Scroll down and click on “Sheriff”.
4. When the Sheriff’s Office page comes up, click on “CMS TRAINING-Jail Division”.
5. Read the Lesson Plans for **Accounting Lesson Plan 1 &2, Changing Tiburon Password, Events Lesson Plan, Facility Events Lesson Plan-Entering Maintenance Request, Incident Reports Lesson Plan, Keep Separate Lesson Plan, and Booking Lesson Plans 1 &2**, by clicking on the folder next to each Lesson Plan. To access a specific lesson plan within that topic, click on the + next to the folder.
6. To exit the I-web, click on the X in the top right hand corner of the screen.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

 _____ (FTO)

 _____ (Trainee)

B03-03 FTO MODULE PERFORMANCE CHECKLIST**CHAPTER: Jail Forms****Module Title: Property Report****Trainee:** _____**FTO:** _____**Training Time:** _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to fill out two (2) Property Reports after following the 12 steps listed below.

STEPS:

1. Materials Needed: BCSO Property Report, ink pen.
2. Retrieve a Property Report from the “evidence” drawer in the Lieutenant’s Office or the sub-station located in Administration.
3. If a case number has been drawn, mark in the box labeled **Case Number** on the top right hand corner of the form.
4. Check the appropriate box under **Type**.
5. Check the appropriate box under **Processing** if applicable.
6. Check the appropriate box under **Disposition** if applicable.
7. If the Owner, Address, Residence and Business Phone are known, write in the appropriate boxes.
8. Under **Type Code**, mark the appropriate property type, listed in the Property Type Codes box located in the upper left hand corner of the form.
9. Under **Item #**, write in the item number for the property using your initials and the number 1. Additional property will be labeled (WRK1, WRK2, etc)
10. Fill in the remaining boxes for **Quantity**, **Description** and **Serial Number**.
11. Print your name and badge number in the **Officer** box and fill in the **Date and Time**.
12. Give the form and evidence to the ODS for processing.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

Revised Date:

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

_____ (FTO)

_____ (Trainee)

02-03 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Reception Procedures
Module Title: Incoming Inmate Mail

Trainee: _____
 FTO: _____
 Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to process incoming inmate mail, following the 8 steps listed below.

STEPS:

1. Log on to the Tiburon computer system
2. Print a new inmate Alpha Roster (subtask)
3. Sort the mail, separating inmate mail from employee mail.
4. Put all the inmate mail in alphabetical order into the accordion file.
5. Place the employee mail and the mail that you're not sure about in the box used for employee mail.
6. Using the Alpha Roster, write each inmate's housing area on the front of the envelope. Note: any mail belonging to inmates no longer in custody or in another facility gets placed in the employee mail box to be sorted by Administration.
7. Sort the mail by module.
8. Distribute the mail by putting it in the appropriate module mail box.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ _____ (FTO) (Trainee)					

B01-01 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Module Operations
Module Title: Tiburon Log-in / Log-off

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, practice, and reading the information located in the CMS Training on the I-web (Intro to Tiburon Lesson Plan-Log-in & Log-off), the trainee will be able to log-on and log-off of the Tiburon computer system four (4) consecutive times.

STEPS:

1. Log on to the computer using the Windows XP Login.
2. When the County I-web page comes up, click on “Departments”.
3. If the I-web doesn’t come up automatically, click on the Internet Explorer icon located on your desktop, and follow step #2.
4. Scroll down and click on “Sheriff”.
5. When the Sheriff’s Office page comes up, click on “CMS TRAINING-Jail Division”.
6. Read the Lesson Plan for Log-in and Log-off located in the “Intro to Tiburon Lesson Plan” folder.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ (FTO) _____ (Trainee)					

B01-02 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Booking Procedures
Module Title: Processing a New Arrest

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to process 3 new arrests, following the 18 steps below.

STEPS:

1. Select a basket that is ready to be processed by checking to insure the Arrest Report and other paperwork is complete.
2. Clear the arrestee on NCIC/CCIC. (sub-task)
3. Log on the Tiburon Computer System.
4. Perform an Alpha Name Search. (sub-task)
5. Click on the + on the Corrections System folder.
6. Click on the + on the Corrections folder.
7. Double click on Menu.
8. Click on Tab 2, New Booking.
9. If the arrestee has been in custody before, place your cursor in the MNI field, right click and select “paste”(Step #4). If a new arrest, place a “P” in the Jail ID field.
10. Click on “Find”
11. Using the Arrest Report, fill in all the RED underlined fields on tabs 1 Booking, 2 Arrest Information, and 3 Change.
Note: Type a “Y” next to each charge on tab 3 Charge.
12. If an event needs to be added, place these under tab 4 Events. If not events, skip this tab.
13. Find a Bag and Bin that are unused, and click on tab 5 Property.
14. Enter the Bag and Bin Numbers. Note Bag and Bins must be a 4 digit number Example- B0000 (Bins), H0000 (Bags)
15. List all the arrestee’s property under Hanger ONLY.
16. Click on tab 6 Medical. Check the custody sheet for any medical information, and ask the arrestee the questions on the screen.
17. Return to tab 1 Booking, and select Capture Mug Shot and Fingerprints. This sends the arrestee information to the Photo and Fingerprint machines.
18. Click on tab 5 Property, and print a list of all the arrestee’s property. (Hanger Property)

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

(FTO)

(Trainee)

B01-03 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Booking Procedures
Module Title: Alpha Name Search

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to do an Alpha Name Search on the Tiburon Computer System 3 times, following the 7 steps below.

STEPS:

1. 1. Log on the Tiburon Computer System.
2. Double clicking Web Query/2000.
3. Double click on General Searches folder.
4. Double click on Name Search.
5. Enter the arrestee's name.
6. If the arrestee has previously been in custody, copy their MNI Number, by left clicking on it and highlighting it. Right click and select "copy".
7. Close the search by clicking on the red X at the upper right-hand corner of the screen.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ _____ _____ _____ (FTO) _____ _____ _____ _____ (Trainee)					

B01-04 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Booking Procedures
Module Title: Workender Mittimus

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to process 3 Workender Mittimus, following the 14 steps below.

STEPS:

1. Clear Arrestee on NCIC/CCIC. (sub-task)
2. Have the arrestee fill out a Pre-book Form.
3. Log on the Tiburon Computer System. (sub-task)
4. Do an Alpha Name Search (sub-task)
5. Click on the + on the Corrections System folder
6. Click on the + on the Corrections folder
7. Double click on Menu
8. If the arrestee has been in custody before, place your cursor in the MNI field a, right click and select “paste”. If a new arrest,, place a “P” in the Jail ID field.
9. Click on “Find”
10. Click on tab 2 New Booking
11. Under tab 1 Booking, fill out all the information provided on the Pre-book Form.
 - In Inmate Type field, type “CSEN”
 - In Jail Status field type “FAST”
 - In Remarks field, type the Sentencing Judge, Case Number, and the Number of Days to be served on the Workender Program.
12. Click on tab 2 Arrest Information
 - In Arrest Agency field type BCSO
 - Operator # is your Tiburon #
 - Location Of Arrest is 3200 Airport Rd, Boulder,CO 80301
 - Complete all red underlined fields
 - Complete Bio Date, Alias, Scars/Marks/Tattoos
13. Click on tab 3 Charge and complete the fields.
 - Authority Field = Mitt
 - Statute Number
 - Statute Literal (Mitt: List Charge)
 - Bail Out = N
 - Court Division= (Sentencing court listed on Mitt)
 - Fingerprint field =Y
14. Click on tab 1 Booking, and capture Mug and Fingerprints.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

 _____ (FTO)

 _____ (Trainee)

B01-05 FTO MODULE PERFORMANCE CHECKLIST
CHAPTER: Booking Procedures
Module Title: Hard Cards
Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to complete 3 Hard Cards, following the 10 steps below.

STEPS:

1. Materials Needed: Hard Card, Arrest Report
2. On the Bio Date line, enter Inmate's Last Name, First Name, Middle Initial, Date of Birth, and AKA'S (alias) if known.
3. In the Arrest and Booking Data, write in the Booking Number, Bin, Bag and Carousel numbers, Case Number, Charges, Warrant Numbers & Jurisdiction, Bond Amount and type of bond.
4. On top right of card, mark Yes or No in Holds area. If a hold for Mug and Prints, write M&P under hold, or if another Jurisdiction write the name of the agency.
5. Under Conditions, write conditions given by the Bond Commissioner or noted on Warrant.
6. If a victim notification is needed, enter all the information in the Victim Notification area.
7. Write in the Arrest Time and Date, found on Arrest Report, Booking Time and Date, and your employee number.
8. Turn the card over, and write the arrestee's name at the top of the card.
9. Write in the next court date, time and what charges apply, Division and your Number.
10. Enter any holds in the Holds area, including the agency and warrant number.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ _____ (FTO) _____ (Trainee)					

B02-01 FTO MODULE PERFORMANCE CHECKLIST
CHAPTER: Booking Procedures
Module Title: Scheduled Releases
Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to complete the Scheduled Release form, following the 8 steps below.

STEPS:

1. Materials Needed: Hard Cards, Scheduled Release Form.
2. Get the Hard Card Box and begin looking at the back of the cards, starting with Z's and working your way to the A's. Look in the Scheduled Release Date area for any release dates for the following day.
3. Pull these cards and set aside.
4. Look on the front of all the cards and for Mitts entered for 1 to 5 day sentences. If no release date on the back of the card, verify the release with a sergeant.
5. Check all the pulled cards and check the Arrest Date/Time on the bottom front of the card.
6. Any scheduled releases between the hours of midnight and 5:00AM, are to be given to the Release Officer.
7. Fill out the Scheduled Release Form with all the other scheduled releases.
8. Post the form in the designated area.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

(FTO)

(Trainee)

B02-02 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Booking Procedures
Module Title: Other Agency Report

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to complete the Other Agency Report, following the 14 steps listed below.

