

Adult Correctional Core Course Training Outline

Tulare County Sheriff's Office

- **California Criminal Justice System**

- Title 15
 - Identify the importance of the Minimum Standards for Local Detention Facilities as defined in Title 15 (MCT)
 - Given a description of a situation related to offender housing or care, and using Title 15 and case law as references, identify instances of mistreatment (MCT)
- Legal Foundations and Liability & Confidentiality and Records
 - Identify the legal references and sources that impact the work of an officer (e.g., Title 15, Penal Code, WIC, case/statute/regulations) (MCT)
 - Given a scenario, identify a situation where a duty to inform exists (MCT)
 - Given a description of a crime that has been committed inside a detention facility, identify the applicable Penal Code sections related to the crime (MCT)
 - Identify the legal rights of an offender involved in a crime committed inside a detention facility (MCT)
- Confidentiality & Records
 - Identify key legal requirements related to confidentiality and release of information (MCT)

- **Professionalism and Ethics**

- Social Media
 - Identify potential problems created by inappropriate officer use of social media (MCT)
 - Identify the safety implications of social media for officers and their families (MCT)
 - Identify how the use of social media by the offender can negatively impact staff (MCT)

- **Gangs**

- Gang Overview
 - Identify typical classification issues related to gang membership (MCT)
- Gang Supervision
 - Identify verbal and non-verbal methods of gang members use to communicate with each other in a custody setting (MCT)

- **Communication**

- Interpersonal Communication
 - Given a role play scenario, demonstrate the ability to give instructions to a group of offenders in a controlled environment (BST)
- Effective Communication
 - Identify types of offender behaviors that can be prevented or mitigated through effective interpersonal communication (MCT)

- Identify the barriers to effective communication in a detention setting (MCT)
 - Identify potential problems related to communicating with fellow officers in the presence of offenders (MCT)
 - Identify the topics an officer should or should not discuss with an offender (MCT)
- **Maintaining Security**
 - Security and Key Control
 - Identify the purpose of a sally port (MCT)
 - Identify the rules for handling facility keys (MCT)
 - Identify issues related to handling keys that may pose a threat to security (MCT)
 - Identify the guidelines for security rounds, according to Title 15 (MCT)
 - Identify potential issues to look for when conducting perimeter checks (MCT)
 - Identify steps in conducting an outside perimeter check (MCT)
 - Identify potential issues to look for when conducting security rounds (MCT)
 - Identify how to recognize signs of abuse, neglect, misconduct and mental illness during security rounds (MCT)
 - Identify the principles, conditions and limitations under which safety rooms may be used, according to Title 15 (MCT)
 - Identify mandated requirements for safety room checks, according to Title 15 (MCT)
 - Identify the requirements for monitoring an offender who is placed in a safety room (MCT)
 - Identify areas covered by safety and security rounds (e.g., physical plant and outer fences, etc) (MCT)
 - Counts
 - Identify procedures for doing a numerical body count (MCT)
 - Identify procedures for doing a body count (MCT)
 - Identify principles that are important to the effective counting of offenders (e.g., welfare of offenders, stop movement, never let offenders count, etc.) (MCT)
 - Identify the procedure for responding to the absence of an offender (MCT)
 - Identify the general guidelines for searching for a missing or escaped offender (MCT)
 - Facility Searches
 - Identify the primary considerations for conducting facility searches (MCT)
 - Identify the procedure to follow when searching a facility (MCT)
 - Identify areas to search in a detention facility (MCT)
 - Identify items to look for when searching the facility (MCT)
 - Identify how to manage offenders during facility searches (MCT)

