

JUVENILE  
DETENTION  
OFFICER  
TRAINING  
MANUAL



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For  
Juvenile Detention Officers



## **Section 1**

# **PEACE OFFICERS STANDARDS AND TRAINING TRAINING MANUAL FOR JUVENILE DETENTION OFFICER RECRUITS**

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### **FORMS**

**A. POST IV-2 (JUVENILE DETENTION OFFICER) Facility Training Record Form**  
*(send only this form back to POST)*

**B. Maintain the following forms on file at your local Agency**

**POST IV-1(JUVENILE DETENTION OFFICER) Training Officer Instruction Guide**

**POST IV-3 (JUVENILE DETENTION OFFICER) Sample of Training Officer Weekly**

**Report Form POST IV-4(JUVENILE DETENTION OFFICER) Sample of Training Officer Evaluation Report**



This manual is the property of the Peace Officer Standards and Training Council. It has been issued to:

Name of Department: \_\_\_\_\_

For the purpose of training: \_\_\_\_\_

Recruit's Name/POST ID. (last four digits of SS#, first four letters of first name, day you were born)

Upon completion of the Facility Training Program, return this completed POST form to the POST Council. Included in this manual are actual forms, POST IV-1 (Juvenile Detention Officer) and POST IV2 (Juvenile Detention Officer), as well as sample forms POST IV-3 (Juvenile Detention Officer) and POST IV-4 (Juvenile Detention Officer).

Additional forms, POST IV-3 and POST IV-4 will be furnished to each department to be used and retained by the department.

DATE RECRUIT HIRED: \_\_\_\_\_

JUVENILE DETENTION OFFICER

RECRUIT TRAINING: \_\_\_\_\_

Date	Place	Class No.
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FACILITY TRAINING COMPLETED \_\_\_\_\_

Date	Location
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*NOTE: Only the Facility Training Record form(POST IV-2 (Juvenile Detention Officer)) must be forwarded to the Peace Officer Standards and Training Council, 700 S. Stratford Dr., Meridian, ID 83642, upon completion to receive 40 hours training credit toward certification. Do NOT send the whole manual.*







# **Facility Training Procedures for Juvenile Detention Officer Recruits**

## **I What is the Facility Training?**

Facility Training is a process by which an individual recruit receives formal instruction on the job for special and defined purposes specific to his/her facility. Assigned trainers and Facility Training Officers, (F.T.O.'s) will provide the recruit with practical application training for the duration of the program. The recruit will have various duties and procedures explained and demonstrated for the officer. As often as practical the recruit will be required to perform the tasks and show an acceptable level of competency.

Facility Training is designed to cover a minimum of 40 hours of supervised training. It is recommended, however, to utilize as much time as needed to be assured of adequately covering all material sufficiently. Upon satisfactory completion of the program and submission of this manual properly completed, forty (40) hours certified training credit will be granted to the trainee.

## **II Purpose of Facility Training**

The recognition of specialized juvenile detention officer training is of importance to the officer and the administration he or she works for. Formal classroom training and limited demonstration cannot teach the recruit all he or she needs to know. Therefore, the recruit needs on-the-job training specific to his/her facility, which is the purpose of this program.

The Facility Training Program is intended to give the new recruit instruction, direction, supervision, guidance and experience so that the officer may develop good judgement, efficiency, and good habits of conduct and appearance. Facility Training will serve as an evaluation of both the recruit and the classroom training curriculum to the P.O.S.T. Academy.

The Facility Training period also serves to aid in determining if the recruit meets all the requirements to become a certified officer for that juvenile facility.

## **III Important Factors in the Juvenile Detention Officer Training Program**

The trainee may have completed the Basic Juvenile Detention Officer Academy prior to the officer's assignment to a Facility Training program. This classroom instruction covers areas such as basic orientation, legal issues, ethics and professionalism, emergency procedures, supervision of juveniles, report writing, inmate classification and other procedures which should not be postponed. This gives the recruit the basic knowledge and skills needed to operate in the Facility with a Facility Training Officer. For a recruit to obtain the utmost benefit from the classroom instruction, a week, or even two weeks of orientation in the officer's own facility is recommended so that the officer can better apply his classroom training and learn policy, procedures and practices specific to his/her facility.

As part of the instructional process, it is necessary that Facility Training be conducted in a manner designed to develop a technically skilled and professional oriented officer. Success of the Facility Training program requires the following:

1. Facility Training Officers must be carefully chosen from the most skilled and effective officers in the juvenile detention facility.
2. F.T.O.'s must possess the ability to communicate their knowledge and skills to the recruit officer.
3. F.T.O.'s must reflect the higher levels of personal integrity, character and maturity. The use of unmotivated officers must be avoided.



4. Initial training must be provided to all F.T.O.'s, outlining the duties and responsibilities of their position.
5. In-service training for F.T.O.'s must be provided to cover the latest techniques, departmental policies, procedures and practices, and changes in the law pertaining to the care of incarcerated juveniles.

#### **IV Responsibility of the Juvenile Detention Administrator\*\***

When a recruit is assigned to a unit for training, the Juvenile Detention Administrator will be responsible for the following:

1. Introduction of the recruit to as many personnel as possible.
2. Familiarization of the recruit with basic operations of the Facility.
3. Assignment of a F.T.O. to begin his/her orientation of Facility operations. The recruit should be assigned to one F.T.O. at a time. It is also beneficial to the recruit to be assigned to a different F.T.O. to complete the necessary training.
4. The Juvenile Detention Administrator should meet each week with the F.T.O. regarding progress of the recruit.
5. The Juvenile Detention Administrator should personally consult with the recruit and F.T.O. if or when the F.T.O. believes that the recruit will not develop into a successful Juvenile Detention Officer. If the Juvenile Detention Administrator, after consultation, is of the opinion that the recruit is not likely to become a successful Juvenile Detention Officer, the Juvenile Detention Administrator should consult with his/her Human Resources Department and/or legal representative to determine a proper course of action.

***\*\*A Juvenile Detention Administrator can appoint a designee on their behalf, such as a shift supervisor, or anyone who has the responsibility of supervising the Facility Training Officer.***

#### **V Facility Training Officer Responsibility**

The Facility Training Officer should have complete responsibility of the recruit during the Field Training assignment. The recruit should always work with the assigned F.T.O. and should have the same days off and work schedules whenever this is practical.

The F.T.O. will insure that the recruit is familiar with the complete operation of the Facility, and all operations as applicable to your facility, including, but not limited to kitchen and food preparation, laundry, programming and medical)

Using the F.T.O. Instruction Guide, the F.T.O. shall:

1. Explain operational procedures and existing policy on all activity encountered during the Facility Training period.
2. Conduct self in a professional, exemplary manner.
3. Maintain an effective student-teacher relationship with recruit officer.
4. Complete and submit daily, an observation report, for each day worked with a recruit officer.



5. Advise the Juvenile Detention Administrator or supervisor of the recruit's progress and consult with the Juvenile Detention Administrator if the trainer feels that they recruit will not develop into a successful Juvenile Detention Officer.
6. Review evaluations with recruit officer and obtain his or her signature on all completed forms.
7. Ensure that the recruit's reports are completed and turned in.
8. Allow the recruit to perform such tasks that the Trainer feels the recruit is competent and ready to assume.
9. Notify supervisor as soon as practical, should a problem arise where by the F.T.O. believes that he or she cannot fairly train or evaluate an assigned recruit.
10. Place initials and date in the proper column of the Instruction Guide when the trainee has explained and demonstrated the listed tasks. The F.T.O. shall see that the recruit places his own initials in the proper column when the recruit satisfactorily performs or practices the listed task. When the recruit initials the performance practice column, the F.T.O. should insert the date or see that the recruit does so.

During the Field Training period, the F.T.O. will be observing and evaluating the recruit's performance. A meaningful evaluation is possible only if the F.T.O. affords the recruit the fullest opportunity to learn. It should be the aim of every F.T.O. to start the recruit on the way to becoming the best Juvenile detention Officer in the organization.

## **VI Description of Field Training Forms and their use**

### **1. POST IV-1 (Juvenile Detention Officer) Field Training Officer Instruction Guide**

To assist and formalize the facility training program the "Facility Training Guide" has been developed, which contains an extensive listing of duties and procedures. This by no means is an exhaustive list nor is it intended to limit the Facility Training Officer's training subject material.

The F.T.O. should allow sufficient time for explaining each listed situation. The F.T.O. should explain and demonstrate (if appropriate) the situation or task before requiring the recruit to perform or practice the task, if performance is necessary to gain knowledge and skill. Many of the procedures will not require performance, only understanding, by the recruit. When such a situation exists, the F.T.O. should write N/A (not appropriate) in the spaces provided for demonstration and practice. If a listed task or procedure does not apply to your particular department write, N/A in all three spaces.

**The Facility Training Officer Instruction Guide is to be brought up to date at the end of each day's training.**



## **2. POST IV-2 (Juvenile Detention Officer) Facility Training Record**

This form will enable the facility to quickly determine who the Facility Training Officers were in the case of each recruit, what assignments were completed, the name of the supervisor accepting the record of completion, a record of the recruit signing and attesting that he or she has been instructed in all the items listed in the F.T.O. Instruction Guide, and finally, a record for the department head attesting that the recruit has satisfactorily completed the Facility Training program. It is mandatory by IDAPA Rule that the IV-2 form be fully completed and submitted to POST Academy with the Application for Certification within one year of date of hire

**It is recommended that a copy of this record be retained in the recruit's personnel file within the recruit's own facility.**

## **3. POST IV-3 (Juvenile Detention Officer) Facility Training Officer Weekly Report**

To be executed by the F.T.O. at the completion of each week. The F.T.O. should be trained during the initial F.T.O. training period what an acceptable norm or average would be in the seven areas to be evaluated. The F.T.O. Weekly Progress Report should contain recommendations as to how the recruit can improve any unsatisfactory ratings, which should also be shared with the recruit. The Weekly Progress Report shall be forwarded to the Administrator or designee after completion.

## **4. POST IV-4 (Juvenile Detention Officer) Field Training Officer Evaluation Report**

To be executed by each F.T.O. who has been assigned to the recruit at the completion of the Facility Training Program. The comments should be specific in each of the areas to be evaluated. The written summary portion of the evaluation should contain an overview of the entire period of time covered by the report. It should cover the particular points used to justify the Facility Training Officer's recommendations to release the recruit to regular assignments or not, as the case may be. This documentation is to be forwarded to the Administrator or Designee upon completion.

## **VII Disposition of Completed Forms**

Completed Post IV-1 (Juvenile Detention Officer) Facility Training Manual Instruction Guide, Post IV-3 (Juvenile Detention Officer) F.T.O. Weekly Progress Reports, and the Post IV-4 (Juvenile Detention Officer) F.T.O. Evaluation Report should be maintained in the recruit's personnel file within his own facility.

**THE Post IV-2 (Juvenile Detention Officer) Facility Training Record MUST BE FORWARDED TO THE PEACE OFFICER STANDARDS & TRAINING ACADEMY UPON COMPLETION.** This is necessary as successful completion of this program is one of the minimum training requirements to be met for Basic Juvenile Detention Officer Certification.



## **POST IV-1 (JUVENILE DETENTION OFFICER) FACILITY TRAINING OFFICER INSTRUCTION GUIDE**

(When completed, keep in your department's officer file and return POST IV-2 (Juvenile Detention Officer) for 40 Hour F.T.O. credit to training records.)

1. Trainee Orientation
2. General Conduct,
3. Unity of Command
4. Uniforms and personal items
5. Officer safety
6. Education
7. Recreation
8. Leisure
9. Meals
10. Snack program
11. Control Room
12. Night shift duties for control room
13. Keys
14. Security and perimeter checks
15. Facility Cleanup
16. Laundry
17. Emergency Situations
18. Emergency procedures – fire
19. Medical
20. Rules of conduct and discipline
21. Juvenile rights
22. Juvenile privileges
23. Visitation, telephone usage
24. Reports
25. General topics
26. Courts
27. Emergency holds
28. Idaho Code Use of Force
29. Department physical intervention policy
30. Restraints
31. Bookings
32. Work release/furlough
33. Searches



## Section 2

# FTO TRAINER'S GUIDE

### 1. FACILITY TOUR:

- Main facility entrance/other exterior doors:

#### **FTO**

1. The FTO will explain the location of all interior and exterior doors and their purpose.

#### **Trainee**

1. The trainee will explain the location of all interior and exterior doors and their purpose.

- Sally port:

#### **FTO**

1. The FTO will explain the purpose of the sally port for juvenile intakes, transports, juvenile emergency evacuations, and releases.
2. Demonstrate how to open and close the gate.

#### **Trainee**

1. The trainee will explain the purpose of the sally port for juvenile intakes, transports, juvenile emergency evacuations, and releases
2. Demonstrate how to open and close the gate.

- Cell/housing:

#### **FTO**

1. The FTO will explain the locations of all cell/housing units and their purpose.

#### **Trainee**

2. The trainee will explain the locations of all cell/housing units and their purpose.

- Control room:

#### **FTO**

1. The FTO will explain the purpose of the control room and its basic operation.

#### **Trainee**

2. The trainee will explain the purpose of the control room and its basic operations.

- Emergency exits:

#### **FTO**

1. The FTO will explain the locations of all emergency exits and their purpose.

#### **Trainee**

2. The trainee will explain the locations of all emergency exits and their purpose.

- Administrative offices:

#### **FTO**

1. The FTO will explain the location of all administrative offices and their purpose.

#### **Trainee**

2. The trainee will explain the location of all administrative offices and their purpose.

- Holding cell/observation cell:

#### **FTO**

1. The FTO will explain the location and purpose of the holding cell/observation cell.

**Trainee**

1. The trainee will explain the location and purpose of the holding cell/observation cell.

- Public visitation

**FTO**

1. The FTO will explain the location and purpose of public visitation.
2. The FTO will cover visitation times, public access, security concerns.

**Trainee**

1. The trainee will explain the location and purpose of public visitation.
2. The trainee will cover visitation times, public access, security concerns.

- Attorney visitation:

**FTO**

1. The FTO will explain the location and purpose of attorney visitation and the juvenile's right privacy during such visits.

**Trainee**

1. The trainee will explain the location and purpose of attorney visitation and the juvenile's right privacy during such visits.

- Conference room:

**FTO**

1. The FTO will explain the location of the conference room its purpose, access, and security concerns.

**Trainee**

1. The trainee will explain the location of the conference room its purpose, access, and security concerns.

- Kitchen/food preparation area:

**FTO**

1. The FTO will explain the location of the kitchen/food preparation area its purpose, access, and security concerns.

**Trainee**

1. The trainee will explain the location of the kitchen/food preparation area its purpose, access, and security concerns

- Storage room:

**FTO**

1. The FTO will explain the location of all storage rooms, their purpose, access, and security concerns.

**Trainee**

1. The trainee will explain the location of all storage rooms, their purpose, access, and security concerns.

- Laundry room:

**FTO**

1. The FTO will explain the location of the laundry room its purpose, access, and security concerns.

**Trainee**

1. The trainee will explain the location of the laundry room its purpose, access, and security concerns.

- Juvenile clothing/property:

**FTO**

1. The FTO will explain the location of juvenile clothing, personal property, access, and security concerns.

**Trainee**

1. The trainee will explain the location of juvenile clothing, personal property, access, and security concerns.

Exercise areas:

**FTO**

1. The FTO will explain the locations of all exercise areas, access and security concerns.

**Trainee**

1. The trainee will explain the locations of all exercise areas, access and security concerns.

Perimeter:

**FTO**

1. The FTO will explain the facility perimeter, access, and security concerns.

**Trainee**

1. The trainee will explain the facility perimeter, access, and security concerns.

- Extinguishers and pull stations:

**FTO**

1. The FTO will explain the location of all extinguishers, pull stations, and their purpose.

**Trainee**

1. The trainee will explain the location of all extinguishers, pull stations, and their purpose.

- First Aid and personal protective equipment:

**FTO**

1. The FTO will explain the location of first aid and personal protective equipment being used by the facility.
2. The FTO will explain universal precautions procedures and their importance in the correctional field.

**Trainee**

1. The trainee will explain the location of first aid and personal protective equipment being used by the facility.
2. The trainee will explain universal precautions procedures and their importance in the correctional field.

- Emergency door keys:

**FTO**

1. The FTO will explain emergency door keys, their purpose and circumstances for what they would be used.

**Trainee**

1. The trainee will be able to explain emergency door keys, their purpose and circumstances for what they would be used.

- Janitor Closet:

**FTO**

1. The FTO will explain the location of all janitor closets, their purpose, access, and security concerns.

**Trainee**

2. The trainee will explain the location of all janitor closets, their purpose, access, and security concerns.

- Restrooms (staff/public)

**FTO**

1. The FTO will explain the location of staff and public restrooms and access to each.

**Trainee**

1. The trainee will explain the location of staff and public restrooms and access to each.

- Classroom(s)

**FTO**

1. The FTO will explain the location of the classroom(s) and access.

**Trainee**

1. The trainee will explain the location of the classroom(s) and access.

- Intake Area

**FTO**

1. The FTO will explain the location of the classroom(s) and access.

**Trainee**

1. The trainee will explain the location of the classroom(s) and access.

## **2. General Conduct:**

- Report for Duty:

**FTO**

1. The FTO will explain the importance of being here and ready to work at their assigned position at the assigned time. Most policies state: Report to work in a timely manner, meaning that you must be at your assigned position and assume your responsibility at the time specified for you to start working.
2. The FTO will explain that if staff is required to get radio or other equipment prior to reporting for duty it should be done without distraction to ongoing operations.
3. The FTO will explain any personal business should be completed before reporting for duty.
4. The FTO will explain the importance wearing the proper uniform and maintaining a professional attitude.
5. The FTO will demonstrate the proper way to report for duty.

**Trainee**

1. The trainee will explain the importance of being here and ready to work at their assigned position at the assigned time. Most policies state: Report to work in a timely manner, meaning that you must be at your assigned position and assume your responsibility at the time specified for you to start working.
2. The trainee will explain that if staff is required to get radio or other equipment prior to reporting for duty it should be done without distraction to ongoing operations.

3. The trainee will explain any personal business should be completed before reporting for duty.
  4. The trainee will explain the importance wearing the proper uniform and maintaining a professional attitude.
  5. The trainee will demonstrate the proper way to report for duty.
- Notification of illness or injury:

**FTO**

    1. The FTO will explain if a staff are sick, he/she should notify the facility and/or their supervisor as soon as possible that he/she cannot make the shift, try not to wait to the last minute to make notifications.
    2. The FTO will explain if a staff is injured on the job, then a Notice of Injury form is to be completed and given to the supervisor. If the injury occurs during off hours the staff should notify the facility and/or their supervisor as soon as possible that he/she cannot make the shift.
    3. The FTO will cover facility policies concerning Illness and Injury.

**Trainee**

1. The trainee will explain if a staff are sick, he/she should notify the facility and/or their supervisor as soon as possible that he/she cannot make the shift, try not to wait to the last minute to make notifications.
  2. The trainee will explain if a staff is injured on the job, then a Notice of Injury form is to be completed and given to the supervisor. If the injury occurs during off hours the staff should notify the facility and/or their supervisor as soon as possible that he/she cannot make the shift.
  3. The trainee will read and understand facility policies concerning Illness and Injury.
- Sleeping on Duty:

**FTO**

1. The FTO will explain there shall be no sleeping on duty and such actions would be considered dereliction of duty.
2. The FTO will explain that sleeping on duty would result in disciplinary action by the facility.
3. The FTO will cover any facility policies on sleeping on duty.

**Trainee**

1. The trainee will explain there shall be no sleeping on duty and such actions would be considered dereliction of duty.
2. The trainee will explain that sleeping on duty would result in disciplinary action by the facility.
3. The trainee will read and understand any facility policies on sleeping on duty.

- Off duty actions and behavior:

**FTO**

1. The FTO will explain a staff should be aware of actions that could reflect on his/her employment.
2. The FTO will explain that staff should obey all laws and act professional both on and off the job.

**Trainee**

1. The trainee will explain a staff should be aware of actions that could reflect on his/her employment.

2. The trainee will explain that staff should obey all laws and act professional both on and off the job.
- Abuse of position:  
**FTO**
    1. The FTO will explain there shall be no abuse of position.
    2. The FTO will explain that Abuse of Position is when someone abuses their position of authority or trust against another person for personal gain or to cause loss to another.
    3. The FTO will explain to always treat juvenile, parent or co-workers with respect and fairness.**Trainee**
    1. The trainee will explain there shall be no abuse of position.
    2. The trainee will explain that Abuse of Position is when someone abuses their position of authority or trust against another person for personal gain or to cause loss to another.
    3. The trainee will explain to always treat juvenile, parent or co-workers with respect and fairness.
  - Bribes, gratuities, rewards, gifts:  
**FTO**
    1. The FTO will explain staff shall not accept bribes, gratuities, rewards, gifts or anything of that nature from inmates or their families.**Trainee**
    1. The trainee will explain staff shall not accept bribes, gratuities, rewards, gifts or anything of that nature from inmates or their families.
  - Conformance to laws:  
**FTO**
    1. The FTO will explain that staff will obey all laws.
    2. The FTO will explain that staff must report to the Director any non-conformance to the law.**Trainee**
    1. The trainee will explain that staff will obey all laws.
    2. The trainee will explain that staff must report to the Director any non-conformance to the law.
  - Loyalty to department and department members:  
**FTO**
    1. The FTO will explain staff shall consider this job as #1 and any part time employment outside of here should not conflict with scheduled work or training hours.**Trainee**
    1. The trainee will explain staff shall consider this job as #1 and any part time employment outside of here should not conflict with scheduled work or training hours.
  - Insubordination:  
**FTO**
    1. The FTO will explain if a staff refuses to complete a direct order or request by someone in authority that is considered insubordination.

2. The FTO will explain if staff is given an order that he/she thinks is an illegal order, the staff should notify the supervisor giving the order that the order will not be followed and will then report to the Director of the circumstances.
3. The FTO will explain if a staff is given an order that he/she feels is a conflicting order, the staff should notify the supervisor of the circumstances surrounding the order and ask for clarification.

**Trainee**

1. The trainee will explain if a staff refuses to complete a direct order or request by someone in authority that is considered insubordination.
2. The trainee will explain if staff is given an order that he/she thinks is an illegal order, the staff should notify the supervisor giving the order that the order will not be followed and will then report to the Director of the circumstances.
3. The trainee will explain if a staff is given an order that he/she feels is a conflicting order, the staff should notify the supervisor of the circumstances surrounding the order and ask for clarification.

- Relationship with others:

**FTO**

1. The FTO will explain a staff should conduct themselves in a professional manner and be able to resolve issues appropriately.

**Trainee**

1. The trainee will explain a staff should conduct themselves in a professional manner and be able to resolve issues appropriately.

- Cruel treatment of others:

**FTO**

1. The FTO will explain a staff shall not be cruel to a juvenile or to a co-worker.
2. The FTO will explain that facilities operate on bases of mutual respect.

**Trainee**

1. The trainee will explain a staff shall not be cruel to a juvenile or to a co-worker.
2. The trainee will explain that facilities operate on bases of mutual respect.

- Use of drugs and alcohol:

**FTO**

1. The FTO will explain use of illegal drugs shall not be allowed.
2. The FTO will explain that use of alcohol is not permitted during working hours.
3. The FTO will explain staff that report for work with the smell of alcohol on their breath will be sent home.
4. The FTO will explain facility policy on the use of drugs or alcohol.

**Trainee**

1. The trainee will explain use of illegal drugs shall not be allowed.
2. The trainee will explain that use of alcohol is not permitted during working hours.
3. The trainee will explain staff that report for work with the smell of alcohol on their breath will be sent home.
4. The trainee will read and understand facility policy on the use of drugs or alcohol.