STEPS:

1. Get the Hard Card Box, and begin going through each card (front and back) looking for inmates that are here on:
 - Other county charges only
 - Other county charges and INS only
2. Also look for inmates that have been sentenced to a Boulder County case for Work Release, Home detention, Day Reporting, etc. the will be put on the lower half of the form labeled "Sentenced- Programs and Other Counties"
3. Insure the other jurisdiction has been sent a teletype to pick up their inmate.
4. Insure the front of the card is marked with the date twixed, what agency was twixed, and the employee's number who twixed the agency.
5. The agencies need to be twixed every three business days.
6. The list is a continuous list of names. Check to insure the inmates that are on the list haven't been picked up, bonded on the charges, or received new Boulder County Charges.
7. In the Team D drawer in the Booking Sergeant's Office is a blue file labeled Other Agency. Get the book along with the diskette located on the inside of the drawer.
8. Log on the computer.
9. Place the diskette in the a: drive, and open the Other Agency folder.
10. Remove all the inmate information for inmates that have been picked up, bonded or received new Boulder County charges.
11. Add all the inmate information for new inmates that need to be picked up.
12. Print two (2) copies of the report. One copy will go in the blue folder, and the other in the basket on the Transport Office door.
13. Copy the information to the backup disk.
14. Put the folder and diskettes back in the Team D drawer.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

_____ (FTO)

_____ (Trainee)

B02-03 FTO MODULE PERFORMANCE CHECKLIST**CHAPTER: Booking Procedures****Module Title: DOC Sentenced Report****Trainee:** _____**FTO:** _____**Training Time:** _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to complete the DOC Sentenced Report, following the 11 steps listed below.

STEPS:

1. Get the Hard Card Box, and begin going through each card (front and back) looking for inmates that have been sentenced to DOC regardless of any other outstanding charges or holds.
2. In the Team D drawer in the Booking Sergeant's Office is a blue file labeled DOC Sentenced. Get the file along with diskette located on the inside of the drawer.
3. Log on the computer.
4. Place the diskette in the a: drive, and open the DOC Sentenced folder.
5. Remove all the inmate information for the inmates that have been transported to DOC.
6. Add all the inmate information for inmates sentenced to DOC but not already on the list.
7. Print one (1) copy of the report.
8. Fax a copy to CJ Holding, #4 or "D" on the FAX machine.
9. Place the original in the blue file.
10. Copy the information to the backup disk
11. Put the folder and diskettes back in the Team D drawer.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

(FTO)

(Trainee)

B02-04 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Booking Procedures
Module Title: Non-Sentenced Municipal Report

Trainee: _____
FTO: _____

Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to complete the Non-sentenced Municipal Report, following the 9 steps listed below.

STEPS:

1. 1. Get the Hard Card Box, and begin going through each card , front only, looking for inmates that are here on Municipal charges only
 - Inmate must be Municipal charges from agencies within Boulder County ONLY.
 - Must be the only charge the inmate is being held on.
2. In the Team D drawer in the Booking Sergeant's Office is a blue file labeled Muni Non-Sentenced. Get the book along with the diskette located on the inside of the drawer.
3. Log on the computer.
4. Place the diskette in the a: drive, and open the Muni Non-Sentenced folder.
5. Remove all the inmate information for inmates that have been sentenced to jail time on their sentences, bonded or received new Boulder County charges.
6. Add all the inmate information for new inmates that need to be picked up.
7. Print two (2) copies of the report. One copy will go in the blue folder, and the other in on the clipboard in the Booking Sergeant' Office.
8. Copy the information to the backup disk.
9. Put the folder and diskettes back in the Team D drawer

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

 _____ (FTO)

 _____ (Trainee)

B02-05 FTO MODULE PERFORMANCE CHECKLIST**CHAPTER: Booking Procedures****Module Title: 10 Day or Less Report****Trainee:** _____**FTO:** _____**Training Time:** _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to complete the 10 Day or Less Report, following the 11 steps listed below.

STEPS:

1. Get the Hard Card Box, and begin going through each card (front and back) looking for inmates that are to be released on a Boulder County Sentence or a municipal agency within Boulder County sentence within the next 10 days, and that have other agency holds
2. Run the inmate in NCIC/CCIC to check for any new Boulder County Warrants.
3. If a new warrant exists, ask a supervisor to verify the warrant if not court entered.
4. Book the inmate. (sub-task)
5. If there are no new warrants, Twix the agency with the hold to pick up the inmate.
6. Print a copy of the TTY and place in the inmate's file.
7. Insure the front of the hard card is marked with the date twixed, what agency was twixed, and the employee's number whom twixed the agency.
8. Fill out a Colorado Inter-Agency Prisoner Transfer Sheet and put in the inmate's file (sub-task)
9. E-mail the report to the individuals listed at the bottom of the report.
10. Copy the information to the backup disk.
11. Put the folder and diskettes back in the Team D drawer

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

(FTO)

(Trainee)

B02-06 FTO MODULE PERFORMANCE CHECKLIST**CHAPTER: Booking Procedures****Module Title: Hold For Mug & Prints****Trainee:** _____**FTO:** _____**Training Time:** _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to complete the Hold For Mug and Prints Report, following the 11 steps listed below.

STEPS:

1. Get the Hard Card Box, and begin going through each card (front and back) looking for inmates that have holds for Mug and Prints.
2. Log on the Tiburon Computer System.(sub-task)
3. Verify the hold in Tiburon. (sub-task)
4. Verify the housing location in Tiburon.

Note: If current housing is in Building C or any of their programs, or they are temporarily out to another agency, they need to be placed on the Building C and Other Location Report. Do not put them on this report.

5. In the Team D drawer in the Booking Sergeant's Office is a blue file labeled Hold For Mug and Prints. Get the folder along with the diskettes located on the inside of the drawer.
6. Place the diskette in the a: drive, and open the Hold for Mug and Prints folder.
7. Remove all the inmate information for inmates that have had their prints and Mugs taken.
8. Add all the inmate information for new inmates that need to have their mug and prints taken.
9. Print two (2) copies of the report. One copy will go in the blue folder, and the other in the Sergeant's Office on the desk.
10. Copy the information to the backup disk.
11. Put the folder and diskettes back in the Team D drawer

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

(FTO)

(Trainee)

B02-07 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Booking Procedures
Module Title: Hold For Mitt Prints

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to complete the Hold For Mitt Prints Report, following the 14 steps listed below.

STEPS:

1. Get the Hard Card Box, and begin going through each card (front and back) looking for inmates that have holds for mitt prints only.
 Note: If a mitt has been entered on the hard card, but no hold has been placed on the card, you need to verify that the prints have been taken by:
2. Log on the Tiburon Computer System and verify that the mitt was entered. (sub-task)
3. If the Mitt was entered, put the information on the Mitt Prints Only Report, and update the hard card and hold in Tiburon.
4. If the Mitt was not entered, notify Classification and they will fix it. So not do anything else with the mitt at this point until it has been repaired by Classification.
5. Verify housing location in Tiburon (sub-task)
6. Note: if current housing is in Building C or any of their programs, or they are temporarily out to another agency, they need to be placed on the Building C and Other Location report. Do not put on this report.
7. In the Team D drawer in the Booking Sergeant's Office is a blue file labeled Mitt Prints Only. Get the folder along with the diskettes located on the inside of the drawer.
8. Log on the computer. (Windows XP)
9. Place the diskette in the a: drive, and open the Mitt Prints Only folder.
10. Remove all the inmate information for inmates that have had their Mitt prints taken.
11. Add all the inmate information for new inmates that need to have Mitt prints taken.
12. Print two (2) copies of the report. One copy will go in the blue folder, and the other in the Booking Sergeant's Office on the desk.
13. Copy the information to the backup disk.
14. Put the folder and diskettes back in the Team D drawer.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

 _____ (FTO)

 _____ (Trainee)

B02-08 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Booking Procedures
Module Title: Building C and Other Locations Hold Report

Trainee: _____
FTO: _____

Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to complete the Building C and Other Locations Hold Report, following the 9 steps listed below.

STEPS:

1. In the Team D drawer in the Booking Sergeant's Office is a blue file labeled Building C and Other Locations Hold. Get the file along with the diskettes located on the inside of the drawer.
2. Log on the Tiburon Computer System.(sub-task)
3. Verify the housing locations of every inmate on the list.
4. Place the diskette in the a: drive, and open the Building C and Other Locations Hold folder.
5. Remove all the inmate information for inmates that have had their Mug and Prints taken, or that have moved back into the main jail.
6. Add all the inmate information for inmates that will be removed from the Mitt Prints Only and Hold For Mug & Prints who have been:
 - Housed in Building C
 - In one of the Alternative Sentencing Programs
 - Housed in another location
7. Print two (2) copies of the report. One copy will go in the blue folder, and the other in the Sergeants Office on the desk.
8. Copy the information to the backup disk.
9. Put the folder and diskettes back in the Team D drawer

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

 _____ (FTO)

 _____ (Trainee)

B03-01.1 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Booking Procedures
Module Title: Lost & Found Property.
Returned / No Response to Notification Letter

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to process Lost and Found Property that has had the notification letter returned or no response, 2 times following the 4 steps listed below.

STEPS:

1. (Returned letter) Put the returned letter and an extra copy of the Notification Letter in the property for a total of 3 copies.
2. (No response) Put an additional 2 copies of the Notification Letter in the property, for a total of 3 copies.
3. Place the property in a box marked "Evidence" to be taken to Evidence Section at the CJ for destruction.
4. Leave the property in the Property Locker.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ _____ (FTO) _____ (Trainee)		
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B03-01.2 FTO MODULE PERFORMANCE CHECKLIST
CHAPTER: Booking Procedures
Module Title: DOC Property
Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to process DOC Property to be placed in Evidence for destruction, following the 2 steps listed below.

STEPS:

Note: All property of value belonging to inmates that have been transported to DOC and was not picked up, or authorized to be destroyed, will be processed with the lost and found property.

1. Take the property from the tan Lost and Found file cabinet, and place it in the Lost and Found Property locker.

2. Place the property in the box marked "Evidence" to be taken to the Evidence Section at the CJ for destruction.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ _____ (FTO) _____ (Trainee)					

B03-01 FTO MODULE PERFORMANCE CHECKLIST
CHAPTER: Booking Procedures
Module Title: Processing Lost & Found Property (Owner Known)
Trainee: _____
FTO: _____

Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to process Lost and Found property, following the 11 steps listed below.