- In a simulated exercise, demonstrate the proper procedure for searching an area of a detention facility (BST)
 - Contraband and Evidence
 - Identify security issues with offenders using an unauthorized telephone (MCT)
 - Given a scenario, identify items that should be treated as contraband and rise to the level of disciplinary sanction or court proceedings (MCT)
 - Given a description of an incident in which an offender is found to be in possession of a given type of contraband, state whether an arrest is indicated (MCT)
- **Booking, Receiving and Releasing**
 - Booking and Intake
 - Identify requirements regarding the medical screening of incoming offenders, according to Title 15 (MCT)
 - Identify the notification requirements pertaining to developmentally disabled offenders (MCT)
 - Identify the agency and personal liability associated with failing to comply with medical clearance procedures (MCT)
 - Booking Procedures
 - List the steps of the booking process (MCT)
 - Identify the number of calls incoming offenders are allowed to make, according to PC 851.5 and applicable WIC codes (MCT)
 - Given a description of an offender's behavior in the receiving/holding room, identify the potential issues that may require additional referrals or action (MCT)
 - Identify the reasons why warrant checks should be completed prior to booking or releasing offenders (MCT)
 - Orientation, Clothing and Supplies
 - Identify the procedure for orientating incoming offenders, according to Title 15 (MCT)
 - Identify the correct procedure for orientating an incoming offender when communication barriers exist (e.g., non-English speaking, hearing or speech impaired, etc.) (MCT)
 - Identify the major steps in processing offenders prior to housing (MCT)
 - Identify the minimum type of clothing and bedding required, according to Title 15 (MCT)
 - Identify the consequences of issuing prohibited supplies to offenders (MCT)
 - Releasing Offenders
 - Identify the different types of releases (MCT)
 - Identify the steps involved in releasing an offender (MCT)
 - Identify the possible consequences of releasing the wrong offender (MCT)

- Supervising Offenders
 - Manipulation of Staff
 - Identify indicators that a staff member is being victimized (MCT)
 - Identify the actions an officer should take when they feel they have been manipulated (MCT)
 - Identify how an officer can avoid being a victim of manipulation (MCT)
 - Identify signs of being a victim of manipulation (MCT)
 - Identify behaviors that may make a staff member prone to being manipulated (MCT)
 - Identify techniques and strategies of an offender manipulator (MCT)
 - Disturbances and Disputes
 - Identify signs of potential disturbances (MCT)
 - Identify group behaviors that indicate imminent conflict (MCT)
 - Identify potential consequences of failing to promptly respond to and investigate disturbances (MCT)
 - Identify principles for maintaining safety and security while responding to disturbances (MCT)
 - Given several descriptions of offender disputes, classify each according to whether back-up should be called (MCT)
 - Identify precautions that may prevent a dispute from leading to physical injury or property damage (MCT)
 - Given a role play scenario, demonstrate the ability to give instructions to a group of offenders in an agitated state (MCT)
 - Safety/Health Standards and Procedures
 - Identify issues that may arise when supervising bathroom facilities and showers (MCT)
 - Identify the reasons for maintaining count over hygiene supplies (MCT)
 - Identify the value of good hygiene habits (MCT)
 - Identify the reasons proper safety and health practices should be promoted within a facility (MCT)
 - Recreation
 - Identify Title 15 directives and case law relevant to offender exercise, recreation, fresh air and natural light exposure (MCT)
 - Identify how to properly supervise recreational and social activities (MCT)
 - Identify reasons for properly supervise recreational and social activities (MCT)
 - Identify classification issues to be aware of during exercise and recreation (MCT)

