

Technical changes made 11/5/2015

**Performance Outcomes, Training Objectives, Criteria
and Lesson Plan Guides for Compulsory Minimum
Training Standards
for Basic Corrections Officer**

SECURITY AND SUPERVISION

Performance Outcome 1.1.

Identify counting, inspections, security and search procedures.

Training Objective Related to 1.1.

A. Given a practical exercise, identify:

- (1). Counting and discrepancies procedures
- (2). Security procedures
- (3). Search and check procedures
- (4). Entry and inspection procedures
- (5). Inmate releases and transfers procedures
- (6). Perimeter security procedures
- (7). Inmate movement procedures
- (8). Entrance and/or exit of vehicles procedures
- (9). Gate and/or door movement procedures
- (10). Supervision procedures
- (11). Enforcement and disciplinary rules and regulations
- (12). Documentation and reporting

Criteria: The trainee shall be tested on the following:

- 1.1.1. Identify and demonstrate counting and discrepancies procedures
- 1.1.2. Identify and demonstrate security procedures
- 1.1.3. Identify and demonstrate search and check procedures
- 1.1.4. Identify and demonstrate entry and inspection procedures
- 1.1.5. Identify procedures when releasing and/or transferring inmate(s)
- 1.1.6. Identify procedures to detect and correct actual or potential security breaches
- 1.1.7. Identify and demonstrate procedures to control movement in and out of the facility
- 1.1.8. Identify procedures for admitting and releasing vehicles from the facility
- 1.1.9. Identify and demonstrate techniques and proper procedures control of movement through a gate and/or door
- 1.1.10. Identify and demonstrate group movement procedures

1.1.11. Identify and demonstrate documentation and reporting procedures

1.1.12. Identify rules and procedures

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify and demonstrate counting and discrepancies procedures.
a. Facility/unit/institution/pod/room/living/common/work areas

- (1). Roster
- (2). Time frames
- (3). Discrepancies
- (4). Locations
- (5). Log books
- (6). All clear
- (7). Reporting
- (8). Verification

2. Identify and demonstrate security checks and actions to be taken regarding any escapes or absences without permission.

a. Areas

- (1). Pods/dormitories/facility/unit/room/living/common/work areas
- (2). Fixtures
- (3). Locks
- (4). Windows
- (5). Doors
- (6). Verify locations
- (7). Mail
- (8). Reporting and documentation

3. Identify and demonstrate procedures to search inmates, staff, and visitors.

a. Security and supervision

- (1). Illegal activities
- (2). Authorized and unauthorized searches
- (3). Weapons (homemade, improvised, etc.)
- (4). Drug contraband
- (5). Types of searches
 - (a.) Metal detectors
 - (b.) Frisk
 - (c.) Strip
 - (d.) Body cavity
- (6). Reporting and documentation

- (7). Sight supervision
- 4. Identify and demonstrate inspection procedures.
 - a. Personal and/or state property
 - b. Containers
 - c. Special inspections
 - d. Reporting and documentation
 - e. Inmate refusal/lack of cooperation
 - f. All contraband, including drugs, weapons and others as identified
- 5. Identify procedures when releasing and/or transferring inmate(s) to another facility and/or to law enforcement personnel.
 - a. Movement
 - (1). Requirements
 - (2). Reporting and documentation
- 6. Identify rules and procedures for inmates, disciplinary actions, monitoring and security procedures, visitation, escorting, and supervision of inmates.
 - a. Enforcing rules and procedures
 - b. Disciplinary actions
 - c. Inmate activities
 - (1). Directing
 - (2). Controlling
 - (3). Hygiene
 - (4). Recreation
 - (5). Work detail
 - (6). On and/or off site
 - (7). Documentation
 - d. Inmate movement
 - (1). Security procedures
 - (a.) Shakedown
 - (b.) Cell entry
 - (c.) Extrications
 - e. Mandatory incident reporting and documentation
 - (1). Accurate
 - (2). Timely
 - (3). Legible, clear, concise
 - (4). Follows chain of command
 - f. Supervision of
 - (1). Inmate's activities

- (2). Staff
 - (3). Sight
 - (4). Opposite sex
 - g. Monitoring
 - (1). Control of activity
 - (2). Intervention alerts
 - h. Security precautions and/or awareness
 - i. Post orders and/or shift duties
- 7. Identify and demonstrate proper procedures to maintain security of the perimeter by detecting and correcting actual and/or potential security breaches.
- 8. Identify and demonstrate control movement techniques in and/or out of the facility.
- 9. Identify procedures for admitting and releasing vehicles from the facility in order to prevent escapes and/or passage of contraband.
- 10. Identify and demonstrate movement procedures in and/or out of the visiting room.
 - a. Monitor
 - b. Maintain security
 - c. Identification verification
 - d. Limitations
 - (1). Visitors
 - (2). Inmates
 - e. Situations
 - (1). Suspicious and/or improper activities
 - (2). Actions to be taken
 - f. Recognize behavioral and/or psychological situations
- 11. Identify and demonstrate procedures required to maintain security through control of movement through a gate and/or door.
 - a. Duties
 - b. Responsibilities
 - c. Log
- 12. Identify and demonstrate group movement procedures within the facility.
 - a. Escorting
 - b. Monitoring/observations
 - c. Criteria
 - d. Security
 - e. Control room
 - f. Log books
 - g. Reporting of incidents

- h. Emergencies
 - i. Special considerations
13. Identify rules and procedures.

Performance Outcome 1.2.

Identify established federal, state, and local standards for the prevention, detection and response of sexual abuse, sexual assault and/or prison rape and comply with [§ 63.2-1509](#) Code of Virginia requirements and the agency's written procedures.

Training Objectives Related to 1.2.

A. Given a written or practical exercise, identify:

- (1). Federal and state statutes
- (2). Reporting requirements for any case of suspected abuse
- (3). Prevention and detection procedures
- (4). Vulnerable populations
- (5). Medical and mental health services and programs

Criteria: The trainee shall be tested on the following:

- 1.2.1. Identify the Code of Virginia [§ 63.2-1509](#) and the Prison Rape Elimination Act 28 C.F.R Part 115
- 1.2.2. Identify the procedures for reporting cases of suspected abuse
- 1.2.3. Identify prevention and detection procedures
- 1.2.4. Identify vulnerable populations
- 1.2.5. Identify medical and mental health care programs

Lesson Plan Guide: The lesson plan shall include the following:

- 1. Identify federal and state statutes and agency procedures.
- 2. Identify detection and prevention procedures.
 - a. Observation
 - b. Notifying/reporting inmate(s) activity(ies)
 - c. Responsive planning
 - d. Disciplinary actions
 - e. Medical and mental health care
 - f. Grievances
 - g. Audits
- 3. Identify vulnerable populations.
 - a. Lesbian
 - b. Gay
 - c. Bisexual
 - d. Transgender

- e. Intersex
 - f. Gender nonconforming inmates
 - g. With disabilities
 - h. Limited English proficient
4. Identify inmate and staff sexual abuse.
 5. Identify inmate and inmate sexual abuse.
 6. Identify physical assault and potential injuries.
 7. Identify therapeutic interventions.
 8. Identify victim characteristics.
 9. Identify physical victimization through.
 - a. Personal attacks and/or bullying/hazing
 - b. Property damage
 - c. Use of weapon(s)
 - d. Confinement–no escape
 - e. Intimidation
 - f. Retaliation
 10. Identify psychological consequences.

Performance Outcome 1.3.

Identify inmates with different social cultural lifestyles.

Training Objectives Related to 1.3.

- A. Given a written or practical exercise, identify:
- (1). Safety precautions
 - (2). Different social cultural lifestyles of inmates
 - (3). Appropriate security levels
 - (4). Services available to inmates

Criteria: The trainee shall be tested on the following:

- 1.3.1. Identify social cultural lifestyle differences in a prison setting
- 1.3.2. Identify diverse population security precautions and procedures
- 1.3.3. Identify and demonstrate safety and security techniques and procedures

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify social cultural lifestyle differences.
2. Identify and demonstrate safety and security techniques and procedures.
3. Identify vulnerable populations.
 - a. Small in stature
 - b. Limited English proficiency
 - c. Young inmate

- d. Peer pressure
 - e. Self-injurious
 - f. History of being bullied
 - g. Sexual orientation
4. Describe appropriate security levels and services for inmates.

Performance Outcome 1.4.

Enforce structured daily routine and maintain continuous supervision of inmates.

Training Objectives Related to 1.4.

A. Given a written or practical exercise, identify:

(1). A comprehensive, planned, and structured daily routine including appropriate supervision, designed to;

- a. Meet the inmate's physical and emotional requirements
- b. Provide protection and guidance
- c. Ensure delivery of programs and/or services
- d. Protect inmates' rights

(2). Inmate opportunities to participate in programming, as applicable, upon admission

Criteria: The trainee shall be tested on the following:

- 1.4.1. Identify components of a comprehensive, planned, and structured daily routine
- 1.4.2. Identify inmate opportunities upon admission, as applicable

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify components of a comprehensive, planned, and structured daily routine including appropriate supervision, designed to:

- a. Meet inmate's physical and emotional requirements;
- b. Provide protection, guidance, and supervision;
- c. Ensure delivery of program and/or services; and
- d. Ensure protection of inmates' rights.

2. Identify inmate opportunities to participate in programming, as applicable, upon admission.

Performance Outcome 1.5.

Identify components of an approved research based behavior management program, and the principles, and methods employed to help and/or assist an inmate to adopt positive pro-social behaviors and to address and correct an inmate's behavior.

Training Objectives Related to 1.5.

A. Given a written exercise, identify:

- (1). Components of an approved research based behavior management program

(2). Principles and methods used to help and/or assist an inmate to adopt pro-social positive behavior

(3). Techniques and procedures to address and correct an inmate's behavior

Criteria: The trainee shall be tested on the following:

1.5.1. Identify approved behavior management programs

1.5.2. Identify techniques and procedures employed to help and/or assist pro-social positive behavior

1.5.3. Identify procedures and techniques to address and correct behavior

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify components of an approved behavior management program, and the principles and methods employed to help/assist an inmate to adopt pro-social positive behavior and to address and correct an inmate's behavior.

Performance Outcome 1.6.

Manage an inmate's misbehavior when he/she violates rules of conduct.

Training Objectives Related to 1.6.

A. Given a written or practical exercise, identify:

(1). Procedures for handling inmate misbehavior using a graduated sanctions process

(2). Violation of rules of conduct procedures.

(3). Disciplinary report

(4). Process to resolve rule violations

Criteria: The trainee shall be tested on the following:

1.6.1. Identify misbehavior and violation of rules of conduct procedures

1.6.2. Demonstrate writing disciplinary report detailing the alleged rule violation

1.6.3. Identify procedures to resolving rule violation(s)

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify procedures for handling inmate's misbehavior when he/she violates rules of conduct.

2. Identify a disciplinary report detailing the alleged rule violation.

3. Identify requirements for documentation.

4. Identify procedures to resolve rule violation(s).

a. Confinement

(1). Protection

(2). Safety

b. Documentation and reporting

Performance Outcome 1.7.

Reduce or eliminate inmate's inappropriate or problematic behavior and removal to a specific location for a predetermined period of time.

Training Objectives Related to 1.7.

A. Given a written or practical exercise, identify:

- (1). Means designed to reduce or eliminate inappropriate or problematic behavior.
- (2). Removal techniques

Criteria: The trainee shall be tested on the following:

- 1.7.1. Identify procedures to reduce or eliminate inappropriate or problematic behavior
- 1.7.2. Identify removal procedures and Identify assigned location

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify procedures designed to reduce or eliminate inappropriate or problematic behavior and removal to a specific and/or assigned location for a predetermined period of time or until the problem behavior has subsided:

- a. Isolation, restriction, and condition
- b. Segregation, restrictions, and conditions
- c. Detention, restrictions, and conditions
- d. Documentation and reporting procedures

Performance Outcome 1.8.