STEPS:

1. Gather all the Lost and Found Property from the tan file cabinet in the Property Room.
2. Separate all the property into 3 categories, based on attached Incident Reports.
 - Unknown Owner
 - Known Owner
 - DOC Property
3. Log on to the Tiburon Computer System.
4. Check in custody inmates to determine if the person is still in custody.
5. If so, Place the property in the appropriate Bin, Bag, or Basket.
6. If not in custody, Fill out the Standard Form Letter, giving them 2 weeks to come to the jail and retrieve their property.
7. Make 3 copies of the letter on Letter Head.
 - 1 copy attached to property.
 - 1 copy to Reception.
 - 1 copy sent to property owner.(signed by a Sergeant)
8. Place the property in the Lost and Found Locker in the Property Room.
9. Place the signed copy in a Sheriff's Office envelope addressed to the owner. Place your number next to the return address.
10. Place the envelope in outgoing mail in Reception.
11. Put a copy in Reception for their file.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

(FTO)

(Trainee)

B03-02 FTO MODULE PERFORMANCE CHECKLIST**CHAPTER: Booking Procedures****Module Title: End of Month Processing of
Lost & Found Property.**

Trainee: _____

FTO: _____

Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to process the Lost and Found Property to be taken the Evidence Section 1 time, following the 17 steps listed below.

STEPS:

1. Materials Needed: Case Number, Large Trash Bag, Black Ink Pen, 2" x4" Tie tags, Cardboard Boxes, 12"x15" Plastic Bags, Scotch Tape, Black Marker, Property Reports, Small Trash Bags, Box Tape, Avery Labels, and a Type Writer
2. Call Dispatch at extension 4444 and request a Case Number.
3. Remove all the property that has been in the Lost and Found Locker for 30 days.
4. Fill out the Property Report(s) using the sample report kept in the bottom drawer of the tan Lost and Found file cabinet. (sub-task)
5. All property that belongs to one known individual will be placed in one bag or box.
6. All property that the owner is not know, can go in bags or boxes, separated by item. Example: pants, shirts, belts, sunglasses, etc.
7. If storing property in a plastic zip lock bag. Using a black marker, label 2 Avery labels "Item #1 through Item # ____".
8. Place one label on the top right hand corner of the plastic bag, and the other label on the other side of the bags top right hand corner.
9. If storing property in a box. Using a black marker, mark 4 Avery labels "Item #1 through Item # ____".
10. Place one label on each top right hand corner of each side of the box.
11. Using a blank sheet of paper and a black marker, write "Item #1 through Item # ____" and tape it to the top of the box.
12. If storing property in large of small trash bags. Using a 2"x4" tie tag, label it with "Item #1 through Item # ____" on both sides, and tie it around the neck of the bag.
13. Box all labeled bags in numerical order.
14. Using a black marker, label each box "1 of ___, 2 of ___, etc."
15. Use box tape to secure lid to the box.
16. separate the Property Report and distribute them as follows:
 - Original white copy goes to the CJ taped to box #1.
 - Goldenrod copy goes to the Building C Sergeant.
 - Yellow copy goes to the Sergeant in charge of Lost & Found.
 - Pink copy goes in our Lost and Found file.
17. After checking in with the ODS, have an Officer transport you and the property to the Evidence Section at the CJ.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)		
(FTO) _____ _____ (Trainee) _____		

M01-01 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Master Control Procedures
Module Title: Relieving Master Control

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to relieve Master Control, following the 7 steps listed below.

STEPS:

1. Check the Key Box to verify that there are nine (9) sets of keys. If keys are missing, verify their location with the LET you're relieving.
2. Check the roof alarms to ensure that they are on
3. Check all five (5) test buttons on all the panels to ensure they are in working order. If not working contact Maintenance or fill out Maintenance Request Form if after hours.
4. Check the outside lights to ensure they are off (daylight outside), or that they are on (dark outside)
5. Verify the radio channels are on the correct frequencies and the jail channel is on "select".
6. Log onto the Master Control logbook, by entering the date, time, your name, your number, the shift you are working, and the key inventory. Note: if keys are missing note it.
7. If working the night shift, fill out the Master Control Weekly Checklist.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ _____ (FTO) _____ (Trainee)					

M01-02 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Master Control Procedures
Module Title: Master Control Log Book

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to fill out the Master Control Log Book, following the 3 steps below.

STEPS:

1. Get the “Master Control Log Book” insuring that you have started a new shift before logging any information for your tour of duty.
2. New arrests need to have the arrival time, arresting officer number and agency, weapon check, gender of arrestee, officer number(s) of officer(s) responding to the garage, and running count of incoming arrestees.
3. Log any significant events; back-up calls, alarms that are activated and disposition, sick calls, medical assistance calls, etc, with the time of the event, who responded, status check and time, phone calls made that are related to the event, and when situation is called in “code 4”.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ (FTO) _____ (Trainee)					
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M01-03 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Master Control Procedures
Module Title: Video System/Motion Sensors

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to pull up specific areas of the jail on the Pull Up Monitor 7 video monitor and enlarge the view on the Envision Monitor 3 times, following the 5 steps below.

STEPS:

1. Using the grey Pelco keyboard, select the camera number you want to pull up.
2. Push the “cam” button on the lower left of the keyboard, or touch the silver intercom button on the side of the door you wish to view.
3. To return to normal viewing, touch the selected silver intercom button again.
4. To select a larger picture on the Envision Monitor, place the mouse arrow on the view you wish to enlarge.
5. Double click the left mouse button. To return to normal viewing, 16 camera view, double click left mouse button.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ _____ (FTO) _____ (Trainee)					

M01-04 FTO MODULE PERFORMANCE CHECKLIST

**CHAPTER: Master Control Procedures
Module Title: Fire Alarm Annunciator**

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to operate the fire alarm annunciator board, following the 14 steps below.

STEPS:**When an alarm is activated in Master Control,**

1. Note the time and log in the Master Control Log Book.
2. Silence the alarm by pressing the “Alarm Silence” button.
3. In a clear, calm voice, announce to the staff the area where the alarm was activated, using the jail radio.
4. Wait for staff to advise you of the situation.
5. If everything is Code 4 (okay), announce, “(Area) is code 4”, using the jail radio.
6. Log the code 4 in the Master Control Log Book
7. If the Fire Department needs to be called, gather the exact location, size of the fire, and amount of smoke.
8. Dial 9-911 and inform the communications center of information gathered from the staff on scene.
9. Note the time they were called in the Master Control Log Book.
10. Notify the Jail Staff of the fire and its location.
11. Wait for the Incident Commander or ODS (On Duty Supervisor) to inform you if any evacuations are being made and what evacuation site is being used.
12. Log all information in the Master Control Log Book.
13. Advise the Incident Commander or ODS when the fire department arrives and what area they are going to respond to. (Loading Dock, Intake Garage, Employee Entrance, etc.)
14. Log all head counts and evacuation of visitors, non-essential staff, etc. in the Master Control Log Book.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

(FTO)

(Trainee)

M01-05 FTO MODULE PERFORMANCE CHECKLIST

**CHAPTER: Master Control Procedures
Module Title: Smoke Control Monitor**

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to reset and override the Smoke Control Monitor Switches two (2) times, following the 4 steps below.

STEPS:

Note: If there is a fire and smoke is present, the Fire Alarm Announcer will light up and sound. Silence the alarm. (sub task)

1. The Smoke Control Monitor Switches will light up indicating which air handlers have shut down, and which smoke ventilation fans have turned on.

Note: Never reset the Smoke Control Monitor Switches unless given permission by Maintenance, Public Works, a Supervisor, or the Fire Department.

2. To **Reset** the system, depress all the Smoke Ventilation Fan and Air Handler switches that are lit up, at the same time.
3. To **Override** the system, on the Smoke and Air Handler Override panel, depress the black button (s) of the areas that you want to override.
4. To return the overridden Smoke Ventilation Fans and Air Handlers to normal operating mode, follow step #4.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ _____ (FTO) _____ (Trainee)					

M01-06 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Master Control Operations
Module Title: Emergency Group Release

Trainee: _____
 FTO: _____
 Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to utilize the Emergency Group Release 3 times, following the 6 steps listed below.

STEPS:

Note: Master Control has the ability to transfer power from the Officer Work Stations in Building A , Building B and Booking in the event of an emergency. All Hallway / Interior door switches are kept in the unlocked position.

1. Identify which module / area you need to transfer power from.
2. Press the “Power Transfer” button from the “Normal” position to the “Transfer” position for the selected module / area.
3. Press the “Hallway Doors” button from Lock to Unlock, to open and close the door leading into the module.
4. Press the “Interior Doors” button from Lock to Unlock to open and close the doors within the module.

Note: Sliding doors can be opened and closed. Swinging doors can only be unlocked.

5. Press the “OWS Door” button from Lock to Unlock to open the Officer Work Station (OWS) door.

Note: OWS doors can only be unlocked.

6. Return the “Power Transfer” switch back to the Normal position once the situation is over to return control to the module / area.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

 _____ (FTO)

 _____ (Trainee)

M02-01.1 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Master Control Procedures

Module Title: Graphic Control Panel (Doors)

Trainee: _____
FTO: _____

Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to (a) monitor the various doors, (b) open doors, and (c) speak with individuals at the doors 5 times in a shift, following the 7 steps below.

STEPS:

1. When a staff member approaches a door and you recognize them, touch the silver button (Intercom switch) on the door you wish to view. The camera will come up on Monitor seven (7).
 2. If the person at the door is not known to you, touch the silver button (intercom switch) on the side of the door the individual is on.
 3. Touch the “push to talk” button and ask the person to identify himself or herself.
 4. Remove your finger to hear the individual speak.
 5. If not a uniformed officer, a Boulder County Sheriff’s Department ID must be shown before they can enter.
 6. Press the middle silver button (door switch) to open the door. Continue touching the button until the red (un-secure) light comes on, and then remove your finger.
 7. Once the person passes through the door, insure the door closes by the green (secure) light comes on.

