

**JUVENILE
DETENTION
OFFICER
TRAINING
MANUAL**



For
Juvenile Detention Officers

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



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FORMS

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

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

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

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

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



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

Name of Department _____

for the purpose of training _____
Recruit's Name/Social Security Number

Upon completion of the Facility Training Program, return this completed POST form to the POST Council. Included in this manual are actual forms, POST IV-1 (Juvenile Detention Officer) and POST IV-2 (Juvenile Detention Officer), as well as sample forms POST IV-3 (Juvenile Detention Officer) and POST IV-4 (Juvenile Detention Officer).

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

DATE RECRUIT HIRED _____

JUVENILE DETENTION OFFICER
RECRUIT TRAINING _____
Date Place Class No.

FACILITY TRAINING COMPLETED _____
Date Location

NOTE: The Juvenile Detention Officer Training Manual containing the Facility Training Record (POST IV-2 (Juvenile Detention Officer)) must be forwarded to the Peace Officer Standards and Training Council, 700 S. Stratford Dr., Meridian, ID 83642, upon completion to receive 40 hours training credit toward certification.



POST IV-2 (Juvenile Detention Officer)

(Return this page only to POST)

1. Name of Recruit	2. Recruit Class Number (if appropriate)	3. Date of Recruit Class (if appropriate) and sponsoring department			
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">LAST</td> <td style="width: 33%; border: none;">FIRST</td> <td style="width: 33%; border: none;">MIDDLE</td> </tr> </table>	LAST	FIRST	MIDDLE	Social Security Number	
LAST	FIRST	MIDDLE			
Name of Facility Training Officer(s)	5. Facility Assignment	6. Facility Training Dates From To			
1.					
2.					
3.					
4.					
<p>This training guide is a listing of basic juvenile detention officer responsibilities, tasks and procedures. The Facility Training Officer (F.T.O.) will use this guide during the Facility training of a recruit. The F.T.O. will explain each item, and whenever practical, demonstrate the task or procedure to the recruit. When the F.T.O. believes that the recruit is capable of handling a specific task, s/he will require the recruit to perform the task while s/he observes. The F.T.O. should pace him or herself to insure that sufficient time is allotted for explaining and/or performing each and every task. When an item has been satisfactorily performed, the F.T.O. will enter the date of completion in the proper column and initial. This is not an exhaustive list, and when unlisted situations arise, the F.T.O. should demonstrate the proper procedure for handling the situation and record such action at the end of the guide. IF A LISTED TASK DOES NOT APPLY TO YOUR DEPARTMENT, PLACE N/A (NOT APPLICABLE) IN THE ALLOTTED SPACE. EXTRA SPACES ARE PROVIDED FOR ADDITIONAL TASKS.</p>					
7. I have been instructed in all items as recorded in this Facility training guide. <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: center;">(Signature of Recruit)</p>	8. Date				
9. Reviewed by: <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: center;">(Signature of Training Reviewer-Title)</p>	10. Date				
11. I attest that the above named trainee has satisfactorily completed the prescribed Facility Training Program. <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: center;">(Signature of Department Administrator)</p>	12. Date				

Facility Training Procedures for Juvenile Detention Officer Recruits

I What is the Facility Training?

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

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

II Purpose of Facility Training

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

The Facility Training Program is intended to give the new recruit instruction, direction supervision, guidance and experience so that the officer may develop good judgement, efficiency, and good habits of conduct and appearance. Facility Training will serve as an evaluation of both the recruit and the classroom training curriculum to the P.O.S.T. Academy. The Facility Training period also serves to aid in determining if the recruit meets all the requirements to become a certified officer.

III Important Factors in the Juvenile Detention Officer Training Program

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

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

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

4. Initial training must be provided to all F.T.O.'s, outlining the duties and responsibilities of their position.

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

IV Responsibility of the Juvenile Detention Administrator**

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

1. Introduction of the recruit to as many personnel as possible.

2. Familiarization of the recruit with basic operations of the Facility.

3. Assignment of a F.T.O. to begin his/her orientation of Facility operations. The recruit should be assigned to one F.T.O. at a time. It is also beneficial to the recruit to be assigned to a different F.T.O. to complete the necessary training.

4. The Juvenile Detention Administrator should meet with the F.T.O. to discuss the progress of the recruit.

5. The Juvenile Detention Administrator should personally consult with the recruit and F.T.O. if or when the F.T.O. believes that the recruit will not develop into a successful Juvenile Detention Officer. If the Juvenile Detention Administrator, after consultation, is of the opinion that the recruit is not likely to become a successful Juvenile Detention Officer, the Juvenile Detention Administrator should consult with his/her Human Resources Department and/or legal representative to determine a proper course of action.