Identify gangs, definitions, statutes, statistics, and related gang management procedures.

Training Objectives Related to 1.8.

A. Given a written or practical exercise, identify indicators of inmate gang activities and gang management procedures.

Criteria: The trainee shall be tested on the following:

- 1.8.1. Identify indicators of inmate gangs and gang activities
- 1.8.2. Identify state gang statutes
- 1.8.3. Identify prohibited behavior (gambling, soliciting, recruiting, tattooing, etc.)
- 1.8.4. Identify documentation and reporting procedures
- 1.8.5. Identify gang management procedures

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify inmate gangs and gang indicators.

- a. Awareness
- b. Activity

2. Identify statutes and procedures.

- a. Gang identification
- b. Documentation

- c. Code of Virginia [§ 18.2-46.1](#)
 - (1). Definitions
 - (2). Statutes
 - (3). Statistics
 - (a.) National
 - (b.) State
 - (c.) Local
 - (4). Acts of Violence [§ 18.2-46.1](#)
 - (5). Prohibited criminal street gang participation [§ 18.2-46.2](#)
 - (6). Role of the gang management unit
- 3. Identify inmate prohibited behaviors;
 - a. Evidence
 - (1). Collect
 - (2). Preserve
 - (3). Prosecute
 - (4). Document.
 - (5). Secure scene
 - b. Photographs
- 4. Identify mandatory reporting and documentation procedures.

Performance Outcome 1.9.

Identify security and supervision procedures employed for inmates who are identified with special needs and/or classifications.

Training Objectives Related to 1.9.

A. Given a written or practical exercise, identify procedures designed to protect inmates identified special needs status and/or classifications.

Criteria: The trainee shall be tested on the following:

- 1.9.1. Identify procedures to safeguard and protect inmates with special needs status and/or classifications
- 1.9.2. Identify inmates with special needs and/or classification status
- 1.9.3. Identify medical and/or mental health program availability

Lesson Plan Guide: The lesson plan shall include the following:

- 1. Identify special needs status and/or classifications.
 - a. Security risks
 - b. Activity restrictions
 - c. Medical
 - d. Psychological

- e. Educational
2. Identify safeguards.
 - a. Special housing, facilities and/or units
 - b. Procedures
 3. Identify medical and/or mental health programs available to inmates.

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COMMUNICATIONS

Performance Outcome 2.1.

Utilize effective interpersonal verbal and non-verbal communication skills consistently.

Training Objectives Relating to 2.1.

A. Given a written, audio-visual, or practical exercise, identify:

- (1). Effective interpersonal verbal and non-verbal communication skills
- (2). One-minute interchange

Criteria: The trainee shall be tested on the following:

- 2.1.1. Identify effective and non-effective interpersonal verbal and non-verbal communications skills
- 2.1.2. Demonstration of verbal interchange of one-minute

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify effective verbal and non-verbal communication skills.
2. Demonstrate one-minute interchange.

Performance Outcome 2.2.

Demonstrate reporting and documentation procedures relating to an incident(s).

Training Objectives Relating to 2.2.

A. Given a written or practical exercise, identify factors to consider when obtaining and/or providing information relating to an incident(s) involving an inmate(s).

Criteria: The trainee shall be tested on the following:

- 2.2.1. Identify procedures to obtain and/or provide information
- 2.2.2. Identify reporting and documentation procedures

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify and demonstrate how to obtain and/or provide information relating to an incident(s).
 - a. Who
 - b. What
 - c. Where
 - d. When
 - e. Why
 - f. How

- g. Timely notification
 - h. Notify chain of command
2. Identify reporting and documentation procedures.

Performance Outcome 2.3.

Prepare a disciplinary report and related paperwork.

Training Objectives Relating to 2.3.

A. Given a written or practical exercise, prepare a disciplinary report and required documentation and/or forms to facilitate processing the disciplinary action or rule infraction.

Criteria: The trainee shall be tested on the following:

- 2.3.1. Disciplinary report preparation and procedures
- 2.3.2. Identify reporting and documentation requirements

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify the elements of a disciplinary report and the accompanying documentation.
 - a. Offense and/or disciplinary action and/or rule infraction
 - b. Date, location, and time
 - c. Description of details of disciplinary incident
 - d. Victim(s) description(s)
 - e. Inmate(s) file number
 - f. Inmate(s) description
 - g. Full name(s) of inmate(s) and others involved
 - h. Injuries inmate(s) may have received
 - i. Detention
 - j. Restrictions
 - k. Privileges
 - l. Penalties
 - m. Appeals/Review
 - n. Decisions
 - o. Notifications
 - p. Exceptions
 - q. Continuances
 - r. Reporting and documentation procedures

Performance Outcome 2.4.

Demonstrate the ability to describe an escaped inmate.

Training Objective Relating to 2.4.

A. Given a practical exercise, describe inmate(s) to other staff members and professionals.

Criteria: The trainee shall be tested on the following:

- 2.4.1. Identify an inmate's physical characteristics
- 2.4.2. Identify public safety considerations and precautions

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify physical characteristics from the top down.
2. Identify apparel and/or clothing.
3. Identify mode of travel (if known).
4. Identify reason for look out.
5. Identify staff, inmate(s) and public safety considerations and precautions.
6. Identify security and safety procedures.

Performance Outcome 2.5.

Communicate with inmate(s), staff, and visitors while maintaining awareness of possible differences in their levels of understanding.

Training Objectives Relating to 2.5.

A. Given a written or practical exercise, identify:

- (1). Different levels of understanding
- (2). Effective communication skills
- (3). Safety and security procedures

Criteria: The trainee shall be tested on the following:

- 2.5.1. Identify and demonstrate communication skills
- 2.5.2. Identify different levels of understanding
- 2.5.3. Identify safety and security procedures

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify and demonstrate possible situations where communication style adjustments may be needed or required;
 - a. Voice tone
 - b. Language use/simplification
 - c. Body stances/gestures
 - d. Cultural awareness
 - e. Facial expressions
 - f. Eye contact
2. Identify an understanding of the inmate's behavior.
3. Identify methods of safe approach and procedures.
4. Identify inmate audience (e.g. age, education level, cultural diversity, etc.)
5. Identify potential reasons for communication challenges (e.g. hearing impaired, intellectual disability etc.)

6. Identify safety and security procedures.

Performance Outcome 2.6.

Identify conflict resolution skills.

Training Objectives Relating to 2.6.

- A. Given a written or practical exercise, define negotiation, mediation, and arbitration
- B. Given a written exercise, identify the steps of each conflict management technique
- C. Given a practical exercise, negotiate, mediate, or arbitrate a conflict and/or crisis situation
- D. Given a written exercise, identify procedures for evidenced based supervision strategies
- E. Given a written exercise, identify causes of inmate's behavior (i.e. physical and/or mental health)

Criteria: The trainee shall be tested on the following:

- 2.6.1. Define negotiation, mediation, and arbitration
- 2.6.2. Identify steps involved in conflict management techniques;
 - 2.6.2.1. Negotiation
 - 2.6.2.2. Mediation
 - 2.6.2.3. Arbitration
- 2.6.3. Identify safety and security precautions
- 2.6.4. Identify evidence based supervision strategies
- 2.6.5. Identify causes of inmate's behavior (i.e. physical and/or mental health)

Lesson Plan Guide: The lesson plan shall include the following:

- 1. Define negotiation, mediation, and arbitration.
- 2. Identify steps involved in conflict management techniques.
- 3. Identify and evaluate the conflict or crisis scene.
- 4. Identify officer security and safety procedures.
- 5. Identify causes of inmate's behavior (i.e. physical and/or mental health)

Performance Outcome 2.7.

Compile and complete all forms, log entries, and inventories in a comprehensible and precise layout.

Training Objectives Related to 2.7.

- A. Given practical exercises, identify types of documentation procedures for reports, forms, and log entries.

Criteria: The trainee shall be tested on the following:

- 2.7.1. Identify various types log entries
- 2.7.2. Identify and demonstrate reporting and documentation procedures
- 2.7.3. Identify and demonstrate inventory procedures

Lesson Plan Guide

- 1. Identify;

- a. Log entries
 - b. Inventory(ies)
 - c. Forms
2. Identify and demonstrate reporting procedures.
- a. Recognize common errors
 - b. Compare fact versus opinion
 - c. List seven essentials
 - d. Use 6 C's of communications
 - (1). Clear
 - (2). Concise
 - (3). Complete
 - (4). Chronological
 - (5). Correct
 - (6). Confidential
 - e. Required timelines
3. Identify and demonstrate inventory procedures.

Performance Outcome 2.8.

Identify and recognize hostage and/or barricaded incidents.

Training Objectives Relating to 2.8.

A. Given a written or practical exercise, identify a hostage and/or barricaded incident.

Criteria: The trainee shall be tested on the following:

- 2.8.1. Identification and recognition of a hostage and/or barricaded incident
- 2.8.2. Identify officer communication skills
- 2.8.3. Identify how to notify and request assistance
- 2.8.4. Identify security and safety procedures
- 2.8.5. Identify documentation and reporting procedures

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify a hostage and/or barricaded incident.
 - a. Procedures
 - b. Containment
 - c. Coordination
 - d. Evacuation
 - e. Contact
 - (1). Barricaded subject's needs
 - (2). Barricaded subject's wants
 - f. Method(s) for surrender:

- g. Armed inmate(s)
 - h. Suicidal subject(s)
2. Identify reporting and documentation requirements.
 3. Identify security and safety procedures.
 4. Identify reporting and documentation procedures.

Performance Outcome 2.9.

Detect and report facility environmental changes and the associated impact on the facility.

Training Objective Relating to 2.9.

- A. Given a written or practical exercise, identify, detect, and report nature or human made environmental changes.

Criteria: The trainee shall be tested on the following:

- 2.9.1. Identify environmental changes and the associated impact
- 2.9.2. Identify safety and security procedures
- 2.9.3. Identify reporting and documentation procedures

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify environmental changes and the associated impact.
2. Identify security and safety procedures.
3. Identify reporting and documentation.

Performance Outcome 2.10.

Prepare and submit incident reports and/or related paperwork.

Training Objectives Relating to 2.10.

- A. Given a practical exercise, identify:
 - (1). Incident and/or offense report and other related paperwork
 - (2). Day to day operation directives and post orders
 - (3). Writing principles

Criteria: The trainee shall be tested on the following:

- 2.10.1. Identify incident reporting and documentation
- 2.10.2. Identify and demonstrate related paperwork
- 2.10.3. Identify directives and post orders
- 2.10.4. Identify and demonstrate principles of writing

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify the requirements of incident reports and related paperwork.
 - a. Type of offense
 - b. Time/date/location
 - c. Circumstances – what and how

- d. Action taken
 - e. Victim's description
 - f. Inmate's description
 - g. Complainant and reporting party Information
 - h. Witness(es) information
2. Demonstrate writing skills.
- a. Narrative style
 - b. Proper use of grammar
 - c. Essential and accurate statements of facts
 - d. Complete and detailed representation of facts
 - e. Impartial, clear, and concise language
 - f. Chronological order
 - g. Past tense
 - h. Active voice
 - i. Submittal(s) to agency staff/law enforcement
 - j. Inmate's file
 - k. Legible
 - l. Grammatically correct
 - m. Properly punctuated
3. Identify post orders and directives.

Performance Outcome 2.11.

Identify and demonstrate evidence statement skills and comprehension.

Training Objectives Related to 2.11.

A. Given a practical exercise, write a concise statement from suspect(s), inmate(s), and witnesses for possible admission as evidence.

Criteria: The trainee shall be tested on the following:

- 2.11.1. Identify and demonstrate writing skills and comprehension
- 2.11.2. Identify an evidence statement
- 2.11.3. Identify submittal procedures

Lesson Plan Guide: The lesson plan shall include the following:

- 1. Demonstrate writing evidence statement(s):
 - a. Concise, factual, truthful, and represents what is said
 - b. Location, date, and time
- 2. Identify witness/evidence statement.
- 3. Identify submittal guidelines and procedures.

