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# TRAINING OBJECTIVES

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## CIVIL PROCESS

**1.1** Maintain a professional appearance with respect to clothing, grooming, and equipment.

**1.1** Given a practical exercise, the trainee will be inspected to meet academy standards for clothing, grooming, and equipment.

1.1.1 Professional appearance for an officer regarding clothing and grooming.

1.1.2 Professional appearance for an officer's personal equipment.

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## CIVIL PROCESS

**1.2** Behave in a fair, positive and courteous manner with the public to develop a trust relationship and positive community relationship.

- 1.2**            **Given a written exercise:**
- 1. Identify the impact that common courtesy may have regarding the relationship between the sheriff's office and the community.**
  - 2. Identify the requirements for professionalism that impact the deputy's knowledge, skill, and ability to behave in a fair and positive manner.**
- 1.2.1            Reasons to foster a positive relationship between the sheriff's office and the public.
- 1.2.2            Principles that define a profession.
- 1.2.3            Three elements of the criminal justice system and explaining these in a positive manner to the community.
- 1.2.3.1           Courts
- 1.2.3.1.1        Describe the Virginia Court System
- 1.2.3.1.2        Juries
- 1.2.3.1.2.1      Definition of petite jury, grand jury, special grand jury and multi-jurisdictional grand jury
- 1.2.3.1.2.2      Qualifications to serve as a juror
- 1.2.3.1.2.3      Process for selecting potential jurors
- 1.2.3.1.2.4      Preparing the list of jurors to be summoned
- 1.2.3.1.3        Describe the Federal Court System
- 1.2.3.2           Law Enforcement
- 1.2.3.2.1        Describe the functions of the office of Sheriff
- 1.2.3.2.2        Describe the functions of the local police
- 1.2.3.2.3        Describe the functions of the state police
- 1.2.3.2.4        Describe the functions of other law enforcement agencies
- 1.2.3.3           Corrections
- 1.2.3.3.1        Define and describe a local correctional facility.
- 1.2.3.3.2        Define a state correctional facility.
- 1.2.3.3.3        Explain the similarities and differences between state and local corrections.
- 1.2.3.3.4        Explain the relationship between state and local corrections
- 1.2.4            The place of civil enforcement and criminal justice in the structure of government.
- 1.2.5            The role of ethics
- 1.2.5.1           General principles of ethics
- 1.2.5.2           Code of Ethics
- 1.2.5.2.1        Deputy behavior
- 1.2.5.2.2        Deputy dedication
- 1.2.5.2.3        Career development
- 1.2.6            Methods of handling violations of professional, ethical, or legal standards of conduct on the part of fellow deputies.
- 1.2.7            Positive and negative aspects of discretionary enforcement of laws, policies, and procedures.
- 1.2.8            Positive and negative influences of a criminal justice career on a deputy's personal life.

## CIVIL PROCESS

**2.1** Perform the duties of a deputy sheriff in compliance with constitutional requirements and the Bill of Rights.

**2.1** Given a written exercise, identify the applicability of the 1st, 4th, 6th, 8th, 13th, and 14th Amendments to the United States Constitution to civil process operations.

2.1.1 Define Constitutional Law.

2.1.2 List the protections provided to citizens in the First Amendment of the U.S. Constitution.

2.1.3 List the protections provided to citizens in the Fourth Amendment of the U.S. Constitution.

2.1.4 Identify the right to an attorney afforded in the Sixth Amendment to the U.S. Constitution. No right to an attorney in a civil matter.

2.1.5 List the protections provided to citizens by the Eighth Amendment of the U.S. Constitution.

2.1.6 List the protections provided to citizens by the Fourteenth Amendment.

**2.2** Perform the duties of a deputy court security or civil process service officer with awareness of personal and agency liability.

**2.2** 1. Given a written exercise, identify the requirements of Title 42, United States Code Section 1983, Title 18 United States Codes Sections 241 and 242, and tort law related to personal and agency liability.  
2. Given a written exercise, identify how the above mentioned laws apply to court security/civil process service staff in order to perform required duties and minimize liability.

2.2.1 Identify the levels of negligence related to tort and 1983 lawsuits.

**2.3** Perform duties of a deputy sheriff according to laws governing the office of sheriff.

**2.3** 1. Given a written exercise, identify the sections of the Code of Virginia that relate to the jobs and responsibilities of the office of sheriff and deputy sheriffs assigned to court security/civil process.  
2. Given a written exercise, correctly identify these laws.

2.3.1 Identify the process by which a bill becomes law in Virginia.

2.3.2 Identify the powers and duties of a sheriff as a constitutional officer.

2.3.3 Identify factors that affect the employment of a deputy sheriff.

**2.4** Respond to request by determining whether the facts are civil or criminal.

**2.4** Given a written exercise, identify actions as civil or criminal matters.

2.4.1 Define civil liability in contrast to criminal liability.

2.4.2 Identify the two defenses against a tort suit.

2.4.3 Identify and define the types of damage related to tort and 1983 lawsuits.

2.4.4 Evaluate the facts of a situation to determine if it is a civil or criminal matter by applying the definitions of civil vs. criminal.

2.4.5 identify civil matters of import to civil process staff

2.4.5.1 Habeas Corpus

2.4.5.2 Contempt of Court

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## CIVIL PROCESS

**2.5** Obtain an arrest warrant from proper authority.

**2.5** Given a written or practical exercise, identify the proper authority from whom to obtain an arrest warrant, the information that must be presented to support a warrant, and return requirements.

2.5.1 Identify the proper authorities from which an arrest warrant may be obtained according to § 19.2-71 and Rule 3A:3 of the Rules of the Supreme Court of Virginia

2.5.2 Identify the information that must be provided to support a warrant.

2.5.3 Return arrest warrant conforming to statutory requirements.

**2.6** Arrest persons with a warrant.

**2.6** Given a written exercise, identify constitutional and statutory requirements to arrest a person with a warrant.

2.6.1 Define arrest

2.6.2 Identify the mandatory contents of a valid warrant.

2.6.3 Identify the territorial limitations of a deputy's power to arrest.

2.6.4 Identify the consequences of an illegal arrest.

2.6.5 Identify the process of executing an arrest warrant.

**2.7** Arrest persons without a warrant.

**2.7** Given a written exercise, identify constitutional and statutory requirements to arrest a person without a warrant.

2.7.1 Define probable cause for arrest.

2.7.2 Identify the general requirement for warrantless felony arrest under §19.2-81.

2.7.3 Identify the general requirement for a warrantless misdemeanor arrest.

2.7.4 Given narrative examples of arrest situations, determine if the warrantless arrest is legal.

2.7.5 Identify three situations whereby an deputy may make a warrantless arrest according to the Code of Virginia.

2.7.6 Identify the parameters for issuing a summons in lieu of arrest.

2.7.7 Identify a situation in which an officer may issue a summons in lieu of arrest.

**2.8** Answer questions regarding the progress of a case according to rules of privacy and security controlling access to records.