- Given a facility description, classification, and environmental factors, identify potential safety and security hazards that can occur during recreation time (MCT)
 - Identify reasons why it is important to properly supervise offender phone calls (MCT)
 - Identify the mandates and other state laws that apply to offender phone privileges (MCT)
- Cleaning of Cells
 - Identify requirements relating to cleanliness of cells or dorms, according to Title 15 (MCT)
 - Identify the responsibilities of officers in supervising the cleaning of cells or dorms (MCT)
 - Identify what officers should look for during the inspection of cells or dorms (MCT)
 - Identify potential dangers to staff and offenders from cleaning supplies (MCT)
- Progressive Discipline and Offender Grievances
 - Define the key principles that underlie the use of progressive discipline (MCT)
 - Identify the offender disciplinary process under Title 15 (MCT)
 - Identify the legal requirements associated with offender grievances (MCT)
 - Identify the steps in the appeals process for offender grievances (MCT)
 - Identify the staff roles in the appeals process for offender grievances (MCT)
- Group Dynamics
 - Identify reasons for effective group management when working in a detention facility (MCT)
 - Given a group activity, identify typical group dynamic issues (MCT)
 - Given a description of an offender group, identify those likely to be group leaders, followers and victims within the group (MCT)
- Movement
 - Identify safety and security concerns when escorting offenders to and from locations within the facility (MCT)
 - Identify how the classification system and housing layout is essential to escorting offenders within a facility (MCT)
 - Identify potential consequences of improper supervision during in-house movement of offenders (MCT)
- Offender Workers
 - Identify ability requirements and restrictions related to specific duty assignments (e.g., physical, mental, learning, etc.) (MCT)
 - Identify the primary considerations for an officer when supervising a work detail (MCT)
 - Identify the criteria for selection of offender workers (MCT)

- **Medical**

- Medical Issues and Universal Precautions

- Match symptoms with common medical conditions (MCT)
 - Match infectious and contagious diseases with their symptomology (MCT)
 - Match contagious diseases with their primary modes of transmission (MCT)
 - Identify the symptoms of common contagious diseases that may be shared between offenders and officers (MCT)
 - Identify universal safety precautions and their application to the institutional environment (MCT)
 - Identify situations under which universal safety precautions need to be utilized (MCT)
 - Identify one example of the challenges when providing care to elderly offenders (MCT)
 - Identify if and when an offender has a legal right to refuse medications (MCT)
 - Identify the steps to follow when an offender requests to see a doctor (MCT)

- Medical Legal Issues

- Identify circumstances where medical treatment cannot be refused (MCT)
 - Identify the procedure to follow for an offender who refuses medical treatment (MCT)
 - Identify the potential liability for staff noncompliance with the medical treatment of offenders (MCT)
 - Identify consequences of improper handling or control of medication (MCT)

- **Classification of Offenders**

- Classification of Offenders

- Identify the purpose of classification (MCT)
 - Identify sources of information for classification decisions (MCT)
 - Identify the consequences of incorrectly classifying an offender (MCT)
 - Given a list of classifications, identify the specific risks and required precautions associated with each classification (MCT)
 - Identify factors that influence ongoing reclassification (MCT)
 - Given a sample case description, indicate factors that would affect classification/housing (WST)
 - Given a sample intake profile and classification plan, classify the offender and assign appropriate housing (WST)

- **Cultural Awareness**

- Gender Identity

- Identify special considerations related to gender identify issues (e.g., searches, urine testing, housing, etc.) (MCT)

- Differentiate how people can identify themselves (e.g., sexual preference, natural anatomy or self-identify, etc.) (MCT)
 - Identify social and economic impact relating to gender identity (MCT)
- **Report Writing and Record Keeping**
 - General Reports
 - Presented with a scenario involving unusual offender behavior, generate a written report of the offender's behavior and appearance (WST)
 - Given a scenario involving a facility incident, write a description of the incident (WST)
- **Emergency Procedures**
 - Emergency Planning
 - Identify the types of emergency situations that may occur in a detention/correction facility (MCT)
 - Identify priorities and responsibilities of officers during an emergency (MCT)
 - Given a description of an emergency, identify the steps needed to respond (MCT)
 - Identify the procedure for evacuating offenders (e.g., fire, hazardous materials spill, earthquake, etc.) (MCT)
 - Identify situations when response from additional law enforcement might be necessary (MCT)
 - Fire and Life Safety
 - Identify possible dangers posed by the spread of smoke and gases in a facility (MCT)
 - Identify the procedure for responding to a fire in a facility (MCT)
 - Identify the key elements that should be considered in maintaining fire safety in a facility (MCT)
 - Match different types of fires with the appropriate fire extinguishing equipment needed to put out each type (MCT)
 - Identify the procedure for isolating and confining fire, smoke and gases to the area of origin (MCT)
 - Demonstrate the correct use of fire extinguishing equipment (MCT)
- **Visitation**
 - Visitation
 - Identify problems that can occur during professional visits (MCT)
 - Define the term "privileged communication" (MCT)
 - Given a list of potential visitors, identify those who would have the right to privileged communication (MCT)
 - Identify potential consequences of violating statutes concerning privileged communication (MCT)
 - Identify issues related to visits and contacts that should be reported to medical and/or mental health staff (MCT)
- **Screening and Distribution of Supplies and Mail**