Performance Outcome 2.12.

Identify radio, telephone communications, and Statewide Agencies Radio System (STARS) equipment and demonstrate proficiency in communicating effectively through mechanical media.

Training Objectives Related to 2.12.

A. Given a practical exercise, demonstrate:

- (1). Proficiency in relaying verbal messages
- (2). Proper and effective use of portable or mobile radio, squelch, volume and proper channel selection
- (3). Plain talk or 10 codes

Criteria: The trainee shall be tested on the following:

- 2.12.1. Demonstration of verbal and written communiqués and/or messaging;
 - 2.12.1.1. Radio and telephone equipment
 - 2.12.1.2. STARS
 - 2.12.1.3. Serious Incident Reports (SIRS)
 - 2.12.1.4. Plain talk and/or 10 codes

Lesson Plan Guide:

1. Demonstrate types of verbal and written communiqués and/or messaging.
2. Demonstrate use of telephone, portable and/or mobile radio use and controls.
3. Identify STARS equipment use and procedures.
4. Identify SIRS procedures.

Performance Outcome 2.13.

Identify rules, procedures, expectations, violations and consequences to inmates.

Training Objectives Relating to 2.13.

A. Given a written or practical exercise, identify:

- (1). Institutional/facility rules and procedures
 - a. Expectations
 - b. Violations
 - c. Consequences
- (2). Appropriate response and assistance to inmates' questions, concerns, complaints, and requests
- (3). Listening skills

Criteria: The trainee shall be tested on the following:

- 2.13.1. Identify and enforce rules and procedures
- 2.13.2. Identify inmate expectations

2.13.3. Demonstrate communication skills

2.13.4. Identify violations and consequences

2.13.5. Identify appropriate problem solving responses and assistances

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify and relay institutional/facility rules and procedures to inmates.
2. Identify inmate expectations, violations, and consequences if inmates fail to comply.
3. Demonstrate communication skills to convey rules and procedures.
4. Identify and demonstrate listening skills/techniques when responding appropriately to inmates' questions, concerns, complaints, and requests.
5. Describe how staff can assist and provide appropriate problem solving assistance.

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Safety

Performance Outcome 3.1.

Identify restraints and restraining procedures.

Training Objective Related to 3.1.

- A. Given a practical exercise, identify restraints (mechanical, medical, and electronic, etc).
- B. Given a written exercise, define positional asphyxia.
- C. Given a practical exercise, identify safe and effective restraining procedures.
- D. Given a practical exercise, identify take down techniques and procedures.

Criteria: The trainee shall be tested on the following:

- 3.1.1. Identify safe and effective restraining procedures
- 3.1.2. Identify control and/or take down technique(s) in standing, kneeling, and prone positions
- 3.1.3. Identify restraining devices
- 3.1.4. Identify and demonstrate the use of leg irons or other devices that restrain legs or the torso
- 3.1.5. Define positional asphyxia

Lesson Plan Guide: The lesson plan shall include the following:

- 1. Identify and demonstrate safe and effective handcuffing of cooperative single and multiple inmates.
- 2. Identify and demonstrate safe and effective handcuffing in the following positions.
 - a. Standing
 - b. Kneeling
 - c. Prone
- 3. Identify and demonstrate a safe and effective handcuffing/restraining of an inmate after having performed a learned control and/or take down technique(s) in standing, kneeling and prone positions.
- 4. Identify and demonstrate application of leg irons or other devices that restrain legs or torso avoiding increased levels of force and methods that presents unnecessary injury potential to the trainee and inmate.
- 5. Definition of positional asphyxia.
 - a. Primary medical dangers associated with the sudden restrain of a violent inmate
 - b. Primary medical dangers associated with positional asphyxia

Performance Outcome 3.2.

Identify drug possession and evidence collection procedures.

Training Objective Related to 3.2.

A. Given a written or practical exercise, identify potential drugs and indicators of possible drug contraband possession by inmate, staff and/or visitors:

- (1). Drug use in the institution
- (2). Drug use and abuse by user
 - a. Concerns
 - b. Controls
- (3). Narcotics, other controlled or abused substances, tobacco and alcohol
 - a. Appearance
 - b. Effect
- (4). Behaviors associated with narcotics, other controlled or abused substances, tobacco and alcohol
 - a. Hallucinogens
 - b. Barbiturates
 - c. Amphetamines
 - d. Methamphetamine (ICE)
 - e. Inhalants
 - f. Dextromethorphan (DMX)
 - g. PCP
 - h. LSD
 - i. Marijuana
 - j. Jimsom Weed
 - k. Bath Salts
 - l. Spice
 - m. Gravel
 - n. Over the counter
 - o. Alcohol
 - p. Tobacco products
- (5). Intoxicants
 - a. List
 - b. Availability
 - c. Materials
- (6). Methods of introduction
- (7). Dependency
- (8). Signs and symptoms

B. Given a written exercise, identify procedures and techniques for removing, preserving, protecting and properly documenting contraband as evidence:

- (1). Remove
- (2). Preserve
- (3). Protect
- (4). Reporting and documentation
- (5). Types
- (6). Chain of custody

Criteria: The trainee shall be tested on the following:

- 3.2.1. Identify indications that an inmate(s), visitor(s) and/or staff has possession of contraband
- 3.2.2. Identify contraband evidence collection procedures (drugs, needles, syringes etc.)
- 3.2.3. Identify narcotics and other controlled abused substances
- 3.2.4. Identify inhalants and OTC drugs
- 3.2.5. Identify of other illegal drugs or substances
- 3.2.6. Demonstrate evidence collection procedures

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify indicators of possible possession of contraband.
 - a. Drug use in the institution
 - b. Drug use and abuse by user
 - c. Concerns
 - d. Controls
 - e. Narcotics and other controlled or abused substances, tobacco, or alcohol products
 - (1). Appearance
 - (2). Effect
 - (3). Behaviors
 - (4). Description
 - (5). Odor
 - (6). Slang/street names
 - f. Methods of introduction
 - (1). Dependency
 - (2). Signs and symptoms
2. Identify procedures and techniques for removing, preserving, protecting, and properly documenting contraband as evidence.
 - a. Remove
 - b. Preserve
 - c. Protect
 - d. Reporting and documentation

e. Types

Performance Outcome 3.3.

Identify homemade and/or improvised weapons.

Training Objective Related to 3.3.

- A. Given a written exercise, identify methods and material readily available to create homemade and/or improvised weapons.
- B. Given a written exercise, identify procedures for removing, preserving, protecting, and properly documenting homemade materials and weapons.
- C. Given a written exercise, identify safety techniques to safe guard staff, visitors and inmates

Criteria: The trainee shall be tested on the following:

- 3.3.1. Identify methods and materials to create homemade and or improvised weapons
- 3.3.2. Identify and demonstrate procedures for removing, preserving, protecting and properly documenting homemade materials and weapons.
- 3.3.3. Identify safety techniques to safe guard staff, visitors, and inmates.

Lesson Plan Guide: The lesson plan shall include the following:

- 1. Identify methods and material to create homemade weapons.
- 2. Identify procedures for removing, preserving, protecting, and properly documenting homemade materials and weapons.
- 3. Identify safety techniques to safe guard staff, visitors, and inmates.

Performance Outcome 3.4.

Transport inmates inside and/or outside of the facility.

Training Objective Related to 3.4.

- A. Given a written or practical exercise, identify the proper procedures and techniques related to the operation of a vehicle, if required to perform job responsibilities.

Criteria: The trainee shall be tested on the following:

- 3.4.1. Identify escort and transport procedures in and/or outside facility
- 3.4.2. Identify search procedures
- 3.4.3. Identify security procedures including interior and exterior checks
 - 3.4.3.1. Rearview mirror and/or camera system to allow for observation
 - 3.4.3.2. Observe surroundings to ensure security and safety.
 - 3.4.3.3. Application of restraints
 - 3.4.3.4. Behavioral observations
 - 3.4.3.5. Communication capabilities
 - 3.4.3.6. Sight and physical supervision of agency vehicle

Lesson Plan Guide: The lesson plan shall include the following:

1. Demonstrate and identify procedures to safely and efficiently transport inmate(s) inside and/or outside the facility.

a. Transportations

- (1). Bereavement visits
- (2). Court
- (3). Medical appointments
- (4). Other facilities

b. Procedures

- (1). Prior
- (2). During
- (3). After
- (4). Safety
- (5). Security
- (6). Search/searches
 - (a). Inmate
 - (b). Property
- (7). Identification
- (8). Loading and/or unloading
- (9). Reporting and documentation
- (10). Notification of breaches, discrepancies, and/or incidents
- (11). Assistance

c. Transporting

- (1). Restraint(s)
- (2). Weapons
- (3). Loading and/or unloading
- (4). Returning
- (5). Transport vehicle
 - (a). Inspection
 - (b). Search

d. Awareness and/or observation of inmate and surroundings

- (1). Controlling disruptive inmate
- (2). Distractions
- (3). Risks

2. Identify and demonstrate methods to observe inmates and surroundings to ensure security safety.

3. Demonstrate how to avoid disturbances and/or distractions.

- a. Do not relax after restraining

- b. Maintain sight supervision.
4. Identify statements or behavioral observations that indicate an inmate(s) is a danger to himself or to others, and be able communicate/document these observations.

Performance Outcome 3.5.

Identify routine and emergency transportation procedures; safety rules and guidelines; and vehicle maintenance checks.

Training Objective Related to 3.5.

A. Given a practical exercise, identify:

- (1). Routine and emergency transportation procedures
- (2). Statutory authority
- (3). Vehicle maintenance check procedures

Criteria: The trainee shall be tested on the following:

- 3.5.1. Identify sections of the Code of Virginia [§ 46.2-104](#), [§ 46.2-349](#), [§ 46.2-920](#) and [§ 46.2-1300](#)
- 3.5.2. Identify procedures for routine and/or emergency transports
- 3.5.3. Identify maintenance standards and requirements

Lesson Plan Guide: The lesson plan shall include the following:

- 1. Identify statutory authority.
- 2. Identify procedures for routine and/or emergency transports.
- 3. Identify vehicle maintenance check procedures.

Performance Outcome 3.6.

Transport ill or injured inmate(s).

Training Objective Related to 3.6.

A. Given a practical or written exercise, identify the steps to transport an ill or injured an inmate(s) to receive medical care.

Criteria: The trainee shall be tested on the following:

- 3.6.1. Identify medical and biohazard precautions;
 - 3.6.1.1. Protective masks and personal protective equipment
 - 3.6.1.2. Cleaning hands, face, masks, restraints, and vehicle after transport
- 3.6.2. Identify restraining procedures as injury and/or illness permits
- 3.6.3. Identify security procedures and risks

Lesson Plan Guide: The lesson plan shall include the following:

- 1. Identify and demonstrate appropriate medical and biohazard precautions to take should subject possibly have an airborne or blood borne pathogen:
 - a. Protective masks, restraints, and personal protective equipment

- b. Cleaning hands, face, masks, and vehicle after transport
2. Identify security procedures when transporting an inmate who is injured and/or ill, as permitted.
3. Identify steps to avoid disturbances and/or distractions.
4. Identify other safety and security procedures.

Instructor Notes: 1. Advise officers to identify department policy related to medical transports involving rescue squad or other non-agency vehicle. 2. Advise officers to identify department policy related to non-traditional medical transports, i.e. pregnant inmate, disabled inmate (various disabilities).

Performance Outcome 3.7.

Inventory and control all tools and equipment.

Training Objective Related to 3.7.

- A. Given a written or practical exercise, identify procedures for managing the inventory and control of all tools and equipment; to include security, recreational, and maintenance.
- B. Given a written exercise, identify safety rules and maintenance procedures when using assigned tools and power equipment.

Criteria: The trainee shall be tested on the following:

- 3.7.1. Identify and demonstrate accountability and control of all tools and equipment procedures
- 3.7.2. Identify safety rules and procedures
- 3.7.3. Identify maintenance procedures
- 3.7.4. Identification, documentation, and reporting procedures.

