



Jail Training Program (JTP)

Welcome to the Main Jail and Elmwood Facilities. This JTP Program has been developed to acquaint you with both divisions, and to provide you with the experience necessary to become a working Correctional Deputy. The JTP Program bridges information learned in the basic academy with practical, on-the-job application. Our goal is to assist and help you be successful.

During this 22-week training period, you will work in different locations throughout the Main Jail and Elmwood Facilities. In each of these assignments, a Jail Training Officer (JTO) will guide you through your experience and document your progress.

The JTP Training is divided into four phases:

Phase 1 (5-6 weeks)

Subjects such as logging onto the network, radio use, officer safety, and inmate security will be explained and demonstrated by your JTO. During this phase, you will be assigned a designated JTO who will take you on tours, provide access codes, and communicate information critical to functioning at the Main Jail or Elmwood. Trainees will also be briefed on all department-specific requirements, administrative matters, and other training items. In addition, you will work with a designated JTO in an assigned area. During this time, you will be evaluated daily and take written tests. After five-six weeks, all trainees will be transferred to opposing shifts (i.e., days to nights or nights to days) to finish out the facility specific training.

Phase 2 (5-6 weeks)

This portion of JTP Training will expand upon what has been taught during Phase One and will continue to develop the trainee's skills. A JTO will continue to explain and demonstrate job tasks at different duty stations. Trainees will also be expected to perform more independently with the JTO observing their actions and making necessary corrections. This is done to determine the trainee's ability to demonstrate what they have been taught and to ensure they are ready to perform their job in the next phase. During Phase Two, trainees are required to complete written reports and pass exams. After five-six weeks, all trainees will be transferred to the opposite facility (i.e., Main Jail to Elmwood or Elmwood to Main Jail) to start Phase Three.

Phase 3 (5-6 weeks)

This portion of JTP Training will expand upon what has been taught during Phase One and Two but applying the skillset in a different division. Although the Trainees have worked on the basics and foundation skills, they will have to adjust to a different location, which will require problem solving. A JTO will continue to explain and demonstrate job tasks but will initially be focused on facility

orientation. Trainees will be expected to perform more independently with foundation type skills while learning the logistics of the new division. The JTO will be observing their actions and making necessary corrections. This is done to determine the trainee's ability to demonstrate what they have been taught and to ensure they are ready to perform their job in the next phase. During Phase Three, trainees are required to complete written reports and pass exams. After five-six weeks, all trainees will be transferred to opposing shifts (i.e., days to nights or nights to days) to finish out JTP Training.

Phase 4 (5-6 weeks)

This portion of JTP Training will expand upon what has been taught during Phase One, Two and Three and will continue to develop the trainee's skillset. A JTO will focus on observing the trainee's actions but will explain and demonstrate any new duty related task(s). Trainees will be expected to perform independently while their assigned JTO observes their actions. This is done to determine the trainee's ability to demonstrate what they have been taught and to ensure they are ready to perform their job as a solo functioning deputy. During Phase Four, trainees are required to complete the following: a final written report, pass a final exam and a final exit exam (oral board).

Once the trainee completes the JTP Program, the trainee's file will be assessed for completeness and their performance will be evaluated. Training may be extended for remediation, low staffing levels, or the need for additional training. Removals from formal remedial training will be granted only when the trainee demonstrates the ability to perform independently and all department performance standards have been met.

Good luck!

JAIL TRAINING PROGRAM

Trainee Name (Print): _____ Badge #: _____ Academy: # _____ Team: _____

The Jail Training Program is a 22 week program. Any deviations and or extensions to the JTP training time will be documented on the appraisal form, i.e., employee request additional training, extended for remediation, employee absence, etc.

Training Position Main Jail	Minimum Training	Dates Trained		Date Completed	Trained By J.T.O.
		Day	Night		
F1- Basement (Dayshift)					
F2 – 2 nd Floor Medical (Dayshift)					
R-2 – Medical Clinics (Dayshift)					
2C – Infirmary (Nightshift)					
4B/4C (Dayshift)					
4A/5A (Nightshift)					
Floor Station (Dayshift)					
Direct Supervision-GP, PC (Dayshift)					
Direct Supervision- GP, PC (Nightshift)					
Special Management- 8B/C (Nightshift)					
Training Position Elmwood	Minimum Training	Dates Trained		Date Completed	Trained By J.T.O.
		Day	Night		
Camp - (Dayshift - Male Only)					
Camp Medical - (Dayshift - Male Only)					
Camp - (Nightshift)					
M2/M3 – Side Station (Dayshift - Male Only)					
M4 Module - (Dayshift - Male Only)					
M4 Module - (Nightshift - Male Only)					
M4/M5 Module - (Dayshift - Female Only)					
M5 Module - (Dayshift - Male Only)					
M5 Module - (Nightshift - Male Only)					
M4/M5 Control/Mvmt - (Dayshift - Male Only)					
M4/M5 Control/Mvmt-(Nightshift-Female Only)					
M8-Spec. Manage – (Nightshift)					
W2 Building - (Nightshift)					
W4A/M-1 Special Manage (Dayshift - Female)					
W4B Module - (Dayshift - Female Only)					
W4B Module - (Nightshift - Female Only)					
W4C Maximum Security - (Dayshift)					
R40 Movement - (Dayshift - Female Only)					
M1 Visiting/Medical - (Dayshift - Female Only)					

JTP Phase 1 Critical Tasks:

#1 Shift Change Protocol <input type="checkbox"/>	#2 Communication Devices <input type="checkbox"/>	#3 Inmate Movement <input type="checkbox"/>	#4 Inmate Meals <input type="checkbox"/>
#5 Restraint Devices <input type="checkbox"/>	#7 SCBA <input type="checkbox"/>	#8 Responding to Emergencies <input type="checkbox"/>	#15 Logging onto Network & CJIC <input type="checkbox"/>

JTP Phase 2,3,4 Critical Tasks:

#6 Searches <input type="checkbox"/>	#9 Razor Exchange <input type="checkbox"/>	#10 Clothing Exchange <input type="checkbox"/>	#11 Wristbands and ID Packs <input type="checkbox"/>
#12 Supervise Non-Contact Visits <input type="checkbox"/>	#13 Legal and Regular Mail <input type="checkbox"/>	#14 Forms <input type="checkbox"/>	#16 Restraint Chair <input type="checkbox"/>

Written Exam (Study resource(s) followed by test title)	Schedule	Date Tested	Score %	J.T.O.
Phonetics and 10 Code: Phonetic Alphabet and 10 Code study sheets/guides				
Classification: P2000 – 13.01, 13.13, 13.17, 13.19, Classification study guide				
Security & Control: P2000 – 9.01, 9.27, 9.33, 9.37, 9.39, 9.47, 9.49, 10.43				
Emergency Procedures: P2000 – 3.31, 9.15, 9.27, 9.33, 10.03, 10.05, 10.07, 10.09, 10.11, 10.17, 10.19, 10.25, 10.21, 10.31, 10.35, 10.39, 12.21				
Safety: P2000 – 12.01, 12.03, 12.05, 12.07, 12.09, 12.21, 12.29, 16.03				
Inmates Rights: P2000 – 13.03, 13.09, 14.01, 14.03, 14.05, 14.09, 15.03, 16.03, 16.05, 17.01, 17.05, 17.09, 17.13, 18.09; Title 15				
Inmate Rule Book: Orientation and Inmate Rule Book				

Written Exam (Study resource(s) followed by test title)	Schedule	Date Tested	Score %	J.T.O.
JTP Final: Additional Study Resources for Final Test – Programs: Policy 2000: 18.01, 18.07; Personnel and Training: Policy 2000: 1.15, 1.27, 3.33, 3.39, 6.03, S/O General Order #10.01				

Oral Board Exam (Study resource(s) followed by test title)	Date Tested	Score %	J.T.O.
JTP Final: Additional Study Resources for Final Test – Programs: Policy 2000: 18.01, 18.07; Personnel and Training: Policy 2000: 1.15, 1.27, 3.33, 3.39, 6.03, S/O General Order #10.01			

Written Reports	Schedule	Date Completed	Reviewed by J.T.O.
RWS #1 – 148(a)(1) P.C.			
RWS #2 – 4600 P.C.			
RWS #3 –243(D)PC			
RWS #4 –4573.6 PC			
RWS - Final			

Date of Instruction: A.D.A.: _____ **MSA:** _____ **Pro Per:** _____

Remediation Training (Dates): _____

Completed Training On: _____

Administrative Training JTO (Signature/badge/date): _____

Jail Training Sergeant (Signature/badge/date): _____

Training Lt./Capt. (Signature/badge/date): _____

JAIL TRAINING PROGRAM

Trainee Name (Print): _____

Badge #: _____

Academy: _____

Team: A B C D

(circle one)

JTO complete Daily Evaluations on Trainee / JTO insert date / JTO and Trainee Initial below

Critical Tasks - Demonstrate and/or Review

All areas must be completed before the end of 1st Phase of JTP Program

	J.T.O. Signature and Badge	Trainee Signature and Badge	Date Completed
Shift Change Protocol (CT #1 Log Book ,Class Card Count, 15 Minute Welfare Check)			
Communication Devices (CT #2 Use of Radio ,Alarm Test, Stentofon)			
Inmate Movement (CT #3 Properly identify inmate for court, rehousal, CDC)			
Inmate Meals (CT #4 Count, Inspect, Religious Diets, Proper Temperature)			
Restraint Devices (CT #5 Proper application/removal of handcuffs, waist chaining, leg shackles)			
SCBA (CT #7 Demonstrate proper donning of mask within _____)			
Responding to Emergencies (CT #8 Lockdown unit if applicable, ensure all inmates are secured, respond and provide assistance where needed)			
Logging onto Network & CJIC (CT #15 Ability to access system without assistance)			

Forms - Demonstrate and/or Review

All areas must be completed before the end of 1st Phase of JTP Program

	J.T.O. Signature and Badge	Trainee Signature and Badge	Date Completed
Administrative Rehousal Form			
Inmate Grievance Form			
Custody Input Form			
Inmate Infraction			
Inmate Request Form			
Mental Health Referrals			
Blue Slip and Inter-Departmental Memorandum			
Medical White Card			
Commissary Form			
Employee's Report			

Check Lists - Demonstrate and/or Review

All areas must be completed before the end of 1st Phase of JTP Program

	J.T.O. Signature and Badge	Trainee Signature and Badge	Date Completed
Mine Safety Appliance Air Mask (M.S.A.) Checklist			
ADA Instruction Checklist			



Santa Clara County Office of the Sheriff

MISSION STATEMENT

The mission of the Santa Clara County Office of the Sheriff, is to serve and protect the citizens of Santa Clara County and the State of California, by detaining the people under its supervision in a safe and secure environment, while providing for their humane care, custody and control. The Department will maximize opportunities for offenders to participate in programs that reduce criminal behavior and enhance the offender's reintegration into the community. This objective will be accomplished in a cost-effective manner in the least restrictive setting, without compromising public safety.



Santa Clara County Office of the Sheriff

CORE VALUES

- **Our principle mission is protection of life and property.**
- **Our employees are our most valued asset.**
- **We strive to maintain the highest level of public trust.**
- **We demand the highest standards of honesty and integrity.**
- **We value community partnerships.**
- **We treat each other, and the community with dignity and respect.**
- **We recognize diversity as a strength.**
- **We value personal and professional growth through education and training.**
- **We recognize the importance of investing in the future of our community's children.**
- **We recognize the importance of fiscal responsibility through performance-based management.**



**Santa Clara
County
Office of the
Sheriff**

Code of Ethics

As a Correctional Professional...

My fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional Rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed, in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confined to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the authority of my office as a symbol of public faith. I accept it as public trust to be held so long as I am true to the ethics of my profession. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession in the field of corrections.

Main Jail Training



Santa Clara County Office of the Sheriff Custody Bureau

Santa Clara County has the fifth largest jail system in California; one of the 20 largest systems in the United States. Our jail is among the 100 systems nationwide with an inmate population of more than 1,000. The Santa Clara County jail system cares for an average of 3,600 inmates a day; a custody population higher than in 10 state systems. We serve nearly five million meals each year to our inmate population. We also provide medical and mental health care for an inmate population that rarely has any contact with the health care system. Each year, the Main Jail Facility receives and books about 55,000 arrestees, most of who are cited & released or post bail. The average length of stay is about 93 days, and 80 percent of the inmate population has a history of drug or alcohol problems.

Main Jail Facility

The Santa Clara County Main Jail Facility is located at 150 West Hedding Street in downtown San Jose and is comprised of two buildings: Mail Jail North and Main Jail South. The Main Jail has existed as a county jail facility in the same location for over 50 years.

Main Jail South - Main Jail South first opened in 1956. At the time, it was a state-of-the-art indirect supervision facility for medium- and maximum-security inmates. It is constructed in what was then the accepted jail design, with long corridors (or “tiers”) and electronically operated doors on either end. With this design, the officer’s station is at the end of the tier and their contact with inmates is minimal.

Main Jail South is about 113,200 square feet in size and totals three floors. It opened in 1956 and is designed in the older linear style, complete with bars and tiers. This indirect supervision model, although popular in the 1950s, is generally not the norm in modern jail settings because officer-inmate interaction is minimized. In Main Jail South, many of the inmates are housed in dormitory-style settings, while others are assigned to single cells. Most inmates housed in the South facility eat their meals in common dining halls. The South facility has a capacity of 683 inmates. Main Jail South also contains the administrative offices of the Department of Correction.

Main Jail North - As the county’s jail population grew, the need for more facilities became apparent. In the mid-1980s, a comprehensive jail building program began that included the construction of Main Jail North. When this new building opened in 1989, the eight-floor facility exemplified the evolution of jail design that had occurred over the course of many years. The tiers were replaced by “pods” and the concept of “direct supervision” was adopted. In direct supervision, general population inmates congregate in a central common area within their respective pods, with the officer’s workstation located inside the common areas. There are no barriers between the inmates and the officer assigned to monitor them. Also, the officer has no way out of the module without the assistance of another officer from outside the module.

Main Jail North encompasses 325,000 square feet, is the equivalent of 17 stories, and has eight floors. It is a third generation correctional facility and uses the “direct supervision inmate management” model. Direct supervision is a concept that combines architectural design, specialized staff training, and an inmate management system based upon positive behavior. In this environment, one officer oversees a locked “module” or dormitory containing up to 96 inmates. Each inmate has a cell with a toilet, sink, mirror and a bed. Inmates eat and participate in programs in a common day room equipped with tables, chairs, and telephones. This scenario allows the officer to be the leader of the module and puts the officer in a position to know and understand the personality of each inmate. Direct supervision units have proven to be safer for both staff and inmates.



MAIN JAIL FACILITY OPERATIONAL INFORMATION

Building Layout

Main Jail North Facility

Basement: [REDACTED]

1st Floor: [REDACTED]

2nd Floor: [REDACTED]

[REDACTED] [REDACTED]

4th Floor: [REDACTED]

5th-7th Floors: [REDACTED]

8th Floor: [REDACTED]

The Main Jail North Facility was designed to:

- Minimize inmate movement within the facility.
- Increase inmate management by maximizing staff & inmate contact.
- Provide direct observation of inmate activities to reduce tension, intimidation, extortion and acts of violence.

The Main Jail North Facility is considered a maximum security jail and all inmates housed at this facility are considered to be of the highest security threat.

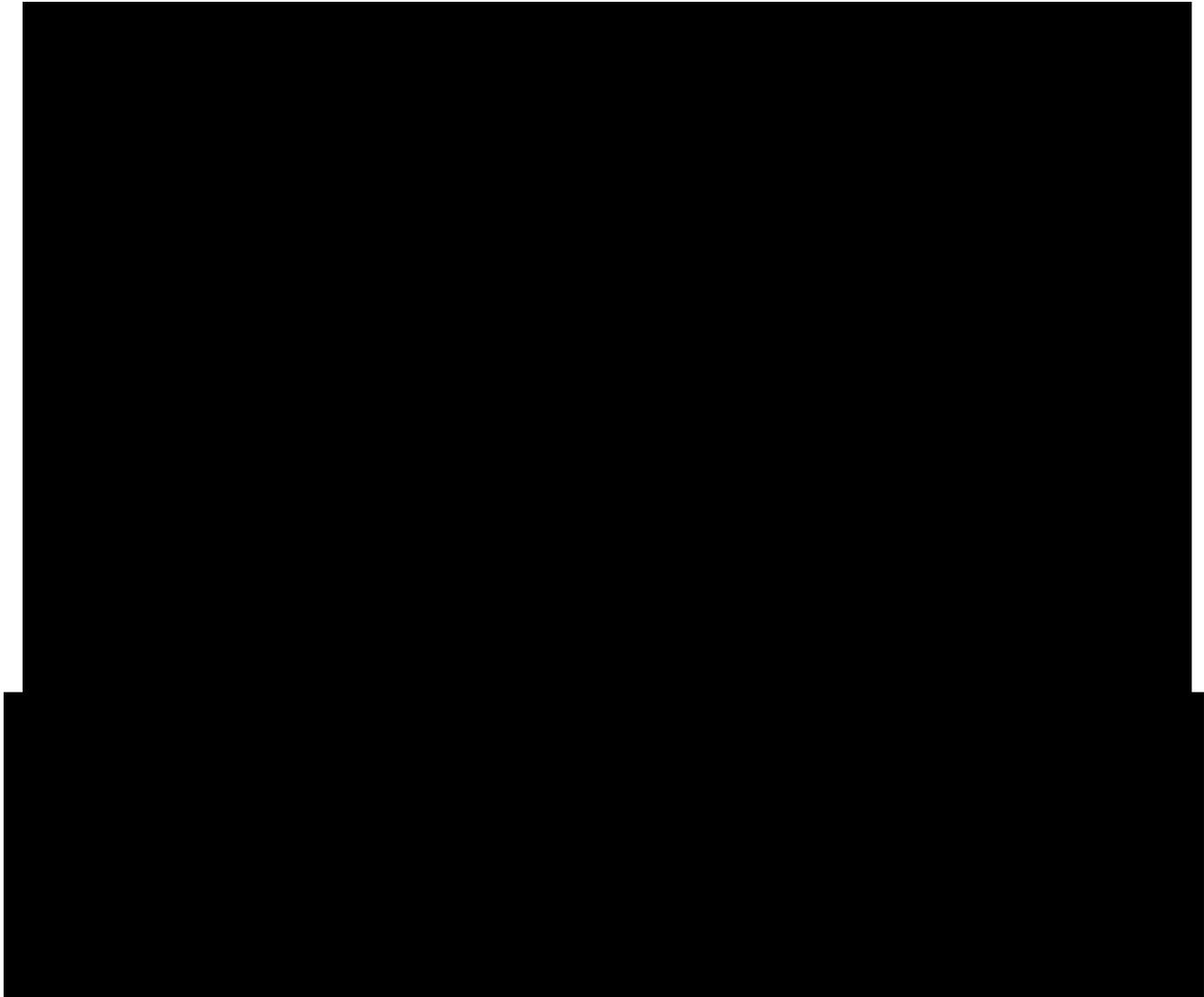
No Hostage Policy (Policy 10.17)

The “No Hostage” policy means that if an inmate, or group of inmates, takes a non-inmate hostage in an effort to force authorities to release them, whether the hostage is an officer or a civilian, no release will be granted in exchange for their freedom. Every effort will be made to safeguard the hostage, but no release will be forthwith. This is common practice in all maximum security facilities.

Main Jail Facility Inmate Population

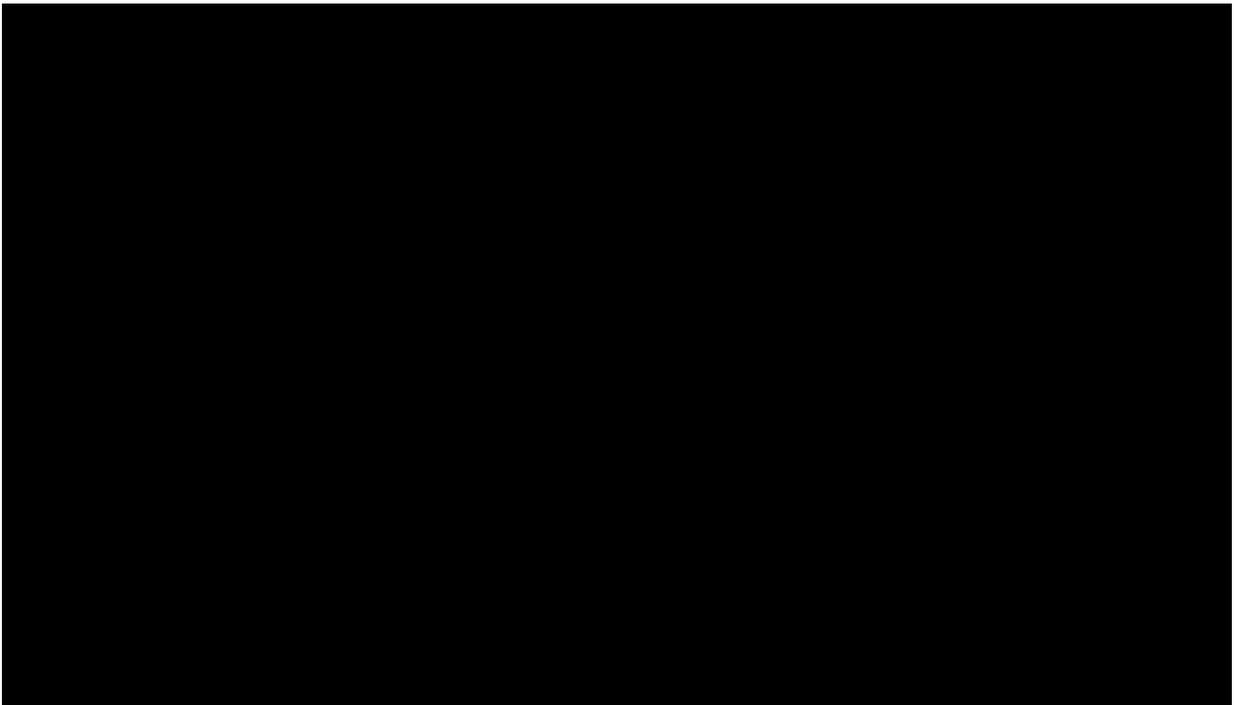
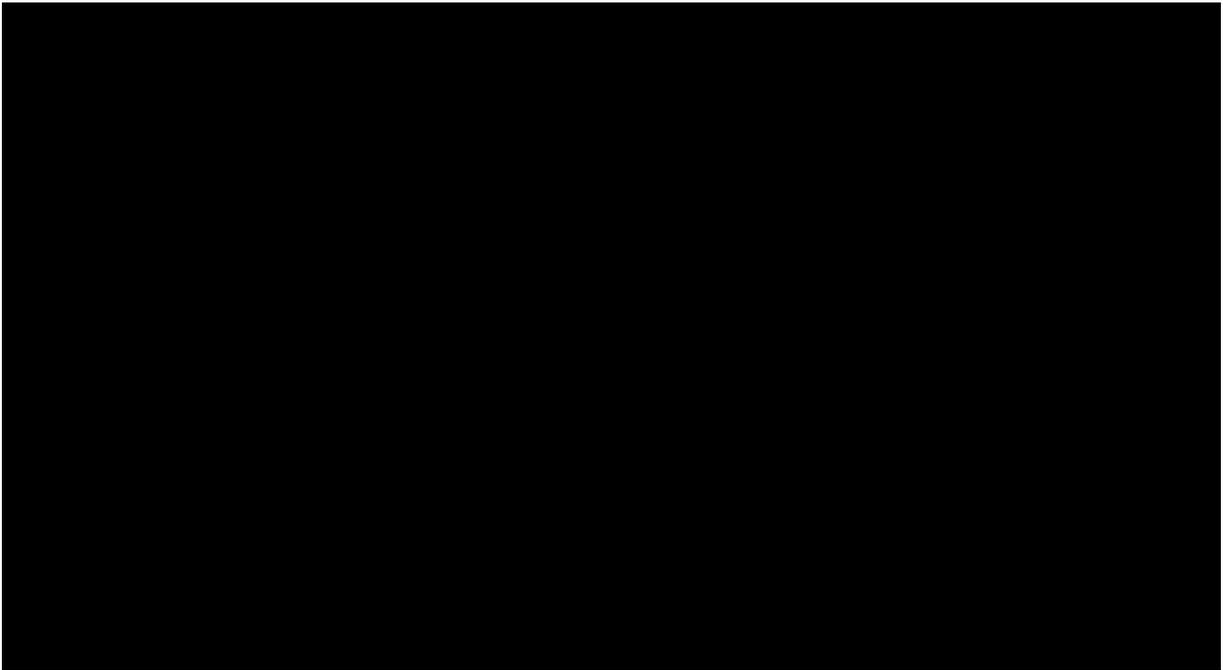
The Main Jail houses medium, high-medium and maximum security inmates. The Classification Unit separates and segregates inmates based on their security level and custody profile. Each inmate is given a SPRB Code which will help you identify the inmate’s behavior characteristics and other important factors. To help you readily identify the type of inmate you are dealing with, the Department uses color coded clothing. The clothing key is as follows:

Shirt Colors





Pant Colors



Welfare/Blind Spot Check for Main Jail Facility

- A. Staff will conduct at least one inmate welfare check every **fifteen (15) minute** period as directed by Mental Health Staff for suicidal inmates or inmates with an “ [REDACTED] ” Staff must directly observe the inmate a minimum of [REDACTED] and log it in the Inmate Observation Record Log.
- B. Staff will conduct at least one inmate welfare check every **thirty (30) minute** with no more than 30 minutes between checks in the following areas: Infirmary (2C), Special Housing (2B), 6A, 8A, 8B, 8C, intake booking, classification holding cells, *special management overflow module identified by classification Unit*. Staff must directly observe the inmate a minimum of twice per hour.
- C. Staff will conduct inmate welfare checks **once, every hour**, with no more than 60 minutes between checks in all other housing, areas not identified in section B listed above, including those in lockdown.
- D. Staff will document welfare checks for inmates in the housing areas in the Welfare Check and Dayroom Log. Staff will document welfare check for inmates in the intake booking area or classification holding cell in the Intake Booking/Classification Log. To establish consistency, staff will write “**Welfare/blind spot check complete**” (unless unusual circumstances exist) along with the time and badge number when completing each check. **Entries such as “W/C” are not acceptable**. Staff will make these checks at irregular intervals rather than in a predictable pattern. *Inmates who are violent, mentally ill or demonstrate unusual or bizarre behavior or inmate in observation, holding cells may require more frequent checks.*
- E. When conducting a count or welfare check, staff shall make visual verification of the inmate’s presence and well-being. If the inmate is not visible, you shall take the necessary steps to verify presence. If there is an indication that the inmate is injured or in distress, you shall take immediate action to ensure the well-being of the inmate. Visual verification of presence shall be effected by:
1. Observing the respiratory rise and fall of the inmate’s body.
 2. Observing the skin of the inmate.
- Note: Officers/Deputies shall not rely on an image under bed coverings.**
- F. If a module officer is pulled from his/her module he/she shall:
1. Prior to leaving the module, secure the module by physically checking each cell door and conducting a welfare check for all inmates.
 2. Enter, in the module Post logbook, the time he/she is leaving.
 3. Notify the Floor Officer that the unit is in lockdown and of the time the last welfare check was completed.
- G. When a module officer leaves the floor, the Floor Officer will:
1. Make an entry in the Floor’s Log Book, indicating the times of departure and return.
 2. Make arrangements with the remaining officers on the floor to conduct welfare checks. If the Floor Officer is unable to make arrangements to complete the welfare checks, he/she shall immediately notify the Shift Supervisor.
- H. The shift supervisor shall review the Welfare Check Log, Inmate Observation Record Log, and Intake Booking/Classification Log at least once per shift to ensure officers are properly logging the welfare checks.

TELEPHONE DIRECTORY

FREQUENTLY USED NUMBERS



MAIN JAIL NORTH	PHONE #	INSIDE	STENO	MJ NORTH (Cont.)	PHONE #	INSIDE	STENO
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Main Jail Facility Day-Shift Schedule

Listed below are approximate times that various events occur during a day shift schedule. All times are approximate and may change based on staff availability, facility emergencies, and lockdowns.

Welfare Policy must be followed during all shifts. Visiting, commissary, programs, clothing exchange and other functions are conducted per a designated schedule.

0545	[REDACTED]
0600	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
0615	[REDACTED]
0630	[REDACTED]
0800	[REDACTED]
1015	[REDACTED]
1030	[REDACTED]
1100	[REDACTED]
1300	[REDACTED]
1530	[REDACTED]
1630	[REDACTED]
1700	[REDACTED]
1800	[REDACTED] [REDACTED]



Main Jail Facility Night-Shift Schedule

Listed below are approximate times that various events occur during a night shift schedule. All times are approximate and may change based on staff availability, facility emergencies or lockdowns.

Welfare Policy must be followed during all shifts. Visiting, commissary, programs, clothing exchange and other functions are conducted per a designated schedule.

