
TRAINING OBJECTIVES

JAILOR

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.

JAILOR

1.2

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

1.2

1. Given a written exercise, identify the impact that common courtesy may have regarding the relationship between the local jail and the community.
2. Identify the requirements for professionalism that impact the deputy's/officer's knowledge, skill, and ability to behave in a fair and positive manner.
3. Identify the requirement that will assist in developing and maintaining a trust relationship with the citizenry and with inmates.

- 1.2.1 Reasons to foster a positive relationship between the local jail and the public.
- 1.2.2 Principles that define a profession.
- 1.2.3 Historical evolution of jails in the United States.
- 1.2.4 Three elements of the criminal justice system and explaining these in a positive manner to the community.
 - 1.2.4.1 Courts
 - 1.2.4.1.1 Describe the Virginia Court System.
 - 1.2.4.1.2 Juries
 - 1.2.4.1.2.1 Definition of a petit jury, grand jury, special grand jury and multi-jurisdictional grand jury.
 - 1.2.4.1.2.2 Qualifications to serve as a juror.
 - 1.2.4.1.2.3 Process for selecting potential jurors.
 - 1.2.4.1.2.4 Preparing the list of jurors to be summoned.
 - 1.2.4.1.3 Describe the Federal Court System
 - 1.2.4.2 Law Enforcement
 - 1.2.4.2.1 Describe the functions of the office of Sheriff.
 - 1.2.4.2.2 Describe the functions of the local police.
 - 1.2.4.2.3 Describe the functions of the state police.
 - 1.2.4.2.4 Describe the functions of other law enforcement agents.
 - 1.2.4.3 Corrections
 - 1.2.4.3.1 Define and describe a local correctional facility.
 - 1.2.4.3.2 Define a state correctional facility.
- 1.2.5 The place of jails and criminal justice in the structure of government.
- 1.2.6 The role of ethics:
 - 1.2.6.1 General principles of ethics.
 - 1.2.6.2 Code of Ethics
 - 1.2.6.2.1 Deputy/officer behavior
 - 1.2.6.2.2 Deputy/officer dedication
 - 1.2.6.2.3 Career development
- 1.2.7 Methods of handling violations of professional, ethical, or legal standards of conduct on the part of fellow deputies or officers.
- 1.2.8 Positive and negative aspects of discretionary enforcement of laws, policies, and procedures.
- 1.2.9 Positive and negative influences of a criminal justice career on a deputy's/jail officers personal life.

JAILOR

1.3 Apply knowledge of the law related to gambling and identify its impact on professionalism.

- 1.3**
- 1. Given a written exercise, identify the elements of crime classifications relating to gambling offenses.**
 - 2. Given a written exercise, identify the impact of how gambling on the job or ignoring inmate gambling undermines the work of professional deputies/jail/court security/ civil process service officers.**

1.3.1 Define gambling and the elements of the crime.

1.3.2 Identify the impact of how gambling on the job or ignoring inmate gambling undermines the work of professional deputies/jail officers.

2.1 Perform the duties of a deputy/jail officer in compliance with constitutional requirements and the Bill of Rights.2.1.

2.1 **Given a written exercise, identify the applicability of the 1st, 4th, 5th, 6th, 8th, 13th, and 14th Amendments to the United States**

2.1.1 Define Constitutional Law.

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

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

2.1.4 List the protections against self-incrimination and double jeopardy in the Fifth Amendment to the U.S. Constitution.

2.1.5 Identify the right to an attorney afforded in the Sixth Amendment to the U.S. Constitution.

2.1.6 List the protections provided to jail inmates by the Eighth Amendment of the U.S. Constitution.

2.1.7 Identify the difference between the constitutional rights of pre-trial detainee and those of convicted inmates provided by the 13th Amendment.

2.1.8 List the protections provided to jail inmates by the Fourteenth Amendment.

2.2 Perform the duties of a deputy/jail 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 jail operations and jail staff in order to perform required duties and minimize liability.**

2.2.1 Identify the elements that must be present for a person to file a §1983 lawsuit.

2.2.2 Identify the most common legally accepted defenses against a §1983 lawsuit.

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

2.2.4 Identify the major difference between Title 18 U.S. Code §241 and Title 18 U.S. Code §242.

2.2.5 Identify how the Civil Rights of Institutionalized Persons Act (CRIPA) applies to jail staff.

JAILOR

2.3 Perform duties of a deputy/jail officer according to laws governing the office of sheriff and regional jails

- 2.3
1. Given a written exercise, identify the sections of the Code of Virginia that relate to the jobs and responsibilities of jail officers, the office of sheriff and jail superintendents, and jail operations and security.
 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 the powers and duties of the regional jail superintendent.
- 2.3.4 Identify factors that affect the employment of a deputy sheriff/jail officer.
- 2.3.5 Define local correctional facility and lockup.
- 2.3.6 Identify the Board responsible for establishing the minimum Standards for local Jails and Lockups, the status of the Standards, the relationship between the state standards and the American Correctional Association Standards, the result of not complying with the Standards, and who has authority to enforce the standards.
- 2.3.7 Identify the court duties of the sheriff.
- 2.3.8 Identify the information that must be included in daily jail records.
- 2.3.9 Identify the procedures to be followed when admitting a suspected illegal alien to the jail.
- 2.3.10 Identify the notification procedures to be followed in the event of a death in the jail.
- 2.3.11 Identify the procedure to follow when admitting a suspected sex offender to jail.
- 2.3.12 Identify the procedure to follow when ordered to obtain DNA from an arrestee or inmate.