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify procedures for managing the inventory and control of all types of tools and equipment; to include security, maintenance, and recreational.
2. Identify power equipment safety rules and maintenance procedures.

Performance Outcome 3.8.

Identify medical equipment and supplies.

Training Objective Related to 3.8.

- A. Given a written and practical exercise, identify procedures governing inventory and control of all medical equipment, supplies and disposal.
- B. Given a written exercise, identify safety procedures.
- C. Given a written exercise, identify medical equipment supplies and disposal procedures.

Criteria: The trainee shall be tested on the following:

- 3.8.1. Identify inventory and control procedures

3.8.2. Identify medical equipment supplies and disposal procedures

3.8.3. Identify safety procedures

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify procedures for governing inventory and control of all medical equipment.
2. Identify medical equipment safety rules and procedures.
3. Identify disposal procedures.

Performance Outcome 3.9.

Move inmates within the facility.

Training Objective Related to 3.9.

A. Given a practical exercise, identify movement procedures within the facility.

Criteria: The trainee shall be tested on the following:

- 3.9.1. Identify movement procedures within facility
- 3.9.2. Identify security and safety procedures

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify inmate movement procedures within facility.
2. Identify security and safety procedures.

Performance Outcome 3.10.

Disperse fights between two or more inmates/visitors/persons.

Training Objective Related to 3.10.

A. Given a practical exercise, identify approved techniques for breaking up fights between two or more inmates.

Criteria: The trainee shall be tested on the following:

- 3.10.1. Evaluation of the situation
- 3.10.2. Verbal intervention
- 3.10.3. Use of appropriate level of force
- 3.10.4. Use and identification of safety procedures
- 3.10.5. Identification of medical follow-up procedures
- 3.10.6. Identification of reporting and documentation procedures

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify how to evaluate the situation.
2. Identify intervention steps.
 - a. Intervene verbally using communications skills and voice commands
 - b. Establish contact with the hostile inmates/visitors/persons
 - c. Ascertain the reason(s) for his/her/their hostility
 - d. Use of calming techniques to reduce emotions and restore order

- e. Communicate the trainee's position and responsibilities in the situation
 - f. State any applicable laws and rules and consequences of continued acts
 - g. Reporting/documentation.
3. Identify appropriate level of force when verbal intervention fails.
 4. Identify safety procedures.
 - a. Monitor activities
 - (1). Individual
 - (2). Group
 - b. Observe and assess the inmate's/visitor's/person's propensity toward violence.
 - c. Determine presence of weapon(s)
 - d. Intervention
 - (1). Tactics
 - (2). Restrain
 - (3). Control
 5. Identify medical follow-up procedures.
 6. Identify documentation and reporting procedures.

Performance Outcome 3.11.

Subdue a physically attacking inmate(s).

Training Objective Related to 3.11.

A. Given a practical exercise, identify and demonstrate techniques for defending oneself against a physically attacking inmate(s) and subduing the inmate(s) during a simulation exercise using a volunteer and/or instructor.

Criteria: The trainee shall be tested on the following:

- 3.11.1. Identify items that may be potential weapons used by inmate(s)
- 3.11.2. Demonstrate countermeasures designed to deflect aggressor
- 3.11.3. Identify defensive techniques
- 3.11.4. Demonstrate how to subdue an inmate

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify items that may be potential weapons used by inmate(s)
2. Demonstration of defensive strategy designed to protect the trainee's vulnerable targets.
3. Demonstration of countermeasures designed to deflect aggressor for de-escalation
4. Demonstration of de-escalation by:
 - a. Decentralizing inmate to prone position for restraining
 - b. Disengaging from inmate
5. Identify physical techniques to stop aggressor.

Performance Outcome 3.12.

Control a non-compliant inmate and place in a prone position.

Training Objective Related to 3.12.

- A. Given a written exercise, identify threat.
- B. Given a practical exercise, identify safe contact and initial control procedures.
- C. Given a practical exercise, identify the proper techniques for controlling and placing a non-compliant inmate in a prone position.
- D. Given a practical exercise, demonstrate cuffing and restraining techniques and procedures.

Criteria: The trainee shall be tested on the following:

- 3.12.1. Identify threat.
- 3.12.2. Identify safe contact and initial control procedures
- 3.12.3. Identify and demonstrate procedures and techniques to place an inmate in a prone position
- 3.12.4. Demonstrate cuffing and restraining procedures

Lesson Plan Guide: The lesson plan shall include the following:

- 1. Identify assessment of threat by inmate.
- 2. Identify safe contact and initial control procedures.
- 3. Identify procedures and techniques to control and/or secure weapon.
- 4. Identify decentralization to prone position with minimal risk of inmate injury.
- 5. Identify restraining and cuffing procedures.

Performance Outcome 3.13.

Identify and demonstrate body pressure points and techniques.

Training Objective Related to 3.13.

- A. Given a written, audio-visual, or practical exercise, identify:
 - (1). Body pressure points
 - (2). Pressure point techniques

Criteria: The trainee shall be tested on the following:

- 3.13.1. Identify body pressure points
- 3.13.2. Demonstrate pressure point techniques

Lesson Plan Guide: The lesson plan shall include the following:

- 1. Identify and demonstrate body pressure points.
- 2. Demonstrate pressure point techniques.

Performance Outcome 3.14.

Disarm an armed inmate(s).

Training Objective Related to 3.14.

- A. Given a written or practical exercise, identify factors to be considered when making a disarming attempt.
- B. Given a practical exercise, demonstrate techniques for disarming an armed inmate.

Criteria: The trainee shall be tested on the following:

- 3.14.1. Identify and demonstrate factors to consider when assessing whether to attempt a disarm;
 - 3.14.1.1. Appropriate
 - 3.14.1.2. Distance/cover
 - 3.14.1.3. Type of weapon
 - 3.14.1.4. Obstacles
 - 3.14.1.5. Safety
- 3.14.2. Identify and demonstrate the procedures and techniques used to disarm an inmate;
 - 3.14.2.1. Disarming sequence
 - 3.14.2.2. Takedown and control
 - 3.14.2.3. Prone position
 - 3.14.2.4. Restrain

Lesson Plan Guide: The lesson plan shall include the following:

- 1. Identify and demonstrate factors to consider when assessing whether an attempt to disarm an inmate is appropriate.
 - a. Distance/cover
 - b. Type of weapon
 - c. Obstacles
 - d. Life or personal safety
- 2. Identify and demonstrate a takedown or control of an inmate armed with edged and/or bludgeon instrument weapon.
 - a. Range of attack and awareness
 - b. Position for disengagement depending upon range and relative position

Instructor Notes: Advise officers that they must identify department policy and procedures related to the use of force, physical restraints, and weapons used as part of department training.

Performance Outcome 3.15.

Identify chemical agents and other crowd control equipment.

Training Objective Related to 3.15.

- A. Given a written exam or during a simulation exercise, identify the techniques for using chemical agents and other crowd control/management equipment.
- B. Given a practical exercise, identify first aid or aftercare procedures.

C. Given a practical exercise, identify decontamination procedures.

Criteria: The trainee shall be tested on the following:

- 3.15.1. Identify chemical agents, aerosol sprays and pyrotechnics and deployment methods
- 3.15.2. Identify first aid or aftercare
- 3.15.3. Identify decontamination techniques and procedures

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify types of chemical agents, aerosol sprays and pyrotechnics and methods of deployment.
2. Identify proper application of chemical agents and aerosol sprays.
3. Identify side effects on staff, visitors, and inmates sprayed with chemical or aerosol spray.
 - a. Short-term
 - b. Long-term
4. Identify the correct first aid or aftercare to use when contaminated with chemical agents or aerosol sprays according to type and density of the contamination.
5. Identify methods of structural decontamination of chemical or aerosol agents.
6. Identify methods of restraint and transportation of inmates sprayed with a chemical or aerosol agent; be aware of positional asphyxia for an inmate who has ingested a chemical or aerosol agent.

Performance Outcome 3.16.

Confront non-violent inmate groups, hostile groups, and/or disorderly assemblies.

Training Objective Related to 3.16.

A. Given practical exercises, demonstrate techniques to control/physically restrain and/or confront non-violent inmate groups, hostile groups, and/or disorderly assemblies.

Criteria: The trainee shall be tested on the following:

- 3.16.1. Identify three factors for controlling non-violent inmates, i.e., peaceable assemblies
- 3.16.2. Identify three factors to consider when dealing with hostile inmates
- 3.16.3. Identify safety and security procedures
- 3.16.4. Identify communication skills and voice commands
- 3.16.5. Identify and demonstrate command presence
- 3.16.6. Identify controls and movement

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify three factors for controlling non-violent inmates, i.e., peaceable assemblies
 - a. Officer safety considerations
 - b. Command presence
 - c. Communication skills
 - d. Boundaries within which crowd must remain or move along
 - e. Patterns of movement for crowd for safety and control
 - f. Emergency access and/or exit.

2. Identify three factors to consider when dealing with hostile groups;
 - a. Techniques of detecting violations of facility rules and procedures (sources of disturbance in a crowd by noise and movements)
 - b. High risk areas
 - c. Conditions that will indicate rule violations
 - d. Appropriate steps to enforce procedures
 - (1). Safety considerations
 - (a). Monitor group activity
 - (b). Wait for appropriate back-up
 - (c). Determine the nature of their weapons and contraband
 - (d). Known or suspected leaders
 - (2). Command presence
 - (a). Safely approach
 - (b). Appropriate formations for potential crowd disturbance and/or riot
 - (c). Emergency escapes routes
 - (d). Coordinate cover and contact responsibilities
 - (3). Communication skills and voice commands
 - (a). Establish contact with hostile group
 - (b). Identify the group leaders
 - (c). Ascertain the reason(s) for their hostility
 - (d). Evaluate the group's proposed solutions to determine their specific "needs"
 - (e). Communicate the trainee's position and responsibilities in the situation
 - (f). Relate any applicable laws, rules, regulations, policy and procedures, and consequences of continued acts
 - (g). Explain the group's option to comply with the law and/or rules and pursue legal and/or administrative solutions
 - (h). Reassure commitment to resolve the group's problems and/or issues and restore peace and/order
 - (4). Techniques of group control
 - (a). Small hostile groups
 - (b). Larger hostile groups and rioters
 - (c). Shield, barricade, impact weapon, and other items to block groups when appropriate
 - (5). Move group to break it up using authorized and appropriate use of force
 - (6). Disciplinary procedures
 - (7). Transportation
 - (8). Reporting and documentation

Performance Outcome 3.17.

Identify necessary and appropriate use of force.

Training Objective Related to 3.17.

A. Given a written or practical exercise, identify the factors that affect the use of force.

B. Given a written or practical exercise, identify the factors that affect the officers' decision to use deadly force.

Criteria: The trainee shall be tested on the following:

3.17.1. Factors affecting the use of force

3.17.1.1. Subject actions

3.17.1.2. Intent

3.17.1.3. Ability

3.17.1.4. Means

3.17.1.5. Opportunity

3.17.1.6. Officer perception of the need for force

3.17.1.7. Situation and environmental circumstances

3.17.2. Factors affecting the use of deadly force

3.17.2.1. Likelihood of serious bodily harm or death

3.17.2.2. Perceived or announced intent of subject

3.17.2.3. Ability

3.17.2.4. Means

3.17.2.5. Opportunity

3.17.2.6. Legal criteria

3.17.3. General considerations for use of force

3.17.3.1. Key elements for appropriate response for situations or environmental circumstances where a violent or resistant reaction is foreseen (e.g., multiple officers/backup)

3.17.3.2. Elements of command presence (e.g., stance, posture, eye contact)

3.17.3.3. Avoiding unintentional and or unnecessarily antagonistic and provoking verbal and nonverbal factors by the officer.