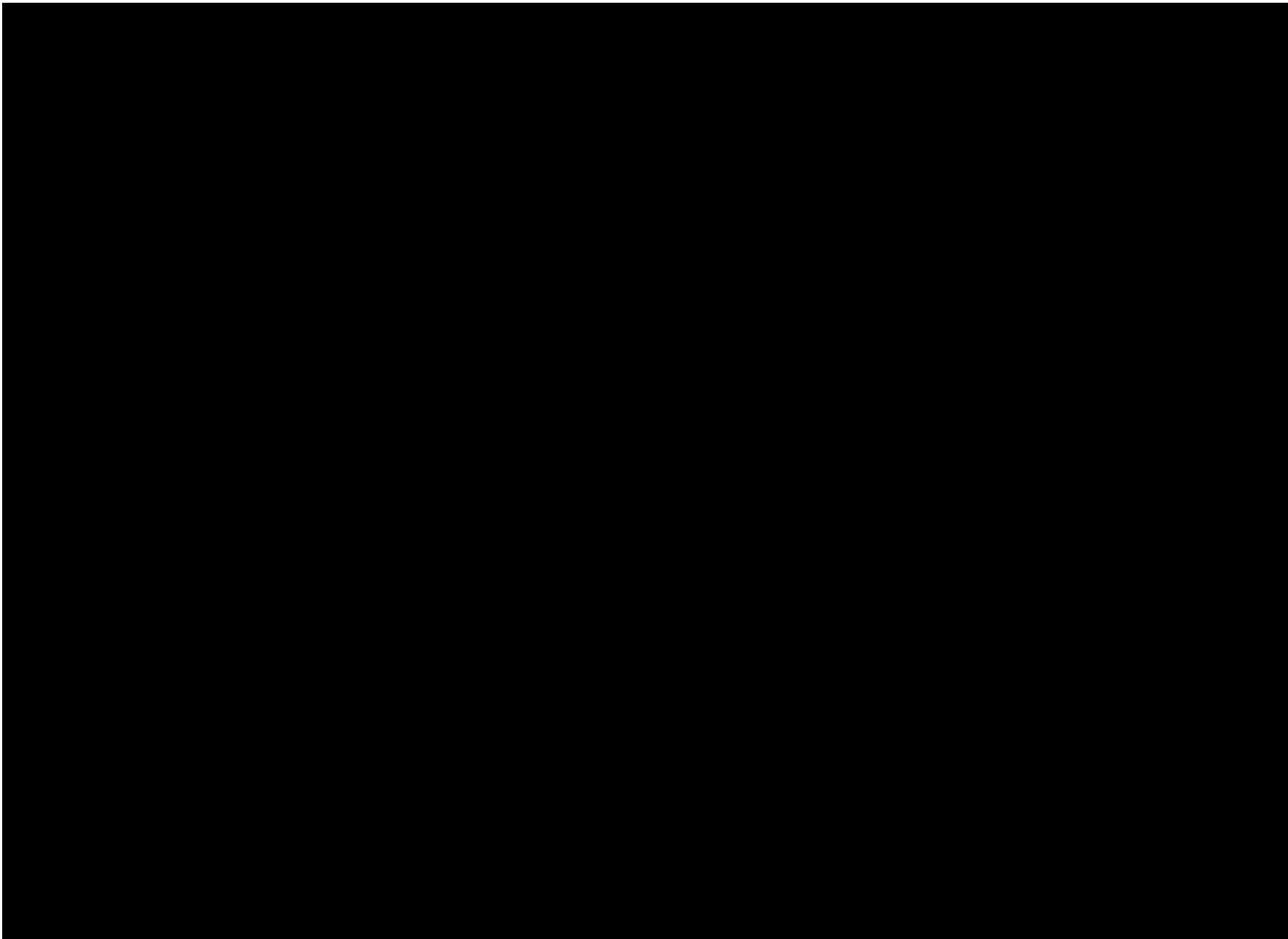
1745	[REDACTED]
1800	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
1815	[REDACTED]
1900	[REDACTED] [REDACTED]
2300	[REDACTED]
2315	[REDACTED]
0330	[REDACTED]
0400	[REDACTED]
0500	[REDACTED]
0600	[REDACTED] [REDACTED]