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to (a) monitor the various doors, (b) open doors, and (c) speak with individuals at the doors 5 times in a shift, following the 7 steps below.	
STEPS:	
1. When a staff member approaches a door and you recognize them, touch the silver button (Intercom switch) on the door you wish to view. The camera will come up on Monitor seven (7).	
2. If the person at the door is not known to you, touch the silver button (intercom switch) on the side of the door the individual is on.	
3. Touch the “push to talk” button and ask the person to identify himself or herself.	
4. Remove your finger to hear the individual speak.	
5. If not a uniformed officer, a Boulder County Sheriff’s Department ID must be shown before they can enter.	
6. Press the middle silver button (door switch) to open the door. Continue touching the button until the red (un-secure) light comes on, and then remove your finger.	
7. Once the person passes through the door, insure the door closes by the green (secure) light comes on.	
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ (FTO)	
_____ (Trainee)	

M02-01.2 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Master Control Procedures
Module Title: Graphic Control Panel
(Paging System)

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to utilize the Paging system 2 times, following the 4 steps below.

STEPS:

1. Activate the areas you wish to page by pressing the silver button next to the area(s) on the lower right hand side of the Graphic Control Panel.
2. Touch the “push to talk” button and speak clearly, in a normal tone of voice.
3. When you are done talking, remove your finger from the “push to talk” button.
4. To deactivate the paging system, touch the silver buttons next to the area(s) you initially selected.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ _____ _____					

M02-01.3 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Master Control Procedure
Module Title: Graphic Control Panel
(Override)

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to override selected doors 2 times, following the 3 steps below.

STEPS:

1. Never override a door without authorization, due to the possibility of an inmate being able to escape custody.
2. Touch the two (2) silver buttons (override) on the upper right hand side of the Graphic Control Panel while simultaneously touching the silver button (door switch) to the door(s) you want to open.
3. Once the doors open, remove your fingers from the buttons.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ _____ _____ (FTO) _____ _____ _____ (Trainee)					

M02-01.4 FTO MODULE PERFORMANCE CHECKLIST

**CHAPTER: Master Control Procedures
Module Title: Panic & Intrusion Alarms**

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to locate and silence Panic and Intrusion alarms 2 times, following the 6 steps below.

STEPS:

1. When the alarm sounds, view the Graphic Control Panel.
2. If the alarm is for an Intrusion or Panic alarm, the light next to the location will be lit up.
3. Note the area and silence the alarm by touching the silver button (silence button) at the top of the Panic Alarms.
4. Announce that there is a Panic or Intrusion alarm, and the area.
5. Note the time in the Master Control Log Book.
6. When the area has been checked and / or deemed Code 4, note it in the Master Control Log Book.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ _____ (FTO) _____ (Trainee)					

M02-01 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Master Control Procedures

Module Title: Graphic Control Panel (Intercom)

Trainee: _____
FTO:

Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to use the intercom to speak to individuals at specific doors throughout the jail 5 times, following the 6 steps below.

STEPS:

1. When an intercom has been activated, the alarm sounds and light blinks, touch the activated silver button (intercom switch) for the door.
 2. Touch the “push to talk” button and hold.
 3. Speak in a clear normal tone of voice.
 4. To hear the individual, release the “push to talk” button.
 5. To see the individual, view Monitor seven (7) while the intercom button is activated.
 6. To deactivate, touch the activated silver button for a second and release.

<p>PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to use the intercom to speak to individuals at specific doors throughout the jail 5 times, following the 6 steps below.</p>	<p>STEPS:</p> <ol style="list-style-type: none"> 1. When an intercom has been activated, the alarm sounds and light blinks, touch the activated silver button (intercom switch) for the door. 2. Touch the “push to talk” button and hold. 3. Speak in a clear normal tone of voice. 4. To hear the individual, release the “push to talk” button. 5. To see the individual, view Monitor seven (7) while the intercom button is activated. 6. To deactivate, touch the activated silver button for a second and release. 				
		<p>Trainee Reads/Reviews Task Document</p>	<p>FTO Explains & Demonstrates</p>	<p>Trainee Explains as FTO Demonstrates</p>	<p>Trainee Explains & Demonstrates</p>
<p>I certify that proficiency was demonstrated by the above trainee concerning this task on _____(date)</p>					<p>Trainee Practices (Note Training Times on Form)</p>
<p>(FTO)</p> <hr/> <p>(Trainee)</p>					<p>Trainee Performs (Proficiency Test Completed)</p>

01-03 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Reception Procedures
Module Title: Professional Visitor Check In Form

Trainee: _____

FTO: _____

Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to process a new Professional Visitor 3 times, following the 17 steps below.

STEPS:

1. Note: If a professional visitor has never visited the jail before or has not been issued an MNI number, they need to fill out a Professional Visitor Check-In form.
2. Get the professional visitor's ID and credentials.
3. Give them a Professional Visitor Check-In form and have them fill it out.
4. Once they return the sheet check it to ensure that all the information has been filled out correctly.
5. If the Professional Visitor has a business card, attach it to the check in form.
6. Log on to the Tiburon computer system.
7. Select "Professional Visitor" from the Tiburon menu and click on it. A box will appear on the top left corner of the screen that displays "Visitor Query".
8. Click on "Visitor ID"
9. Type 123456 to enter a new visitor.
10. When prompted that there is no record found, and if you want to enter a new record, click Yes. A professional visitor screen will appear.
11. Enter all the information on the Professional Visitor Check-In form.
12. Click on "Approved".
13. Type "Y" to indicate they are approved. Note: If you discover the credentials are bogus, not sufficient, etc. Type "N" for not approved. Once information is entered, it cannot be deleted.
14. Save the record. Note: A Name Verify screen may pop up. If you find an exact match for the visitor, click on the name. Click Select. If it's not an exact match, click "New"
15. Click on "Visitor ID" and type in the visitors MNI number.
16. Save the record.
17. Write the professional visitor's name, MNI number, and agency on the Professional Visitors MNI list.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

(FTO)

(Trainee)

01-04 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Reception Procedures
Module Title: Setting Up Inmate Visits

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to set up a visit for inmates, following the 18 steps below.

STEPS:

1. Log on to the Tiburon computer system.
2. Do a search to determine that the inmate is in custody and where they are housed.
3. Check the visitation list to ensure that the inmate does not already have a visit scheduled.
4. If the inmate is in custody and has no previously scheduled visits, click on “Management”. A list of visitors will appear on the screen.
5. Get the visitor’s name, and check to see if it’s on the list.
6. Click on their name. Their personal information will come up.
7. To verify their identity, ask some personal questions such as phone number, address, etc.

Note: If the visitor has not been here before, instruct them to show up 30 minutes early so they can fill out a Visitor Check-In form and be entered in Tiburon.(subtask)

8. Check to see if the inmate has had more than their allotted 3 visits for the week. (subtask)
9. Click on “Visit Date” and enter the date of the visit.
10. Click on “Visit Time” and enter the time of the visit.
11. Click on the “Visit” box. A screen should pop up indicating that a visit has been scheduled.
12. Click “Ok”
13. Save the record
14. Re-query the inmate.
15. Click on “Events” and verify the visit was saved.
16. If there will be additional visitors, click on “Remarks” and enter their names. If under 18, enter name and DOB. If over 18, follow steps 4 through 7.
17. Write the inmate’s name, Jail ID and number of visitors on the Visitation Sheet.
18. If the visitor has not visited here before, put a checkmark next to the inmate’s name on the Visitation Sheet so that the person completing the visit knows that they need to enter the visitor in Tiburon.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)		
(FTO) _____ (Trainee) _____		

01-05 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Reception Procedures
Module Title: Canceling Visits
Trainee: _____

FTO: _____

Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to cancel 3 inmate visits following the 9 steps listed below.

STEPS:

1. Log on to the Tiburon computer system.
2. Do a search for the inmate.
3. Select the inmate.
4. Click on “Events”
5. Click on “VPER” event.
6. Click on “Disposition”
7. Type CNCL to cancel the visit
8. Click on “Remarks” and give an explanation for the cancellation.
9. Save the record

Note: Visits should only be cancelled if the person calls the same day that they set up the visit, or if we don't allow them to visit because of special circumstances such as the inmate is in court, all visits are cancelled, the inmate is transferred to another county, etc. If the visitor wants to cancel on the day of the visit or the inmate refuses the visit, the visit needs to be completed (comp) and will count as one of their 3 allotted for the week. (subtask)

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

_____ (FTO)

_____ (Trainee)

01-06 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Reception Procedures
Module Title: Visitor Check In Form

Trainee: _____
 FTO: _____
 Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to process new visitors for 1 visitation session, following the 10 steps listed below.

STEPS:

1. Note: Anyone visiting an inmate for the first time must fill out a Visitor Check-In form. The visitor must arrive 30 minutes prior to their scheduled visit to fill out the form. They will need a valid ID.
2. Give the visitor the Visitor Check-In form and have them fill it out.
3. Once the form is returned by the visitor, check it to ensure all the information was filled out correctly.
4. Log on to the Tiburon computer system.
5. Do a search and select the inmate being visited.
6. Click on “Management”
7. Click on “Add”
8. Enter all the information provided on the form.
 - Name
 - Relationship to inmate
 - Race
 - Sex
 - DOB
 - Social security number (Optional)
 - Operator license (If applicable)
 - Address
 - Phone number
9. Click on “Approved” and mark ”Y” if they are an approved visitor or ”N” if they are not approved.
 Visitors will not be approved if:
 - They have been in custody within the past 90 days.
 - Are in one of our programs at the jail.
 - They have a no contact order with the inmate.
 - If we have denied visits due to a prior incident at the jail
10. Set up and complete the visit (subtask)

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

 _____ (FTO)

 _____ (Trainee)

01-07 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Reception Procedures
Module Title: Checking In Visitors

Trainee: _____
 FTO: _____
 Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to check in visitors for 1 visitation session, following the 10 steps below.