**2.8** Given a written exercise, identify basic laws governing rules of privacy and security to control access to records.

2.8.1 Identify statutes relating to criminal history/juvenile information.

2.8.2 Statutes relating to release of information through NCIC or VCIN.

2.8.3 Application of the Freedom of Information Act (§2.2-3700)

2.8.4 Application of the Government Data Collection and Dissemination Act (§2.2-3800)

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## CIVIL PROCESS

**2.9** Serve mental health commitment papers.

**2.9** Given a written exercise, identify Code of Virginia requirements for serving mental health commitment papers (emergency custody orders or temporary detention orders only).

2.9.1 Define emergency custody orders and temporary detention orders and situations in which these would be utilized.

2.9.2 Identify persons having authority to issue an emergency custody order or temporary detention order.

2.9.3 Identify procedures for emergency custody order or temporary detention order return of service.

**2.10** Apply knowledge of the law to related to family abuse and protective orders.

**2.10** Given a written exercise, identify elements of the crimes related to family abuse.

2.10.1 Define the following

2.10.1.1 family abuse

2.10.1.2 family or household member

2.10.2 Identify the provisions of protective orders for family abuse.

2.10.3 Identify the prohibitions in place for those subject to a protective order for family abuse.

2.10.4 Identify the process for executing a protective order.

2.10.5 Identify the procedures for victim notification relating to family abuse protective orders.

**2.11** Apply knowledge of law to obtain information from a subject conforming to constitutional requirements.

**2.11** Given a written or practical exercise, identify constitutional requirements to obtain information from a subject.

2.11.1 Identify constitutional issues related to detention and questioning of a subject.

2.11.2 Identify the relevant case regarding interrogation: *Miranda v. Arizona*, 384 U.S. 436 (1966)

2.11.3 Identify the two conditions which together trigger the necessity for Miranda warnings.

2.11.4 Identify the conditions by which a confession will be judged to be admissible.

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## CIVIL PROCESS

- 2.12** Conduct searches and seizures under the following conditions:
- with and without a warrant
  - incident to hot pursuit
  - with or without consent
  - incident to arrest
  - confer with the local Commonwealth's Attorney under unusual search and seizure circumstances

- 2.12** **Given a written or practical exercise:**
- 1. Identify those search and seizure situations in which the 4th Amendment mandates a warrant.**
  - 2. Identify search and seizure situations in which a warrantless search may be legally conducted.**
- 2.12.1 Identify the reason that searches generally require a warrant.
- 2.12.2 Identify the reason that search warrants must be obtained for crime scenes except in emergency circumstances.
- 2.12.3 Identify the proper authorities from which a search warrant may be obtained.
- 2.12.3.1 Judge
- 2.12.3.2 Magistrate
- 2.12.3.3 Other person with authority to issue criminal warrants in the jurisdiction of the place to be searched
- 2.12.4 Explain the elements of a search warrant
- 2.12.4.1 Description of person, place or thing to be searched.
- 2.12.4.2 Description of things or persons to be searched for
- 2.12.4.3 The crime causing the search
- 2.12.4.4 Thing(s) being searched for is/are evidence of the crime
- 2.12.4.5 Any other material facts that show probable cause to issue a search warrant.
- 2.12.5 State facts and circumstances that would lead a reasonable person to believe the seizable items are located in the area to be searched.
- 2.12.6 Identify Code of Virginia requirements for return of search warrant
- 2.12.6.1 Date of execution of warrant, signature, and time noted on warrant.
- 2.12.6.2 Under oath, inventory all property seized.
- 2.12.6.3 RETIRED - File in circuit court clerk's office within three days the search warrant, inventory, and affidavit.
- 2.12.6.4 Identify requirement for a return in accordance with §19.2-56 and §19.2-57
- 2.12.6.4.1 Location for filing the return: executed and issued
- 2.12.6.4.2 Timeline for filing and computation exceptions
- 2.12.7 Identify requirements for warrantless search of premises or property for suspect incident to hot pursuit conforming to constitutional requirements and Code of Virginia.
- 2.12.7.1 Define the hot pursuit exception to warrant requirements
- 2.12.7.2 Identify the circumstances that justify hot pursuit.
- 2.12.7.3 Define the scope of a search incident to hot pursuit.
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## CIVIL PROCESS

### 2.13 Frisk or search a subject.

- 2.13**            **Given a written exercise,**  
**1. Identify the parameters under which a pat down of a subject may be conducted.**  
**2. Identify the parameters under which a search of a subject may be conducted.**
- 2.13.1            The elements of a detention and arrest.
  - 2.13.2            The scope of the search of a person and the circumstances when the search may be extended beyond the subject.
  - 2.13.3            The relevant legal principles
  - 2.13.3.1          Terry v. Ohio (person not in custody)
  - 2.13.3.2          Bell v. Wolfish (person in custody)

### 2.14 Identify, establish custody of, and record a chain of custody for evidence, seized or detained property, or recovered property.

- 2.14**            **Given a written exercise, identify legal requirements to identify, establish custody of, and document a chain of custody for evidence, seized or detained property, or recovered property.**
- 2.14.1            Define evidence.
  - 2.14.2            Define the types of evidence.
  - 2.14.3            Define the chain of custody.
  - 2.14.4            Identify the minimum tests that an item of evidence must successfully pass before admission to any criminal court.
  - 2.14.5            Identify methods used for initially considering that an item may be evidence.
  - 2.14.6            Identify procedure to establish and track chain of custody of evidence.
  - 2.14.6.1          Establish custody by marking with proper tags and securing or protecting.
  - 2.14.6.2          Document all persons handling the evidence or property during recovery, removal, transport, storage, and release.

### 2.15 Identify legal basis for use of force by a deputy.

- 2.15**            **Given a written exercise, identify elements of case law and statutory law pertaining to use of force by officers in the performance of duty.**
- 2.15.1            Preservation of life: Case law
  - 2.15.2            Preservation of property.
  - 2.15.3            Enforcing regulations.
  - 2.15.4            Preventing escapes.
  - 2.15.5            Enforcing valid orders.