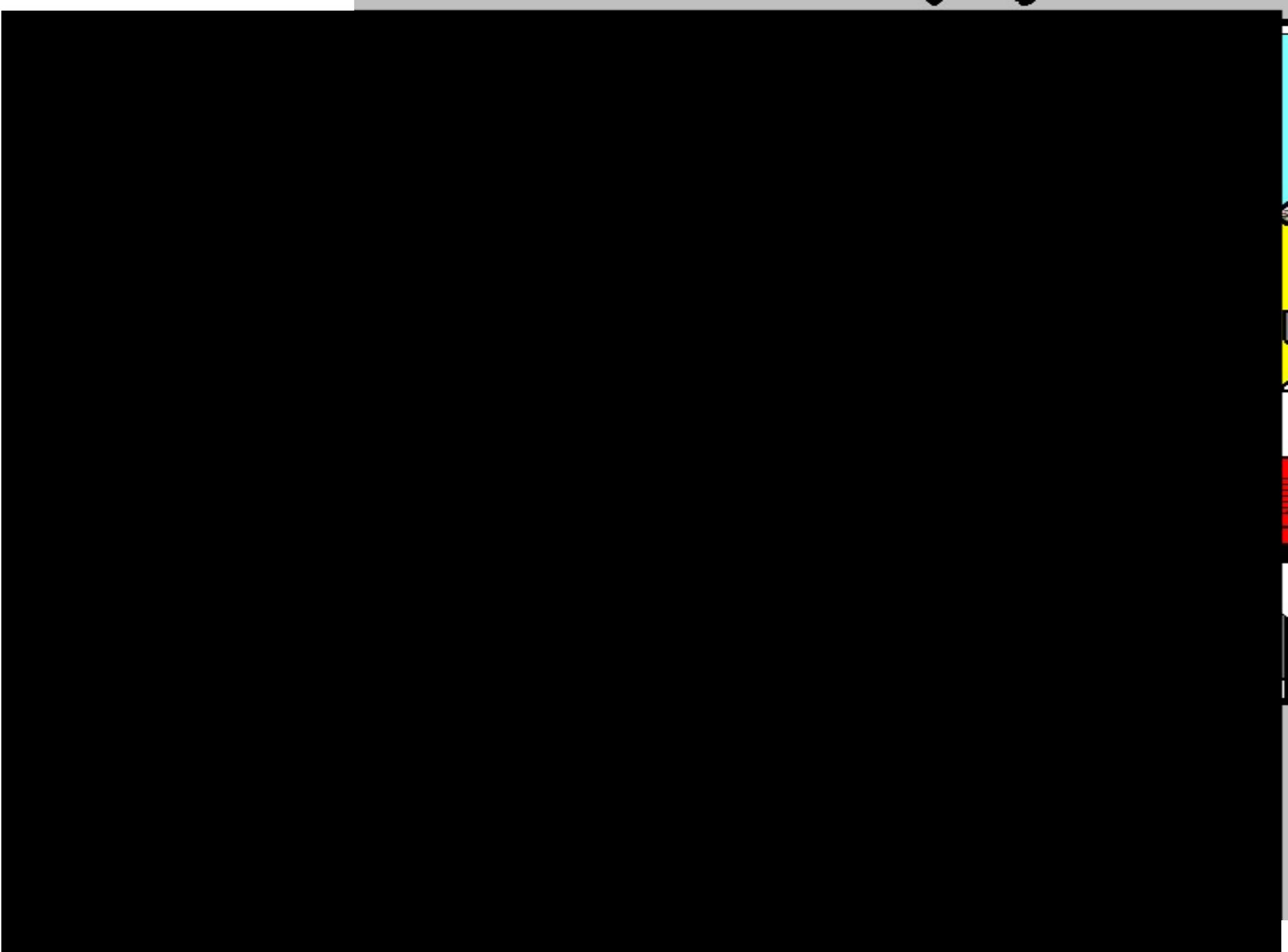
Main Jail North

Floor Plans



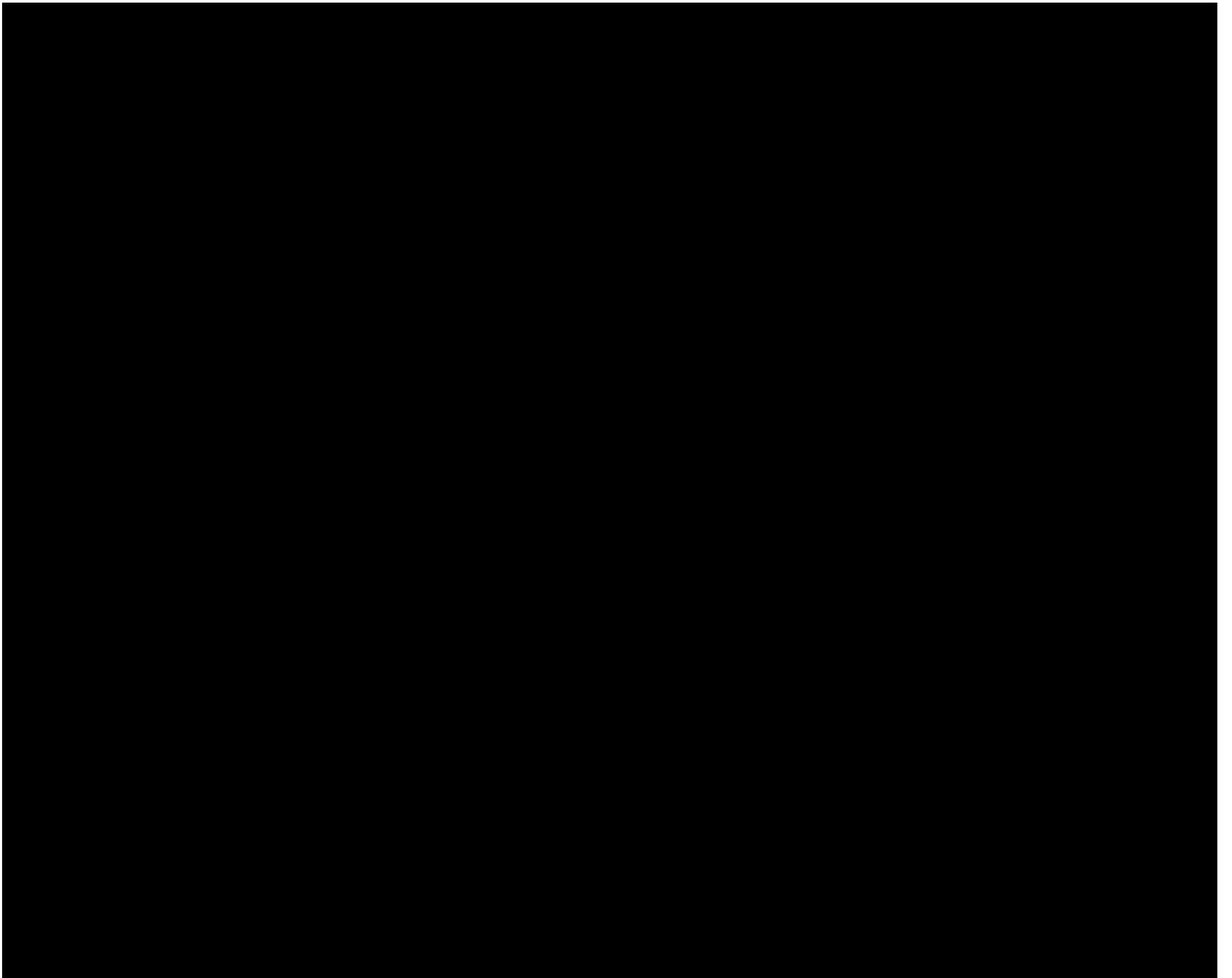


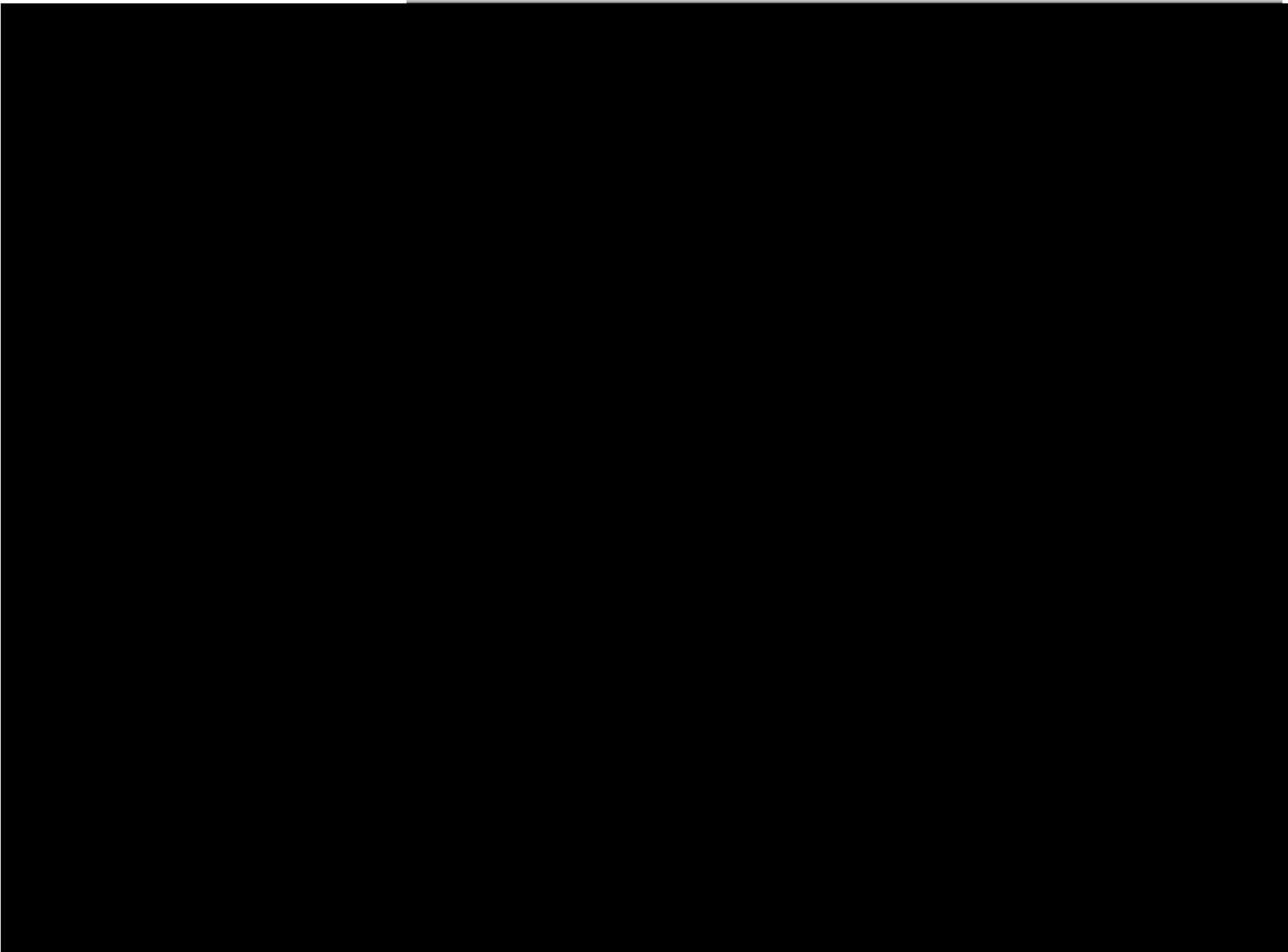


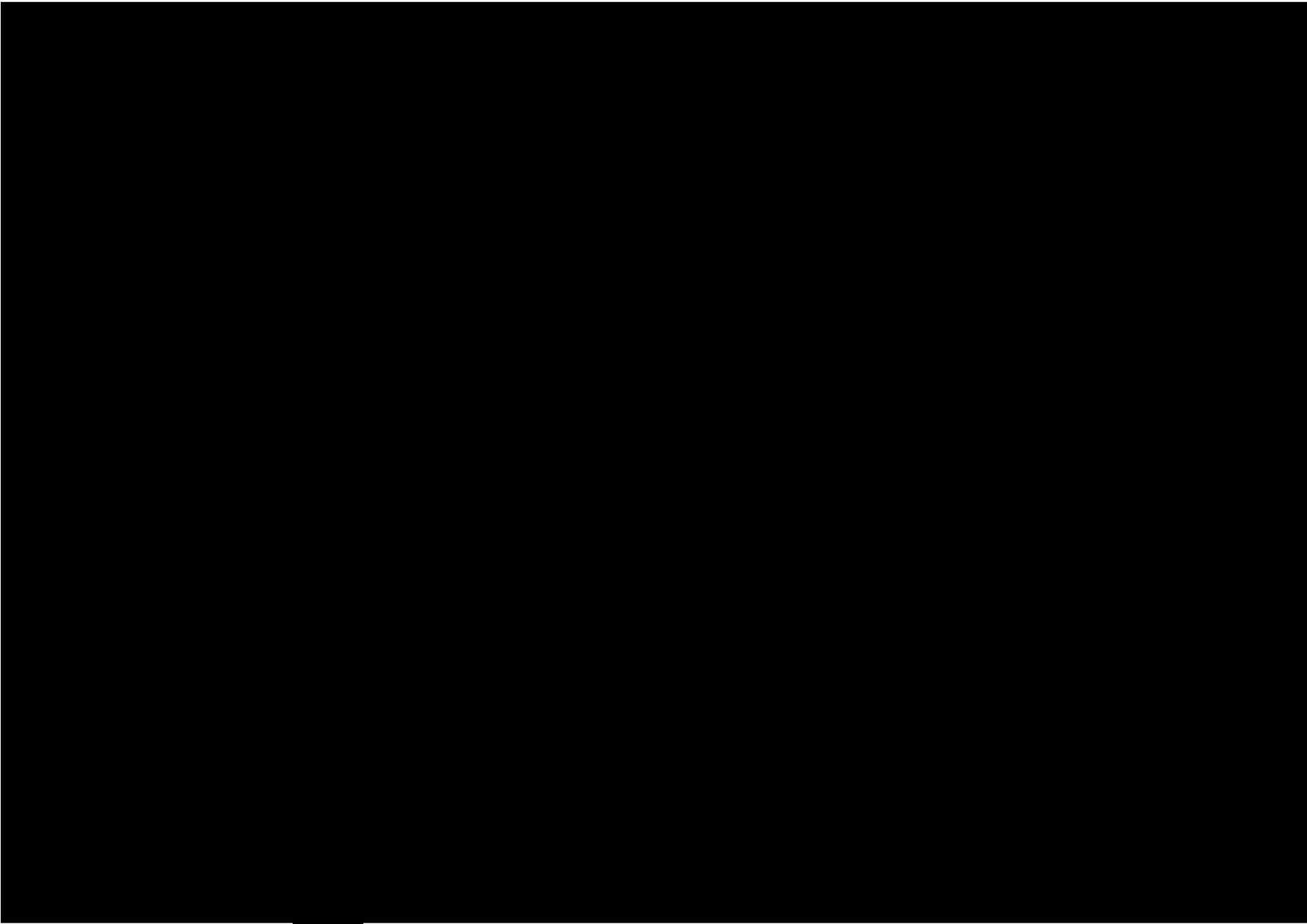


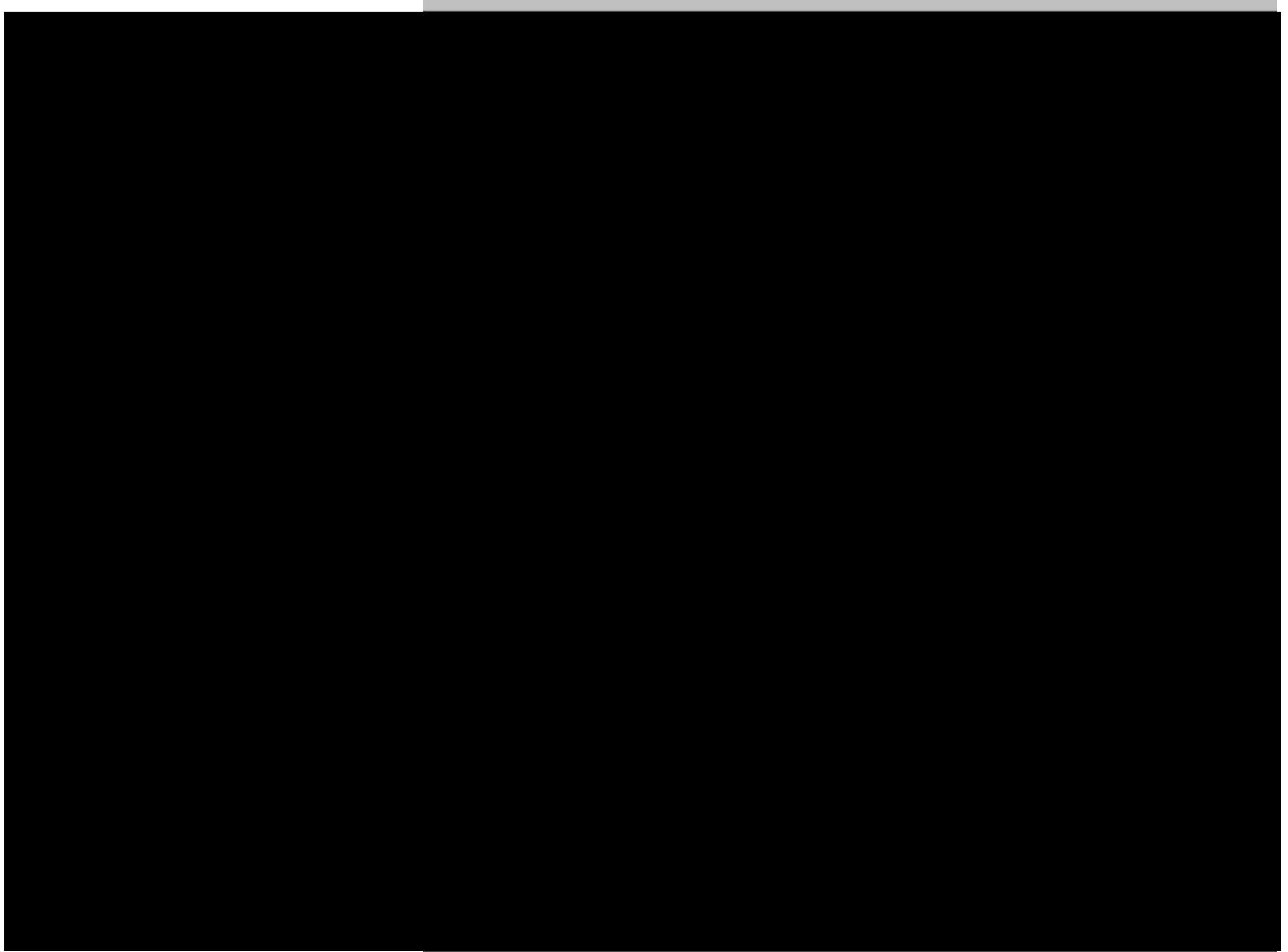






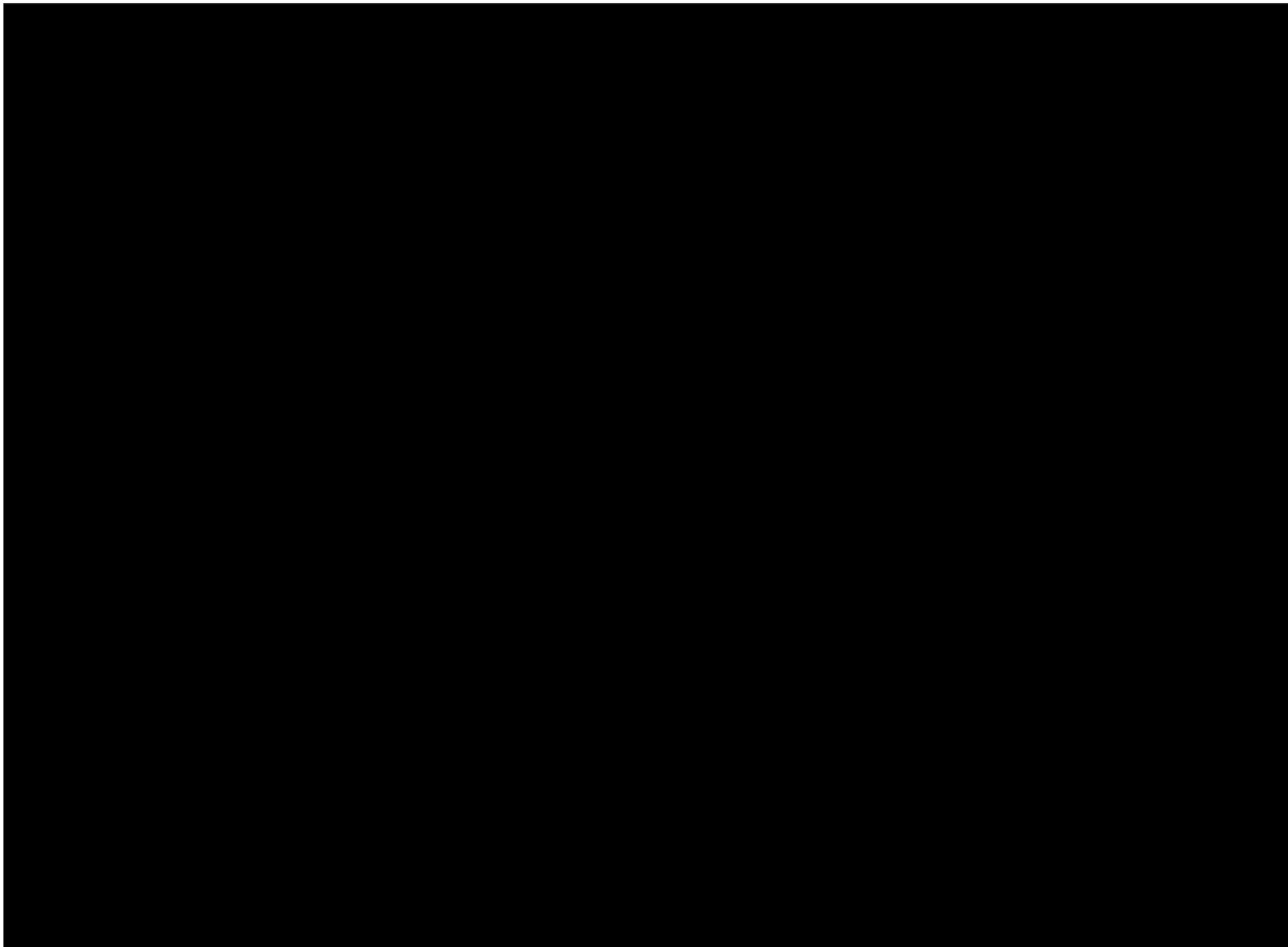


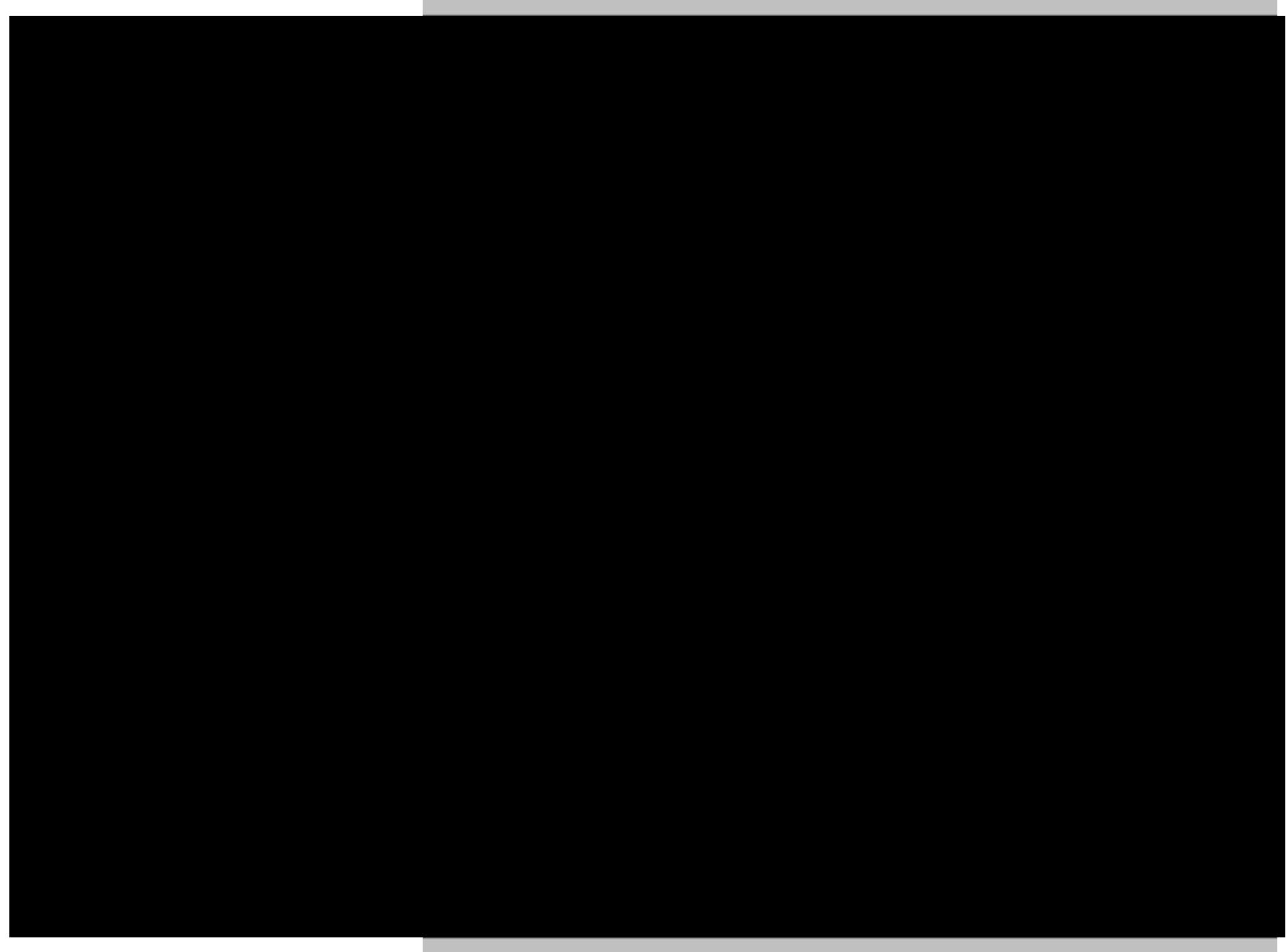


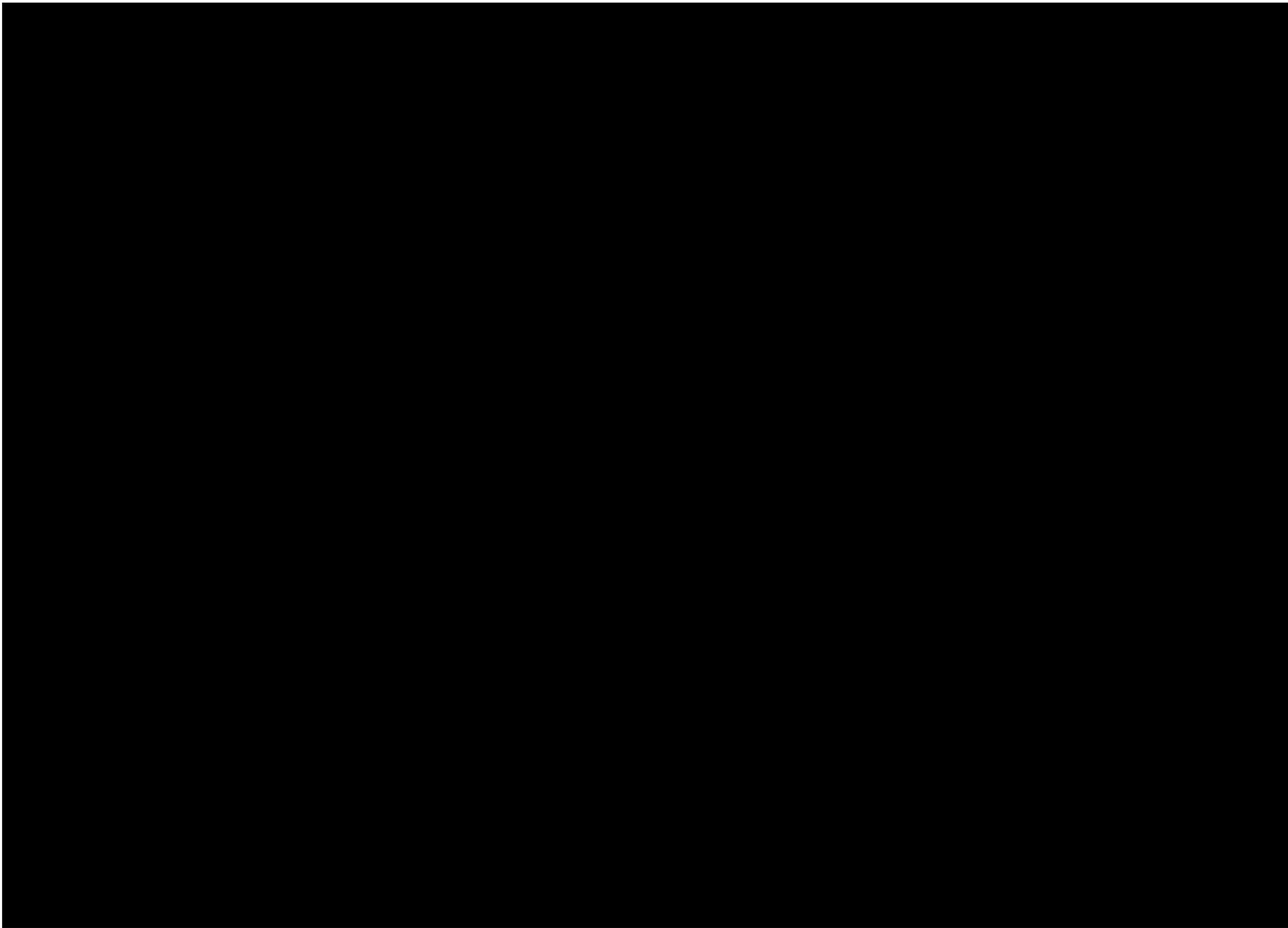


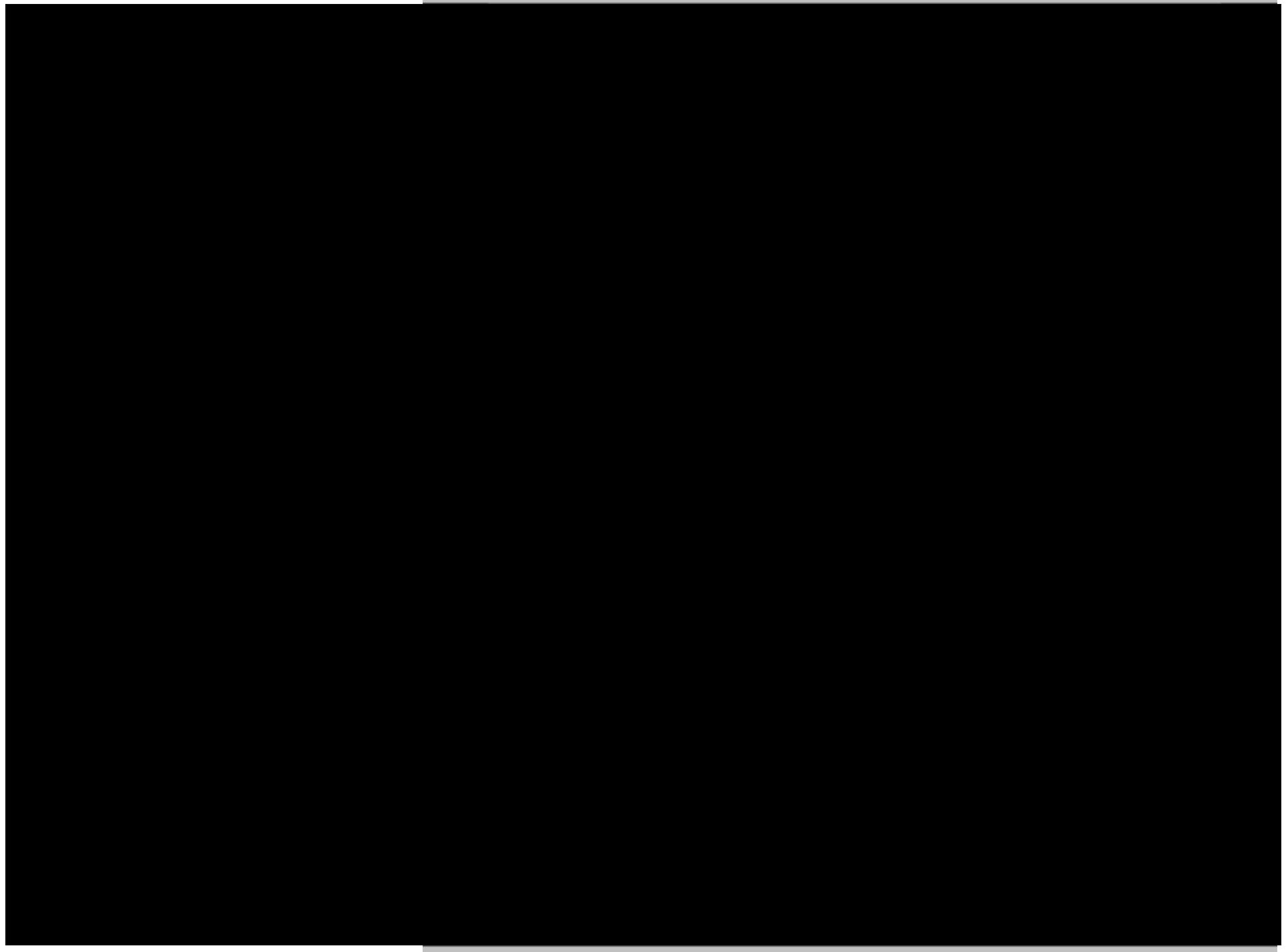




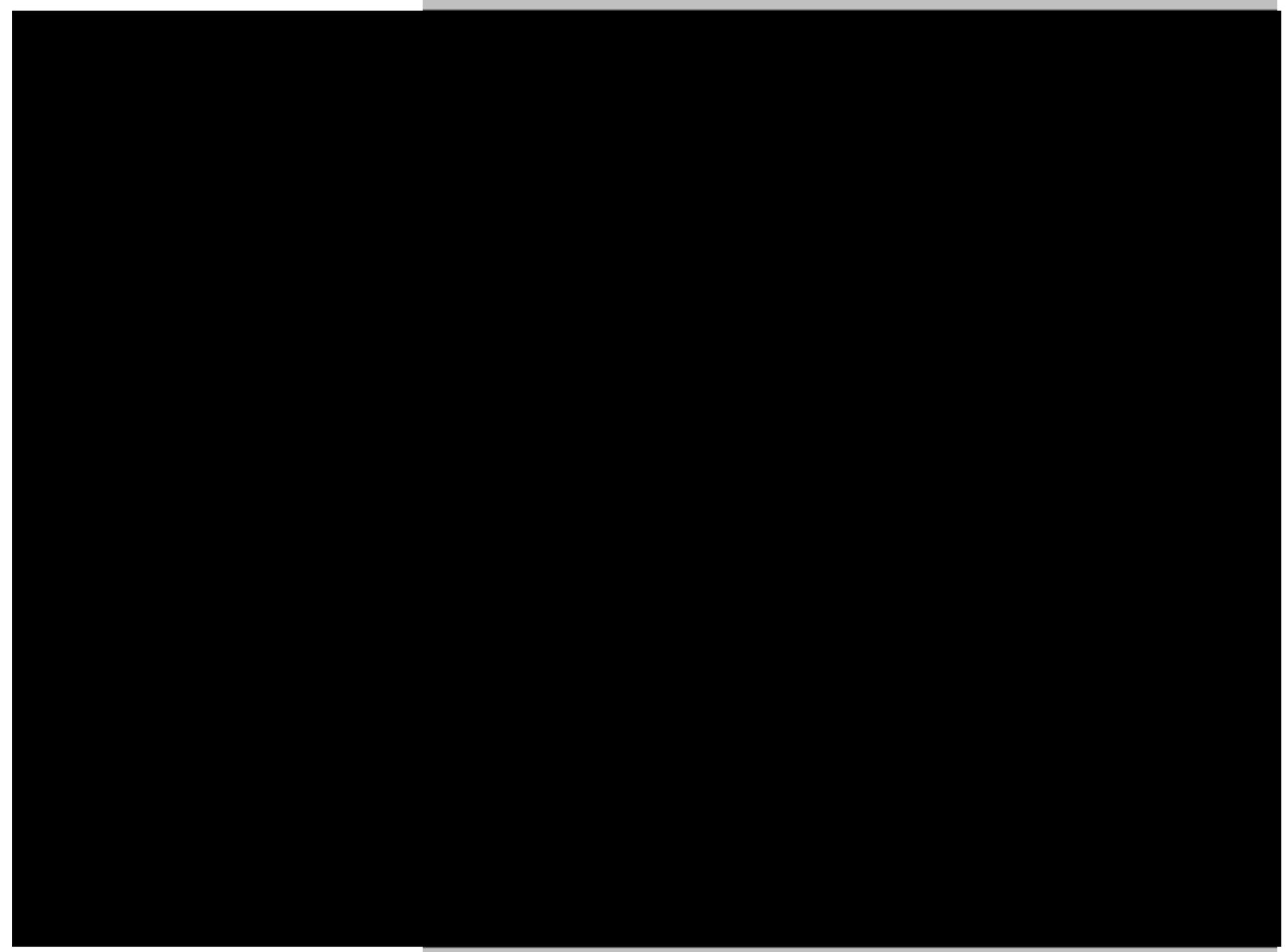




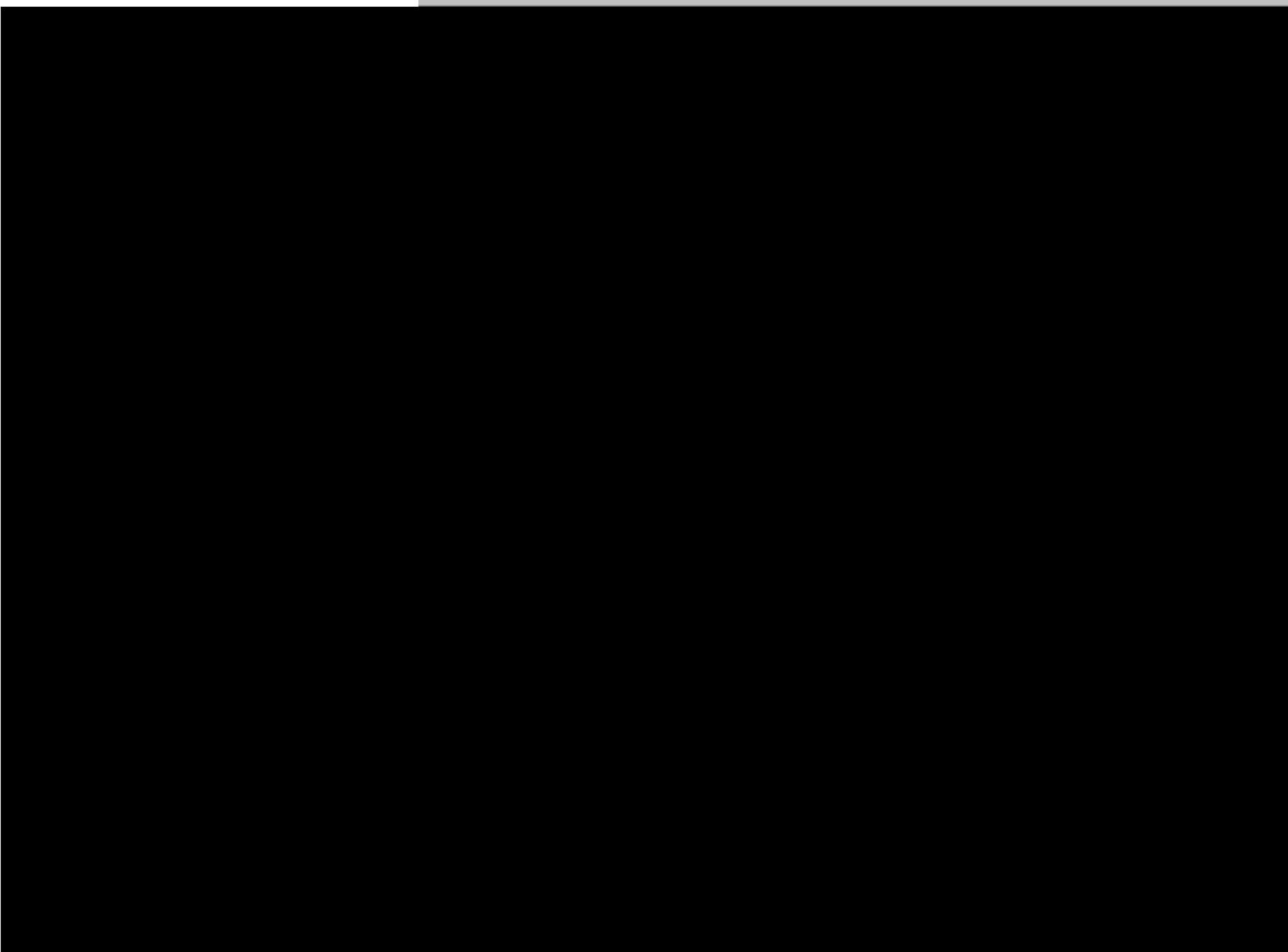


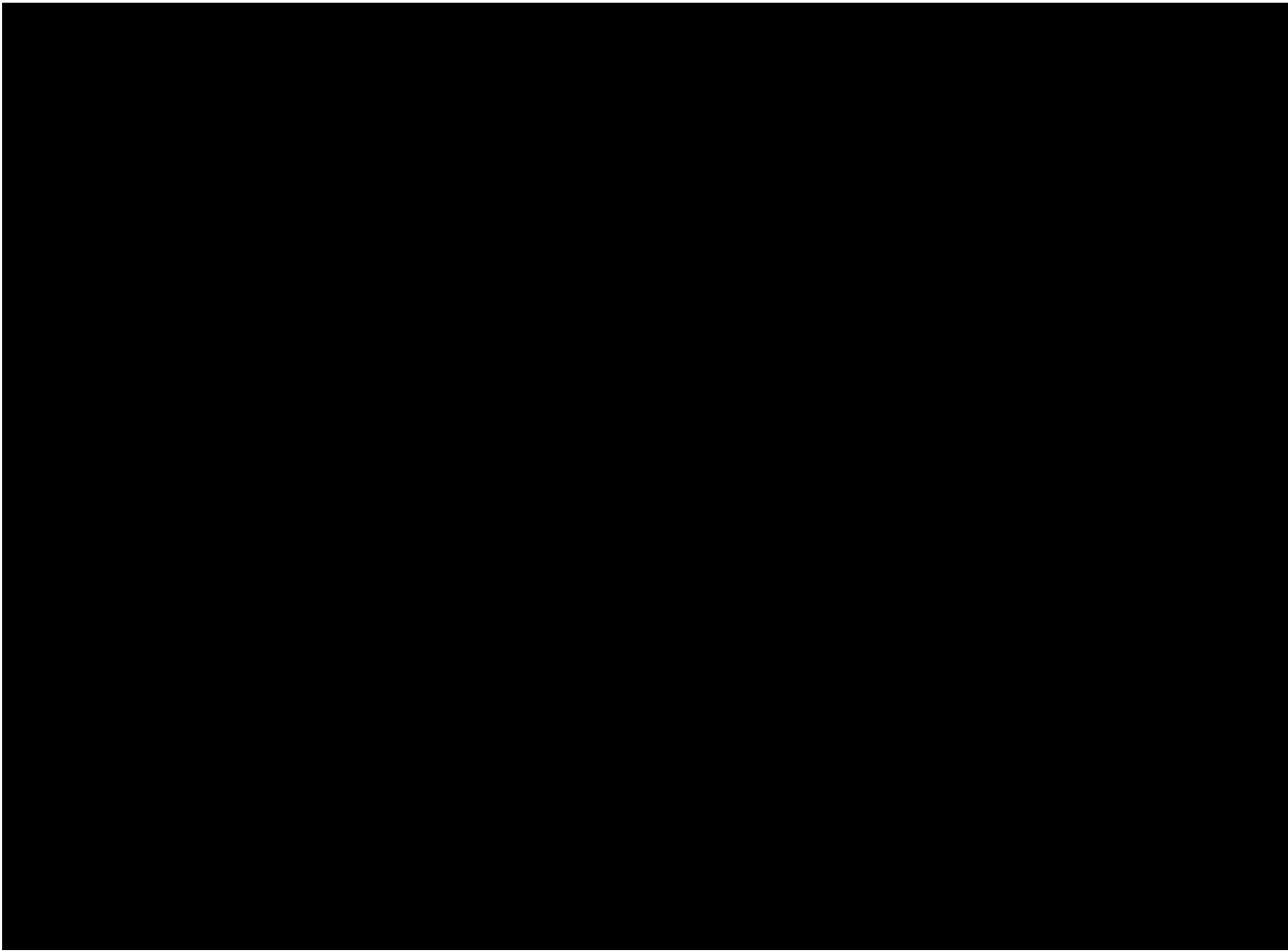














Main Jail

Checklists

**SANTA CLARA COUNTY
Office of the Sheriff
Custody Bureau
MAIN JAIL FACILITY**



ADA Checklist

TRAINING OFFICER:	TRAINEE:	DATE:
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<i>THE JTO AND TRAINEE WILL PLACE HIS/HER BADGE NUMBER AND INITIALS NEXT TO EACH ITEM WHEN THE TRAINEE HAS BEEN SHOWN AND DEMONSTRATED THE ABILITY TO COMPLETE THE BELOW ITEMS.</i>	PRESENTED & DEMONSTRATED BY JTO / DATE	TRAINEE UNDERSTANDS TASK / SKILL TRAINEE/DATE	TRAINEE HAS ACQUIRED OR COMPLETED TASK/SKILL JTO / DATE
1. Portable TDD and ALD Locations a. Intake Booking Sergeant's Office: TDD/ALD b. 4 th Floor Sergeant's Office: TDD c. South Control: TDD/ALD d. South Sergeant's Office: TDD e. Officer's Area: TDD/ALD f. Classification Sergeant's office: TDD g. Mental Health Office: ALD h. 2 nd Floor Officer's Station (ALD)			
2. Location of permanent TDD phones: <u>South</u> : Cells 242 and 244 <u>North</u> : 2C, 4A, 4C1, 5A, 5B, 6A, 6B, 7A, 7B, 8A, 8B, Female Intake Area			
3. Use and operation of TDD/ALD			
4. Policy 13.11: Custody ADA Plan			
5. ADA Request for Accommodation Form			
6. Other related forms: a. Inmate Disability Evaluation b. Hearing-Impaired Tracking			

SANTA CLARA COUNTY
Office of the Sheriff Custody
Bureau
MAIN JAIL FACILITY



Mine Safety Appliance Air Mask (M.S.A.) Checklist

TRAINING OFFICER:	TRAINEE:	DATE:
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<i>Mine Safety Appliance Air Mask</i>	PRESENTED & DEMONSTRATED BY JTO / DATE	TRAINEE UNDERSTANDS TASK / SKILL TRAINEE/DATE	TRAINEE HAS ACQUIRED OR COMPLETED TASK/SKILL JTO /DATE
1. Explain what does M.S.A. mean?			
2. When should you use the M.S.A? (anytime fire or smoke is present, respond to a fire)			
3. How often should the M.S.A. be inspected/checked? (beginning of every shift)			
4. Why is it important to check hoses attached to the cylinder and face piece?			
5. What type of cylinder straps exist? (shoulder and waist)			
6. What type of face piece straps exist? (neck and head harness)			
7. Minimum and maximum pressure reading for the M.S.A. [REDACTED]			
8. Should the M.S.A. be stored with cylinder valve completely closed? (yes)			
9. What is the approximate amount of breathable air at [REDACTED]			
10. What is the purpose for the by-pass valve (six-sided, red) ? (for emergency)			
11. What is the purpose for the regulator? (reduces the high-pressure air in the cylinder to breathable air at the mask)			
12. How may ways is the air supply controlled on the regulator? (two different ways by two different valves on the regulator: main valve, by- pass-valve)			
13. After donning the face piece, turn regulator in a (counterclockwise) direction.			
14. The amount of breathable air for each individual using the M.S.A. will vary. (physical condition, emotional state, training and experience.)			
15. What happens at [REDACTED]			
16. The M.S.A.'s on-demand air system is activated by what means? (inhaling)			
17. How many turns should the cylinder valve be turned on? (one)			
18. Explain the proper way of donning the M.S.A.			

**SANTA CLARA COUNTY
Office of the Sheriff
Custody Bureau
MAIN JAIL FACILITY**



**TRAINING PROGRAM CHECKLIST
F-1 Floor Station**

TRAINEE:	TRAINING OFFICER:	
DATES:	FROM:	TO:

THE JTO AND TRAINEE WILL PLACE HIS/HER BADGE NUMBER AND INITIALS NEXT TO EACH ITEM WHEN THE TRAINEE HAS BEEN SHOWN AND DEMONSTRATED THE ABILITY TO COMPLETE THE BELOW ITEMS.	PRESENTED & DEMONSTRATED BY	TRAINEE UNDERSTANDS TASK / SKILL	TRAINEE HAS ACQUIRED OR COMPLETED TASK / SKILL
	JTO / DATE	TRAINEE / DATE	JTO / DATE
BASEMENT FLOOR LAYOUT			
SHIFT CHANGE – RADIO & KEYS			
RADIO ALARM			
MAINTAINING LOG BOOK			
USE OF KEYS – Control & Security			
CONTROL PANEL – DOORS- LIGHTS			
FIRE EMERGENCY EQUIPMENT			
FIRE ALARM LOCATIONS			
SCBA LOCATION			
FIRE EXTINGUISHER LOCATION			
FLASHLIGHT			
FIRST AID KITS			
RESPONSE TO EMERGENCIES			
FLOOR AREA			
MAIN JAIL NORTH & SOUTH			
MOVEMENT OF INMATES			
TO MJS			
TO ELMWOOD			
TO MJN			
TO CLASSIFICATION			
TO TRANSPORTION			
TO COURT			
NEW HOUSING REQUIREMENTS			
INMATE TRANSFERS			
TO MJS / ELMWOOD / CDC			
AED INSPECTION & LOG			
ESCORT & SHACKLE CODES			
WAIST-CHAINING TECHNIQUES			
CIVILIAN MOVEMENT & SECURITY			
USE OF CELLS CLASS & INTAKE			
INTERPERSONAL SKILL			
STAFF			
CIVILIANS			
INMATES			

**SANTA CLARA COUNTY
Office of the Sheriff
Custody Bureau
MAIN JAIL FACILITY**



**TRAINING PROGRAM CHECKLIST
MAXIMUM SECURITY MODULE DEPUTY**

TRAINING OFFICER:	TRAINEE:
DATES WORKED:	FROM: TO:

THE JTO AND TRAINEE WILL PLACE HIS/HER BADGE NUMBER AND INITIALS NEXT TO EACH ITEM WHEN THE TRAINEE HAS BEEN SHOWN AND DEMONSTRATED THE ABILITY TO COMPLETE THE BELOW ITEMS.	PRESENTED & DEMONSTRATED BY JTO / DATE	TRAINEE UNDERSTANDS TASK / SKILL TRAINEE/DATE	TRAINEE HAS ACQUIRED OR COMPLETED TASK/SKILL JTO / DATE
CONTROL PANELS			
-DOOR OPERATIONS			
-INTERCOM CONTROLS			
-LIGHTING CONTROLS			
LOCATION OF RESTRAINTS			
USE OF RESTRAINTS			
HIGH SECURITY CHAINING			
INMATE MOVEMENT FROM/TO MODULE			
USE OF CELL DOOR TRAY SLOT			
INMATE ACTIVITY OUT OF ROOM			
PRIMARY OFFICER'S DUTIES			
SECONDARY OFFICER'S DUTIES			
MEAL RELIEF			
SEARCHING OF INMATES & CELLS			
CLOTHING EXCHANGE			
COMMISSARY DISTRIBUTION			
INMATE HAIRCUTS			
INMATE MAIL DISTRIBUTION			
INMATE MEAL DISTRIBUTION			
INMATE MANIPULATIVE BEHAVIOR			
COURT MOVEMENT			
MODULE CLEAN UP			
-TRUSTEE SELECTION			
-TRUSTEE SUPERVISION			
-TRUSTEE DUTIES			
"REFUSAL TO LOCK DOWN"			
INMATE PILL CALL			

THE JTO AND TRAINEE WILL PLACE HIS/HER BADGE NUMBER AND INITIALS NEXT TO EACH ITEM WHEN THE TRAINEE HAS BEEN SHOWN AND DEMONSTRATED THE ABILITY TO COMPLETE THE BELOW ITEMS.	PRESENTED & DEMONSTRATED BY JTO / DATE	TRAINEE UNDERSTANDS TASK / SKILL TRAINEE/DATE	TRAINEE HAS ACQUIRED OR COMPLETED TASK/SKILL JTO / DATE
COMMUNICATION			
-STENTOFON OPERATION			
-RADIO OPERATION			
-PHONE AND STENTOFON NUMBERS			
DISCIPLINE FOR UNRULY INMATES			
-INFRACTION			
-CUSTODY INPUTS			
- PAROLEE MISCONDUCT FORM			
INTERPERSONAL SKILLS			
-WITH STAFF			
-WITH INMATES			
OFFICER STATION SECURITY			
KEY SECURITY			
-PASS THRU KEY			
-MODULE KEYS			
COMMAND PRESENCE			
SHARPS CONTAINERS – USE & STORAGE			
BLUE CONTAMINATION BAGS			
LOG BOOK AND WELFARE CHECK LOG			
PROGRAM TIME LOG			
CELL WATER SHUT OFF			
SEARCHING DAYROOM AREAS			
STRIP SEARCH POLICY REVIEW			
USE OF FORCE POLICY REVIEW			
MEDICAL EMERGENCY			
STAFFING LEVELS			
RESPONDING TO EMERGENCIES			
PHONE SHUT OFF			
SCHEDULING & MONITORING INMATE OUT TIMES			
FIRE HOSE & EXTINGUISHERS			
FIRE PULL ALARMS			
SCBA LOCATIONS			
RED PHONE			
DEPARTMENT INHOUSE MAIL			

SANTA CLARA COUNTY
Office of the Sheriff
Custody Bureau
MAIN JAIL FACILITY
TRAINING PROGRAM CHECKLIST
GENERAL MODULE DEPUTY



TRAINING OFFICER:	TRAINEE:
DATES WORKED:	FROM: TO:

THE JTO AND TRAINEE WILL PLACE HIS/HER BADGE NUMBER AND INITIALS NEXT TO EACH ITEM WHEN THE TRAINEE HAS BEEN SHOWN AND DEMONSTRATED THE ABILITY TO COMPLETE THE BELOW ITEMS.	PRESENTED & DEMONSTRATED BY JTO / DATE	TRAINEE UNDERSTANDS TASK / SKILL TRAINEE/DATE	TRAINEE HAS ACQUIRED OR COMPLETED TASK / SKILL JTO / DATE
MODULE COMMUNICATIONS			
-MODULE PAGE			
-STENTOFON			
-TELEPHONE			
-MODULE RED PHONE			
RADIO ALARM & USE			
CONTROL PANEL			
- KEY CONTROL & SECURITY			
-DOOR OPERATION			
-LIGHTING CONTROLS			
-TV CONTROLS			
CELL DOOR LOCK SECURITY			
EMERGENCY TYPES AND RESPONSES			
PLUMBING CHAMBERS			
-WATER SHUT-OFF			
-PLUGGED DRAINS			
SHIFT CHANGE PROCEDURES			
-SECURITY CHECK OF MODULE			
-WELFARE CHECK OF INMATES			
- WINDOW & BAR CHECKS			
CONDUCTING COUNTS			
-FORMAL COUNT			
-INFORMAL COUNT			
LOCKDOWNS			
MODULE LOG & WELFARE CHECK LOG			
LOCATION OF MODULE FORMS			
USE OF SAFETY CELL FROM MODULE			

THE JTO AND TRAINEE WILL PLACE HIS/HER BADGE NUMBER AND INITIALS NEXT TO EACH ITEM WHEN THE TRAINEE HAS BEEN SHOWN AND DEMONSTRATED THE ABILITY TO COMPLETE THE BELOW ITEMS.	PRESENTED & DEMONSTRATED BY JTO / DATE	TRAINEE UNDERSTANDS TASK / SKILL TRAINEE/DATE	TRAINEE HAS ACQUIRED OR COMPLETED TASK / SKILL JTO / DATE
RECREATION TIMES			
-REQUIREMENTS / EQUIPMENT			
SUPPLY REQUISITION			
INMATE TELEPHONES			
-INMATE USE			
-REQUIREMENTS			
-COLLECT CALL ABUSE			
-SPECIAL NEEDS INMATES (TDD, ETC.)			
- TURNING OFF THE PHONES			
INMATE VISITS			
INMATE REQUESTS			
INMATE GRIEVANCE			
CLOTHING EXCHANGES			
COMMISSARY			
PERFORMING SECURITY CHECKS			
PERFORMING INSPECTIONS			
MODULE SUPPLY STORAGE			
ROUTINE HOUSE CLEANING			
MEDICAL WHITE CARDS			
MEDICAL EMERGENCY – MANDOWN			
PILL CALL DUTIES			
MODULE EVACUATION			
PERIMETER DOORS			
MODULE DOOR PAPER PASS			
HANDLING LAUNDRY			
USE OF BLUE CONTAMINATION BAGS			
RECEIVING NEW INMATES			
-PAPERWORK FLOW			
-ASSIGNMENT OF ROOMS			
-SEARCH OF RE-HOUSINGS			
-CELL INSPECTION			
RELEASING INMATES			
-FINAL			
-TEMPORARY (TSO)			
MAIL INCOMING/OUTGOING			
PROPERTY RELEASES			
SECURITY FOR CIVILIANS IN MODULE			
NOISE LEVEL IN MODULE			

THE JTO AND TRAINEE WILL PLACE HIS/HER BADGE NUMBER AND INITIALS NEXT TO EACH ITEM WHEN THE TRAINEE HAS BEEN SHOWN AND DEMONSTRATED THE ABILITY TO COMPLETE THE BELOW ITEMS.	PRESENTED & DEMONSTRATED BY JTO / DATE	TRAINEE UNDERSTANDS TASK / SKILL TRAINEE/DATE	TRAINEE HAS ACQUIRED OR COMPLETED TASK / SKILL JTO / DATE
MEALS			
-MEAL TIMES			
-MEAL COUNTS			
-EQUIPMENT			
-ACCOUNTABILITY			
-DUTY OF THE TRUSTEES			
-PROTECTIVE CLOTHING			
-SEQUENCE OF SERVING			
-LENGTH OF MEAL TIME			
-CLEAN UP			
-BAG LUNCHES			
COMMAND PRESENCE			
COORDINATING MODULE PROGRAMS			
MODULE TRUSTEE			
-SELECTION			
-SUPERVISION			
-ASSIGNMENTS			
-PRIVILEGES			
INTERPERSONAL SKILLS			
-WITH STAFF			
-WITH INMATES			
DISCIPLINE FOR UNRULY INMATES			
-INFRACTION			
-CUSTODY INPUT			
- PAROLEE MISCONDUCT FORMS			
RAZORS – SHARPS CONTAINERS			
LOCATION OF RESCUE KNIFE			
EMERGENCY EQUIPMENT			
- AIR PACK			
- FIRE EXTINGUISHERS			
- FIRE HOSE			
- FIRST AID KITS			
- CPR MASKS			
CLASSIFICATION CODE REVIEW			
USE OF FORCE REVIEW			
STRIP SEARCH POLICY REVIEW			
INTER-FACILITY MOVEMENT			
COURT MOVEMENT AM & PM			

**SANTA CLARA COUNTY
Office of the Sheriff
Custody Bureau
MAIN JAIL FACILITY**



**TRAINING PROGRAM CHECKLIST
FLOOR DEPUTY**

TRAINING OFFICER:	TRAINEE:
DATES WORKED: FROM:	TO:

THE JTO AND TRAINEE WILL PLACE HIS/HER BADGE NUMBER AND INITIALS NEXT TO EACH ITEM WHEN THE TRAINEE HAS BEEN SHOWN AND DEMONSTRATED THE ABILITY TO COMPLETE THE BELOW ITEMS.	PRESENTED & DEMONSTRATED BY JTO / DATE	TRAINEE UNDERSTANDS TASK / SKILL TRAINEE/DATE	TRAINEE HAS ACQUIRED OR COMPLETED TASK / SKILL JTO / DATE
FLOOR LAYOUT			
MAINTAINING THE LOG BOOK			
INMATE COUNT			
RESPONSE TO FLOOR EMERGENCY			
RESPONSE TO MODULE ALARM			
INTERVIEW ROOM ALARMS			
BUS STOP OPERATION			
ELECTRONIC PANEL OPERATION			
MODULE PAPER PASS			
C.J.I.C. TERMINAL USE			
COURT MOVEMENT			
COURT LISTS			
VISITING PROCEDURES			
-MONITORING OF VISITS			
-VISITING ROOM CALL BUTTONS			
NURSE'S EXAMINATION ROOM			
FLOOR CLEAN UP			
SOILED LINEN STORAGE			
SEARCHING INMATES			
INMATE ESCORTING			
STENTOFON OPERATION & NUMBERS			
RADIO OPERATION			
TELEPHONE USAGE & NUMBERS			
MEAL RELIEF			
INMATE MOVEMENT			
COMMAND PRESENCE			
INTERPERSONAL SKILL			
-STAFF -CIVILIANS			
-INMATES			

THE JTO AND TRAINEE WILL PLACE HIS/HER BADGE NUMBER AND INITIALS NEXT TO EACH ITEM WHEN THE TRAINEE HAS BEEN SHOWN AND DEMONSTRATED THE ABILITY TO COMPLETE THE BELOW ITEMS.	PRESENTED & DEMONSTRATED BY JTO / DATE	TRAINEE UNDERSTANDS TASK / SKILL TRAINEE/DATE	TRAINEE HAS ACQUIRED OR COMPLETED TASK / SKILL JTO / DATE
INMATE MEALS & SNACKS			
BARBER TOOLS			
USE OF BLUE CONTAMINATION BAGS			
RAZORS – SHARPS CONTAINERS			
MEDICAL WASTE STORAGE			
PERSONAL PROTECTIVE EQUIP			
CIVILIAN STAFF SECURITY			
RESTRICTED INMATE AREAS			
RETURNING INMATES TO HOUSING UNIT			
CLASSIFICATION CODE REVIEW			
LEVEL 4 INMATES IN UNITS			
CONTACT WITH BLOOD OR BODY FLUIDS			
USE OF FORCE REVIEW			
STRIP SEARCH POLICY REVIEW			

THE JTO AND TRAINEE WILL PLACE HIS/HER BADGE NUMBER AND INITIALS NEXT TO EACH ITEM WHEN THE TRAINEE HAS BEEN SHOWN AND DEMONSTRATED THE ABILITY TO COMPLETE THE BELOW ITEMS.	PRESENTED & DEMONSTRATED BY JTO / DATE	TRAINEE UNDERSTANDS TASK / SKILL TRAINEE/DATE	TRAINEE HAS ACQUIRED OR COMPLETED TASK/SKILL JTO / DATE
MENTAL HEALTH			
OWN RECOGNIZANCE (O.R.)			
PAPERWORK FLOW/DISTRIBUTION			
INMATE PROPERTY & MONEY			
DISTRIBUTION OF MEALS/SNACKS			
HOLDING CELL SEARCHES			
USE OF INMATE TELEPHONES			
LOCK DOWNS			
IDENTIFICATION BANDS			
HOLDING FOR RELEASE			
CLEANING OF INTAKE			
CLEANING SUPPLIES			
COURT MOVEMENT			
USE OF BLUE CONTAMINATION BAGS			
MEDICAL EMERGENCIES - MANDOWN			
KEY SECURITY & CONTROL			
RADIO & KEY EXCHANGE			
CIVILIAN SECURITY			
MEDICAL STATION SECURITY			
CLASSIFICATION /PRETRIAL SERVICES STATUS BOARD			
CROSS-GENDER MOVEMENT PRECAUTIONS			
STRIP SEARCH FORMS: STRIP SEARCH AUTHORIZATION FORM UNIT STRIP SEARCH LOG			

**SANTA CLARA COUNTY
Office of the Sheriff
Custody Bureau
MAIN JAIL FACILITY**



**TRAINING PROGRAM CHECKLIST
F-2 MEDICAL FLOOR DEPUTY**

TRAINING OFFICER:	TRAINEE:
DATES WORKED: FROM:	TO:

THE JTO AND TRAINEE WILL PLACE HIS/HER BADGE NUMBER AND INITIALS NEXT TO EACH ITEM WHEN THE TRAINEE HAS BEEN SHOWN AND DEMONSTRATED THE ABILITY TO COMPLETE THE BELOW ITEMS.	PRESENTED & DEMONSTRATED BY JTO / DATE	TRAINEE UNDERSTANDS TASK / SKILL TRAINEE/DATE	TRAINEE HAS ACQUIRED OR COMPLETED TASK / SKILL JTO / DATE
RADIO & KEY EXCHANGE			
KEY CONTROL & SECURITY			
████████████████████			
████████████████			
FLOOR LAYOUT DORMS & CORE			
STENTOFON OPERATION & NUMBERS			
SECURITY CHECK OF FLOOR			
MAINTAINING THE LOG BOOK			
PRO PER LOG AND LAB			
FIRST AID KIT			
INMATE COUNT & ██████			
NEW HOUSINGS, TRANS & RELEASE			
FIRE EXTINGUISHERS			
FIRE ALARM PULL STATIONS			
EMERGENCY EQUIPMENT LOCATION			
RESPONSE TO FLOOR EMERGENCY			
RESPONSE TO MODULE ALARM			
MEDICAL EMERGENCY - MANDOWN			
INTERVIEW ROOM ALARMS			
BUS STOP OPERATION			
ELECTRONIC PANEL OPERATION			
MODULE PAPER PASS			
C.J.I.C. TERMINAL USE			
COURT LISTS & MOVEMENT			
INMATE MOVEMENT & ESCORTING			
SEARCHING INMATES			
MONITORING OF VISITS			
VISITING ROOM CALL BUTTONS			
LIGHTS SWITCHES			

THE JTO AND TRAINEE WILL PLACE HIS/HER BADGE NUMBER AND INITIALS NEXT TO EACH ITEM WHEN THE TRAINEE HAS BEEN SHOWN AND DEMONSTRATED THE ABILITY TO COMPLETE THE BELOW ITEMS.	PRESENTED & DEMONSTRATED BY JTO / DATE	TRAINEE UNDERSTANDS TASK / SKILL TRAINEE/DATE	TRAINEE HAS ACQUIRED OR COMPLETED TASK / SKILL JTO / DATE
SOILED LINEN STORAGE			
USE OF BLUE CONTAMINATION BAGS			
NURSE'S EXAMINATION ROOM			
RAZORS – SHARPS CONTAINERS			
MEDICAL WASTE STORAGE			
BARBER TOOLS			
FLOOR CLEAN UP			
INMATE MEALS & SNACKS			
INTERPERSONAL SKILL			
-STAFF			
-CIVILIANS			
-INMATES			
PERSONAL PROTECTIVE EQUIP			
CIVILIAN STAFF SECURITY			
LEVEL 4 INMATES IN UNITS			
MEDICAL PRECAUTIONS			
- CONTACT WITH BLOOD OR BODY FLUIDS			
- CONTACT WITH ISOLATION INMATES			
CONFIDENTIALITY OF MEDICAL RECORDS			
HOLDING CELLS			
RESTRICTED INMATE AREAS			
RETURNING INMATES TO HOUSING UNIT			
CLASSIFICATION CODE REVIEW			
USE OF FORCE REVIEW			
STRIP SEARCH POLICY REVIEW			