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

V Facility Training Officer Responsibility

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

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

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

1. Explain operational procedures and existing policy on all activity encountered during the Facility Training period.

2. Conduct self in a professional, exemplary manner.

3. Maintain an effective student-teacher relationship with recruit officer.

4. Complete and submit daily, an observation report, for each day worked with a recruit officer.

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

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

VI Description of Field Training Forms and their use

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

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

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

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

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

This form will enable the department to quickly determine who the Field Training Officers were in the case of each recruit, what assignments were completed, the name of the supervisor accepting the record of completion, a record of the recruit signing and attesting that he or she has been instructed in all the items listed in the F.T.O. Instruction Guide, and finally, a record for the department head attesting that the recruit has satisfactorily completed the Facility Training program.

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

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

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

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

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

VII Disposition of Completed Forms

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

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

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

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

1. Trainee Orientation
2. General Conduct, Chain of Command and Uniform Regulations
3. Key Control and Officer Safety
4. Use of Force and Restraints
5. Emergency Procedures, Radios and Self Contained Breathing Apparatus
6. Duty Assignment, Perimeter Checks, Tier Checks
7. Juvenile Rights, Privileges, Rules of Conduct and Discipline
8. General Topics
9. Shift Procedures
10. Medical Procedures
11. Reports and Courtroom Demeanor
12. Other Tasks

II. GENERAL CONDUCT, CHAIN OF COMMAND AND UNIFORM REGULATIONS

A. GENERAL CONDUCT	Explained	Demonstrated	Practiced
1. Report for duty on time			
2. Notification of illness or injury			
3. Conflicting or illegal orders			
4. On duty time restricted to juvenile detention duties			
5. Sleeping on duty			
6. Possessing identification, facility issued nametags, etc.			
7. Off-duty actions and behavior			
8. Abuse of position			
9. Bribes, gratuities, rewards, gifts			
10. Conformance to laws			
11. Loyalty to the department and department members			
12. Insubordination			
13. Relationship with others			
14. Cruel treatment of persons or animals			
15. Use of drugs or alcohol			
16. Immoral conduct			
17. Releasing restricted information to news media and/or public			
18. Sexual harassment			
B. UNITY OF COMMAND	Explained	Demonstrated	Practiced
1. Department policy and procedures manual			
2. Chain of command			
C. UNIFORMS AND PERSONAL ITEMS	Explained	Demonstrated	Practiced
1. General uniform and equipment regulations, facility dress code			
2. Uniform and equipment regulations			
3. Duty belt or accessories			
4. Non-commissioned officer uniform			
5. Personal appearance			

6. Items not allowed within the facility a. Weapons b. Personal Items - wallets, purses, knives, cigarettes							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> _____ F.T.O. Signature Date </td> <td style="width: 50%; border: none;"> _____ Trainee Signature </td> </tr> <tr> <td style="border: none;"> _____ Shift Supervisor </td> <td style="border: none;"> _____ Date </td> </tr> </table>				_____ F.T.O. Signature Date	_____ Trainee Signature	_____ Shift Supervisor	_____ Date
_____ F.T.O. Signature Date	_____ Trainee Signature						
_____ Shift Supervisor	_____ Date						

III. KEY CONTROL AND OFFICER SAFETY

A. KEY CONTROL	Explained	Demonstrated	Practiced						
1. Obtaining, maintaining and controlling keys									
2. Who is allowed keys									
3. Policy pertaining to keys leaving facility									
4. Emergency exit keys a. Check in/out b. Security c. How to use emergency cranks (if applicable to facility)									
B. OFFICER SAFETY- Perform police tasks without exposing yourself or others to unnecessary danger or risk.	Explained	Demonstrated	Practiced						
1. Weapon safety a. Law Enforcement Officers entering facility must stow weapons b. Weapons exposed to prisoner									
2. Conduct proper and thorough search									
3. Keep juvenile in sight at all times									
4. Remove contraband									
5. Maintain personal safety equipment									
6. Anticipate dangerous or potentially dangerous situations.									
7. Keep distance and walk behind juvenile									
8. Position when opening/closing doors									
9. Do not antagonize prisoner/situations									
10. Call for and/or provide assist when necessary									
11. Maintain interrogation stance while dealing with prisoners									
12. Survival mindset (your frame of mind)									
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FTO Signature Date	Date	Trainee Signature							
Shift Supervisor	Date								