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## CIVIL PROCESS

**2.16** Identify the circumstances under which a person is fingerprinted.

**2.16** Given a written exercise:  
**1. Identify the circumstances under which a subject shall be fingerprinted.**  
**2. Identify requirements related to fingerprinting juveniles.**

- 2.16.1 The circumstances under which a suspect should be fingerprinted
- 2.16.1.1 Charged with a felony
- 2.16.1.2 Charged with a class I or class II misdemeanor
- 2.16.1.3 Convicted of the above
- 2.16.2 The statutory requirements related to fingerprinting juveniles
- 2.16.2.1 Age
- 2.16.2.2 Type of crime
- 2.16.2.3 Suspect in certain types of crimes
- 2.16.2.4 Maintain juvenile fingerprint records separately from adult records
- 2.16.2.5 Destruction of juvenile fingerprint records

**3.1** Interview a complainant, witness, victim, or subject.

**3.1** Given a written or practical exercise,  
**1. Identify factors to consider in conducting a subject interview.**  
**2. Interview a complainant, a witness, or a victim.**

- 3.1.1 Professional demeanor
- 3.1.2 Use of open-ended questions
- 3.1.3 Recording of information necessary to complete a report

**3.2** Calm emotionally upset individuals, and communicate an emergency message.

**3.2** Given a practical exercise, use techniques of positive verbal skills and body language to talk with people who are emotionally upset in a manner to calm them, or to communicate an emergency message.

- 3.2.1 Voice
- 3.2.1.1 Volume
- 3.2.1.2 Tone
- 3.2.1.3 Control
- 3.2.2 Body stances
- 3.2.3 Suggest resources for the subject (pastors, counseling services, mental health, etc.).
- 3.2.4 Notify supervisor and follow-up, if necessary.
- 3.2.5 Document all proceedings, if necessary, and/or as agency policy and procedure require.



## CIVIL PROCESS

**3.3** Use crisis communication techniques as appropriate (hostile/confrontational persons). Maintain calm and prevent a situation from becoming worse.

**3.3** Given a written or practical exercise, define negotiation, mediation, and arbitration and identify or demonstrate the steps of each conflict management technique.

- 3.3.1 Evaluation of the conflict or crisis scene.
- 3.3.2 Maintaining officer safety precautions.
- 3.3.3 Use of calming language
- 3.3.3.1 Giving appropriate attention to hostile/confrontational person
- 3.3.3.2 Transitioning to conflict resolution methods
- 3.3.4 Definition of negotiation, mediation, and arbitration
- 3.3.5 Identifying the steps involved in each type of the above conflict management techniques
- 3.3.6 Negotiating, mediating, or arbitrating the conflict or crisis situation

**3.4** Write reports.

**3.4** Given a practical exercise depicting an incident, write a report.

- 3.4.1 Type of offense (What)
- 3.4.2 Subject(s) information and description (Who)
- 3.4.3 Victim(s) information and description (Who)
- 3.4.4 Date/time of incident/location (When and where)
- 3.4.5 Circumstances surrounding the incident (What and How)
- 3.4.6 Complainant/reporting party information (What and Why)
- 3.4.7 Witness(es) information (What and Why)
- 3.4.8 Action taken

**3.5** Prepare for court testimony and testify in court; in a legal and an administrative proceeding; before grand juries; in criminal trials; in evidence suppression hearings; and at probable cause hearings.

**3.5** 1. Given a written exercise, identify basic steps an officer should take to prepare for court testimony.  
2. Given a practical exercise, prepare for and demonstrate courtroom testimony

- 3.5.1 Preparation for court testimony in general
  - 3.5.1.1 Review notes and reports
  - 3.5.1.2 Consult Commonwealth or City Attorney if necessary
  - 3.5.1.3 Review physical evidence and lab results
  - 3.5.1.4 Ensure professional appearance
  - 3.5.1.5 Formulate and articulate the facts of an assault court case
- 3.5.2 Preparation for testimony at a probable cause hearing
  - 3.5.2.1 Officer appears before a judge, magistrate or clerk of the court
  - 3.5.2.2 Officer identifies suspect
  - 3.5.2.3 Officer describes facts and circumstances that lead one to believe that a crime has been committed and the person named is the perpetrator and provides this information on an accurately completed affidavit
  - 3.5.2.4 Officer swears or affirms to the accuracy of the statement before the judge, magistrate, or clerk of the court
- 3.5.3 Demonstrate courtroom testimony.

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## CIVIL PROCESS

**3.6** Verbally communicate with people with different levels of understanding.

**3.6** Given a practical exercise, verbally communicate with people with awareness of different levels of understanding

- 3.6.1 Identify audiences that may need the officer to adjust manner of communication.
- 3.6.2 Identify adjustments that may be needed when communication with various audiences
  - 3.6.2.1 Persons under the influence of alcohol or drugs
  - 3.6.2.2 Culturally diverse people
  - 3.6.2.3 Persons with mental disabilities
  - 3.6.2.4 Person's suffering from dementia including Alzheimer's Disease

**3.7** Manage stress professionally.

**3.7** Given a written or practical exercise, identify or demonstrate the necessary skills and techniques to respond to stressful situations professionally.

- 3.7.1 Define crisis, victim, and stress.
  - 3.7.2 Identify three stages of stress reactions.
  - 3.7.3 Identify common characteristics of stress.
  - 3.7.4 Identify methods of handling stress.
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## CIVIL PROCESS

### 4.1 Serve civil process and/or make proper return.

#### 4.1 Given a written and/or practical exercise, identify different types of civil process, the proper service of each, the required return of service, and officer safety procedures.

- 4.1.1 Define civil process.
- 4.1.2 Define the purpose of civil process.
- 4.1.3 Identify who may legally serve civil process.
- 4.1.4 Identify the daily procedure for obtaining civil process papers from the courts.
- 4.1.5 Identify other sources from which a Sheriff may receive civil papers for service.
- 4.1.6 Identify days on which civil process papers may not legally be served.
- 4.1.7 Identify officer safety procedures to utilize in serving civil papers.
- 4.1.8 Identify persons exempt from civil process service.
- 4.1.9 Identify the three (3) ways service upon a natural person may be accomplished.
- 4.1.10 Define the following legal papers
  - 4.1.10.1 Attachment
  - 4.1.10.2 subpoena for the production of documents/Subpoena Duces Tecum
  - 4.1.10.3 Distress warrant
  - 4.1.10.4 Garnishment
  - 4.1.10.5 Motion for judgment
  - 4.1.10.6 Notice for motion for judgment (distinguish between general district court and circuit court versions)
  - 4.1.10.7 Protective Order
  - 4.1.10.8 Show Cause Summons
  - 4.1.10.9 Summons for Unlawful Detainer
  - 4.1.10.10 Summons to Answer Interrogatories (general district court; circuit court to be covered in OJT)
  - 4.1.10.11 Warrant in Debt
  - 4.1.10.12 Warrant in Detinue
  - 4.1.10.13 Witness Subpoena
  - 4.1.10.14 Writ of Fieri Facias
  - 4.1.10.15 Writ of Possession in Unlawful Detainer
  - 4.1.10.16 Writ of Possession and Fieri Facias in Detinue
- 4.1.11 Identify types of process requiring personal service.
- 4.1.12 Identify time period for return after process is served.
- 4.1.13 Identify the period of time permitted by law for the execution of the following papers
  - 4.1.13.1 Attachment
  - 4.1.13.2 Distress warrant
  - 4.1.13.3 Garnishment summons
  - 4.1.13.4 Writ of fieri facias
  - 4.1.13.5 Writ of possession in Unlawful Detainer
  - 4.1.13.6 Writ of possession and Fieri Facias in Detinue
- 4.1.14 Define the information that must be included on a return of process by the deputy.
- 4.1.15 Identify the penalty for failing to make a return or making an improper return.