- Screening and Distribution of Supplies and Mail
 - Identify Title 15 mandates and postal regulations relevant to the opening and reading of legal and no-legal mail (MCT)
 - Define legal mail according to Title 15 (MCT)
 - Identify the appropriate procedure for handling legal mail (MCT)
 - Given sample portions of letters containing various types of information, identify why the information can pose a threat to safety and security of the facility (MCT)
 - Identify potential consequences of inadequate supervision of clothing or bedding exchange and distribution of supplies (MCT)
 - Given a list of offender classifications and standard supplies, identify potential incompatibilities (MCT)
 - Identify the types of contraband most commonly found in mail (MCT)
- **Transportation**
 - Preparation for Transport
 - Identify the procedure for verifying the identity of an offender prior to transport (MCT)
 - Given a transport scenario where use of a vehicle is required, generate a plan for conducting the transport (MCT)
 - Identify guidelines for transporting different offender classifications (e.g., protective custody, disabled offenders, LGBTQI, etc.) (MCT)
 - Identify types of offenders that should not be mixed during transport (MCT)
 - Identify the consequences of transporting the wrong offender (MCT)
- **Programs**
 - Evidence Based Practices and Programs
 - Define evidence-based practices and why they are important (MCT)
 - Identify why it is important to ensure evidence-based practices and program fidelity (MCT)
 - Identify why evidence-based assessment tools are used (MCT)
- **Assault and Abuse**
 - Sexual Assault and Abuse
 - Define zero tolerance as it applies to sexual assault, abuse and harassment (MCT)
 - Identify potential officer liability issues related to sexual assault/abuse (MCT)
 - Identify the signs that an offender may have been sexually assaulted/abused (MCT)
 - Identify how to communicate effectively and professionally with offenders, including lesbian, gay, bisexual, transgender, intersex or gender non-conforming, etc. (MCT)
 - Define human trafficking and prostitution (MCT)

- Identify officer responsibilities for sexual assault/abuse and harassment prevention, detection, reporting and response (MCT)
- Defensive Tactics and Restraint Techniques
 - Person Searches
 - Identify barriers to completing pat-down and/or strip searches (MCT)
 - Identify consequences that may result from poorly conducted pat-down and strip searches (MCT)
 - Use of Restraints
 - Identify situations when the use of restraint devices may be appropriate, according to Title 15 (MCT)
 - Identify the types of restraint devices used by officers (MCT)
 - Identify restraint methods that may not be appropriate (e.g., hog tying) (MCT)
 - Identify circumstances when the use of restraints may not be appropriate (MCT)
 - Identify Title 15 requirements for direct visual supervision of an offender when the offender is in physical restraints (MCT)
 - Cell Extractions
 - Identify key considerations that must be addressed in planning cell extractions (MCT)
 - Given a scenario, demonstrate the roles of each member of the cell extraction team (BST)
 - Identify the circumstances under which a cell extraction is necessary (MCT)
- Behavioral Health
 - Signs and Symptoms of Substance Abuse
 - Recognize recent trends in substance abuse (MCT)
 - Distinguish between different street drugs and prescription drugs (MCT)
 - Classify symptoms to specific types of substances used (MCT)
 - Recognize medical symptoms that resemble the effects of substance abuse (MCT)
 - Trauma
 - Recognize signs and symptoms of those affected by trauma (MCT)
 - Identify how behaviors and actions of staff may inflict trauma on individuals under our supervision or in our custody (MCT)
 - Identify appropriate classification/housing for someone who has suffered trauma (MCT)
 - Recognize the signs and symptoms of current trauma and past trauma (MCT)
 - Identify signs of human trafficking and services available for victims (MCT)
 - Identify how to appropriately interact with offenders who have suffered trauma (MCT)