- Immoral conduct:

**FTO**

1. The FTO will explain immoral conduct is not allowed.
2. The FTO will explain that immoral conduct is defined as conduct which is willful, flagrant, or shameless, and which shows a moral indifference to the opinions of

the good and respectable members of the community.

**Trainee**

1. The trainee will explain immoral conduct is not allowed.
2. The trainee will explain that immoral conduct is defined as conduct which is willful, flagrant, or shameless, and which shows a moral indifference to the opinions of the good and respectable members of the community.

• Releasing restricted information to news media and/or public:

**FTO**

1. The FTO will explain no information shall be released to the news media by line staff.
2. The FTO will explain who authorized persons are to release information.
3. The FTO will explain any policy covering release of information.

**Trainee**

1. The trainee will explain no information shall be released to the news media by line staff.
2. The trainee will explain who authorized persons are to release information.
3. The trainee will read and understand any policy covering release of information.

• Sexual harassment:

**FTO**

1. The FTO will explain that their county or facility provides training regarding sexual harassment.
2. The FTO will explain what sexual harassment is and the county/department policy on sexual harassment.
3. The FTO will explain sexual Harassment is not allowed and any type of harassment should be reported to your supervisor.

**Trainee**

1. The trainee will participate in their county or facility training regarding sexual harassment.
2. The trainee will explain what sexual harassment is and the county/department policy.
3. The trainee will explain sexual Harassment is not allowed and any type of harassment should be reported to their supervisor

• Relationship with juveniles in the facility:

**FTO**

1. The FTO will explain that staff should consider themselves as role models and mentors.
2. The FTO will explain to treat all juveniles fairly and with respect.
3. The FTO will explain inappropriate relationships with juveniles are prohibited.

**Trainee**

1. The trainee will explain that staff should consider themselves as role models and mentors.
2. The trainee will explain to treat all juveniles fairly and with respect.
3. The trainee will explain inappropriate relationships with juveniles are prohibited.

- Relationship with juveniles outside the facility:

**FTO**

1. The FTO will explain staff should have no intentional personal contact with juveniles after they are released.
2. The FTO will explain that staff will not give personal contact information to juveniles at any time.
3. The FTO will explain that should staff have contact with a juvenile outside the facility while performing duties such as coaching, religious leadership, etc. the staff must notify their supervisor of the contact.

**Trainee**

1. The trainee will explain staff should have no intentional personal contact with juveniles after they are released.
2. The trainee will explain that staff will not give personal contact information to juveniles at any time.
3. The trainee will explain that should staff have contact with a juvenile outside the facility while performing duties such as coaching, religious leadership, etc. the staff must notify their supervisor of the contact.

- Contact with released juveniles:

**FTO**

1. The FTO will explain contact such as a letter written by a juvenile to staff is allowable as long as the letter is addressed to the facility and should be reviewed by the staff's supervisor for appropriateness.
2. The FTO will explain that telephone call from a juvenile to an on duty staff will be handle as per department policy.
3. The FTO will explain staff are positive role models and juveniles often report their success to staff after release and staff need to understand and maintain professional boundaries.
4. The FTO will explain there should be no contact from an officer's home.
5. The FTO will explain that should staff have contact with a juvenile outside the facility while performing duties such as coaching, religious leadership, etc. the staff must notify their supervisor of the contact.

**Trainee**

1. The trainee will explain contact such as a letter written by a juvenile to staff is allowable as long as the letter is addressed to the facility and should be reviewed by the staff's supervisor for appropriateness.
2. The trainee will explain that telephone call from a juvenile to an on duty staff will be handle as per facility policy.
3. The trainee will explain staff are positive role models and juveniles often report their success to staff after release and staff need to understand and maintain professional boundaries.
4. The trainee will explain there should be no contact from an officer's home.
5. The trainee will explain that should staff have contact with a juvenile outside the facility while performing duties such as coaching, religious leadership, etc. the staff must notify their supervisor of the contact.

- Time cards:

**FTO**

1. The FTO will explain the facility's time card policy and the correct process for logging time.

**Trainee**

1. The trainee will explain the facility's time card policy and the correct process for logging time.

• **PREA:**

**FTO**

1. The FTO will explain what PREA is and the facility's policy on PREA.
2. The FTO will explain the facility conducts annual training on PREA.
3. The FTO will explain staffs responsibility in compliance with PREA, Idaho mandatory reporting laws, and in promoting safe facilities.

**Trainee**

1. The trainee will explain what PREA is and the facility's policy on PREA.
2. The trainee will participate in the facility annual training on PREA.
3. The trainee will explain staffs responsibility in compliance with PREA, Idaho mandatory reporting laws, and in promoting safe facilities.

3. **Unity of Command:**

• **Department policy and procedure manual:**

**FTO**

1. The FTO will explain importance of knowing the policy and procedure manual.
2. The FTO will give trainees assignments and quizzes throughout the training period on policy and procedures.

**Trainee**

- The trainee will explain importance of knowing the policy and procedure manual.
- 2. The trainee will do assignments and quizzes throughout the training period on policy and procedures

• **Chain of command:**

**FTO**

1. The FTO will explain the correct chain of command.
2. The FTO will cover policy and procedure relating to chain of command.

**Trainee**

1. The trainee will explain the correct chain of command.
2. The trainee will be tested on policy and procedure relating to chain of command.

• **Teamwork and consistency:**

**FTO**

1. The FTO will explain the importance of team work in daily operations.
2. The FTO will explain the importance of consistency between supervision and staff when dealing with juveniles.
3. The FTO will demonstrate how consistency promotes stability and reduces stress levels in juveniles.

**Trainee**

1. The trainee will explain the importance of team work in daily operations.
- The trainee will explain the importance of consistency between supervision and staff when dealing with juveniles.
  - The trainee will demonstrate how consistency promotes stability and reduces stress levels in juveniles.

#### **4. Uniforms and Personal Items:**

- **General uniform and equipment regulations, facility dress code:**

##### **FTO**

1. The FTO will explain the facility uniform and equipment regulations as dictated in policy.
2. The FTO will explain the facility dress code as dictated in policy.

##### **Trainee**

1. The FTO will explain the facility uniform and equipment regulations as dictated in policy.
2. The FTO will explain the facility dress code as dictated in policy.

- **Uniform and equipment regulations:**

##### **FTO**

1. The FTO will explain the uniform and equipment required to perform the job include radio and ear piece, assigned keys, and any other security equipment as dictated by policy.
2. The FTO will demonstrate how to wear the uniform and equipment as dictated in policy.

##### **Trainee**

1. The trainee will explain the uniform and equipment required to perform the job include radio and ear piece, assigned keys, and any other security equipment as dictated by policy.
2. The trainee will demonstrate how to wear the uniform and equipment as dictated in policy.

- **Duty belt or accessories (If applicable):**

##### **FTO**

1. The FTO will explain items that could be on a belt could include a radio, gloves, and handcuffs.

##### **Trainee**

1. The trainee will explain items that could be on a belt could include a radio, gloves, and handcuffs.

- **Personal appearance:**

##### **FTO**

1. The FTO will explain staff should dress in a professional manner. Be aware that staff may have to escort a juvenile to court or other locations.
2. The FTO will explain that staff are role models to the inmates and maintaining a professional appearance helps establish good boundaries.

##### **Trainee**

1. The trainee will explain staff should dress in a professional manner. Be aware that staff may have to escort a juvenile to court or other locations.
2. The trainee will explain that staff are role models to the inmates and maintaining a professional appearance helps establish good boundaries.

- **Items not allowed within the facility:**

##### **FTO**

1. The FTO will explain items that weapons to include: taser guns, knives, guns, or ammunition are not aloud in the facility.

2. The FTO will explain other items such as tobacco products, cell phones and other items may not be allowed in the facility as dictated by policy.

**Trainee**

1. The trainee will explain items that weapons to include: taser guns, knives, guns, or ammunition are not aloud in the facility.
2. The trainee will explain other items such as tobacco products, cell phones and other items may not be allowed in the facility as dictated by policy.

**5. Officer Safety:**

- Weapon safety:

**FTO**

1. The FTO will explain the importance weapons safety in the facility and the responsibility each staff has to ensure no weapons enter the facility or become available to juveniles.
2. The FTO will explain any policy that covers weapon safety.

**Trainee**

1. The trainee will explain the importance of weapons safety in the facility and the responsibility each staff has to ensure no weapons enter the facility or become available to juveniles.
2. The trainee will read and understand any policy that covers weapons safety.

- Law enforcement officers entering the facility stowing weapons:

**FTO**

1. The FTO will explain location(s) of gun lockers.
2. The FTO will explain that all weapons being carried by law enforcement agencies are to be stored either their car or in the gun locker.
3. The FTO will explain any policy covering weapons storage.

**Trainee**

1. The trainee will explain location(s) of gun lockers.
2. The trainee will explain that all weapons being carried by law enforcement agencies are to be stored either their car or in the gun locker.
3. The trainee will read and understand any policy covering weapons storage.

- Weapons exposed to juveniles:

**FTO**

1. The FTO will explain no weapons are to be exposed to juveniles.
2. The FTO will explain that weapons are to be identified by asking law enforcement to stow weapons prior to entering areas past weapons storage bins.
3. The FTO will explain the importance of thorough pat down searches to prevent inmates from bring weapons into the facility.

**Trainee**

1. The trainee will explain no weapons are to be exposed to juveniles.
2. The trainee will explain that weapons are to be identified by asking law enforcement to stow weapons prior to entering areas past weapons storage bins.
3. The trainee will explain the importance of thorough pat down searches to prevent inmates from bring weapons into the facility.

- Conduct proper and thorough pat search:

**FTO**

1. The FTO will explain to always do a systematic search, to always wear disposable gloves, and emphasize officer positioning during the search.

2. The FTO will explain how to maintain control of juvenile, having one hand at the small of the back and ask juvenile to separate their feet not "spread your legs/feet". Never kneel down or ground out at any time when dealing with a juvenile. This includes putting leg irons on, pat downs, removing leg irons, etc. Always bend down and keep an eye on the juvenile
3. The FTO will explain checking areas of clothing that may contain a pocket or hiding place.
4. The FTO will explain the procedure for checking around the waistband and removing belt from juvenile. If a juvenile has several layers of clothes on when conducting a pat search the officer may do multiple pat searches until he/she feels comfortable that no contraband is on the person.
5. The FTO will explain that when removing jewelry or personal items from the juvenile, hand them to another officer or place them in a container to examine after the juvenile has been secured.
6. The FTO will explain facility policy for checking the inmate's mouth for contraband.
7. The FTO will explain how and when to have the inmate removes shoes and then how to inspect them for contraband.
8. The FTO will explain how to be professional and respectful to inmates when providing instructions. Ask if they understand your instructions and always have them verbalize an answer to you.
9. The FTO will explain that during a pat down search that staff must keep their safety and the safety of other in mind at all times.
10. The FTO will explain pat downs should be conducted in the same manner, i.e. visitation, booking, work release, cell search, discretionary.
11. The FTO will explain when releasing a juvenile, do not hand them the clothing bucket when changing clothes. After checking the property, hand the juvenile their underwear, shirt and pants and keep the rest of their clothes in view. There is always a possibility that contraband was missed at the time of admissions.
12. The FTO will demonstrate how to conduct a thorough pat down search.

#### **Trainee**

1. The trainee will explain to always do a systematic search, to always wear disposable gloves, and emphasize officer positioning during the search.
2. The trainee will explain how to maintain control of juvenile, having one hand at the small of the back and ask juvenile to separate their feet not "spread your legs/feet". Never kneel down or ground out at any time when dealing with a juvenile. This includes putting leg irons on, pat downs, removing leg irons, etc. Always bend down and keep an eye on the juvenile
3. The trainee will explain checking areas of clothing that may contain a pocket or hiding place.
4. The trainee will explain the procedure for checking around the waistband and removing belt from juvenile. If a juvenile has several layers of clothes on when conducting a pat search the officer may do multiple pat searches until he/she feels comfortable that no contraband is on the person.
5. The trainee will explain that when removing jewelry or personal items from the juvenile, hand them to another officer or place them in a container to examine after the juvenile has been secured.

6. The trainee will read and understand facility policy for checking the inmate's mouth for contraband.
  7. The trainee will explain how and when to have the inmate remove shoes and then how to inspect them for contraband.
  8. The trainee will explain how to be professional and respectful to inmates when providing instructions. Ask if they understand your instructions and always have them verbalize an answer to you.
  9. The trainee will explain that during a pat down search that staff must keep their safety and the safety of others in mind at all times.
  10. The trainee will explain pat downs should be conducted in the same manner, i.e. visitation, booking, work release, cell search, discretionary.
  11. The trainee will explain when releasing a juvenile, do not hand them the clothing bucket when changing clothes. After checking the property, hand the juvenile their underwear, shirt and pants and keep the rest of their clothes in view. There is always a possibility that contraband was missed at the time of admissions.
  12. The trainee will demonstrate how to conduct a thorough pat down search.
- Keeping juvenile in site at all times:  
**FTO**
    1. The FTO will explain keep juvenile/juveniles in sight at all times.
    2. The FTO will explain do not let juvenile walk behind you.
    3. The FTO will explain the facility policy for moving a group of juveniles.**Trainee**
    1. The trainee will explain keep juvenile/juveniles in sight at all times.
    2. The trainee will explain do not let juvenile walk behind you.
    3. The trainee will explain the facility policy for moving a group of juveniles.
  - Removal of contraband:  
**FTO**
    1. The FTO will explain what contraband is and the facility policy on documenting and removal of contraband.**Trainee**
    2. The FTO will explain what contraband is and the facility policy on documenting and removal of contraband.
  - Maintain personal safety equipment:  
**FTO**
    1. The FTO will explain what personal issued equipment is; radio, ear piece, keys, gloves, etc.
    2. The FTO will explain the proper procedure for maintaining personal safety equipment.
    3. The FTO will demonstrate the proper procedure for maintaining personal equipment.**Trainee**
    1. The trainee will explain what personal issued equipment is; radio, ear piece, keys, gloves, etc.
    2. The trainee will explain the proper procedure for maintaining personal safety equipment.
    3. The trainee will demonstrate the proper procedure for maintaining personal equipment.

- Anticipate dangerous or potential dangerous situations:

**FTO**

1. The FTO will explain to always be aware and anticipate the possibility a situation turning dangerous.

**Trainee**

2. The trainee will explain to always be aware and anticipate the possibility a situation turning dangerous

- Positioning when escorting juveniles or during juvenile movement:

**FTO**

1. The FTO will explain maintaining an arm's length (Approx. 3') distance from inmate but still be able to control any situation.
2. The FTO will explain that juveniles are not to talk while in line or moving from place to place.
3. The FTO will explain that juveniles will keep appropriate distance between each other during movement allowing better visibility for the officer and reducing the chance of juvenile to juvenile contact.
4. The FTO will cover any facility policy on juvenile movement.

**Trainee**

1. The trainee will explain maintaining an arm's length (Approx. 3') distance from inmate but still be able to control any situation.
2. The trainee will explain that juveniles are not to talk while in line or moving from place to place.
3. The trainee will explain that juveniles will keep appropriate distance between each other during movement allowing better visibility for the officer and reducing the chance of juvenile to juvenile contact.
4. The trainee will read and understand any facility policy on juvenile movement.

- Positioning when opening/closing doors:

**FTO**

1. The FTO will explain staff should be aware of where the juvenile is in the room before opening the door. As you open the door, maintain a foot on the corner of the door, to be able to keep control of the situation in case a juvenile tries to push the door into you or run at the door to knock you down.
2. The FTO will explain when opening a door for the juvenile you should have them to your right or left, not standing behind you.

**Trainee**

1. The trainee will explain staff should be aware of where the juvenile is in the room before opening the door. As you open the door, maintain a foot on the corner of the door, to be able to keep control of the situation in case a juvenile tries to push the door into you or run at the door to knock you down.
2. The trainee will explain when opening a door for the juvenile you should have them to your right or left, not standing behind you.

- Do not antagonize juvenile/situation:

**FTO**

1. The FTO will explain staff shall maintain professionalism at all times. At no time should a staff antagonize or tease a juvenile. Staff are to treat every juvenile the same, with no bias or malice towards any.

**Trainee**

1. The trainee will explain staff shall maintain professionalism at all times. At no time should a staff antagonize or tease an inmate. Staff are to treat every juvenile the same, with no bias or malice towards any.

- Call for and/or provide assistance when necessary:

**FTO**

1. The FTO will explain don't be afraid to ask for assistance, and be ready to help when available. Don't wait and hope somebody else answers, if you are able, answer on the radio and help. Staff should watch over each other. Remember we are a **TEAM**.

**Trainee**

1. The trainee will explain don't be afraid to ask for assistance, and be ready to help when available. Don't wait and hope somebody else answers, if you are able, answer on the radio and help. Staff should watch over each other. Remember we are a **TEAM**.

- Maintain interrogation stance while dealing with juveniles:

**FTO**

1. The FTO will explain to stand with your body open and not off balance or with hands in pockets while dealing with a juvenile. Always think about your safety and ability to react.

**Trainee**

1. The trainee will explain to stand with your body open and not off balance or with hands in pockets while dealing with a juvenile. Always think about your safety and ability to react.

- Survival mindset (frame of mind):

**FTO**

1. The FTO will explain always be thinking about what could happen, what you would do in case a situation occurred.

**Trainee**

1. The trainee will explain always be thinking about what could happen, what you would do in case a situation occurred.

- Develop good working relationship with juveniles:

**FTO**

1. The FTO will explain the importance of developing a good working relationship with juveniles that is based on respect and professionalism.

**Trainee**

1. The FTO will explain the importance of developing a good working relationship with juveniles that is based on respect and professionalism.

**6. Education:**

- Juvenile rules:

**FTO**

1. The FTO will explain general rules for classroom(s).

**Trainee**

2. The Trainee will explain general rules for the classroom(s).

- Staff rules:

**FTO**

1. The FTO will explain no reading of newspaper, books, and magazines; observe the juveniles in class, observe what they are writing; walk around the classroom, officer presence is important for the safety and security of the classroom. If an officer is not comfortable with the seating of juveniles in the classroom they should advise the teacher of any issues that might arise and ask for a change of seating. Expectations in each classroom and the gym may be emphasized as needed.

**Trainee**

2. The Trainee will explain no reading of newspaper, books, and magazines; observe the juveniles in class, observe what they are writing; walk around the classroom, officer presence is important for the safety and security of the classroom. If an officer is not comfortable with the seating of juveniles in the classroom they should advise the teacher of any issues that might arise and ask for a change of seating. Expectations in each classroom and the gym may be emphasized as needed.

- Schedule:

**FTO**

1. The FTO will explain each classroom has their schedule posted.

**Trainee**

2. The trainee will explain each classroom has their schedule posted.

- Breaks:

**FTO**

1. The FTO will explain that during school and breaks staff need to be security minded and maintain good visuals and positioning. Keep noise level to a minimum.

**Trainee**

1. The Trainee will explain that during school and breaks staff need to be security minded and maintain good visuals and positioning. Keep noise level to a minimum.

- positioning:

**FTO**

1. The FTO will explain it is important that staff position themselves so that the juveniles are in front of them and not behind their back. Know the best area to be in a room to observe juveniles. Occasionally to obtain better observation staff will need to change locations.

**Trainee**

1. The trainee will explain it is important that staff position themselves so that the juveniles are in front of them and not behind their back. Know the best area to be in a room to observe juveniles. Occasionally to obtain better observation staff will need to change locations.

- Cross gender supervision:

**FTO**

1. The FTO will explain males and females should not be allowed to sit at the same desk or table. A staff will also monitor all communications.

**Trainee**

1. The trainee will explain males and females should not be allowed to sit at the same desk or table. A staff will also monitor all communications.

Teacher/staff relationships:

**FTO**

1. The FTO will explain communicate with the teachers and aides in order to learn their expectations and to advise them of your expectations, always keeping in mind the safety and security of the classroom and facility.
2. The FTO will explain that working with education staff promotes a team environment.

**Trainee**

1. The FTO will explain communicate with the teachers and aides in order to learn their expectations and to advise them of your expectations, always keeping in mind the safety and security of the classroom and facility.
2. The FTO will explain that working with education staff promotes a team environment.

• Pencil safety:

**FTO**

1. The FTO will explain juveniles are not allowed to walk around the classroom with a pencil; it is to be handed to a teacher or staff. If a juvenile has broken the lead of a pencil, then it is the responsibility of the inmate to provide to the teacher/officer both the pencil and the pencil lead.

**Trainee**

1. The trainee will explain juveniles are not allowed to walk around the classroom with a pencil; it is to be handed to a teacher or staff. If a juvenile has broken the lead of a pencil, then it is the responsibility of the inmate to provide to the teacher/officer both the pencil and the pencil lead.

**7. Recreation:**

• Observation:

**FTO**

1. The FTO will explain listen to conversations between the juveniles to be sure of the appropriateness; observe their body language, eye contact.

**Trainee**

1. The trainee will explain listen to conversations between the juveniles to be sure of the appropriateness; observe their body language, eye contact.

• Positioning:

**FTO**

1. The FTO will explain do not allow a juvenile to walk behind you. Staff should be on opposite sides of the room, and should be moving from area to area.
2. The FTO will explain continued monitoring inmate behavior, body language, eye contact with other juveniles is important in the gym.

**Trainee**

1. The trainee will explain do not allow a juvenile to walk behind you. Staff should be on opposite sides of the room, and should be moving from area to area.
2. The trainee will explain continued monitoring inmate behavior, body language, eye contact with other juveniles is important in the gym.

- Group control:

**FTO**

1. The FTO will explain following the gym rules and controlling the movements of the juvenile
2. The FTO will explain that staff needs to maintain proper staff to juvenile ratios.

**Trainee**

1. The trainee will explain following the gym rules and controlling the movements of the juvenile
2. The trainee will explain that staff needs to maintain proper staff to juvenile ratios.

- Large muscle exercise rules:

**FTO**

1. The FTO will explain the rules for juvenile large muscle activities.

**Trainee**

1. The trainee will explain the rules for juvenile large muscle activities.

- Gym equipment:

**FTO**

1. The FTO will explain what gym equipment is available for juvenile use.
2. The FTO will explain the proper usage of any gym equipment.
3. The FTO will demonstrate the proper usage of gym equipment.

**Trainee**

1. The trainee will explain what gym equipment is available for juvenile use.
2. The trainee will explain the proper usage of any gym equipment.
3. The trainee will demonstrate the proper usage of gym equipment.

- P.E. curriculum:

**FTO**

1. The FTO will explain the P.E. curriculum and the process for making modifications or changes to the curriculum.

**Trainee**

1. The trainee will explain the P.E. curriculum and the process for making modifications or changes to the curriculum.

## 8. Leisure:

- Observation:

**FTO**

1. The FTO will explain listen to conversations at the tables between the juveniles to be sure of the appropriateness; observe their body language, eye contact.

**Trainee**

1. The trainee will explain listen to conversations at the tables between the juveniles to be sure of the appropriateness; observe their body language, eye contact.

- Positioning:

**FTO**

1. The FTO will explain do not allow a juvenile to walk behind you. Staff should be on opposite sides of the room, and should be moving from area to area instead of sitting at one table.

**Trainee**

1. The trainee will explain do not allow a juvenile to walk behind you. Staff should be on opposite sides of the room, and should be moving from area to area instead of sitting at one table.

- Cross gender supervision:

**FTO**

1. The FTO will explain that males and females may not sit the same table.

**Trainee**

1. The trainee will explain that males and females may not sit the same table.

- Group control:

**FTO**

1. The FTO will explain juveniles shall ask staff to be able to move from one table to another, to use the rest room, or any other type of movement in leisure. If the talking becomes too loud the officer in charge of leisure should ask the juvenile to be quieter.

**Trainee**

1. The trainee will explain juveniles shall ask staff to be able to move from one table to another, to use the rest room, or any other type of movement in leisure. If the talking becomes too loud the officer in charge of leisure should ask the juvenile to be quieter.