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## CIVIL PROCESS

### 4.2 Halt civil process proceedings due to bankruptcy.

#### 4.2 Given a written and/or oral exercise, identify the procedure for halting civil process proceedings due to bankruptcy.

- 4.2.1 Define bankruptcy.
- 4.2.2 Identify who may file bankruptcy.
- 4.2.3 Identify the four (4) different types of bankruptcy.
- 4.2.4 Identify debts that are not affected by bankruptcy.
- 4.2.5 Identify the procedure for an officer to follow when serving civil process and the debtor advises that he has filed for bankruptcy.

### 4.3 Notify jurors for potential jury service when assigned.

#### 4.3 Given a written and/or oral exercise, identify the steps related to juror notification.

- 4.3.1 Summoning a juror
  - 4.3.1.1 Regular jury summons
  - 4.3.1.2 Grand jury summons
- 4.3.2 Excusing a juror from service
- 4.3.3 Notification to jurors regarding rescheduling/cancellation of trials after having been summoned for a particular term.

### 4.4 Execute levies.

#### 4.4 Given a written or practical exercise, identify the steps involved in executing a levy.

- 4.4.1 Define a levy
- 4.4.2 Define Writ of Fieri Facias
- 4.4.3 Identify the steps to be taken by a deputy when a Writ of Fieri Facias is received.
- 4.4.4 Identify the steps to be taken by a deputy when several Writs are received on the same day.
- 4.4.5 Identify what property may be levied and/or seized under a Writ of Fieri Facias and when this must be done.
- 4.4.6 Identify types of bonds.
- 4.4.7 Identify methods to determine the value of property to be levied.
- 4.4.8 Perform basic math functions to determine total amount of property to be levied in a case scenario.
- 4.4.9 Identify the steps involved for a Sheriff's sale.
- 4.4.10 Identify information to be gathered related to animals on the premises prior to a levy.
- 4.4.11 Identify information to communicate to the defendant during and following a levy.

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## CIVIL PROCESS

### 4.5 Serve eviction notices.

#### 4.5 Given a written and/or practical exercise, identify the types of notice given an evictee and the method of service.

- 4.5.1 Define a 5-day/30-day Notice and identify methods of service.
- 4.5.2 Define a Summons for Unlawful Detainer.
- 4.5.3 Define a Writ of Possession in Unlawful Detainer.
- 4.5.4 Identify Sheriff's obligation to give notice to the tenant.
- 4.5.5 Identify Sheriff's obligation to coordinate the eviction with the landlord before the eviction is scheduled.
- 4.5.6 Deputy safety considerations:
  - 4.5.6.1 Importance of gathering information prior to eviction
  - 4.5.6.2 Use of available backup deputies
  - 4.5.6.3 Interagency communications
  - 4.5.6.4 Command presence
  - 4.5.6.5 Communication skills to minimize antagonistic responses
  - 4.5.6.6 Appropriate escalation/de-escalation regarding use of force
  - 4.5.6.7 Use of restraint procedure if necessary
  - 4.5.6.8 Effecting an arrest if necessary

### 4.6 Oversee removal of physical property of evictee from premises.

#### 4.6 Given a written and/or oral exercise, identify factors to consider in overseeing removal of physical property of evictee from premises.

- 4.6.1 Legal authority to break and enter.
- 4.6.2 Removal of defendant's property.

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## CIVIL PROCESS

**4.7** Observe to identify behaviors that may indicate any medical/mental health situation and use communication skills that assist in this situation.

**4.7**            **1. Given a written or practical exercise, identify behaviors that may signal a medical or mental health condition.**  
**2. Given a written or practical exercise, identify communication skills that assist in medical or mental health situations.**

4.7.1            Observe subject(s) behavior and conduct interview to determine deception, deceit, and manipulation.

4.7.2            Observe subject(s) for signs of drug, alcohol or other substances.

4.7.3            Identify abnormal and/or suspicious behavior of subject(s)

4.7.3.1          Identify signs of abnormal behavior or dementia/Alzheimer's disease.

4.7.3.2          Identify possible danger to a deputy from subject/arrestee/citizen behaving abnormally.

4.7.3.3          Identify appropriate action to be taken related to abnormal behavior observed.

4.7.3.4          Identify procedures to follow to take into involuntary custody a person displaying behavior that gives the deputy probable cause to believe that mental illness exists using the appropriate Code of Virginia requirements.

4.7.4            Identify subject(s) who appear afraid of being victims of an assault and/or manipulation.

4.7.5            Identify signs and symptoms of suicide

4.7.5.1          Notify supervisor and request appropriate resources.

4.7.5.2          Maintain a safe position while communicating with person and observe for weapons and the need for universal precautions in the case of biohazards.

4.7.5.3          Document all proceedings.

**4.8**            Administer cardio-pulmonary resuscitation (CPR) and basic first aid.

**4.8**            **1. Successfully complete an approved course for cardio-pulmonary resuscitation (CPR).**  
**2. Successfully complete an approved course for basic first aid.**  
**3. Demonstrate ability to assist a person to prevent falling, move the person to a place of safety and support the person to a safe position**

4.8.1            Testing provided by approved CPR course provider.

4.8.2            Testing provided by approved basic first aid provider.

4.8.3            Assisting a person to prevent falling, move the person to a place of safety if needed, and support the person to a safe position.

4.8.4            Testing provided by an approved automatic external defibrillator (AED).

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## CIVIL PROCESS

### 4.9 Interact with the public with awareness of deputy safety.

- 4.9 **1. Given a written and/or practical exercise, identify and demonstrate deputy safety procedures during interactions with the public in civil process situations.**  
**2. Given a written and/or practical exercise, identify the steps to take persons into custody for current or outstanding criminal charges.**
- 4.9.1 Deputy safety considerations when interacting with the public
- 4.9.1.1 Examine physical condition of the subject to determine any need for medical attention.
- 4.9.1.2 Identify high risk subject(s) such as medical, mental, suicidal, and violent/disruptive persons.
- 4.9.1.3 Request assistance or provide assistance (backup) to control violent or unruly citizens/arrestees.
- 4.9.1.4 Identify methods to secure the scene when a critical incident has occurred
- 4.9.2 Identify the steps for taking persons into custody for current or outstanding criminal charges
- 4.9.2.1 Serve or execute return of service for any court document.
- 4.9.2.2 Conduct a full search of a subject/arrestee for weapons and contraband and document chain of custody for evidence.
- 4.9.2.3 Summon medical staff for body cavity search.
- 4.9.2.4 Search and inventory any personal property and issue receipt.