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

- 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 Given the facts of a crime, identify the crime and Code sections using the Code of Virginia.
- 2.4.2.1 Identify the classes of felonies and their punishments.
- 2.4.2.2 Identify the classes of misdemeanors and their punishments.
- 2.4.2.3 Define infractions and local ordinances.
- 2.4.3 Define consecutive and concurrent sentencing.
- 2.4.4 Identify the penalties attached for an inmate who takes hostages or injures any employee of a correctional facility.
- 2.4.5 Identify the penalties attached for delivery of controlled substances, firearms, ammunition, or explosives to an inmate.
- 2.4.6 Identify the two defenses against a tort suit.
- 2.4.7 Identify and define the types of damage related to tort and 1983 lawsuits.
- 2.4.8 Evaluate the facts of a situation to determine if it is a civil or criminal matter by applying the definitions of civil vs. criminal.
- 2.4.9 Identify civil matters of import to jail/detention staff.
- 2.4.9.1 Habeas Corpus
- 2.4.9.2 Contempt of Court

JAILOR

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 and/or practical 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/jail officer'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 a warrant.

2.7.2 Identify the 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 a deputy/jail officer may make a warrantless arrest according to the Code of Virginia.

2.7.6 Identify the parameters for using 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 Statutes relating to criminal history records/juvenile information.

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

2.8.3 Application of HIPPA in relation to inmate medical records.

2.8.4 Application of the Freedom of Information Act (§2.2-2700) in Virginia jails.

2.8.5 Application of the Government Data Collection and Dissemination Act (§2.2-3800) in Virginia jails.

2.8.6 Application of the Prison Rape Elimination Act.

JAILOR

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 person 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 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 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 the 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.

JAILOR

- 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**
- 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.**
 3. Identify situations that warrant conferring with the local Commonwealth's Attorney for guidance.
 - 4. Explain the elements of an affidavit for a search warrant.**
 - 5. Identify proper authority for obtaining the warrant.**
 - 6. Identify return requirements.**
- 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 an affidavit
- 2.12.4.1 Description of place, thing, or person 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 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.

JAILOR

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 an officer.

- 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.

JAILOR

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 form adult records.

2.16.2.5 Destruction of juvenile fingerprint records.

JAILOR

3.1 Communicate with law enforcement and detention facility personnel to exchange information in order to obtain or provide assistance in an investigation.

3.1 Given a written or practical exercise, identify the types of information and sources for obtaining information useful to any agency conducting an investigation.

- 3.1.1 Identify types of information available within your agency or with other agencies to obtain or to provide in order to render assistance in an investigation.
 - 3.1.1.1 Descriptive information about a subject.
 - 3.1.1.2 Information about other crimes suspect may have committed.
 - 3.1.1.3 Knowledge of possible whereabouts of a suspect.
 - 3.1.1.4 Family, friends, associates, co-workers of a suspect
 - 3.1.1.5 Behavior patterns of suspect
 - 3.1.1.6 Occupation
 - 3.1.1.7 Modus operandi (how a person operated in committing a crime)
 - 3.1.1.8 Peculiarities of suspect
 - 3.1.1.9 Others as may be identified
 - 3.1.2 Identify internal and external sources that may be used to obtain information relevant to an investigation.
 - 3.1.2.1 Internal
 - 3.1.2.1.1 National crime Information Center (NCIC)
 - 3.1.2.1.2 Virginia Crime Information Network (VCIN)
 - 3.1.2.1.3 Probation and Parole
 - 3.1.2.1.4 Automatic Fingerprint Identification System (AFIS)
 - 3.1.2.1.5 Local Inmate Data System
 - 3.1.2.1.6 National Law Enforcement Telecommunication System
 - 3.1.2.2 External
 - 3.1.2.2.1 Public Records
 - 3.1.2.2.2 U.S. Postal Service
 - 3.1.2.2.3 Other Public Safety Agencies (local, state, federal)
 - 3.1.2.2.4 Crime Analysis Information Exchange
 - 3.1.2.2.5 Social Security Administration
 - 3.1.3 Identify steps to communicate internal and external information, i.e. to pass on information to proper authorities.
 - 3.1.3.1 Document the information.
 - 3.1.3.2 Notify immediate supervisor.
 - 3.1.3.3 Follow department policy and procedure related to communication of such information including providing copies of reports and information to authorized parties.
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JAILOR

3.2 Interview a complainant, witness, victim, or inmate.

3.2 Given a written or practical exercise,
1. Identify factors to consider in conducting an inmate interview.
2. Interview a complainant, a witness, or a victim.
3. Interview an inmate combining legal requirements and interview techniques.