STEPS:

1. When the visitor checks in, find out who they are visiting and check to make sure they are the person listed on the visitation sheet. (There are no substitutions of visitors allowed)
2. Collect the visitor's ID until the visit is over, so they can be checked for warrants.(subtask)
3. Mark the inmate off the visitation sheet to keep track of who has shown up for visits.
4. Enter the inmate's name in the Tiburon computer system.
5. Click on "Events"
6. Click on the "Opened VPER" event.
7. Click on "Disposition"
8. Type "comp" to complete the visit.
9. List all the visitors in the "Remarks" section. Note: all visitors must have a valid ID unless they are under the age of 18 and are with a parent or legal guardian.

Note: If the visitor does not show up for the visit, complete the visit(step 7) and give a reason in the "Remarks" such as "no show, too late, etc."

10. Save the record.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

 _____ (FTO)

 _____ (Trainee)

01-08 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Reception Procedures

Module Title: Checking In Volunteers

Trainee: _____

FTO: _____

Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to check in volunteers, following the 5 steps listed below.

STEPS:

1. Check the volunteer's ID for validity.
2. Look up their name on the Volunteer List to insure they have been through the orientation. If they are not on the list, they can not enter the jail.
3. Have the volunteer sign the Professional Visitors Log.
4. Give them a blue visitors tag, marked with an "E".
5. Call a rover via radio, to take them to their destination.(subtask)

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ _____ (FTO) (Trainee)					

02-02 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Reception Procedures
Module Title: Incoming Packages

Trainee: _____
 FTO: _____
 Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to receive packages from the different carriers, UPS, Federal Express, and the US Mail, for inmates, following the 5 steps below.

STEPS:

1. Log on to the Tiburon computer system.
2. Do a search in the computer to ensure the inmate is in custody.
3. Check the package to ensure it had been sent directly from the distributor / bookstore.

4. Log the package in the notebook marked “Package Log” filling out all the required fields.
 - Inmate’s name
 - Accepted or Not Accepted
 - If not accepted, the reason why
 - Name of the person sending the package
 - Address of the person sending the package (return address)
5. If the package is too big to fit in a mailbox, place it on the counter with a note for the appropriate module or employee.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

 _____ (FTO)

 _____ (Trainee)

02-04 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Reception Procedures
Module Title: Messages for Inmates

Trainee: _____
 FTO: _____
 Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to take a message for an inmate 3 times following the 13 steps below.

STEPS:

1. NOTE: Messages for inmates are only taken from attorneys and for emergencies such as a family death, hospitalization, etc.
2. Log on to the Tiburon computer system.
3. Do a search in the computer to ensure the inmate is in custody and determine where they are housed.
4. Get the message book from Reception.
5. On the first available sheet you will write the inmate's name in the area marked "FOR"
6. Fill in the date and time in the appropriate areas
7. Fill in the name of the person leaving the message in the area marked "M". (Mr., Mrs., Miss, etc.)
8. Write in the agency they are with in the area marked "OF"
9. Write the phone number to be called in the area marked "PHONE"
10. Write the inmate's housing area in the space on the right side of the sheet.
11. Write the message (If the message is for an emergency, get any additional information needed to verify the emergency such as telephone numbers, hospital, etc.)
12. Call and verify the emergency.
13. If valid, give the message to the ODS or to Medical/Mental Health.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

 _____ (FTO)

 _____ (Trainee)

02-05 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Reception Procedures

Module Title: Processing Inmate Debt

Trainee: _____

FTO: _____

Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to deduct the funds of inmates having debt / bill balances, following the 11 steps below.

STEPS:

1. Note: If an inmate has a debt / bill balance, you must deduct it from their account any time you add money to their account, even if the person leaving the money says the money is specifically for commissary, etc.
2. Log on to the Tiburon computer system.
3. Do a search in the computer and select the inmate.
4. Click on "Property"
5. Click on "Money"
6. Click the "Add" icon at the top of the screen.
7. Click on IA Event and select the appropriate event.
 - Select MEDP to pay a medical debt.
 - Select DBTR to pay all other debts.
8. Enter the amount of the debt/ bill balance, which is located on the lower right side of the screen.
9. Click on "Remarks" and enter the reason for the deduction.
 - If you are deducting a medical debt, you will need to enter the document number in the document field.
10. Save the entry (a receipt will automatically print)
11. Give the receipt to the inmate.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

(FTO)

(Trainee)

02-06 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Reception Procedures
Module Title: Funds Received (in Reception)

Trainee: _____
FTO: _____
Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to receive, process and enter funds in the Tiburon computer system, following the 11 steps below.

STEPS:

1. Log on to the Tiburon computer system.
2. Do a search in the computer to ensure the inmate is in custody
3. Click on Property
4. Click on Money
5. Click “Add” to add money to their books
6. Click on the IA Event and type in “VIST”, which indicates the money was taken in Reception
7. Enter the dollar amount
8. Enter the name of the person leaving the funds
9. Save the entry
10. Check to see if they have a bill balance. If there is a bill balance you will need to deduct that amount from their books (subtask)
11. Put the money in an envelope
 - Write the inmate’s name, the dollar amount and your initials on the form side of the envelope.
 - Put the money in the cash drawer in Reception.
 - Write a receipt for the person leaving the money. (a receipt will automatically print out for the inmate)

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

 _____ (FTO)

 _____ (Trainee)

03-01 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Reception Procedures
Module Title: Opening Reception

Trainee: _____
 FTO: _____
 Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to open Reception, following the 9 steps listed below.

STEPS:

1. Log on to the PC and NCIC/CCIC computers in the Reception area.
2. Open the windows using the hand crank.
3. Change the date on the calendar.
4. Put a fresh Professional Log sheet on the clipboard and put the previous days in the black file cabinet located by the copy machine.
5. Inventory the keys (subtask)
6. Remove the Professional /Volunteer Log from the counter by the metal detector and place them in Reception.
7. Straighten up the Reception area, inside and out, gathering any escort tags, logs, and programs and take them to Reception.
8. Unlock the front doors.
9. Log on to the phone at the required time. (subtask)

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

 _____ (FTO)

 _____ (Trainee)

03-02 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Reception Procedures
Module Title: Closing Reception

Trainee: _____
 FTO: _____
 Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to close Reception, following the 10 steps listed below.

STEPS:

1. Log off to the PC and NCIC/CCIC computers in the Reception area.
2. Close the windows using the hand crank, and lock.
3. Inventory the keys to ensure they have all been returned.
4. Put the Professional /Volunteer Log on the counter located by the metal detector.
5. Lock the front doors.
6. Log off the phone at the required time. (subtask)
7. Place the old Visitation List in the past visitation file.
8. Shrink a new Visitation List for the next day.
9. Gather any money collected and take to Booking and place in the cash drawer.
10. Close the Reception door and insure it's locked.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

 _____ (FTO)

 _____ (Trainee)

03-03 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Reception Procedures
Module Title: Key Inventory
Trainee: _____

FTO: _____

Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to inventory the key cabinet in Reception and log it's contents as part of the shift change process, following the 3 steps listed below.

STEPS:

1. Materials Needed: Key Inventory log.
2. Count the keys located in the key cabinet.
 - a. Six (6) gun box keys
 - b. One (1) court room key
 - c. One (1) public defender key
 - d. One (1) IT key
3. Fill out the Key Inventory log, listing:
 - a. Date
 - b. Initials and badge number
 - c. Place a check in the All Keys Present box, if all the keys are accounted for.
 - d. (Note: if any keys are missing from the cabinet, check the Sign Out Log to determine if they are checked out. If not, the on-duty receptionist needs to locate the missing keys prior to leaving. If they can not be located, contact the ODS)

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

(FTO)

(Trainee)

03-04 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Reception Procedures
Module Title: Key Sign In / Out

Trainee: _____
 FTO: _____
 Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to distribute, retrieve and log key sign out, following the 4 steps listed below.

STEPS:

1. Get the requested key for the BCSO employee, Law Enforcement Officer or Parole Officer from the key cabinet located in Reception. If the person is from another agency, check their ID.
2. Fill out the log with the Date, Name of person getting the key, Department they work for, Phone number they can be reached at (incase they don't return the key), and what key they are using.
3. Once the key is returned, mark the Key Return column of the log.
4. Return the key to the appropriate spot in the key cabinet.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ _____ (FTO) (Trainee)					

03-05 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Reception Procedures
Module Title: Daily Reports

Trainee: _____
 FTO: _____
 Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to run the daily reports, following the 6 steps listed below.

STEPS:

1. Access the Crystal Reports from the shortcut on the desktop menu.
2. Logon to the Crystal Reports- User and Password are “Sheriff”
3. Select CMS Jail Crystal Reports
4. Select Inmate Alpha Roster by Last Name, and print two (2) copies.
 - One copy in the Public Defenders box
 - One copy in Reception
5. Select Jail Snap Shot Report, and print three (3) copies.
 - One copy to Captain Hank
 - One copy to Lieutenant Haas
 - One copy to Yvonne Eyk
6. Logoff the Crystal Reports menu using the Logoff tab at the top of the screen.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

 _____ (FTO)

 _____ (Trainee)

03-06 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Reception Procedures
Module Title: Records Paperwork

Trainee: _____
 FTO: _____
 Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to process Records paperwork, following the 4 steps listed below.

STEPS:

1. Go to the Booking Room at the beginning of shift.
2. Get the paperwork out of the boxes marked “Records”.
3. Sort through the paperwork and pull out anything that shouldn’t go to records and place in the appropriate place(s).
4. Place all the Records paperwork in the plastic box marked “Records” located in Reception and put it on the back counter in Administration for the Transport Officers to pick up.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ _____ (FTO) (Trainee)					

03-07 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Reception Procedures
Module Title: Door Switches

Trainee: _____
 FTO: _____
 Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to open the door to Reception, following the 2 steps below.

STEPS:

Note: Only authorized personnel are allowed in Administration and the Night Entrance corridor, such as jail employees and authorized professional visitors.

1. To open the Administration door, press and hold down the right black switch located between the drawers on the Reception desk, until the door is opened.

2. To open the Night Entrance corridor, press and hold down the left red and black switch located between the drawers on the Reception desk, until the door is opened.