- Recognize barriers to reporting trauma (MCT)
- Interventions and Resources
 - Identify techniques for effective interviewing of offenders (MCT)
 - Recognize the behavioral and verbal cues that will require mental health intervention (MCT)
 - Recognize verbal de-escalation techniques through scenarios (MCT)
 - Identify the rights of an MHBI offender (MCT)
 - Determine appropriate responses when dealing with an emotionally upset person (MCT)
 - Identify triggers of violence (MCT)
- Stigma and Bias
 - Recognize the stigma regarding the misconceptions around Mental health / Behavioral Issues (MHBI) (MCT)
 - Identify the factors that influence the stigma and bias we carry (MCT)
 - Recognize who is impacted by bias and/or stigma to comprehend the potential consequences of stereotyping (MCT)
 - Recognize the myths about the causes of Mental Health / Behavioral Health Issues (MCT)
 - Identify the consequences of various forms of bias (MCT)
 - Identify what actions (informal/formal) should be taken when recognizing the elements of stigma in a professional environment (MCT)
- Roles and Responsibilities
 - After viewing a video scenario, write a report (WST)
 - Identify the Title 15 mandates that refer to the psychological treatment of offenders (MCT)
- Liability
 - Identify the mandates around access to MHBI services (MCT)
 - Identify the liability for refusing access to MHBI services (MCT)
 - Identify potential liabilities resulting from a suicide (MCT)
- Suicide Prevention
 - Determine the best means to identify the emotional/mental state of an offender (MCT)
 - Recognize triggers and potential triggers (feelings, events, time, place, etc.) associated with suicidal behaviors (MCT)
 - Identify differences between self-harm and suicidal ideations/attempts (MCT)
 - Recognize high risk behaviors associated with suicide (MCT)
 - Evaluate suicide risk level and execute appropriate procedures (MCT)
 - Identify suicidal risk factors (MCT)
 - Identify strategies to mitigate suicide attempts (MCT)
 - Identify the responsibilities of the officer when dealing with suicide risk offenders (MCT)

- Foundation and Definitions: Signs and Symptoms
 - Identify common Behavioral Health terminology (MCT)
 - Identify specific characteristics of MHBI disorders commonly encountered among the offender population (MCT)
 - Identify specific characteristics related to dementia, autism spectrum disorders, and neurological disorders (MCT)
 - Identify the most common behaviors associated with mental health issues (MCT)
 - Identify abnormal physical or emotional behaviors which might be indicative of a mental health concern (MCT)
 - Discern between possible indicators of mental illness, intellectual disability, medical conditions and substance abuse (MCT)
 - Identify decompensation when it occurs (MCT)
 - Identify safety risks, disabilities, and danger to self and/or others (MCT)
 - Differentiate between irrational/erratic mental health indicators and antisocial/assaultive behavior (MCT)
 - Identify offenders who are exhibiting drug/alcohol use which may be a manifestation of their mental illness or medication (MCT)
- Safety
 - Recognize the potential consequences of improper management of an offender in psychological distress (MCT)
 - Identify risk of victimization/manipulation of mentally ill offenders (MCT)
 - Identify indicators that a mentally ill offender is the manipulator (MCT)
 - Identify how behavioral health issues may increase risk of being abused or neglected (MCT)
 - Identify self-harm behavior that MHBI offenders may engage in (MCT)
 - Recognize the potential consequences of improper monitoring of MHBI offenders (MCT)
- Emotional Survival
 - Identify signs and symptoms of emotional distress for the officer (MCT)
 - Define signs of secondary and vicarious trauma (as it relates to staff) (MCT)
 - Identify appropriate responses to a critical incident to ensure staff emotional health is addressed (MCT)
 - Identify the factors an officer should consider related to secondary trauma while preserving a crime scene (MCT)
 - Identify EAP services and how stigma can affect an officer's willingness to access them (MCT)