IV. USE OF FORCE AND RESTRAINTS

A. IDAHO CODE- USE OF FORCE	Explained	Demonstrated	Practiced												
1. Inhumane treatment of prisoners (I.C. 18-704)															
2. Unnecessary assaults by officers (I.C. 18-706)															
B. DEPARTMENT USE OF FORCE POLICY	Explained	Demonstrated	Practiced												
1. Use of force policy a. When justified b. Prohibitions concerning use of force															
2. Use of force continuum															
3. Crisis intervention techniques															
4. Escalation of force															
5. Correct application of techniques															
6. Documentation requirements															
C. RESTRAINTS	Explained	Demonstrated	Practiced												
1. Use of restraints policy a. When justified b. Prohibitions concerning use of restraints															
2. Types of restraints a. Handcuffs b. Belly chains c. Leg irons d. Straight jacket e. Soft leather restraints f. Restraint helmet g. Restraint table or chair															
4. Correct application techniques															
5. Documentation requirements															
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">F.T.O. Signature</td> <td style="width: 10%;"></td> <td style="width: 50%; border-bottom: 1px solid black;">Trainee Signature</td> </tr> <tr> <td>Date</td> <td>Date</td> <td></td> </tr> <tr> <td colspan="3" style="border-top: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Shift Supervisor</td> <td style="border-bottom: 1px solid black;">Date</td> <td></td> </tr> </table>				F.T.O. Signature		Trainee Signature	Date	Date					Shift Supervisor	Date	
F.T.O. Signature		Trainee Signature													
Date	Date														
Shift Supervisor	Date														

V. EMERGENCY PROCEDURES, RADIO USE AND SCBA EQUIPMENT

A. EMERGENCY PROCEDURES - FIRE	Explained	Demonstrated	Practiced
1. Initial response and notification of appropriate agencies			
2. Fires and fire alarms			
3. Emergency procedures			
4. Use of Self Contained Breathing Apparatus.			
6. Exhaust fans			
7. Central control room duties			
8. Proper use of fire equipment			
9. Fire hoses and extinguishers			
10. Cleaning of fire equipment			
11. Operation of facility interior doors - manual and electric			
12. Operation of facility exterior doors - manual and electric			
13. Intercom and communications in event of power failure			
14. Proper radio use			
15. Evacuation----- (List the areas in your facility) a. _____ b. _____ c. _____ d. _____ e. Evacuation map of facility			
B. EMERGENCY SITUATIONS	Explained	Demonstrated	Practiced
1. Escape and attempted escape			
2. Hostage situations			
3. Bomb treats			
4. Major disaster plans			
_____ F.T.O. Signature _____ Date	_____ Date	_____ Trainee Signature	_____ Date

VI. DUTY ASSIGNMENTS, PERIMETER CHECKS, TIER CHECKS

A. DUTY ASSIGNMENTS	Explained	Demonstrated	Practiced
1. Facility policy on staffing and staff assignments			
2. Shift Supervisor			
3. Assistant Supervisor or Control Officer			
4. Booking Officer			
6. Medical Liaison a. Medical Officer b. Nurse c. On-Call Doctor			
7. Supply Officer			
8. Food Service Supervisor			
9. Other _____			
10 Other _____			
11. Other _____			
12. Other _____			
B. SECURITY/WELL BEING AND PERIMETER CHECKS	Explained	Demonstrated	Practiced
1. Security/Well Being Checks a. Frequency b. Logging checks c. Purpose of checks d. Medical or special isolation checks e. Holding cell checks and logs f. Checks of opposite sex housing areas			
2. Suicide Watches a. Frequency b. Logging checks c. Special comments			
3. Perimeter Checks a. Keys to doors and gates b. Frequency of perimeter checks c. Logging perimeter checks			
<hr/> F.T.O. Signature _____ Date _____ Trainee Signature _____ Date			
<hr/> Shift Supervisor _____ Date _____			