**SANTA CLARA COUNTY
Office of the Sheriff
Custody Bureau
MAIN JAIL FACILITY**



**TRAINING PROGRAM CHECKLIST
R-2 MEDICAL ROVER**

TRAINING OFFICER:	TRAINEE:
DATES WORKED: FROM:	TO:

THE JTO AND TRAINEE WILL PLACE HIS/HER BADGE NUMBER AND INITIALS NEXT TO EACH ITEM WHEN THE TRAINEE HAS BEEN SHOWN AND DEMONSTRATED THE ABILITY TO COMPLETE THE BELOW ITEMS	PRESENTED & DEMONSTRATED BY JTO / DATE	TRAINEE UNDERSTANDS TASK / SKILL TRAINEE/DATE	TRAINEE HAS ACQUIRED OR COMPLETED TASK/SKILL JTO / DATE
FLOOR LAYOUT			
RADIO & KEY SECURITY			
FIRE EMERGENCY EQUIPMENT			
-FIRE ALARM LOCATIONS			
-FIRE AIR PACK LOCATIONS			
-FIRE EXTINGUISHER LOCATIONS			
MEDICAL EMERGENCY EQUIPMENT			
-CPR MASK			
-FIRST AID KIT			
-PERSONAL PROTECTIVE EQUIP. (PPE)			
MEDICAL UNIT SECURITY			
-PANIC ALARM & LOCATIONS			
-OFFICER RESPONSE			
-SECURITY SEARCH OF INMATES			
MEDICAL EMERGENCIES - MANDOWN			
MEDICAL PRECAUTIONS			
-CONTACT WITH BLOOD			
-CONTACT WITH ISOLATION INMATES			
-WASTE/CLOTHING/FOOD/PHONE			
USE OF BLUE CONTAMINATION BAGS			
INMATE MOVEMENT			
-RESTRICTED INMATE AREAS			
-LEVEL 4 & PC INMATE SECURITY			
- USE OF HOLDING CELLS			
COORDINATING DR/DENTIST CALL			
-DISTRIBUTION OF DR/DENTAL LISTS			
DIABETIC CALL			
STENTOFON COMMUNICATIONS			
STAFF RELATIONS			

THE JTO AND TRAINEE WILL PLACE HIS/HER BADGE NUMBER AND INITIALS NEXT TO EACH ITEM WHEN THE TRAINEE HAS BEEN SHOWN AND DEMONSTRATED THE ABILITY TO COMPLETE THE BELOW ITEMS.	PRESENTED & DEMONSTRATED BY JTO / DATE	TRAINEE UNDERSTANDS TASK / SKILL TRAINEE/DATE	TRAINEE HAS ACQUIRED OR COMPLETED TASK/SKILL JTO / DATE
CLEANING/LOCATION OF SUPPLIES			
OFFICER MEAL RELIEF			
SHARPS CONTAINERS – USE & STORAGE			
CIVILIAN STAFF SECURITY			
CLASSIFICATION CODE REVIEW			
USE OF FORCE REVIEW			
CONFIDENTIALITY OF MEDICAL RECORDS			

**SANTA CLARA COUNTY
Office of the Sheriff
Custody Bureau
MAIN JAIL FACILITY**



**TRAINING PROGRAM CHECKLIST
INFIRMARY DEPUTY**

TRAINEE:	TRAINING OFFICER:
DATES WORKED: FROM:	TO:

THE JTO AND TRAINEE WILL PLACE HIS/HER BADGE NUMBER AND INITIALS NEXT TO EACH ITEM WHEN THE TRAINEE HAS BEEN SHOWN AND DEMONSTRATED THE ABILITY TO COMPLETE THE BELOW ITEM	PRESENTED & DEMONSTRATED BY JTO / DATE	TRAINEE UNDERSTANDS TASK / SKILL TRAINEE/DATE	TRAINEE HAS ACQUIRED OR COMPLETED TASK/SKILL JTO / DATE
LOG BOOK & WELFARE CHECK LOG			
RADIO AND KEY SECURITY			
FLOOR LAYOUT			
FIRE EMERGENCY EQUIPMENT			
-FIRE ALARM LOCATIONS			
-FIRE AIR PACK LOCATIONS			
-FIRE HOSE LOCATIONS			
-FIRE EXTINGUISHER LOCATIONS			
MEDICAL EMERGENCY EQUIPMENT			
-CPR MASK			
-FIRST AID KIT			
-PERSONAL PROTECTIVE EQUIP (PPE)			
MEDICAL EMERGENCIES -MANDOWN			
MEDICAL UNIT SECURITY			
-PANIC ALARM/LOCATIONS			
-OFFICER RESPONSE			
-SECURITY SEARCH OF INMATES			
CONTROL PANELS			
-DOORS			
-LIGHTS			
-TV MONITOR			
MEDICAL PRECAUTIONS			
-CONTACT WITH BLOOD			
-CONTACT WITH ISOLATION INMATES			
-WASTE/CLOTHING/FOOD/PHONE			
INMATE MOVEMENT			
-RESTRICTED INMATE AREAS			
MONITORING PILL CALL			

THE JTO AND TRAINEE WILL PLACE HIS/HER BADGE NUMBER AND INITIALS NEXT TO EACH ITEM WHEN THE TRAINEE HAS BEEN SHOWN AND DEMONSTRATED THE ABILITY TO COMPLETE THE BELOW ITEM	PRESENTED & DEMONSTRATED BY JTO / DATE	TRAINEE UNDERSTANDS TASK / SKILL TRAINEE/DATE	TRAINEE HAS ACQUIRED OR COMPLETED TASK/SKILL JTO / DATE
STENTOFON COMMUNICATIONS			
STAFF RELATIONS			
CONFIDENTIALITY OF MEDICAL RECORDS			
CLEANING/MAINTENANCE			
-LOCATION OF SUPPLIES			
-SUPERVISING INMATE CLEANING			
SUPERVISING INMATE MEALS			
OFFICER MEAL RELIEF			
USE OF BLUE CONTAMINATION BAGS			
SHARPS CONTAINERS – USE & STORAGE			
MEDICAL WASTE			
INMATE PROGRAM			
CIVILIAN STAFF SECURITY			
MEDICAL OFFICE			
FEMALE INMATES			
INMATE HAIRCUTS			
INMATE MAIL			
COMMISSARY			
SPRB CODE REVIEW			
CELL & DAYROOM SEARCHES			
USE OF FORCE REVIEW			
STRIP SEARCH POLICY REVIEW			
INMATE INTERVIEWS			
COURTS			
US MAIL			
DEPARTMENT INHOUSE MAIL			

Santa Clara County Office of the Sheriff



Department Policy and Procedure

Training Sign-Off Sheet

Deputy:	Badge #:
Date Training Began:	Date Training Completed:

At the end of the program, this sheet must be submitted along with any other outstanding documentation in order for the deputy to be signed off training. By signing this document, the deputy certifies they have been sufficiently trained in all these areas.

Areas of Training	Name/Badge	Date Completed
Direct Supervision Module		
Maximum Security Module		
F-1		
F-2		
R-2		
2C		
Classification Movement (B5)		
Floor Station		
Departmental Policy & Procedure		
General Orders		
Policy Manual		
Post Orders		

I certify the above trainee has fulfilled the stipulated requirements for the Jail Training Program.

Administrative Training Officer:	Badge:	Date:
Jail Training Program Sergeant:	Badge:	Date:
Training & Compliance Captain:	Badge:	Date:

ELMWOOD TRAINING



Santa Clara County

Office of the Sheriff Custody Bureau

Santa Clara County has the fifth largest jail system in California; one of the 20 largest systems in the United States. Our jail is among the 100 systems nationwide with an inmate population of more than 1,000. The Santa Clara County jail system cares for an average of 3,600 inmates a day; a custody population higher than in 10 state systems. We serve nearly five million meals each year to our inmate population. We also provide medical and mental health care for an inmate population that rarely has any contact with the health care system. Each year, the jail receives and books about 75,000 arrestees, most of who are cited and released or post bail. The average length of stay is about 100 days, and 80 percent of the inmate population has a history of drug or alcohol problems.

Elmwood Complex

The first American owner of the Elmwood Correctional Complex site was John O'Toole. He planted the Siberian Elms lining his driveway across a culvert that spanned Pennitencia Creek and led up to his grand Victorian mansion of over twenty rooms (built in the 1860s). Elmwood was named after those giant elms.

The O'Toole family sold the ranch and mansion to James Boyd in 1882. In 1883, Boyd sold it to Santa Clara County for use as an alms house for the then princely sum of \$25,000. There must have been questions of propriety raised about the sale because the County Grand Jury issued a finding that that amount was too high a price to have paid. The farm had been used as a living base for Chinese laborers who had been brought to this country to help build the railroads prior to its donation to the County.

Sometime prior to 1946, the site was turned into an alms house for the aged. The site continued to be used as an alms House until 1946. In that year, the Sheriff moved the "Drunk farm" from Gilroy Hot Springs to the alms house location. The Alms House co-existed with the Sheriff's Department operation on the property until 1953. At that time, the alms house system was abolished and total operation of the site was given to the Sheriff's Department.

The site was designated by County Ordinance to be Ranch Jail #1 of three (3) proposed ranch sites and later renamed "Elmwood". Ranch Jail #2 never materialized. The property that had been designated for Ranch Jail #2 was later developed into what is known today as Coe State Park. Ranch Jail #3 was established on Mt. Madonna in southern Santa Clara County. The resources of Ranch Jail #3 were used to construct what is now Mt. Madonna County Park. During this era, the Sheriff's Department performed many of the functions of the present-day Parks and Recreation Department.

Barracks 12 and 13 were built in the mid '70s and were known as Medium North and South. It was at this point that deputies were introduced into Elmwood's work force. Medium North and South were considered an extension of the Main Jail lockdowns and required supervision by deputies. Prior to this time, correctional officers were used to supervise the inmate populations.

In 1985, the renovation of Elmwood Men's facility began as a result of legal actions taken against the County of Santa Clara to overcrowded conditions in the jail system (Branson vs. Winter). Four (4) medium security units, M-2, M-3, M-4, and M-5 were constructed. The Support Services Building construction began in late 1987 and was completed and occupied in 1989. The building houses the food service operation, warehouse services, and laundry and clothing services.

It is interesting to note that the site of the new Support Services Building was once the location of the oldest pond (over 100 years old) in Santa Clara Valley. Barracks #3 was the Alms House Dining Hall. Barracks 4, 5, 6, and 7 were the Alms Hospital. Barracks 20 and 21 were the old milking barns, and the Programs building was the Alms House kitchen. Another interesting historical point about Elmwood is that this area supported an Indian village many years ago. There is an area next to the creek on the south side of the grounds where Indian bones were found and were estimated to be over 1,500 years old. The bones discovered during the remodeling process were reburied in a location in this same general area in the hopes that they will not be disturbed again.

The West Gate house and the New Administration building were also opened in late 1989. Offices of the County Probation and the Public Defender Departments are located in this building along with the Department of Correction's Administrative Offices. The Squad Room, sergeant's offices, inmate visiting area, and staff exercise room are also located in this building.

In mid-1989, ground was broken and construction began on the "Medical Services" and "Inmate Processing" building, which opened in 1991.

The construction that has been taking place at Elmwood is a "first". Up to the point that construction at Elmwood began, there had never been an attempt to construct a new facility on the site of an old one while still maintaining a complete operational schedule of "Business as usual".

It was in late 1988 that the Department of Correction was created and the jails were once again staffed with correctional officers.

In June 2010 at the Santa Clara County Board of Supervisors budget hearings the Board decided to return control of the county jails to the Sheriff's Office.



Elmwood Division Operational Information

Elmwood Correctional Complex in Milpitas provides care, housing, and retention of approximately 2,600 medium- and minimum-security male inmates. The facility employs 265 correctional officers and 25 administrative support personnel and hosts a large number of volunteers and programs staff. The entire Elmwood complex has an operating budget of about \$32 million a year.

The Elmwood buildings vary in shape and size, some designed for indirect supervision of inmates, others for direct supervision. Many are military style barracks for minimum-security inmates. Although the Elmwood site only minimum and medium security male inmates, the women's facility at Elmwood houses all security levels.

The Elmwood Complex Women's Facility, established in 1964, is located in the northeast portion of the Complex. The facility houses approximately 500 female inmates separately from the men's facility. The Women's Facility is staffed by 81 correctional officers, four sergeants, and seven Custody Support Assistants, and is a base of operations for a number of volunteers and programs staff. The annual operating budget is about \$7 million.



Elmwood Complex Day-Shift Schedule

Listed below are approximate times that various events occur during a day shift schedule. All times are approximate and may change based on staff availability, facility emergencies, and lockdowns.

Welfare Policy must be followed during all shifts.

Visiting, commissary, programs, clothing exchange and other functions are conducted per a designated schedule.

0545	[REDACTED]
0600	[REDACTED]
0615	[REDACTED]
0630	[REDACTED]
0800	[REDACTED]
1000	[REDACTED]
1015	[REDACTED]
1030	[REDACTED]
1100	[REDACTED]
1300	[REDACTED]
1530	[REDACTED]
1630	[REDACTED]
1700	[REDACTED]
1800	[REDACTED]

**** All housing unit officers must conduct window and bar checks ****



Elmwood Complex Night-Shift Schedule

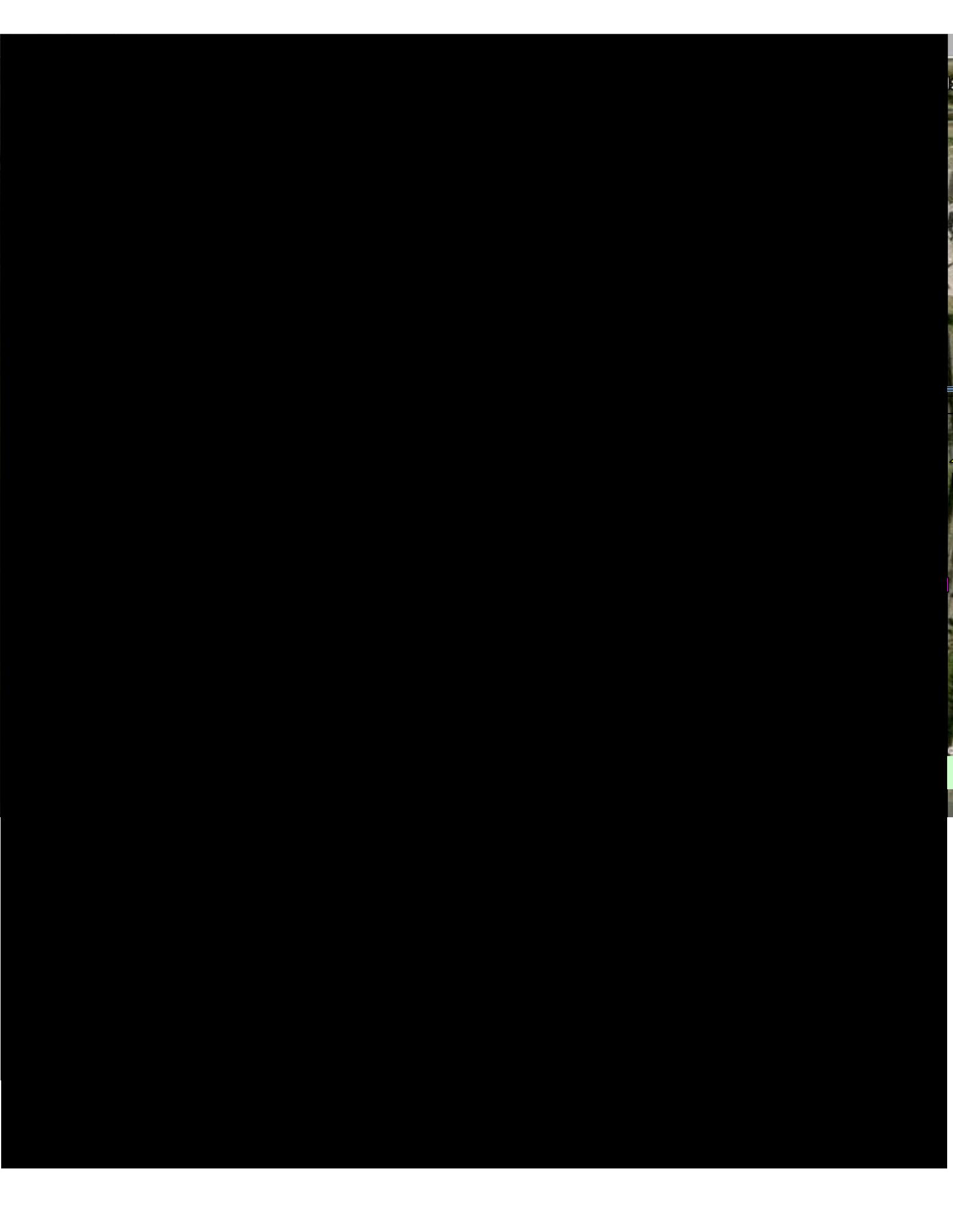
Listed below are approximate times that various events occur during a night shift schedule. All times are approximate and may change based on staff availability, facility emergencies or lockdowns.

Welfare Policy must be followed during all shifts.

Visiting, commissary, programs, clothing exchange and other functions are conducted per a designated schedule. Facility Inspections are conducted on Wednesdays.

1745	[REDACTED]
1800	[REDACTED]
1815	[REDACTED]
1900	[REDACTED]
2300	[REDACTED]
2315	[REDACTED]
0330	[REDACTED]
0400	[REDACTED]
0500	[REDACTED]
0600	[REDACTED]

**** All housing unit officers must conduct window and bar checks ****



Special

M8 Gate

M8 Ge

Restrictions for Jail Facilities

Jail facilities have restrictions that most public buildings do not. Please refer to these sections of the California Penal Code for more information on those restrictions:

1. **4573 PC** (Felony) Bringing alcoholic beverages or unauthorized drugs onto jails grounds is prohibited.
2. **4574 PC** (Felony) Bringing of unauthorized firearms, deadly weapons or explosives onto jail grounds is prohibited.
3. **4570 PC** (Misdemeanor) Bringing in or taking out letters, writings, literature or reading matter to or from any prisoner is prohibited.

In order to keep our facilities safe, remember not to bring personal items into the secured perimeter of the facility. Items such as pocket knives, letter openers, nail files, umbrellas, personal mail, etc.

Confidential Information

You are required to keep all business/inmate information confidential. The release of any such information may be a violation of policy or the law. Once a person is no longer in custody, you may not give out any information about that person, *including that he/she ever was in custody*. The release of criminal history information is a misdemeanor.

Working with Inmates

Keep all aspects of your personal life private to avoid off-duty contacted inmates, former inmates or their associates. Be careful not to bring correspondence or magazines listing your name and address to the jail. Do not become overly friendly or familiar with any inmate. Always treat inmates with courtesy and respect, but maintain a professional demeanor. Never show favoritism.

Relationships with Inmates

Employees will not loan or borrow anything from/to an inmate, do favors for or enter into any business transactions with inmates, or have any type of personal or sexual relationship with an inmate. All contacts with persons arrested and/or incarcerated must be kept for official business only. Bringing items into or taking items out of any facility for an inmate is strictly prohibited.

Job Safety

At the Main Jail, health & safety are our highest priorities. We strive to provide a clean and healthy workplace. We are committed to a successful accident prevention program that includes the identification and correction of hazards, as well as the training of employees in safe work practices. We expect the full cooperation of our employees to comply with all safety and health regulations. All employees are expected to follow safe work practices, obey safety rules, and wear the required personal protective equipment.

All employees are responsible for the timely reporting of safety hazards in the workplace.

Basic Conduct and Performance Expectations

- You are expected to report for duty on time.

- You are expected to remain at your assigned post until properly relieved. You must provide an appropriate pass down to the oncoming shift.
- When you are assigned to a housing unit, absent your break and lunch periods, you are expected to remain at your post and not leave to socialize with others in the general areas.
- You are expected to maintain your personal wellness to prevent loss of time. Do not make improper use of your sick leave privileges.
- You are expected to obey all lawful orders, either written or verbal, from your superiors.
- You are expected to present a professional image, follow the uniform standards and be courteous & respectful to all.
- You are expected to document all use of force situations in a clear, direct, factual manner.
- You are expected not to create exigent circumstances requiring you to engage in the use of force when time, distance, barriers and other methods of resolution are available to you.
- You are expected to protect yourself and others from harm.
- You shall not consume intoxicants at any time while on duty.
- You shall not sleep or be less than alert while on duty.
- On or off duty, always represent the County and the Sheriff's Department in a positive light.

COUNTY OF SANTA CLARA
OFFICE OF THE SHERIFF
Captain M. Padget, Elmwood Complex Commander
745 Thompson St.
Milpitas, CA 95035
Phone: (408) 957-5300
Fax: [REDACTED]



MEMORANDUM

To: Captain Padget, Elmwood Complex Commander

Date: _____

Subject: Personal and Emergency Notification Information

The following information is needed for your division file. Please complete and forward to Elmwood Administration.

Last Name: _____ First Name: _____ Badge: _____

DOB: _____ Date of Hire: _____ Date of Assignment _____

Address: _____

City: _____ State: _____ Zip Code _____

Home # _____ Cell # _____ Other # _____

Emergency Notification

First Person to contact: Relationship: _____

Last Name: _____ First Name _____

Address: _____ City _____ ST. _____ Zip _____

Home # _____ Work # _____ Cell # _____

If Person can't be reached contact: Relationship: _____

Last Name: _____ First Name _____

Address: _____ City _____ ST. _____ Zip _____

Home # _____ Work # _____ Cell # _____

COUNTY OF SANTA CLARA
OFFICE OF THE SHERIFF
Captain M. Padget, Elmwood Complex Commander
745 Thompson St.
Milpitas, CA 95035
Phone: (408) 957-5300
Fax: [REDACTED]



MEMORANDUM

GENERAL RULES FOR FACILITY PERSONNEL

Parking

The Elmwood Correctional Facility employee parking area is located adjacent to the 880 Freeway, just west of the main entrance to the Elmwood facility near the West Gate. All private vehicles are prohibited from parking anywhere other than in the designated employee parking areas unless otherwise authorized. Private/commercial vehicles are restricted from parking inside the perimeter fencing without authorization. Do not back into parking spaces.

Designated handicapped parking spaces are located at the West Gate.

The main roadways into Elmwood are posted with either 15 mph or 25 mph speed limits. Please become familiar with these areas as they are patrolled and speed limits are enforced.

[REDACTED]

Security Badges

Entrance to this facility is gained via the West Gate. All outside County employees, volunteers, and visitors, except sworn personnel, must have a security clearance on file and sign in and out at the West Gate. Elmwood employees, both sworn and civilian must also sign in and out at the West Gate.

Correctional Deputy/Officers must be in uniform and/or display their badge or a Sheriff's ID card at all times while in the facility.

Elmwood's permanent non-sworn employees must display their ID card at all times while in the facility.

If you do not have a permanent security badge, you must surrender a valid government ID to the West Gate Officer and he/she will issue you a temporary ID Badge. This badge must be worn around the neck on your outermost clothing and must be visible at all times. The badge MUST be returned to the West Gate Officer upon departure from the facility.

COUNTY OF SANTA CLARA
OFFICE OF THE SHERIFF
Captain M. Padget, Elmwood Complex Commander
745 Thompson St.
Milpitas, CA 95035
Phone: (408) 957-5300
Fax: [REDACTED]



MEMORANDUM

To: Captain Padget, Elmwood Complex Commander

Date: _____

Subject: General Rules for Facility Personnel

I have read and understand the **General Rules for Facility Personnel**. I understand that failure to comply with these rules could result in disciplinary action against me, up to and including termination.

Last Name: _____ First Name: _____ Badge: _____

Signature: _____ Date: _____ Team: _____ Team: _____

COUNTY OF SANTA CLARA
OFFICE OF THE SHERIFF
Captain M. Padget, Elmwood Complex Commander
745 Thompson St.
Milpitas, CA 95035
Phone: (408) 957-5300
Fax: [REDACTED]



MEMORANDUM

To: Captain Padget, Elmwood Complex Commander

Date: _____

Subject: Elmwood Testing Procedures

1. You are expected to be ready to take any assigned test on the workweek in which it is due.
2. Test will be administered and monitored by the Team Administrative Training Officer.
3. No notes or other documents are allowed during testing.
4. No unnecessary talking will be allowed.
5. Do not make any notation on the test or write question down.
6. All relevant questions will be answered before or after the test not during.
7. Test will not be timed.
8. All test are "closed booked" photo copies of test are forbidden.
9. Minimum passing score for all test: 80%
10. The person who administered the test will review the material with you and give you your score.
11. If you fail a test you will retake the test one week later. A second failure will result in remedial training.
- 12. Trainees will not discuss with other officers the contents of any test, nor shall any trainee divulge test questions to another officer.**

I have read and understand the Elmwood Testing Procedures detailed above and agree by its terms. I understand that failure to comply with these procedures could result in disciplinary action against me, up to and including termination.

Last Name: _____ First Name: _____ Badge: _____

Signature:



Prison Rape Elimination Act of 2003 (PREA) Acknowledgement for All
Badge Staff

The Santa Clara County Office of the Sheriff/Department of Correction is committed to maintaining an environment free of all forms of sexual abuse and/or sexual harassment of the inmates in its facilities. The Department has zero tolerance for anyone who engages in any form of sexual abuse and/or sexual harassment with any inmate housed in any of its facilities and/or contracted venues. Additionally, sexual abuse and sexual harassment are prohibited by Federal and State Law.

I understand that the Santa Clara County Office of the Sheriff/Department of Correction has zero tolerance for sexual abuse, sexual misconduct and sexual harassment between staff and inmates confined in Santa Clara County/Department of Correction Facilities. Facilities are defined as any "confined facility" in which inmates are confined, temporarily assigned to or those venues contracted by the Santa Clara County Office of the Sheriff/Department of Correction.

I have completed the PREA training classes. The classes explain the Department's PREA zero tolerance policy, safety guidelines, and reporting options. I have had the opportunity to discuss and ask questions with the person listed as the witness on the form. I acknowledge that should I engage in any activity constituting sexual abuse, sexual misconduct or sexual harassment of any inmate, I will be subject to discipline up to and including termination and/or the revocation of my security clearance.

PRINT NAME

SIGNATURE

DATE

WITNESS SIGNATURE

DATE

Santa Clara County Office of the Sheriff/Department of Correction



ADMONISHMENT

USE OF CRIMINAL JUSTICE INFORMATION

As an employee, volunteer, or intern of the Sheriff's Office of the County of Santa Clara, you may have access to confidential criminal records, Department of Motor Vehicle records, or other criminal justice information which is controlled by either statute or Sheriff's Office policy. All access to criminal justice information, including such systems as California Law Enforcement Telecommunications System (CLETS), Criminal Justice Information Control (CJIC), Coplink and any other computer related system maintained, controlled or accessed through any Sheriff's Office network is based on the "need to know" and the "right to know." Misuse of such information may adversely affect an individual's civil rights and violate the law, Sheriff's Office policy, CJIC policy, CLETS policy, and/or Coplink policy.

California State Penal Code Section 502 prescribes the penalties relating to computer crimes. California State Penal Code Section 11105 and 13300 identify both the individuals who may access criminal history information, and under what circumstances they may legally access the information. California State Penal Code Section 11141-11143 and 13302-13304 prescribe penalties for misuse of criminal history information. California State Government Code Section 6200 prescribes the penalties for misuse of public records and CLETS information. California State Vehicle Code Section 1808.45 prescribes the penalties relating to misuse of Department of Motor Vehicle records information. California State Penal Code Section 11142 and 13303 state:

"Any person authorized by law to receive a record or information obtained from a record who knowingly furnished the record or information to a person not authorized to receive the record or information is guilty of a misdemeanor."

Any employee, volunteer, or intern of the Sheriff's Office, who misuses criminal justice information, including information from any of the above listed systems, shall be subject to immediate dismissal from employment. Additionally, any misuse that is deemed a violation of the either civil or criminal law may be separately prosecuted by the appointed authority.

***I HAVE READ THE ABOVE AND UNDERSTAND THE POLICY REGARDING THE MISUSE
OF CRIMINAL JUSTICE INFORMATION.***

Signature

Date

Print Name

PIN/Badge Number

COUNTY OF SANTA CLARA
OFFICE OF THE SHERIFF
Captain M. Padget, Elmwood Complex Commander
745 Thompson St.
Milpitas, CA 95035
Phone: (408) 957-5300
Fax: [REDACTED]



MEMORANDUM

To: Captain Padget, Elmwood Complex Commander

Date: _____

Subject: Use of Criminal Justice Information and Relationship w/ Prisoner/Inmate

All employees, workers, volunteers and teachers must read, understand and follow the below listed rules. You will be given an orientation packet containing general information and rules and regulations of the Elmwood Complex. Please read these as soon as possible, as they apply, as appropriate, to all employees of the Department of Correction and the Elmwood Complex.

Relationship With Prisoner / Inmate

Employees or persons assigned to work within this department shall not do favors for, loan, exchange, borrow, become personally involved with, or enter into any business transactions with any prisoner or inmate. Bringing items into or taking items out of the facility for a prisoner / inmate is strictly prohibited. This order does not apply to contacts, which are necessary in order to carry out your duty assignment. All contacts with persons arrested and /or incarcerated must be kept on a strictly official basis.

Confidential Information

You may have access to and actually process information, which is confidential. The misuse of this information is in violation of the law. Confidential information and records to which you may have access shall not be used for your own advantage or benefit. Local, state or federal information shall not be queried as a favor for friends or relatives or for your own personal use. These files are to be queried only for department business and not private purposes.

Violation of the confidentiality ruled and regulations as outlined in the Orientation Packet may be grounds for disciplinary action against you, which could range from the loss of your security clearance, dismissal from the Department, and/or criminal prosecution, which could be either a felony or a misdemeanor charge.

I acknowledge I have read and understand and I have received a copy of this form.

Last Name: _____ First Name: _____ Badge: _____

Signature: _____ Date: _____ Team: _____

INFORMATION TECHNOLOGY USER RESPONSIBILITY STATEMENT

This User Responsibility Statement establishes a uniform, County-wide set of minimum responsibilities associated with being granted access to County information systems and/or County networks.

Definitions

County information systems and networks include all County-owned, rented, or leased desktop computers, laptop computers, handheld devices (including smart phones, wireless PDA's and Pocket PC's), equipment, networks, application systems, data bases and software; these items are typically under the direct control and management of County information system staff. Also included are information systems and networks under control and management of a service provider for use by the County.

Users includes full-time and part-time employees who are on the permanent County payroll, as well as other authorized individuals such as contractors, sub-contractors, consultants, temporary personnel, unpaid volunteers and any other authorized individual permitted access to County information systems and/or networks.

County-owned information/data is any information or data that is transported across a County network, or that resides in a County-owned information system, or on a network or system under control and management of a service provider for use by the County. This information/data is the exclusive property of the County of Santa Clara, unless excepted through constitutional provision, State or Federal statute, case law, or contract.

A **public record** is any writing, including electronic documents, relating to the conduct of the people's business.

1. General Code of Responsibility

The following General Code of Responsibility defines the basic standards for user interaction with County information systems and networks. All Users of County information systems and networks are required to comply with these standards.

- 1.1 Users are personally responsible for knowing and understanding the appropriate standards for User conduct, and are personally responsible for any actions they take that do not comply with County policies and standards.
- 1.2 Users must comply with County standards for password definition, use, and management. If a User is unclear as to the appropriate standards, it is the responsibility of the User to ask for guidance from their information systems support staff or Agency / Department management.

- 1.3 Users may not install, configure, or use any modem, any connection to a non-County network or system, or any wireless device, on any County system or network unless authorized to do so in writing by their designated departmental information systems support staff. If authorized to install, configure or use such a device or capability, Users must comply with all additional, applicable County standards designed to ensure the privacy and protection of data.
- 1.4 All connections between County information systems/networks and non- County systems/networks, including the Internet, must be approved by the County Chief Information Officer (CIO), or designee, and by the head of the involved Agency/Department. Users, including members of the County's information system support staff, are prohibited from implementing such connections without obtaining this approval in writing.
- 1.5 No personally owned desktop computer, laptop computer, handheld and/or wireless device, or any other device may be attached to a County network unless such attachment is authorized in writing by designated departmental information systems support staff.
- 1.6 Users must not attempt to circumvent legal guidelines on software use and licensing by copying software. If a User is unclear as to whether a piece of software may be legitimately copied, it is the responsibility of the User to check with designated departmental information systems support staff.
- 1.7 Users may not install software on any County system unless specifically authorized to do so in writing by designated departmental information systems support staff.
- 1.8 Users are asked to be aware of security issues, and are encouraged to report incidents of security breaches (e.g., installation of an unauthorized device) to designated information systems support staff.
- 1.9 Users must understand and respect the sensitivity, privacy and confidentiality aspects of all County-owned information. In particular:
 - Users must not attempt to access County systems or information unless authorized to do so, and there is a legitimate business need for such access.
 - Users must not disclose information to anyone who does not have a legitimate need for that information.
 - Users must not make or store printed or media-based (e.g., CD or floppy disk) copies of information unless it is a necessary part of that user's job.
- 1.10 Users must understand and respect the importance of County-owned data as a valuable asset. In particular:

- Users must not change or delete data or information unless performing such changes or deletions is a legitimate part of the user's job function.
- Users must avoid actions that might introduce malicious software, such as viruses or worms, onto any County system or network.

1.11 Users should be aware that electronic information transported across any County network, or residing in any County information system, is potentially subject to access by technical support staff, other County Users, and the general public. There are within the County IT environment systems and networks that have been made secure and private but in the absence of such special measures Users should not presume any level of data privacy for information transmitted over a County network, or stored within a County information system.

