

## **CORRECTIONS SERGEANT ORIENTATION**

### **I. DAY 1**

- A. Meet and Greet with Facility Commander
  - a. Each Facility Commander will address the new sergeants.
- B. Classification
  - i. Identify the different classifications of inmates.
  - ii. Discuss the housing of inmates at each facility.
- C. Mental Health and Medical
  - a. Discuss mental health and medical programs.
  - b. Identify the different roles between custody staff and medical staff.
  - c. Demonstrate the ability to establish a mutually positive working relationship between custody and medical staff.
- D. Prison Law Office
  - a. Discuss the history and purpose of the PLO consent decree.
  - b. Explain major components of the consent decree.
  - c. Analyze the impact the consent decree has had on corrections.
- E. Responsibilities and Duties
  - a. Explain grievance procedures.
  - b. Explain observation and specialty log procedures.
  - c. Explain discipline procedures.
  - d. Explain administrative investigation procedure.

### **II. DAY 2**

- A. Use of Force
  - a. Define levels I – III.
  - b. Demonstrate how to use CRM.
  - c. Discuss responsibility of floor sergeants and CFIT.
  - d. Case study exercises.
- B. ARS
  - a. Demonstrate how to use ARS.
- C. PREA/ADA
  - a. Discuss the changes currently occurring involving PREA and ADA.
  - b. Identify different types of disabilities within the jails.
  - c. Review policy and procedures.
  - d. Identify situations where intervention by a sergeant would be appropriate and explain the applicable intervention techniques for each situation.
  - e. Explain PREA investigation techniques.
- D. Roles and Responsibilities continued
  - a. Discuss a sergeant's role when managing an in-custody death situation.
  - b. Review a sergeant's role when handling employees' EMACS and overtime.
  - c. Demonstrate how to fill out a WPE.
- E. Civil Liabilities
  - a. Identify and explain various liability concepts related to supervisor and corrections.

- b. Identify concepts of risk management and methods for reducing civil liability.
- c. Discuss how to process various civil liability procedures.

**III. DAY 3**

A. Facility Specific Tour, Procedures and Observation

- a. Each sergeant will tour their respective facility.
- b. The commander's designee of each facility will discuss issues and procedures that are facility specific.
- c. Observe a sergeant assigned to their facility.