3.17.3.4. Primary aspects of proper verbalization (e.g., invoke authority, instructions on behavior compliance, clarity)

3.17.3.5. Appropriate escalation and or de-escalation in use of force

3.17.3.6. Application of handcuffs and additional restraints

3.17.4. Identify other alternatives that the officer may consider using before using deadly force.

Lesson Plan Guide: The lesson plan shall include the following:

1. Factors affecting the use of force.
 - a. Subject actions
 - b. Intent
 - c. Ability
 - d. Means
 - e. Opportunity
 - f. Officer perception of the need for force
 - g. Situation and environmental circumstances
 - h. Officer safety considerations
2. Factors affecting the use of deadly force.
 - a. Likelihood of serious bodily harm or death
 - (1). Perceived or announced intent of subject
 - (2). Ability
 - (3). Means
 - (4). Opportunity
 - b. Legal criteria
3. General considerations for use of force.
 - a. Key elements for appropriate response for situations or environmental circumstances where a violent or resistant reaction is foreseen (e.g., multiple officers/backup)
 - b. Elements of command presence (e.g., stance, posture, eye contact)
 - c. Avoiding unintentional and/or unnecessarily antagonistic and provoking verbal and nonverbal factors by the deputy/jail officer (e.g., invoke authority, instructions on behavior compliance, clarity)
 - e. Appropriate escalation/de-escalation on a use of force continuum
 - (1). Define use of force.
 - (2). Identify the decision making process in using force.
 - f. Application
4. Identify other alternatives that the officer may consider using before using deadly force.

Instructor Notes: The use of force options is for the preservation of life or to prevent serious bodily injury. Safety equipment must be utilized appropriately during demonstrations.

Performance Outcome 3.18.

Identify sudden stress and its effects.

Training Objective Related to 3.18.

A. Given a written exercise, identify the psychological and physiological effects of sudden stress when threatened with danger.

Criteria: The trainee shall be tested on the following:

3.18.1. Identify psychological and physiological effects of stress when threatened with danger

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify psychological and physiological effects of sudden stress when threatened with danger.

Performance Outcome 3.19.

Operate x-ray machines and specialized chairs designed to detect hidden contraband.

Training Objectives Relating to 3.19.

A. Given practical exercise, demonstrate the use of x-ray machines and chairs designed to detect hidden contraband.

Criteria: The trainee shall be tested on the following:

3.19.1. Identify X-ray machines and specialized chairs operation and procedures

3.19.2. Identify safety procedures

3.19.3. Identify reporting and documentation procedures

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify and demonstrate the operation of x-ray machines and/or equipment and specialized chairs designed to detect hidden contraband.

2. Identify;

- a. Distance
- b. Shielding
- c. Time
- d. Monitoring
- e. Analysis
- f. Target hazards
- g. Documentation and reporting
- h. Securing contraband
- i. Chain of evidence and/or custody

**Performance Outcomes, Training Objectives, Criteria
and Lesson Plan Guides for Compulsory Minimum
Training Standards
for Basic Corrections Officer**

Emergency Response

Performance Outcome 4.1.

Identify emergencies.

Training Objective Related to 4.1.

A. Given a written exercise, identify:

- (1). Nature and human made emergencies
- (2). Security and safety measures
- (3). Isolation
- (4). Containment
- (5). Prevention
- (6). Structural damage and/or failure
- (7). Work stoppage and/or shortage
- (8). Incident management

Criteria: The trainee shall be tested on the following:

- 4.1.1. Identify indicators and levels of severity for nature and human made emergencies
- 4.1.2. Identify response and management procedures
- 4.1.3. Identify containment procedures
- 4.1.4. Identify group movement
- 4.1.5. Identify safety procedures

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify nature and/or human made emergencies.
 - a. Indicators
 - b. Levels of severity
2. Identify hazmat incident(s), bomb(s) and/or improvised explosive device(s) or bomb threat(s).
3. Identify safety procedures and measures to protect inmates, staff and visitors.
4. Identify procedures for controlling fire(s).
5. Identify procedures to be employed during power failure; loss of heat; loss of water; structural failure, etc.

Performance Outcome 4.2.

Identify hostage situations.

Training Objective Related to 4.2.

A. Given a written or practical exercise, identify:

- (1). Hostage situation(s)
- (2). Principles of survival
- (3). Security and safety procedures and techniques
- (4). Response procedures

Criteria: The trainee shall be tested on the following:

- 4.2.1. Identify psychological parameters of the hostage situation(s)
- 4.2.2. Identify survival principles
- 4.2.3. Identify security and safety procedures and techniques
- 4.2.4. Identify response procedures

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify psychological parameters of hostage situation(s).
2. Identify procedures in hostage situation(s).
3. Identify principles of survival for a hostage(s), inmates, and/or staff.
4. Identify actions by hostage(s), inmates, and/or staff which contribute to their safety and survival.

Performance Outcome 4.3.

Participate in emergency drills and exercises.

Training Objective Related to 4.3.

A. Given a practical exercise, participate in emergency drills and exercises.

Criteria: The trainee shall be tested on the following:

- 4.3.1. Identify emergency drills and exercises
- 4.3.2. Demonstrate duties and responsibilities during emergency drills and exercises

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify how to participate in and conduct emergency drills and exercises.
2. Demonstrate duties and responsibilities during drills and exercises.

Performance Outcome 4.4.

Identify and demonstrate first aid and CPR skills.

Training Objective Related to 4.4.

A. Given a written test and practical exercises, successfully:

- (1). Complete a first aid course
- (2). Complete CPR course

Criteria: The trainee shall be tested on the following:

4.4.1. Identify and demonstrate first aid techniques

4.4.2. Identify and demonstrate CPR techniques

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify and demonstrate first aid techniques.
2. Identify and demonstrate CPR techniques.

Performance Outcome 4.5.

Identify Public Safety Response to Terrorism Awareness level training courses.

Training Objective Related to 4.5.

A. Given a written or practical exercise, complete:

- (1). Approved Public Safety Response to Terrorism Awareness training course
- (2). Approved Incident Command System (ICS) 700 National Incident Management System (NIMS) Introductory training
- (3). Approved ICS 100 Introductory training

Criteria: The trainee shall be tested on the following:

- 4.5.1. Identify indicators and effect of incidents to include CBRN (E) – chemical, radiological, nuclear, and explosive devices or weapons—on individuals and property
- 4.5.2. Identify signs and symptoms common to initial victims of a CBRNE (E) incident
- 4.5.3. Identify and complete an approved ICS 700 NIMS Introductory training course
- 4.5.4. Identify and complete an approved ICS 100 Introductory training course

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify and complete an approved terrorism awareness training course.
2. Complete an approved ICS 700 NIMS Introductory training course.
3. Complete an approved ICS 100 Introductory training course.

**Performance Outcomes, Training Objectives, Criteria
and Lesson Plan Guides for Compulsory Minimum
Training Standards
for Basic Corrections Officer**

Conflict and Crisis Management

Performance Outcome 5.1.

Apply knowledge of responsivity issues to include the inmate's culture, environment, and background; and how it impacts behavior, inmate and officer and/or staff relationships, and their environments.

Training Objective Related to 5.1.

A. Given a written or practical exercise, identify:

- (1). Components of an inmate's environment
- (2). Lifestyles differences, cultures, social interactions and languages
- (3). Pro-social values and behavior techniques
- (4). Security and supervision

B. Given a written exercise or role-play scenarios, recognize behavioral styles in daily occurrences/situations, and the same behavioral styles in stressful or emotionally situations.

Criteria: The trainee shall be tested on the following:

- 5.1.1. Identify inmate's environmental components
- 5.1.2. Identify pro-social and behavior techniques
- 5.1.3. Identify different life styles
- 5.1.4. Identify safety and supervision procedures

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify and understand prison environment;
 - a. Community
 - b. Inmate backgrounds
 - c. Communications networks
 - d. Common patterns of behavior
 - e. Behavior pattern
 - (1). Usefulness
 - (2). Limitations
 - (3). Stereotyping
2. Role-play scenarios, recognizing behavioral styles in daily occurrences/situations, and the same behavioral styles in a stressful or emotional situation.
3. Identify different lifestyles, cultures, social interactions, and languages.
4. Identify positive ways to supervise inmates with alternative lifestyles, culture backgrounds, and languages.

- a. Social/cultural lifestyles
- b. Cultural diversity
- c. Common prison slang

Performance Outcome 5.2.

Identify high risk behavior including self-injurious tendencies and behaviors.

Training Objective Related to 5.2.

A. Given a written or practical exercise, identify:

- (1). High risk behavior characteristics to include self-injurious tendencies
- (2). Procedures taken when presented with non-coping or high risk behavior
- (3). Documentation and reporting process
- (4). Psychiatric treatment
- (5). Need for treatment
- (6). Medical treatment
 - a. Inmate
 - b. Staff
 - c. Civilian

Criteria: The trainee shall be tested on the following:

- 5.2.1. Identify indicators and characteristics of high risk behaviors:
 - 5.2.1.1. Self-injurious tendencies and behaviors
 - 5.2.1.2. Intervention and prevention techniques
- 5.2.2. Identify mental and/or medical procedures for:
 - 5.2.2.1. General medical treatment
 - 5.2.2.2. Psychiatric treatment
 - 5.2.2.3. Treatment after chemical or pepper spray
 - 5.2.2.4. Treatment after use of force
 - 5.2.2.5. Treatment after inmate confrontation and/or fight
- 5.2.3. Identify reporting and documentation procedures

Lesson Plan Guide: The lesson plan shall include the following:

- 1. Identify characteristics and signs that an inmate is displaying non-coping behaviors which may result in high risk behavior and/or self injurious behavior.
- 2. Identify signs of possible self-injurious tendencies and behavior
- 3. Identify procedures related to inmates displaying high risk or self injurious behavior.
- 4. Identify provisions and/or referrals for intervention and medical and mental health treatment.
- 5. Identify follow-up, documentation and reporting procedures.

Performance Outcome 5.3.

Identify suicide prevention and intervention procedures.

Training Objectives Relating to 5.3.

A. Given a written, audio-visual, or practical exercise, identify factors to consider when communication with inmates who threaten to commit suicide.

- (1). Notification procedures and request for resources
- (2). Maintain a safe position while communicating with inmate and observe for weapons and the need for universal precautions in case of biohazards
 - a. Calm inmate down
 - b. Delay as much as possible
- (3). Reporting and documentation
- (4). Environmental factors
- (5). Signs and symptoms
- (6). Prevention and intervention techniques
- (7). Suicide alert levels, threats, and watches
- (8). Suicide indicators, high risk period and ideation or intent
- (9). Reporting and documentation procedures.

Criteria: The trainee shall be tested on the following:

- 5.3.1. Identify communication strategies and techniques
- 5.3.2. Identify risk factors
- 5.3.3. Identify alerts, threats, and watches
- 5.3.4. Identify prevention and intervention procedures
- 5.3.5. Identify indicators, high risk period and ideation or intent
- 5.3.6. Identify security and safety precautions
- 5.3.7. Identify reporting requirements and procedures

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify strategies to use when communicating with an inmate who threatens to commit suicide.
2. Identify suicide indicators, risk factors, high risk period and ideation or intent.
3. Identify process for notification of supervisors.
4. Identify procedures for requesting appropriate assistance and resources.
5. Identify suicide alerts, threats, and watches.
6. Identify prevention and intervention guidelines/measures/procedures.
7. Identify precautions and safety procedures.
8. Identify reporting and documentation requirements and procedures.

Performance Outcome 5.4.

Identify conflict management and crisis intervention procedures.

Training Objective Related to 5.4.

- A. Given a written exercise, identify the importance of conflict management and crisis intervention.
- B. Given a written exercise, identify the factors that contribute to a conflict and/or crisis.
- C. Given audio/visual practical scenario, describe actions that could reduce tension and reduce the probability of conflict/crisis situations.
- D. Given a practical exercise, identify conflict management and crisis intervention skills in role-play exercises.
- E. Given a written exercise, identify available resources within the institution for inmate assistance.