- Pencil safety:

**FTO**

1. The FTO will explain one officer in the leisure room should maintain control and issuance of pencils and the pencil box.
2. The FTO will suggest having the juvenile write his/her name and the pencil number on a piece of paper, making the juvenile responsible for that pencil and to ensure that the correct pencil is returned to staff.

**Trainee**

1. The trainee will explain one officer in the leisure room should maintain control and issuance of pencils and the pencil box.
2. The trainee will suggest having the juvenile write his/her name and the pencil number on a piece of paper, making the juvenile responsible for that pencil and to ensure that the correct pencil is returned to staff.

- Rules:

**FTO**

1. The FTO will explain the facility rules for leisure and expectations of staff and residents.

**Trainee**

1. The trainee will explain the facility rules for leisure and expectations of staff and residents.

- Security:

**FTO**

1. The FTO will explain the importance of staff observation and accountability of all items used during meals.
2. The FTO will explain the technique for controlling juvenile movement during meals.

**Trainee**

1. The trainee will explain the importance of staff observation and accountability of all items used during meals.
2. The trainee will explain the technique for controlling juvenile movement during meals.

- Cart set up (if applicable):

**FTO**

1. The FTO will explain the proper technique for cart set up and accountability during meals.

**Trainee**

1. The trainee will explain the proper technique for cart set up and accountability during meals.

- Utensil count:

**FTO**

1. The FTO will explain the policy for utensil counts during meals.
2. The FTO will explain what utensils are provided for juveniles during meals.

**Trainee**

1. The trainee will explain the policy for utensil counts during meals.
2. The trainee will explain what utensils are provided for juveniles during meals.

- Dishes/cleanup:

**FTO**

1. The FTO will explain the procedure for dish/tray cleanup.
2. The FTO will explain staff duties during cleanup.

**Trainee**

1. The trainee will explain the procedure for dish/tray cleanup.
2. The trainee will explain staff duties during cleanup.

- Food service (in house or catered):

**FTO**

1. The FTO will explain the facility food service provider and their responsibilities.

**Trainee**

1. The trainee will explain the facility food service provider and their responsibilities.

- Medical diets:

**FTO**

1. The FTO will explain policy for medical diets and staff responsibilities ensuring inmates receiving the required diet.

**Trainee**

1. The FTO will explain policy for medical diets and staff responsibilities ensuring inmates receiving the required diet.

- Religious diets:

**FTO**

1. The FTO will explain policy for religious diets and staff responsibilities ensuring inmates receiving the required diet.

**Trainee**

1. The trainee will explain policy for religious diets and staff responsibilities ensuring inmates receiving the required diet.

- Spoon count – 3 times a day or more and logged:

**FTO**

1. The FTO will explain the procedure for spoon/utensil counts.
2. The FTO will explain when counts are performed and what staff is responsible for the counts.

**Trainee**

1. The trainee will explain the procedure for spoon/utensil counts.
2. The trainee will explain when counts are performed and what staff is responsible for the counts.

- Serve meals and juvenile control:

**FTO**

1. The FTO will explain the procedure for serving juveniles their meals.
2. The FTO will explain the process for controlling juvenile movement while meals are served.

**Trainee**

1. The FTO will explain the procedure for serving juveniles their meals.
2. The FTO will explain the process for controlling juvenile movement while meals are served.

- Staff meals:

**FTO**

1. The FTO will explain policy for staff meals. Whether staff eats while juveniles eat or at a separate time, observation of juveniles and facility security will not be compromised.

**Trainee**

1. The trainee will explain policy for staff meals. Whether staff eats while juveniles eat or at a separate time, observation of juveniles and facility security will not be compromised.

**10. Snack Program:**

- Pass out snacks:

**FTO**

1. The FTO will explain the snack program and requirements.
2. The FTO will explain the location of snacks.
3. The FTO will explain the procedure for passing out snacks to juveniles.
4. The FTO will explain the procedure for controlling juvenile movement during snack time.

**Trainee**

1. The trainee will explain the snack program and requirements.
2. The trainee will explain the location of snacks.
3. The trainee will explain the procedure for passing out snacks to juveniles.
4. The trainee will explain the procedure for controlling juvenile movement during snack time.

- Pick up snack trash:

**FTO**

1. The FTO will explain the process for collecting snack trash.
2. The FTO will explain accountability of snack packaging, fruit peels, or any other item that could become contraband.

**Trainee**

1. The trainee will explain the process for collecting snack trash.
2. The trainee will explain accountability of snack packaging, fruit peels, or any other item that could become contraband.

- Count utensils or sporks:

**FTO**

1. The FTO will explain the procedure for counting utensils or sporks used for the snack program.

**Trainee**

1. The FTO will explain the procedure for counting utensils or sporks used for the snack program.

- Sweep / mop floors:

**FTO**

1. The FTO will explain staff responsibilities for sweeping or mopping the area used for snacks and meals.
2. The FTO will explain the procedure for mixing or changing chemicals used for cleaning and who has access to the chemicals or equipment.

**Trainee**

1. The trainee will explain staff responsibilities for sweeping or mopping the area used for snacks and meals.
2. The trainee will explain the procedure for mixing or changing chemicals used for cleaning and who has access to the chemicals or equipment.

- Clean tables:

**FTO**

1. The FTO will explain the procedure for cleaning tables used for snacks or meals.
2. The FTO will explain the procedure for mixing or changing chemicals used for cleaning and who has access to the chemicals or equipment.

**Trainee**

1. The FTO will explain the procedure for cleaning tables used for snacks or meals.
2. The FTO will explain the procedure for mixing or changing chemicals used for cleaning and who has access to the chemicals or equipment.

- Dump trash:

**FTO**

1. The FTO will explain the procedure for dumping trash after snacks or meals.
2. The FTO will explain the location of trash bins and what items should be placed in them after snacks or meals.

**Trainee**

1. The FTO will explain the procedure for dumping trash after snacks or meals.
2. The FTO will explain the location of trash bins and what items should be placed in them after snacks or meals.

## **11. CONTROL ROOM**

- Door Operation:

**FTO**

1. The FTO will explain the facility plant layout identifying all access doors.
2. The FTO will explain the process used to open, close, and monitor facility plant doors.

3. The FTO will explain the keys, push buttons, and or touch screen tools used to open and close doors securely.
4. The FTO will explain the proper identification verification needed by a person requesting access through a facility door.
5. The FTO will explain that all visitors and staff must identify themselves through the intercom system to ensure a safe and secure environment.
6. The FTO will explain that all facility doors must be securely closed.
7. The FTO will demonstrate the procedure for opening a facility door.

**Trainee**

1. The trainee will explain the facility plant layout identifying all access doors.
2. The trainee will explain the process used to open, close, and monitor facility plant doors.
3. The trainee will explain the keys, push buttons, and or touch screen tools used to open and close doors securely.
4. The trainee will explain the proper identification verification needed by a person requesting access through a facility door.
5. The trainee will explain that all visitors and staff must identify themselves through the intercom system to ensure a safe and secure environment.
6. The trainee will explain that all facility doors must be securely closed.
7. The trainee will demonstrate the procedure for opening a facility door.

• **Intercom Operation:**

**FTO**

1. The FTO will explain the layout of the intercom system.
2. The FTO will explain the process used to communicate on the intercom system using professional radio communication.
3. The FTO will explain the proper use of all intercoms to include verification of the visitor(s), staff, or juvenile(s) pushing an intercom button.
4. The FTO will explain a visual identification will be made when possible.
5. The FTO will explain that all visitors and staff must identify themselves through the intercom system to ensure a safe and secure environment.
6. The FTO will demonstrate the procedure of using the intercom system.

**Trainee**

1. The trainee will explain the layout of the intercom system.
2. The trainee will explain the process used to communicate on the intercom system using professional radio communication.
3. The trainee will explain the proper use of all intercoms to include verification of the visitor(s), staff, or juvenile(s) pushing an intercom button.
4. The trainee will explain a visual identification will be made when possible.
5. The trainee will explain that all visitors and staff must identify themselves through the intercom system to ensure a safe and secure environment.
6. The trainee will demonstrate the procedure of using the intercom system.

• **Main facility entrance and other exterior doors:**

**FTO**

1. The FTO will explain the facility plant layout identifying the facility entrance and exterior doors.
2. The FTO will explain the process used to open, close, and monitor the main facility entrance and exterior doors.

3. The FTO will explain the keys, push buttons, and or touch screen tools used to open and close facility entrance and exterior doors securely.
4. The FTO will explain the proper identification verification needed by a person requesting access through the main entrance or exterior doors.
5. The FTO will explain that all visitors and staff must identify themselves through the intercom system to ensure a safe and secure environment.
6. The FTO will explain that the main entrance and exterior facility doors must be securely closed.
7. The FTO will demonstrate the procedure for opening and securing the main entrance and exterior facility doors to ensure safety and security.

**Trainee**

1. The trainee will explain the facility plant layout identifying the facility entrance and exterior doors.
2. The trainee will explain the process used to open, close, and monitor the main facility entrance and exterior doors.
3. The trainee will explain the keys, push buttons, and or touch screen tools used to open and close facility entrance and exterior doors securely.
4. The trainee will explain the proper identification verification needed by a person requesting access through the main entrance or exterior doors.
5. The trainee will explain that all visitors and staff must identify themselves through the intercom system to ensure a safe and secure environment.
6. The trainee will explain that the main entrance and exterior facility doors must be securely closed.
7. The trainee will demonstrate the procedure for opening and securing the main entrance and exterior facility doors to ensure safety and security.

• **Sally Port:**

**FTO**

1. The FTO will explain the location of all facility sally port(s).
2. The FTO will explain the process used to open, close, and monitor the facility sally port(s).
3. The FTO will explain the keys, push buttons, and or touch screen tools used to open and close facility sally port(s)
4. The FTO will explain the proper identification verification needed by a person requesting access through the facility sally port(s).
5. The FTO will explain that all visitors, law enforcement, and staff must identify themselves through the intercom system prior to accessing the facility sally port(s)
6. The FTO will explain that all firearms must be secured by law enforcement in their vehicle or in the facility lock box located in the sally port(s) area to ensure safety and security.
7. The FTO will demonstrate the procedure for accessing the facility sally port(s).

**Trainee**

1. The trainee will explain the location of all facility sally port(s).
2. The trainee will explain the process used to open, close, and monitor the facility sally port(s).
3. The trainee will explain the keys, push buttons, and or touch screen tools used to open and close facility sally port(s)

4. The trainee will explain the proper identification verification needed by a person requesting access through the facility sally port(s).
5. The trainee will explain that all visitors, law enforcement, and staff must identify themselves through the intercom system prior to accessing the facility sally port(s).
6. The trainee will explain that all firearms must be secured by law enforcement in their vehicle or in the facility lock box located in the sally port(s) area to ensure safety and security.
7. The trainee will demonstrate the procedure for accessing the facility sally port(s).

- Cell/Housing Unit Doors:

**FTO**

1. The FTO will explain the location of all cell/housing unit doors on the facility control panel.
2. The FTO will explain the process used to open, close, and monitor the facility cell or housing unit doors.
3. The FTO will explain the keys, push buttons, and or touch screen tools used to open and close facility cell or housing unit doors.
4. The FTO will explain the proper identification verification needed by a person requesting access to a cell or housing unit.
5. The FTO will explain that all juvenile and staff must identify themselves through the intercom system or radio prior to opening a cell or housing unit door.
6. The FTO will explain that the cell or housing unit assignment for juveniles must be reflected on the population board.
7. The FTO will explain that housing assignments will be made to take into account the charges, or any other special conditions of the juvenile(s).
8. The FTO will demonstrate the procedure for opening and securing a facility cell or housing unit door.

**Trainee**

1. The trainee will explain the location of all cell/housing unit doors on the facility control panel.
2. The trainee will explain the process used to open, close, and monitor the facility cell or housing unit doors.
3. The trainee will explain the keys, push buttons, and or touch screen tools used to open and close facility cell or housing unit doors.
4. The trainee will explain the proper identification verification needed by a person requesting access to a cell or housing unit.
5. The trainee will explain that all juvenile and staff must identify themselves through the intercom system or radio prior to opening a cell or housing unit door.
6. The trainee will explain that the cell or housing unit assignment for juveniles must be reflected on the population board.
7. The trainee will explain that housing assignments will be made to take into account the charges, or any other special conditions of the juvenile(s).
8. The trainee will demonstrate the procedure for opening and securing a facility cell or housing unit door.

- Control Room and Doors:

**FTO**

1. The FTO will explain that the control room and doors must be secured at all times.

2. The FTO will explain that juveniles are not permitted access to the control room or access to control room doors.
3. The FTO will explain the keys, push buttons, and or touch screen tools used to open and close facility control room doors.
4. The FTO will explain the control room is never to be left unoccupied.
5. The FTO will explain the control booth operator must maintain safety and security of access doors.
6. The FTO will demonstrate the procedure for opening and securing the control room and doors.

**Trainee**

1. The trainee will explain that the control room and doors must be secured at all times.
2. The trainee will explain that juveniles are not permitted access to the control room or access to control room doors.
3. The trainee will explain the keys, push buttons, and or touch screen tools used to open and close facility control room doors.
4. The trainee will explain the control room is never to be left unoccupied.
5. The trainee will explain the control booth operator must maintain safety and security of access doors.
6. The trainee will demonstrate the procedure for opening and securing the control room and doors.

• Radio Procedures:

**FTO**

1. The FTO will explain that proper use of radio equipment.
2. The FTO will explain radio professionalism protocol.
3. The FTO will explain various codes and facility terminology used in radio communication.
4. The FTO will explain the proper check in and check out of radio equipment.
5. The FTO will demonstrate the proper use of radio equipment.

**Trainee**

1. The trainee will explain that proper use of radio equipment.
2. The trainee will explain radio professionalism protocol.
3. The trainee will explain various codes and facility terminology used in radio communication.
4. The trainee will explain the proper check in and check out of radio equipment.
5. The trainee will demonstrate the proper use of radio equipment.

• Door Operation in event of power failure:

**FTO**

1. The FTO will explain the facility layout identifying all access doors.
2. The FTO will explain the process used to open, close, and visually monitor facility doors in the event of power failure.
3. The FTO will explain the location of any backup power supply unit(s) or generators.
4. The FTO will explain the procedure to contact the facility Administrator in the event of complete power failure.
5. The FTO will explain the manual key(s), used to open and close doors securely.

**Trainee**

1. The trainee will explain the facility layout identifying all access doors.

2. The trainee will explain the process used to open, close, and visually monitor facility doors in the event of power failure.
  3. The trainee will explain the location of any backup power supply unit(s) or generators.
  4. The trainee will explain the procedure to contact the facility Administrator in the event of complete power failure.
  5. The trainee will explain the manual key(s), used to open and close doors securely.
- Camera Control (if applicable):

**FTO**

    1. The FTO will explain that surveillance camera system, and monitors.
    2. The FTO will explain the use of camera operation and (if applicable) video recording equipment)
    3. The FTO will explain the control booth operator must maintain safety and security of the facility using the camera control system as an aid.
    4. The FTO will demonstrate the use of the camera controls including all electronic video equipment.

**Trainee**

    1. The trainee will explain that surveillance camera system, and monitors.
    2. The trainee will explain the use of camera operation and (if applicable) video recording equipment).
    3. The trainee will explain the control booth operator must maintain safety and security of the facility using the camera control system as an aid.
    4. The trainee will demonstrate the use of the camera controls including all electronic video equipment.
  - Camera Operation and Limitations:

**FTO**

    1. The FTO will explain that surveillance camera system, and monitors.
    2. The FTO will explain the use of camera operation and (if applicable) video recording equipment).
    3. The FTO will explain the control booth operator must maintain safety and security of the facility using the camera control system as an aid.
    4. The FTO will explain the camera limitations including facility areas that are identified as blind spots.
    5. The FTO will demonstrate the use of the camera controls including all electronic video equipment.

**Trainee**

    1. The trainee will explain that surveillance camera system, and monitors.
    2. The trainee will explain the use of camera operation and (if applicable) video recording equipment).
    3. The trainee will explain the control booth operator must maintain safety and security of the facility using the camera control system as an aid.
    4. The trainee will explain the camera limitations including facility areas that are identified as blind spots.
    5. The trainee will demonstrate the use of the camera controls including all electronic video equipment.

- Light Control:

**FTO**

1. The FTO will explain the outline of the facility lights.
2. The FTO will explain how to turn on and off all lights in the facility.
3. The FTO will explain the use of any electronic device to remotely control lighting in the facility.
4. The FTO will explain the proper lighting of all areas, and protocol for dimming lighting in the facility.
5. The FTO will explain emphasis on maintaining a safe and secure environment at all times.
6. The FTO will demonstrate the use of the lighting controls.

**Trainee**

1. The trainee will explain the outline of the facility lights.
2. The trainee will explain how to turn on and off all lights in the facility.
3. The trainee will explain the use of any electronic device to remotely control lighting in the facility.
4. The trainee will explain the proper lighting of all areas, and protocol for dimming lighting in the facility.
5. The trainee will explain emphasis on maintaining a safe and secure environment at all times.
6. The trainee will demonstrate the use of the lighting controls.

- Population Board:

**FTO**

1. The FTO will explain the location of the population board.
2. The FTO will explain what information is to be kept on the population board including housing assignments, names, dates, charges, age, court appointments, anticipated arrivals, releases, level system, and safety or suicide level precautions.
3. The FTO will explain that the population board will be reflected on the juvenile population log.
4. The FTO will demonstrate how to document and update the population board.

**Trainee**

1. The trainee will explain the location of the population board.
2. The trainee will explain what information is to be kept on the population board including housing assignments, names, dates, charges, age, court appointments, anticipated arrivals, releases, level system, and safety or suicide level precautions.
3. The trainee will explain that the population board will be reflected on the juvenile population log.
4. The trainee will demonstrate how to document and update the population board.

- Juvenile Identification:

**FTO**

1. The FTO will explain juvenile identification.
2. The FTO will explain the process used to verify juvenile name, age, charges, and other pertinent documentation (identified upon intake).
3. The FTO will explain level or phase classification, and clothing color system used to identify status of an offender.
4. The FTO will demonstrate how to identify juveniles in the facility.

**Trainee**

1. The trainee will explain juvenile identification.
2. The trainee will explain the process used to verify juvenile name, age, charges, and other pertinent documentation (identified upon intake).
3. The trainee will explain level or phase classification, and clothing color system used to identify status of an offender.
4. The trainee will demonstrate how to identify juveniles in the facility.

- Housing Units and Cell Numbers:

**FTO**

1. The FTO will explain the location of all cell/housing units on the facility control panel and population board.
2. The FTO will explain the process used to assign juveniles to specific units and cell numbers.
3. The FTO will explain the keys, push buttons, and or touch screen tools used to open and close facility cell(s) or housing unit doors.
4. The FTO will explain the proper identification verification needed by a person requesting access to a cell or housing unit.
5. The FTO will explain that all juvenile and officers must identify themselves through the intercom system or radio prior to opening a cell or housing unit door.
6. The FTO will explain that when communicating on the radio(s) or intercom a staff or juvenile must identify the cell number or housing assignment, and name prior to opening a cell.
7. The FTO will explain that the cell or housing unit assignment for juveniles must be reflected on the population board.
8. The FTO will explain that housing assignments will be made to take into account the charges, or any other special conditions of the juvenile(s).
9. The FTO will demonstrate the procedure for opening and securing a facility cell or housing unit door.

**Trainee**

1. The trainee will explain the location of all cell/housing units on the facility control panel and population board.
2. The trainee will explain the process used to assign juveniles to specific units and cell numbers.
3. The trainee will explain the keys, push buttons, and or touch screen tools used to open and close facility cell(s) or housing unit doors.
4. The trainee will explain the proper identification verification needed by a person requesting access to a cell or housing unit.
5. The trainee will explain that all juvenile and officers must identify themselves through the intercom system or radio prior to opening a cell or housing unit door.
6. The trainee will explain that when communicating on the radio(s) or intercom a staff or juvenile must identify the cell number or housing assignment, and name prior to opening a cell.
7. The trainee will explain that the cell or housing unit assignment for juveniles must be reflected on the population board.
8. The trainee will explain that housing assignments will be made to take into account the charges, or any other special conditions of the juvenile(s).
9. The FTO will demonstrate the procedure for opening and securing a facility cell or housing unit door.

- Event/Activity Log:

**FTO**

1. The FTO will explain what documentation is required to be kept in the event or activity log.
2. The FTO will explain the process of documenting head counts, movement in/out of the facility, spork/meal counts, etc.
3. The FTO will explain the logs are legal documents.
4. The FTO will explain staff are to use black, blue ink, complete grammar sentences, and write or type information in a legible manner.
5. The FTO will visibly review the event or activity log with the trainee in either written or electronic format.
6. The FTO will demonstrate the procedure for logging an entry in the event/activity log using written or electronic tools.

**Trainee**

1. The trainee will explain what documentation is required to be kept in the event or activity log.
2. The trainee will explain the process of documenting head counts, movement in/out of the facility, spork/meal counts, etc.
3. The trainee will explain the logs are legal documents.
4. The trainee will explain staff are to use black, blue ink, complete grammar sentences, and write or type information in a legible manner.
5. The trainee will visibly review the event or activity log with the trainee in either written or electronic format.
6. The trainee will demonstrate the procedure for logging an entry in the event/activity log using written or electronic tools.

- Juvenile Files:

**FTO**

1. The FTO will explain where current and past juvenile files are stored in the facility.
2. The FTO will explain a current file to the trainee.
3. The FTO will explain that all forms in the intake file must be completed upon intake and prior to the end of an employees' shift.
4. The FTO will review each individual form with the trainee
5. The FTO will explain that juvenile files are confidential. Health Portability Act (HIPPA) and confidentiality will be explained.
6. The FTO will demonstrate how to complete a juvenile file.

**Trainee**

1. The trainee will explain where current and past juvenile files are stored in the facility.
2. The trainee will explain a current file to the trainee.
3. The trainee will explain that all forms in the intake file must be completed upon intake and prior to the end of an employees' shift.
4. The trainee will review each individual form with the trainee
5. The trainee will explain that inmate files are confidential. Health Portability Act (HIPPA) and confidentiality will be explained.
6. The trainee will demonstrate how to complete a juvenile file.

- Filing Paperwork:

**FTO**

1. The FTO will explain where current and past juvenile files are stored in the facility.
2. The FTO will explain individual paperwork in a juvenile's file and where it is stored. (Example: Medical information will be kept separate from booking information).
3. The FTO will explain where program material, incident reports, logs, population reports, well-being check sheets, and other juvenile documentation are filed.
4. The FTO will review each individual form with the trainee
5. The FTO will explain that inmate information is confidential. Health Portability Act (HIPPA) and confidentiality procedures will be explained.
6. The FTO will demonstrate how to file paperwork forms.

**Trainee**

1. The trainee will explain where current and past juvenile files are stored in the facility.
2. The trainee will explain individual paperwork in a juvenile's file and where it is stored. (Example: Medical information will be kept separate from booking information).
3. The trainee will explain where program material, incident reports, logs, population reports, well-being check sheets, and other juvenile documentation are filed.
4. The trainee will review each individual form with the trainee
5. The trainee will explain that inmate information is confidential. Health Portability Act (HIPPA) and confidentiality procedures will be explained.
6. The trainee will demonstrate how to file paperwork forms.

- Staff Communication Log or daily pass-on log:

**FTO**

1. The FTO will explain where the staff communication log or daily pass log is kept.
2. The FTO will explain that officer's document on behaviors of juveniles, incidents, and pass on pertinent information from one shift to the next.
3. The FTO will explain that logs are legal documents and must be legible, and include proper grammar, spelling, and sentence structure.
4. The FTO will demonstrate how to document in the staff communication log or pass on log.