- 3.2.1 For a complainant, a witness, or a victim: Professional demeanor
- 3.2.2 For a complainant, a witness, or a victim: Use of open-ended questions
- 3.2.3 For a complainant, a witness, or a victim: Recording of information necessary to complete a report
- 3.2.4 For an inmate: Three considerations of conducting an interview
- 3.2.5 For an inmate: Three interview styles
- 3.2.6 For an inmate: A strategy and questions to ask prior to questioning

3.3 Summarize in writing the statements of inmates, witnesses and complainants.

3.3 Given a practical exercise, complete an accurate written report based on an interview.

- 3.3.1 Facts related to the incident.
- 3.3.2 Events preceding the incident.
- 3.3.3 Write a report based upon the information gained during the interviews.

3.4 Answer inquiries from prisoners or about prisoners according to agency policy (including talking with family, other people authorized by adult prisoners, or other agencies).

3.4 **1. Given a written or practical exercise, identify the information that an officer may provide to prisoners. (Criteria 3.4.5 – 3.4.8)**
2. Given a written or practical exercise, identify the information that an officer may provide about prisoners. (Criteria 3.4.1 – 3.4.4)

- 3.4.1 Type of charge
- 3.4.2 Location and bonding information
- 3.4.3 Court procedures
- 3.4.3.1 Date and time of court appearances
- 3.4.3.2 Bonding options
- 3.4.4 Location of magistrate
- 3.4.5 Information related to booking and classification for inmate including agency policy/inmate rules and regulations
- 3.4.6 Information about facilities policies in jail such as phone calls, etc.
- 3.4.7 Authorized items that inmate may receive
- 3.4.8 Visiting rules

JAILOR

3.5 Calm emotionally upset individuals, and communicate an emergency message.

3.5 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.

3.5.1 Voice

3.5.1.1 Volume

3.5.1.2 Tone

3.5.1.3 Control

3.5.2 Body stances

3.5.3 Empathetic manner (emergency messages may involve notification of injury or death of a family member, or notifying a family of the serious injury or death of an inmate per agency policy)

3.5.4 Suggest resources for the inmate (chaplain, counseling services, mental health, etc.)

3.5.5 Notify supervisor and follow-up if necessary.

3.5.6 Document all proceedings, if necessary, and/or as agency policy and procedure require.

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

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

3.6.1 Evaluation of the conflict or crisis scene

3.6.2 Maintaining officer safety precautions.

3.6.3 Use of calming language

3.6.3.1 Giving appropriate attention to hostile/confrontational person.

3.6.3.2 Transitioning to conflict resolution methods.

3.6.4 Definition of negotiation, mediation, and arbitration.

3.6.5 Identifying the steps involved in each type of the above conflict management techniques.

3.6.6 Negotiating, mediating, or arbitrating the conflict or crisis situation.

JAILOR

3.7 Stop or intervene with persons attempting to commit suicide.

- 3.7 Given a written, audio-visual, or practical exercise, identify factors to consider when communicating with persons who threaten to commit suicide.**
- 3.7.1 Notify supervisor and request appropriate resources.
 - 3.7.2 Maintain a safe position while communicating with person and observe for weapons and need for universal precautions in case of biohazards
 - 3.7.2.1 Try to calm down the person.
 - 3.7.2.2 Try to identify problems.
 - 3.7.2.3 Try to delay person as much as possible.
 - 3.7.2.4 Suggest resources for the person to help solve the problems.
 - 3.7.3 Document all proceedings.
 - 3.7.4 Identify types of inmates that may be suicide risks in jails.
 - 3.7.5 Identify pre-disposing factors that may have occurred with the inmate that may contribute to suicide.
 - 3.7.6 Identify factors of the jail environment that may have an impact on suicidal behavior.
 - 3.7.7 Identify signs and symptoms that a potentially suicidal inmate may exhibit.
 - 3.7.8 Identify common methods that inmates use in jail suicide attempts.
 - 3.7.9 Identify the benefits of intake screening and classification in preventing suicides and/or identifying potential suicidal inmates.

3.8 Write reports.

- 3.8 Given a practical exercise depicting a jail incident, write a report.**
- 3.8.1 Type of offense (What)
 - 3.8.2 Subject(s) information and description (Who)
 - 3.8.3 Victim(s) information and description (Who)
 - 3.8.4 Date/time of incident/location (What and How)
 - 3.8.5 Circumstances surrounding the incident (What and How)
 - 3.8.6 Complainant/reporting party information (What and Why)
 - 3.8.7 Witness(es) information (What and Why)
 - 3.8.8 Action taken

JAILOR

3.9 Prepare written reports to record injuries to inmates, an officer, and an employee or a civilian.

3.9 Given a written or practical exercise, prepare a written report to document injuries to an inmate, an officer, and an employee or a civilian.