### 4.10 Identify applicable laws, definitions and background information related to terrorism.

#### 4.10 See Manual for Objectives 1, 2, and 3

- 4.10.1 Define terrorism according to Title 18 U.S.C and applicable laws in the Code of Virginia.
- 4.10.2 Identify the difference between extremist beliefs, terrorist activity, and acts/speech protected by the First Amendment
- 4.10.3 Identify the distinctions between and individual acting alone, domestic and international terrorist organizations and their supporters
- 4.10.3.1 Extreme political groups (Sovereign Citizens)
- 4.10.3.2 Race-based hate groups (White Supremacist, Black Separatists)
- 4.10.3.3 Religious-based hate groups (Christian Identity, Westboro Baptist Church)
- 4.10.3.4 Special interest groups (anti-abortion, animal rights)
- 4.10.3.5 Foreign Terrorist Organizations (al Qaeda, ISIS, Boko Haram)
- 4.10.3.6 Identify the primary objectives of terrorists
- 4.10.3.6.1 Recognition
- 4.10.3.6.2 Coercion
- 4.10.3.6.3 Intimidation
- 4.10.3.6.4 Provocation
- 4.10.3.6.5 Insurgency Support
- 4.10.3.7 Potential targets

## CIVIL PROCESS

**4.11** Identify common precursors associated with the production of hazardous devices accessible through legal and illegal means.

**4.11** 1. Given a written or practical exercise, identify common precursors associated with the production of hazardous devices and related equipment using legal and illegal resources:  
a. chemical agents  
b. biological agents  
c. radiological devices  
d. explosive devices  
e. weapons of mass destruction  
2. Given a written or practical exercise, identify the responsibilities of the first officer on the scene of an act of terrorism.

4.11.1 Identify common precursors associated with the production of hazardous devices and related equipment using legal and illegal resources

4.11.1.1 chemical agents

4.11.1.2 biological agents

4.11.1.3 radiological devices

4.11.1.4 explosive devices

4.11.1.5 weapons of mass destruction

4.11.2 Recognize and evaluate the situation.

4.11.3 Avoid and isolate the area.

4.11.4 Notify appropriate agencies and request assistance.

4.11.5 If and when determined, proceed to evacuate/shelter in place.

**4.12** Identify the impact of social media on today's terrorism activities.

**4.12** 1. Given a written or practical exercise, identify the impact various forms of social media have on today's terrorist activity.

4.12.1 Identify the impact of social media on terrorist activities.

4.12.1.1 Monitor social media during the event, as applicable

4.12.1.2 Utilizing social media for distribution of information

**4.13** Identify behavior(s) and indicators of suspicious non-criminal and criminal activity that may alert law enforcement to acts of terrorism and identify resources capable of providing assistance

**4.13** 1. Given a written or practical exercise, identify behavior(s) and indicators of suspicious non-criminal and criminal terrorist activity.  
2. Given a written or practical exercise identify federal, state, and local resources

4.13.1 Identify behaviors and indicators of suspicious non-criminal and criminal activities.

4.13.2 Identify federal, state, and local resources.

4.13.2.1 Federal

4.13.2.1.1 Joint Terrorism Task Force

4.13.2.1.2 Terrorist Screening Center (TSC)

4.13.2.1.3 National Joint Terrorism Task Force

4.13.2.2 State Police – Fusion Center

4.13.2.3 Local resources



## CIVIL PROCESS

### 6.1 Search juvenile(s), visitor(s), subject(s), or arrested person(s).

- 6.1**            **1. Given a written exercise, identify factors to consider in conducting a search of a juvenile(s), visitor(s), subject(s), arrested person(s) or inmate.**  
**2. Given a practical exercise, demonstrate the technique of conducting a search of a juvenile(s), visitor(s), subject(s), arrested person(s) or inmate(s).**
- 6.1.1            Define a search.
  - 6.1.2            Legal requirements/conditions of types of searches
  - 6.1.2.1          Frisk
  - 6.1.2.2          Thorough clothed search
  - 6.1.2.3          Strip search
  - 6.1.2.4          Body cavity search
  - 6.1.2.5          Electronic search
  - 6.1.3            Identification of those places on males and females where dangerous weapons or contraband may be concealed
  - 6.1.4            Identification of concealed weapon clues
  - 6.1.5            Identification of pre-assault indicators
  - 6.1.6            Identification of contact and cover principles for safe approach to single and multiple subjects
  - 6.1.7            The techniques of conducting a search
  - 6.1.7.1          Verbal directions to give
  - 6.1.7.2          Placement of single or multiple subjects in pre-search position
  - 6.1.7.3          Placement of single or multiple subjects in a standing, kneeling and prone search position
  - 6.1.7.4          Control and subject security during a search
  - 6.1.7.5          Safely retrieving and securing weapons or contraband that are identified during a search
  - 6.1.7.6          Communicating relevant information to the cover Deputy/Jail Officer
  - 6.1.8            Secure and record any items taken during a custodial search
  - 6.1.9            Use of personal protective equipment during a search

### 6.2 Restrain intoxicated, disruptive, or violent individuals.

- 6.2**            **Given a practical exercise, demonstrate techniques regarding restraint of intoxicated, disruptive persons, and/or violent individuals.**
- 6.2.1            Deputy safety considerations
  - 6.2.1.1          Key planning elements related to isolating a disruptive individual from others
  - 6.2.1.2          Use of available backup deputy(ies)
  - 6.2.2            Command presence (stance, posture, eye contact)
  - 6.2.3            Communication skills to minimize antagonistic responses
  - 6.2.4            Appropriate escalation/de-escalation on a force continuum
  - 6.2.5            Restraint procedures
  - 6.2.6            Effecting an arrest (if necessary)

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## CIVIL PROCESS

**6.3** participate in cell and area searches.

**6.3** Given a written or practical exercise, identify three considerations for participating in a building and area searches.