**Trainee**

1. The trainee will explain where the staff communication log or daily pass log is kept.
2. The trainee will explain that officer's document on behaviors of juveniles, incidents, and pass on pertinent information from one shift to the next.
3. The trainee will explain that logs are legal documents and must be legible, and include proper grammar, spelling, and sentence structure.
4. The trainee will demonstrate how to document in the staff communication log or pass on log.

- Miscellaneous forms:

**FTO**

1. The FTO will explain various forms used in the facility.

2. The FTO will explain the importance of proper documentation and filing of all forms.
3. The FTO will review the various forms with the trainee.

**Trainee**

1. The trainee will explain various forms used in the facility.
2. The trainee will explain the importance of proper documentation and filing of all forms.
3. The trainee will review the various forms with the trainer.

● Facility Incident Reports:

**FTO**

1. The FTO will explain how to complete all areas of a facility incident report.
2. The FTO will explain the process of documenting dates, times, juvenile(s) involved, witnesses, individuals contacted (i.e. Duty Officer, Sergeant, Administrator).
3. The FTO will explain that an incident report is a legal document and is subject to review.
4. The FTO will explain staff are to use black, blue ink, complete grammar sentences, and write or type information in a legible manner when completing incident reports.
5. The FTO will explain that incident reports must obtain all factual objective information.
6. The FTO will explain that personal opinions may not be given when completing an incident report.
7. The FTO will visibly review an incident report with the trainee in either written or electronic format.
8. The FTO will demonstrate the procedure for completing an incident report.

**Trainee**

1. The trainee will explain how to complete all areas of a facility incident report.
2. The trainee will explain the process of documenting dates, times, juvenile(s) involved, witnesses, individuals contacted (i.e. Duty Officer, Sergeant, Administrator).
3. The trainee will explain that an incident report is a legal document and is subject to review.
4. The trainee will explain staff are to use black, blue ink, complete grammar sentences, and write or type information in a legible manner when completing incident reports.
5. The trainee will explain that incident reports must obtain all factual objective information.
6. The trainee will explain that personal opinions may not be given when completing an incident report.
7. The trainee will visibly review an incident report with the trainer in either written or electronic format.
8. The trainee will demonstrate the procedure for completing an incident report.

● Contact Logs:

**FTO**

1. The FTO will explain who a juvenile is allowed to have contact with inside the facility.

2. The FTO will explain the verification process of an approved contact list for a juvenile.
3. The FTO will explain visitation dates, times, and rules with the trainee.
4. The FTO will demonstrate proper documentation in the contact log.

**Trainee**

1. The trainee will explain who a juvenile is allowed to have contact with inside the facility.
2. The trainee will explain the verification process of an approved contact list for a juvenile.
3. The trainee will explain visitation dates, times, and rules with the trainer.
4. The trainee will demonstrate proper documentation in the contact log.

- Meal Logs:

**FTO**

1. The FTO will explain that the facility is required to provide three meals per day to a juvenile plus a snack. Two of those meals must be hot.
2. The FTO will explain this is a requirement of facilities to meet the national school lunch guidelines.
3. The FTO will explain that staff are required to log the date, time and count of all meals served to inmates in the control log.
4. The FTO will explain that spork counts are also logged in the meal log or control log.
5. The FTO will demonstrate how to log in the meal log or control log.

**Trainee**

1. The trainee will explain that the facility is required to provide three meals per day to a juvenile plus a snack. Two of those meals must be hot.
2. The trainee will explain this is a requirement of facilities to meet the national school lunch guidelines.
3. The trainee will explain that staff are required to log the date, time and count of all meals served to inmates in the control log.
4. The trainee will explain that spork counts are also logged in the meal log or control log.
5. The trainee will demonstrate how to log in the meal log or control log.

**12. Night Shift Duties For Control Room**

- Headcount:

**FTO**

1. The FTO will explain that the facility is required to conduct well-being checks every 15 minutes, and document all head counts.
2. The FTO will demonstrate how to document and log headcounts in the control log.

**Trainee**

1. The trainee will explain that the facility is required to conduct well-being checks every 15 minutes, and document all head counts.
2. The trainee will demonstrate how to document and log headcounts in the control log.

- Mail Logs:

**FTO**

1. The FTO will explain the location of incoming/outgoing mail received in the facility for juveniles.

2. The FTO will demonstrate how to log incoming/outgoing mail in juveniles file(s).

**Trainee**

1. The trainee will explain the location of incoming/outgoing mail received in the facility for juveniles.
2. The trainee will demonstrate how to log incoming/outgoing mail in juveniles file(s).

- Privileged Mail:

**FTO**

1. The FTO will explain what privilege mail is and where it is received in the facility for juveniles.
2. The FTO will demonstrate how to log privileged mail in juvenile file(s).

**Trainee**

1. The trainee will explain what privilege mail is and where it is received in the facility for juveniles.
2. The trainee will demonstrate how to log privileged mail in juvenile file(s).

- File Paperwork:

**FTO**

1. The FTO will explain various types of documents and where they are filed in the facility.
2. The FTO will demonstrate how to file paperwork.

**Trainee**

1. The trainee will explain various types of documents and where they are filed in the facility.
2. The trainee will demonstrate how to file paperwork.

- Clean:

**FTO**

1. The FTO will explain that the control room is to be kept clean, and organized.
2. The FTO will demonstrate how clean and organize the control room

**Trainee**

1. The trainee will explain that the control room is to be kept clean, and organized.
2. The trainee will demonstrate how clean and organize the control room

**13. Keys:**

**FTO**

1. The FTO will explain key control, how to check out staff keys, and maintain a safe and secure environment.
2. The FTO will demonstrate the check out/check in of keys.

**Trainee**

1. The trainee will explain key control, how to check out staff keys, and maintain a safe and secure environment.
2. The trainee will demonstrate the check out/check in of keys.

- Who is allowed keys:

**FTO**

1. The FTO will explain who is allowed to check out keys.

**Trainee**

1. The trainee will explain who is allowed to check out keys.

- Key Policy:

**FTO**

1. The FTO will explain facility policy and procedure concerning key control.

**Trainee**

1. The trainee will explain facility policy and procedure concerning key control.

- Lost Keys:

**FTO**

1. The FTO will explain facility policy and procedure concerning a lost set of keys.
2. The FTO will explain immediate reporting requirements, and searches for lost keys to ensure a safe and secure environment.

**Trainee**

1. The trainee will explain facility policy and procedure concerning a lost set of keys.
2. The trainee will explain immediate reporting requirements, and searches for lost keys to ensure a safe and secure environment.

- Emergency Exits:

**FTO**

1. The FTO will explain the location of all facility emergency exits.
2. The FTO will explain key control to access emergency exit areas and evacuate the facility in the event of an emergency.

**Trainee**

1. The trainee will explain the location of all facility emergency exits.
2. The trainee will explain key control to access emergency exit areas and evacuate the facility in the event of an emergency.

- Security:

**FTO**

1. The FTO will explain the importance of key control and maintaining a safe and secure facility.

**Trainee**

1. The trainee will explain the importance of key control and maintaining a safe and secure facility.

#### **14. SECURITY AND PERIMETER CHECKS**

- Security Checks:

**FTO**

1. The FTO will explain the importance of maintaining security checks to ensure a safe and secure facility.

**Trainee**

1. The trainee will explain the importance of maintaining security checks to ensure a safe and secure facility.

- Frequency:

**FTO**

1. The FTO will explain the frequency of security and perimeter checks in the facility.

**Trainee**

1. The trainee will explain the frequency of security and perimeter checks in the facility.

- Logging checks:  
**FTO**
  1. The FTO will explain how and where checks are logged.**Trainee**
  1. The trainee will explain how and where checks are logged.
- Purpose of Checks:  
**FTO**
  1. The FTO will explain the purpose of maintaining facility security and perimeter checks.**Trainee**
  1. The trainee will explain the purpose of maintaining facility security and perimeter checks.
- Report any unusual behavior:  
**FTO**
  1. The FTO will where and how to report and document any unusual behavior.**Trainee**
  1. The trainee will where and how to report and document any unusual behavior.
- Medical or Special Isolation Checks:  
**FTO**
  1. The FTO will explain the difference between medical, special isolation, and general well-being checks.
  2. The FTO will demonstrate where to document medical or special isolation checks.**Trainee**
  1. The trainee will explain the difference between medical, special isolation, and general well-being checks.
  2. The trainee will demonstrate where to document medical or special isolation checks.
- Holding Cell Checks or Logs:  
**FTO**
  1. The FTO will explain holding cell checks and logs.
  2. The FTO will demonstrate where to document holding cell checks and logs.**Trainee**
  1. The FTO will explain holding cell checks and logs.
  2. The FTO will demonstrate where to document holding cell checks and logs.
- Headcounts:  
**FTO**
  1. The FTO will explain the importance of headcounts.
  2. The FTO will explain the frequency of head counts.
  3. The FTO will demonstrate how to document headcounts in the control log.**Trainee**
  1. The trainee will explain the importance of headcounts.
  2. The trainee will explain the frequency of head counts.
  3. The trainee will demonstrate how to document headcounts in the control log.
- How many and When:  
**FTO**
  1. The FTO will explain the frequency and when headcounts are completed.

**Trainee**

1. The trainee will explain the frequency and when headcounts are completed.

- Emergencies:

**FTO**

1. The FTO will explain different types of emergencies and policy and procedure in regard to response to emergencies.

**Trainee**

1. The trainee will explain different types of emergencies and policy and procedure in regard to response to emergencies.

- Standing Count:

**FTO**

1. The FTO will explain what a standing count is and when they are to be conducted.

**Trainee**

1. The trainee will explain what a standing count is and when they are to be conducted.

- Suicide Watches/Precautions:

**FTO**

1. The FTO will explain a suicide watch.
2. The FTO will explain the various levels of precautions.
3. The FTO will explain what juveniles may have, and the frequency of checks of juveniles placed on a suicide watch.

**Trainee**

1. The trainee will explain a suicide watch.
2. The trainee will explain the various levels of precautions.
3. The trainee will explain what juveniles may have, and the frequency of checks of juveniles placed on a suicide watch.

- Frequency:

**FTO**

1. The FTO will explain the frequency of checks on different levels of suicide precaution/watch.

**Trainee**

1. The trainee will explain the frequency of checks on different levels of suicide precaution/watch.

- Logging Checks:

**FTO**

1. The FTO will explain where and how to log checks.

**Trainee**

1. The trainee will explain where and how to log checks.

- Perimeter Checks:

**FTO**

1. The FTO will explain the frequency and facility policy for conducting perimeter checks.
2. The FTO will demonstrate how to conduct a facility perimeter check to ensure a safe and secure environment.

**Trainee**

1. The trainee will explain the frequency and facility policy for conducting perimeter checks.
2. The trainee will demonstrate how to conduct a facility perimeter check to ensure a safe and secure environment.

- Keys to doors and gates:

**FTO**

1. The FTO will key control to doors and gates.
2. The FTO will demonstrate how access doors and gates inside/outside the facility.

**Trainee**

1. The trainee will key control to doors and gates.
2. The trainee will demonstrate how access doors and gates inside/outside the facility.

- Frequency of Perimeter Checks:

**FTO**

1. The FTO will explain the frequency of perimeter checks.

**Trainee**

1. The trainee will explain the frequency of perimeter checks.

- Logging Perimeter Checks:

**FTO**

1. The FTO will explain how and where to log perimeter checks.

**Trainee**

1. The trainee will explain how and where to log perimeter checks.

- Shower Procedures:

**FTO**

1. The FTO will explain when juveniles are allowed to shower.
2. The FTO will explain the procedure and length of time allowed for a juvenile to shower.
3. The FTO will explain protocol to maintain a safe and secure environment by maintaining checks on juveniles, but allowing juvenile privacy rights.

**Trainee**

1. The trainee will explain when juveniles are allowed to shower.
2. The trainee will explain the procedure and length of time allowed for a juvenile to shower.
3. The trainee will explain protocol to maintain a safe and secure environment by maintaining checks on juveniles, but allowing juvenile privacy rights.

**15. FACILITY CLEANUP**

- Observation

**FTO**

1. The FTO will explain how to maintain supervision and observe juveniles at all times.

**Trainee**

1. The trainee will explain how to maintain supervision and observe juveniles at all times.

- Positioning

**FTO**

1. The FTO will explain the importance of positioning yourself to maintain supervision of juveniles at all times.

**Trainee**

1. The trainee will explain the importance of positioning yourself to maintain supervision of juveniles at all times.

- Safety Management

**FTO**

1. The FTO will explain where cleaning supplies are located.
2. The FTO will explain facility protocol regarding juveniles cleaning.
3. The FTO will explain that classroom floors must be swept, and mopped.
4. The FTO will explain the frequency and cleaning schedule.

**Trainee**

1. The trainee will explain where cleaning supplies are located.
2. The trainee will explain facility protocol regarding juveniles cleaning.
3. The trainee will explain that classroom floors must be swept, and mopped.
4. The trainee will explain the frequency and cleaning schedule.

- Hallway

**FTO**

1. The FTO will explain that hallways are to be cleaned and kept free of obstructions.
2. The FTO will explain the frequency and cleaning schedule.

**Trainee**

1. The trainee will explain that hallways are to be cleaned and kept free of obstructions.
2. The trainee will explain the frequency and cleaning schedule.

- Medical Office/Bathroom/Garbage

**FTO**

1. The FTO will explain that the medical office and facility bathrooms are to be cleaned.
2. The FTO will explain the trash bins will be gathered and dumped outside in the facility dumpster daily.
3. The FTO will explain that it is line staff responsibility to clean these areas.
4. The FTO will demonstrate cleaning these tasks.

**Trainee**

1. The trainee will explain that the medical office and facility bathrooms are to be cleaned.
2. The trainee will explain the trash bins will be gathered and dumped outside in the facility dumpster daily.
3. The trainee will explain that it is line staff responsibility to clean these areas.
4. The trainee will demonstrate cleaning these tasks.

- Staff Bathrooms

**FTO**

1. The FTO will explain that staff is responsible to clean the staff bathroom.
2. The FTO will explain the frequency that the bathrooms should be cleaned.

**Trainee**

1. The trainee will explain that the staff is responsible to clean the staff bathroom.
2. The trainee will explain the frequency that the bathrooms should be cleaned.

- Admission-Floors/Bathroom/Garbage

**FTO**

1. The FTO will explain that the admission floors, bathrooms, and trash need to be kept clean daily.
2. The FTO will explain the location of the cleaning supplies used to clean the area.
3. The FTO will demonstrate cleaning these areas.

**Trainee**

1. The trainee will explain that the admission floors, bathrooms, and trash need to be kept clean daily.
2. The trainee will explain the location of the cleaning supplies used to clean the area.
3. The trainee will demonstrate cleaning these areas.

- Mop Showers/Clean Drains

**FTO**

1. The FTO will explain that the juvenile showers and drains need to be cleaned.
2. The FTO will explain the location of the cleaning supplies used to clean the area.
3. The FTO will explain the importance of supervising juveniles cleaning in the facility.
4. The FTO will emphasize officer safety and supervision.
5. The trainee will explain that the admission floors, bathrooms, and trash need to be kept clean daily.

**Trainee**

1. The trainee will explain that the juvenile showers and drains need to be cleaned.
2. The trainee will explain the location of the cleaning supplies used to clean the area.
3. The trainee will explain the importance of supervising juveniles cleaning in the facility.
4. The trainee will emphasize officer safety and supervision.
5. The trainee will explain that the admission floors, bathrooms, and trash need to be kept clean daily.

- Garbage's

**FTO**

1. The FTO will explain that facility trash bins need to be emptied daily.
2. The FTO will explain that trash is to be taken out to the facility dumpster.

**Trainee**

1. The trainee will explain that facility trash bins need to be emptied daily.
2. The trainee will explain that trash is to be taken out to the facility dumpster.

- Dayroom/Dorm/floors

**FTO**

1. The FTO will explain that dayroom, dorm areas and floors are to be cleaned daily.
2. The FTO will explain the facility protocol regarding juveniles cleaning and cleaning supplies being used.
3. The FTO will explain the location of the cleaning supplies.
4. The trainee will emphasize officer safety and supervision.

**Trainee**

1. The trainee will explain that dayroom, dorm areas and floors are to be cleaned daily.
2. The trainee will explain the facility protocol regarding juveniles cleaning and cleaning supplies being used.
3. The trainee will explain the location of the cleaning supplies.
4. The trainee will emphasize officer safety and supervision.

- Garbage/Bio- Bag Disposal

**FTO**

1. The FTO will explain that garbage, and trash are to be disposed of by staff in the facility dumpster.
2. The FTO will explain that bio bags are to be kept separate and disposed of in the bio hazardous bin containers.

**Trainee**

1. The trainee will explain that garbage, and trash are to be disposed of by staff in the facility dumpster.
2. The trainee will explain that bio bags are to be kept separate and disposed of in the bio hazardous bin containers.

- Fill Spray Bottles

**FTO**

1. The FTO will explain that spray bottles are to be filled by staff.
2. The FTO will explain that the containers filled must be clearly labeled to conform to the cleaning agent inside.
3. The FTO will explain Material Safety Data Sheets and where they are located.

**Trainee**

1. The trainee will explain that spray bottles are to be filled by staff.
2. The trainee will explain that the containers filled must be clearly labeled to conform to the cleaning agent inside.
3. The trainee will explain Material Safety Data Sheets and where they are located.

- Stock Janitor Closet/Admission/Closet Areas

**FTO**

1. The FTO will explain that the janitor closet, admission and other closet areas are to be stocked with cleaning supplies, toiletry, and other designated facility items.
2. The FTO will explain the location of the closets.
3. The FTO will explain stock must be placed in the designated area upon arrival to the facility.

**Trainee**

1. The trainee will explain that the janitor closet, admission and other closet areas are to be stocked with cleaning supplies, toiletry, and other designated facility items.
2. The trainee will explain the location of the closets.
3. The trainee will explain stock must be placed in the designated area upon arrival to the facility.

- GYM/Multipurpose Area

**FTO**

1. The FTO will explain that gym and multipurpose areas are to be cleaned.
2. The FTO will explain the cleaning frequency and responsibilities.

**Trainee**

1. The trainee will explain that gym and multipurpose areas are to be cleaned.
2. The trainee will explain the cleaning frequency and responsibilities.

- **Sweep/Mop Intake Area**

**FTO**

1. The FTO will explain that intake area is to be swept and mopped.
2. The FTO will explain the frequency the areas are to be cleaned.
3. The FTO will explain the cleaning frequency and responsibilities.
4. The FTO will emphasize officer safety and supervision of juveniles assigned to clean the designated areas.

**Trainee**

1. The trainee will explain that intake area is to be swept and mopped.
2. The trainee will explain the frequency the areas are to be cleaned.
3. The trainee will explain the cleaning frequency and responsibilities.
4. The trainee will emphasize officer safety and supervision of juveniles assigned to clean the designated areas.

- **Stock Bathrooms**

**FTO**

1. The FTO will explain that bathrooms are to be stocked with toilet paper, and other designated paper products (paper towels, cleaning rags).

**Trainee**

1. The trainee will explain that bathrooms are to be stocked with toilet paper, and other designated paper products (paper towels, cleaning rags).

- **Sanitation Procedures**

**FTO**

1. The FTO will explain sanitation procedures in the facility.

**Trainee**

1. The trainee will explain sanitation procedures in the facility.

- **Bio Hazard/Trash Collection**

**FTO**

1. The FTO will explain that garbage, and trash are to be disposed of by staff in the facility dumpster.
2. The FTO will explain that bio bags are to be kept separate and disposed of in the bio hazard bin containers.
3. The FTO will explain that any bio hazard material is to be disposed of in a bio bag, and then properly disposed of in a bio hazard container.

**Trainee**

1. The trainee will explain that garbage, and trash are to be disposed of by staff in the facility dumpster.
2. The trainee will explain that bio bags are to be kept separate and disposed of in the bio hazard bin containers.
3. The trainee will explain that any bio hazard material is to be disposed of in a bio bag, and then properly disposed of in a bio hazard container.

- **Room Cleaning**

**FTO**

1. The FTO will explain that a juvenile's room is to be cleaned daily.

2. The FTO will explain the proper cleaning of a room and proper way that juvenile beds are to be made.
3. The FTO will explain facility protocol regarding the use of cleaning supplies.

**Trainee**

1. The trainee will explain that a juvenile's room is to be cleaned daily.
2. The trainee will explain the proper cleaning of a room and proper way that juvenile beds are to be made.
3. The trainee will explain facility protocol regarding the use of cleaning supplies.

- Windows Throughout The Facility

**FTO**

1. The FTO will explain that facility windows are to be cleaned.
2. The FTO will explain the location of cleaning supplies.
3. The FTO will explain the frequency the windows are to be cleaned.

**Trainee**

1. The trainee will explain that facility windows are to be cleaned.
2. The trainee will explain the location of cleaning supplies.
3. The trainee will explain the frequency the windows are to be cleaned.

- Cleaning Tools and Supplies

**FTO**

1. The FTO will explain location of cleaning tools and supplies.
2. The FTO will explain the proper use of cleaning tools and supplies.
3. The FTO will explain the facility policy regarding the inmates use and supervision of cleaning tools and supplies.

**Trainee**

1. The trainee will explain location of cleaning tools and supplies.
2. The trainee will explain the proper use of cleaning tools and supplies.
3. The trainee will explain the facility policy regarding the inmates use and supervision of cleaning tools and supplies.

## 16. LAUNDRY

- Washer

**FTO**

1. The FTO will explain the location of the washer machine in the facility.
2. The FTO will explain the basic operation of the washer, cycles to be used, and laundry soap refill(s).
3. The FTO will demonstrate the use of the washer machine.
4. The FTO will explain the responsibility of completing laundry in the facility.
5. The FTO will explain the location of Material Safety Data Sheets.

**Trainee**

1. The trainee will explain the location of the washer machine in the facility.
2. The trainee will explain the basic operation of the washer, cycles to be used, and laundry soap refill(s).
3. The trainee will demonstrate the use of the washer machine.
4. The trainee will explain the responsibility of completing laundry in the facility.
5. The trainee will explain the location of Material Safety Data Sheets.

- Dryer

**FTO**

1. The FTO will explain the location of the dryer machine in the facility.

2. The FTO will explain the basic operation of the dryer, cycles to be used, and use of laundry cleaning supplies.
3. The FTO will demonstrate the use of the dryer machine.
4. The FTO will explain the responsibility of completing laundry in the facility.
5. The FTO will explain the location of Material Safety Data Sheets.

**Trainee**

1. The trainee will explain the location of the dryer machine in the facility.
2. The trainee will explain the basic operation of the dryer, cycles to be used, and use of laundry cleaning supplies.
3. The trainee will demonstrate the use of the dryer machine.
4. The trainee will explain the responsibility of completing laundry in the facility.
5. The trainee will explain the location of Material Safety Data Sheets.

- Clean Lint Trap

**FTO**

1. The FTO will explain the lint trap in the dryer(s) need to be cleaned after each use to ensure safe operation.

**Trainee**

1. The trainee will explain the lint trap in the dryer(s) need to be cleaned after each use to ensure safe operation.

- Detergents

**FTO**

1. The FTO will explain the location of detergents used to complete laundry.
2. The FTO will explain the location of Material Safety Data Sheets.

**Trainee**

1. The trainee will explain the location of detergents used to complete laundry.
2. The trainee will explain the location of Material Safety Data Sheets.

- Folding/Stocking Clothes

**FTO**

1. The FTO will explain the location folded clothes in the facility.
2. The FTO will demonstrate how to fold clothes and where to store them.

**Trainee**

1. The trainee will explain the location folded clothes in the facility.
2. The trainee will demonstrate how to fold clothes and where to store them.