Criteria: The trainee shall be tested on the following:

- 5.4.1. Identify conflict management and crisis intervention
- 5.4.2. Identify use of physical force requirements and/or procedures
- 5.4.3. Demonstrate techniques to reduce tensions
- 5.4.4. Identify prevention and intervention procedures
- 5.4.5. Identify safety precautions
- 5.4.6. Identify referral services and assistance
- 5.4.7. Identify reporting and documentation

Lesson Plan Guide: The lesson plan shall include the following:

- 1. Identify and explain the importance of conflict management and crisis intervention.
- 2. Identify and describe the factors that contribute to a conflict and/or crisis.
- 3. Identify verbal and non-verbal interactions between the trainee and inmate(s); and description of actions that would reduce tension and the probability of conflict/crisis situations.
- 4. Identify an inmate's verbal and non-verbal communication and how it may prevent or reduce the number and intensity of conflict/crisis situations.
- 5. Identify conflict management and crisis intervention skills in role-play exercises.
- 6. Identify available resources and referral services within the institution for inmate assistance and state the limitations of each.
- 7. Identify the requirements for use of physical force according to procedures.

Performance Outcome 5.5.

Recognize inmate abnormal and/or unusual behavior.

Training Objective Related to 5.5.

- A. Given a written exercise, identify information which is of critical interest to other officers' areas of responsibility and factors that determine the degree of urgency.
- B. Given a written exercise, identify how stress affects the emotional intensity of the situation.
- C. Given a written exercise, identify non-verbal indicators of a stressful or emotionally intense situation.

D. Given a written exercise, identify a synopsis of events that may occur during a shift and how to effectively communicate key information.

E. Given a written exercise, identify safety procedures.

Criteria: The trainee shall be tested on the following:

- 5.5.1. Identify abnormal and/or unusual behavior procedures
- 5.5.2. Identify the factors affecting abnormal and/or unusual behavior
- 5.5.3. Identify the degree of urgency
- 5.5.4. Identify effective communication skills and demonstrate the ability to relay key information to other staff/supervisor
- 5.5.5. Identify safety procedures

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify information that is of critical interest to other officers' areas of responsibility.
2. Identify how stress affects the emotional intensity of the situation.
3. Identify non-verbal indicators of a stressful or emotionally intense situation.
4. Identify key events that may occur during a shift and how to effectively communicate information.
5. Identify safety procedures.
6. Identify the degree of urgency.

Performance Outcome 5.6.

Use discipline in a consistent, positive and effective manner.

Training Objective Related to 5.6.

A. Given written and practical exercises, list the elements of positive discipline and progressive discipline.

B. Given a practical exercise, role-play situations, incidents or conflicts, determine facts, attempt resolution, and identify appropriate charges, if any.

Criteria: The trainee shall be tested on the following:

- 5.6.1. Identify discipline skills
 - 5.6.1.1. Consistent
 - 5.6.1.2. Positive
 - 5.6.1.3. Effective manner
- 5.6.2. Identify resolution skills
- 5.6.3. Identify discipline procedures

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify the elements of positive discipline and progressive discipline.
2. Identify the skills necessary to use discipline in a consistent, positive, and effective manner by enforcing rules and procedures.

Performance Outcome 5.7.

Identify inmate misconduct.

Training Objective Related to 5.7.

- A. Given a written exercise, identify what happens at the disciplinary hearing.
- B. Given a written exercise, identify the decision making power of the hearing officer to determine penalties and the inmate's right of appeal.
- C. Given a written exercise, identify the forms that must be completed in order to "charge" an inmate according to the disciplinary process.
- D. Given a written exercise, use the appropriate forms to document misconduct involving an inmate(s)

Criteria: The trainee shall be tested on the following:

- 5.7.1. Identify inmate misconduct
- 5.7.2. Identify appropriate discipline penalties
- 5.7.3. Identify inmate's right of appeal
- 5.7.4. Identify documentation procedures
- 5.7.5. Identify testimony procedures

Lesson Plan Guide: The lesson plan shall include the following:

- 1. Identify what happens at the disciplinary hearing.
- 2. Identify decision making power of the hearings officer to determine penalties and the inmate's right of appeal.
- 3. Identify the forms that must be completed in order to "charge" an inmate.
- 4. Identify reporting and documentation of inmate misconduct.
- 5. Identify testimony procedures.

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LAW and LEGAL ISSUES

Performance Outcome 6.1.

Identify causes and prevention of negligence and thereby reduce the incidents of violations resulting in criminal or civil liability in the course of performing one's duties.

Training Objective Related to 6.1.

- A. Given a written or practical exercise, identify the requirements of Title [42](#), United State Code § [1983](#), Title 18 United States Code §§ [241](#) and [242](#) and tort law related to personal agency liability.
- B. Given a written exercise, identify how the above mentioned laws apply to trainee in order to perform required duties and minimize liability.
- C. Given a written exercise, identify negligence related to tort and § 1983 lawsuit.
- D. Given a written exercise, identify the difference between Title 18 U. S. Code § [241](#) and Title 18 U.S. Code § [242](#).
- E. Given a written exercise, identify how the Civil Rights of Institutionalized Persons Act (CRIPA) applies to correctional trainee.
- F. Given a written exercise, identify confidentiality laws (HIPAA, FOIA, etc).
- G. Given a written exercise, identify the Bill of Rights and Amendments: First, Second, Fourth, Fifth, Sixth and Eight.

Criteria: The trainee shall be tested on the following:

- 6.1.1. Identify elements that must be present for a person to file a [§ 1983](#) lawsuit
- 6.1.2. Identify common legal defenses against a [§ 1983](#) lawsuit
- 6.1.3. Identify levels of negligence related to tort and § 1983 lawsuit
- 6.1.4. Identify the difference between Title 18 U. S. Code § [241](#) and Title 18 U.S. Code § [242](#)
- 6.1.5. Identify how the Civil Rights of Institutionalized Persons Act (CRIPA) applies
- 6.1.6. Identify confidentiality laws (HIPPA, FOIA, etc)
- 6.1.7. Identify the Bill of Rights and Amendments: First, Second, Fourth, Fifth, Sixth and Eight.

Lesson Plan Guide: The lesson plan shall include the following:

- 1. Identify requirements of Title 42, United State Code § [1983](#), Title 18 United States Code §§ [241](#) and [242](#) and tort law related to personal agency liability civil and criminal liability.
- 2. Identify how the Civil Rights of Institutionalized Persons Act (CRIPA) applies to a correctional trainee.
- 3. Identify levels of negligence related to tort and § 1983 lawsuit.
- 4. Identify the difference between Title 18 U. S. Code § [241](#) and Title 18 U.S. Code § [242](#).

5. Identify how the Civil Rights of Institutionalized Persons Act (CRIPA) applies.
6. Identify confidentiality laws (HIPA, FOIA, etc).
7. Identify the Bill of Rights and Amendments: First, Second, Fourth, Fifth, Sixth and Eight.

Performance Outcome 6.2.

Identify due process and legal protections afforded an inmate when he violates institutional rules and procedures.

Training Objectives Related to 6.2.

- A. Given a written or practical exercise, identify due process and legal protections.
- B. Given a written exercise, identify case law [Landman vs. Royster 1971](#) (354 F.Supp.621).

Criteria: The trainee shall be tested on the following:

- 6.2.1. Identify due process
- 6.2.2. Identify legal protections
- 6.2.3. Identify case law [Landman vs. Royster 1971](#)

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify due process.
 - a. Examples
 - b. Non-examples
2. Identify legal protections.
 - a. Physical force
 - b. Consequences
 - c. Constitution
 - d. Statutes
 - (1). Federal
 - (2). State
 - e. Negligence
 - (1). Types
 - (2). Occurrence
 - f. Confidentiality
 - g. Inmate and staff rights
 - h. Liability violation
 - i. Discrimination
 - j. Non-discrimination
 - k. Sanctions
 - (1). Moderate
 - (2). Major
 - l. Behaviors

- (1). Moderate offense
- (2). Major offense
- m. Detain
 - (1). Authority
 - (2). Due process to detain
 - (3). Probable cause
 - (4). Good faith
- 3. Identify case law [Landman vs. Royster 1971](#).

Performance Outcome 6.3.

Secure and safeguard a crime scene and preserve and protect forensic evidence.

Training Objectives Relating to 6.3.

A. Given a written or practical exercise, identify the procedures and techniques to secure and safeguard a crime scene and to preserve and protect forensic evidence.

Criteria: The trainee shall be tested on the following:

- 6.3.1. Identify procedures for preserving a crime scene and protecting forensic evidence
- 6.3.2. Identify chain of evidence and why it must be maintained
- 6.3.3. Identify items associated with an alleged crime and those items that constitute evidence
- 6.3.4. Identify procedures for marking, preserving, and transferring evidence

Lesson Plan Guide: The lesson plan shall include the following:

- 1. Identify techniques and procedures of preserving a crime scene and protecting forensic evidence.
- 2. Identify chain of evidence and why it must be maintained.
- 3. Identify items associated with an alleged crime and those items that constitute evidence.
- 4. Identify procedures for marking and preserving evidence.
- 5. Identify procedures for transferring evidence to:
 - a. Proper authorities
 - b. Evidence custodian

Performance Outcome 6.4.

Understand the justification, authority, and limitations of the law as constituted by federal and state code and reporting of criminal activity in accordance with policy and procedures.

Training Objectives Relating to 6.4.

- A. Given a written exercise, compare and contrast state and federal rights of inmates, staff, and citizens.
- B. Given a written exercise, identify the primary function, jurisdiction and areas of potential mutual criminal justice agencies assistance.
- C. Given a written exercise, identify reporting requirements for criminal activity.

Criteria: The officer shall be tested on the following:

- 6.4.1. Compare and contrast federal and state rights of inmates, staff, and citizens
- 6.4.2. Identify the primary function, jurisdiction and areas of potential mutual criminal justice agencies assistance
- 6.4.3. Identify how to report criminal activity in accordance with policy and procedures
- 6.4.4. Reporting procedures

Lesson Plan Guide: The lesson plan guide shall include the following:

1. Identification, comparison and contrasting state and federal rights of inmates, staff and citizens.
2. Identify the primary function, jurisdiction and areas of potential mutual criminal justice agencies assistance of the following:
 - a. Federal
 - b. State
 - c. Local
3. Identify the reporting criminal activity procedures.

Performance Outcome 6.5.

Demonstrate effective court testimony.

Training Objectives Relating to 6.5.

- A. Given a written or practical exercise, identify:
- (1). Communication elements of presenting effective and accurate testimony
 - (2). Role play testimony and the ability to listen
 - (3). Importance of professional appearance and demeanor

Criteria: The trainee shall be tested on the following:

- 6.5.1. Identify effective and accurate testimony
- 6.5.2. Identify professional appearance and demeanor
- 6.5.3. Identify court preparation

Lesson Plan Guide: The lesson plan guide shall include the following:

1. Identify communication elements required when presenting effective and accurate testimony.
2. Identify the importance of being able to listen well while exerting emotional control when responding accurately and concisely to questions
3. Identify professional appearance and demeanor needed when presenting/giving testimonial evidence.

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DUTY ASSIGNMENTS AND RESPONSIBILITIES

Performance Outcome 7.1.

Enforce rules and disciplinary actions.

Training Objectives Relating to 7.1.

- A. Given a written exercise, identify:
- (1.) Rules and disciplinary action
 - (2.) Identify reporting and documentation requirements
 - (3.) Agency policy and procedures

Criteria: The trainee shall be tested on the following:

- 7.1.1. Identify rules and disciplinary actions.
- 7.1.2. Identify reporting and documentation requirements
- 7.1.3. Identify agency policy and procedures

Lesson Plan Guide: The lesson plan shall include the following:

- 1. Identify rules and disciplinary action
 - a. Expectations
 - b. Enforcement
 - c. Consequences
- 2. Identify agency policy and procedures.
- 3. Identify reporting and documentation requirements.

Performance Outcome 7.2.

Identify indicators of inmate inappropriate activity.