- 6.3.1 Importance of intelligence gathering/planning for cell and/or area searches
- 6.3.2 Pre-building/pre-area search briefing
- 6.3.3 On-scene command and control of all building and/or area search aspects including interagency communications.
- 6.3.4 Demonstrate techniques for cell and area searches
- 6.3.5 Chain of custody for evidence
- 6.3.6 Logistical requirements
- 6.3.7 Reasons for secrecy

**6.4** Extract a subject out of a vehicle and a cell.

**6.4** a practical exercise, identify or demonstrate techniques for extracting a resisting subject out of a transport vehicle.

- 6.4.1 Deputy/Jail Officer safety considerations
- 6.4.2 Use appropriate extraction techniques for cell and vehicle (extract from front and rear of transport vehicle)
- 6.4.3 Maintain control of subject
- 6.4.4 Use appropriate level of force
- 6.4.5 Use appropriate restraints

**6.5** Approach people on foot and from department vehicle.

**6.5** Given a practical exercise, identify safe approaches to people on foot and from department vehicle.

- 6.5.1 Evaluate risk to public and deputy/jail officer
  - 6.5.1.1 People in area/inmates in area
  - 6.5.1.2 Easily accessed buildings/areas
  - 6.5.1.3 Potential escape routes
  - 6.5.1.4 Cover
  - 6.5.1.5 Potential for situation to escalate
  - 6.5.1.6 Back-up
- 6.5.2 Techniques of safe approach

## CIVIL PROCESS

### 6.6 Identify necessary and appropriate use of force.

- 6.6 Given a written or practical exercise, identify the factors that affect the use of force.**
- 6.6.1 Factors affecting the use of force
    - 6.6.1.1 Subject actions
    - 6.6.1.2 Intent
    - 6.6.1.3 Ability
    - 6.6.1.4 Means
    - 6.6.1.5 Opportunity
    - 6.6.1.6 Deputy perception of the need for force
    - 6.6.1.7 Situation and environmental circumstances
    - 6.6.1.8 Deputy/Jail Officer safety considerations
  - 6.6.2 Factors affecting the use of deadly force
    - 6.6.2.1 Likelihood of serious bodily harm or death
      - 6.6.2.1.1 Perceived or announced intent of subject
      - 6.6.2.1.2 Ability
      - 6.6.2.1.3 Means
      - 6.6.2.1.4 Opportunity
    - 6.6.2.2 Legal criteria
  - 6.6.3 General considerations for use of force
    - 6.6.3.1 Key elements for appropriate response for situations or environmental circumstances where a violent or resistant reaction is foreseen, e.g., multiple deputies/jail officers/backup.
    - 6.6.3.2 Elements of command presence (stance, posture, eye contact)
    - 6.6.3.3 Avoiding unintentional and/or unnecessarily antagonistic and provoking verbal and nonverbal factors by the deputy/jail officer
    - 6.6.3.4 Primary aspects of proper verbalization (invoke authority, instructions on behavior compliance, clarity)
    - 6.6.3.5 Appropriate escalation/de-escalation in use of force
    - 6.6.3.6 Application of handcuffs and additional restraints
  - 6.6.4 Deputy will identify the use of a vehicle as a force on the force continuum.
  - 6.6.5 Deputy will evaluate a moving target as an immediate deadly force threat and that the deputy has no alternative but to shoot at the moving target.
    - 6.6.5.1 Shooting at a moving target is the last resort available.
  - 6.6.6 Identify the extreme hazards to be encountered in attempting to shoot while in motion.
    - 6.6.6.1 The practice of shooting from a moving vehicle is in most cases not practical and places the deputy and public in severe danger.
    - 6.6.6.2 Alternative measures should be employed by the deputy if at all possible, such as seeking cover, slowing their vehicle if being shot at by an adjacent vehicle, etc.
    - 6.6.6.3 The danger deputies place themselves and the public in by shooting from a moving vehicle includes the reduced ability to aim a firearm at the threat and perform a fine motor skill such as directing aimed, deliberate gun-fire while operating a moving vehicle in a safe and responsible manner.
    - 6.6.6.4 The risk to the deputy and the public must be greatly outweighed by the benefit of trying to stop a person who is an immediate deadly threat to the deputy or the public in order for an officer to make an attempt to stop that person by firing from a moving vehicle.
  - 6.6.7 Describe reasons why warning shots should not be fired
    - 6.6.7.1 The discharge of a firearm normally constitutes deadly force. The deadly force standard is for the preservation of life or to prevent serious physical injury.
    - 6.6.7.2 Shooting is normally a last resort option
    - 6.6.7.3 There is no ability to determine the effect of a warning shot on the person.
    - 6.6.7.4 The deputy is accountable for where the round goes or ends up.

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## CIVIL PROCESS

- 6.6.7.4.1 bullet may ricochet
- 6.6.7.4.2 deputy cannot determine where bullet will land
- 6.6.7.4.3 may be illegal in some circumstances
- 6.6.8 Identify at least three potential deadly force scenarios.
- 6.6.9 Identify other alternatives that the deputy may consider using before using deadly force.

### **6.7** Break up fights between two or more persons.

#### **6.7** Given a practical exercise, demonstrate techniques for breaking up fights between two or more persons during a simulation exercise.

- 6.7.1 Evaluate the situation.
  - 6.7.2 Intervene verbally.
  - 6.7.3 Use the appropriate level of force.
  - 6.7.4 Use officer safety procedures.
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## CIVIL PROCESS

**6.8** Use weaponless techniques to subdue a person resisting arrest or to control a person.

- 6.8**            **1. Given a written exercise, identify the psychological and physiological effects of sudden stress. (Criteria 6.8.1 and 6.8.2)**  
**2. Given a practical exercise, demonstrate technique of approach, blocking principles to neutralize attack and weaponless techniques to subdue a person resisting arrest or to control a person. (Criteria 6.8.3, 6.8.4, 6.8.5)**
- 6.8.1            Identification of psychological and physiological effects of sudden stress related to each effect and reaction using an anatomical chart or volunteer
  - 6.8.2            Identification of basic principles and fundamentals of defensive tactics
    - 6.8.2.1           target identification
    - 6.8.2.2           access to target
  - 6.8.3            Demonstration of technique of approach
  - 6.8.4            Demonstration of blocking principles designed to neutralize attack
    - 6.8.4.1           low outside
    - 6.8.4.2           low inside
    - 6.8.4.3           middle outside
    - 6.8.4.4           middle inside
    - 6.8.4.5           high
    - 6.8.4.6           blocks to include both sides
  - 6.8.5            Demonstration of weaponless techniques to control subject
    - 6.8.5.1           effective communications
    - 6.8.5.2           weaponless (empty hand) control techniques
      - 6.8.5.2.1           safe contact and initial control
        - 6.8.5.2.1.1           front
        - 6.8.5.2.1.2           side
        - 6.8.5.2.1.3           back
      - 6.8.5.2.2           decentralization to prone position with minimal risk of injury to resisting subject
      - 6.8.5.2.3           stabilization in prone position for cuffing or to await backup deputies/jail officers
  - 6.8.6            Demonstrate blocking techniques with a partner using safety equipment in a controlled environment that provides for minimizing potential injury to the trainee or partner.
  - 6.8.7            Demonstrate techniques to prevent a takedown to the ground
    - 6.8.7.1           Demonstrate techniques to minimize injury when falling
    - 6.8.7.2           Demonstrate ground defense techniques to take control of a person from the ground in order to escape and create distance or to position for handcuffing.
  - 6.8.8            Demonstrate ability to protect the firearm and other weapons on the duty belt while on the ground.
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## CIVIL PROCESS

### 6.9 Subdue a physically attacking person.

**6.9** Given a practical exercise, demonstrate a techniques for defending oneself against a physically attacking person and subduing a person during a simulation exercise using a volunteer and/or instructor.