- Cleaning Laundry Room

**FTO**

1. The FTO will explain the laundry room is to be kept clean after each use.

**Trainee**

1. The trainee will explain the laundry room is to be kept clean after each use.

- Linen Exchange

**FTO**

1. The FTO will explain the frequency and schedule for linen exchange to inmates.

**Trainee**

1. The trainee will explain the frequency and schedule for linen exchange to inmates.

- Laundering Juvenile's Personal Clothing

**FTO**

1. The FTO will explain the facility protocol to launder juveniles personal clothes after intake in the event they are dirty and cause the facility to smell foul.
2. The FTO will explain to the juvenile that their clothes are being laundered.

**Trainee**

1. The trainee will explain the facility protocol to launder juveniles personal clothes after intake in the event they are dirty and cause the facility to smell foul.
2. The trainee will explain to the juvenile that their clothes are being laundered.

- Maintenance

**FTO**

1. The FTO will explain all maintenance concerns, proper reporting, documentation, and person responsible of maintenance.

**Trainee**

1. The trainee will explain all maintenance concerns, proper reporting, documentation, and person responsible of maintenance.

- Laundry Schedule

**FTO**

1. The FTO will explain the laundry schedule and person responsible for completing laundry.

**Trainee**

1. The trainee will explain the laundry schedule and person responsible for completing laundry.

## 17. EMERGENCY SITUATIONS

- Escape and attempted escape

**FTO**

1. The FTO will explain the facility policy concerning a juvenile attempting to escape.
2. The FTO will explain the facility reporting procedures and staff responsibility in the event of a juvenile escape.

**Trainee**

1. The trainee will explain the facility policy concerning a juvenile attempting to escape.
2. The trainee will explain the facility reporting procedures and staff responsibility in the event of a juvenile escape.

- Hostage Situations

**FTO**

1. The FTO will explain facility procedure in the event of a hostage situation.
2. The FTO will explain immediate notification requirements, emergency numbers including local law enforcement, department administrator, or duty officer.
3. The FTO will explain the procedure for keeping other juveniles safe.
4. The FTO will immediately explain to have the control operator phone/radio emergency response.

**Trainee**

1. The trainee will explain facility procedure in the event of a hostage situation.

2. The trainee will explain immediate notification requirements, emergency numbers including local law enforcement, department administrator, or duty officer.
3. The trainee will explain the procedure for keeping other juveniles safe.
4. The trainee will immediately explain to have the control operator phone/radio emergency response.

- **Bomb Threats**

**FTO**

1. The FTO will explain facility procedure in the event of a bomb threat.
2. The FTO will explain immediate notification requirements, emergency numbers including local law enforcement, department administrator, or duty officer.
3. The FTO will explain the procedure for keeping other juveniles safe, including evacuation of the facility (Emergency Plans).
4. The FTO will immediately explain to have the control operator phone/radio emergency response.

**Trainee**

1. The trainee will explain facility procedure in the event of a bomb threat.
2. The trainee will explain immediate notification requirements, emergency numbers including local law enforcement, department administrator, or duty officer.
3. The trainee will explain the procedure for keeping other juveniles safe including evacuation of the facility (Emergency Plans).
4. The trainee will immediately explain to have the control operator phone/radio emergency response.

- **Major Disaster Plans**

**FTO**

1. The FTO will explain facility procedure in the event of a major disaster.
2. The FTO will explain immediate notification requirements, emergency numbers including local law enforcement, department administrator, or duty officer.
3. The FTO will explain the procedure for keeping other juveniles safe, including evacuation of the facility (Emergency Plans).
4. The FTO will immediately explain to have the control operator phone/radio emergency response.

**Trainee**

1. The trainee will explain facility procedure in the event of a major disaster.
2. The trainee will explain immediate notification requirements, emergency numbers including local law enforcement, department administrator, or duty officer.
3. The trainee will explain the procedure for keeping other juveniles safe including evacuation of the facility (Emergency Plans).
4. The trainee will immediately explain to have the control operator phone/radio emergency response.

- **Riot**

**FTO**

1. The FTO will explain facility procedure in the event of a riot.
2. The FTO will explain immediate notification requirements, emergency numbers including local law enforcement, department administrator, or duty officer.

3. The FTO will explain the procedure for keeping other juveniles safe, including evacuation of the facility (Emergency Plans).
4. The FTO will immediately explain to have the control operator phone/radio emergency response.
5. The FTO will explain staff responsibilities and use of mechanical, chemical (O.C. Spray), or weapons in the facility. (if applicable)

**Trainee**

1. The trainee will explain facility procedure in the event of a riot.
2. The trainee will explain immediate notification requirements, emergency numbers including local law enforcement, department administrator, or duty officer.
3. The trainee will explain the procedure for keeping other juveniles safe, including evacuation of the facility (Emergency Plans).
4. The trainee will immediately explain to have the control operator phone/radio emergency response.
5. The trainee will explain staff responsibilities and use of mechanical, chemical (O.C. Spray), or weapons in the facility. (if applicable)

• **Suicide Attempt**

**FTO**

1. The FTO will explain facility procedure in the event of a suicide attempt.
2. The FTO will explain immediate notification requirements; radio all staff (with appropriate Code).
3. The FTO will explain the immediate reporting requirements of the facility.
4. The FTO will explain staff responsibilities, location of cut down device(s), Appropriate Use of Force, and facility procedures.
5. The FTO will explain emergency, medical, mental health, and other personnel to be contacted including department administrator, duty officer, and law enforcement.
6. The FTO will explain suicide precautions/watch and procedure for suicide watch.
7. The FTO will explain all facility policy and procedure to respond to a suicide attempt.

**Trainee**

1. The trainee will explain facility procedure in the event of a suicide attempt.
2. The trainee will explain immediate notification requirements; radio all staff (with appropriate Code).
3. The trainee will explain the immediate reporting requirements of the facility.
4. The trainee will explain staff responsibilities, location of cut down device(s), Appropriate Use of Force, and facility procedures.
5. The trainee will explain emergency, medical, mental health, and other personnel to be contacted including department administrator, duty officer, and law enforcement.
6. The trainee will explain suicide precautions/watch and procedure for suicide watch.
7. The trainee will explain all facility policy and procedure to respond to a suicide attempt.

- Medical

**FTO**

1. The FTO will explain facility procedure in the event of a medical emergency.
2. The FTO will explain immediate notification requirements; radio all staff (with appropriate Code).
3. The FTO will explain the immediate reporting requirements of the facility.
4. The FTO will explain emergency, medical, mental health, and other personnel to be contacted including department administrator, duty officer, and emergency personnel.
5. The FTO will explain all facility policy and procedures to respond to a medical emergency.

**Trainee**

1. The trainee will explain facility procedure in the event of a medical emergency.
2. The trainee will explain immediate notification requirements; radio all staff (with appropriate Code).
3. The trainee will explain the immediate reporting requirements of the facility.
4. The trainee will explain emergency, medical, mental health, and other personnel to be contacted including department administrator, duty officer, and emergency personnel.
5. The trainee will explain all facility policy and procedures to respond to a medical emergency.

- Loss of Power

**FTO**

1. The FTO will explain facility procedure in the event of loss of power.
2. The FTO will explain immediate notification requirements; radio all staff (with appropriate Code).
3. The FTO will explain the immediate reporting requirements of the facility.
4. The FTO will explain emergency, medical, mental health, and other personnel to be contacted including department administrator, duty officer, and emergency personnel.
5. The FTO will explain all facility policy and procedures to respond to a loss of power.
6. The FTO will explain the protocol to keep juveniles safe and secure, evacuation procedure, and use of flash light tools.
7. The FTO will explain use of a backup generator, and possible failure.

**Trainee**

1. The trainee will explain facility procedure in the event of loss of power.
2. The trainee will explain immediate notification requirements; radio all staff (with appropriate Code).
3. The trainee will explain the immediate reporting requirements of the facility.
4. The trainee will explain emergency, medical, mental health, and other personnel to be contacted including department administrator, duty officer, and emergency personnel.
5. The trainee will explain all facility policy and procedures to respond to a loss of power.
6. The trainee will explain the protocol to keep juveniles safe and secure, evacuation procedure, and use of flash light tools.
7. The trainee will explain use of a backup generator, and possible failure.

- Death

**FTO**

1. The FTO will explain facility procedure in the event of a death.
2. The FTO will explain immediate notification requirements; radio all staff (with appropriate Code).
3. The FTO will explain the immediate reporting requirements of the facility.
4. The FTO will explain staff responsibilities, location of emergency devices, and facility procedures.
5. The FTO will explain emergency, medical, mental health, and other personnel to be contacted including department administrator, duty officer, and law enforcement.
6. The FTO will explain policy and procedure o the preservation of evidence.
7. The FTO will explain all facility policy and procedures to respond to death and ensure all other juvenile safety.

**Trainee**

1. The trainee will explain facility procedure in the event of a death.
2. The trainee will explain immediate notification requirements; radio all staff (with appropriate Code).
3. The trainee will explain the immediate reporting requirements of the facility.
4. The trainee will explain staff responsibilities, location of emergency devices, and facility procedures.
5. The trainee will explain emergency, medical, mental health, and other personnel to be contacted including department administrator, duty officer, and law enforcement.
6. The trainee will explain policy and procedure o the preservation of evidence.
7. The trainee will explain all facility policy and procedures to respond to death and ensure all other juvenile safety.

**18. EMERGENCY PROCEDURES-FIRE**

- Initial Response/Notification

**FTO**

1. The FTO will explain facility procedure in the event of a fire.
2. The FTO will explain immediate response, and emergency equipment used inside the facility.
3. The FTO will explain immediate notification requirements, emergency numbers including local law enforcement, department administrator, duty officer, and other appropriate agencies.
4. The FTO will explain the procedure for keeping other juveniles safe, including evacuation of the facility (Emergency Plans).

**Trainee**

1. The trainee will explain facility procedure in the event of a fire.
2. The trainee will explain immediate response, and emergency equipment used inside the facility.
3. The trainee will explain immediate notification requirements, emergency numbers including local law enforcement, department administrator, duty officer, and other appropriate agencies.
4. The trainee will explain the procedure for keeping other juveniles safe, including evacuation of the facility (Emergency Plans).

- Fires and Fire Alarms

**FTO**

1. The FTO will explain facility procedure in the event of a fire.
2. The FTO will explain immediate response, and emergency equipment used inside the facility.
3. The FTO will explain immediate notification requirements, emergency numbers including local law enforcement, department administrator, duty officer, and other appropriate agencies.
4. The FTO will explain the procedure for keeping other juveniles safe, including evacuation of the facility (Emergency Plans).
5. The FT will explain location of fire alarm panels, tools suppressant equipment, and response plans.

**Trainee**

1. The trainee will explain facility procedure in the event of a fire.
2. The trainee will explain immediate response, and emergency equipment used inside the facility.
3. The trainee will explain immediate notification requirements, emergency numbers including local law enforcement, department administrator, duty officer, and other appropriate agencies.
4. The trainee will explain the procedure for keeping other juveniles safe, including evacuation of the facility (Emergency Plans).
5. The trainee will explain location of fire alarm panels, tools suppressant equipment, and response plans.

- Emergency Procedures

**FTO**

1. The FTO will explain facility policy and procedure in the event of an emergency.

**Trainee**

1. The trainee will explain facility policy and procedure in the event of an emergency.

- Central Control Duties

**FTO**

1. The FTO will explain the line staff assigned central control and his/her duties at time of an emergency fire.

**Trainee**

1. The trainee will explain the line staff assigned central control and his/her duties at time of an emergency fire.

- Proper Use of Fire Equipment

**FTO**

1. The FTO will explain the proper use of fire equipment.
2. The FTO will explain the use of fire equipment tools including S.C.B.A., and extinguishers.

**Trainee**

1. The trainee will explain the proper use of fire equipment.
2. The trainee will explain the use of fire equipment tools including S.C.B.A., and extinguishers.

- Cleaning of Fire Equipment

**FTO**

1. The FTO will explain the proper cleaning of fire equipment.

**Trainee**

1. The trainee will explain the proper cleaning of fire equipment.

- Operation of Facility Interior/Exterior Doors

**FTO**

1. The FTO will explain the proper key control and use of facility interior and exterior doors in the event of a fire emergency.

**Trainee**

1. The trainee will explain the proper key control and use of facility interior and exterior doors in the event of a fire emergency.

- Intercom and Communications In Event of Power Loss

**FTO**

1. The FTO will explain the use of radios in the event of intercom/power loss.
2. The FTO will explain emergency response, including evacuation of juveniles.

**Trainee**

1. The trainee will explain the use of radios in the event of intercom/power loss.
2. The trainee will explain emergency response, including evacuation of juveniles.

- Proper Radio Use

**FTO**

1. The FTO will explain the use of radios in the event of a fire emergency.
2. The FTO will explain emergency response, including evacuation of juveniles.

**Trainee**

1. The trainee will explain the use of radios in the event of a fire emergency.
2. The trainee will explain emergency response, including evacuation of juveniles.

- Evacuation Plans

**FTO**

1. The FTO will explain facility evacuation plans in the event of a fire emergency.

**Trainee**

1. The trainee will explain facility evacuation plans in the event of a fire emergency.

- Staging Areas

**FTO**

1. The FTO will explain staging areas for the facility when evacuated in the event of a fire emergency.

**Trainee**

1. The trainee will explain staging areas for the facility when evacuated in the event of a fire emergency.

- Gym/Multi-purpose Areas

**FTO**

1. The FTO will explain staging areas for the facility when evacuated in the event of a fire emergency.
2. The FTO will explain the gym and multi-purpose areas, and evacuation of these areas.

### **Trainee**

1. The trainee will explain staging areas for the facility when evacuated in the event of a fire emergency.
2. The trainee will explain the gym and multi-purpose areas, and evacuation of these areas.

- Evacuation Map of Facility

#### **FTO**

1. The FTO will explain the location of all evacuation maps in the facility.
2. The FTO will explain the evacuation procedure including route of all areas.

#### **Trainee**

1. The trainee will explain the location of all evacuation maps in the facility.
2. The trainee will explain the evacuation procedure including route of all areas.

- Identification of Facility Safety Officer/Lead Staff

#### **FTO**

1. The FTO will explain who the facility safety officer or lead staff is.
2. The FTO will explain the responsibility of the safety officer/lead staff.

#### **Trainee**

1. The trainee will explain who the facility safety officer or lead staff is.
2. The trainee will explain the responsibility of the safety officer/lead staff.

- Fire Drills

#### **FTO**

1. The FTO will explain the frequency of facility fire drills.
2. The FTO will explain the Fire Panel and how to simulate a Fire Drill.
3. The FTO will demonstrate a fire drill and how to silence, and reset the fire alarm system.
4. The FTO will point out various codes on the system and its basic operation.

#### **Trainee**

1. The trainee will explain the frequency of facility fire drills.
2. The trainee will explain the Fire Panel and how to simulate a Fire Drill.
3. The trainee will demonstrate a fire drill and how to silence, and reset the fire alarm system.
4. The trainee will point out various codes on the system and its basic operation.

## **19. Medical**

- Medical Requests and Procedures

#### **FTO**

1. The FTO will explain the location of medical requests in the facility.
2. The FTO will explain how a medical request is completed.
3. The FTO will explain how a juvenile may file a medical request, and the location of the secured medical request box.
4. The FTO will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality.
5. The FTO will explain facility policy addressing (HIPPA).
6. The FTO will demonstrate how medical requests are completed and how they are turned in to the facility nurse or physician where applicable.

#### **New Employee**

1. The trainee will explain the location of medical requests in the facility.
2. The trainee will explain how a medical request is completed.

3. The trainee will explain how a juvenile may file a medical request, and the location of the secured medical request box.
  4. The trainee will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality.
  5. The trainee will explain facility policy addressing (HIPPA).
  6. The trainee will demonstrate how medical requests are completed and how they are turned in to the facility nurse or physician where applicable.
- Sick Call  
**FTO**
    1. The FTO will explain the facility policy on sick calls or juveniles taking sick bed.
    2. The FTO will explain how a medical request form is to be completed.
    3. The FTO will explain how proper notification to the facility nurse or physician is made where applicable.
    4. The FTO will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPPA).
    5. The FTO will demonstrate how medical requests are completed and how they are turned in to the facility nurse or physician where applicable.

**New Employee**

    1. The trainee will explain the facility policy on sick calls or juveniles taking sick bed.
    2. The trainee will explain how a medical request form is to be completed.
    3. The trainee will explain how proper notification to the facility nurse or physician is made where applicable.
    4. The trainee will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPPA).
    5. The trainee will demonstrate how medical requests are completed and how they are turned in to the facility nurse or physician where applicable.
  - Special Medical Diets  
**FTO**
    1. The FTO will explain the facility policy on special medical diets.
    2. The FTO will explain how notification is made to food service vendors, food service workers, or other kitchen staff where applicable.
    3. The FTO will explain how notification is made to all staff regarding special medical diets.

**New Employee**

    1. The FTO will explain the facility policy on special medical diets.
    2. The FTO will explain how notification is made to food service vendors, food service workers, or other kitchen staff where applicable.
    3. The FTO will explain how notification is made to all staff regarding special medical diets.
  - Medical Emergency  
**FTO**
    1. The FTO will explain the facility policy on medical emergencies.
    2. The FTO will explain proper notification of 911, emergency responders, and notification to follow facility chain of command.

3. The FTO will explain safety and security of transfer of a juvenile in the event of a medical emergency.
4. The FTO will explain facility policy regarding supervision of the juvenile.
5. The FTO will explain notification to parents, and or legal guardians.
6. The FTO will explain facility policy on the use of mechanical devices in the event of a medical emergency.
7. The FTO will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPAA), juveniles' medical files, and release of information.

#### **New Employee**

1. The trainee will explain the facility policy on medical emergencies.
2. The trainee will explain proper notification of 911, emergency responders, and notification to follow facility chain of command.
3. The trainee will explain safety and security of transfer of a juvenile in the event of a medical emergency.
4. The trainee will explain facility policy regarding supervision of the juvenile.
5. The trainee will explain notification to parents, and or legal guardians.
6. The trainee will explain facility policy on the use of mechanical devices in the event of a medical emergency.
7. The trainee will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPAA), juveniles' medical files, and release of information.

- **CPR/FIRST AID**

#### **FTO**

1. The FTO will explain the facility policy on use of CPR.
2. The FTO will explain that all facility employees are trained in the use of CPR/First Aid by a certified instructor.
3. The FTO will explain the location of the CPR/First Aid equipment.
4. The FTO will emphasize following First Aid/CPR training regarding communicable diseases and care for juveniles in the facility.

#### **New Employee**

1. The trainee will explain the facility policy on use of CPR.
2. The trainee will explain that all facility employees are trained in the use of CPR/First Aid by a certified instructor.
3. The trainee will explain the location of the CPR/First Aid equipment.
4. The trainee will emphasize following First Aid/CPR training regarding communicable diseases and care for juveniles in the facility.

- **Emergency Transport Procedures**

#### **FTO**

1. The FTO will explain the facility policy on emergency transports.
2. The FTO will explain proper notification of 911, emergency responders, and notification to follow facility chain of command.
3. The FTO will explain safety and security of transfer of a juvenile in the event of an emergency.
4. The FTO will explain facility policy regarding supervision of the juvenile.
5. The FTO will explain notification to parents, and or legal guardians.

6. The FTO will explain facility policy on the use of mechanical devices in the event of an emergency.
7. The FTO will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPPA), juveniles' medical files, and release of information.

**New Employee**

1. The trainee will explain the facility policy on emergency transports.
2. The trainee will explain proper notification of 911, emergency responders, and notification to follow facility chain of command.
3. The trainee will explain safety and security of transfer of a juvenile in the event of an emergency.
4. The trainee will explain facility policy regarding supervision of the juvenile.
5. The trainee will explain notification to parents, and or legal guardians.
6. The trainee will explain facility policy on the use of mechanical devices in the event of an emergency.
7. The trainee will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPPA), juveniles' medical files, and release of information.

- Dental Care

**FTO**

1. The FTO will explain the facility policy on juveniles receiving dental care.
2. The FTO will explain the procedure for dental care in the facility or outside the facility.
3. The FTO will explain facility transports for dental care, and release orders for juveniles being released to outside facility medical/dental visits.

**New Employee**

1. The trainee will explain the facility policy on juveniles receiving dental care.
2. The trainee will explain the procedure for dental care in the facility or outside the facility.
3. The trainee will explain facility transports for dental care, and release orders for juveniles being released to outside facility medical/dental visits.

- Medical Orders To Staff

**FTO**

1. The FTO will explain the facility policy on medical orders to staff.
2. The FTO will explain proper notification of medical orders to staff from medical professionals in/outside the facility for juveniles.
3. The FTO will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPPA), juveniles' medical files, and release of information.
4. The FTO will explain medical logs, files, and orders to staff in accordance with HIPPA policies.

**New Employee**

1. The trainee will explain the facility policy on medical orders to staff.
2. The trainee will explain proper notification of medical orders to staff from medical professionals in/outside the facility for juveniles.

3. The trainee will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPPA), juveniles' medical files, and release of information.
  4. The trainee will explain medical logs, files, and orders to staff in accordance with HIPPA policies.
- Medicine Distribution  
**FTO**
    1. The FTO will explain the facility policy on medication distribution.
    2. The FTO will explain only designated staff having medication dispensing certification may distribute medications or assist juveniles taking prescribed medication.
    3. The FTO will explain the facility policy on distribution of prescribed medication and over the counter medication.
    4. The FTO will explain proper distribution of medications according to facility medical staff or physicians where applicable.
    5. The FTO will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPPA).
    6. The FTO will explain medical logs, files, and orders to staff in accordance with HIPPA policies.**New Employee**
    1. The trainee will explain the facility policy on medication distribution.
    2. The FTO will explain only designated staff having medication dispensing certification may distribute medications or assist juveniles taking prescribed medication.
    3. The FTO will explain the facility policy on distribution of prescribed medication and over the counter medication.
    4. The FTO will explain proper distribution of medications according to facility medical staff or physicians where applicable.
    5. The FTO will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPPA).
    6. The FTO will explain medical logs, files, and orders to staff in accordance with HIPPA policies.
  - Personal Medication Upon Entering Facility  
**FTO**
    1. The FTO will explain the facility policy on proper storage of medications, including personal medication upon a juvenile entering the facility.
    2. The FTO will explain facility policy on verifying medications upon a juvenile entering the facility.
    3. The FTO will explain the medication verification process, including proper identification of medication containers, bubble packets, and juvenile information.
    4. The FTO will explain only designated staff having medication dispensing certification may distribute medications or assist juveniles taking prescribed medication.
    5. The FTO will explain the facility policy on distribution of prescribed medication and over the counter medication.

6. The FTO will explain proper distribution of medications according to facility medical staff or physicians where applicable.
7. The FTO will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPPA).
8. The FTO will explain medical logs, files, and orders to staff in accordance with HIPPA policies.

**New Employee**

1. The trainee will explain the facility policy on proper storage of medications, including personal medication upon a juvenile entering the facility.
2. The trainee will explain facility policy on verifying medications upon a juvenile entering the facility.
3. The trainee will explain the medication verification process, including proper identification of medication containers, bubble packets, and juvenile information.
4. The trainee will explain only designated staff having medication dispensing certification may distribute medications or assist juveniles taking prescribed medication.
5. The trainee will explain the facility policy on distribution of prescribed medication and over the counter medication.
6. The trainee will explain proper distribution of medications according to facility medical staff or physicians where applicable.
7. The trainee will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPPA).
8. The trainee will explain medical logs, files, and orders to staff in accordance with HIPPA policies.

- Universal Precautions

**FTO**

1. The FTO will explain the facility policy on universal precautions.
2. The FTO will explain facility location of spill kits, cleaners, bio hazard bags, and gloves.
3. The FTO will explain that employees are to follow training regarding universal precautions.

**New Employee**

1. The trainee will explain the facility policy on universal precautions.
2. The trainee will explain facility location of spill kits, cleaners, bio hazard bags, and gloves.
3. The trainee will explain that employees are to follow training regarding universal precautions.