Note: If a professional visitor is attempting to leave the Night Entrance corridor, they will ring the bell.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date)					
(FTO) _____ (Trainee) _____					

03-08 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Reception Procedures
Module Title: Lobby Intercom
Trainee: _____

FTO: _____

Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to utilize the intercom in Reception to call the visitors in the lobby for 1 visitation session, following the 5 steps listed below.

STEPS:

1. Locate the intercom on the wall in Reception.
2. Push the white button on the far left side of the intercom to call the lobby.
3. Hold the button down the entire time you're talking.
4. Release the button when you're done talking.
5. Push in the brown button on the far right side of the intercom when your finished. This resets the intercom.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)
I certify that proficiency was demonstrated by the above trainee concerning this task on _____ (date) _____ _____ (FTO) (Trainee)					

01-02 FTO MODULE PERFORMANCE CHECKLIST

CHAPTER: Reception Procedures
Module Title: Professional Visitors

Trainee: _____
 FTO: _____
 Training Time: _____

PERFORMANCE OBJECTIVE: After explanation, demonstration, and practice, the trainee will be able to check in professional visitors, following the 12 steps listed below.

STEPS:

1. Log on to the Tiburon computer system.
2. Ask the professional visitor for their credentials,
 - Attorneys will need a valid bar card
 - Clergy will need ordination papers, certificates, etc.
 - Other professionals such as psychologists, investigators and interns will need a court order or letter from the attorney representing the inmate stating that they have the authority to visit the inmate.
 - Probation, Parole, Social Services, and officers from other Law Enforcement agencies will need identification showing that they are indeed a member of these agencies.
3. Ask the Professional for their MNI number.
 - If they don't remember their number, it can be found on the Professional Visitor/MNI Numbers list in Reception.
 - If they have never visited here before, they will need to fill out a Professional Visitor Check-In form and be entered in Tiburon before they can visit the inmate. (subtask)
4. Select "Professional Visitor" from the Tiburon Menu.
5. When the "Visitor Query" screen pops up, enter the visitor's MNI number and click find.
6. When the visitor's information appears on the screen, click on "Booking Number".
7. Enter the inmate's booking number.
8. Save the record. Note: this event will automatically close (auto close)
9. Direct the Professional to sign in on the Professional Visitors Log.
10. Issue them a Blue Escort tag.
11. Direct the professional visitor to place all the items that they do not need, which is anything that would normally be considered contraband that they do not need to complete the visit, in a locker or in their vehicle.
12. Call for a rover on the radio to escort the visitor to the inmate's housing area.

Note: The Rover will clear the professional visitor through the metal detector and go through their items, such as brief cases.

Trainee Reads/Reviews Task Document	FTO Explains & Demonstrates	Trainee Explains as FTO Demonstrates	Trainee Explains & Demonstrates	Trainee Practices (Note Training Times on Form)	Trainee Performs (Proficiency Test Completed)

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

 _____ (FTO)

 _____ (Trainee)

I. Population Capacity Releases

- A. Done to ensure the population of the Jail does not exceed capacity.
- B. Night Team Sergeant creates a list of County sentenced inmates.
 - 1. The list is given to Chief District Judge to review.
 - 2. Approved list is faxed to the jail.
 - 3. Jail Captain approves list to be used, and all inmates on the list are released.

II. Lost or Found Items

- A. Staff Members Find Item
 - 1. Complete Incident Report.
 - a. What, when, where.
 - 2. Found item(s) and Incident Report given to ODS.
 - 3. Designated Sergeant attempts to locate owner.
 - 4. Item(s) tagged and placed in designated cabinet for 90 days.
 - 5. After 90 days all items are transferred to the Department's Evidence Section for destruction.

VI. Caustic, Flammable and Toxic Substances

- A. Control
 - 1. Substances are stored in a locked storage room.
 - 2. Substances are controlled by:
 - a. Food Services Manager
 - b. Skilled Crafts Specialist
- B. Tracking

1. Substances are tracked by a sign out log.

Access to the Armories in the Department are extremely limited. In the Jail, access is limited to supervisors. The Department's Armory at the Justice Center is accessed by limited supervisors and is maintained by the Administrative Lieutenant.

I. Locations of Department Armories**A. Jail**

1. The Jail Armory is located in the Administrative Area of the Jail.

B. Department

1. The Department Armory is located in the Criminal Justice Center.

II. Available Equipment**A. Jail****1. Special Equipment**

- a. Items such as hinged handcuffs, flexcuffs, etc.
- b. "Safe Set" of Jail keys. This is the "master set" of Jail keys.
- c. Video camcorder for documenting incidents and locked case with "documented incident tapes"

2. Protective Equipment

- a. Protective vests, helmets, and Riot Pads

3. Weapons

- a. Shotguns with "Less Lethal Ammunition"
- b. Riot batons
- c. OC Pepper Spray

B. Department Armory

The Department Armory holds similar items as are found in the Jail Armory. The majority of the Department's Armory inventory is comprised of the SWAT Team equipment.

1. Special Weapons
 - a. Automatic weapons, sniper weapons.
2. Chemical Agents
 - a. OC Pepper Spray
 - b. Other agents selected for use by the SWAT Team.
3. Pyrotechnic Devices
 - a. These include "flash-bang" devices, smoke grenades, etc.
4. Protective Equipment
5. Special Equipment
 - a. Some special surveillance equipment is kept here, such as night vision devices.
6. Department Ammunition Stores

LESSON PLAN: JAIL EMERGENCIES - Escapes 05-03

The Trainee should be made aware of the difference between an escape from custody from the main security perimeter of the Jail and from Work Release. Using scenarios, discuss how the Escape procedure would adapt to an escape from other venues such as transports or a hospital.

I. Notification and Response

A. Notify Master Control

1. By contacting Master Control a line of communication may be established.
 - a. The ODS will be notified and Master Control can then be directed to notify any other officers or resources that are necessary.

B. Security

1. Secure the escape site.
2. Lockdown the facility to obtain accurate Count.
 - a. Verifies how many are gone in the escape.
3. Non-essential personnel and visitors will leave the facility.
 - a. ONLY AFTER THEY HAVE BEEN POSITIVELY IDENTIFIED!
4. Process the escape site as a crime scene.
 - a. It may be returned to normal use if no repair is necessary.

5. Debriefing

II. Information for Broadcast

A. Description

1. It is essential that accurate descriptive information be sent out to other agencies in the event of an escape.
 - a. Height, weight, clothing, hair and eye color, facial hair.
 - b. Last known direction of travel.

B. Additional Information

1. If known, advise the time lapse from when the escape occurred to the time of the report.

-
2. Provide any address or associates information which may be available in the Jail file or in Records.

III. Other Escapes

- A. Work Release
- B. Escapes outside of the facility.

I. Inmate Records in the Facility

A. Computer Records

1. The Jail maintains complete custody information on all inmates.
 - a. Arrest Report
 - b. Court Information
 - c. Property Inventory
 - d. Funds Record/Balance
 - e. Worksheet Reports
 - i. Tracks behavior or while in custody.
 - f. Jail Housing Assignments
 - i. Tracks movement history in the facility.
 - g. Incident Reports
 - h. Disciplinary Hearing Reports
 - i. Mittimus Documents

B. Manual Files

1. Booking File
 - a. Custody, Court, and related paperwork are maintained in these

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files.

i. Paperwork in this file is generally produced from the computer records and Tiburon Custody Sheet.

ii. Court documents, and other custody paperwork not produced in the computer.

b. Hard Card

i. Quick summary of inmate information.

2. Module File

a. Documents necessary for day to day dealings with inmates.

i. Incident Reports, Request forms

3. Classification File

a. Documents all classification action/information on an inmate.

b. Includes copies of requests, Disciplinary Hearings, Grievances

4. Medical File

a. All medical/dental information concerning an inmate.

i.

Summa
ry of
care.

b. Extremely privileged information.

5. Miscellaneous

a. Administrative Jail Lists

b. "Jail Jacket"

i.

Mainta
ined by
BCSD
Record
s

II. Access to Inmate Records

A. Jail Staff

1. Access to all Inmate Records.
 - a. Medical Records excepted. Staff must consult with Health Services prior to accessing these records.

B. Release to the Public

1. Jail officers are limited in what they may release to the Public.
 - a. Usually limited to Charge, court date, and Bond information.
2. Other information may be released through BCSD Records, designated Public Information Officer for specific cases.
 - a. All non-routine requests for information should be referred to supervisors.

C. Inmate Access

1. Inmates may request copies of their records.
 - a. Through their attorney.
 - b. Through BCSD Records.
 - c. Request to Jail Command Staff.
2. Inmates have the right to access their records.
 - a. Limitations may be imposed due to their case and concern for victim(s) privacy/rights.
 - i. Usually court imposed.

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3. Inmates may release their records to outside parties.

a. News Media

b. Attorney

LESSON PLAN: MODULE OPS-Inmate Health Services 03-02

I. Medical Screening

- A. Reception of Inmate
 - 1. First medical screening occurs upon intake.
 - a. Booking Information
 - i. Computer Medical Screen
 - 2. Health Services conducts initial medical interview with inmates lodged in the facility.
- B. Medical Clearances
 - 1. Arrestees who are obviously injured or ill upon intake will not be received until given medical clearance from a doctor.
 - a. Emergency Room Clearance

II. Medication

- A. Dispensing Medication
 - 1. Medication is dispensed ONLY by Health Services Staff.
 - 2. "Med Rounds"
 - a. Contact with Health Services is regularly scheduled.
 - 3. Inmates usually are NOT ALLOWED to keep any medication with them in the modules.
 - a. Exceptions are granted by Health Services for life-sustaining medication.
 - b. Special treatment needs.