VII. JUVENILE RIGHTS, PRIVILEGES, RULES OF CONDUCT AND DISCIPLINE

A. JUVENILE RIGHTS	Explained	Demonstrated	Practiced
1. Absence of bail on juvenile charges.			
2. Telephone use and parental notification			
3. Advise of charges			
4. Medical care			
5. Legal resources			
6. Classification system			
7. Parental or family visitation			
8. Privileged visitation, Attorneys, Clergy, Probation Officers			
9. Privileged mail			
10. Mail			
11. Necessities a. clothing b. food c. hygiene items d. reading materials e. protection from harm f. exercise			
12. Juvenile rights – Resident Handbook			
B. INMATE PRIVILEGES	Explained	Demonstrated	Practiced
1. Public visits			
2. Large muscle exercise/Recreation (games)			
3. Special activities/ a. Structured or unstructured leisure time b. Programs 1) Alcoholic anonymous or drug and alcohol awareness education 2) Narcotics anonymous 3) Education 4) Life skills 5) Level or rewards system			
4. Commissary			
5. Trusty (inside / outside inmate workers)			
6. Work Release Program			
7. Home Detention or Electronic Monitoring Program			
8. Staff secure detention			

C. RULES OF CONDUCT, HYGIENE AND DISCIPLINE	Explained	Demonstrated	Practiced
1. Rules of conduct a. Juvenile handbook b. Major prohibited acts c. Minor prohibited acts d. Disciplinary actions e. Disciplinary hearings f. Right to hearings g. Grievance procedure			
2. Hygiene a. Laundering facility clothing b. Laundering personal clothing c. Housekeeping d. Waste removal			

F.T.O. Signature
Date

Date

Trainee Signature

Shift Supervisor

Date

VIII. GENERAL TOPICS

A. GENERAL TOPICS	Explained	Demonstrated	Practiced
1. Shift briefing			
2. Headcounts			
3. Security of Facility <ul style="list-style-type: none"> a. Tier or pod security b. Perimeter checks c. Searches after incident or with probable cause <ul style="list-style-type: none"> 1. Pat searches 2. Strip searches 3. Body cavity searches 4. Contraband - recognition and procedures 5. Documentation d. Searches after any cell movement e. Violent juvenile 			
4. Shift: <ul style="list-style-type: none"> a. Logs b. Paperwork c. Staff communication log or daily pass-on log d. Written reports 			
5. General telephone procedures <ul style="list-style-type: none"> a. Conduct and release of Information b. Policy on telephone use by juveniles 			
6. Inmate property / money releases – procedures			
7. Bookings <ul style="list-style-type: none"> a. Determination of charges, meeting criteria for detention b. Fitness for confinement, medical attention needed c. Booking process (Computer or manual) d. Intake medical screening e. Prints and photos f. Search and shower procedure g. Bonding procedure h. Property inventory i. Issuance of hygiene items and clothing k. Reporting suspected abuse 			
8. Searches at admissions <ul style="list-style-type: none"> a. Pat search b. Clothing exchange c. Contraband - recognition and procedures d. Searches after any cell movement 			
9. Use of holding cells			
10. Meals <ul style="list-style-type: none"> a. Food service (in-house or catered) b. Medical diets c. Religious diets d. Food preparation and dining area cleanup 			
11. Medicines and drugs <ul style="list-style-type: none"> a. Disbursing of regular medicines b. Storage of medications <ul style="list-style-type: none"> 1) Verification by medical staff before issuance 2) Returning personal medicines to inmates upon release 			

12. Sanitation procedures a. Trash collection b. Control of infestations c. Cell cleanliness d. Personal hygiene			
13. Cell searches a. Contraband 1) Recognition 2) Control of contraband during search 3) Control of inmate during cell search b. Disciplinary actions			
14. Maintenance a. Facility inspections b. Use of maintenance logs c. Maintenance of clothing / supplies			
15. Work Release Inmates a. Check in and out b. Monitor and take action for violations c. Receipt of monies payable to work release program			
16. Home Detention or Electronic Monitoring a. Monitor electronic monitoring system b. Take action for violations			
17. Handling rule violations a. Incident reports b. Lock-downs c. Pre-disciplinary procedures d. Disciplinary hearings			
18. Securing cells at bedtime inmates a. lock down of trustees b. televisions off c. lights off			
19. Shift Paperwork and forms			
20. Wake up a. Lights on b. Janitorial cleaning equipment distribution and monitor cleaning			
21. Inmate clothing distribution			
22. School			
B. RESOURCES			
	Explained	Demonstrated	Practiced
1. Records a. Computer data entry b. Photo files c. Juvenile files			

d. Medical records e. Daily activity log f. Visitation registers, or sign in sheets g. Clothing exchange logs h. Recreation logs i. Telephone logs			