- Medicine and Drugs

**FTO**

1. The FTO will explain the facility policy on medication and other drugs used by juveniles in the facility.
2. The FTO will explain only designated staff having medication dispensing certification may distribute medications or assist juveniles taking prescribed medication.
3. The FTO will explain the facility policy on distribution of prescribed medication and over the counter medication.

4. The FTO will explain proper distribution of medications according to facility medical staff or physicians where applicable.
5. The FTO will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPPA).
6. The FTO will explain medical logs, files, and orders to staff in accordance with HIPPA policies.

#### **New Employee**

1. The trainee will explain the facility policy on medication and other drugs used by juveniles in the facility.
2. The trainee will explain only designated staff having medication dispensing certification may distribute medications or assist juveniles taking prescribed medication.
3. The trainee will explain the facility policy on distribution of prescribed medication and over the counter medication.
4. The trainee will explain proper distribution of medications according to facility medical staff or physicians where applicable.
5. The trainee will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPPA).
6. The trainee will explain medical logs, files, and orders to staff in accordance with HIPPA policies.

- Dispersing of Regular Medications

#### **FTO**

1. The FTO will explain the facility policy on medication dispersing or distribution.
2. The FTO will explain only designated staff having medication dispensing certification may distribute medications or assist juveniles taking prescribed medication.
3. The FTO will explain the facility policy on distribution of prescribed medication and over the counter medication.
4. The FTO will explain proper distribution of medications according to facility medical staff or physicians where applicable.
5. The FTO will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPPA).
6. The FTO will explain medical logs, files, and orders to staff in accordance with HIPPA policies.

#### **New Employee**

1. The trainee will explain the facility policy on medication dispersing or distribution.
2. The trainee will explain only designated staff having medication dispensing certification may distribute medications or assist juveniles taking prescribed medication.
3. The trainee will explain the facility policy on distribution of prescribed medication and over the counter medication.
4. The trainee will explain proper distribution of medications according to facility medical staff or physicians where applicable.

5. The trainee will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPPA).
  6. The trainee will explain medical logs, files, and orders to staff in accordance with HIPPA policies.
- Storage of Medications

**FTO**

    1. The FTO will explain the facility policy on storage of medication.
    2. The FTO will explain storage of prescribed medications and over the counter medications.
    3. The FTO will explain only designated staff having medication dispensing certification may distribute medications or assist juveniles taking prescribed medication.
    4. The FTO will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPPA).
    5. The FTO will explain medical logs, files, medication storage and orders to staff in accordance with HIPPA policies.

**New Employee**

    1. The trainee will explain the facility policy on storage of medication.
    2. The trainee will explain storage of prescribed medications and over the counter medications.
    3. The trainee will explain only designated staff having medication dispensing certification may distribute medications or assist juveniles taking prescribed medication.
    4. The trainee will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPPA).
    5. The trainee will explain medical logs, files, medication storage and orders to staff in accordance with HIPPA policies.
  - Medication Verification

**FTO**

    1. The FTO will explain the facility policy on medication verification.
    2. The FTO will explain the medication verification process, including proper identification of medication containers, bubble packets, and juvenile information.
    3. The FTO will explain only designated staff having medication dispensing certification may distribute medications or assist juveniles taking prescribed medication.
    4. The FTO will explain the facility policy on distribution of prescribed medication and over the counter medication.
    5. The FTO will explain proper distribution of medications according to facility medical staff or physicians where applicable.
    6. The FTO will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPPA).
    7. The FTO will explain medical logs, files, and orders to staff in accordance with HIPPA policies.

8. The FTO will explain storage of prescribed medications and over the counter medications.

#### **New Employee**

1. The trainee will explain the facility policy on medication verification.
2. The trainee will explain the medication verification process, including proper identification of medication containers, bubble packets, and juvenile information.
3. The trainee will explain only designated staff having medication dispensing certification may distribute medications or assist juveniles taking prescribed medication.
4. The trainee will explain the facility policy on distribution of prescribed medication and over the counter medication.
5. The trainee will explain proper distribution of medications according to facility medical staff or physicians where applicable.
6. The trainee will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPAA).
7. The trainee will explain medical logs, files, and orders to staff in accordance with HIPAA policies.
8. The trainee will explain storage of prescribed medications and over the counter medications.

- Returning Personal Medicines to Juveniles Upon Release

#### **FTO**

1. The FTO will explain the facility policy on returning medication to juveniles upon release from the facility.
2. The FTO will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPAA).
3. The FTO will explain medical logs, files, and orders to staff in accordance with HIPAA policies.

#### **New Employee**

1. The trainee will explain the facility policy on returning medication to juveniles upon release from the facility.
2. The trainee will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPAA).
3. The trainee will explain medical logs, files, and orders to staff in accordance with HIPAA policies.

- Lice

#### **FTO**

1. The FTO will explain the facility policy on checking juveniles for lice.
2. The FTO will explain the sanitation and treatment of de-licing agents in the facility.
3. The FTO will explain sanitation of clothing, bedding, linen, and laundry in the event lice is determined to be in the facility.
4. The FTO will explain safety and universal precautions taken by staff and juveniles in the facility.
5. The FTO will explain the material safety data sheets and location of chemical agents used to treat juveniles entering the facility and its use.

### **New Employee**

1. The trainee will explain the facility policy on checking juveniles for lice.
2. The trainee will explain the sanitation and treatment of de-licing agents in the facility.
3. The trainee will explain sanitation of clothing, bedding, linen, and laundry in the event lice is determined to be in the facility.
4. The trainee will explain safety and universal precautions taken by staff and juveniles in the facility.
5. The trainee will explain the material safety data sheets and location of chemical agents used to treat juveniles entering the facility and its use.

- **Recognition**

#### **FTO**

1. The FTO will explain the facility policy on recognition that a medical emergency or medical treatment is needed for a juvenile.
2. The FTO will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPAA).

#### **New Employee**

1. The trainee will explain the facility policy on recognition that a medical emergency or medical treatment is needed for a juvenile.
2. The trainee will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPAA).

- **Treatment**

#### **FTO**

1. The FTO will explain the facility policy on medical treatment in the facility for a juvenile.
2. The FTO will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPAA).

#### **New Employee**

1. The trainee will explain the facility policy on medical treatment in the facility for a juvenile.
2. The trainee will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPAA).

- **Isolation**

#### **FTO**

1. The FTO will explain the facility policy on isolation in the facility for a juvenile as it pertains to medical reasons.
2. The FTO will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPAA) and isolation.

#### **New Employee**

1. The trainee will explain the facility policy on isolation in the facility for a juvenile as it pertains to medical reasons.

2. The trainee will explain the federal policy on the **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 mandates confidentiality and emphasize facility policy regarding (HIPPA) and isolation.

- Suicidal Ideations

**FTO**

1. The FTO will explain the facility policy on suicidal ideations, suicidal screening instruments used in the facility, notifications to chain of command, and clinician where applicable.
2. The FTO will explain facility policy on suicide precautions, various levels, items juveniles are allowed, well-being checks, smocks, and safety and security.
3. The FTO will explain that facility policy and training must be followed to ensure a safe and secure environment.

**New Employee**

1. The trainee will explain the facility policy on suicidal ideations, suicidal screening instruments used in the facility, notifications to chain of command, and clinician where applicable.
2. The trainee will explain facility policy on suicide precautions, various levels, items juveniles are allowed, well-being checks, smocks, and safety and security.
3. The trainee will explain that facility policy and training must be followed to ensure a safe and secure environment.

**20. RULES OF CONDUCT AND DISCIPLINE:**

- Juvenile Handbook / Orientation Materials:

**FTO**

1. The FTO will explain that all new juvenile offenders brought into the facility must be given orientation materials which will include rules of conduct.

**Trainee**

1. The trainee will explain that all new juvenile offenders brought into the facility must be given orientation material which will include rules of conduct.

- Disciplinary actions and Procedures.

**FTO**

1. The FTO will explain the facilities policies and procedures regarding disciplinary actions. The following general principles shall apply:
  - (a) The conduct of juvenile offenders shall be regulated in a manner which encourages and supports appropriate behavior, with penalties for negative behavior.
  - (b) The detention center has written rules of conduct which specify prohibited acts, the penalties that may be imposed for various degrees of violation, and the disciplinary procedures to be followed.
  - (c) Disciplinary action shall be of a nature to regulate juvenile offenders' behavior within acceptable limits and shall be taken at such times and in such degrees as necessary to accomplish this objective.
  - (d) The behavior of juvenile offenders shall be controlled in impartial and consistent manner.
  - (e) Disciplinary action shall not be arbitrary, capricious, retaliatory, or vengeful.
  - (f) Corporal or unusual punishment is prohibited, and care shall be taken to insure juvenile offenders' freedom from personal abuse, humiliation, mental abuse, personal injury, disease, property damage, harassment, or

punitive interference with daily functions of living, such as eating or sleeping.

- (g) Use of restraints or use of physical force as punishment is prohibited.
- (h) Withholding of food or variation of diet as punishment is prohibited.
- (i) Juvenile offenders shall not be subject to any situation in which juvenile offenders impose discipline on each other.

**Trainee**

- 2. The trainee will explain the facilities policies and procedures regarding disciplinary actions. The following general principles shall apply:
  - (a) The conduct of juvenile offenders shall be regulated in a manner which encourages and supports appropriate behavior, with penalties for negative behavior.
  - (b) The detention center has written rules of conduct which specify prohibited acts, the penalties that may be imposed for various degrees of violation, and the disciplinary procedures to be followed.
  - (c) Disciplinary action shall be of a nature to regulate juvenile offenders' behavior within acceptable limits and shall be taken at such times and in such degrees as necessary to accomplish this objective.
  - (d) The behavior of juvenile offenders shall be controlled in impartial and consistent manner.  
Disciplinary action shall not be arbitrary, capricious, retaliatory, or vengeful.
  - (f) Corporal or unusual punishment is prohibited, and care shall be taken to insure juvenile offenders' freedom from personal abuse, humiliation, mental abuse, personal injury, disease, property damage, harassment, or punitive interference with daily functions of living, such as eating or sleeping.
  - (g) Use of restraints or use of physical force as punishment is prohibited.
  - (h) Withholding of food or variation of diet as punishment is prohibited.
  - (i) Juvenile offenders shall not be subject to any situation in which juvenile offenders impose discipline on each other.

- Grievance procedure:

**FTO**

- 1. The FTO will inform the trainee of the juvenile's right to grievance and explain the facilities policy and procedure regarding grievable issues and the grievance process.

**Trainee**

- 1. The trainee will explain the facilities policy and procedure regarding grievable issues and the grievance process.

- Room Confinement/seclusion:

**FTO**

- 1. The FTO will explain the facilities policy and procedure regarding room confinement/seclusion.

**Trainee**

- 1. The trainee will explain the facilities policy and procedure regarding room confinement/seclusion.

## **21. Juvenile rights**

- **Absence of Bail on Juvenile Charges:**

### **FTO**

1. The FTO will explain that unlike the adult criminal justice system there is no right to bail in a juvenile court case.

### **Trainee**

1. The trainee will explain that unlike the adult criminal justice system there is no right to bail in a juvenile court case.

- **Telephone Use and Parental Notification:**

### **FTO**

1. The FTO will explain the facility's policy and procedures for granting all juveniles the right to make one telephone call to parents during the admissions process and the documentation requirements.
2. The FTO will explain the facility policy and procedures that provide all juveniles, except those restricted as a result of disciplinary action, the opportunity to complete at least two telephone calls per week with family members along with facility documentation requirements.
3. The FTO will explain the facility policy and procedures governing telephone access by juveniles with their attorneys that are not monitored or revoked as a disciplinary measure.

### **Trainee**

1. The Trainee will explain the facilities' policy and procedures for granting all juveniles the right to make a telephone call to parents during the admissions process and the documentation requirements.
2. The Trainee will explain the facility policy and procedures that provide all juveniles, except those restricted as a result of disciplinary action, the opportunity to complete at least two telephone calls per week with family members along with facility documentation requirements.
3. The Trainee will explain the facilities' policy and procedures governing telephone access by juveniles with their attorneys that are not monitored or revoked as a disciplinary measure.

- **Advise of Charges:**

### **FTO**

1. The FTO will explain the facility's responsibilities of advising a new admit of his/her charges.

### **Trainee**

1. The Trainee will explain the facility's responsibilities of advising a new admit of his/her charges.

- **Medical Care:**

### **FTO**

1. The FTO will explain the facility's policy and procedures that ensure a juvenile's right to receive reasonable on-going medical, dental and mental health services by qualified personnel.

### **Trainee**

2. The Trainee will explain the facilities' policies and procedures that ensure a juvenile's right to receive reasonable on-going medical, dental and mental health services by qualified personnel.

- Legal Resources:

**FTO**

1. The FTO will explain the facility's policy and procedures for providing juveniles with full access to legal resources.

**Trainee**

1. The Trainee will explain the facilities' policies and procedures for providing juveniles with full access to legal resources.

- Necessities:

**FTO**

1. The FTO will explain the facility's policy on providing the basic living necessities for in-custody juveniles.
2. The FTO will explain the facility's policy and procedures that govern the removal, limitation of use or otherwise impacts a juvenile's right to be provided the basic living necessities based upon sufficient reason to believe that doing so poses a safety or security risk.
3. The FTO will explain the facilities' authorization and documentation requirements when a safety and security risk limits a juvenile's full access to necessities.

**Trainee**

1. The Trainee will explain the facility's policy on providing the basic living necessities for in-custody juveniles.
2. The Trainee will explain the facility's policy and procedures that govern the removal, limitation of use or otherwise impacts a juvenile's right to be provided the basic living necessities based upon sufficient reason to believe that doing so poses a safety or security risk.
3. The Trainee will explain the facilities' authorization and documentation requirements when a safety and security risk limits a juvenile's full access to necessities.

- Clothing:

**FTO**

1. The FTO will explain the facility's policy and procedures for providing the issue of clean underwear and outer clothing to new juveniles held overnight.
2. The FTO will explain the facility's policy and procedures for twice weekly clothing exchange or laundering services with provisions for clothing exchange more often, as necessary.
3. The FTO will explain the facility's procedures for providing clothing appropriate for the season.

**Trainee**

1. The Trainee will explain the facility's policy and procedures for providing the issue of clean underwear and outer clothing to new juveniles held overnight.
2. The Trainee will explain the facility's policy and procedures for twice weekly clothing exchange or laundering services with provisions for clothing exchange more often, as necessary.
3. The Trainee will explain the facility's procedures for providing clothing appropriate for the season.

- **Food**  
**FTO**

1. The FTO will explain the facility's policy and procedures for providing at least three adequate and nutritious meals served at approximately the same time each day, at least two of which includes a hot entrée.
2. The FTO will explain the facility's policy and procedures to ensure that no more than fourteen hours elapses between the evening meal and breakfast the next day unless an evening snack is served in which case up to sixteen hours may elapse between the evening meal and breakfast.
3. The FTO will explain the facility's policy and procedures which govern the provision of special medical and religious diets.
4. The FTO will explain the facility's policy and procedures which dictate that food shall not be withheld or varied as a disciplinary sanction.

**Trainee**

1. The Trainee will explain the facilities' policy and procedures for providing at least three adequate and nutritious meals served at approximately the same time each day, at least two of which includes a hot entrée.
2. The Trainee will explain the facility's policy and procedures to ensure that no more than fourteen hours elapses between the evening meal and breakfast the next day unless an evening snack is served in which case up to sixteen hours may elapse between the evening meal and breakfast.
3. The Trainee will explain the facility's policy and procedures which govern the provision of special medical and religious diets.
4. The Trainee will explain the facility's policy and procedures which dictate that food shall not be withheld or varied as a disciplinary sanction.

- **Hygiene Items:**

**FTO**

1. The FTO will explain the facility's policy and procedures that govern the provision of, without charge, personal hygiene items necessary for maintaining proper personal hygiene.
2. The FTO will explain the facility's policy and procedures that govern the removal of personal hygiene items from juvenile sleeping areas based upon sufficient reason to believe that not doing so poses a safety or security risk.
3. The FTO will explain the facility's documentation requirements upon the removal of personal hygiene items from a juvenile's sleeping area based on safety and security concerns.

**Trainee**

1. The Trainee will explain the facility's policy and procedures that govern the provision of, without charge, personal hygiene items necessary for maintaining proper personal hygiene.
2. The FTO will explain the facility's policy and procedures that govern the removal of personal hygiene items from juvenile sleeping areas based upon sufficient reason to believe that not doing so poses a safety or security risk.
3. The FTO will explain the facility's documentation requirements upon the removal of personal hygiene items from a juvenile's sleeping area based on safety and security concerns.

- Reading Materials:

**FTO**

1. The FTO will explain the facility's policies and procedures to provide juvenile access to reading materials on a regular and systematic basis and the opportunities to receive reading material from outside sources subject to the right of detention to inspect and remove unsafe or obscene material.

**Trainee**

1. The Trainee will explain the facility's policies and procedures to provide juvenile access to reading materials on a regular and systematic basis and the opportunities to receive reading material from outside sources subject to the right of detention to inspect and remove unsafe or obscene material.

- Protection from Harm:

**FTO**

1. The FTO will explain that juvenile detention facilities must provide a supervision and observation level of juveniles that is sufficient to protect their physical and mental health.
2. The FTO will explain the facility's policy and procedures that insure each juvenile's freedom and protection from personal abuse, humiliation, mental abuse, personal injury, disease, property damage, harassment, or punitive interference with daily functions of living

**Trainee**

1. The Trainee will explain that juvenile detention facilities must provide a supervision and observation level of juveniles that is sufficient to protect their physical and mental health.
2. The Trainee will explain the facility's policy and procedures that insure each juvenile's freedom and protection from personal abuse, humiliation, mental abuse, personal injury, disease, property damage, harassment, or punitive interference with daily functions of living

- Exercise:

**FTO**

1. The FTO will explain the facility's program schedule for affording juvenile's large muscle activity to meet the minimum one hour per day, five day per week requirements.

**Trainee**

1. The trainee will explain the facility's program schedule for affording juvenile's large muscle activity to meet the minimum one hour per day, five day per week requirements.

- Juvenile Rights – Resident Handbook:

**FTO**

1. The FTO will explain where juvenile rights are located in the Juvenile Handbook.

**Trainee**

1. The trainee will explain where juvenile rights are located in the Juvenile Handbook.

- All Rights:

**FTO**

1. The FTO will explain that the basic rights of freedom from discrimination based upon sex, race, creed, religion, national origin, disability or political belief and the expectation of humane treatment are to be safeguarded for juvenile detainees.
2. The FTO will explain the facility's policy and procedures that afford juveniles an avenue for resolution of rule infractions, the identification of those issues that are grievable and give a definition of the juvenile grievance process.

**Trainee**

1. The Trainee will explain that the basic rights of freedom from discrimination based upon sex, race, creed, religion, national origin, disability or political belief and the expectation of humane treatment are to be safeguarded for juvenile detainees.
2. The Trainee will explain the facility's policy and procedures that afford juveniles an avenue for resolution of rule infractions, the identification of those issues that are grievable and give a definition of the juvenile grievance process.

- Juvenile Responsibilities:

**FTO**

1. The FTO will explain that juvenile detainees have the responsibility to know and follow facility rules, the directions of staff and to treat others respectfully, fairly and impartially.
2. The FTO will explain that juvenile detainees have the responsibility not to discriminate against other residents or staff, or to use language or behave in a manner which would imply prejudice or discrimination.

**Trainee**

1. The Trainee will explain that juvenile detainees have the responsibility to know and follow facility rules, the directions of staff and to treat others respectfully, fairly and impartially.
2. The Trainee will explain that juvenile detainees have the responsibility not to discriminate against other residents or staff, or to use language or behave in a manner which would imply prejudice or discrimination.

- Juvenile Rights – Resident Handbook:

**FTO**

1. The FTO will explain where juvenile rights are located in the facility's Juvenile Handbook.

**Trainee**

1. The trainee will explain where juvenile rights are located in the facility's Juvenile Handbook.

## **22. Juvenile Privileges**

- Visitation

**FTO**

1. The FTO will explain those individuals and agencies that are permitted to have confidential visits with juveniles at reasonable hours other than during regularly scheduled family visitation hours, where those visitations take place and the documentation requirements.
2. The FTO will explain the facility policy on providing the opportunity for two hours per week for family visitation and review the visitation schedule.

3. The FTO will explain the facility procedures for determining appropriate visitors, the approval process, who may impose visitor restrictions, how to make visitation arrangements and documentation requirements.
4. The FTO will explain where visitation takes place and the need for staff to determine the placement of tables, desks and chairs and the reasons for such decisions.
5. The FTO will explain the procedures for admitting visitors into the secure portion of the facility to ensure safety and security, how to double check visitor authorizations obtain visitor identifications and describe what items may or may not be brought in to the facility for the juvenile.
6. The FTO will explain the rules that apply for juveniles and visitors during family visitation.
7. The FTO will explain that proper positioning of staff during visitation maximizes observation and intervention if necessary and discourages any inappropriate behavior or discussions.
8. The FTO will explain the procedures for concluding visitations, escorting visitors out of the facility and pat searches of juveniles before returning to their cells or other facility locations.
9. The FTO will demonstrate how to make family visitation arrangements, how to set up the visitation location, how to admit visitors, how to properly position oneself during the visitation process and how to properly conclude visitation.

**Trainee**

1. The FTO will explain those individuals and agencies that are permitted to have confidential visits with juveniles at reasonable hours other than during regularly scheduled family visitation hours, where those visitations take place and the documentation requirements.
2. The Trainee will explain the facility policy on providing the opportunity for two hours per week for family visitation and review the visitation schedule.
3. The Trainee will explain the facility procedures for determining appropriate visitors, the approval process, who may impose visitor restrictions, how to make visitation arrangements and documentation requirements.
4. The Trainee will explain where visitation takes place and the need for staff to determine the placement of tables, desks and chairs and the reasons for such decisions.
5. The Trainee will explain the procedures for admitting visitors into the secure portion of the facility to ensure safety and security, how to double check visitor authorizations, obtain visitor identifications and describe what items may or may not be brought in to the facility for the juvenile.
6. The Trainee will explain the rules that apply for juveniles and visitors during visitation.
7. The Trainee will explain that proper positioning of staff during visitation maximizes observation and intervention if necessary and discourages any inappropriate behavior or discussions.
8. The Trainee will explain the procedures for concluding visitations, escorting visitors out of the facility and pat searches of juveniles before returning to their cells or other facility locations.

9. The Trainee will demonstrate how to make family visitation arrangements, how to set up the visitation location, how to admit visitors, how to properly position oneself during the visitation process and how to properly conclude visitation.

- Large Muscle Exercise/Recreation (games)

**FTO**

1. The FTO will explain the facility schedule for providing a minimum of one hour of large muscle exercise five days per week for each juvenile.
2. The FTO will explain the facility's requirements for documentation of juvenile large muscle participation, any justification for restricting a juvenile's participation and any denial of participation.
3. The FTO will explain the facility schedule for providing a minimum of one hour of passive recreational activities five days per week for each juvenile and the variety of options available for the juveniles during this time.
4. The FTO will explain the facility's requirements for documentation of juvenile passive recreational activity participation, any justification for restricting a juvenile's participation and any denial of participation.

**Trainee**

1. The Trainee will explain the facility schedule for providing a minimum of one hour of large muscle exercise five days per week for each juvenile.
2. The Trainee will explain the facility's requirements for documentation of juvenile large muscle participation, any justification for restricting a juvenile's participation and any denial of participation.
3. The Trainee will explain the facility schedule for providing a minimum of one hour of passive recreational activities five days per week for each juvenile and the variety of options available for the juveniles during this time.
4. The Trainee will explain the facility's requirements for documentation of juvenile passive recreational activity participation, any justification for restricting a juvenile's participation and any denial of participation.