1.12 In general, Users must not use County systems or networks for personal activities that cannot be shown to either facilitate work tasks or increase job productivity. However, reasonable incidental (de minimus) personal use of County IT resources, such as Internet access and email, is allowed as long as such use does not interfere with the performance of work duties or the operation of the County's information systems. If a User is unclear as to appropriate personal uses, it is the responsibility of the User to ask for guidance from their Agency / Department management.

1.13 All information resources on any County information system or network are the property of the County and are therefore subject to County policies regarding acceptable use. No employee or other authorized User may use any County owned network, computer system, handheld and/or wireless device, cell phone or any other device or data for the following purposes:

- Personal profit, including commercial solicitation or conducting or pursuing their own business interested or those of another organization.
- Unlawful or illegal activities, including the downloading of licensed material without authorization, or downloading copyrighted material from the Internet without the publisher's permission.
- To access, create, transmit, print, download or solicit material that is or may be construed to be harassing or demeaning toward any individual or group for any reason, including on the basis of sex, age, race, color, national origin, creed, disability, political beliefs, organizational affiliation, or sexual orientation.
- To access, create, transmit, print, download or solicit sexually- oriented messages or images.

- The knowing propagation or downloading of viruses or other contaminants.
- The dissemination of hoaxes, chain letters, or advertisements.

- 1.14 Users that are employed by, or otherwise belong to, a HIPAA impacted Agency / Department are responsible for understanding and carrying out their responsibilities and duties as identified in the County HIPAA policies and procedures training.
- 1.15 Users should refer to the County's email retention policy for guidance with respect to the retention of email messages.
- 1.16 Users may not configure, access, use, or participate in those Internet services that have been prohibited by County policy, including but not limited to Internet Instant Messaging services (such as AOL Instant Messaging), Internet email services (such as hotmail), and peer-to-peer networking services (such as Kazaa), unless specifically authorized to do so in writing. All use of such services, even at a Departmental level, is subject to written approval and authorization procedures by the Department Head and the County CIO.
- 1.17 Users shall not use an internal County email account assigned to another individual to either send or receive emails.
- 1.18 Users shall not configure their email account to automatically forward email messages to an Internet or other external email system unless specifically authorized to do so in writing by their Department Head and the County CIO. Email messages that are manually forwarded must not contain information that is classified as confidential or restricted.

Acknowledgement of Receipt

This statement hereby incorporates Attachment A - Board of Supervisors Approved policy on “E-Mail”, Attachment B – Board of Supervisors Approved Policy on “Internet Usage” and Attachment C - Additional Responsibilities for Users Accessing County IT Assets from a Non-County (Remote) Locations. Attachment C only applies to individuals that have been granted remote access privileges and should only be signed by those specific individuals. By signing this Statement, the following individual signifies that the County’s User Responsibility Statement has been read and its contents understood. The signer also acknowledges that violation of any of its provisions may result in disciplinary action, leading up to and including termination and/or criminal prosecution.

The signer also acknowledges that this Statement will still be in effect following any transfer to another County Agency or Department, and that all of its provisions will continue to apply to the undersigned.

User Signature _____

Print User Name _____

Agency/Department _____

Date Signed _____

Purpose of Policy

This policy addresses access to and the disclosure of information created, transmitted, received and stored via the County's e-mail systems. Access to e-mail is provided to employees and occasionally to other persons such as authorized contractors or volunteers (collectively referred to as "employees" in this policy), to assist them to perform their work, and their use of email must not jeopardize operation of the County's information systems or the reputation and integrity of the County. This policy is intended to ensure that County employees know their rights and responsibilities in using e-mail, and to ensure the appropriate, cost effective, and efficient use of County e-mail systems.

Use of the County's information systems must withstand public scrutiny. The California Public Records Act (CPRA), Government Code Section 6250, et. seq., requires the County to make all public records available for inspection and to provide copies upon request. A public record is any writing, including electronic documents, relating to the conduct of the people's business. Any information sent via e-mail may be subject to disclosure under the CPRA or requested in the process of litigation discovery. In addition, no use of licensed or copyrighted material should be made without permission from the holder of the license or copyright.

Appropriate Use of E-Mail

E-mail is provided as a business tool, however, its reasonable, incidental use for personal purposes is acceptable, so long as such use does not interfere with performance of work duties nor with the operation of the County's information systems.

A. No employee may use e-mail for inappropriate purposes, such as, but not limited to the following:

- (1) Personal profit, including commercial solicitation or conducting or pursuing their own business interests or those of another organization.
- (2) Unlawful or illegal activities.
- (3) Creation or dissemination of harassing or demeaning statements toward any individual or group for any reason, including on the basis of sex, age, race, color, national origin, creed, disability, political beliefs, organizational affiliation, or sexual orientation.
- (4) The dissemination of hoaxes, chain letters, or advertisements.
- (5) The knowing propagation or downloading of viruses or other contaminants.

B. Employees should not create, send, forward, or reply to distribution lists concerning non-County business. Employees should consider the impact on the County's networks when creating and using large, work-related distribution lists.

Access to Messages

A. Employees should have no expectation of privacy in any messages sent via e-mail over the County's networks; employees should not use the system for any messages that

they wish to remain private. Any electronic information transported across the County's networks is potentially subject to access by technical support staff, and review, monitoring, and disclosure by an audit authority designated by an employee's department head (or by the County Executive with respect to usage by department and agency heads). All computer applications, programs, and work-related information created or stored by employees on the County's information systems are County property. If employees make incidental use of the e-mail system to transmit personal messages, such messages will be treated no differently from other messages.

B. The use of employee passwords and other message protection measures, other than those specifically authorized by the County, are prohibited. The County's authorization to use a password or other data protection measure shall not constitute consent by the County to maintain the messages as private.

C. This policy does not supplant the legal protections available to shield confidential, internal County communications from third party requests, such as information exempt from disclosure under the CPRA, shielded by attorney-client privilege, or subject to state law mandating confidentiality for specific subject matter.

Retention Policy

E-mail that is not necessary to the ordinary course of business should be routinely deleted.

Enforcement

Any violation of the County's e-mail policy may result in appropriate disciplinary action up to and including termination. Any improper e-mail will not be disclosed by the County to others except to the extent necessary to consider and to implement discipline, for other employment related purposes, or to respond to litigation requests. Potential criminal conduct which is revealed by improper e-mail will be referred to the appropriate law enforcement authorities.

Purpose of Policy

The Internet has become an increasingly important source of information for County employees. Many County employees, and occasionally others such as contractors and volunteers (collectively referred to in this policy as “employees”), are provided access to the Internet to assist in the performance of their work for the County. However, the diversity of information available on the Internet brings with it the potential for abuse. This policy is intended to ensure that County employees know their rights and responsibilities in using the Internet, and to ensure the appropriate, cost effective, and efficient use of County Internet access capabilities.

Use of the Internet via the County’s system must withstand public scrutiny. The California Public Records Act (CPRA), Government Code Section 6250, et. seq., requires the County to make all public records available for inspection and to provide copies upon request. A public record is any writing, including electronic documents, relating to the conduct of the people’s business. The CPRA applies to information processed, sent and stored on the Internet. Additionally, records of Internet use may be requested during litigation discovery. No use of licensed or copyrighted material should be made without permission from the holder of the license or copyright.

Appropriate Internet Use

Access to the Internet is provided as a business tool, however, its reasonable, incidental use for personal purposes is acceptable, so long as such use does not interfere with performance of work duties or the operation of County information systems.

A. No employee, however, may use the Internet for inappropriate purposes, such as, but not limited to the following:

- (1) Personal profit, including commercial solicitation or conducting or pursuing their own business interests or those of another organization.
- (2) Unlawful or illegal activities, including the downloading of licensed material without authorization, or downloading copyrighted material from the Internet without the publisher’s permission.
- (3) To access, create, transmit, print, download or solicit material that is or may be construed to be harassing or demeaning toward any individual or group for any reason, including on the basis of sex, age, race, color, national origin, creed, disability, political beliefs, organizational affiliation, or sexual orientation.
- (4) To access, create, transmit, print, download or solicit sexually-oriented messages or images.
- (5) The knowing propagation or downloading of viruses or other contaminants.

B. Internet Relay Chat channels or other Internet forums such as newsgroups or net servers may be used only to conduct work-related business.

Access to Usage Records

A. Employees should have no expectation of privacy in their usage of the Internet. An audit authority designated by a department head may monitor usage of the Internet by department employees, including reviewing a list of sites accessed by an employee within the department; audit and examination of usage by an agency or department head shall be performed by a person designated by the County Executive. For this purpose, records of access to sites, materials and services on the Internet may be recorded and retained for a time period set by the County. The County or department head may restrict access to certain sites that it deems are not necessary for business purposes.

B. This policy does not supplant the legal protections available to shield confidential, internal County communications from third party requests, such as information exempt from disclosure under the CPRA, shielded by attorney-client privilege, or subject to state law mandating confidentiality for specific subject matter.

Enforcement

Violation of the County's policy on Internet use may result in appropriate disciplinary action up to and including termination. Any improper Internet usage will not be disclosed by the County to others except to the extent necessary to consider and to implement discipline, for other employment related purposes, or to respond to litigation requests. Potential criminal conduct which is revealed by inappropriate Internet usage will be referred to the appropriate law enforcement authorities.

Elmwood Checklists

SANTA CLARA COUNTY OFFICE OF
THE SHERIFF ELMWOOD FACILITY



TRAINING PROGRAM CHECKLIST

Elmwood Facility Overview JTP

TRAINEE:	TRAINING OFFICER:
DATES WORKED: FROM:	TO:

THE JTO AND TRAINEE WILL PLACE HIS/HER BADGE NUMBER AND INITIALS NEXT TO EACH ITEM WHEN THE TRAINEE HAS BEEN SHOWN AND DEMONSTRATED THE ABILITY TO COMPLETE THE BELOW ITEMS.	PRESENTED & DEMONSTRATED BY JTO / DATE	TRAINEE UNDERSTANDS TASK / SKILL	TRAINEE HAS ACQUIRED OR COMPLETED TASK / SKILL
RECEIVE TRAINING MANUALS, KEYS AND LOCKERS			
OVERVIEW OF TRAINING PROGRAM			
LENGTH AND POSITIONS			
INTRODUCTION TO PERSONNEL, JTO'S, SGT'S ADMIN			
REVIEW PAY AND BENEFITS			
PAY PERIOD			
PAY DAYS			
SICK DAYS			
VACATION AND SIGNUPS			
DAY TRADES			
OVERTIME			
MILITARY LEAVE			
TOUR OF LOCKDOWNS			
M-2 and M3			
M-4 and M5			
M-8			
TOUR OF MINIMUM COMPOUND			
INFO CENTER			
SUPPORT DESK (OLD ADMIN)			
BARRACKS BRKS: 3,4,5,6,7,8,9,10,11,15, SH			
TRUSTY BARRACKS & 1,2,12,13			
RCP (BRKS 20/21)			
CHAPEL/ PROGRAMS			
INDUSTRIES (OLD BROADWAY RD)			
CANDLESTICK (RECREATION YARD)			
CCW TOUR			
W-4 A, B, C, MEDICAL			
W-2 S1/S2			
W-1			
W-3			
NEW KITCHEN			
NEW KITCHEN			
ODR (BADGE STAFF & ACCESS)			
LAUNDRY			
WAREHOUSE			

THE JTO AND TRAINEE WILL PLACE HIS/HER BADGE NUMBER AND INITIALS NEXT TO EACH ITEM WHEN THE TRAINEE HAS BEEN SHOWN AND DEMONSTRATED THE ABILITY TO COMPLETE THE BELOW ITEMS.	PRESENTED & DEMONSTRATED BY JTO	TRAINEE UNDERSTANDS TASK / SKILL	TRAINEE HAS ACQUIRED OR COMPLETED TASK / SKILL
ADMINISTRATION BUILDING			
ELMWOOD CONTROL			
SQUADROOM			
██████████			
ADMINISTRATIVE OFFICES			
LOCKER and WEIGHT ROOM			
PROBATION			
ERT ROOM			
BREAK ROOM			
OTHER BUILDINGS			
CLASSIFICATION			
SHOPS			
PROGRAMS (M-1)			
CLASSROOMS (MILPITAS ADULT ED)			
MEDICAL			
AUDITORIUM			
PROCESSING			
CENTRAL TRAINING			
GATES			
WEST GATE			
EAST GATE			

SANTA CLARA COUNTY

OFFICE OF THE SHERIFF



ELMWOOD FACILITY JAIL TRAINING PROGRAM

ADA INSTRUCTION CHECKLIST

TRAINEE:	TRAINING OFFICER:	DATE:
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Teletext Device for the Deaf TDD/TTY	PRESENTED BY J.T.O.	DEMONSTRATED BY J.T.O.	TRAINEE UNDERSTANDS (TRAINEE INITIAL) ↓	TRAINEE HAS ACQUIRED THE KNOWLEDGE OR SKILL
1 LOCATION OF TDD/TTY EQUIPMENT .				
2 HOW TO OPERATE THE TDD/TTY EQUIPMENT .				
3 RELAY NUMBERS .				
4 SPRB CODE .				
5 MEDICAL ARMBAND .				
6 AMPLIFIED PHONES .				
7. PIN CODE FOR HEARING IMPAIRED				
8 DOC Policy 2000 #13.11 .				

**SANTA CLARA COUNTY
OFFICE OF THE SHERIFF**



Elmwood FACILITY JAIL TRAINING PROGRAM

Mine Safety Appliance Air Mask (M.S.A.) Check List

TRAINEE:	TRAINING OFFICER:	DATE:
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Mine Safety Appliance Air Mask	PRESENTED BY J.T.O.	DEMON- STRATED BY J.T.O.	TRAINEE UNDERSTANDS (TRAINEE INITIAL) ↓	TRAINEE HAS ACQUIRED THE KNOWLEDGE OR SKILL
1. Explain what does M.S.A. mean? Mine Safety Appliance				
2. When should you use the M.S.A? (Any time fire or smoke is present, respond to a fire)				
3. How often should the M.S.A. be Inspected/checked? (Beginning of every shift)				
4. Why is it important to check hoses attached to the Cylinder and face piece?				
5. What type of cylinder straps exists? (Shoulder, chest and waist)				
6. What type of face piece straps exists? (Neck and head harness)				
7. Minimum and maximum pressure reading for the M.S.A. [REDACTED]				
8. Should the M.S.A. be stored with cylinder valve Completely closed? (Yes)				
9. What is the approximate amount of breathable Air a [REDACTED]				
10. What is the purpose for the by-pass valve (six-Sided, red)? (For emergency)				
11. What is the purpose for the regulator? (Reduces the high-pressure air in the cylinder to breathable air at the mask)				
12. How may ways is the air supply controlled on The regulator? (Two different ways by two Different valves on the regulator: main valve, by- pass-valve)				
13. After donning the face piece, turn regulator in a (Counterclockwise) direction.				

14. The amount of breathable air for each individual Using the M.S.A. will vary. (Physical condition, Emotional state, training and experience.)				
15. What happens at [REDACTED] [REDACTED]				
16. The M.S.A.'s on-demand air system is activated by what means? (Inhaling)				
17. How many turns should the cylinder valve be turned on? (One)				
18. Explain the proper way of donning the M.S.A.				



JAIL TRAINING PROGRAM CHECKLIST
M2 – M3 SIDE STATIONS, CORE AREA & CONTROL ROOM

TRAINEE:	TRAINING OFFICER:
DATES WORKED: FROM:	TO:

THE JTO AND TRAINEE WILL PLACE HIS/HER BADGE NUMBER AND INITIALS NEXT TO EACH ITEM WHEN THE TRAINEE HAS BEEN SHOWN AND DEMONSTRATED THE ABILITY TO COMPLETE THE BELOW ITEMS.	PRESENTED & DEMONSTRATED BY JTO / DATE	TRAINEE UNDERSTANDS TASK / SKILL TRAINEE / DATE	TRAINEE HAS ACQUIRED OR COMPLETED TASK / SKILL JTO / DATE
1. ORIENTATION TOUR OF M-2 & M-3. TOUR WILL INCLUDE: BUILDING CORE, DORMS, INTERIOR ROOMS, AND EXTERIOR PERIMETER.			
2. POST ORDERS – LOCATION AND REVIEW			
3. ORIENTATION OF CORE: CONTROL ROOM, SIDE STATIONS, MULTI-PURPOSE ROOM, MEDICAL ROOM, CHASES. LOCATION OF PANIC ALARMS/RESETS, TELEPHONES, STENTOFONS SYSTEM, MSA UNITS, FIRE EXTINGUISHERS, ██████████, FACILITY AND EMERGENCY KEYS USED. **TRAINEE SHOWN BOTH M-2 AND M-3 CORE AREAS.			
4. ORIENTATION OF INDIRECT SUPERVISION DORMS: SALLY PORT, DAY ROOM, SLEEPING AREA, SUNDECK, PERIMETER DOORS, OUTLETS, AND KEY USED.			
5. ORIENTATION OF INTERIOR ROOMS: SUPPLY ROOMS, JANITOR ROOM, STAFF RESTROOMS, CLOTHING ROOM, VISITING AREA, ELECTRICAL ROOM, AND KITCHEN.			
6. EXTERIOR/PERIMETER: LOCATION OF BULL RUNS, ROOF ACCESS AND ROOF, REST OR SECURED AREA.			
7. TRAINEE SHOWN LOCATION OF EMERGENCY SHUT OFF VALVES AND SWITCHES FOR M-2 AND M-3: GAS, WATER, ELECTRIC, AND FIRE SPRINKLER.			
8. M-2/M-3 CONTROL ROOM ORIENTATION. **TO BE SIGNED WHEN THE BELOW LISTED SECTIONS ARE ALL COMPLETED.			
8-A. CONTROL PANEL: USE OF SALLY PORT AND POWER BUTTONS, EMERGENCY ALARMS, INDICATORS, AND RESETS. M-4/M-5			
8-B USE OF M-2/M-3 COMPUTER LOGS, RADIO AND KEY CONTROL			

THE JTO AND TRAINEE WILL PLACE HIS/HER BADGE NUMBER AND INITIALS NEXT TO EACH ITEM WHEN THE TRAINEE HAS BEEN SHOWN AND DEMONSTRATED THE ABILITY TO COMPLETE THE BELOW ITEMS.	PRESENTED & DEMONSTRATED BY JTO / DATE	TRAINEE UNDERSTANDS TASK / SKILL TRAINEE / DATE	TRAINEE HAS ACQUIRED OR COMPLETED TASK / SKILL JTO / DATE
1) TELEPHONE NUMBERS, COMMUNICATION, RESPONSE, AND EVACUATION. 2) DISTURBANCE RESPONSE 3) MSA LOCATION AND USE.			
8-D INMATE COUNT, INMATE MOVEMENT (NEW HOUSINGS, RELEASES, REHOUSINGS, ETC.), VISITING AND INTERVIEWS, AND ACQUISITION OF VARIOUS SUPPLIES.			
9-A. CONTROL PANEL: USE OF SWITCHES, BUTTONS, ALARMS, AND RESETS.			
9-B. USE OF THE OFFICER STATION LOG, RADIO, AND KEY CONTROL.			
9-C. EMERGENCY PROCEDURE: 1) TELEPHONE NUMBERS, COMMUNICATION, RESPONSE, AND EVACUATION 2) DISTURBANCE RESPONSE (INMATE 415, MEDICAL EMERGENCIES, ETC.)			
9-D. M-2/M-3 SPECIFICS: 1) COMMUNICATIONS 2) INMATE COUNT AND WELFARE CHECKS 3) INMATE MOVEMENT (HOUSING, RELEASING, AND MOVEMENT) 4) PILL CALL, MAIL CALL, INMATE MEALS 5) CLOTHING EXCHANGE 6) COMMISSARY 7) VISITING AND INTERVIEWS 8) PAPER WORK ROUTING, FACILITY KEYS USED			
9. USE OF FORCE POLICY			
10. EMERGENCY RESPONSE PLAN			
11. SUICIDE PREVENTION			
12. RESCUE KNIFE USE AND LOCATIONS			
13. 1 ST AID EQUIPMENT			
14. AED MACHINE			
15. BLUE CONTAMINATED BAGS			
16. INMATE MOVEMENT			
17. INMATE COUNT			
18. STRIP SEARCH POLICY REVIEW			
19. PILL CALL, MEDICAL EMERGENCIES AND SECURITY FOR MEDICAL STAFF			
20. SHARPS CONTAINERS–USE AND STORAGE			

**SANTA CLARA COUNTY OFFICE OF THE
SHERIFF ELMWOOD FACILITY**



JAIL TRAINING PROGRAM CHECKLIST

M4 – M5 MODULES & CORE AREA

TRAINEE:	TRAINING OFFICER:
DATES WORKED: FROM:	TO:

THE JTO AND TRAINEE WILL PLACE HIS/HER BADGE NUMBER AND INITIALS NEXT TO EACH ITEM WHEN THE TRAINEE HAS BEEN SHOWN AND DEMONSTRATED THE ABILITY TO COMPLETE THE BELOW ITEMS.	PRESENTED & DEMONSTRATED BY JTO / DATE	TRAINEE UNDERSTANDS TASK / SKILL	TRAINEE HAS ACQUIRED OR COMPLETED TASK / SKILL
1. POST Orders review			
2. Orientation Tour of M-4/M-5. Tour will include: Building Core, Direct Supervision dorms and Visiting Lobby.			
3.Core Area: Control Station, Visiting Rooms, Medical, T0/Sgt. Offices, Supply Room, Clothing Room, Food Prep Area, Holding Cells/Holding Tanks, Restraints Box, Officer supply cabinet, Interview rooms, Staff break room/rest room, Sally ports, etc.			
4.Safety Equipment: MSA's, Emergency Shut Off, Fire Panel, [REDACTED] cam Alarms, Fire Extinguishers, 1 st AID Equipment, AED Machine, Blue Contaminated Bags			
5.Exterior of building: Mechanical room, Emergency gas/water shut-off, Electrical Room, Visiting Lobby, perimeter doors, roof access, etc.			
6. Staffing: Control Officer, Movement Officer, and (4) Dorm Officers. Minimum staffing – safety concerns.			
7.Dorm/Module: inmate cells, water shut offs, supply room, Vending machine room, sundeck, inmate showers, cell door panels, dorm light panel, scam alarm, Officers station, inmate telephones, storage closets, etc; classification cards SPRB, Sharps Containers- use & storage			
8. Control Station: Control panel, Domain/CJIC computers, Officer's supply cabinet, Fire panel, key cabinet, microphone used to communicate with visiting lobby.			
9.Medium Security Visiting – Security Inspection and Monitoring			
10.Inmate Movement			
11.Direct Supervision Restricted			
12. Module Logbook, Welfare Check Logbook, Control Logbook			
13.Suicide Prevention			
14.Strip Search Policy Review			
15.Classification			
16. Inmate Management: Homosexuals, Surenos, Protective Custody, Combative/Psych inmate.			
17.Pill Call, Medical Emergencies and Security for Medical Staff			

THE JTO AND TRAINEE WILL PLACE HIS/HER BADGE NUMBER AND INITIALS NEXT TO EACH ITEM WHEN THE TRAINEE HAS BEEN SHOWN AND DEMONSTRATED THE ABILITY TO COMPLETE THE BELOW ITEMS.	PRESENTED & DEMONSTRATED BY JTO	TRAINEE UNDERSTANDS TASK / SKILL	TRAINEE HAS ACQUIRED OR COMPLETED TASK / SKILL
18.Clothing Exchange			
19.Commissary			
20. Processing Releases, New housings and Rehousings.			
21.Disciplinary Housings			
22.Shift Change- Dayshift to Nights, Nights to Dayshift, pass downs			
23.Inmate Count			
24.Emergency Response Plan			
25. Use Of Force policy			
26. Communications - Radio, Radio Alarm, Telephone, & Stentofon.			
27. Movement Officer: Dr. call; diabetic call; visiting; outside perimeter bldg checks; contraband check of visiting lobby and restrooms; waist chaining, pat and strip searching.			
28. Control Officer: court lists; order supplies (Sundays); visiting and movement lists; inmate housing lists; court and release dates, etc. Verification of inmate chow count. Rev. POST orders.			
29.Security Inspections			
30. Key Control. module door security; control key security (Only control officer allows access to module security doors)			

**SANTA CLARA COUNTY
OFFICE OF THE SHERIFF
ELMWOOD FACILITY**



JAIL TRAINING PROGRAM CHECKLIST

M8 Modules and Core Areas

TRAINEE:	TRAINING OFFICER:
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DATES WORKED: FROM:	TO:
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THE JTO AND TRAINEE WILL PLACE HIS/HER BADGE NUMBER AND INITIALS NEXT TO EACH ITEM WHEN THE TRAINEE HAS BEEN SHOWN AND DEMONSTRATED THE ABILITY TO COMPLETE THE BELOW ITEMS.	PRESENTED & DEMONSTRATED BY JTO / DATE	TRAINEE UNDERSTANDS TASK / SKILL	TRAINEE HAS ACQUIRED OR COMPLETED TASK / SKILL
EMERGENCY EVACUATION			
1. DESCRIPTION OF EVACUATION			
A. FIRE OR EARTHQUAKE			
B. BOMB THREAT			
C. FACILITY EMERGENCY (415/HOSTAGE)			
UTILITY SHUT-OFF			
1. GAS			
2. WATER			
3. ELECTRIC			
FIRE SAFETY EQUIPMENT			
1. SCBA'S LOCATION & ASSIGNMENTS			
2. FIRE EXTINGUISHER & HOSE LOCATIONS			
3. FIRE DEPT. HOOK-UPS (OUTER PERIMETER)			
ALARMS			
1. FIRE & SMOKE ALARMS			
2. SCAM ALARMS			
3. RADIO ALARMS			
CONTROL PANELS			
18. LOCATION & OPERATION OF ALL FACILITY DOORS			
2. LOCATION & OPERATION OF ALL ALARM PANELS.			
ASSIGNMENTS			
1. MODULE STATION			
2. SIDE (MOVEMENT) STATION			
3. COURT/VISITING STATION			
4. CONTROL STATION			
5. STAFFING (DAYSHIFT/NIGHT SHIFT)			
LAYOUT OF BUILDING			
1. FOOD PREPARATION AREA			
2. MEDICAL OFFICES			
3. STORAGE AREAS			
4. VISITING AREAS			

THE JTO AND TRAINEE WILL PLACE HIS/HER BADGE NUMBER AND INITIALS NEXT TO EACH ITEM WHEN THE TRAINEE HAS BEEN SHOWN AND DEMONSTRATED THE ABILITY TO COMPLETE THE BELOW ITEMS.	PRESENTED & DEMONSTRATED BY JTO	TRAINEE UNDERSTANDS TASK / SKILL	TRAINEE HAS ACQUIRED OR COMPLETED TASK / SKILL
5. COURT HOLDING AREAS			
6. ROOF ACCESS			
7. ELECTRICAL ROOM			
8. MECHANICAL ROOM			
9. LOW VOLTAGE ROOM			
10. COMMUNICATIONS ROOM			
11. INTERVIEW ROOMS			
12. HOLDING CELLS			
13. WATER CLOSETS			
14. PLUMBING CHASES			
POST ORDERS / POLICY			
1. LOCATION AND REVIEW			
2. USE OF FORCE POLICY REVIEW			
3. STRIP SEARCH POLICY REVIEW			
Medical Emergency			
1. FIRST AID EQUIPMENT			
2. AED MACHINE			
3. BLUE CONTAMINATED BAGS			
4. SHARPS CONTAINERS – USE AND STORAGE			
5. ██████████			
6. FIRST AID KITS			
7. MEDICAL EMERGENCY – MANDOWN			
GENERAL OPERATION			
1. CLASSIFICATION CODE REVIEW			
2. CIVILIAN SAFETY & SECURITY			
3. CLOTHING EXCHANGE – CONTAMINATED LAUNDRY			
4. PERFORMING SECURITY CHECKS			
5. MEDICAL WHITECARDS			
6. INMATE – NEW HOUSINGS, REHOUSING & RELEASE			
7. INMATE MAIL			
8. MODULE LOGBOOK AND WELFARE CHECK LOGBOOK			
9. FORMAL AND INFORMAL COUNT			
10. INMATE – REQUEST & GRIEVENCE FORMS			
11. SHIFT CHANGE PROCEDURES – KEY CONTROL			
12. TRUSTEE – SELECTION & SUPERVISION			
13. PROPERTY RELEASE FORMS			
14. AM & PM COURTS			
15. COORDINATING MODULE PROGRAM TIMES			
16. COMMISARY			
17. DEALING WITH UNRULY INMATES			
18. PILL CALL DUTIES			
19. LOCKDOWNS			
20. DOOR SECURITY			

**SANTA CLARA COUNTY
OFFICE OF THE SHERIFF
ELMWOOD FACILITY**



**JAIL TRAINING PROGRAM CHECKLIST
MINIMUM COMPOUND CHECKLIST**

TRAINEE:

JTO:

<p>THE JTO AND TRAINEE WILL PLACE HIS/HER BADGE NUMBER AND INITIALS NEXT TO EACH ITEM WHEN THE TRAINEE HAS BEEN SHOWN AND DEMONSTRATED THE ABILITY TO COMPLETE THE BELOW ITEMS.</p>	<p>PRESENTED & DEMONSTRATED BY JTO / DATE</p>	<p>TRAINEE UNDERSTANDS TASK / SKILL</p>	<p>TRAINEE HAS ACQUIRED OR COMPLETED TASK / SKILL</p>
<p>1. POST ORDERS – LOCATION AND REVIEW</p>			
<p>2. ORIENTATION TOUR OF THE MINIMUM COMPOUND. LOCATION OF ALL BARRACKS AND DESCRIPTION OF INMATES HOUSED IN EACH. CHAPEL, INMATE DINING HALL, PROGRAMS, INDUSTRIES, INFORMATION CENTER, WINDOWS A AND C, INMATE RECREATION AREA, INMATE PHONES (INCLUDING LOCATION OF TDD, FOR THE HEARING IMPAIRED), PERIMETER FENCES AND GATES, KEYS/LOCKS AND SUPPLY ROOM.</p>			
<p>3. ORIENTATION TOUR OF PROCESSING. PROPERTY ROOM, HOLDING AND SAFETY CELLS, INMATE CUSTODY JACKETS, INMATE CLASS CARDS, ASSIGNMENTS DESK, FAX, WRISTBAND MACHINE.</p>			
<p>4. ORIENTATION TOUR OF MEDICAL BUILDING.</p>			
<p>5. ORIENTATION TOUR OF SUPPORT SERVICES. LOCATION OF INMATE MAIL, INMATE FORMS (<i>REQUESTS, QUESTIONS & ANSWERS</i>), O.D.R., WAREHOUSES, MAIL ROOM, LAUNDRY AND CLOTHING ROOM.</p>			
<p>6. ORIENTATION TO COMMUNICATIONS. LOCATION AND USE OF RADIOS, STENTOFONS AND</p>			

TELEPHONES.			
THE JTO AND TRAINEE WILL PLACE HIS/HER BADGE NUMBER AND INITIALS NEXT TO EACH ITEM WHEN THE TRAINEE HAS BEEN SHOWN AND DEMONSTRATED THE ABILITY TO COMPLETE THE BELOW ITEMS.	PRESENTED & DEMONSTRATED BY JTO / DATE	TRAINEE UNDERSTANDS TASK / SKILL	TRAINEE HAS ACQUIRED OR COMPLETED TASK / SKILL
7. LOCATION OF CLASSROOMS AND TRAILERS. SCAM ALARMS, COMPUTER LAB, PROGRAMS, PROBATION, LIBRARY, REHAB. ETC.			
8. LOCATION AND USE OF FIRE /SAFETY EQUIPMENT, MSA'S, FIRE ALARMS AND RESETS, FIRE EXTINGUISHERS, FIRE/SAFETY ROOM.			
9. INMATE COUNT.			
10. INMATE WRISTBANDS AND I.D. PACKS.			
11. REVIEW OF COMPOUND ASSIGNMENTS.			
12. CJIC USE. LOCATION OF ALL COMPUTERS.			
13. SAFETY CELL USE.			
14. EMERGENCY RESPONSE PLAN.			
15. CONTRABAND CONTROL.			
16. USE OF FORCE POLICY.			
17. [REDACTED]			
18. INMATE MOVEMENT.			
19. INMATE MEALS.			
20. SECURITY, SANITATION AND MAINTENANCE INSPECTIONS.			
21. INMATE CLOTHING.			
22. SUICIDE PREVENTION.			
23. CONTAGIOUS DISEASES.			
24. PILL CALL.			
25. INMATE DISCIPLINE PROCESS.			
26. INMATE MAIL, TELEPHONES AND VISITING.			
27. INMATE WORK ASSIGNMENTS, INMATE TRUSTIES, AND HOUSING LOCATIONS.			
28. INMATE REQUEST FORMS.			
29. RELIGIOUS SERVICES.			
30. INMATE RECREATION.			
31. ORIENTATION TOUR OF WEST GATE.			
32. ORIENTATION TOUR OF EAST GATE.			
33. RESPONSE TO LOCK DOWN BUILDINGS (M-2, M-3, M-4, M-5, AND			

M-8).			
34. TRAINEE HAS BEEN ASSIGNED TO A MINIMUM TRUSTY BARRACKS AND HAS SUCCESSFULLY COUNTED AND MANAGED IT.			
35. TRAINEE HAS BEEN ASSIGNED TO A MINIMUM BARRACKS AND HAS SUCCESSFULLY COUNTED AND MANAGED IT.			
36. LOCATION OF ALL ELECTRICAL, GAS AND WATER SHUT OFFS FOR EACH BARRACKS			
37. COMPLETION OF ELMWOOD FACILITY MAP			
38. ANY DEPARTMENTAL FORMS NOT USED AT TRAINEES FORMER FACILITY			