- 6.9.1 Identification of weapon considerations of subject and deputy/jail officer
- 6.9.2 Demonstration of defensive strategy designed to protect a deputy/jail officer's vulnerable targets
- 6.9.3 Demonstration of weapon control by the deputy/jail officer
- 6.9.4 Demonstration of offensive active countermeasures designed to neutralize aggressor for de-escalation
- 6.9.5 Demonstration of de-escalation by
  - 6.9.5.1 Decentralizing subject to prone position for cuffing
  - 6.9.5.2 Disengage from subject

### 6.10 Subdue a non-compliant subject and place in a prone position.

**6.10** Given a practical exercise, demonstrate proper methods of subduing and placing a non-complaint subject in prone position.

- 6.10.1 Assessment of threat by the subject
- 6.10.2 Demonstration of safe contact and initial control
- 6.10.3 Demonstration of weapon control by the deputy/jail officer
- 6.10.4 Demonstration of decentralization to prone position with minimal risk of subject injury
- 6.10.5 Demonstration of stabilization in prone position for cuffing procedure
- 6.10.6 Demonstration of bringing a handcuffed subject to his or her feet.

### 6.11 Pursue a fleeing subject on foot and subdue the subject when apprehended.

**6.11** Given a practical exercise, demonstrate a technique for subduing a subject after a foot pursuit.

- 6.11.1 Assessment of threat by the subject
- 6.11.2 Identification of weapon considerations of subject and deputy/jail officer
- 6.11.3 Demonstration of weapon control by the deputy/jail officer
- 6.11.4 Demonstration of contact and initial control
- 6.11.5 Demonstration of decentralization to prone position with minimal risk of resisting subject injury
- 6.11.6 Demonstration of stabilization in prone position for cuffing procedures

### 6.12 Use touch pressure or striking pressure to control a subject/inmate.

**6.12** 1. Given a written, audio-visual, or practical exercise, identify body pressure points.  
2. Given a practical exercise, demonstrate pressure point techniques.

- 6.12.1 Identification of body pressure points
  - 6.12.1.1 Identify carotid choke hold as deadly force
- 6.12.2 Demonstration of pressure point techniques
  - 6.12.2.1 Touch pressure
  - 6.12.2.2 Strike

## CIVIL PROCESS

### 6.13 Disarm an armed subject.

- 6.13**            **1. Given a written exercise, identify factors to consider when attempting to disarm a subject.**  
**2. Given a practical exercise, demonstrate techniques for disarming an armed subject.**
- 6.13.1            Identification of factors to consider when assessing an attempt to disarm
- 6.13.1.1          Subject is appropriate
- 6.13.1.2          Distance/cover
- 6.13.1.3          Type of weapon
- 6.13.1.4          Obstacles
- 6.13.1.5          Will the attempt jeopardize life or personal safety
- 6.13.2            Demonstration of a trapping and disarming sequence regarding a handgun and long gun
- 6.13.2.1          Handgun:
- 6.13.2.1.1        front
- 6.13.2.1.2        side
- 6.13.2.1.3        rear
- 6.13.2.2          Long gun
- 6.13.3            Demonstration of a takedown or control of subject armed with handgun or long gun
- 6.13.3.1          stopping movement of the handgun or long gun using deputy/jail officer's personal weapons against aggressor's vulnerable targets to
- 6.13.3.1.1        disarm and control subject
- 6.13.3.1.2        take down to prone position and restrain
- 6.13.4            Demonstration of a takedown or control of subject armed with edged weapon
- 6.13.4.1          range of attack and deputy awareness
- 6.13.4.2          position for disengagement or escalation depending upon range and relative position
- 6.13.4.3          stopping/deflecting movement of the edged weapon and using deputy/jail officer's personal weapons against aggressor's vulnerable targets to
- 6.13.4.3.1        disarm and control subject
- 6.13.4.3.2        take down to prone position and restrain
- 6.13.5            Demonstration of a takedown or control of subject armed with a bludgeon instrument
- 6.13.5.1          stopping/deflecting movement of the bludgeon weapon and using deputy/jail officer's personal weapons against aggressor's vulnerable targets to
- 6.13.5.1.1        disarm and control subject
- 6.13.5.1.2        take down to prone position and restrain

## CIVIL PROCESS

### 6.14 Handcuff subject(s) and apply restraints.

- 6.14**            **1. Given a written exercise, define positional asphyxia.**  
**2. Given a practical exercise, demonstrate safe and effective handcuffing of subject(s) and apply leg restraints to arrestees.**
- 6.14.1            Safe and effective handcuffing of cooperative single and multiple subjects.
  - 6.14.2            Safe and effective handcuffing of a subject in the following positions
    - 6.14.2.1            Standing
    - 6.14.2.2            Kneeling
    - 6.14.2.3            Prone
  - 6.14.3            Safe and effective handcuffing of a subject after having performed a learned control/take down technique in standing, kneeling, and prone positions.
  - 6.14.4            Application of leg irons or other devices that restrain legs or torso avoiding force levels and methods that present unnecessary injury potential to the deputy and subject.
  - 6.14.5            Definition of positional asphyxia
    - 6.14.5.1            Identify primary medical dangers associated with sudden restraint of violent person
    - 6.14.5.2            Primary medical dangers associated with positional asphyxia

### 6.15 Use chemical agents and other crowd management equipment.

- 6.15**            **Given a written exercise or during a simulation, identify and/or demonstrate where required the techniques of using chemical agents and other crowd management equipment.**
- 6.15.1            Description of types of chemical agents, aerosol sprays and pyrotechnics used in criminal justice systems and methods of deployment
  - 6.15.2            Identification of the proper application of chemical agents and aerosol sprays
  - 6.15.3            Identification of side effects on persons sprayed with chemical or aerosol spray
    - 6.15.3.1            short-term
    - 6.15.3.2            long-term
  - 6.15.4            Description of first aid or aftercare to use when contaminated with chemical agents or aerosol sprays according to type and density of the contamination
  - 6.15.5            Description of methods of structural decontamination of chemical or aerosol agents
  - 6.15.6            Description of methods of restraint and transportation of person sprayed with chemical or aerosol agent; be aware of danger of positional asphyxia for a subject who has ingested a chemical or aerosol agent.