- Special Activities

**FTO**

1. The FTO will explain any opportunities available for juveniles to participate in special activities at the facility.
2. The FTO will explain and review any parental authorization forms that apply for different activities, the facility's requirements for documentation of juvenile participation in special activities, any justification for restricting a juvenile's participation and any denial of participation.

**Trainee**

1. The Trainee will explain any opportunities available for juveniles to participate in special activities at the facility.
2. The Trainee will explain and review any parental authorization forms that apply for different activities, the facility's requirements for documentation of juvenile participation in special activities, any justification for restricting a juvenile's participation and any denial of participation.

- Structured or Unstructured Leisure Time

**FTO**

1. The FTO will explain the facility schedule for structured and unstructured leisure time.

2. The FTO will explain the facility's requirements for documentation of juvenile participation in structured or unstructured leisure time, any justification for restricting a juvenile's participation and any denial of participation.

**Trainee**

1. The Trainee will explain the facility schedule for structured and unstructured leisure time.
2. The Trainee will explain the facility's requirements for documentation of juvenile participation in structured or unstructured leisure time, any justification for restricting a juvenile's participation and any denial of participation.

- **Programs:**

**FTO**

1. The FTO will explain what programs are available for juveniles to participate in and the weekly program schedule.
2. The FTO will explain the facility's requirements for documentation of juvenile program participation, any justification for restricting a juvenile's participation and any denial of participation.

**Trainee**

1. The Trainee will explain what programs are available for juveniles to participate in and the weekly program schedule.
2. The Trainee will explain the facility's requirements for documentation of juvenile program participation, any justification for restricting a juvenile's participation and any denial of participation.

- **Education:**

**FTO**

1. The FTO will explain that the facility's educational program is according to the promulgated rules of the Idaho State Department of Education.
2. The FTO will explain the schedule for the educational program.
3. The FTO will explain the facility's requirements for documentation of juvenile educational participation, any justification for restricting a juvenile's participation and any denial of participation.

**Trainee**

1. The Trainee will explain that the facility's educational program is according to the promulgated rules of the Idaho State Department of Education.
2. The Trainee will explain the schedule for the educational program.
3. The Trainee will explain the facility's requirements for documentation of juvenile educational participation, any justification for restricting a juvenile's participation and any denial of participation.

- **Level or Reward System:**

**FTO**

1. The FTO will explain the basics of the juvenile level or reward system in place at the facility to encourage support and reinforce appropriate behaviors.
2. The FTO will explain that all juveniles have the opportunity to participate in the level or reward system.
3. The FTO will review the forms connected with the level or reward system and explain the requirements for documentation when a juvenile's participation or reward is restricted or denied.

**Trainee**

1. The Trainee will explain the basics of the juvenile level or reward system in place at the facility to encourage support and reinforce appropriate behaviors.
2. The Trainee will explain that all juveniles have the opportunity to participate in the level or reward system.
3. The Trainee will review the forms connected with the level or reward system and explain the requirements for documentation when a juvenile's participation or reward is restricted or denied.

- **Community/Work Release Program:**

**FTO**

1. The FTO will explain the facility's policy and procedures on escorted and unsecured juvenile day leaves in the community or for work release.
2. The FTO will explain the necessary paperwork for an in-custody juvenile to participate in a community or work release program.
3. The FTO will explain all facility safety and security procedures to be observed and the documentation requirements at the conclusion of the leave and upon the juvenile's re-entry into the facility.

**Trainee**

1. The Trainee will explain the facility's policy and procedures on escorted and unsecured juvenile day leaves in the community or for work release.
2. The Trainee will explain the necessary paperwork for an in-custody juvenile to participate in a community or work release program.
3. The Trainee will explain all facility safety and security procedures to be observed and the documentation requirements at the conclusion of the leave and upon the juvenile's re-entry into the facility.

**23. Regular Visitation****FTO**

1. The FTO will explain the facility visitation hours and who is allowed to visit.
2. The FTO will explain the visitation logs, and how to document visitors.

**New Employee**

1. The trainee will explain the facility visitation hours and who is allowed to visit.
2. The trainee will explain the visitation logs, and how to document visitors.

- **Lobby**

**FTO**

1. The FTO will explain the facility and the lobby area.
2. The FTO will demonstrate where the location of the facility lobby is located.

**New Employee**

1. The trainee will explain the facility and the lobby area.
2. The trainee will demonstrate where the location of the facility lobby is located.

- **Setting Up Visitation**

**FTO**

1. The FTO will explain the facility policy on visitation.
2. The FTO will explain how visits are set up in the visitation area.
3. The FTO will explain items allowed to bring into the facility and location of locker areas to store personal property not allowed into the facility where applicable.
4. The FTO will explain the facility policy on non-contact and contact visits.
5. The FTO will demonstrate how to set up a visit.

### **New Employee**

1. The trainee will explain the facility policy on visitation.
2. The trainee will explain how visits are set up in the visitation area.
3. The trainee will explain items allowed to bring into the facility and location of locker areas to store personal property not allowed into the facility where applicable.
4. The trainee will explain the facility policy on non-contact and contact visits.
5. The trainee will demonstrate how to set up a visit.

### • **Closing Visitation**

#### **FTO**

1. The FTO will explain the facility policy on closing visitation.
2. The FTO will explain how visits are closed.
3. The FTO will demonstrate how to close a visit.

#### **New Employee**

1. The trainee will explain the facility policy on closing visitation.
2. The trainee will explain how visits are closed.
3. The trainee will demonstrate how to close a visit.

### • **Public**

#### **FTO**

1. The FTO will explain the facility policy on dealing with the public.
2. The FTO will explain facility policy on reporting to the public.
3. The FTO will explain policy on the public access into the facility.
4. The FTO will demonstrate communicating with the public.

#### **New Employee**

1. The trainee will explain the facility policy on dealing with the public.
2. The trainee will explain facility policy on reporting to the public.
3. The trainee will explain policy on the public access into the facility.
4. The trainee will demonstrate communicating with the public.

### • **Privileged Visitation**

#### **FTO**

1. The FTO will explain the facility program policy on juveniles having privileged visitation.
2. The FTO will explain what privilege visits are and who is allowed to visit.
3. The FTO will explain approved authorization of privileged visits.
4. The FTO will explain the policy on contact visits and privileged visitors where applicable.

#### **New Employee**

1. The trainee will explain the facility program policy on juveniles having privileged visitation.
2. The trainee will explain what privilege visits are and who is allowed to visit.
3. The trainee will explain approved authorization of privileged visits.
4. The trainee will explain the policy on contact visits and privileged visitors where applicable.

### • **Bondsman/How to Call/Post Bond**

#### **FTO**

1. The FTO will explain situations where a juvenile may post bond when being brought to detention.
2. The FTO will explain the facility policy on juveniles posting bond.

3. The FTO will explain how parents and legal guardians may post a bond.
4. The FTO will explain calls are placed to a bails bondsman.
5. The FTO will explain where bonds may be posted and paid and that receipt of bond being posted must be filed where applicable prior to a juveniles release.
6. The FTO will explain the policy on releasing juveniles that are able to post bond.

**New Employee**

1. The trainee will explain situations where a juvenile may post bond when being brought to detention.
2. The trainee will explain the facility policy on juveniles posting bond.
3. The trainee will explain how parents and legal guardians may post a bond.
4. The trainee will explain calls are placed to a bails bondsman.
5. The trainee will explain where bonds may be posted and paid and that receipt of bond being posted must be filed where applicable prior to a juveniles release.
6. The trainee will explain the policy on releasing juveniles that are able to post bond.

- **Special Visits**

**FTO**

1. The FTO will explain the facility program policy on juveniles having special visitation.
2. The FTO will explain what special visits are and who is allowed to visit.
3. The FTO will explain approved authorization of special visits.
4. The FTO will explain the policy on contact visits and special visitors where applicable.

**New Employee**

1. The trainee will explain the facility program policy on juveniles having special visitation.
2. The trainee will explain what special visits are and who is allowed to visit.
3. The trainee will explain approved authorization of special visits.
4. The trainee will explain the policy on contact visits and special visitors where applicable.

- **Telephone-General Telephone Procedures**

**FTO**

1. The FTO will explain the facility policy on placing telephone calls for juveniles.
2. The FTO will explain that facility procedure on dialing approved contacts.
3. The FTO will explain what contacts are allowed for juveniles.
4. The FTO will explain differences in telephone calls placed, direct, long distance, automated/computer phone systems where applicable.
5. The FTO will demonstrate how to place a juvenile telephone call.

**New Employee**

1. The trainee will explain the facility policy on placing telephone calls for juveniles.
2. The trainee will explain that facility procedure on dialing approved contacts.
3. The trainee will explain what contacts are allowed for juveniles.
4. The trainee will explain differences in telephone calls placed, direct, long distance, automated/computer phone systems where applicable.
5. The trainee will demonstrate how to place a juvenile telephone call.

- **Regular Phone Calls**

**FTO**

1. The FTO will explain the facility policy on placing regular telephone calls for juveniles.
2. The FTO will explain that facility procedure on dialing approved contacts.
3. The FTO will explain what contacts are allowed for juveniles.
4. The FTO will explain differences in telephone calls placed, direct, long distance, automated/computer phone systems where applicable.
5. The FTO will demonstrate how to place a regular juvenile telephone call.

**New Employee**

1. The trainee will explain the facility policy on placing regular telephone calls for juveniles.
2. The trainee will explain that facility procedure on dialing approved contacts.
3. The trainee will explain what contacts are allowed for juveniles.
4. The trainee will explain differences in telephone calls placed, direct, long distance, automated/computer phone systems where applicable.
5. The trainee will demonstrate how to place a regular juvenile telephone call.

- **Allowed Contacts**

**FTO**

1. The FTO will explain who the juveniles are allowed contact with based on facility policy.

**New Employee**

1. The trainee will explain who the juveniles are allowed contact with based on facility policy.

- **Parents/Grandparents/Guardians**

**FTO**

1. The FTO will explain who facility policy on allowing contact with parents, grandparents or legal guardians.

**New Employee**

1. The trainee will explain who facility policy on allowing contact with parents, grandparents or legal guardians.

- **Privileged Phone Calls**

**FTO**

1. The FTO will explain the facility program policy on juveniles having privileged phone calls.
2. The FTO will explain what privilege phone calls are and how calls are placed.
3. The FTO will explain approved authorization of privileged phone calls.
4. The FTO will explain the policy on privileged phone calls.
5. The FTO will explain the location where privileged phone calls are placed and by whom.

**New Employee**

1. The trainee will explain the facility program policy on juveniles having privileged phone calls.
2. The trainee will explain what privilege phone calls are and how calls are placed.
3. The trainee will explain approved authorization of privileged phone calls.
4. The trainee will explain the policy on privileged phone calls.
5. The trainee will explain the location where privileged phone calls are placed and by whom.

- **Conduct and Release of Information**

- FTO**

- 1. The FTO will explain the facility policy on juvenile/ visitor conduct and release of information.
    2. The FTO will explain what a release of information sheet is where applicable and ensure only information outlined in facility policy is released.
    3. The FTO will explain who information may be released to.

- New Employee**

- 1. The trainee will explain the facility policy on juvenile/ visitor conduct and release of information.
    2. The trainee will explain what a release of information sheet is where applicable and ensure only information outlined in facility policy is released.
    3. The trainee will explain who information may be released to.

- **Answering**

- FTO**

- 1. The FTO will explain the facility protocol on answering a telephone or intercom with courtesy and professionalism.
    2. The FTO will explain the procedure for checking for proper identification and nature of business from the visitor or person calling into the facility.
    3. The FTO will demonstrate how to answer a telephone or respond to a visitor on the intercom system.

- New Employee**

- 1. The trainee will explain the facility protocol on answering a telephone or intercom with courtesy and professionalism.
    2. The trainee will explain the procedure for checking for proper identification and nature of business from the visitor or person calling into the facility.
    3. The trainee will demonstrate how to answer a telephone or respond to a visitor on the intercom system.

- **Transferring Phone Calls**

- FTO**

- 1. The FTO will explain how to obtain information prior to transferring a phone call.
    2. The FTO will demonstrate how to transfer a phone call in the facility.

- New Employee**

- 1. The FTO will explain how to obtain information prior to transferring a phone call.
    2. The FTO will demonstrate how to transfer a phone call in the facility.

- **Taking a Message**

- FTO**

- 1. The FTO will explain how to obtain information and take a message.
    2. The FTO will demonstrate how to take a message and forward the information to the designated individual the visitor or telephone contact was seeking.

- New Employee**

- 1. The trainee will explain how to obtain information and take a message.
    2. The trainee will demonstrate how to take a message and forward the information to the designated individual the visitor or telephone contact was seeking.

## 22. REPORTS:

- Incident Reports:

**FTO**

1. The FTO will explain that an Incident Report in the correctional environment is a written summary of events that the author has seen, heard, or investigated.
2. The FTO will explain that after the report is completed and signed, it becomes the permanent record of the event or incident.
3. The FTO will explain that an Incident Report may become a legal document.

**Trainee**

1. The Trainee will explain that an Incident Report in the correctional environment is a written summary of events that the author has seen, heard, or investigated.
2. The Trainee will explain that after the report is completed and signed, it becomes the permanent record of the event or incident.
3. The Trainee will explain that an Incident Report may become a legal document.

- Report Writing:

**FTO**

1. The FTO will explain that a well written report reflects on a Detention Officer's knowledge, skill, decision making abilities, character and professionalism.

**Trainee**

1. The Trainee will explain that a well written report reflects on a Detention Officer's knowledge, skill, decision making abilities, character and professionalism.

- Essential Elements of an Incident Report:

**FTO**

1. The FTO will explain that the essential elements of an Incident Report are Who, What, When, Where, How, Why and Action Taken.
2. The FTO will explain what is included in each essential element.

**Trainee**

1. The Trainee will explain that the essential elements of an Incident Report are Who, What, When, Where, How, Why and Action Taken.
2. The Trainee will explain what is included in each essential element.

- Incident Report Organization:

**FTO**

1. The FTO will explain that reports contain three parts; the *introduction*, the *body* and the *Conclusion*.
2. The FTO will explain that the *Introduction* of a Report is an overview of the incident, the *Body* is the chronological detail with logical sequencing and the *Conclusion* is the unbiased summary that includes the action taken.

**Trainee**

1. The Trainee will explain that reports contain three parts; the *introduction*, the *body* and the *Conclusion*.
2. The Trainee will explain that the *Introduction* of a Report is an overview of the incident, the *Body* is the chronological detail with logical sequencing and the *Conclusion* is the unbiased summary that includes the action taken.

- Officer's Initial Location, Observation, Response and Contact

**FTO**

1. The FTO will explain the importance of including the author's initial location, initial observation, initial response and initial contact.

**Trainee**

1. The Trainee will explain the importance of including the author's initial location, initial observation, initial response and initial contact.

- Proper Sentence Structure

**FTO**

1. The FTO will explain that care should be taken to use complete, grammatically correct sentences when writing reports.

**Trainee**

1. The Trainee will explain that care should be taken to use complete, grammatically correct sentences when writing reports.

- The Four C's of Report Writing

**FTO**

1. The FTO will explain that prior to a report being submitted the author should evaluate the report to ensure that it is clear, concise, complete and correct.

**Trainee**

1. The Trainee will explain that prior to a report being submitted the author should evaluate the report to ensure that it is clear, concise, complete and correct.

- Write in the First Person

**FTO**

1. The FTO will explain that Incident Reports are to be written from the author's point of view, in the first person.

**Trainee**

1. The Trainee will explain that Incident Reports are to be written from the author's point of view, in the first person.

- Officer's Observations

**FTO**

1. The FTO will explain the importance that the Incident Report author includes the facts and details of his/her observations.

**Trainee**

1. The Trainee will explain the importance that the Incident Report author includes the facts and details of his/her observations.

- Spelling, Neatness, Legibility

**FTO**

1. The FTO will explain that Incident Reports are to be neat, legible and contain proper spelling.
2. The FTO will explain that illegible reports and misspelled words reduce the author's credibility and reflect poorly on the agency.

**Trainee**

1. The Trainee will explain that Incident Reports are to be neat, legible and contain proper spelling.
2. The Trainee will explain that illegible reports and misspelled words reduce the author's credibility and reflect poorly on the agency.

- Further Information and Attachments

**FTO**

1. The FTO will explain that any additional information provided as an attachment should be clearly noted as such in the *Action Taken* portion of the Incident Report.

**Trainee**

2. The Trainee will explain that any additional information provided as an attachment should be clearly noted as such in the *Action Taken* portion of the Incident Report.

- No Abbreviations or No “Jargon”

**FTO**

1. The FTO will explain that Incident Reports should not contain abbreviations for words.
2. The FTO will explain that Incident Reports should contain standard English and common words instead of the shortcut language known as “jargon” that is specific to the facility or the field of corrections.

**Trainee**

1. The Trainee will explain that Incident Reports should not contain abbreviations for words.
2. The Trainee will explain that Incident Reports should contain standard English and common words instead of the shortcut language known as “jargon” that is specific to the facility or the field of corrections.

- Use Fifteen (15) Word Maximum Sentences

**FTO**

1. The FTO will explain that writing short sentences of fifteen words or less makes the Incident Report easier to read and understand.

**Trainee**

1. The Trainee will explain that writing short sentences of fifteen words or less makes the report easier to read and understand.

- Do Not Use Generalizations or Opinions

**FTO**

1. The FTO will explain that generalizations or biased information is not fact but opinion and therefore should be omitted.

**Trainee**

1. The Trainee will explain that generalizations or biased information is not fact but opinion and therefore should be omitted.

- Reporting Officer’s Signature and Supervisor’s Signature

**FTO**

1. The FTO will explain that the author’s signature is required as it is the only way to prove that he/she actually wrote the report.
2. The FTO will explain the facility’s requirements for obtaining Supervisory signatures on Incident Reports submitted.

**Trainee**

1. The Trainee will explain that the author’s signature is required as it is the only way to prove that he/she actually wrote the report.
2. The Trainee will explain the facility’s requirements for obtaining Supervisory signatures on Incident Reports submitted.

- Who Reads the Report

**FTO**

1. The FTO will explain that a wide variety of individuals read the facility's Incident Reports ranging from co-workers, supervisors and administrators to probation, prosecutors and judges.

**Trainee**

1. The Trainee will explain that a wide variety of individuals read the facility's Incident Reports ranging from co-workers, supervisors and administrators to probation, prosecutors and judges.

- PREA Report Form

**FTO**

1. The FTO will explain the facility's PREA Report form and the correct procedures and requirements in filling it out.

**Trainee**

1. The Trainee will explain the facility's PREA Report form and the correct procedures and requirements in filling it out.

## **25. GENERAL TOPICS:**

- Shift Briefing:

**FTO**

1. The FTO will explain that it is imperative to have a shift briefing at the beginning of each shift in order to maintain smooth operations. This briefing should include:
  - a) Current head counts
  - b) All intakes and releases completed by the shift leaving.
  - c) Information regarding any intakes which may be on the way.
  - d) Any information regarding disciplinary sanctions during the shift.
  - e) Any changes of status of juveniles currently detained, such as levels, medications, etc.
  - f) Any other information as stated in facility policy and procedures.

**Trainee**

1. The trainee will explain that it is imperative to have a shift briefing at the beginning of each shift in order to maintain smooth operations. This briefing should include:
  - a) Current head counts
  - b) All intakes and releases completed by the shift leaving.
  - c) Information regarding any intakes which may be on the way.
  - d) Any information regarding disciplinary sanctions during the shift.
  - e) Any changes of status of juveniles currently detained, such as levels, medications, etc.
  - f) Any other information as stated in facility policy and procedures.

- Maintenance:

**FTO**

1. The FTO will explain the facilities policy and procedure regarding facility maintenance.

**Trainee**

1. The trainee will explain the facilities policy and procedure regarding facility maintenance.

- Lock-downs:  
**FTO**  
 1. The FTO will explain the facilities policy and procedure regarding Lock-downs.  
**Trainee**  
 1. The trainee will explain the facilities policy and procedure regarding Lock-downs.
- Wakeup\Night Time:  
**FTO**  
 1. The FTO will explain the facilities policy and procedure regarding Wakeup/Night time.  
**Trainee**  
 1. The trainee will explain the facilities policy and procedure regarding Wakeup/Night time.
- Lights on\Lights off:  
**FTO**  
 1. The FTO will explain the facilities policy and procedure regarding Lights on/Lights off.  
**Trainee**  
 1. The trainee will explain the facilities policy and procedure regarding Lights on/Lights off.

## **26. COURTS:**

- Video Court (if applicable):  
**FTO**  
 1. The FTO will explain the location of the Video Court facilities and its purpose.  
**Trainee**  
 1. The trainee will explain the location of the Video Court facilities and its purpose.
- Court Procedures / Rights, Videos, Telephonic hearings etc.  
**FTO**  
 3. The FTO will explain the facilities policies of video and telephonic court hearing procedures including rights.  
**Trainee**  
 1. The trainee will explain the facilities policies of video and telephonic court hearing procedures including rights.
- Morning notification to courts:  
**FTO**  
 2. The FTO will explain the facilities policy and procedure for notifying Juvenile Court of juveniles who have been detained since last contact.  
**Trainee**  
 2. The trainee will explain the facilities policy and procedure for notifying the Juvenile Court of juveniles who have been detained since last contact.
- Searching of juveniles arriving from courts:  
**FTO**  
 2. The FTO will explain the facilities policy and procedure for searching of juveniles arriving from court.  
 3. The FTO will demonstrate the procedure for searching of juveniles arriving from court.

**Trainee**

2. The trainee will explain the facilities policy and procedure for searching of juveniles arriving from court.
3. The trainee will demonstrate the procedure for searching of juveniles arriving from court.

• Updating of court information in file or computer file:

**FTO**

1. The FTO will explain the facilities procedure for updating court information in files and/or computer files.
2. The FTO will demonstrate the procedure for updating court information in files and/or computer files.

**Trainee**

1. The trainee will explain the facilities procedure for updating court information in files and/or computer files.
2. The trainee will demonstrate the facilities procedure for updating court information in files and/or computer files.

• Change of status of juvenile from court:

**FTO**

1. The FTO will explain the facilities procedure for change of status of juveniles from court.
2. The FTO will demonstrate the facilities procedure for change of status of juveniles from court.

**Trainee**

1. The trainee will explain the facilities procedure for change of status of juveniles from court.
2. The trainee will demonstrate the facilities procedure for change of status of juveniles from court.

• Release after court:

**FTO**

2. The FTO will explain the facilities procedure for the release of juveniles after court.
3. The FTO will demonstrate the facilities procedure for the release of juveniles after court.

**Trainee**

2. The trainee will explain the facilities procedure for the release of juveniles after court.
3. The trainee will demonstrate the facilities procedure for the release of juveniles after court.

• Change from pre-adjudicated to post-adjudicated:

**FTO**

2. The FTO will explain the difference between pre-adjudication and post-adjudication.
  - a. Pre-adjudication being before court proceedings.
  - b. Post-adjudication being after court proceedings.
3. The FTO will explain the facilities procedure for changing pre-adjudicated to post-adjudicate in the files and/or computer files.
4. The FTO will demonstrate the facilities procedure for changing pre-adjudicated to post-adjudicate in the files and/or computer files.

**Trainee**

2. The trainee will explain the difference between pre-adjudication and post-adjudication.
3. The trainee will explain the facilities procedure for changing pre-adjudicated to post-adjudicate in the files and/or computer files.
4. The trainee will demonstrate the facilities procedure for changing pre-adjudicated to post-adjudicate in the files and/or computer files.

• Locations of Court:

**FTO**

2. The FTO will explain the location or locations of court.
3. The FTO will escort the trainee to court locations were applicable.