III. Access to Doctor/Dentist

- A. Referrals
 - 1. Health Services will make referrals for Doctor/Dentist visits.
 - 2. Inmates may fill out a Inmate Request Form (kite) to be placed on Doctors/Dentist list.
 - B. Jail Doctor/Dentist
 - 1. The Jail contracts with local Doctors and Dentists to provide inmate care in the facility.
 - 2. The Doctor or Dentist will review the kites and prioritize them. Those determined to be most in need will see the Doctor/Dentist first.
- III. Suicidal Inmates**
- A. Identification
 - 1. Inmates identified as being suicidal or potentially suicidal will be referred to Health Services.
 - 2. Inmates may be placed in a suicide smock immediately if deemed necessary, before Medical Services has seen them.
 - 2. Health Services will make necessary referrals.
 - a. Crisis Intervention may be called.
 - b. Jail Mental Health personnel will talk to the individual.
 - B. Suicide Risk
 - 1. Acute (High Probability)
 - 2. Chronic (Moderate Probability)
 - 3. Sympathetic Type (Low Probability)
 - 4. Possible (Unknown Probability)
 - C. Management
 - 1. Inmates identified as being suicidal may be placed in Special Management, Disciplinary or in the Isolation Cell (holding D) in booking.
 - 2. Inmates attempting suicide, and requiring medical treatment, will be dealt with as an medical emergency.

LESSON PLAN: Emergency Treatment of Injuries **03-03**

I. Obtaining Medical Assistance

- A. Injury/Illness of inmate or staff member.
- 1. Call Health Services Unit.
 - a. Notify level of emergency
 - i. Medical Green
 - ii. Medical Yellow
 - iii. Medical Red
- 2. Detail what you can about the injury/illness.
 - a. This prepares Health Services to better triage the situation.
 - b. Number of injured/ill parties. The extent/type of injuries.
- 3. Administer appropriate First Aid until advanced assistance arrives.

II. Outside Aid Providers

- A. Ambulance
 - 1. Health Services will usually make the judgment to request an ambulance.
 - 2. As a matter of procedure, Fire and Ambulance units are dispatched when a call is placed through Communications requesting First Aid assistance.

04-04 LESSON PLAN

I. Basic Inmate Services/ Programs

a. Recreation

BCSO Jail Policy 19-01-01

b. Education

BCSO Jail Policy 19-01-02

i. Adult Education (GED)

ii. Tutoring (reading, writing, and math)

c. Commissary

d. Library Services (Regular and Legal)

BCSO Jail Policy 19-01-03

e. Ongoing and Special Programs

BCSO Jail Policy 19-01-05

i. Ongoing- Scheduled for an indefinite period of time.

ii. Special Programs- Have a definite duration. (Usually 1-5 weeks)

f. Group Activities

i. Religious Services

ii. Alcoholics and Narcotics Anonymous

iii. Alcohol / Drug Therapy

iv. Yoga

g. Productive Day

BCSO Jail Policy 18-01-03

- i. Life Skills
- ii. Inmate Industries
- iii. Educational Classes
 - 1. LTR (Learning to Read)
 - 2. ESL (English as a Second Language)
 - 3. ABE (Adult Basic Education)
 - 4. Anger Control
 - 5. Parenting
 - 6. Cognitive Reasoning
 - 7. Other classes as they become available

h. Photocopying For Inmates

BCSO Jail Policy 19-01-04

- i. Inmate Request Form to Classification for general copying.
- ii. Inmate Request Form to the Librarian for legal references.
- iii. Inmate will be charged for copying services.
- iv. If indigent, only legal copies will be made.

i. Notary Service

BCSO Jail Policy 19-01-07

II

Approval Process for Inmates

BCSO Jail Policy 19-01-06

a. Requests

- a. Inmates Request Form to Support Services Lieutenant, Education Director, or other person in charge of a program.
- b. Classification will conduct an assessment interview
 - i. Will be reviewed by the Education Director
 - ii. If deemed appropriate, the inmate will be placed on a waiting list if the program is full

Graphic Panel-Master Control Panel/Board
Edited 3/5/3/ by 1578/1544

- A. Check lights by pushing lamp test button (top right). Any burned out light bulbs will be changed by maintenance staff.
- B. **Green light** indicates door is in **locked** position.
- C. **Red light** indicates door is in **unlocked** position.
- E. Small **red light** indicates **panic or intrusion alarm** (will be necessary to send immediate response to that area).
- F. The 2 silver buttons on the upper right hand side are the interlock override buttons for all Sally Port doors. They must be pushed in together to override any Sally Port door (to be used for **(emergency use only)**).
- G. **INTERCOMS:** The buttons for the intercoms are located on each side of the sally port door buttons.
When activated, it will blink and a tone will sound. To deactivate, touch the activated (blinking) button.
To Speak on one of the intercoms, you must first touch the button at the location where you wish to speak. Next touch the "push to talk" button (located on the lower left hand side of the panel). When speaking into the microphone (located on the your right side of the panel next to the radio panel) speak in a clear normal toned voice. It is not necessary to get to the microphone (you can be an arms length away). To listen - remove your finger from the "push to talk" button.
- H. **Monitor 7** - call up camera. When an intercom is activated, the picture of that area/door will come up on Monitor 7.
- I. **DOOR BUTTONS** At each door that Master controls, there is a row of 3 silver buttons. The center silver button is for the door. The buttons on each side are the speaker buttons. The red & green lights indicate that the door is open or closed.
- J. **Six silver buttons and six yellow lights** on the right hand side are **paging buttons**. Paging system in those areas are noted. To page, touch your selection and the "push to talk" button (located directly below paging buttons), then speak clearly. You need to keep your finger on the "push to talk" button while you are speaking. Several buttons can be pressed at the same time.
- K. Booking has an interlocking system with M/C. When all doors are closed, shows green on the M/C panel. M/C operates garage doors and walk in door and the door leading into the Sally Port. Booking will operate arresting officers door and the door leading into booking.

- L. **Alarm Silence button**, Silver button located middle left side of panel. Touch it to silence.
- M. **Intrusion Alarms**, located lower left side. When an intrusion alarm is set off, a red light will appear to indicated which area response is needed. To silence these alarms, touch the "ALARM SILENCE" button.

Video System/Motion Sensors

- A. There are 7 PELCO monitors labeled: MONITOR 1/CAM 61; MONITOR 2/CAM 62; MOITOR 3/CAM 63; MOITOR 4/CAM 64; MOITOR 6 & MONITOR 7. The 7th PELCO MONITOR is not numbered But is labeled "PELCO TECH SUPPORT". There is also 1 ENVISION monitor.
The PELCO TECH SUPPORT monitor is programmed to continually rotate through all cameras.
The ENVISION monitor is programmed to show 16 different camera locations. You may select any one of these to enlarge.
- B. **MONITOR 7 ISE THE "PULL UP" MONITOR:** When an intercom is activated, the picture will come up on it.

To observe each camera one at a time; use the gray PELCO key board sitting under the ENVISION monitor. Select the camera number you want to observe. Push the "cam" button on the lower left. The camera will come up on monitor 7 (the "pull up" monitor).

VIEWING ON CAMERA

YOU CAN ZOOM THE ENVISION MONITOR for camera #26 only.

FIRE ALARM ANNUNCIATOR

The Purpose of the Fire Alarm Annunciator is to alert the Master Control Operator where a fire is located and if the sprinkler system is activated.

1. Do routine lamp test. This is done by pushing in the Lamp Test button. Located on the lower right side of panel. If a light is burnt out, fill out a maintenance request form,

and maintenance will replace the bulb.

2. When there is a fire in the facility, an alarm will go off and the panel will light up as to the area where the fire is located. The Master Control operator will silence the alarm by pressing the **Alarm Silence** button. **BE CERTAIN NOT TO PRESS THE SYSTEM RESET BUTTON.** Next, in a clear calm voice announce to the staff that you have a fire alarm and the area.
3. Wait for staff to advise you if everything is code 4 (clear/ok) or if there is a fire and the fire department is needed. If the fire department is needed the master control operator will:
 - a. dial 9-911 and inform the communications center of the fire's location, size, and the amount of smoke in the area.
 - b. M/C will then notify all officers and jail employees via radio of the fire and its location.
 - c. M/C will request all areas conduct a head count.
 - d. M/C will make a radio announcement that all inmates should be returned immediately to their housing area, unless it is involved in the fire, then they would be directed to an evacuation point.
 - e. M/C would then contact reception or visitation officer to identify any visitors and evacuate them out of the facility.
 - f. The on-scene commander will be kept advised by M/C of all related events. (fire department response, evacuations, head counts, injuries, etc.)
 - g. If the decision is made that an area is to be evacuated the officer will evacuate away from the fire to:
 1. The multi purpose room
 2. The gymnasium
 3. The visitation room
 - h. M/C will keep a written record of all fire fighting activities and times in order to assist in completing follow-up reports.
4. Never reset the fire alarm annunciator panel unless given permission by maintenance/public works, supervisor or the fire department.

EMERGENCY GROUP RELEASE

The purpose of the Emergency Group Release is to take power away from all work station panels. Each work station is noted on the panel. Color etched on the panel is the same as in the modules

for easier identification.

1. **Do routine lamp test.** Pushing in the TEST button does this. Located on the lower right side of panel. The POWER button (left of the TEST button) will be lit with a red light. If a light is burnt out, fill out a maintenance request form and maintenance will change the bulb. Not all switches have lamps.
2. Each box etched on the emergency panel represents a control panel/area in the building.
3. To take power away from a specific work station panel, press power transfer button to the transfer mode, and a yellow light will show. All doors should be in the locked position.
4. The M/C operator also has the ability to lock or unlock motor driven slider interior doors. All other interior doors can be unlocked, but not locked.

To unlock/lock doors

1. Push the power transfer button to that specific area.
2. Push the hallway door button. This will open the doors leading in to the module(s). To open the interior doors (cell doors) you must push the group override button and the interior door switch at the same time.

REMEMBER ONLY THE MOTOR DRIVEN/SLIDER DOORS CAN BE UNLOCKED AND LOCKED. ALL OTHER INTERIOR DOORS CAN BE UNLOCKED, BUT NOT LOCKED!!

ALL SWITCHES ARE TO BE LEFT IN THE LOCKED POSITION

SMOKE CONTROL MONITOR SWITCHES

The Smoke Control Monitor switches are an automatic system that is activated when there is smoke present.