### 6.16 Control non-violent groups, hostile groups, and/or disorderly assemblies, and when necessary, physically restrain a crowd or confront in tactical formation.

- 6.16**            **Given a written and/or a practical exercise, identify factors to consider when controlling non-violent or hostile groups.**
- 6.16.1            Three factors for controlling non-violent groups, i.e., peaceable assemblies
  - 6.16.2            Three factors to consider when dealing with hostile groups



## CIVIL PROCESS

### 8.1 Operate agency vehicle on various road surfaces and conditions.

- 8.1
  1. Given a written exercise, identify factors to consider related to the operation of a vehicle, if assigned by agency.
  2. Given a practical exercise, identify or demonstrate methods of control of a vehicle while driving on dry, wet, icy, or snow covered pavement; dirt or loose gravel road; or skidpan, if assigned by agency.
  3. Demonstrate the techniques for recovery from off road at various speeds during a written or practical exercise, if assigned by agency.
- 8.1.1 Identify the three components of defensive driving and their effect on vehicle accidents.
  - 8.1.1.1 driver
  - 8.1.1.2 vehicle
  - 8.1.1.3 environment
- 8.1.2 Identify the five steps of defensive driving
  - 8.1.2.1 Scan
  - 8.1.2.2 Identify
  - 8.1.2.3 Predict
  - 8.1.2.4 Decide
  - 8.1.2.5 Execute
- 8.1.3 Identify driving movements that most frequently contribute to vehicle accidents.
- 8.1.4 Identify the importance of seat belts, air bags, and other vehicle safety devices.
- 8.1.5 Identify the different characteristics of low light driving to daytime driving and how the human eye is affected.
- 8.1.6 Identify factors that influence overall stopping distance of a vehicle.
- 8.1.7 Identify the effect speed has on observation and perception during transport.
- 8.1.8 Identify causes and steps to correct skids.
- 8.1.9 Identify liability issues related to operating a transport vehicle.
- 8.1.10 Identify Code of Virginia requirements related to using emergency equipment (lights and siren)
- 8.1.11 Identify the requirement of vehicle operators to obey all traffic laws.
- 8.1.12 Identify the time limits for vehicle operators (number of hours permitted to drive within a 24 hour period). Code of Virginia §46.2-812)
- 8.1.13 Demonstrate a physical and visual inspection of an agency vehicle.
- 8.1.14 Demonstrate the proper usage of a safety belt in the operation of an agency vehicle.
- 8.1.15 Demonstrate the proper techniques of acceptable steering methods for an agency vehicle
  - 8.1.15.1 hand position on the steering wheel
  - 8.1.15.2 shuffle steering
- 8.1.16 Demonstrate the proper techniques in braking (with or without ABS) a transport vehicle
  - 8.1.16.1 heat/cool
  - 8.1.16.2 threshold
  - 8.1.16.3 anti-lock braking systems
- 8.1.17 Demonstrate the proper techniques in backing a transport vehicle.
- 8.1.18 Demonstrate control a transport vehicle using acceptable techniques in the following vehicle movements
  - 8.1.18.1 parking
  - 8.1.18.2 "Y" turn
  - 8.1.18.3 backing
- 8.1.19 Operate an agency vehicle in night conditions.
- 8.1.20 Skid control techniques

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## CIVIL PROCESS

- 8.1.21 Braking control techniques
- 8.1.22 Steering control techniques
- 8.1.23 The techniques in correct order for recovery for two wheels off road to four wheels off road
- 8.1.24 The techniques for four wheels off road to four wheels on road
- 8.1.25 The areas of reduced traction.

### 8.2 Transport person(s) to various locations.

#### 8.2 Given a written or practical exercise, identify the steps involved in transporting person(s) in custody to various locations.

- 8.2.1 Use proper escort techniques during movement by foot and vehicle from place to place for person(s) in custody.
- 8.2.1.1 Secure subject with multiple restraints (handcuffs, leg irons, waist belt or chains)
- 8.2.1.2 ensure subject has been properly searched.
- 8.2.1.3 Allow reaction space if possible.
- 8.2.1.4 Check security of transport vehicle before and after transport entire interior.
- 8.2.1.5 Vehicle with cage
  - 8.2.1.5.1 Place subject in right rear with proper restraints and seatbelt.
  - 8.2.1.5.2 Adjust inside mirror to provide visual observation of subject.
- 8.2.1.6 Vehicle without cage
  - 8.2.1.6.1 Place in right front seat with proper restraints (cuffs, leg chains, waist chain) and seatbelt.
  - 8.2.1.6.2 Make sure weapon is secure or placed away from potential access by subject.
  - 8.2.1.6.3 Place in right rear seat with proper restraints (cuffs, leg chains, waist chain) and seatbelt.
  - 8.2.1.6.4 Make sure weapon is secure or placed away from potential access by subject.
  - 8.2.1.6.5 Adjust the rearview mirror to allow surveillance of subject movement.
- 8.2.1.7 Upon arriving at destination, visually check area for possible security risks then unload subject and move subject to appropriate area.
- 8.2.1.8 Walk behind subject with weapon side away; if necessary for balance, assist subject by supporting under arm.
- 8.2.1.9 Observe subject and surroundings to ensure security and officer safety.
- 8.2.1.10 Do NOT allow yourself to be distracted from subject observation and control.
  - 8.2.1.10.1 Do NOT relax after cuffing.
  - 8.2.1.10.2 Do NOT let arrestee out of your sight.
- 8.2.2 Identify any statements or behavioral observations that indicate danger by the subject to him/herself or to others and the need to communicate these to person assuming custody.

### 8.3 Transport ill or injured subject to receive medical care.

#### 8.3 Given a written exercise, identify the steps involved to transport an ill or injured subject to receive medical care.

- 8.3.1 Identify appropriate medical and biohazard precautions to take should subject/arrestee possibly have an airborne or bloodborne pathogen (tuberculosis, HIV, etc.)
  - 8.3.1.1 Protective masks and personal protective equipment
  - 8.3.1.2 cleaning hands, face, masks and vehicle after transport
- 8.3.2 Secure subject/arrestee as injury/illness permits.
- 8.3.3 Use all other security practices noted in standard 8.2.
- 8.3.4 Do NOT allow yourself to be distracted from subject observation and control even though responding to a medical need of the subject/arrestee.