**Trainee**

2. The trainee will explain the location or locations of court.
3. The trainee will escort the FTO to court locations were applicable

• Courtroom Protocol:

**FTO**

2. The FTO will explain the facility procedures for courtroom protocol.

**Trainee**

2. The trainee will explain the facility procedures for courtroom protocol.

• Demeanor:

**FTO**

1. The FTO will explain the facility policy of courtroom demeanor.
2. The FTO will explain that demeanor includes following the facility dress code, and grooming policies.
3. The FTO will explain how to address courtroom staff.
  - (a) When addressing the Judge “Your Honor”.
  - (b) When addressing the bailiff / court Marshall “Mr. or Ms. Bailiff / Court Marshall”.
  - (c) When addressing the clerk “Madam or Mr. Clerk”.
4. The FTO will explain to show respect to all courtroom officials, being particularly attentive when the judge is speaking and be prepared to respond if necessary.
5. The FTO will explain to be polite to all individuals attending court.

**Trainee**

1. The trainee will explain the facility policy for courtroom demeanor.
2. The trainee will explain that demeanor includes following the facility dress code, and grooming policies.
3. The trainee will explain how to address courtroom staff.
  - (a) When addressing the Judge “Your Honor”.
  - (b) When addressing the Bailiff / Court Marshall “Mr. or Ms. Bailiff / Court Marshall”.
  - (c) When addressing the Clerk “Madam or Mr. Clerk”.
4. The trainee will explain to show respect to all courtroom officials, being particularly attentive when the judge is speaking and be prepared to respond if necessary.
5. Be polite to all individuals attending court.

- Professional:

**FTO**

1. The FTO will explain that officers must act professional at all times.

**Trainee**

1. The trainee will explain that officers must act professional at all times.

- No jokes:

**FTO**

1. The FTO will explain that the court is a very serious place where decisions regarding people's lives are made constantly. The court is no place for joking of any kind.

**Trainee**

1. The trainee will explain that the court is a very serious place where decisions regarding people's lives are made constantly. The court is no place for joking of any kind

- No outburst:

**FTO**

1. The FTO will explain that the court is a very serious and respected place. There should be no outburst of any kind.

**Trainee**

1. The trainee will explain that the court is a very serious and respected place. There should be no outburst of any kind.

- Promptness:

**FTO**

1. The FTO will explain the importance of keeping the court on time. Staff promptness is essential to keeping the court running smoothly.

**Trainee**

2. The trainee will explain the importance of keeping the court on time. Staff promptness is essential to keeping the court running smoothly.

- Courtroom Chain of Command and Juvenile Supervision:

**FTO**

1. The FTO will explain the facilities policies regarding Courtroom Chain of Command and Juvenile Supervision.

**Trainee**

1. The trainee will explain the facilities policies regarding Courtroom Chain of Command and Juvenile Supervision.

## 27. EMERGENCY HOLDS:

- Agency procedures:

**FTO**

1. The FTO will explain the facilities policy regarding emergency holds. Juveniles are not to be placed in juvenile detention centers even on a temporary basis unless the requirements of the Standards of Detention as stated by administrative order or Idaho Code are met.

**Trainee**

1. The trainee will explain the facilities policy regarding emergency holds. Juveniles are not to be placed in juvenile detention centers even on a temporary basis unless the requirements of the Standards of Detention as stated by administrative order or Idaho Code are met.

- When to notify Supervisor:

**FTO**

1. The FTO will explain the facilities policy regarding protocol of notifying a Supervisor.

**Trainee**

1. The trainee will explain the facilities policy regarding protocol of notifying a Supervisor.

**28. IDAHO CODE – USE OF FORCE:**

- Inhumane treatment of prisoners (I.C. 18-704):

**FTO**

1. The FTO will read and explain Idaho Code 18-704, inhumane treatment of prisoners.

**Trainee**

1. The trainee will read and explain Idaho Code 18-704, inhumane treatment of prisoners.

- Unnecessary assaults by officers (I.C. 18-706):

**FTO**

1. The FTO will read and explain Idaho Code 18-706, Unnecessary assaults by officers.

**Trainee**

1. The trainee will read and explain Idaho Code 18-706, Unnecessary assaults by officers.

**29. DEPARTMENT PHYSICAL INTERVENTION POLICY (IDAPA 05.01.02):**

- Appropriate Use of Physical Intervention:

**FTO**

1. The FTO will explain the facilities policy regarding Appropriate Use of Physical Intervention.

**Trainee**

1. The trainee will explain the facilities policy regarding Appropriate Use of Physical Intervention.

- When justified:

**FTO**

1. The FTO will explain the circumstances for justified use of force. Appropriate Use of Physical Intervention should only be used when all verbal attempts have been extended and under these circumstances and then only to the degree necessary to restore order:
  - (a) Justifiable self-protection.
  - (b) The protection of others or property.
  - (c) The prevention of escapes.
  - (d) The suppression of disorder.
2. The FTO will explain that Appropriate Use of Physical Intervention may not be used with malice, intent to punish or to inflict pain.

**Trainee**

1. The trainee will explain the circumstances for justified use of force. Appropriate Use of Physical Intervention should only be used when all verbal attempts have been extended and under these circumstances and then only to the degree necessary to restore order.

- (a) Justifiable self-protection.
  - (b) The protection of others or property.
  - (c) The prevention of escapes.
  - (d) The suppression of disorder.
- 2. The trainee will explain that Appropriate Use of Physical Intervention may not be used with malice, intent to punish or to inflict pain.
- Use of force continuum:
  - FTO**
    - 1. The FTO will explain the facilities Use of force continuum.
      - (a) Presence
      - (b) Verbalization
      - (c) Physical Contact
      - (d) Defensive Aerosol Devices
      - (e) Impact or kinetic weapon (outside law enforcement only)
      - (f) Lethal Force (outside law enforcement only)
  - Trainee**
    - 1. The Trainee will explain the facilities Use of force continuum.
      - (a) Presence
      - (b) Verbalization
      - (c) Physical Contact
      - (d) Defensive Aerosol Devices
      - (e) Impact or kinetic weapon (outside law enforcement only)
      - (f) Lethal Force (outside law enforcement only)
- Crisis intervention techniques:
  - FTO**
    - 1. The FTO will explain the facilities policy on crisis intervention techniques.
  - Trainee**
    - 1. The trainee will explain the facilities policy on crisis intervention techniques.
- Correct application of techniques:
  - FTO**
    - 1. The FTO will demonstrate the proper application of techniques, when applicable. (Some correct application of techniques will require specific training courses.)
  - Trainee**
    - 1. The trainee will demonstrate the proper application of techniques, when applicable.
- Documentation Requirements:
  - FTO**
    - 1. The FTO will explain that a report shall be made following any use of physical intervention. The report will be reviewed by the detention center administrator and will be maintained as part of the detention center records.
  - Trainee**
    - 1. The trainee will explain that a report shall be made following any use of physical intervention. The report will be reviewed by the detention center administrator and will be maintained as part of the detention center records.
- Training Requirements:
  - FTO**
    - 1. The FTO will explain the facilities policy on training requirements.

**Trainee**

1. The trainee will explain the facilities policy on training requirements.

**30. RESTRAINTS (IDAPA 05.01.02):**

- Use of restraints policy:

**FTO**

1. The FTO will explain the facilities policy on use of restraints.

**Trainee**

1. The trainee will explain the facilities policy on use of restraints.

- When justified:

**FTO**

1. The FTO will explain the circumstances for justified use of mechanical restraints. The use of restraints shall be restricted to justifiable instances, during transfer, and for medical reasons under the direction of medical staff.

**Trainee**

1. The trainee will explain the circumstances for justified use of mechanical restraints. The use of restraints shall be restricted to justifiable instances, during transfer, and for medical reasons under the direction of medical staff.

- Prohibitions concerning use of restraints:

**FTO**

1. The FTO will explain that restraints shall not be used as punishment or for the convenience of staff.

**Trainee**

1. The trainee will explain that restraints shall not be used as punishment or for the convenience of staff.

- Handcuffs:

**FTO**

1. The FTO will explain what handcuffs are and the facilities intended use.
2. The FTO will demonstrate the application techniques of handcuffs.

**Trainee**

1. The trainee will explain what handcuffs are and the facilities intended use.
2. The trainee will demonstrate the application techniques of handcuffs.

- Belly Chains:

**FTO**

1. The FTO will explain what belly chains are and the facilities intended use.
2. The FTO will demonstrate the application techniques of belly chains.

**Trainee**

1. The trainee will explain what belly chains are and the facilities intended use.
2. The trainee will demonstrate the application techniques of belly chains.

- Leg irons:

**FTO**

1. The FTO will explain what leg irons are and the facilities intended use.
2. The FTO will demonstrate the application techniques of leg irons.

**Trainee**

1. The trainee will explain what leg irons are and the facilities intended use.
2. The trainee will demonstrate the application techniques of leg irons.

- Soft leather restraints:

**FTO**

1. The FTO will explain what soft leather restraints are and the facilities intended use.
2. The FTO will demonstrate the application techniques of soft leather restraints.

**Trainee**

1. The trainee will explain what soft leather restraints are and the facilities intended use.
2. The trainee will demonstrate the application techniques of soft leather restraints.

- Other restraints and correct application techniques:

**FTO**

1. The FTO will explain any other restraints and the facilities intended use.
2. The FTO will demonstrate the application techniques of any other restraints the facility uses.

**Trainee**

1. The trainee will explain any other restraints and the facilities intended use.
2. The trainee will demonstrate the application technique of any other restraints the facility uses.

- Documentation requirements:

**FTO**

1. The FTO will explain that a report shall be made following any use of restraints except for transfer. The report will be reviewed by the facility administrator and will be maintained as part of the detention records.

**Trainee**

1. The trainee will explain that a report shall be made following any use of restraints except for transfer. The report will be reviewed by the facility administrator and will be maintained as part of the detention records.

### **31. BOOKINGS:**

- Determination of charges, meeting criteria for detention:

**FTO**

1. The FTO will explain the facility policy regarding determination of charges, meeting criteria for detention. This policy will verify that juveniles which are held in the custody of the facility are legally and lawfully committed to the facility.

**Trainee**

1. The trainee will explain the facility policy regarding determination of charges, meeting criteria for detention. This policy will verify that juveniles which are held in the custody of the facility are legally and lawfully committed to the facility.

- Fitness for confinement, medical attention needed:

**FTO**

1. The FTO will explain the facility policy regarding fitness for confinement. This policy will determine that any juvenile brought to the facility receives necessary medical treatment before being admitted, or is cleared for detention by medical personnel.

**Trainee**

1. The trainee will explain the facility policy regarding fitness for confinement. This policy will determine that any juvenile brought to the facility receives necessary medical treatment before being admitted, or is cleared for detention by medical personnel.

- Booking process (Computer or manual):

**FTO**

1. The FTO will explain the facilities policy of the booking process.
2. The FTO will demonstrate the facility booking process.

**Trainee**

1. The trainee will explain the facilities policy of the booking process.
2. The trainee will demonstrate the facility booking process.

- Intake medical screening:

**FTO**

1. The FTO will explain the facilities policy of the intake medical screening.
2. The FTO will demonstrate the facility intake medical screening.

**Trainee**

1. The trainee will explain the facilities policy of the intake medical screening.
2. The trainee will demonstrate the facility intake medical screening.

- Notify medical staff of any emergency or special medical problems:

**FTO**

1. The FTO will explain the facilities policy regarding the notifying of medical staff of an emergency or special medical problem.

**Trainee**

1. The trainee will explain the facilities policy regarding the notifying of medical staff on an emergency or special medical problem.

- Medical intake must be completed for any juvenile being detained:

**FTO**

1. The FTO will explain the facilities policy regarding medical intake.

**Trainee**

1. The trainee will explain the facilities policy regarding medical intake.

- Prints and photos:

**FTO**

1. The FTO will explain the facilities policy regarding juvenile fingerprints and photos.
2. The FTO will demonstrate the proper procedure for obtaining fingerprints and photos.

**Trainee**

1. The trainee will explain the facilities policy regarding juvenile fingerprints and photos.
2. The trainee will demonstrate the proper procedure for obtaining fingerprints and photos.

- Search and shower procedure:

**FTO**

1. The FTO will explain the facilities policy regarding search and shower procedure.
2. The FTO will demonstrate the procedure for search and shower.

**Trainee**

1. The trainee will explain the facilities policy regarding search and shower.
2. The trainee will demonstrate the procedure for search and shower.

• Bonding procedure:

**FTO**

1. The FTO will explain the facility policy regarding bonding procedure.
2. The FTO will demonstrate the facility procedure of bonding.

**Trainee**

1. The trainee will explain the facility policy regarding bonding procedure.
2. The trainee will demonstrate the facility procedure of bonding.

• Property inventory:

**FTO**

1. The FTO will explain the facility policy regarding property inventory.
2. The FTO will demonstrate the facility procedure of property inventory.

**Trainee**

1. The trainee will explain the facility policy regarding property inventory.
2. The trainee will demonstrate the facility procedure of property inventory.

• Issuance of hygiene items and clothing:

**FTO**

1. The FTO will explain the facility policy regarding issuance of hygiene items and clothing.
2. The FTO will demonstrate the facility procedure of issuance of hygiene items and clothing.

• Reporting suspected abuse:

**FTO**

1. The FTO will explain the facility policy regarding reporting suspected abuse.

**Trainee**

1. The trainee will explain the facility policy regarding reporting suspected abuse.

• Searches at admissions:

**FTO**

1. The FTO will explain the facility policy regarding searches at admissions.
2. The FTO will demonstrate the facility procedures of searches at admissions.

**Trainee**

1. The trainee will explain the facility policy regarding searches at admissions.
2. The trainee will demonstrate the facility procedures of searches at admissions.

• Pat search:

**FTO**

1. The FTO will explain the facility policy regarding pat searches.
2. The FTO will demonstrate the procedure of a pat search.

**Trainee**

1. The trainee will explain the facility policy regarding pat searches.
2. The trainee will demonstrate the procedure of a pat search.

• Intake shower procedures:

**FTO**

1. The FTO will explain the facility policy regarding intake shower procedures.

**Trainee**

1. The Trainee will explain the facility policy regarding intake shower procedures.

- Clothing exchange:

**FTO**

1. The FTO will explain the facility policy regarding clothing exchange.
2. The FTO will demonstrate the procedure of clothing exchange.

**Trainee**

1. The trainee will explain the facility policy regarding clothing exchange.
2. The trainee will demonstrate the procedure of clothing exchange.

- Contraband – recognition and procedures:

**FTO**

1. The FTO will explain the facility policy regarding contraband – recognition and procedures.

**Trainee**

1. The trainee will explain the facility policy regarding contraband – recognition and procedures.

- Use of holding cells:

**FTO**

1. The FTO will explain the facility policy regarding use of holding cells.

**Trainee**

1. The trainee will explain the facility policy regarding use of holding cells.

- Initial Phone Call:

**FTO**

1. The FTO will explain the facility policy regarding initial phone call.

**Trainee**

1. The trainee will explain the facility policy regarding initial phone call.

- Juvenile property / property releases – procedures:

**FTO**

1. The FTO will explain the facility policy regarding juvenile property / property release procedures.
2. The FTO will demonstrate the procedure for handling juvenile property / property release.

**Trainee**

1. The trainee will explain the facility policy regarding juvenile property / property release procedures.
2. The trainee will demonstrate the procedure for handling juvenile property / property release.

### **32. WORK RELEASE / FURLOUGH**

- Check in and out:

**FTO**

1. The FTO will explain the facility policy regarding check in and out.

**Trainee**

1. The trainee will explain the facility policy regarding check in and out.

- Medical / Dental Visits:

**FTO**

1. The FTO will explain the facility policy regarding check in and out.

**Trainee**

1. The trainee will explain the facility policy regarding medical / dental visits.

- Proper Documentation:

**FTO**

1. The FTO will explain the facility policy regarding proper documentation.

**Trainee**

1. The trainee will explain the facility policy regarding proper documentation.

**33. SEARCHES:**

- Pat searches:

**FTO**

1. The FTO will explain the facility policy regarding pat searches.
2. The FTO will demonstrate the procedure for conducting a pat search.

**Trainee**

1. The trainee will explain the facility policy regarding pat searches.
2. The trainee will demonstrate the procedure for conducting a pat search.

- Strip searches:

**FTO**

1. The FTO will explain the facility policy regarding strip searches.

**Trainee**

1. The trainee will explain the facility policy regarding strip searches.

- Body cavity searches:

**FTO**

1. The FTO will explain the facility policy regarding body cavity searches.

**Trainee**

1. The trainee will explain the facility policy regarding body cavity searches.

- Clothing exchange:

**FTO**

1. The FTO will explain the facility policy regarding clothing exchange.

**Trainee**

1. The trainee will explain the facility policy regarding clothing exchange.

- Room search

**FTO**

1. The FTO will explain the facility policy regarding room searches.

**Trainee**

1. The trainee will explain the facility policy regarding room searches.

- Facility search:

**FTO**

1. The FTO will explain the facility policy regarding facility search.

**Trainee**

1. The trainee will explain the facility policy regarding facility search.

- Control of contraband during search:

**FTO**

1. The FTO will explain the facility policy regarding control of contraband during search.

**Trainee**

1. The trainee will explain the facility policy regarding control of contraband during search.

- Searches after incident or with probable cause:

**FTO**

1. The FTO will explain the facility policy regarding searches after incident or with probable cause.

**Trainee**

1. The trainee will explain the facility policy regarding searches after incident or with probable cause.

- Contraband – recognition and procedures:

**FTO**

1. The FTO will explain the facility policy regarding contraband – recognition procedures.

**Trainee**

1. The trainee will explain the facility policy regarding contraband – recognition procedures.

- Searches after any cell movement:

**FTO**

1. The FTO will explain the facility policy regarding searches after any cell movement.

**Trainee**

1. The trainee will explain the facility policy regarding searches after any cell movement.

- Disciplinary actions:

**FTO**

1. The FTO will explain the facility policy regarding disciplinary actions.

**Trainee**

1. The trainee will explain the facility policy regarding disciplinary actions.







	FTO Discussed			FTO Demo			Trainee explain/Demo			Understood		Proficiency														
	FTO Initial	Trainee Initial	Date	FTO Initial	Trainee Initial	Date	FTO Initial	Trainee Initial	Date	FTO Initial	Date	FTO Initial	Date													
<b>6. Education</b>																										
Juvenile Rules																										
Staff Rules																										
Schedule																										
Breaks																										
Positioning																										
Cross gender supervision																										
Teacher/Staff Relationships																										
Pencil Safety																										
<b>7. Recreation</b>																										
Observation																										
Positioning																										
Group Control																										
Large Muscle Exercise Rules																										
Gym equipment																										
P.E. Curriculum																										
<b>8. LEISURE</b>																										
Observation																										
Positioning																										
Cross Gender Supervision																										
Group Control																										
Pencil list/Safety Rules																										

	FTO Discussed			FTO Demo			Trainee explain/Demo			Understood		Proficiency																										
	FTO Initial	Trainee Initial	Date	FTO Initial	Trainee Initial	Date	FTO Initial	Trainee Initial	Date	FTO Initial	Date	FTO Initial	Date																									
<b>9. Meals</b>																																						
Security																																						
Cart Set up.																																						
Utensil Count																																						
Dishes/Clean up																																						
Food service (in-house or catered)																																						
Medical diets																																						
Religious diets																																						
Spoon count-3 times a day or more and logged																																						
Serve meals and juvenile control																																						
Staff Meals																																						
<b>10. Snack Program</b>																																						
Pass out snacks																																						
Pick up snack trash																																						
Count Utencils or sporks																																						
Sweep / Mop Floors																																						
Clean tables																																						
Dump trash																																						













	FTO Discussed			FTO Demo			Trainee explain/Demo			Understood		Proficiency	
	FTO Initial	Trainee Initial	Date	FTO Initial	Trainee Initial	Date	FTO Initial	Trainee Initial	Date	FTO Initial	Date	FTO Initial	Date
<b>19. MEDICAL</b>													
Medical requests & procedures													
Sick call													
Special medical diets													
Medical emergency													
CPR													
First-Aid													
Emergency transport procedures													
Dental care													
Medical orders to staff													
Medicine distribution /Assisting Juvenile with Medication													
Personal medication upon entering facility													
Universal Precautions													
Medicines and drugs													
Disbursing/Assisting of regular medicines													
Storage of medications													
Medication verification													
Returning personal medicines tojuveniles upon release													
Lice													
Recognition													
Treatment													
Isolation													
Suicidal ideations													
<b>20. RULES OF CONDUCT AND DISCIPLINE</b>													
Juvenile handbook													
Disciplinary actions													
Grievance procedure													
Room Confinement/seclusion													

















**POST IV-3 (Juvenile Detention Officer)  
(Sample Form Retained by Agency)  
FACILITY TRAINING OFFICER WEEKLY PROGRESS REPORT**

<b>1. Name of Recruit</b>	<b>2. Recruit Class No.</b>	<b>3. Report Date</b>			
<b>4. Facility Assignment:</b>	<b>5. Week #</b>				
	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
	5 <input type="checkbox"/>	6 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>
<b>FACTOR</b>	<b>POOR</b>	<b>FAIR</b>	<b>AVERAGE</b>	<b>GOOD</b>	<b>SUPERIOR</b>
<b>6. Appearance:</b>					
a. Uniform, dress and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Posture and Carriage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Personal cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Cooperation and Loyalty</b>					
a. Works towards common goal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Willing to accept responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Supports superiors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Good team worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. Interest and Attitude</b>					
a. Seeks help with problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Willing to learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Attitude to constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Accepts direction/discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Shows pride in work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Contributes to good morale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Confidence in oneself	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. Public Contact</b>					
a. Professional attitude to public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Ability to communicate effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Ease and bearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Tact and discretion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Self control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. Judgement</b>					
a. Common sense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Uses good judgement under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Not prejudice or judgmental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Ethical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Fair and humane in all contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11. Juveniles</b>					
a. Maintaining control of juveniles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Fair, consistent, no favoritism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Takes control in crisis situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Uses verbal and non-verbal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Uses officer safety skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FACTOR</b>	<b>POOR</b>	<b>FAIR</b>	<b>AVERAGE</b>	<b>GOOD</b>	<b>SUPERIOR</b>
<b>12. Report Writing</b>					

a. Able to express oneself b. Proper grammar and punctuation c. Accurate, neat and complete d. Uses proper departmental forms	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
<b>13. GENERAL PROGRESS TO DATE</b>	<input type="checkbox"/>				
<b>14. COMMENTS</b>					
<b>15. Field Training Officer Signature</b>	<b>16. Facility Supervisor</b>			<b>17. Date</b>	

**Juvenile Detention Officer POST VI-4  
(Sample Form Retained by Agency)  
FACILITY TRAINING OFFICER EVALUATION REPORT**

1. Name of Recruit	2. Recruit Class No.	3. Report Date
4. Facility Assignment:		5. Facility Assignment Dates From _____ to _____ From _____ to _____
<b>FACTOR</b>	<b>COMMENTS</b>	
<b>6. Inmate Supervision:</b> Evaluate trainee's (1) Ability to handle inmates fairly (2) has knowledge of inmate rights and privileges (3) Uses both verbal and non verbal skills. (4) Able to apply rules fairly and equally.		
<b>7. Officer Safety Skills:</b> Does the trainee practice recommended procedures in handling inmates? Does the trainee foresee dangerous situations? Is the trainee alert to dangerous situations, remembering to maintain a proper position of advantage?		
<b>8. Public Contacts:</b> What is the trainee's attitude with the public? Does the trainee show proper concern for the problems and exhibits tact and diplomacy regarding situations within the facility?		
<b>9. Ethics/ Departmental Values</b> How is the trainees' attitude to other employees? Does the trainee recognize the rights and dignity of all persons? Does the trainee act in a manner that is respectable to him or herself and the department?		
<b>10. Crisis</b> Is the trainee able and prepared to a handle crisis situation? Can the trainee demonstrate proper procedures and respond with calmness and composure?		
Facility Training Officer Signature	Trainees Signature	Date