**COUNTY OF SANTA CLARA
OFFICE OF THE SHERIFF**

JAIL TRAINING PROGRAM

MEDICAL OFFICER CHECKLIST

TRAINEE:	TRAINING OFFICER:
DATES WORKED: FROM:	TO:

NOTE: J.T.O. PUT YOUR INITIALS, AND BADGE NUMBER IN APPROPRIATE COLUMN				
MEDICAL OFFICER	PRESENTED BY J.T.O.	DEMONSTRATED BY J.T.O.	TRAINEE UNDERSTANDS (TRAINEE INITIAL) ↓	TRAINEE HAS ACQUIRED THE KNOWLEDGE OR SKILL
LOG BOOK				
REVIEW POST ORDERS				
NURSE KEYSSETS				
-OFFICER'S RESPONSIBILITY TO DISTRIBUTE KEYSSETS				
-COMPLETE DAILY THE NURSE KEYSSET LOG				
MEDICAL LAYOUT				
FIRE EMERGENCY EQUIPMENT				
-FIRE ALARM LOCATIONS				
-FIRE AIR PACK LOCATIONS				
-EVACUATION ROUTES				
-FIRE EXTINGUISHER LOCATIONS				
MEDICAL EMERGENCY EQUIPMENT				
-CPR MASK / FIRST AID KIT				
-PERSONAL PROTECTIVE EQUIP (PPE)				
MEDICAL UNIT SECURITY				
-SCAM ALARMS				
-SECURITY SEARCH OF INMATES				
CONTROL PANELS				
-DOORS				
-LIGHTS				
-FIRE ALARM CONTROL PANEL(FACP)				
INMATE MOVEMENT				
-ESCORTING INMATES				
-DISTRIBUTING MEDICAL LIST				
-WHITE CARDS (MEDICAL / DENTAL)				
-RESTRICTED INMATE AREAS				
-USE OF HOLDING CELLS				
-INMATE WAITING AREA				

MEDICAL OFFICER	PRESENTED BY J.T.O.	DEMONSTRATED BY J.T.O.	TRAINEE UNDERSTANDS (TRAINEE INITIAL) ↓	TRAINEE HAS ACQUIRED THE KNOWLEDGE OR SKILL
-INMATE STRIP SEARCHES				
INMATE WORKERS				
-RED BOX				
-CALL SLIPS				
STENTOFON COMMUNICATIONS				
MEDICAL RECORDS CONFIDENTIALITY				
-MEDICAL PAPERWORK				
X-RAYS				
FACILITY EMERGENCIES				
-MANDOWN				
-COMMUNICATION W/MEDICAL STAFF				
-COMMUNICATION W/CONTROL				
OFFICER MEAL RELIEF				



SANTA CLARA COUNTY
OFFICE OF THE SHERIFF



ELMWOOD COMPLEX

W-1 BUILDING CHECKLIST

OFFICER:		BADGE:		DATE:	
JTO:		BADGE:		TEAM:	

DO NOT turn this form in until all boxes are initialed. The JTO will initial boxes when he/she feels the trainee has acquired the knowledge and skill in that category.	JTO'S INITIALS AND BADGE	TRAINEE INITIALS AND BADGE	DATE
Post Orders Review			
Shift Change and Pass-Down			
W1 Telephone System Operation/Steno Familiarity			
Welfare/Blind Spot Checks and Welfare Log Book			
Unit Log Book and Yard Log Book			
Inmate Count			
Unit Security Check			
Court Movement/ Movement List			
Program Schedule			
Day Room Use and Yard Time			
Lights Control Panels (2)			
Inmate Phone Use			
Special Management Inmates – 15 min checks			
Pill Call and White Cards			
Inmate Feeding			
Inmate Movement (Level 2, Level 3, Level 4 PC)			
Medical Appointments/ Medical List			
Interviews (Within the building and at W4)			
Visits/ Visit List			
Clergy Services			
Inmate Classes (Journaling, Meditation, Art, etc.)			
Inmate Programs (Road to Recovery, etc.)			
New Housings and Releases			
Rehousings - Administrative and Disciplinary			
Mail Distribution			
Commissary			
Jail Clothing Issue and Distribution			
Barber Tools Use			
Beauty Tools, Tweezers, Nail Clippers			
Razor Check-Out and Sharps Container			
Inmate Workers Clean-Up			

Maintenance Requests/ First Class			
Supplies List			
Officer's Lunch Relief			
Facility Lockdowns			
Fire Alarm and SCAM Alarm Response			
Emergency Procedures and Evacuation Plan			
First Aid Equipment and AED Machine			
Red and Blue Contamination Bags			
Use of Force Policy and Strip-Search Policy			
Inmate Classification and Management			
Mental Health and Suicide Prevention			
W1 Building Tour: Core Area, Dorms, Special Housing Unit, Embroidery Room, Laundry Area, Supplies Storage Building, Old Inmate Chow Hall, Old Visiting Lobby, Mechanical/ Boiler Room, Fire Control Panel Room, bathroom, perimeter doors and roof access.			
Core Area: Control Station, Officer's Station, Officer's Kitchen, Nurse's Station, Electrical Room, Supply Room, Old Sally Ports, Interview Rooms, Old Weight Room, Old Staff Kitchen and Staff Bathroom.			
Control Station: Control Panel, Inmate Phones Control Switches, monitors and cameras, shadow board, officer's hand-held camera, phone/steno and fire control panel.			
Special Housing Unit: Officer's Sink Area, Holding Cell, Interview Room, Shower, Officer's Station, Observation Cells, Safety Cell, Special Housing South, Special Housing West, Storage Room and Yard.			
W1 Building Exterior: Grounds Tools Shed, Hazard Waste Area and RCP Trailers.			
Safety Equipment: Main Gas and Main Water Shut-Off Valves, Chase Closets/Water Shut-Off Valves, (2) Fire Panels, Scam Alarms, SCBAs, Fire Extinguishers, AED Machine, First Aid Box, ██████████ and contamination bags.			



**SANTA CLARA COUNTY
OFFICE OF THE SHERIFF
ELMWOOD COMPLEX**

W2 BUILDING CHECKLIST

Deputy: _____ **BADGE:** _____ **DATE:** _____
JTO: _____ **BADGE:** _____ **TEAM:** _____

CALL SIGN: _____

DO NOT turn this form in until all boxes are initialed. The JTO will initial boxes when he/she feels the trainee has acquired the knowledge and skill in that category.	JTO'S INITIALS AND BADGE	TRAINEE INITIALS AND BADGE	DATE
Inmate Count			
Inmate Feeding			
Inmate Movement			
Interviews (Interview rooms or W4 interviews)			
Visits (Contact vs. Window)			
Religious Services/Clergy Visits			
Day Room Use			
Phone Use			
Doctor Call and Medical Functions			
1 st Aid Equipment / AED Machine			
Blue Contaminated Bags			
Pill Call			
Multi-Purpose Room (Use)			
Programs (i.e. DUI, GED, Computer Lab)			
Staff Lounge			
Exercise Yard Use			
Mail Call			
Prisoner Cleaning			
Prisoner Rehousing			
Prison Runs/Releases			
Controls Lights, Water, Phones, Alarms			
Clothing Issue			
Shakedowns			
Lockdowns			
Fire Alarm Response			
Emergency Procedures			
Emergency Evacuation Plan			
Inmate Worker Hiring Process			

Telephone/Stentofon Familiarity			
Post Orders: Review and verification			
Use Of Force Policy			
Welfare Checks			
Court Movement/Movement Lists			
Rover (R20) Specific:			
Escorts to W4 building			
Escorts to Processing (releases, etc.)			
Medical Assessments (White Cards)			
Yard Time (AM/PM) for W2 Side 2			
Lunch Relief (Side 2)			
Diabetic Call (PM)			
Perimeter Checks (W2 building)			
Fire Alarm(s) and Reset			
New Housings & Re-Housings			

THE JTO AND TRAINEE WILL PLACE HIS/HER BADGE NUMBER AND INITIALS NEXT TO EACH ITEM WHEN THE TRAINEE HAS BEEN SHOWN AND DEMONSTRATED THE ABILITY TO COMPLETE THE BELOW ITEMS.	PRESENTED & DEMONSTRATED BY JTO	TRAINEE UNDERSTANDS TASK / SKILL	TRAINEE HAS ACQUIRED OR COMPLETED TASK / SKILL
18. Suicide Prevention: Mental health services, 15 min checks			
19. Emergency Response Plan: Evacuation routes,			
20. Policy #9.01 – Use of Force			
21. Policy #9.05 – Security Search			
22. Policy #9.31 – Inmate Movement/Transport			

**SANTA CLARA COUNTY OFFICE
OF THE SHERIFF**

ELMWOOD COMPLEX

W-4 C UNIT CHECKLIST



DEPUTY: _____ **BADGE:** _____

DATE: _____

JTO: _____ **BADGE:** _____

TEAM: _____

CALL SIGN: XXXXXXXXXX

DO NOT turn this form in until all boxes are initialed. The JTO will initial boxes when he/she feels the trainee has acquired the knowledge and skill in that category.	JTO'S INITIALS AND BADGE	TRAINEE INITIALS AND BADGE	DATE
Inmate Count			
Court Movement			
New Housings			
Special Management Inmates			
Rehousing-Administrative/Disciplinary			
Control Panels			
Exercise Yard/Perimeter Doors			
Multi-Purpose Room			
Inmate Religious Services			
Clergy Visits			
Inmate Feeding			
Mail Distribution			
Pill Call			
Commissary			
Jail Clothing Issue			
Grooming Kit Distribution			
Interviews			
Visits (Contact vs. Window)			
Movement of Inmates			
Classification Of Inmates			
Emergency Procedures			
1 st Aid Equipment			
Blue Contaminated Bags			
SCAM Alarm Response/Fire Alarms			
Unit Log Book			
Dayroom Schedule			
Telephone/Stentofon Familiarity			
Welfare Checks, C2=30min. C1/C2=60min.			
Group Class(es). Managing Groups			
Maintenance Requests (Service Calls)			
Post Orders: Review and verification of review			
Use of Force Policy			

**SANTA CLARA COUNTY
OFFICE OF THE SHERIFF**



**ELMWOOD COMPLEX
W-4 MOVEMENT CHECKLIST**

DEPUTY: _____ BADGE: _____ DATE: _____

JTO: _____ BADGE: _____ TEAM: _____

CALL SIGN: ██████

DO NOT turn this form in until all boxes are initialed. The JTO will initial boxes when he/she feels the trainee has acquired the knowledge and skill in that category.	JTO'S INITIALS AND BADGE	TRAINEE INITIALS AND BADGE	DATE
Perimeter/Building Checks			
W4 Control (Review Only) Panel, Intercoms/Stentofon, Key Control, Activity Log, Emergency Response, ██████████ , Radio Base Station, Key Control			
Relief of W4 A & B Units Break/Lunch Panels, Paging System, Dayroom Log, Inmate Welfare Checks, Inmate Count Emergency Response, Emergency Evacuation			
Court Movement Inmate Assembly, Inmate Movement, Inmate Searches, Inmate Restraints, Court List (CJIC Access: JILR, JILC, Conflict List, dress outs, fed prisoners)			
Inmate Movement New housings, Rehousing, Housing Forms, Property Search, Proper Clothing Color Medical/Dental Moves			
Releases Attorney Interviews, Parole Interviews Police Officers Interviews, Probation Interviews Visits Approval slips, visiting list, searches, Clergy, social worker			
Security Checks ██████████ , Service Doors, Exercise Yard Laundry, Cleaning Supplies, Security Equip.			
W4 Facility Cleaning Inmate Supervision, Security & Medical Trash			
Emergency Response Fire Response, Smoke Reset in Lobby, Smoke Resets in Units Response to W3 building SCAM Alarm, Medical Emergency Location of Crash Carts/ ██████████ 1ST AID EQUIPMENT / AED MACHINE / BLUE CONTAMINATED BAGS			
Inmates returning from Court Pat down search, Check-in log			

Document and Mail routing from Control			
Key Count in W4 Lounge			
Movement to/through/out of W4			
Telephone/Stentofon Familiarity			
W4 Breaks/Lunch relief			
Supervision of Kitchen area trustees			
Post orders: Review and verification of review			
USE OF FORCE POLICY			

**SANTA CLARA COUNTY
OFFICE OF THE SHERIFF
ELMWOOD COMPLEX**



VISITING/MEDICAL OFFICER CHECKLIST

DEPUTY: _____ BADGE: _____ DATE: _____

JTO: _____ BADGE: _____ TEAM: _____

Call Sign ██████

DO NOT turn this form in until all boxes are initialed. The JTO will initial boxes when he/she feels the trainee has acquired the knowledge and skill in that category.	JTO'S INITIALS AND BADGE	TRAINEE INITIALS AND BADGE	DATE
Security/Equipment Checks Medical Clinic, Contact Visiting Room			
Visiting Strip Search contact visits (AM only) Schedule, supervision of inmates and Visitors, visiting rules, post log entries			
Key Control Medical and Lobby (Visiting)			
CJIC Access of Clinical Lists ██████████			
Distribution and review of various lists Medical, OB/GYN, Mental Health, Dental			
Safety and Security Inmate movement, holding cell usage			
Post Orders Review/Confirmation of review			
Emergency Procedures Fire response, evacuation, SCBA, Lockdown, power outage			
AM breaks for A or B dorms as needed			
MEDICAL EQUIPMENT 1 ST AID EQUIPMENT / AED MACHINE BLUE CONTAMINATED BAGS			
USE OF FORCE POLICY			
Telephone/Stentofon familiarity			

Critical

Tasks

JTO Explained and Demonstrated		JTO Signature		Trainee Signature	
PERFORMANCE DIMENSIONS		PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)	
Self-Initiative					
Communication					
Officer Safety					
Attention to Detail					
Problem Solving					
Timeliness					
Documentation					
TEST RESULTS					
JTO	Print Name:			Signature	
Trainee	Print Name:			Signature	
SECTION 2: RETEST					
PERFORMANCE DIMENSIONS		PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)	
Self-Initiative					
Communication					
Officer Safety					
Attention to Detail					
Problem Solving					
Timeliness					
Documentation					
TEST RESULTS					
JTO	Print Name:			Signature	
Trainee	Print Name:			Signature	

JTO Explained and Demonstrated		JTO Signature		Trainee Signature	
PERFORMANCE DIMENSIONS		PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)	
Self-Initiative					
Communication					
Officer Safety					
Attention to Detail					
Problem Solving					
Timeliness					
Documentation					
TEST RESULTS					
JTO	Print Name:			Signature	
Trainee	Print Name:			Signature	
SECTION 2: RETEST					
PERFORMANCE DIMENSIONS		PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)	
Self-Initiative					
Communication					
Officer Safety					
Attention to Detail					
Problem Solving					
Timeliness					
Documentation					
TEST RESULTS					
JTO	Print Name:			Signature	
Trainee	Print Name:			Signature	

Santa Clara County Sheriff's Office Custody Bureau

Critical Task #03: Inmate Movement In/out of Housing Unit: Verifying Identity and Classification

Performance Objective: Following explanation and demonstration from a Jail Training Officer, the Trainee will be able to verify (3) three consecutive inmates identities and classifications prior to sending them out of the housing unit without assistance. Then keep an accurate log of inmate movement in and out of his/her housing area for three consecutive days without mistakes or assistance.

SECTION 1: INITIAL TEST

Deputy/Badge #:	Facility: MJ <small>(circle) ELM</small>	Date:	JTO(s):
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- Steps:**
- 1) Obtain lists (i.e. Court Movement, re-housing notification, CDC) of inmates being moved.
 - 2) Obtain class cards by which you use to identify inmates in housing unit.
 - 3) Locate inmate and proceed to inmate's cell/housing area.
 - a) Ask inmate to come forward and ask to see I.D. Wristband.
 - b) Confirm inmates name, booking, PFN, & picture.
 - 4) Advise inmate where he/she is going.
 - a) Direct inmate to dress accordingly.

Note: See back of page for additional steps.
 - 5) Open inmates cell using the appropriate key or by using the access panel.
 - 6) Advise floor officer and/or control officer (whichever is necessary in your facility) via intercom or radio to open housing unit door for "(inmate's name) out of housing unit"
 - a) Note the event in the Daily Housing Log (time, inmate's name, & destination) if the inmate was a released from custody note, "Release" in Log Book and adjust your count.
 - 7) When moving multiple inmates separate inmates by classification. (i.e. Protective Custody with Protective, General Population with General Population, etc.)

JTO Explained and Demonstrated	JTO Signature	Trainee Signature
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PERFORMANCE DIMENSIONS	PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)
Self-Initiative			
Communication			
Officer Safety			
Attention to Detail			
Problem Solving			
Timeliness			
Documentation			
TEST RESULTS			

JTO	Print Name:	Signature	Date:
Trainee	Print Name:	Signature	Date:

SECTION 2: RETEST

PERFORMANCE DIMENSIONS	PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)
Self-Initiative			
Communication			
Officer Safety			
Attention to Detail			
Problem Solving			
Timeliness			
Documentation			
TEST RESULTS			

JTO	Print Name:	Signature	Date:
Trainee	Print Name:	Signature	Date:

**Santa Clara County Sheriff's Office Custody Bureau
Critical Task #04: Inmate Meals: Direct Supervision**

Performance Objective: Following explanation and demonstration from a JTO, the trainee will be able to serve inmate meals in a direct supervision module in a timely manner for three consecutive days without assistance.

SECTION 1: INITIAL TEST

Deputy/Badge #:	Facility: MJ (circle) ELM	Date:	JTO(s):
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- Steps:**
1. Obtain proper amount of meals; count all meals to ensure the proper amount has been delivered;
 2. Account for special (medical/religious) diets; if necessary, acquire CJIC Diet List from Floor Station Officer;
 3. If any meal discrepancies, contact staff member designated by your JTO;
 4. Inspect all meals for contraband using proper food safety equipment;
 5. If inmate workers are used, supervise them preparing and serving meals;
 6. [REDACTED]
 7. If inmates eat their meals in the dayroom, once completed, have them return to their cells for lockdown and cleanup; no food may be taken back to their cells;
 8. Inmates that eat in their cells shall consume their meal within 30 minutes of being served due to health concerns (food poisoning, vermin, etc.); meals may not be saved or stored in cells unless previously approved such as religious (Ramadan) diet, or by the unit officer.

JTO Explained and Demonstrated	JTO Signature	Trainee Signature
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PERFORMANCE DIMENSIONS	PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)
Self-Initiative			
Communication			
Officer Safety			
Attention to Detail			
Problem Solving			
Timeliness			
Supervision			
TEST RESULTS			

JTO	Print Name:	Signature	Date:
Trainee	Print Name:	Signature	Date:

SECTION 2: RETEST

PERFORMANCE DIMENSIONS	PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)
Self-Initiative			
Communication			
Officer Safety			
Attention to Detail			
Problem Solving			
Timeliness			
Supervision			
TEST RESULTS			

JTO	Print Name:	Signature	Date:
Trainee	Print Name:	Signature	Date:

Santa Clara County Sheriff's Office Custody Bureau
Critical Task #05: Restraint Devices (Handcuffing, Waist-chaining & Leg Shackling)

Performance Objective: Following explanation and demonstration by a JTO, the trainee will be able to handcuff, waist-chain and leg shackle three inmates, without a mistake, following the steps outlined in this critical task.

SECTION 1: INITIAL TEST

Deputy/Badge #:	Facility: MJ (circle) ELM	Date:	JTO(s):
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Steps Handcuffing:

1. Using a pair of handcuffs and handcuff key.
2. Inspect handcuffs to ensure they are properly functioning (i.e. hinges, double locks)
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]
6. [REDACTED]
7. Ensure handcuffs are secure, but still allow for circulation.
8. Apply double locking mechanism using your handcuff key.

Steps Waist-Chaining:

1. Obtain waist-chain with lock.
2. Check handcuffs to make sure they are operational and unlocked.
3. Unlock the lock.
4. [REDACTED]
5. [REDACTED]
6. [REDACTED]
7. [REDACTED]
8. [REDACTED]
9. [REDACTED]
10. [REDACTED]
11. [REDACTED]
12. [REDACTED]
13. [REDACTED]
14. [REDACTED]
15. [REDACTED]
16. Adjust handcuffs to allow circulation.
17. Double lock handcuffs with pointed end of handcuff key.

Steps Leg Shackling:

1. Obtain leg shackles and a handcuff key.
2. Inspect leg shackles (hinges and ratchets).
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]
6. [REDACTED]
7. [REDACTED]
8. [REDACTED]
9. [REDACTED]
10. Repeat steps 5-9 for other ankle.

JTO Explained and Demonstrated		JTO Signature		Trainee Signature	
PERFORMANCE DIMENSIONS		PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)	
Self-Initiative					
Communication					
Officer Safety					
Attention to Detail					
Problem Solving					
Timeliness					
Documentation					
TEST RESULTS					
JTO	Print Name:			Signature	
Trainee	Print Name:			Signature	
SECTION 2: RETEST					
PERFORMANCE DIMENSIONS		PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)	
Self-Initiative					
Communication					
Officer Safety					
Attention to Detail					
Problem Solving					
Timeliness					
Documentation					
TEST RESULTS					
JTO	Print Name:			Signature	
Trainee	Print Name:			Signature	

Pat Search

1. [REDACTED]
2. Visually inspect inmate for weapons or contraband.
3. [REDACTED]
6. [REDACTED]
7. Properly handle and document all contraband.

JTO Explained and Demonstrated		JTO Signature		Trainee Signature	
PERFORMANCE DIMENSIONS		PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)	
Self-Initiative					
Communication					
Officer Safety					
Attention to Detail					
Systematic					
Timeliness					
TEST RESULTS					
JTO	Print Name:		Signature		Date:
Trainee	Print Name:		Signature		Date:
SECTION 2: RETEST					
PERFORMANCE DIMENSIONS		PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)	
Self-Initiative					
Communication					
Officer Safety					
Attention to Detail					
Systematic					
Timeliness					
TEST RESULTS					
JTO	Print Name:		Signature		Date:
Trainee	Print Name:		Signature		Date:

**Santa Clara County Sheriff's Office Custody Bureau
Critical Task #07: SCBA Proficiency**

Performance Objective: Following explanation and demonstration by a JTO, the trainee will be able to properly don the SCBA [REDACTED], and explain its use in case of a fire.

SECTION 1: INITIAL TEST

Deputy/Badge #:	Facility: MJ (circle) ELM	Date:	JTO(s):
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Steps:

1. Locate the SCBA in your assigned area.
2. Demonstrate an operational check of an SCBA as it is stored inside its cabinet.
3. [REDACTED]
4. [REDACTED]
5. Explain:
 - when to don an SCBA
 - when it is safe to enter a smoke filled environment
 - when you must leave a smoke filled environment
6. Don SCBA using the correct order of the steps involved:
 - shoulder straps on
 - connect chest strap
 - tighten shoulder straps
 - connect waist belt and tighten
 - retrieve correct mask size and put strap over neck
 - don mask and tighten straps in correct order (chin, temple, top)
 - check mask for proper seal
 - connect regulator to face mask

JTO Explained and Demonstrated	JTO Signature	Trainee Signature
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PERFORMANCE DIMENSIONS	PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)
Donning			
Operational Check			
SCBA Knowledge			
Fire Safety			
TEST RESULTS			

JTO	Print Name:	Signature	Date:
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Trainee	Print Name:	Signature	Date:
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SECTION 2: RETEST

PERFORMANCE DIMENSIONS	PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)
Donning			
Operational Check			
SCBA Knowledge			
Fire Safety			
TEST RESULTS			

JTO	Print Name:	Signature	Date:
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Trainee	Print Name:	Signature	Date:
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**Santa Clara County Sheriff's Office Custody Bureau
Critical Task #08: Responding to Emergencies from Direct Supervision**

Performance Objective: Following explanation and demonstration by a JTO, the trainee will be able to respond to any emergency within the facility without assistance.

SECTION 1: INITIAL TEST

Deputy/Badge #:	Facility: MJ (circle) ELM	Date:	JTO(s):
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- Steps:**
1. After hearing radio traffic announcing an emergency requesting immediate response from a location in the facility, you will immediately announce "lockdown" in your housing unit.
 2. Make a second announcement and repeat clearly for "all inmates return to their assigned cells, lockdown."
 3. Prior to responding, check the officer station ensuring it is secure.
 4. Check your equipment: handcuffs, OC spray, radio, flashlight, etc.
 5. Lock module cell door panel
 6. Quickly exit the module and respond the emergency site.
 7. Monitor radio traffic in case further directives are given
 8. Once you arrive on scene, see where assistance is needed and follow all directives given by the supervisor on scene.

JTO Explained and Demonstrated	JTO Signature		Trainee Signature
PERFORMANCE DIMENSIONS	PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)
Self-Initiative			
Communication			
Officer Safety			
Attention to Detail			
Problem Solving			
Timeliness			
Supervision			
TEST RESULTS			
JTO	Print Name:	Signature	Date:
Trainee	Print Name:	Signature	Date:

SECTION 2: RETEST

PERFORMANCE DIMENSIONS	PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)
Self-Initiative			
Communication			
Officer Safety			
Attention to Detail			
Problem Solving			
Timeliness			
Supervision			
TEST RESULTS			
JTO	Print Name:	Signature	Date:
Trainee	Print Name:	Signature	Date:

**Santa Clara County Sheriff's Office Custody Bureau
Critical Task #09: Razor Distribution and Collection**

Performance Objective: Following explanation and demonstration by a JTO, the trainee will be able to conduct razor exchange on three (3) consecutive exchanges without assistance.

SECTION 1: INITIAL TEST

Deputy/Badge #:	Facility: MJ (circle) ELM	Date:	JTO(s):
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- Steps:**
1. Locate razors designated for your module.
 2. Make announcement in module that you will be conducting razor exchange.
 3. Wear rubber gloves for protection.
 4. [REDACTED]
 5. [REDACTED]
 6. [REDACTED]
 7. [REDACTED]
 8. Give inmate a new razor.
 9. Continue steps 6 through 8 until razor exchange is completed.
 10. Ensure tracking of all razors given and received
 11. Log task in post logbook.

JTO Explained and Demonstrated	JTO Signature	Trainee Signature
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PERFORMANCE DIMENSIONS	PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)
Self-Initiative			
Communication			
Officer Safety			
Attention to Detail			
Problem Solving			
Timeliness			
Supervision			
TEST RESULTS			

JTO	Print Name:	Signature	Date:
Trainee	Print Name:	Signature	Date:

SECTION 2: RETEST

PERFORMANCE DIMENSIONS	PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)
Self-Initiative			
Communication			
Officer Safety			
Attention to Detail			
Problem Solving			
Timeliness			
Supervision			
TEST RESULTS			

JTO	Print Name:	Signature	Date:
Trainee	Print Name:	Signature	Date:

**Santa Clara County Sheriff's Office Custody Bureau
Critical Task #10: Clothing Exchange**

Performance Objective: Following explanation and demonstration by a JTO, the trainee will be able to conduct medium security clothing exchange on three (3) consecutive exchanges without assistance.

SECTION 1: INITIAL TEST

Deputy/Badge #:	Facility: MJ (circle) ELM	Date:	JTO(s):
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- Steps:**
1. Locate clothing delivered to your module for clothing exchange.
 2. Conduct a count of all clothing delivered, and confirm it matches the Lockdown Clothing Order Form.
 3. [REDACTED]
 4. Announce, "Clothing exchange," and inform the inmates in the module clothing exchange will be on a one-for-one basis.
 5. Instruct the inmates in the module to lockdown in their assigned cells. Ensure all cell doors are secured.
 6. Allow module inmate workers to re-count and organize the clothing in preparation for clothing exchange. Let the inmate workers exchange their clothing first.
 7. Open the amount of cells you would like to begin clothing exchange.
 8. Supervise the exchange of clothes ensuring exchanges are one-for-one as you directed.
 9. After the first group completes their clothing exchange, direct them to go to their cells and lockdown.
 10. Continue clothing exchange in the same manner until it is complete.
 11. [REDACTED]
 12. Notify the floor station/ control station that clothing exchange is completed, and the bins are being sent out of the module.
 13. Resume normal functions within the module.

JTO Explained and Demonstrated	JTO Signature		Trainee Signature
PERFORMANCE DIMENSIONS	PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)
Self-Initiative			
Communication			
Officer Safety			
Attention to Detail			
Problem Solving			
Timeliness			
Supervision			
TEST RESULTS			
JTO	Print Name:		Signature
			Date:
Trainee	Print Name:		Signature
			Date:

SECTION 2: RETEST

PERFORMANCE DIMENSIONS	PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)
Self-Initiative			
Communication			
Officer Safety			
Attention to Detail			
Problem Solving			
Timeliness			
Supervision			
TEST RESULTS			
JTO	Print Name:		Signature
			Date:
Trainee	Print Name:		Signature
			Date:

**Santa Clara County Sheriff's Office Custody Bureau
Critical Task #11: Wristband**

Performance Objective: Following demonstration by the designated JTO, the trainee will be able to make and apply a medical armband to five inmate's wrist, without assistance.

SECTION 1: INITIAL TEST

Deputy/Badge #:	Facility: MJ (circle) ELM	Date:	JTO(s):
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- Steps:**
1. Obtain the wristband from the Intake/Processing or go to Intake/ Processing and make one.
 2. Use the facility alphabetized list of inmates (alpha list) in custody at your facility to locate the inmates housing unit.
 3. Contact the appropriate housing unit and request that the inmate be sent to your location.
 4. Gather your materials needed, wristband, wristband clasp, crimpers and scissors.
 5. With the inmates name visible, wrap the wristband around the inmates wrist allowing enough slack to be comfortable and still remain secure.
 6. Line up the holes to allow the male metal clasp to slip into the holes and the armband.
 7. Insert the male metal clasp in the holes on the armband. Place the female clasp on the male clasp. Place the crimpers on the male metal clasp and squeeze to secure the wristband around the inmates wrist (round end of crimpers goes in the hole).
 8. Cut off the excess armband and discard.
 9. Send inmate back to their housing unit.

JTO Explained and Demonstrated	JTO Signature		Trainee Signature
PERFORMANCE DIMENSIONS	PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)
Self-Initiative			
Communication			
Officer Safety			
Attention to Detail			
Problem Solving			
Timeliness			
Supervision			
TEST RESULTS			

JTO	Print Name:	Signature	Date:
Trainee	Print Name:	Signature	Date:

SECTION 2: RETEST

PERFORMANCE DIMENSIONS	PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)
Self-Initiative			
Communication			
Officer Safety			
Attention to Detail			
Problem Solving			
Timeliness			
Supervision			
TEST RESULTS			

JTO	Print Name:	Signature	Date:
Trainee	Print Name:	Signature	Date:

**Santa Clara County Sheriff's Office Custody Bureau
Critical Task #12: Supervise Non-Contact Visits**

Performance Objective: Following explanation and demonstration by a JTO, the trainee will be able to supervise non-contact visits for two consecutive days without assistance.

SECTION 1: INITIAL TEST

Deputy/Badge #:	Facility: MJ (circle) ELM	Date:	JTO(s):
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- Steps:
- Prior to visitors arriving to the visiting area, ensure all phones are working. Ensure a maintenance request form is submitted for any phones not in working order. Advise appropriate personnel of the number of phones available for visiting.
 - [REDACTED]
 - [REDACTED]
 - Contact all inmates who are receiving visits and direct them to the available phones for visiting.
 - Upon visitors' arrival, direct all visitors to remain seated (including children). Visitors are responsible for supervision of their children.
 - During visiting, remain vigilant by walking in and out of the visiting area ensuring all visitors remain seated and complying with visiting rules.
 - Five minutes prior to terminating visit, announce to both inmates and their visitors the time remaining for their visit.
 - Upon completion of the visit, ensure all inmates and visitors clear the visiting areas immediately.
 - [REDACTED]
 - Contact appropriate personnel after visiting area has been searched and cleared.

JTO Explained and Demonstrated	JTO Signature		Trainee Signature
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PERFORMANCE DIMENSIONS	PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)
Self-Initiative			
Communication			
Officer Safety			
Attention to Detail			
Problem Solving			
Timeliness			
Supervision			
TEST RESULTS			

JTO	Print Name:	Signature	Date:
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Trainee	Print Name:	Signature	Date:
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SECTION 2: RETEST

PERFORMANCE DIMENSIONS	PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)
Self-Initiative			
Communication			
Officer Safety			
Attention to Detail			
Problem Solving			
Timeliness			
Supervision			
TEST RESULTS			

JTO	Print Name:	Signature	Date:
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Trainee	Print Name:	Signature	Date:
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**Santa Clara County Sheriff's Office Custody Bureau
Critical Task #13: Inmate Mail and Legal Mail Distribution**

Performance Objective: Following demonstration by the designated JTO, the trainee will be able to distribute inmate mail in a direct supervision module in a timely manner for one week without errors.

SECTION 1: INITIAL TEST

Deputy/Badge #:	Facility: MJ (circle) ELM	Date:	JTO(s):
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Steps:

1. Always wear gloves when handling mail;
2. Obtain mail and verify that the inmates are housed in your area;
3. Inspect the mail for contraband and remove the stamp and closing flap;
4. Announce "mail call" and the names of inmates receiving mail;
5. Verify the inmate by checking his/her wristband. Hand the inmate their mail;
6. Log mail call in the Log book;

Legal Mail:

1. Obtain legal mail and legal mail log;
2. Notify inmate and verify his or her identity using their wristband;
3. Explain to the inmates that you will be opening the mail in front of them to inspect it for contraband;
4. Open mail and inspect it for contraband. Remove any contraband items such as paperclips, staples, etc.;
5. Have the inmate sign the legal mail log and give the mail to the inmate;
6. After all legal mail has been delivered, sign and date the log. Submit the log to your immediate supervisor.