- 3.9.1 Documenting need for medical treatment in general.
- 3.9.2 Documenting need for psychiatric treatment.
- 3.9.3 Documenting need for treatment after chemical or pepper spray.
- 3.9.4 Documenting need for treatment after use of force.
- 3.9.5 Documenting need for treatment after inmate confrontation or fight.
- 3.9.5.1 Question the staff in regards to the injury.
- 3.9.5.2 Question the injured inmate.
- 3.9.5.3 Question other inmates in regards to the injury.
- 3.9.5.4 Perform a safety inspection in accordance with established policies.
- 3.9.5.5 Document the information on appropriate forms.
- 3.9.6 Complete a written report documenting injuries for general medical treatment of an inmate, an officer, and an employee or a civilian.
- 3.9.7 Identify the procedure to ensure that documentation is provided to supervisor/administrator regarding staff injuries per agency policy.

3.10 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; at probable cause hearings.

3.10 1. Given a written exercise, identify basic steps an officer should take to prepare for court testimony. 39 of 113 VIRGINIA CRIMINAL JUSTICE TRAINING REFERENCE MANUAL 2012
2. Given a practical exercise, prepare for and demonstrate courtroom testimony

- 3.10.1 Preparation for court testimony in general
 - 3.10.1.1 Review notes and reports
 - 3.10.1.2 Consult Commonwealth or City Attorney if necessary
 - 3.10.1.3 Review physical evidence and lab results
 - 3.10.1.4 Ensure professional appearance
 - 3.10.1.5 Formulate and articulate the facts of an inmate assault court case
- 3.10.2 Preparation for testimony at a probable cause hearing
 - 3.10.2.1 Officer appears before a judge, magistrate or clerk of the court
 - 3.10.2.2 Officer identifies suspect
 - 3.10.2.3 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
 - 3.10.2.4 Officer swears or affirms to the accuracy of the statement before the judge, magistrate, or clerk of the court
- 3.10.3 Demonstrate courtroom testimony.

JAILOR

3.11 Verbally communicate with people with different levels of understanding.

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

- 3.11.1 Identify audiences that may need the officer to adjust manner of communication
- 3.11.2 Identify adjustments that may be needed when communicating with various audiences.
 - 3.11.2.1 Persons under the influence of alcohol or drugs
 - 3.11.2.2 Culturally diverse people
 - 3.11.2.3 Persons with mental disabilities
 - 3.11.2.4 Person's suffering from dementia including Alzheimer's Disease

3.12 Manage stress professionally.

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

- 3.12.1 Define crisis, victim, and stress.
 - 3.12.2 Identify three stages of stress reactions.
 - 3.12.3 Identify common characteristics of stress.
 - 3.12.4 Identify methods of handling stress.
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JAILOR

4.1 Commit a prisoner to a jail.

4.1 Given a written or practical exercise, identify the steps required to commit a prisoner into a jail. Given a written or practical exercise, identify the steps required to commit a prisoner into a jail.

- 4.1.1 Conduct a full search of inmate for weapons and contraband and document chain of custody for evidence.
- 4.1.2 Summon medical staff for body cavity search, if needed.
- 4.1.3 Examine the physical condition of the prisoner to determine the need for medical attention
- 4.1.4 Process forms to determine a legal commitment to the jail.
 - 4.1.4.1 Commitment order from magistrate or court.
 - 4.1.4.2 Parole Board warrant/PO Signature
 - 4.1.4.3 Governor Warrant from Virginia.
 - 4.1.4.4 Federal Form 41
 - 4.1.4.5 Bond revocation/surety capias (bonding company/bondsman)
- 4.1.5 Verify the inmate's identity through warrant, prior commitments and personal documents as applicable.
- 4.1.6 Review appropriate inmate records as applicable
 - 4.1.6.1 Inmate Data Base at the Jail.
 - 4.1.6.2 Committal records from Court or Magistrate.
 - 4.1.6.3 VCIN/NCIC Printouts.
 - 4.1.6.4 Local Inmate Data System DNA Databank, if available.
 - 4.1.6.5 Current or prior arrest warrants.
 - 4.1.6.6 Sentencing Orders from the court
 - 4.1.6.7 Detainers from other jurisdictions.
- 4.1.7 Inventory and issue personal property receipt/securing property as required by local policy.
- 4.1.8 Identify high risk inmates such as medical, mental, suicidal and violent/disruptive
- 4.1.9 Maintain formal log of initial inmate calls in accordance with policy
- 4.1.10 Issue and review jail rules to ensure inmate's understanding to include phone calls, medical care and co-pays, and attorney visits.
- 4.1.11 Question inmate regarding the existence of illnesses, injuries and medications and secure both prescription and non-prescription medicine brought by prisoner. Notify medical staff of medical information and medication brought in by prisoner.
- 4.1.12 Detainers
 - 4.1.12.1 Definition
 - 4.1.12.2 Requirements
- 4.1.13 Serve or execute return of service on any court documents arriving after inmate is incarcerated.