1. **Do routine lamp test.** If a light is burnt out, fill out a maintenance request form and maintenance will replace the bulb.
2. When there is a fire and smoke is present, first the fire alarm annunciator panel will light up and an alarm will sound. Silence the alarm and announce to staff where you have a fire alarm.
The Smoke Control Monitor switches will light up indicating

which air handlers have shut down (so as not to feed the fire) and which smoke ventilation fans have turned on (to remove smoke).

3. Never reset the Smoke Control Monitor Switches unless given permission by maintenance/public works, supervisor or the fire department.

Also just below this panel is the AD DUOTETC C panel. This panel houses the alarms for the roof cameras. If you have an alarm on the roof, it will automatically come up on monitor #7. This alarm will sound for approximately 20 to 30 seconds and then it will automatically shut off. Never turn the alarm system off. You will need to announce to staff that you have an alarm on the roof.

KEY BOX

The key box is located on the back wall. This box should be checked at the beginning of every shift. The following set of keys should be in the key box at all times:

1. Lt. Office
2. ODS Office
3. Master Control doors
4. Gun box key
5. Roof
6. Weight Room
7. Commissary
8. Transport
9. Canteen

RADIO PANEL

The radio system in M/C consists of the following radio channels

1. Jail - Primary channel
2. Yellow/Blue - Secondary channel
freq 1-Yellow and Freq 2-blue
3. Fire - Red 1, 2, 3, and 4
4. NLEC - National Law Enforcement Emergency Channel

5. **Cleer** - Colorado Law Enforcement emergency Radio

6. **Green** - Monitoring only

The M/C operator will mainly be monitoring and/or transmitting on the jail channel and yellow channel. The operator will have the capability to select, monitor and/or transmit on all other channels except green (monitor only).

Call Numbers: 1400-M/C, 1500-Booking, 1800-Communication

RADIO CONTROLS AND DESCRIPTIONS

1. **Select/unselect audio speakers** - The two black knobs located at the front top of the console. Audio from the channel **selected** is routed to the **select** audio speaker (left side), all other channels which are considered **unselected** is routed to the **unselected** audio speaker (right side). To increase the volume, turn the knob to the right.
2. **Select switch** - Depressing the select switch on a channel module switches the audio from the **unselect** to the **select** speaker (green button at top of each module). A green light will come on, indicating your primary/selected channel. The **selected** channel allows the master control operator to transmit on that channel using the red transmit button on that module, the red transmit button on the keypad, or the foot-pedal. The select button should stay on the Jail Channel.
3. **Call** - Located under the select. Whenever the call light blinks red, it is indicating transmission activity on that channel.
4. **Volume control knob and switch** - Each channel module includes an individual volume control to adjust the audio level for that channel. When a channel is first selected, the volume is automatically set to the maximum level (**full volume**-green indicator light on). Push the orange button/switch and it will take transmission to a lower volume (orange light on Adj.). For additional volume turn the **volume control knob** (black knob located directly below the volume button/switch)to the right.
5. **Volume control knob** - Black knob located directly below the volume button/switch can be used for additional volume. Turning the knob to the right will give you more volume.
6. **Patch/link system** - During regular use, only one channel is selected to transmit on at one time. In the event of an emergency, it may become necessary to communicate with other agencies. This feature allows the master control operator to link communications between the jail radios and other

agencies/channels. Do not set-up patch/link system unless told by a supervisor.

Use the following steps to set-up the patch/link system:

- A. Press and hold down for a few seconds the **Alert 2** key.
(beep...beep...beep)
- B. Announce **Attention all staff...CODE 3** on the Jail channel, Code 3 on Jail channel.
- C. Push the white **Patch 1 Active (idle)** button. A green light will come on. This button is located on the lower right hand side of the radio panel.
- D. Press the **pat. set-up** on the jail channel. This is the white button located directly below the volume knob on the jail module.
- E. Press the **pat. set-up** for each selected channel(s) to be included in the link/patch set-up by pressing the **patch set-up** switch on the respective channel/module.
- F. To transmit from Mater Control, you must now use the red **patch transmit** button located directly **above** the white **patch 1 active (idle)** button.

When a patch has been enabled, you create a "live mike" system. Any transmissions broadcasted on the jail channel (pac set) now will be sent out on the other channel(s) as well.

Both the jail channel (pac set) and the channel(s) you patched into will have repeaters working. This will increase the delay of activating the transmission each time. After depressing the transmit button, wait 2 to 3 seconds before speaking.

You will notice that your transmissions may be more faint than normal. This is due to the channels losing some of their integrity as they blend.

Jail Channel/Module

- A. **Select mode** - Green light indicates M/C is monitoring all jail communications throughout facility as its **primary channel**. Keep in the select mode to monitor **all** jail communications.
- B. **Freq 1** - The M/C radio channels should always be left on Freq 1 (green light on). When M/C is on Freq 1, the jail hand held radios (pac sets) should be on channel 2.
- C. **Main Standby** - Always leave in "**MAIN**" mode (green light on).

D. **Takeover** - Should always show orange light (bottom light).

E. **Transmit/busy** - Red button that can be used when transmitting on jail channel. If the jail channel is in the select mode (green light on) the M/C operator can use 1 of 3 different means to transmit:

1. The small red transmit button located on the bottom of the jail channel.
2. The large red transmit button located on the bottom/center of radio panel.
3. The foot pedal located on the floor under the M/C panel.

Yellow/Blue Channel

The M/C operator will monitor this as the secondary or unselect channel. All jail transports will be logged in the M/C transport log book.

Transmission will be heard through the unselect speaker located on the right side of the top panel.

A. **Transmission on yellow** - You may transmit on yellow channel even though it is not in the select mode by pushing the red transmit button at the bottom of the yellow/blue module. If it's in the select mode (green light on) the foot pedal can be used to transmit.

1. Freq. 1 - Yellow channel
2. Freq. 2 - Blue channel
3. Freq. 3 -
4. Freq. 4 -

Fire Channel

A. the M/C operator can monitor or transmit on the fire channel (Red 1, 2, 3, 4) by pressing the red transmit button on the bottom of the fire module, or if it's in the select mode you can use the foot pedal.

B. Freq. 1 - Red 1

Freq. 2 - Red 2 used to communicate with fire department
Freq. 3 - Red 3 coordinates activities with fire department
Freq. 4 - Fern = Fire Emergency

Monitor fire module on Freq. 1 during unselected mode.

- C. To transmit to the fire department, press the red transmit button under the fire module. Make sure button is on Freq. 1 to transmit information.

NLEC CHANNEL

National Law Enforcement Emergency radio. Channel used by all out of County law enforcement agencies on the front range.

- A. The M/C operator can monitor or transmit on the NLEC channel by pressing the red transmit button on bottom of NLEC module.
- B. Freq. 1 - NLEC
Freq. 2 - blank
Freq. 3 - blank
Freq. 4 - blank

Cleer Channel

Colorado Law Enforcement Emergency Radio. Channel used by all out-of-county law enforcement agencies.

- A. The M/C operator can monitor or transmit on the Cleer Channel by pressing the red transmit button on bottom of CLEER module.
- B. Freq. 1 - Cleer
Freq. 2 - blank
Freq. 3 - blank
Freq. 4 - blank

Alert 1 and Alert 2 tones

- A. Alert 1 and Alert 2 buttons are located on lower right side of the radio panel. They are used to send alert tones in non-emergency (alert 1) and emergency (alert 2) situations. To operate, use the following steps:
 1. To gain jail employee(s) attention in an **non-emergency** situation, the master control operator will press in and hold the red **Alert 1** button and wait until the single tone has broadcast (approximately 3-5 seconds). Upon releasing the button/tone, the master control operator will then transmit their voice message.

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2. In an **emergency** situation, the master control operator will depress the red **Alert 2** button and broadcast a hi-low tone for approximately 3-5 seconds. Upon releasing the tone, the master control operator will transmit their message.

Exterior Lighting Controls

- A. Located to the right side of the computer terminal. These switches are used to turn on and off the court yard and roof lights.
- B. **Top row** - First 2 white switches are blank. Third white switch is for the 2 big red light in the courtyard. Fourth white switch is to override and turn on or off all lights on the timer. This last switch is never to be used unless directed to by maintenance.
- C. **Bottom row** - These are the **roof** top camera lights. Must be turned on at night to see the roof top on the monitor.
- D. Roof top camera light numbers:
 1. #50 - Administration building camera-South looks North
 2. #51 - Building A roof camera-East looks Southwest
 3. #52 - Building D roof camera-North looks Southwest
 4. #53 - Building C roof camera-West looks Southeast

I. Inmate Worker Housing Areas

The Trainer should discuss the differences between a "Trusty", "Productive Day Worker" and "Inmate Worker" from Building C.

- A. GPOP
- B. Medium A
- C. Medium B (Productive Day)
- D. Building C
- E. Women's
- F. Intake (if sentenced)
- G. SMAN (if sentenced)

II. Jobs (General)

- A. Food Service Work
- B. Janitorial (Throughout facility: Gpop, Med A, and Building C. In the module only: Intake, SMAN)
- C. Maintenance
- D. Laundry
- E. Product Assembly (Productive Day)

III. Job Assignments

- A. Classification moves inmate to a worker position.
- B. Classification meetings and criminal history determine what inmate works a particular area.
 - 1. This is done in conjunction with Health Services and Food Services.
 - 2. An inmate may be appropriate for a worker position but not all job assignments.

IV. Worker Compensation

A. Privileges

1. Inmate Workers are housed less restrictive housing areas.
 - a. Ability to move unescorted within the facility if housed in GPOP or Medium A.
 - b. Enhanced movement outside of the security perimeter. (Inmate Workers)

B. Good Time

1. 1 day of Good Time is earned for every 3 days worked, in addition to statutory Good Time, by Inmate Worker's (Building C) and Trustees.
2. 1 day of Good Time is earned by every 5 days in the program, in addition to statutory Good Time, by inmates on the Productive Day Program and Work Release Inmates.
3. NOTE: As of July 1, 2003 all sentenced inmates will earn goodtime at a rate of 1 day of Good Time for every 3 Days in custody.