JTO Explained and Demonstrated	JTO Signature	Trainee Signature
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PERFORMANCE DIMENSIONS	PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)
Self-Initiative			
Communication			
Officer Safety			
Attention to Detail			
Problem Solving			
Timeliness			
Supervision			
TEST RESULTS			

JTO	Print Name:	Signature	Date:
Trainee	Print Name:	Signature	Date:

SECTION 2: RETEST

PERFORMANCE DIMENSIONS	PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)
Self-Initiative			
Communication			
Officer Safety			
Attention to Detail			
Problem Solving			
Timeliness			
Supervision			
TEST RESULTS			

JTO	Print Name:	Signature	Date:
Trainee	Print Name:	Signature	Date:

**Santa Clara County Sheriff's Office Custody Bureau
Critical Task #14: Inter-Departmental Memo and Forms**

Performance Objective: Following demonstration by the designated JTO, the trainee will be able to properly fill out an Inter-Departmental Memo Form, Grievance Form, Psych referral Form, Inmate Request and Re-Housing Form on 3 different occasions within 1 week, without assistance.

SECTION 1: INITIAL TEST

Deputy/Badge #:	Facility: MJ (circle) ELM	Date:	JTO(s):
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- Steps:**
1. Obtain an inter-departmental memo form either as a hard copy or through the computer.
 2. Fill out the first section, "TO:" Write the person's name and title or if you are addressing multiple individuals, write their title (I.E. All Administrative Staff).
 3. Fill out the second section "FROM:" Write your name and title.
 4. Fill out the third section "DATE:" Write the current date.
 5. Fill out the fourth section "SUBJECT:" Write subject matter(I.E. Administrative Staff Potluck).
 6. After filling out all four sections, write the narrative of the "subject" you had identified in the fourth section. The narrative could be short and to the point or long and informative.
 7. Once the narrative has been completed and you would like other individuals to have a copy of the Memo, you would "cc": (courtesy copy) the individuals by listing their names. Once again, if you would like a group of individuals to have a copy write their title I.E. Administrative Staff.
 8. After completing the form, distribute the copies of the Memo to the individuals identified in the first section and the list of names in the "cc" section
 9. JTO's will demonstrate the necessary steps for each individual form.

JTO Explained and Demonstrated	JTO Signature		Trainee Signature
PERFORMANCE DIMENSIONS	PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)
Self-Initiative			
Communication			
Officer Safety			
Attention to Detail			
Problem Solving			
Timeliness			
Supervision			
TEST RESULTS			

JTO	Print Name:	Signature	Date:
Trainee	Print Name:	Signature	Date:

SECTION 2: RETEST

PERFORMANCE DIMENSIONS	PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)
Self-Initiative			
Communication			
Officer Safety			
Attention to Detail			
Problem Solving			
Timeliness			
Supervision			
TEST RESULTS			

JTO	Print Name:	Signature	Date:
Trainee	Print Name:	Signature	Date:

**Santa Clara County Sheriff's Office Custody Bureau
Critical Task #15: Logging Onto Network and CJIC Systems**

Performance Objective: Following explanation and demonstration from a JTO, the trainee will be able to log into their network and CJIC accounts without assistance for three consecutive

SECTION 1: INITIAL TEST

Deputy/Badge #:	Facility: MJ (circle) ELM	Date:	JTO(s):
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Steps:

1. Logging Into the Network System

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

2. CJIC Access

[Redacted]

[Redacted]

[Redacted]

[Redacted]

JTO Explained and Demonstrated	JTO Signature	Trainee Signature
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PERFORMANCE DIMENSIONS	PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)
Self-Initiative			
Attention to Detail			
Learning Ability			
Problem Solving			
Timeliness			
TEST RESULTS			

JTO	Print Name:	Signature	Date:
Trainee	Print Name:	Signature	Date:

SECTION 2: RETEST

PERFORMANCE DIMENSIONS	PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)
Self-Initiative			
Attention to Detail			
Learning Ability			
Problem Solving			
Timeliness			
TEST RESULTS			

JTO	Print Name:	Signature	Date:
Trainee	Print Name:	Signature	Date:

Santa Clara County Sheriff's Office Custody Bureau

Critical Task #16:

Restraint Chair

Performance Objective: Following explanation and demonstration by a JTO, the trainee will be able to participate in restraint chair use, switching to each position (head, legs, arms) 3 times properly, without error.

SECTION 1: INITIAL TEST

Deputy/Badge #:	Facility: MJ (circle) ELM	Date:	JTO(s):
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Steps:

1. Obtain restraint chair from the pre-approved staging area
2. [Redacted]
3. [Redacted]
4. [Redacted]
5. [Redacted]
6. [Redacted]
7. [Redacted]
8. [Redacted]
9. [Redacted]
10. [Redacted]
11. [Redacted]
12. [Redacted]
13. If [Redacted]
14. [Redacted]
15. [Redacted]

JTO Explained and Demonstrated		JTO Signature		Trainee Signature	
PERFORMANCE DIMENSIONS		PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)	
Self-Initiative					
Communication					
Officer Safety					
Attention to Detail					
Problem Solving					
Timeliness					
Supervision					
TEST RESULTS					

JTO	Print Name:	Signature	Date:
Trainee	Print Name:	Signature	Date:

SECTION 2: RETEST

PERFORMANCE DIMENSIONS		PASS	FAIL	COMMENTS (Recommended; REQUIRED FOR FAILURES)	
Self-Initiative					
Communication					
Officer Safety					
Attention to Detail					
Problem Solving					
Timeliness					
Supervision					
TEST RESULTS					

JTO	Print Name:	Signature	Date:
Trainee	Print Name:	Signature	Date:

Report Writing Scenarios

**Santa Clara County
Office of the Sheriff
Custody Bureau
JAIL TRAINING PROGRAM**

REPORT WRITING SCENARIO #1



Write an incident report based on the information provided. You may add information as necessary for clarification.

You are to determine the type(s) of crimes involved and substantiate them in your report.

DETAILS:

You are supervising inmates. An inmate yells to get your attention. You see inmate Jones, Robert #19123321, PFN: DFG233 on the floor. He is bleeding from the head. You order everyone to lockdown, but inmate Dominguez, John #18321123 PFN: GFD323 approaches the area and says, "No man, he's done it before. I'm tired of being locked down. I'm not moving from here!"

Dominguez refuses repeated orders to return to his cell and lockdown. Medical personnel arrive, but Dominguez is still out in the dayroom. You again order Johnson to lockdown, and he responds with, "Fuck that!" as he takes steps in your direction. You order him to stop, but continues toward you. You pepper spray Dominguez, and he drops to the floor. You and other deputies attempt to restrain Dominguez, but he repeatedly swings out his arms as he attempts to get away.

You manage to handcuff Dominguez and place him in a holding cell.

Based on your training assignment, or specific circumstances, you may change the parties involved or incident location. The nature of the report and reporting circumstances must remain the same. By design, this scenario does NOT provide all of the details to complete a proper report. As the investigating deputy, and with the assistance of your assigned Jail Training Officer, you must piece together what happened and complete your report.

**Santa Clara County
Office of the Sheriff
Custody Bureau
JAIL TRAINING PROGRAM**



REPORT WRITING SCENARIO #2

Write an incident report based on the information provided. You may add information as necessary for clarification.

You are to determine the type(s) of crimes involved and substantiate them in your report.

DETAILS:

As you conduct a welfare check, you look in cell #21 and observe inmates Ramos, Luis #19765423, PFN: EYU789, and Sanchez, Robert #19735256, PFN: DET321 speaking loudly and in slurred speech. You smell a strong fruity odor emanating from the cell.

The inmates appear to be under the influence of alcohol. Responding deputies assist with escorting the inmates to separate holding cells. When you return to have the inmates assessed by a nurse, you observe that the glass in the window to Ramos' holding cell is broken. You ask Ramos what happened, and he laughs as he responds, "Hey, it just broke."

You attempt to interview both inmates, but they both refuse to talk to you.

Based on your training assignment, or specific circumstances, you may change the parties involved or incident location. The nature of the report and reporting circumstances must remain the same. By design, this scenario does NOT provide all of the details to complete a proper report. As the investigating deputy, and with the assistance of your assigned Jail Training Officer, you must piece together what happened and complete your report.

**Santa Clara County
Office of the Sheriff
Custody Bureau
JAIL TRAINING PROGRAM**



REPORT WRITING SCENARIO #3

Write an incident report based on the information provided. You may add information as necessary for clarification.

You are to determine the type(s) of crimes involved and substantiate them in your report.

DETAILS:

You are assigned to work in a direct supervision module. You hear loud noises coming from the sundeck. You look, and see two inmates fighting (Lopez, Thomas #19132323, PFN: DEW987 and Luna, Paul #19124534, PFN: CDE421) You order the inmates to stop, but they refuse to comply. You spray both inmates with your department issued pepper spray. Responding deputies assist with restraining the inmates. As you escort Luna, he spontaneously said, "That snitch had it coming. He's got to go."

Lopez sustained multiple bruising to his face, and bleeding from the nose. He was transported to VMC code 2. Deputy Smith #10248 escorted the ambulance. Lopez tells you he knows Luna from the streets and thinks he (Lopez) is a snitch. Lopez said he was in the sundeck when confronted by Luna, who struck him multiple times.

Deputy Smith tells you that Lopez sustained a fractured jaw, broken nose, and multiple contusions to the face. Lopez was admitted to VMC. He wishes to press charges and wants protective custody. Luna refused to make a statement. Both inmates are suspected gang members.

Based on your training assignment, or specific circumstances, you may change the parties involved or incident location. The nature of the report and reporting circumstances must remain the same. By design, this scenario does NOT provide all of the details to complete a proper report. As the investigating deputy, and with the assistance of your assigned Jail Training Officer, you must piece together what happened and complete your report.

**Santa Clara County
Office of the Sheriff
Custody Bureau
JAIL TRAINING PROGRAM**



REPORT WRITING SCENARIO #4

Write an incident report based on the information provided. You may add information as necessary for clarification.

You are to determine the type(s) of crimes involved and substantiate them in your report.

DETAILS:

You receive a new housing (Dominguez, John #19123654, CBA322). You check his property, and inside the cap of a shampoo bottle, you find a white crystalline substance that looks like rock candy, and a black tar-like substance wrapped in clear plastic, which smells like vinegar. You pat search the inmate, and he says he has something in his underwear. Wrapped in tissue paper, you pull out a long, glass cylinder with a round bulbous end which has a burnt residue.

Upon questioning, the inmate says, "Hey man, it's not mine. I'm clean."
The inmate provides a urine sample which tests presumptive positive for methamphetamine.

Based on your training assignment, or specific circumstances, you may change the parties involved or incident location. The nature of the report and reporting circumstances must remain the same. By design, this scenario does NOT provide all of the details to complete a proper report. As the investigating deputy, and with the assistance of your assigned Jail Training Officer, you must piece together what happened and complete your report.

Standard Evaluation Guidelines



SANTA CLARA COUNTY

OFFICE OF THE SHERIFF

CUSTODY BUREAU

Standardized Evaluation Guidelines For the Daily Observation Report (DOR)

Table of Contents

Introduction

Section I Attitude

- (1) Acceptance of Feedback/JTO/JTP
- (2) Attitude Towards Assigned Duties
- (3) Integrity/Ethics
- (4) Leadership

Section II Appearance

- (5) General Appearance

Section III Relationships

- (6) With Civilians
- (7) With Other Department Members
- (8) Interaction with Inmates

Section IV Performance

- (9) Routine Forms: Accuracy/Completeness
- (10) Report Writing: Organization/Details/Use of Time
- (11) Report Writing: Grammar/Spelling/Neatness
- (12) Performance: Non-Stress Conditions
- (13) Performance: Stress Conditions
- (14) Investigative Skills
- (15) Interview/Interrogation Skills
- (16) Self-initiated Activity
- (17) Officer Safety: General
- (18) Officer Safety: Suspicious Persons/Suspects/Prisoners
- (19) Control of Conflict: Voice Command
- (20) Control of Conflict: Physical Skill
- (21) Problem-solving Techniques/Decision-making
- (22) Communications: Use of Codes/Procedures
- (23) Radio: Listens and Comprehends
- (24) Radio: Articulation of Transmissions

Section V Knowledge

- (25) Department Policies and Procedures: Reflected by Verbal/Written/Simulated/ Testing
- (26) Department Policies and Procedures: Reflected in Performance
- (27) Criminal Statutes: Reflected by Verbal/Written/Simulated Testing
- (28) Criminal Statutes: Reflected in Performance
- (29) Criminal Procedure: Reflected by Verbal/Written/Simulated Testing
- (30) Criminal Procedure: Reflected in Performance
- (31) Minimum Jail Standards - Title 15 & 24

The DOR rates a trainee's performance on a daily basis against that of a fully trained and competent solo correctional deputy. In general, continual unsatisfactory ratings indicate that the trainee is incapable or unwilling to perform some of the necessary performance objectives that are necessary to become a solo correctional deputy. Ratings of competent and/or exceptional indicate that the trainee met or exceeded those expectations for the day.

It is the responsibility of the JTO to properly evaluate and document a trainee's unsatisfactory behavior and performance, and that reasonable attempts to correct the deficient area(s) have been made. The comments that the JTO documents on the DOR Form will have a dramatic effect on whether the trainee successfully passes or fails the program. The DOR will also show positive comments of the trainee and how he/she is performing and progressing in the program.

The JTO will complete the DOR at the completion of each shift and then present it to the trainee for review and discussion. Irrespective if a trainee agrees or disagrees with the DOR's content, **a trainee must submit his evaluation.**

Trainee responses to an agreeable DOR can include but are not limited to: "I Concur", "I Accept", "I Agree", and "I Acknowledge." The trainee has the discretion to elaborate further.

A trainee that does not agree with an evaluation, he/she will respond by writing "I do not concur" in the abovementioned box and can explain his/her reason for the response. The trainee can also choose to discuss his/her response with the JTO in an attempt to resolve any training issues. The trainee can request to speak to the JTP Sergeant.

To complete the Jail Training Program, a trainee **must**:

- Meet or exceed minimum requirements in all categories of the Daily Observation Report.
- Satisfactorily complete all academic requirements of the Daily Observation Report and Training Program.
- Consistently exercise good judgment.
- Demonstrate competence in all details and assignments.

Trainees can refer to the below section that deals with the Standardize Guidelines for the Daily Observation Report for further information on this evaluation process.

I. ATTITUDE:

A. (1) ACCEPTANCE OF FEEDBACK/JTO/JTP

1. Training Objectives:

- a. Evaluates the way the trainee accepts criticism, how the trainee interacts with the JTO, and how the trainee accepts the training program, including how the JTO's feedback is received and used to further learning and improve performance.

2. Performance Standards:

- a. 1-3 Unacceptable – Rationalizes mistakes. Denies that errors were made. Is argumentative. Refuses to, or does not attempt to, make corrections. Considers criticism a personal attack.
- b. 4-6 Acceptable – Accepts criticism in a positive manner and applies it to improve performance and further learning.
- c. 7 Superior – Actively solicits criticism/feedback in order to further learning and improve performance. Does not argue or blame other persons/things for errors.

B. (2) ATTITUDE TOWARDS ASSIGNED DUTIES:

1. Training Objectives:

- a. Evaluates the trainee in terms of personal motivation, goals and his/her acceptance of the job's responsibilities.

2. Performance Objectives:

- a. 1-3 Unacceptable – Abuses authority. Demonstrates little dedication to the principles of the profession. Is disinterested. Lacks motivation and does not attempt to improve performance.
- b. 4-6 Acceptable – Demonstrates an active interest in new position and responsibilities.
- c. 7 Superior – Strives to further professional knowledge by actively soliciting assistance from others to improve skills. Demonstrates concern for the fair and equitable enforcement of the law, maintaining high ideals in terms of professional responsibility. Exhibits a desire to complete Jail Training and become a productive member of the organization.

C. (3) INTEGRITY/ETHICS:

1. Training Objectives:

- a. Evaluates the manner in which the trainee understands, accepts, and employs his/her own integrity and ethics.

2. Performance Standards:

- a. 1-3 Unacceptable – Accepts and employs a standard of mediocrity. Has little or no sense of accountability and/or responsibility to the department or community.
- b. 4-6 Acceptable – Demonstrates ability to build/maintain public trust through honesty, community awareness, and professionalism. Able to resolve ethical situations through planning, evaluation, and decision-making.
- c. 7 Superior – Consistently demonstrates high degree of internal strength, courage, and character. Models responsibility of service and enhances public trust.

D. (4) LEADERSHIP:

1. Training Objectives:

- a. Evaluates the trainee’s ability to exercise influence among people using ethical values and goals for an intended change.

2. Performance Standards:

- a. 1-3 Unacceptable – Does not use command presence appropriately. Does not prevent/reduce conflict. Fails to show empathy.
- b. 4-6 Acceptable – Understands the difference between influence and authority. Provides expected level of competency to the community through effective collaboration, communication/ mediation, and compassion.
- c. 7 Superior – Will not rationalize to compromise integrity. Has the courage to be flexible and employ discretion. Consistently demonstrates trust, respect, and genuine concern.

II. APPEARANCE:

A. (5) GENERAL APPEARANCE:

1. Training Objectives:

- a. Evaluates physical appearance, dress, demeanor, and equipment.

2. Performance Standards:

- a. 1-3 Unacceptable – Fails to present a professional image. Uniform fits poorly or is improperly worn or wrinkled. Hair not groomed and/or in violation of Department regulation. Dirty shoes, weapon, and/or equipment. Equipment is missing or inoperative.
- b. 4-6 Acceptable – Uniform is neat/clean. Uniform fits and is properly worn. Weapon, leather, and equipment are clean and operative. Hair within regulations. Shoes and brass are shined.

- c. 7 Superior – Uniform is neat, clean, and tailored. Leather gear is shined. Shoes are polished. Displays command bearing.

III. RELATIONSHIPS:

A. (6) WITH CIVILIANS:

1. Training Objectives:

- a. Evaluates the trainee's ability to interact with citizens and diverse members of the community in an appropriate and efficient manner.

2. Performance Standards:

- a. 1-3 Unacceptable – Abrupt, belligerent, demeaning, overbearing, arrogant, uncommunicative. Overlooks or avoids "service" aspects of the job. Is inaccessible to the public. Introverted, overly sympathetic, ineffective, prejudicial, biased. Fails to explain actions to citizens. Does not follow up on citizen requests. Poor "non-verbal" skills. Communications are confusing to the public.
- b. 4-6 Acceptable – Courteous, friendly, and empathetic to citizen's perceptions of problems. Communicates in a professional, unbiased manner. Fully explains police actions to public contacts and follows up on public inquiries and requests. Is service-oriented and contacts the public in non-enforcement situations. Good "non-verbal" skills. Communicates well when interacting with the public.
- c. 7 Superior – Is very much at ease with citizen contacts. Effectively manages time to allow increased citizen contact. Quickly establishes rapport and leaves people with the feeling that the officer is interested in serving them. Is objective in all contacts. Excellent "non-verbal" skills. Routinely exhibits strong communication skills when interacting with the public.

B. (7) WITH OTHER DEPARTMENT MEMBERS:

1. Training Objectives:

- a. To Evaluates the trainee's ability to effectively interact with Department members of all ranks, capacities, and positions.

2. Performance Standards:

- a. 1-3 Unacceptable – Patronizes JTO/superiors/peers or is antagonistic toward them. Gossips. Is insubordinate, argumentative, and/or sarcastic. Resists instruction. Considers himself/herself superior. Belittles others. Is not a "team player." Relies on others to carry his/her share of the work.
- b. 4-6 Acceptable – Adheres to the Chain of Command. Good JTO, superior, and peer relationships. Demonstrates a teamwork attitude.

- c. 7 Superior – Is at ease in contact with all members of the organization while displaying professionalism. Understands supervisors' responsibilities and their positions. Actively assists others.

C. (8) INTERACTION WITH INMATES:

1. Training Objectives:

- a. To ensure that the trainee interacts with inmates in a manner that is officer safety conscious, however, still in a manner not to belittle or antagonize the inmate. The trainee shall conduct his inmate contacts in a professional manner.

2. Performance Standards:

- a. 1-3 Unacceptable – Trainee appears afraid or nervous when dealing with inmates in a manner impeding the trainee's performance. The trainee is overbearing or taunts inmates. The trainee conducts dealings with inmates in an unprofessional manner.
- b. 4-6 Acceptable – Trainee conducts the dealings with inmates in a manner based upon professional and firm approach. The trainee shows no harshness or cruelty towards any inmate. The trainee relies on his own judgment.
- c. 7 Superior – Trainee is able to deal with all inmates in a fair, firm, professional manner; never in a demeaning or inhuman manner. Trainee retains a professional demeanor at all times

IV. PERFORMANCE:

A. (9) ROUTINE FORMS: ACCURACY/COMPLETENESS:

1. Training Objectives:

- a. Evaluates the trainee's ability to properly utilize departmental forms.

2. Performance Standards:

- a. 1-3 Unacceptable – Is unaware that a form must be completed and/or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate, or improperly used.
- b. 4-6 Acceptable – Knows of the commonly used forms, consistently makes accurate form selection, and understands their use. Completes them with accuracy and thoroughness.
- c. 7 Superior – Consistently completes detailed forms rapidly and accurately with little or no assistance.

B. (10) REPORT WRITING: ORGANIZATION/DETAILS/USE OF TIME:

1. Training Objectives:

- a. Evaluates the trainee's ability to organize reports, supply the necessary details for a good report, obtain all necessary information from reporting person and/or witnesses, and to complete a report in an appropriate amount of time.

2. Performance Standards:

- a. 1-3 Unacceptable – Fails to elicit necessary information. Unable to organize information in a logical manner and reduce it to writing. Omits pertinent details in the report. Report is inaccurate and/or incorrect. Routinely requires an excessive amount of time to complete a report.
- b. 4-6 Acceptable – Elicits most information and records same. Completes reports, organizing information in a logical manner. Reports contain the required information and details. Completes reports within a reasonable amount of time.
- c. 7 Superior – Reports are a complete and detailed account of events, written and organized so that any reader understands what occurred. Completes complex reports efficiently and in a timely manner with little or no assistance.

C. (11) REPORT WRITING: GRAMMAR/SPELLING/NEATNESS:

1. Training Objectives:

- a. Evaluates the trainee's ability to use proper grammar, to spell correctly, and to prepare reports that are neat and legible.

2. Performance Standards:

- a. 1-3 Unacceptable – Reports are illegible. Reports contain an excessive number of misspelled words. Sentence structure and/or word usage is incorrect or incomplete. Reports are confusing and not easily understood by the reader/evaluator.
- b. 4-6 Acceptable – Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are few. Errors, if present, do not distract from understanding the report. Report is neat and clean in appearance.
- c. 7 Superior – Reports are very neat and legible. Contain no spelling or grammatical errors. Reports are thorough, complete, and easily understood by the reader/evaluator.

D. (12) PERFORMANCE: NON - STRESS CONDITIONS:

1. Training Objectives:

- a. Evaluates the trainee's ability to perform routine, non-stress police activities.

2. Performance Standards:

- a. 1-3 Unacceptable – Becomes confused and disoriented when confronted with routine, non-stress tasks. Does not or cannot complete tasks. Unable to determine the appropriate course of action, avoids taking action, or employs inappropriate action for a given situation.
- b. 4-6 Acceptable – Properly assesses aspects of routine situations; determines appropriate action, and takes same.
- c. 7 Superior – Properly assesses aspects of both routine and complex situations. Quickly determines and employs appropriate course of action.

E. (13) PERFORMANCE: STRESS CONDITIONS:

1. Training Objectives:

- a. Evaluates the trainee's ability to perform in moderate to high stress conditions.

2. Performance Standards:

- a. 1-3 Unacceptable – Becomes emotional, panic stricken, unable to function. Holds back, loses temper, or displays cowardice. Over/under reacts, or acts in unsafe or ineffective manner.
- b. 4-6 Acceptable – Maintains calm and self-control in most situations. Determines proper course of action and takes it. Controls a situation and does not allow it to further deteriorate. Keeps safety in mind.
- c. 7 Superior – Maintains calm and self-control in even the most extreme situations. Quickly restores control of the situation and takes command. Determines and employs best course of action. Handles situations safely, efficiently, and effectively.

F. (14) INVESTIGATIVE SKILLS:

1. Training Objective:

- a. Evaluates the trainee's ability to conduct a proper investigation with an emphasis on crime scene investigatory procedures

2. Performance Standards:

- a. 1-3 Unacceptable – Does not conduct a basic investigation or conducts investigation improperly. Unable to accurately identify offense committed. Fails to discern readily available evidence. Makes frequent mistakes when identifying, collecting, or submitting evidence. Does not connect evidence with suspect when apparent. Does not protect crime scene. Fails to identify and follow up obvious investigative leads.

- b. 4-6 Acceptable – Follows proper investigatory procedure in routine cases. Is generally accurate in identifying the nature of offense committed. Collects, tags, logs, and submits evidence properly. Connects evidence with suspect when apparent. Knows when to consult a supervisor, investigator, or crime scene technician when processing is needed at involved or unusual crime scenes.
- c. 7 Superior – Consistently follows proper investigatory procedure and is routinely accurate in identifying the nature of the offense committed. Connects evidence with suspect even when not readily apparent. Actively seeks to improve evidence collection and processing skills.

G. (15) INTERVIEW/INTERROGATION ABILITIES:

1. Training Objectives:

- a. Evaluates the trainee's ability to use proper questioning techniques, to vary techniques to fit persons being interviewed/interrogated, and to follow proper and lawful procedure.

2. Performance Objectives:

- a. 1-3 Unacceptable – Fails to use proper questioning techniques. Does not elicit and/or record available information. Does not establish appropriate rapport with subject and/or does not control interrogation of suspect. Fails to recognize when to give the Miranda admonishment. Fails to obtain enough information to determine what is occurring. Fails to identify citizens contacted during the course of the investigation.
- b. 4-6 Acceptable – Uses proper questioning techniques. Elicits available information and records same. Establishes proper rapport with victims/witnesses. Controls the interrogation of suspects and properly conducts a Miranda admonishment.
- c. 7 Superior – Consistently uses proper investigative questioning techniques. Establishes rapport with all victims/witnesses. Controls the interrogation of even the most difficult suspects. Conducts successful interrogations of suspects. Fully understands the legalities associated with the Miranda admonishment, and administers the admonishment appropriately.

H. (16) SELF-INITIATED ACTIVITY:

1. Training Objective:

- a. Evaluates the trainee's desire and ability to observe and act upon suspicious activity and to address situations where citizens may require law enforcement assistance.

2. Performance Standards:

- a. 1-3 Unacceptable – Fails to observe and/or avoids suspicious activity. Does not investigate same. Rationalizes suspicious circumstances. Avoids or does not recognize situations where citizens may require law enforcement assistance.
- b. 4-6 Acceptable – Recognizes and acts upon situations requiring law enforcement contact or attention. Develops cases from observed activity. Displays inquisitiveness.
- c. 7 Superior – Routinely acts on situations requiring law enforcement contact. Makes quality contacts and/or arrests from observed activity. “Sees” beyond the obvious. Maintains vigilance for suspicious activity and/or situations.

I. (17) OFFICER SAFETY: GENERAL

1. Training Objectives:

- a. Evaluates the trainee's ability to perform police tasks without injuring self or others, and without exposing self or others to unreasonable danger or risk.

2. Performance Standards:

- a. 1-3 Unacceptable – Fails to follow acceptable safety procedures. Fails to exercise officer safety, including but not limited to:
 - a) Exposes weapons to suspect (handgun, baton, chemical agents, etc.).
 - b) Fails to keep weapon hand free
 - c) Fails to control suspect's movements.
 - d) Fails to use illumination when necessary or uses it improperly.
 - e) Does not keep inmate/suspect in sight.
 - f) Fails to advise/update Communications.
 - g) Fails to maintain good physical condition.
 - h) Fails to properly maintain personal safety equipment.
 - i) Does not anticipate potentially dangerous situations. .
 - j) Is careless with gun and/or other weapons.
 - k) Makes poor choice of which weapon to use and when to use it.
 - l) Cannot articulate why a particular weapon was employed.
 - m) Fails to cover other officers or maintain awareness of their activities.
- b. 4-6 Acceptable – Follows acceptable safety procedures. Understands and applies them.
- c. 7 Superior – Consistently works safely. Foresees dangerous situations and prepares for them. Keeps partner informed and determines best position for self and partner. Is not overconfident. Serves as an "officer safety" model for others.

J. (18) OFFICER SAFETY: SUSPICIOUS PERSONS/SUSPECTS/PRISONERS:

1. Training Objective:

- a. Evaluates the trainee's ability to perform police-related tasks safely while dealing with suspicious persons, suspects, and prisoners.

2. Performance Standards:

- a. 1-3 Unacceptable – Violates officer safety practices as outlined in SEG 17 (above). Additionally, fails to "pat search," allows people to approach from behind, fails to handcuff when appropriate. Conducts poor searches and fails to maintain a position of advantage that could prevent attack or escape.
- b. 4-6 Acceptable – Follows acceptable safety procedures with suspicious persons, suspects, and prisoners. Routinely works with an officer safety mindset.
- c. 7 Superior – Foresees potential dangers or hazards and acts to mitigate or eliminate them. Consistently maintains control and a position of advantage during contacts. Remains alert to changing events and adjusts accordingly to maintain safety and control. Serves as a model for officer safety.

K. (19) CONTROL OF CONFLICT: VOICE COMMAND

1. Training Objective:

- a. Evaluates the trainee's ability to gain and maintain control of situations through verbal command and instruction.

2. Performance Standards:

- a. 1-3 Unacceptable – Speaks too softly or timidly, speaks too loudly, confuses or angers listener by what is said and/or how it is said. Speaks when inappropriate. Unable to use a confident/commanding tone of voice.
- b. 4-6 Acceptable – Speaks with authority in a calm, clear voice. Proper selection of words and knowledge of how and when to use them. Commands usually result in compliance.
- c. 7 Superior – Completely controls situations with voice tone, word selection, inflection, and command bearing. Restores order in even the most trying situation through voice and language usage.

L. (20) CONTROL OF CONFLICT: PHYSICAL SKILL

1. Training Objectives:

- a. Evaluates the trainee's ability to use the proper level of force for the given situation.

2. Performance Standards:

- a. 1-3 Unacceptable – Employs too little or too much force for a given situation. Is physically unable to gain compliance or effect an arrest. Does not use proper restraints or uses them improperly.

- b. 4-6 Acceptable – Obtains and maintains control through the proper use and amount of force. Uses restraints effectively.
- c. 7 Superior – Displays above average knowledge and skill in the use of restraints. Extremely adept in employing the proper use of force for a given situation. Understands the legalities involved in the use of force.

M. (21) PROBLEM-SOLVING TECHNIQUES/DECISION-MAKING:

1. Training Objectives:

- a. Evaluates the trainee's performance in terms of ability to perceive problems accurately, form valid conclusions, arrive at sound judgments, and make proper decisions.

2. Performance Standards:

- a. 1-3 Unacceptable – Acts without thought or good reason. Avoids problems. Demonstrates a failure to understand problem-solving techniques by not using them or not applying them effectively. Fails to ask the right questions. Does not assess a proper or effective response to the problem. Is unable to reason through a problem and come to a conclusion. Is unable to choose alternative solutions. Is indecisive, naive. Cannot recall previous solutions and apply them in similar situations.
- b. 4-6 Acceptable – Able to reason through a problem and come to an acceptable conclusion in routine situations. Perceives situations as they really are. Is capable of explaining what a problem-solving model is. Generates proper questions designed to identify problem. Generally able to choose a solution. Analyzes response for further action. Makes decisions with little assistance. Makes reasonable decisions based on information available.
- c. 7 Superior – Able to reason through most routine and complex situations and reach appropriate conclusions. When confronted with a problem, uses department-endorsed problem-solving approach/model. Has keen perception. Identifies root causes of problems, not just symptoms. Anticipates problems and prepares potential resolutions in advance. Relates past solutions to present situations, and selects workable solutions. Properly assesses response, adjusts accordingly, and plans for follow-up.

N. (22) COMMUNICATIONS: USE OF CODES/PROCEDURES

1. Training Objective:

- a. Evaluates the trainee's use of communications equipment in accordance with department policy and procedure.

2. Performance Standards:

- a. 1-3 Unacceptable – Violates policy concerning use of communications equipment. Does not follow correct procedures. Does not understand or use proper communication codes/language.
- b. 4-6 Acceptable – Complies with policy and accepted procedures. Has good working knowledge of most common codes/language and uses communication equipment appropriately.
- c. 7 Superior – Consistently adheres to department communications policies. Has superior working knowledge of codes/language used during communications, and properly applies that knowledge as appropriate.

O. (23) RADIO: LISTENS AND COMPREHENDS:

1. Training Objective:

- a. Evaluates the trainee's ability to pay attention to radio traffic and to understand the information transmitted.

2. Performance Standards:

- a. 1-3 Unacceptable – Repeatedly misses own call sign and is unaware of traffic in adjoining beats. Requires dispatcher to repeat radio transmissions or does not accurately comprehend transmission.
- b. 4-6 Acceptable – Copies own radio transmissions and is normally aware of radio traffic directed to adjoining modules/floors.
- c. 7 Superior – Is aware of own traffic and what is occurring throughout the service area. Recalls previous transmissions and uses that information to advantage.

P. (24) RADIO: ARTICULATION OF TRANSMISSIONS:

1. Training Objectives:

- a. Evaluates the trainee's ability to communicate with others via the law enforcement radio.

2. Performance Standards:

- a. 1-3 Unacceptable – Does not pre-plan transmissions. Over/under modulates. Improperly uses microphone. Speaks too rapidly or too slowly. Multiple complaints regarding trainee's use of the radio.
- b. 4-6 Acceptable – Uses proper procedure with clear, concise, and complete transmissions. Few complaints regarding trainee's use of the radio.
- c. 7 Superior – Transmits clearly, calmly, concisely, and completely, even in stressful situations. Transmissions are well thought out and do not have to be repeated. No complaints regarding trainee's use of the radio.