4.2 Supervise an inmate within a jail according to classification criteria.

4.2 Given a written or practical exercise, identify the steps required to properly supervise an inmate within the jail according to classification criteria.

- 4.2.1 Supervision of inmate activities and programs
- 4.2.2 Completion of an objective jail classification exercise.
- 4.2.3 Document concern for potential behavioral problem by inmate.
- 4.2.4 Requirements for service as a member of a disciplinary hearing/adjustment board
- 4.2.5 Orientation of inmates on facility rules and regulations and the penalties for non-compliance.
- 4.2.6 Operational elements of canteen operation.
- 4.2.7 Procedures for receiving, securing and disbursing funds from inmate's personal account according to law.

JAILOR

4.3 Monitor visitors and inmates.

- 4.3 Given a written and/or practical exercise, identify methods for monitoring visitors and inmates to ensure prevention of contraband entering the facility during visits.**
- 4.3.1 Identify methods for monitoring visitors and inmates.
 - 4.3.1.1 Personal observation
 - 4.3.1.2 Electronic surveillance
 - 4.3.2 Identify behavior that may be questionable and lead to attempted passage of contraband to an inmate.
 - 4.3.2.1 Body language that appears to be secretive.
 - 4.3.2.2 The way a person speaks
 - 4.3.2.3 Inappropriate dress
 - 4.3.2.4 Inappropriate packages or luggage
 - 4.3.2.5 Uncooperative, agitated, nervous, or very demanding persons
 - 4.3.2.6 Attempts to go into unauthorized areas (may be a diversionary tactic)
 - 4.3.2.7 Potential for the visitor to be under the influence of alcohol/drugs
 - 4.3.3 Identify methods to prevent passage of contraband between visitors and inmates.
 - 4.3.3.1 Search property left for inmates
 - 4.3.3.2 Inventory property left for inmates
 - 4.3.3.3 Inspect/search all areas and containers of any type used by visitors before inmates remove these
 - 4.3.3.4 Confiscate contraband if found
 - 4.3.4 Inspect perimeter of jail after visitation for items that may be dropped.
 - 4.3.5 Search any unattended packages.
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JAILOR

4.4 Observe and supervise inmates within and outside of a jail.

- 4.4
1. Given a written or practical exercise, identify the steps required to supervise and observe inmates in a jail.
 2. Given a written or practical exercise, identify the steps required to observe and supervise inmates outside of a jail.

- 4.4.1 Observe inmate's behavior and conduct interviews to recognize/determine deception, deceit, and manipulation.
- 4.4.2 Observe inmate for signs of drug, alcohol or other substances.
- 4.4.3 Identify abnormal and/or suspicious behavior of an inmate.
- 4.4.4 Identify inmates who are afraid of being victims of an assault and/or manipulation.
- 4.4.5 Observe inmate after violent confrontation to assess medical condition.
- 4.4.6 Monitor high risk inmates and/or inmates with health problems and provide access to sick calls.
- 4.4.7 Observe/monitor inmates on suicide watch.
- 4.4.8 Identify group agitators and threat groups among inmates.
- 4.4.9 Verify the authorization of inmate movement within the facility.
- 4.4.10 Supervise cleaning details and inmate workers.
- 4.4.11 Supervise inmates and inmate activities.
- 4.4.12 Attend to the special needs of inmates.
- 4.4.13 Verbally reprimand inmates for rules violations.
- 4.4.14 Provide for inmate privileges according to the Minimum Standards for Local Jails and Lockups.
- 4.4.15 Take away inmate privileges as a method of discipline.
- 4.4.16 Patrol housing unit, secured areas and perimeters.
- 4.4.17 Inspect facility to ensure that sanitary conditions are maintained.
- 4.4.18 Conduct irregularly timed security inspections.
- 4.4.19 Supervise inmates outside of the facility and maintain security post at hospital if inmate is hospitalized.
- 4.4.20 Supervise juveniles according to law.
- 4.4.21 Direct inmates in the event of an emergency or in a disaster drill.
- 4.4.22 Conduct head counts and record in designated areas.
- 4.4.23 Supervise food service and control of dishes, beverage containers, and utensils.
- 4.4.24 Take custody of and record lost or found property.
- 4.4.25 Initiate contact with employers on the status of work release inmates.
- 4.4.26 Regulate accumulation of items in inmate's housing unit.

JAILOR

4.5 Transfer and/or release an inmate from a jail.

4.5 Given a written or practical exercise, identify the steps required to perform the transfer and/or release of an inmate from a jail.