F.T.O. Signature	Date	Trainee Signature	Date
Shift Supervisor	Date		

IX. SHIFT PROCEDURES

A. BRIEFING	Explained	Demonstrated	Practiced
1. Communication or pass-on log			
2. Notification of any unfinished admissions, scheduled transports, extraordinary issues, staff caution items, necessary disciplinary hearings.			
B. VISITATION, TELEPHONE USAGE	Explained	Demonstrated	Practiced
1. Public			
2. Professional <ul style="list-style-type: none"> a. Attorneys b. Friends of the Court <ul style="list-style-type: none"> 1) Pre-sentence investigation 2) Probation / Parole Officer c. Social Workers, counselors, psychologists d. Bondsman 			
3. Other Juveniles			
4. Special Visits			
5. Attorney phone calls			
6. Regular phone calls			
C. COURTS	Explained	Demonstrated	Practiced
1. Video Court			
2. Magistrate Court <ul style="list-style-type: none"> a. Morning notification to courts b. Printing of court passes or transport sheets c. Transports to and from court d. Searching of juveniles arriving from court e. Updating of court information in file or computer file f. Change of status of juvenile from court <ul style="list-style-type: none"> 1. Release after court 2. Change from pre-adjudicated to post-adjudicated 3. Release to Electronic Monitoring or Home Detention Program 4. Transport to other detention alternative, group home, etc. 			
D. PROGRAMMING, RECORDS	Explained	Demonstrated	Practiced
1. Programs			
2. Linen Exchange			
3. Change of status of juveniles <ul style="list-style-type: none"> c. Classification changes d. Housing unit changes 			

4. Responsibilities to administration and records a. Paperwork and Forms 1) Preparation 2) Receiving and Distribution 3) Documentation			

E. SPECIAL SHIFT ASSIGNMENTS	Explained	Demonstrated	Practiced
1.			
2.			
3.			

F.T.O. Signature	Date	Trainee Signature	Date
Shift Supervisor	Date		

XI. MEDICAL PROCEDURES

A. MEDICAL	Explained	Demonstrated	Practiced
1. Intake medical screening a. Notify medical staff of any emergency or special medical problems b. Medical intake must be completed for any juvenile being detained			
2. Medical requests & procedures			
3. Sick call			
4. Special medical diets			
5. Medical emergency a. CPR b. First-Aid c. Emergency transport procedures			
6. Dental care			
7. Medical orders to staff			
8. Medication disbursement a. Medicine distribution b. Personal medication upon entering facility			
9. Suicide prevention - Annual training required			
10. Universal Precautions			
B. EMERGENCY HOLDS	Explained	Demonstrated	Practiced
1. Agency procedures			
2. When to notify Supervisor			
<hr/> F.T.O. Signature _____ Date _____ Trainee Signature _____ Date _____			
<hr/> Shift Supervisor _____ Date _____			

XII. REPORTS AND COURTROOM DEMEANOR

A. REPORTS	Explained	Demonstrated	Practiced								
1. Report writing outline a. Initial observation and response b. Initial contact c. Officer's observations d. Officer's actions e. Further information f. Attachments											
2. Writing emphasis a. Spelling, neatness, legibility b. Proper sentence structure c. Accuracy, thoroughness, completeness, conscientiousness d. Write in the <u>first person</u> e. No abbreviations f. Use fifteen (15) word maximum sentences g. Do not use generalizations or opinions											
3. Reporting officers signature and supervisor's signature											
4. Importance of report writing skills a. Report is read and reviewed by many: supervisors, detectives, prosecutors, etc. b. Report is considered as a reflection of the officer's character, intelligence, etc.											
B. COURTROOM DEMEANOR	Explained	Demonstrated	Practiced								
1. Demeanor a. Professional b. No jokes c. No outburst d. No gum/ chew /etc.											
2. Conservative Dress a. Uniform or suit b. Identification c. No hat / sunglasses d. Groomed / shaved e. Promptness											
<table border="0" style="width: 100%;"> <tr> <td style="width: 45%; border-bottom: 1px solid black;">F.T.O. Signature</td> <td style="width: 10%; border-bottom: 1px solid black;">Date</td> <td style="width: 45%; border-bottom: 1px solid black;">Trainee Signature</td> <td style="width: 10%; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Shift Supervisor</td> <td style="border-bottom: 1px solid black;">Date</td> <td></td> <td></td> </tr> </table>				F.T.O. Signature	Date	Trainee Signature	Date	Shift Supervisor	Date		
F.T.O. Signature	Date	Trainee Signature	Date								
Shift Supervisor	Date										

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

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

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

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