V. KNOWLEDGE

A. (25) DEPARTMENT POLICIES AND PROCEDURES: REFLECTED BY VERBAL/WRITTEN/SIMULATED TESTING:

1. Training Objectives:

- a. Evaluates the trainee's knowledge of department policies/ procedures and ability to apply this knowledge under field conditions.

2. Performance Standards:

- a. 1-3 Unacceptable – When tested, answers with less than 70% accuracy.
- b. 4-6 Acceptable – When tested, answers with at least 70% accuracy.
- c. 7 Superior – When tested, answers with 100% accuracy.

B. (26) DEPARTMENT POLICIES AND PROCEDURES: REFLECTED IN PERFORMANCE:

3. Training Objectives:

- a. Evaluates the trainee's knowledge of department policies/ procedures and ability to apply this knowledge under field conditions.

4. Performance Standards:

- a. 1-3 Unacceptable – Fails to display knowledge of department policies, regulations, and/or procedures, or violates same.
- b. 4-6 Acceptable – Familiar with most commonly applied department policies, regulations, procedures, and complies with same.
- c. 7 Superior – Has an excellent working knowledge of department policies, regulations, and procedures, including those less known and seldom used.

C. (27) CRIMINAL STATUTES: REFLECTED BY VERBAL/WRITTEN/SIMULATED TESTING:

1. Training Objectives:

- a. Evaluates the trainee's knowledge of the criminal statutes [Penal Code (PC), Welfare & Institutions (W&I), Business & Professions Code (B&P or BPC), Health & Safety Code (H&S or HSC), and all city/county codes] and his/her ability to apply that knowledge to situations.

2. Performance Objectives:

- a. 1-3 Unacceptable – When tested, answers with less than 70% accuracy.

- b. 4-6 Acceptable – When tested, answers with at least 70% accuracy.
- c. 7 Superior – When tested, answers with 100% accuracy.

D. (28) CRIMINAL STATUTES: REFLECTED IN PERFORMANCE:

1. Training Objectives:

- a. Evaluates the trainee's knowledge of the criminal statutes [Penal Code (PC), Welfare & Institutions (W&I), Business & Professions Code (B&P or BPC), Health & Safety Code (H&S or HSC), and all city/county codes] and his/her ability to apply that knowledge to situations.

2. Performance Objectives:

- a. 1-3 Unacceptable – Does not know the elements of basic code sections. Does not recognize criminal offenses when encountered or makes mistakes relative to whether or not crimes have been committed and, if so, which crimes. Incorrectly identifies violation(s).
- b. 4-6 Acceptable – Recognizes commonly encountered criminal offenses and applies appropriate code section. Recognizes differences between criminal and non-criminal activity. Correctly identifies violation(s).
- c. 7 Superior – Has outstanding knowledge of all codes and applies that knowledge to normal and unusual activity quickly and effectively. Consistently able to locate lesser known code sections in reference material.

E. (29) CRIMINAL PROCEDURE: REFLECTED BY VERBAL/WRITTEN/ SIMULATED TESTING:

1. Training Objectives:

- a. Evaluates the trainee's knowledge of criminal procedures including laws of arrest, search and seizure, etc. Evaluates ability to apply those procedures to situations.

2. Performance Objectives:

- a. 1-3 Unacceptable – When tested, answers with less than 70% accuracy.
- b. 4-6 Acceptable – When tested, answers with at least 70% accuracy.
- c. 7 Superior – When tested, answers with 100% accuracy.

F. (30) CRIMINAL PROCEDURE: REFLECTED BY VERBAL/WRITTEN/ SIMULATED TESTING:

1. Training Objectives:

- a. Evaluates the trainee's knowledge of criminal procedures including laws of arrest, search and seizure, etc. Evaluates ability to apply those procedures to situations.

2. Performance Objectives:

- a. 1-3 Unacceptable – Violates procedural requirements. Attempts to conduct illegal searches, fails to search when appropriate, attempts to seize evidence illegally, and arrest unlawfully.
- b. 4-6 Acceptable – Follows required procedure in commonly encountered situations. Conducts proper searches and seizes evidence legally. Makes arrests within guidelines.
- c. 7 Superior – Follows required procedure in all cases, accurately applying the law relative to searching, seizing evidence, release of information, and effecting arrests.

G. (31) MINIMUM JAIL STANDARDS - TITLE 15 & TITLE 24:

1. Training Objectives:

- a. To ensure that the trainee has a working knowledge of Title 15 and Title 24 in regard to the authorities and statues contained within that are required knowledge by the Jail Training program. Trainee needs to know how Title 15 and Title 24 apply to the jails and how it affects his/her everyday duties.

2. Performance Objectives:

- a. 1 or N/I Unacceptable – Trainee does not know or have a working knowledge of Title 15 and Title 24 as it applies to the jails. Trainee was not able to distinguish between Title 15 and Title 24.
- b. 4 or C Acceptable – Trainee has a working knowledge of Title 15 and Title 24 as it applies to the jails. Trainee was able to explain the differences between Title 15 and Title 24.
- c. 7 or S Superior – Trainee has a total working knowledge of Title 15 and Title 24 regulations as it applies to the jail environment. Trainee was able recite Title 15 and Title 24 regulations as well as explaining how these regulations affect his/her everyday duties.

County of Santa Clara

Office of the Sheriff

55 West Younger Avenue
San Jose, California 95110-1721
(408) 808-2800



MEMORANDUM

Laurie Smith,
Sheriff

To: Main Jail Deputies/Officer's
From: Alexandria – Main Jail Administration
Date: February 23, 2016
Subject: Pro Per Mail

Below please find a step by step procedure:

- The Pro Per inmate is to complete an Inmate Request form and give to Officer/Deputy with all mailings for delivery to HOJ. All envelopes must be addressed properly with a return address and sealed. The Officer/Deputy is to sign the bottom of the request showing that he/she has received said items and return the pink copy of Inmate Request form to the Pro Per inmate.
- **The Officer/Deputy will place mailings and Inmate Request form in designated Pro Per box, located at the floor station at Main Jail North. Only inmates with confirmed Pro Per status should have their mail placed in the Pro Per box.**
- The Legal Resources Coordinator will pick up items in the Pro Per box every day, except weekends and holidays. The Legal Resources Coordinator will complete section #3 of the Inmate Request form and return yellow copy to the Pro Per inmate, showing proof that item/s were taken to the Hall of Justice.

Please contact me at [REDACTED], if you have any questions regarding this procedure.

JTO Signature and Badge

Date

Trainee Signature and Badge

Date



SANTA CLARA COUNTY OFFICE OF THE SHERIFF

CUSTODY BUREAU JAIL TRAINING PROGRAM

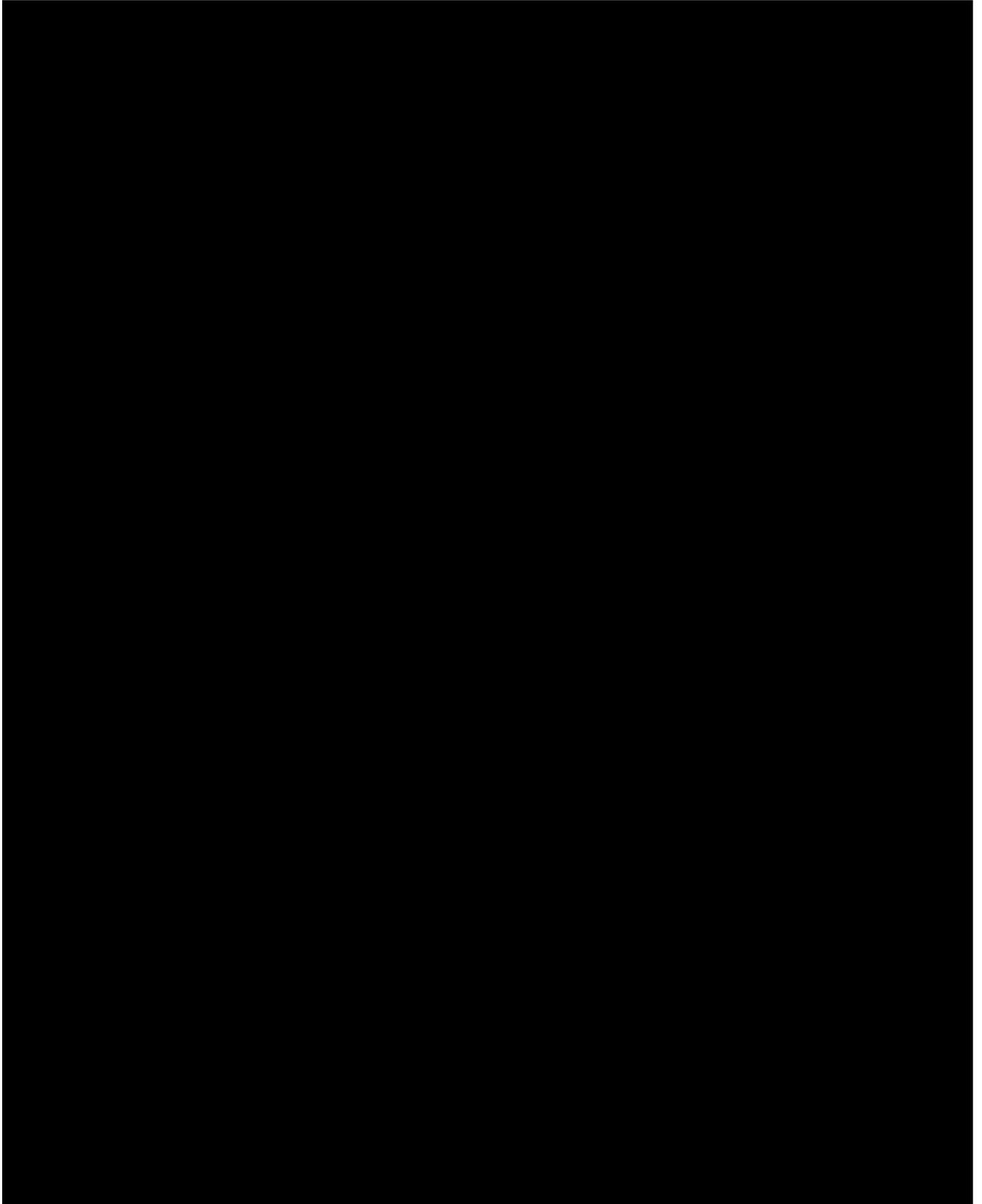
CLASSIFICATION STUDY GUIDE

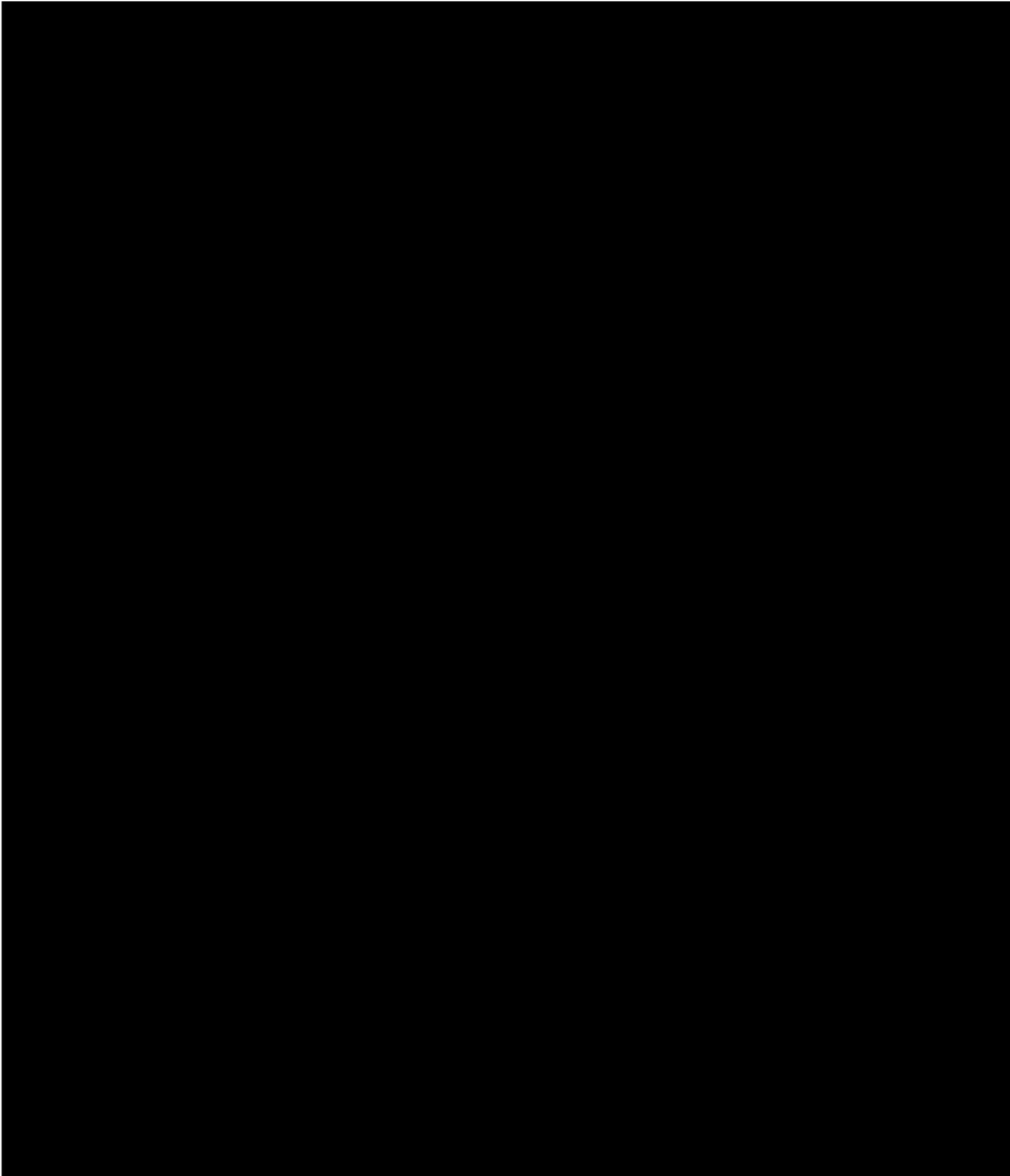
Introduction

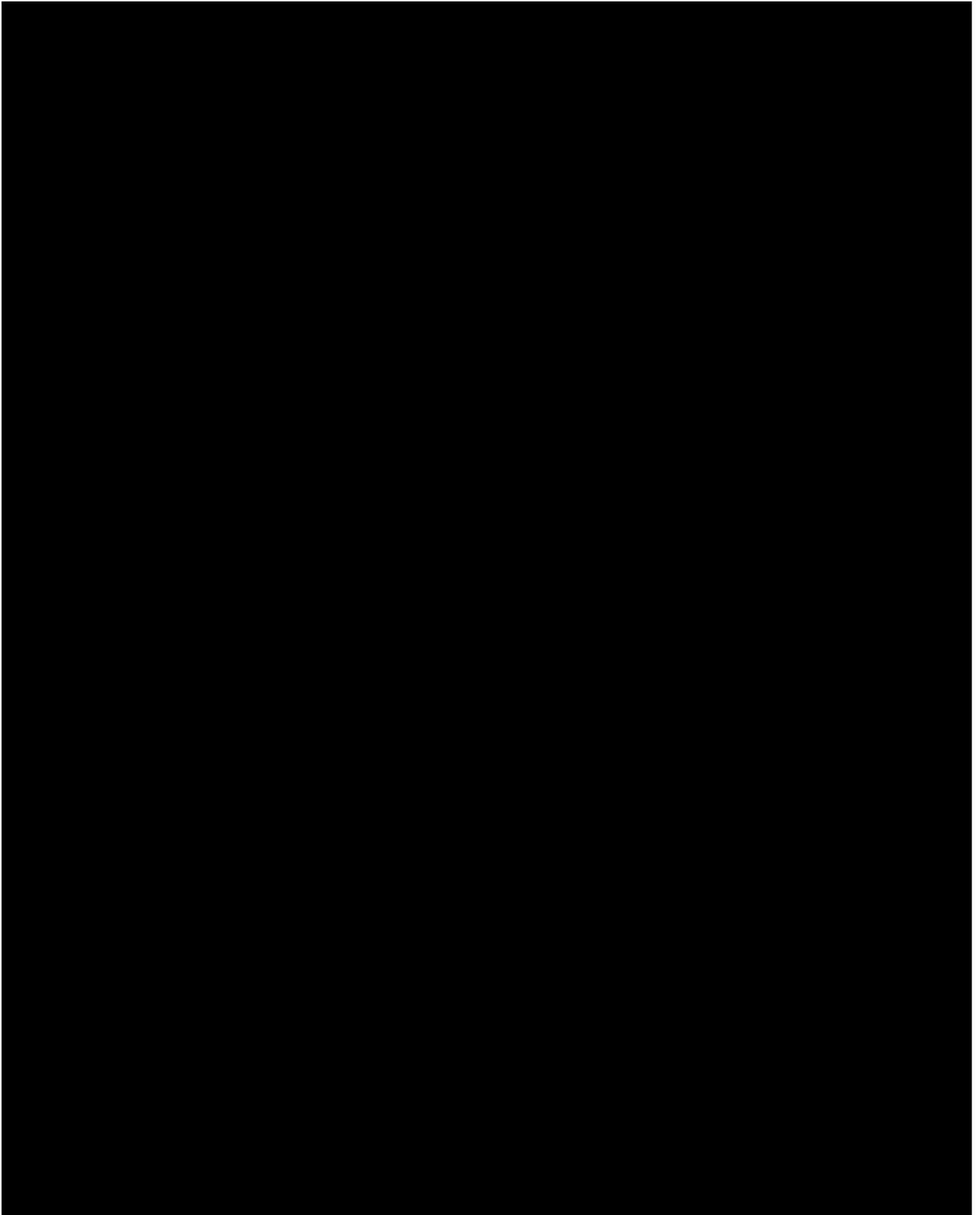
The material herein is designed to assist you, the Trainee, in your understanding of the Classification System used for the Santa Clara County Office of the Sheriff Custody Bureau.

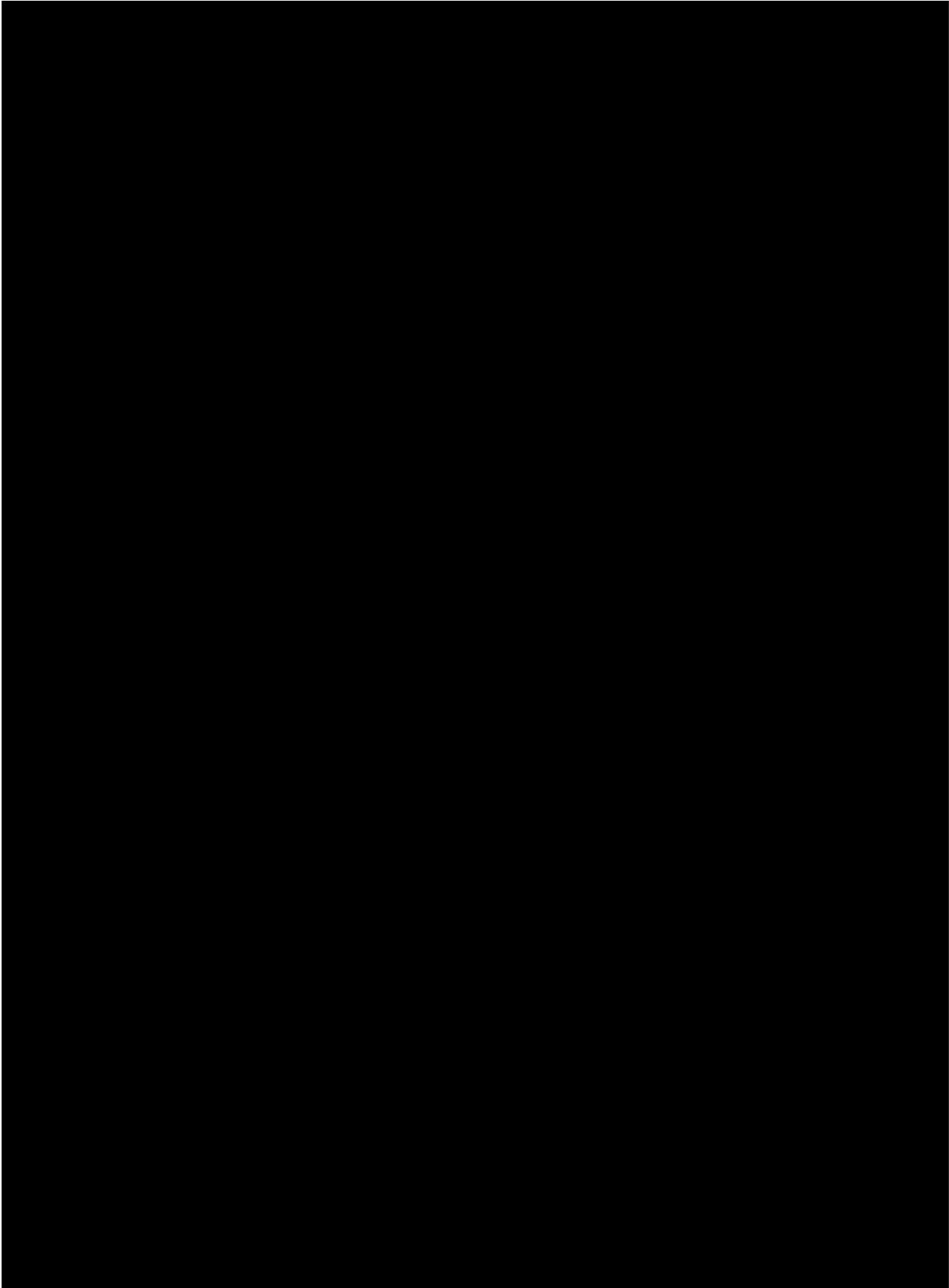
- This Study Guide is **not** a replacement for the Policy and Procedure Manual.
 - This Study Guide will reference the policy and page numbers of the Policy and Procedure Manual Chapter: SPECIAL MANAGEMENT/ CLASSIFICATION. The entire chapter is essential reading.
 - The references to policy and page numbers indicate the location of where the specified information may be found and/ or the location where that subject begins.
 - Ask your Training Officer to show you exactly where and how to access the Policy and Procedure Manual in order to fully read through the chapter: SPECIAL MANAGEMENT/ CLASSIFICATION.
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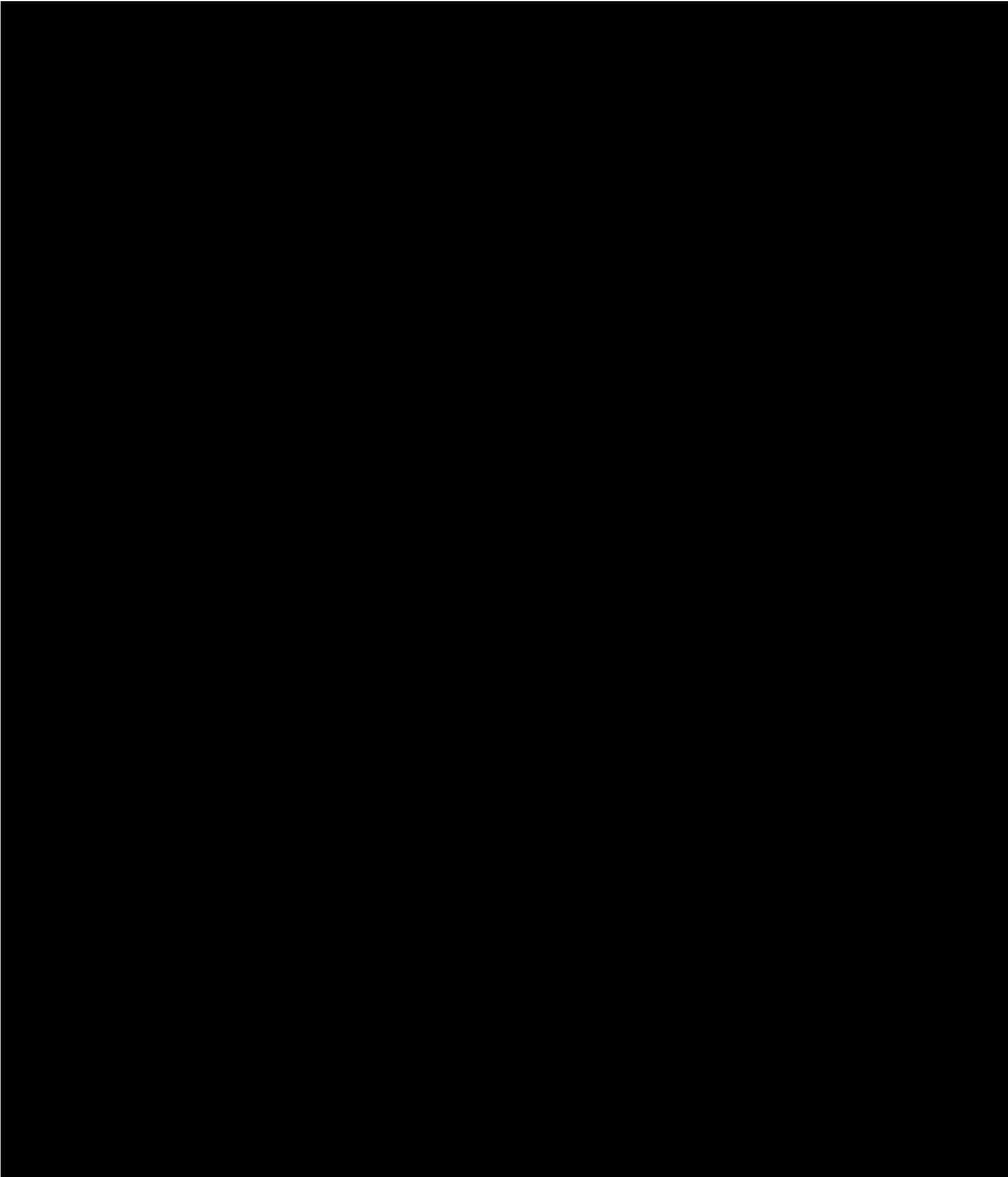
Definitions

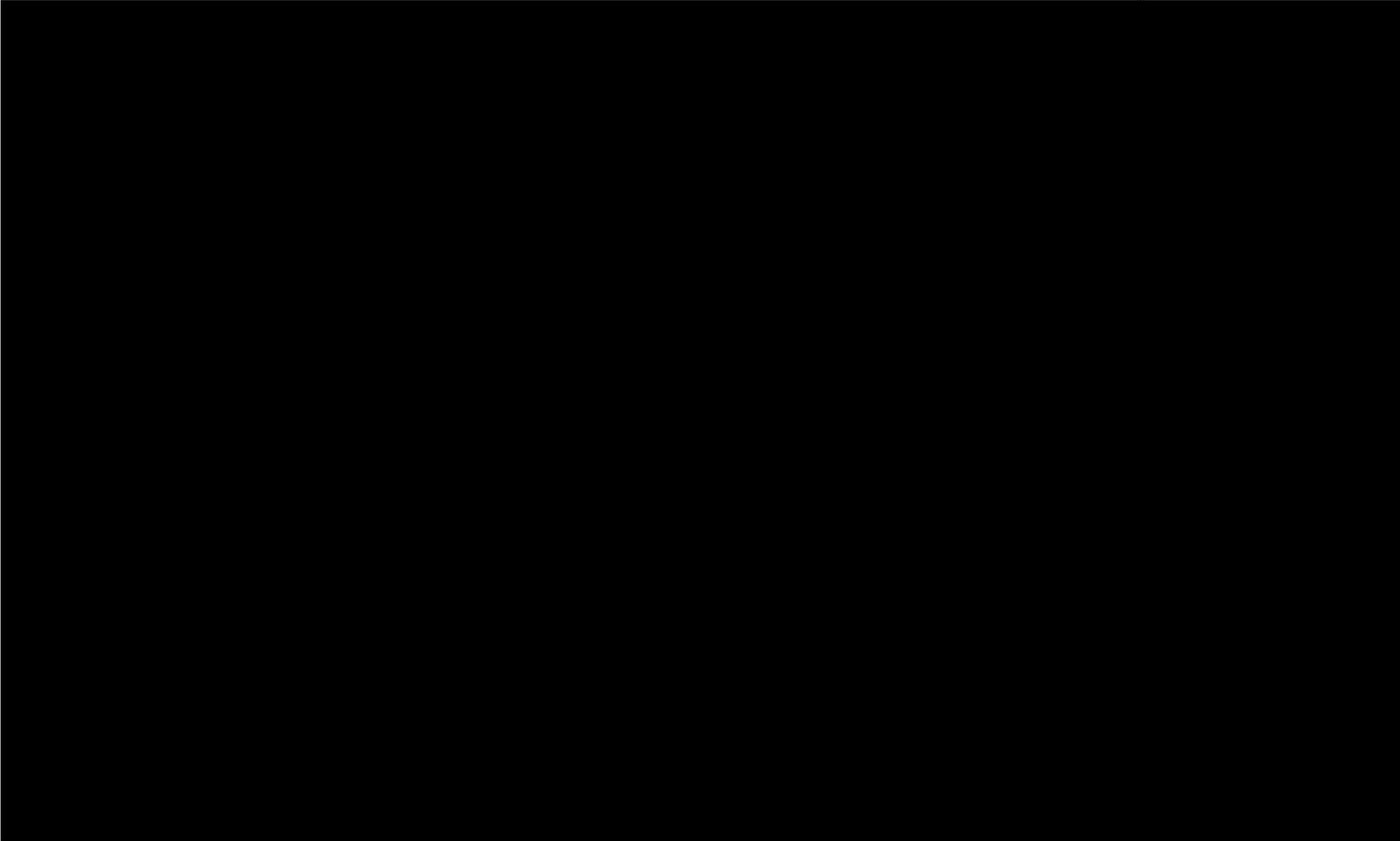


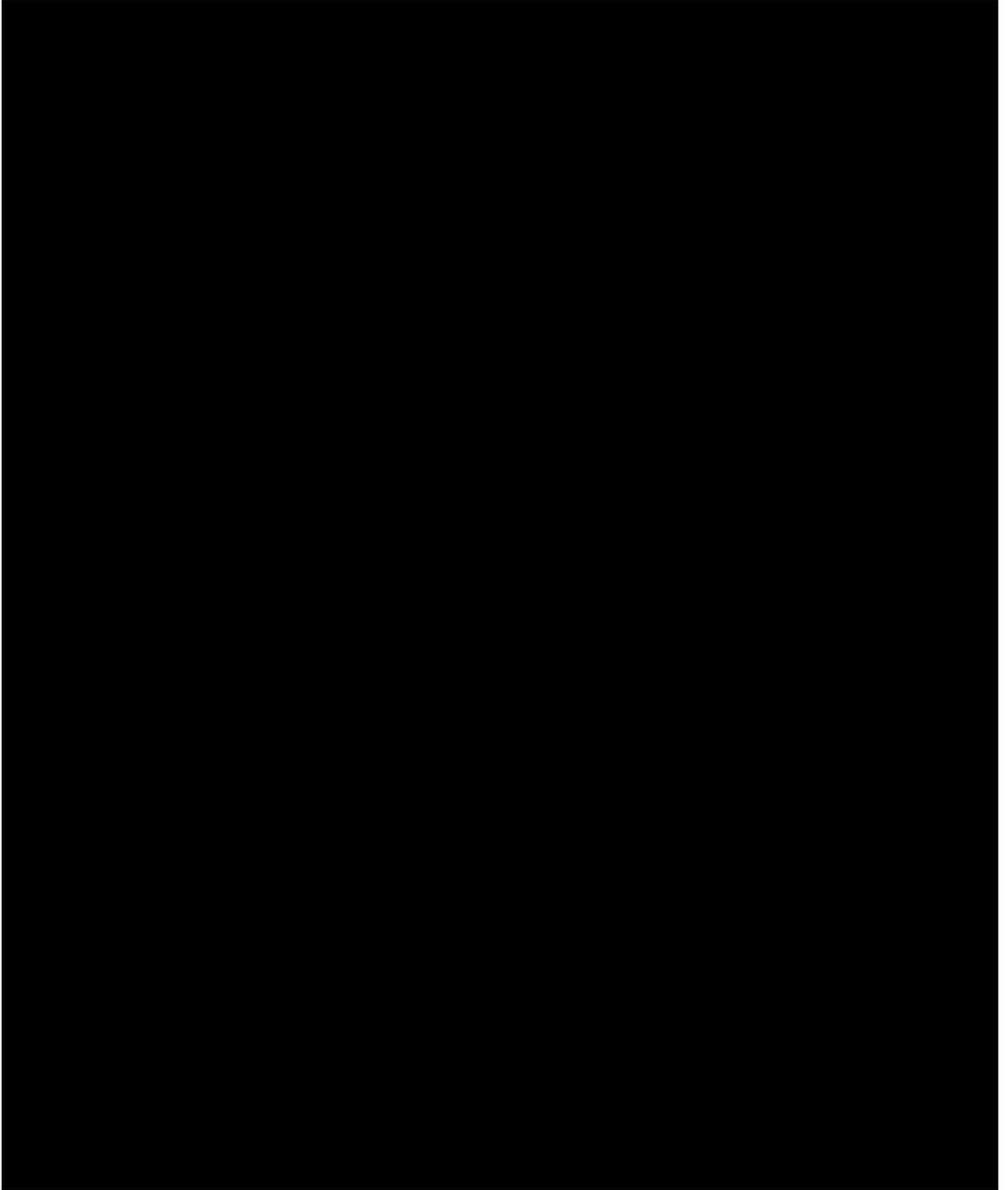












CLASSIFICATION MATRIX GUIDE