- 4.5.1 Return inmate personal property as required by local policy.
- 4.5.2 Collect linen, bedding and jail clothing.
- 4.5.3 Ensure that a VCIN/NCIC check for wants and warrants is conducted prior to transfer and/or release.
- 4.5.4 Check to ensure the release is legal and within agency policy.
- 4.5.5 Verify release document
 - 4.5.5.1 Release order from court/magistrate
 - 4.5.5.2 Disposition from court; verify time computation/sentence served.
 - 4.5.5.3 Parole Board warrant pulled by Probation Officer or action of parole board to release.
 - 4.5.5.4 Detainers (cross reference 4.1.12)
- 4.5.6 Ensure that the documentation package needed to transfer an inmate is given to the transportation officer.
- 4.5.7 Verify the identity of an inmate by comparing the photograph of the inmate to the inmate, if applicable.
- 4.5.8 Notify an agency holding a warrant/detainer on an inmate regarding transfer or release.

4.6 Protect inmates as needed and control violent or unruly inmates.

4.6 1. Given a written exercise, identify the procedures to be followed to protect inmates who feel threatened and/or have been assaulted. 2. Given a written exercise, identify the steps needed to request assistance or to provide backup assistance to control violent inmates in accordance with officer safety procedures.

- 4.6.1 Identify procedures to provide protection to inmates who feel threatened and/or have been assaulted.
 - 4.6.2 Identify the steps needed to request assistance or provide assistance (backup) to control violent or unruly inmates in accordance with officer safety procedures.
 - 4.6.3 Identify methods to secure the scene when a critical incident has occurred.
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JAILOR

4.7 Respond to injuries to inmates and administer cardio-pulmonary resuscitation (CPR) and basic first aid, if needed.

- 4.7**
1. Successfully complete an approved course for cardio-pulmonary resuscitation (CPR). 55 of 113 VIRGINIA CRIMINAL JUSTICE TRAINING REFERENCE MANUAL 2012
 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. Successfully complete an approved course for using an automatic external defibrillator (AED).
 5. Respond to a medical emergency/injury to an inmate.
- 4.7.1 Testing provided by an approved CPR course provider.
- 4.7.2 Testing provided by approved basic first aid provider
- 4.7.3 Assisting a person to prevent falling, move the person to a place of safety if needed, and support the person to a safe position.
- 4.7.4 Testing provided by an approved automatic external defibrillator (AED) course provider.
- 4.7.5 Respond to a medical emergency/injury to an inmat
- 4.7.5.1 Approach emergency site carefully in case of deception.
- 4.7.5.2 Assess the emergency/injury.
- 4.7.5.3 Render first aid/CPR according to approved practices
- 4.7.5.4 Transfer the inmate to medical services
- 4.7.5.5 Follow universal precautions

4.8 Identify applicable laws, definitions and background information related to terrorism

- 4.8** See manual for 1, 2, and 3.
- 4.8.1 Define terrorism according to Title 18 U.S.C and applicable laws in the Code of Virginia.
- 4.8.2 Identify the difference between extremist beliefs, terrorist activity, and acts/speech protected by the First Amendment
- 4.8.3 Identify the distinctions between and individual acting alone, domestic and international terrorist organizations and their supporters
- 4.8.3.1 Extreme political groups (Sovereign Citizens)
- 4.8.3.2 Race-based hate groups (White Supremacist, Black Separatists)
- 4.8.3.3 Religious-based hate groups (Christian Identity, Westboro Baptist Church)
- 4.8.3.4 Special interest groups (anti-abortion, animal rights)
- 4.8.3.5 Foreign Terrorist Organizations (al Qaeda, ISIS, Boko Haram)
- 4.8.3.6 Identify the primary objectives of terrorists:
- 4.8.3.6.1 Recognition
- 4.8.3.6.2 Coercion
- 4.8.3.6.3 Intimidation
- 4.8.3.6.4 Provocation
- 4.8.3.6.5 Insurgency Support
- 4.8.3.7 Potential targets

JAILOR

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

4.9 See manual for 1 and 2.

- 4.9.1 Identify common precursors associated with the production of hazardous devices and related equipment using legal and illegal resources:
 - 4.9.1.1 chemical agents
 - 4.9.1.2 biological agents
 - 4.9.1.3 radiological devices
 - 4.9.1.4 explosive devices
 - 4.9.1.5 weapons of mass destruction
- 4.9.2 Recognize and evaluate the situation.
- 4.9.3 Avoid and isolate the area.
- 4.9.4 Notify appropriate agencies and request assistance.
- 4.9.5 If and when determined, proceed to evacuate/shelter in place.