Training Objectives Relating to 7.2.

- A. Given a written exercise, identify indication of inmate inappropriate activity(ies).
- B. Given a written exercise, identify intervention and prevention skills to anticipate, monitor, assess, observe, and report.
- C. Given a written exercise, identify how to identify and report suspicious activities.

Criteria: The trainee shall be tested on the following:

- 7.2.1. Identify indication of inmate inappropriate activities
- 7.2.2. Identify suspicious activities
- 7.2.3. Identify how to document suspicious activities

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify indications of inmate inappropriate activity.
2. Identify knowledge and skills to anticipate, monitor, assess, observe, refer and intervene.
 - a. Disputes
 - b. Disturbances
 - c. High risk/inappropriate/unusual behaviors
 - d. Crisis incidents
 - e. Emergencies
3. Identify and report suspicious activities.
 - a. Inappropriate behavior
 - b. Emergencies
 - c. Disturbances
 - (1). Noises
 - (2). Incidents
 - (3). Behavior
 - d. Observations
 - e. Medical issues
 - f. Contraband
 - g. Gang
 - (1). Hand signs
 - (2). Terminology
 - (3). Activity/affiliation
 - h. Incidents
 - i. Responses
 - (1). Use of force
 - (2). Emergencies
 - (a.) Fire
 - (b.) Bomb threat
 - (c.) Hazards
 - (d.) Medical
 - (e.) Evacuations
 - (f.) Lockdowns
 - (g.) Prevention
 - j. Alarms

Performance Outcome 7.3.

Search vehicles, inmates, staff, and visitors.

Training Objectives Relating to 7.3.

A. Given a practical exercise, identify procedures and techniques to safely search vehicles, inmates, staff, and visitors.

Criteria: The trainee shall be tested on the following:

- 7.3.1. Identify search procedures for vehicles, inmates, staff, and/or visitors
- 7.3.2. Identify personal protective equipment procedures
- 7.3.3. Identify evidence collection procedures
- 7.3.4. Identify reporting and documentation procedures

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify procedures to safely search vehicles, inmates, staff, and/or visitors.
 - a. Seize
 - b. Secure contraband
 - c. Preserve evidence
 - d. Dispose
 - e. Policy and procedures
 - f. Deny
2. Identify and demonstrate use of personal protective equipment.
3. Identify evidence collection procedures.
4. Identify and demonstrate reporting and documentation procedures.

Instructor Note: Advise officers that they will need to identify agency services and department procedures for advising the public regarding complaints or service requests as part of their training.

Performance Outcome 7.4.

Identify initial admission procedures.

Training Objectives Relating to 7.4.

A. Given a written exercise, identify the admission process of an inmate to the facility.

Criteria: The trainee shall be tested on the following:

- 7.4.1. Identify procedures to admit an inmate to the facility including procedures to register inmates with the Sex Offender and Crimes Against Minors Registry to ensure compliance with [§ 53.1-23.2](#).
- 7.4.2. Identify safety and security procedures
- 7.4.3. Identify documentation procedures

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify the inmate's initial admission process to the facility.
2. Identify safety and security procedures.
3. Demonstrate reporting and documentation procedures.

Performance Outcome 7.5.

Identify different levels of understanding and language barriers.

Training Objectives Relating to 7.5.

A. Given a written or practical exercise, identify communication skills with awareness of the different levels of understanding, language barriers, and conveyance.

Criteria: The trainee shall be tested on the following:

- 7.5.1. Identify procedures and techniques to communicate with inmates with different levels of understanding and language barriers

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify verbal communication skills with an awareness of the different levels of understanding and language barriers.

Performance Outcome 7.6.

Identify intake, transfer, and release procedures.

Training Objective Relating to 7.6.

A. Given a written or practical exercise, identify intake, transfer and release procedures and requirements.

Criteria: The trainee shall be tested on the following:

- 7.6.1. Identify intake procedures
- 7.6.2. Identify release procedures
- 7.6.3. Identify transfer procedures
- 7.6.4. Identify reporting and documentation procedures

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify the agency's intake procedures.
 - a. Acceptance
 - b. Admission
 - c. Log books
 - d. Chain of command
2. Identify release procedures.
 - a. Requirements
 - b. Procedures
 - c. Documentation
 - d. Chain of command

3. Identify agency's transfer procedures.
4. Identify documentation and reporting procedures.

Performance Outcome 7.7.

Identify emergency care procedures.

Training Objectives Relating to 7.7.

- A. Given a written exercise, identify first responder procedures for providing emergency care.
- B. Given a written exercise, identify procedures transporting inmate.
- C. Given a written exercise, identify reporting and documentation procedures.
- D. Given a written exercise, identify personal protective equipment and measures.

Criteria: The trainee shall be tested on the following:

- 7.7.1. Identify emergency care procedures
- 7.7.2. Identify escorting and transporting procedures
- 7.7.3. Identify and demonstrate personal protective equipment and measures
- 7.7.4. Identify reporting and documentation procedures.

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify first responder procedures for providing emergency care.
2. Identify procedures for transporting and escorting inmate.
3. Identify procedures for personal protective equipment use and biohazard counter measures.
4. Demonstrate reporting and documentation procedures.

Performance Outcome 7.8.

Identify medical care procedures.

Training Objectives Relating to 7.8.

- A. Given a written exercise, identify the proper procedures for providing medical care.
- B. Given a written exercise, identify procedures for storing and dispensing medications.
- C. Given a written exercise, identify procedures to ensure distributed medication is taken.

Criteria: The trainee shall be tested on the following:

- 7.8.1. Identify proper procedures for providing medical care.
- 7.8.2. Identify procedures for storing and dispensing medication
- 7.8.3. Identify procedures to ensure distributed medication is taken
- 7.8.4. Identify reporting and documentation procedures.

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify the proper procedures for providing adequate medical care.
2. Identify the procedures for storing and dispensing medication.
3. Identify the procedures to ensure distributed medication is taken.
4. Identify the reporting and documentation procedures.

Performance Outcome 7.9.

Attend musters, briefings or roll calls.

Training Objectives Relating to 7.9.

A. Given a written exercise, identify the purpose for attending musters, briefings or roll calls.

Criteria: The trainee shall be tested on the following:

7.9.1. Identify musters, briefings and or roll call procedures

Lesson Plan Guide: The lesson plan shall include the following:

1. Demonstrate and identify the importance of attending and participating in musters, briefings or roll calls.

- a. Communication exchanges between shifts as preparation for duty
- b. Duty assignments and/or changes
- c. Current information covered
- d. Opportunity for questions/clarification
- e. Change of command

Performance Outcome 7.10

Identify inspections and security checks.

Training Objective Relating to 7.10.

A. Given a written or practical exercise, demonstrate inspections and security checks.

Criteria: The officer shall be tested on the following:

7.10.1. Identify and demonstrate inspections techniques and security checks.

Lesson Plan Guide: The lesson plan shall include the following:

1. Identification and demonstration of inspections techniques and security checks.

- a. Tools
- b. Weapons
- c. Equipment
- d. Keys
- e. Trays
- f. Utensils
- g. Property
- h. Disposition
- i. Inspections/assessments

Performance Outcome 7.11

Identify mail procedures.

Training Objective Relating to 7.11.

A. Given a written or practical exercise, demonstrate mail procedures.

Criteria: The officer shall be tested on the following:

7.11. Identify and demonstrate mail procedures.

7.11.1. Inspection

7.11.2. Distribution

7.11.3. Receiving/shipping

Lesson Plan Guide: The lesson plan shall include the following:

1. Identification and demonstration of mail procedures.

Performance Outcome 7.12

Identify inmate telephone procedures.

Training Objective Relating to 7.12.

A. Given a written or practical exercise, demonstrate telephone procedures.

Criteria: The officer shall be tested on the following:

7.12. Identify and demonstrate telephone procedures

7.12.1. Privileges/rules

7.12.2. Constraints

Lesson Plan Guide: The lesson plan shall include the following:

1. Identification of inmate telephone procedures.

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PROFESSIONALISM

Performance Outcome 8.1.

Maintain a professional appearance with respect to clothing, hygiene, grooming, and equipment

Training Objectives Related to 8.1.

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

Criteria: The trainee will be tested on the following:

8.1.1. Identify professional appearance, clothing, hygiene, and grooming

8.1.2. Identify professional appearance for a trainee's personal equipment

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify the importance of maintaining a professional appearance.
 - a. Clothing
 - (1). Authorized
 - (2). Unauthorized
 - b. Hygiene
 - c. Grooming
 - d. Public perception
2. Identify requirements for the care and maintenance of authorized issued equipment.

Performance Outcome 8.2.

Behave in a fair and positive manner to develop and maintain a trust while interacting with the staff, inmates, community, and visitors.

Training Objectives Related to 8.2.

A. Given a written exercise, identify the impact that common courtesy may have regarding the relationship between a trainee and the community.

Criteria: The trainee shall be tested on the following:

8.2.1. Identify reasons to foster a positive relationship between the prison environment and the public

8.2.2. Identify principles that define a profession

8.2.3. Identify historical evolution of penal system in the United States

- 8.2.4. Identify three elements of the criminal justice system
- 8.2.5. Identify the place of correctional facilities and criminal justice in the structure of government
- 8.2.6. Identify general principles of ethics:
 - 8.2.6.1. Code of ethics: dedication
 - 8.2.6.2. Code of ethics: behavior
 - 8.2.6.3. Code of ethics: career development
- 8.2.7. Identify methods of handling violation of professional, ethical, or legal standards of conduct on the part of fellow trainees, officers, or staff
- 8.2.8. Identify positive and negative aspects of discretionary enforcement policies and procedures
- 8.2.9. Identify positive and negative influences of a criminal justice career on a trainee/officer's personal life

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify principles that define a profession.
2. Identify the historical evolution of the penal system in the United States.
3. Identify the three elements of the criminal justice system:
 - a. Courts
 - b. Sheriffs
 - c. Police (local and state)
4. Identify the place of the penal system and criminal justice in the structure of government.
5. Identify and define the role of ethics and/or integrity.
 - a. Two general principles of ethics and/or integrity that may assist a trainee in making ethical judgments
 - b. Code of conduct and its impact on the following:
 - (1). Behavior on duty
 - (a). Reverence and obedience for the rules and regulations of the agency
 - (b). Crime prevention
 - (c). Respect for the staff, inmate, community and visitors
 - (d). Impartial enforcement of agency rules and regulations
 - (e). Use minimum force necessary to effect resolution to an incident
 - (f). Report only the truth
 - (g). Testify truthfully
 - (h). Never use inmates, staff, or position for personal gain
 - (i). Strive to perform at maximum efficiency
 - (j). Never misuse correctional resources or confidential information
 - (k). Encourage and reinforce positive behavior
 - (2). Behavior off duty

- (a). Practice good citizenship (e.g., youth volunteer work, assist neighbors, be active in schools, etc)
 - (b). Maintain self-control and discipline avoiding disputes, excessive use of alcohol, illegal gambling, prejudicial conduct towards people of different ethnic, religious, and sexual preferences etc.
 - (3). Dedication
 - (a). Self (taking care of you will help you care for others)
 - (b). Family
 - (c). Agency
 - (d). Community
 - (e). State
 - (f). Country
 - (4). Career development
 - (a). Training
 - (b). Resources for individual efforts (e.g. reading, seeking out additional correctional officer training.
 - (c). Using educational resources such as college courses
- 6. Identify three positive and negative influences on a trainee's personal life.
 - a. Positive influences include, but are not limited to
 - (1). Being a role model to family and community
 - (2). Honor and respect family, community, and its citizens
 - (3). Obey laws, rules and regulations
 - (4). Safeguarding the principles of our nation and state
 - b. Negative influences include, but are not limited to
 - (1). Mental and physical stress
 - (2). Divorce or strains on family interactions
 - (3). Alcoholism and/or drug abuse
 - (4). Mental health problems ranging from chronic stress to depression with the possibility of suicide
 - (5). Illegal gambling
 - c. Bias
 - (1). Define bias
 - (2). Define discrimination
 - (3). Consequences of bias based supervision

**Performance Outcomes, Training Objectives, Criteria
and Lesson Plan Guides for Compulsory Minimum
Training Standards
for Basic Corrections Officer**

FIREARMS TRAINING

Performance Outcome 9.1

Inspect and clean handgun.

