

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.