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

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

- 4.10.1 Identify the impact of social media on terrorist activities.
 - 4.10.1.1 Monitor social media during the event, as applicable
 - 4.10.1.2 Utilizing social media for distribution of information

4.11 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

4.11 See manual for 1 and 2 descriptions.

- 4.11.1 Identify behaviors and indicators of suspicious non-criminal and criminal activities.
- 4.11.2 Identify federal, state, and local resources.
 - 4.11.2.1 Federal
 - 4.11.2.1.1 Joint Terrorism Task Force
 - 4.11.2.1.2 Terrorist Screening Center (TSC)
 - 4.11.2.1.3 National Joint Terrorism Task Force
 - 4.11.2.2 State Police – Fusion Center
 - 4.11.2.3 Local resources

JAILOR

5.1 A. Given a written or practical exercise, identify the steps to investigate complaints from inmates.

5.1 Given a written or practical exercise, identify the steps to investigate complaints from inmates.

- 5.1.1 Review written or verbal complaints received from inmates.
- 5.1.2 Research complaints from inmates
 - 5.1.2.1 Review policy in reference to the type of complaints.
 - 5.1.2.2 Interview inmates making the complaints.
 - 5.1.2.3 If necessary, take a complaint to a supervisor.
- 5.1.3 Provide information to the inmate in accordance with agency policy.
- 5.1.4 Document the response to the written requests or grievances of inmates.
 - 5.1.4.1 Make note in the daily log of response to inmate complaint or write on separate form and place in inmate file.
 - 5.1.4.2 Include inmate name, response to complaint, your name, date and time of response, and inmate reaction to response (acceptance, argumentative, etc.)

5.2 A. Given a written or practical exercise, the trainee will use structured problem solving method to identify and alleviate the causes of problems within the jail setting.

5.2 Given a written or practical exercise, the trainee will use structured problem solving method to identify and alleviate the causes of problems within the jail setting.

- 5.2.1 Use structured problem solving methods to identify causes of jail problems.
 - 5.2.1.1 Functional approach
 - 5.2.1.2 Analytical approach
- 5.2.2 Ways to address or alleviate causes of jail problems.
 - 5.2.2.1 Immediately notify supervisor of any physical/structural damage to facility.
 - 5.2.2.2 Notify the maintenance department or supervisor in accordance with policy to report problems and make repairs as necessary.
 - 5.2.2.3 WRelocate inmates to other housing pods/units/cells to alleviate medical problems, overcrowding or deal with disruptive inmates and report same to supervisor.
 - 5.2.2.4 Use medical services to solve inmate mental/physical health issues, e.g. suspected contagious diseases.
 - 5.2.2.5 Use force as required and in accordance with policy to maintain control of the inmates.
 - 5.2.2.6 Request a mental health evaluation for inmate.
 - 5.2.2.6.1 Notify supervisor of abnormal behavior observed.
 - 5.2.2.6.2 Follow policy to have inmate transferred to mental health facility.

JAILOR

5.3 Observe individual to recognize signs of abnormal behavior/mental illness.

- 5.3 Given a written or practical exercise, the trainee will recognize signs of abnormal behavior/mental illness.**
- 1. Identify behaviors that may indicate possible mental illness or other maladaptive and/or dangerous speech or actions that require deputy/jail officer intervention.**
 - 2. Identify behaviors that may indicate possible dementia or Alzheimer's Disease that may require deputy/jail officer intervention.**
 - 3. Identify procedure to take into involuntary custody a person displaying behavior that gives the deputy/jail officer probable cause to believe that mental illness exists using the appropriate Code of Virginia requirements.**
- 5.3.1 Signs of abnormal behavior or dementia/Alzheimer's disease of an inmate.
- 5.3.1.1 Abnormal behaviors and physical signs that may be observed by deputy/jail officer.
- 5.3.1.2 Possible danger to officer from inmate behaving abnormally
- 5.3.1.3 Appropriate action to be taken related to abnormal behavior observed.
- 5.3.1.4 Communication to jail staff of any statements or behavioral observations that indicate danger to the inmate or others.
- 5.3.2 Identify procedure to take into involuntary custody a person displaying behavior that gives the deputy/jail officer probable cause to believe that mental illness exists using the appropriate Code of Virginia requirements.
- 5.3.2.1 Identify and be able to articulate conditions that assist mental health evaluators in obtaining an emergency custody order.
- 5.3.2.2 Identify and be able to articulate conditions for a temporary detention order
- 5.3.2.3 Identify procedures for obtaining an emergency custody order or temporary detention order
- 5.3.3 Identify procedure for securing, searching, and transporting a person who meets the criteria of an emergency custody order or temporary detention order.

5.4 Investigate unusual odors and sounds.

- 5.4 Given a written or practical exercise, the trainee will be able to investigate the source of unusual odors and/or sounds in a safe manner.**
- 5.4.1 Investigating unusual odors.
- 5.4.1.1 Making rounds and smelling unusual odors.
- 5.4.1.2 Emergency decisions to be made if needed (fire emergency).
- 5.4.1.3 Notifying the proper authorities to correct the problems.
- 5.4.2 Investigating unusual sounds.
- 5.4.2.1 Making rounds hearing unusual sounds.
- 5.4.2.2 Emergency decisions to be made if needed.
- 5.4.2.3 Notifying the proper authorities to correct the problems.

JAILOR

6.1 Search juvenile(s), visitor(s), subject(s), arrested person(s) or inmate(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.
- 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 Demonstrate 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 a 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, violent individuals and/or inmate(s).**
- 6.2.1 Deputy/Jail Officer 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 deputies/jail officer(s)
 - 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)

JAILOR

6.3 Participate in cell and area searches.

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

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

6.4 Extract subject out of a vehicle and a cell.

6.4 Given a practical exercise, identify or demonstrate techniques for extracting a resisting subject out of both a transport vehicle and a cell.

- 6.4.1 Deputy/jail officer safety considerations.
- 6.4.2 Use appropriate extraction techniques for cell and vehicle (extract from rear of transport vehicle).
- 6.4.3 Maintain control of suspect.
- 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

JAILOR

6.6 Identify necessary and appropriate use of force.

- 6.6** **1. Given a written or practical exercise, identify the factors that affect the use of force.**
2. Given a written or practical exercise, identify the factors that affect the deputy/jail officers' decision to use deadly 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/Jail Officer 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 General considerations for use of force
 - 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 vehicles 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.

JAILOR

- 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.
 - 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 precautions.
-

JAILOR

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 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.

JAILOR

6.9 Subdue a physically attacking person.

6.9 Given a practical exercise, demonstrate a technique 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 deputy/jail officers' 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 suspect to prone position for cuffing
 - 6.9.5.2 Disengaging from suspect

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

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

- 6.10.1 Assessment of threat by the subject/inmate.
- 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/inmate on foot and subdue the subject/inmate 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 suspect 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

JAILOR

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 whether an attempt to disarm subject is appropriate
 - 6.13.1.1 distance/cover
 - 6.13.1.2 type of weapon
 - 6.13.1.3 obstacles
 - 6.13.1.4 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 Demonstration of a trapping and disarming sequence regarding a handgun and long gun
 - 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 officer awareness
 - 6.13.4.2 position for disengagement and escalation or 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 takedown to prone position and restrain
 - 6.13.5 Demonstration of a takedown or control of subject armed with 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
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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/jail officer 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 exam 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 inmate 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.

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8.1 Operate agency vehicle on various road surfaces and conditions if assigned by agency.

- 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 the overall stopping distance of a vehicle.
- 8.1.7 Identify the effect speed 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 the 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).
- 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 brake system
- 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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- 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 on 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 outside of the institution.

- 8.2 **1. Given a written or practical exercise, identify the steps involved in transporting person(s) not in custody. 88 of 113 VIRGINIA CRIMINAL JUSTICE TRAINING REFERENCE MANUAL 2012**
2. Given a written or practical exercise, identify the steps involved in transporting person(s) in custody to various locations outside of the institution.

- 8.2.1 proper procedures for transporting and escorting person(s) not in custody.
- 8.2.2 Identify proper escort techniques during movement by foot and vehicle from place to place for person(s) in custody.
 - 8.2.2.1 Secure subject with multiple restraints (handcuffs, leg irons, waist belt or chain)
 - 8.2.2.2 Ensure subject has been properly searched.
 - 8.2.2.3 Allow reaction space if possible.
 - 8.2.2.4 Check security of transport vehicle before and after transport including entire interior.
 - 8.2.2.5 Vehicle with cage.
 - 8.2.2.5.1 Place subject in right rear with proper restraints and seatbelt.
 - 8.2.2.5.2 Adjust inside mirror to provide visual observation of subject.
 - 8.2.2.6 Vehicle without cage
 - 8.2.2.6.1 Option One
 - 8.2.2.6.1.1 Place in right front seat with proper restraints (cuffs, leg chains, waist chain) and seatbelt.
 - 8.2.2.6.1.2 Make sure weapon is secure or placed away from potential access by subject.
 - 8.2.2.6.2 Option Two
 - 8.2.2.6.2.1 Place in right rear seat with proper restraints (cuffs, leg chains, waist chain) and seatbelt.
 - 8.2.2.6.2.2 Make sure weapon is secure or placed away from potential access by subject.
 - 8.2.2.6.2.3 Adjust the rearview mirror to allow surveillance of inmate movement.
 - 8.2.2.7 Upon arriving at destination, visually check area for possible security risks then unload subject and move inmate to appropriate area.
 - 8.2.2.8 Observe subject and surroundings to ensure security and officer safety.
 - 8.2.2.9 Do Not allow yourself to be distracted from subject observation and control
 - 8.2.2.9.1 Do Not relax after cuffing.
 - 8.2.2.9.2 Do Not let prisoner out of your sight.
 - 8.2.3 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.

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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 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 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.
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