Training Objective Related to 9.1

- A. Given written exercises, identify nomenclature of weapon (handgun).
- B. Given a practical exercise, demonstrate prescribed procedure for cleaning weapon (handgun).

Criteria: The trainee shall be tested on the following:

- 9.1.1. Identify the correct terms to identify weapons and parts of weapon (handgun)
- 9.1.2. Demonstrate prescribed procedure to prepare weapon for cleaning
 - 9.1.2.1. Remove magazine or empty cylinder
 - 9.1.2.2. Remove round from chamber
 - 9.1.2.3. Double check weapon to make sure it is empty
- 9.1.3. Identify weapon cleaning equipment (handgun)
- 9.1.4. Demonstrate the use of weapon cleaning equipment (handgun)
 - 9.1.4.1. Field strip weapon
 - 9.1.4.2. Clean components
 - 9.1.4.3. Inspect for damage and imperfections
 - 9.1.4.4. Lubricate
 - 9.1.4.5. Reassemble
 - 9.1.4.6. Safely test for proper function

Lesson Plan Guide: The lesson plan shall include the following:

- 1. Identify the correct terms to identify weapon and nomenclature of weapon (handgun).
- 2. Demonstrate the prescribed procedures to prepare weapon for cleaning (handgun).
 - a. Remove magazine or empty cylinder
 - b. Remove round from cylinder
 - c. Double check weapon to make sure it is empty
 - d. Safety precautions
- 3. Identify weapon cleaning equipment (handgun).
 - a. Field strip weapon

- b. Cleaning components
- c. Inspect for damage and imperfections
- d. Lubricate
- e. Disassemble
- f. Reassemble

Performance Outcome 9.2.

Using proper hand grip and prescribed drawing techniques using the trainee's approved handgun and holster.

Training Objectives Related to 9.2.

A. Given a practical exercises, use a good and consistent combat grip with a safe and efficient draw from the holster following prescribed drawing techniques using the trainee's approved handgun and holster.

Criteria: The trainee shall be tested on the following:

- 9.2.1. Draw and fire
- 9.2.2. Draw to a ready position
- 9.2.3. Draw to a "cover mode" simulating the covering of an offender/suspect together with the issuance of the verbal order
- 9.2.4. Use standing position
- 9.2.5. Use of covering and concealment while maintaining visual contact with the threat
- 9.2.6. Demonstrate reloading while concentrated on the threat and not the weapon
- 9.2.7. Demonstrate clearing handgun
- 9.2.8. Reholster/secure weapon

Lesson Plan Guide: The lesson plan shall include the following:

- 1. Draw and fire.
- 2. Draw to a ready position.
- 3. Draw to a "cover mode" simulating the covering of an offender and/or suspect together with the issuance of the verbal order.
- 4. Using standing position.
- 5. Use of covering and concealment while maintaining visual contact with the threat.
- 6. Reloading techniques while concentrated on the threat and not the weapon.
- 7. Clear handgun stoppages.
 - a. Definitions:
 - (1) Gripping: using sufficient strength to hold a weapon on a plane so that the projectile will travel on a line to the target
 - (2) Lifting: having adequate strength to lift the weapon to eye level while maintaining safe control

- (3) Range of vision: should be such that a person can focus on one object (sights) and still see an image of the target
- (4) Strength: overall strength should be a minimum of being able to perform normal task without fatiguing quickly
- (5) Breathing: holding breath for a minimal time in order to complete the task of firing the weapon
- (6) Cover mode: finger outside the trigger guard until you are on target and have decided to fire

8. Identify reholster/secure weapon procedures.

Performance Outcome 9.3.

Identify basic knowledge and use of handgun.

Training Objectives 9.3.

A. Given a written or practical exercise, identify:

- (1). Historical evolution and use
- (2). Cycle of operation
- (3). Shooting fundamentals
- (4). Maximum effective range
- (5). Proficiency
- (6). Marksmanship
- (7). Lethality
- (8). Statutes § [53.1-29](#) *Code of Virginia*

Criteria: The trainee shall be tested on the following:

- 9.3.1. Identify historical evolution and use of handgun.
- 9.3.2. Identify cycle of operation
- 9.3.3. Demonstrate shooting positions using handgun, rifle, shotgun, crowd control gun, and impact weapon
- 9.3.4. Identify maximum effective range
- 9.3.5. Demonstrate tower and ground techniques
- 9.3.6. Demonstrate handling and safety measures
 - 9.3.6.1. Authorized weapon(s)
 - 9.3.6.2. Authorized ammunition
 - 9.3.6.3. Authorized impact ammunition
 - 9.3.6.4. Loading
 - 9.3.6.5. Unloading
 - 9.3.6.6. Cleaning and maintenance
- 9.3.7. Demonstrate shooting fundamentals

9.3.8. Demonstrate securing weapons before, during and/or after training and/or emergency incidents

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify the basic knowledge and use of hand gun.
2. Identify cycle of operation.
3. Identify and demonstrate shooting positions using handgun.
4. Demonstrate tower and ground techniques
5. Demonstrate handling and safety measures
 - a. Authorized weapon(s) and accessories
 - b. Authorized ammunition
 - c. Authorized impact ammunition
 - (1). Loading
 - (2). Unloading
 - (3). Cleaning and maintenance
 - (4). Accountability
 - (5). Storage
 - (6). Range safety
6. Demonstrate shooting fundamentals
7. Identify use of force and/or firearms procedures.

Performance Outcome 9.4.

Demonstrate clearing stoppages and safety procedures (handgun).

Training Objectives Related to 9.4.

- A. Given practical exercises, demonstrate:
- (1). Clearing stoppages procedures
 - (2). Safety procedures for weapons on and off the range and while on duty

Criteria: The trainee shall be tested on the following:

- 9.4.1. Demonstrate clearing stoppages;
- 9.4.2. Identify safety and injury prevention procedures

Lesson Plan Guide: The lesson plan shall include the following for handgun:

1. Identify clearing stoppages procedures.
2. Identify drills and techniques for when the trigger is pulled and the weapon does not fire.
3. Identify safe handling procedures while on the range.
4. Identify the safety procedures of weapons while on duty.

Performance Outcome 9.5.

Fire a handgun using issued equipment, authorized ammunition and accessories.

Training Objectives Related to 9.5.

A. Fire issued/approved handgun, loading device and accessories during daytime and reduced light range exercises using approved/issued holster with 70% accuracy on two of the approved courses of fire.

Criteria: The trainee shall be tested on the following:

9.5.1. Demonstrate dry firing and basic shooting principles

9.5.2. Fire a minimum of 200 rounds with issued ammunition in daylight conditions using issued/approved handgun and ammunition **prior to qualification**

9.5.3. Qualify on one of the below selected courses with approved targets under daylight conditions using issued ammunition, weapon, duty belt and holster:

9.5.3.1. DOC Double Action Course I for Semi-automatic Pistols, 60 rounds, 25, 15, 7 yards shooting. (See Appendix A)

9.5.3.2. DOC Combat Course I for Semi-automatic Pistols, 60 rounds, 25, 15, 7, 5, 3 yards shooting (See Appendix B)

9.5.3.3. DOC Qualification Course I for Semi-automatic Pistols, 60 rounds, 25, 15, 10, 7, 5, 3 yards shooting. (See Appendix C)

9.5.4. Fire a minimum of 25 rounds in reduced light on a reduced light qualification course with a 70% qualification score on each course.

9.5.5. Reduced light practice and qualification courses with time limitations and distances will be established by the training academy.

9.5.5.1. Fire from point shoulder positions

9.5.5.2. Fire using strong and weak hand as appropriate (standing)

9.5.5.3. Correct any malfunctions that may occur

Performance Outcome 9.6.

Apply the general principles of personal safety and security along with physical and mental awareness before, during, after an active shooter incident.

Training Objectives Related to 9.6.

A. Given a written or practical exercise, identify personal safety and security precautions along with physical and mental awareness before, during, and after an active shooter incident, have knowledge of basic first aid, and recognize signs and systems of posttraumatic stress disorder (PTSD).

Criteria: The trainee shall be tested on the following:

9.6.1. Identify use of force

9.6.1.1. [§ 53.1-10](#), [§ 53.1-29](#), *Code of Virginia*

9.6.2. Identify potential threats

- 9.6.3. Identify personal risks
- 9.6.4. Identify positive images
- 9.6.5. Identify physical and mental preparation
- 9.6.6. Identify behavioral health issues
- 9.6.7. Identify response techniques.

Lesson Plan Guide: The lesson plan guide will include the following:

1. Identify active shooter incident(s) and possible mental and physical related issues.
2. Identify dangerous incidents involving and/or requiring lethal use of force options.
3. Identify staff's personal risk(s).
4. Identify officer's attitude, demeanor, and purpose before, during, and/or after active shooter incident.
5. Identify physical and mental awareness.
6. Identify behavioral health issues pre and post to an active shooter incident.
7. Identify potential life threatening dangers to staff during a potential use of force incident.
8. Identify officer's response techniques.
9. Identify officer's emergency medical response techniques and first aid.

Performance Outcome 9.7.

Apply the principles of appropriate actions in situations that may include active shooters, barricade and/or hostage events, ambushes, or terrorist attacks.

Training Objectives Related to 9.7.

- A. Given a written or practical exercise, identify:
- (1). Historical basis for active shooter events
 - (2). Differentiate between types of active shooter situations and/or events
 - (3). Appropriate responses
 - (4). Need for continued continual active shooter training
 - (5). Threat of terrorism and response

Criteria: The trainee shall be tested on the following:

- 9.7.1. Identify concepts and principles
- 9.7.2. Identify appropriate responses
- 9.7.3. Identify communication techniques
 - 9.7.3.1. Radio signal interference and overload
 - 9.7.3.2. Personnel without radios
 - 9.7.3.3. Noise
 - 9.7.3.4. Verbal and non-verbal
 - 9.7.3.5. Signals and/or link-up
- 9.7.4. Identify threats
- 9.7.5. Identify officer safety procedures

- 9.7.5.1. Prevention
- 9.7.5.2. Intervention
- 9.7.5.3. Treatment
- 9.7.5.4. Personal protective equipment

Lesson Plan Guide:

1. Identify communication problems.
2. Identification and implementation of a proper and appropriate response to an active shooter situation/event.
3. Identify life threatening dangers to staff during an active shooter event/situation.
4. Identify specific medical care and rescue plans initiated during an active shooter event/situation.
5. Identify the historical basis for active shooter rapid response.

Performance Outcome 9.8.

Identify and demonstrate the use of hearing protection; eye protection; hat; and other safety equipment.

Training Objectives Related to 9.8.

- A. Given a written or practical exercise, identify:
- (1). Basic safety equipment while on the range
 - (2). Consequences, hazards, injuries that may result from not using approved hearing, eye and head protection
 - (3). Techniques to reduce personal risk and injuries

Criteria: The trainee shall be tested on the following:

- 9.8.1 Identify and use of safety equipment while on range
- 9.8.2. Identify consequences, hazards, injuries that may result from not using approved hearing, eye and head protection
- 9.8.3. Identify techniques to reduce personal risk and injuries while on the range

Lesson Plan Guide:

1. Identification and implementation of approved dual hearing protection while on the range.
2. Identify unapproved and inadequate stand alone ear plugs worn while on the range.
3. Demonstration and implementation of eye protection by officer while on the range:
4. Demonstration and implementation of hat with a brim to be worn on the range:
5. Identify range safety rules and regulations.
6. Identify injury prevention and safety precautions.

Performance Outcome 9.9.

Identify and demonstrate control techniques to maintain possession of agency assigned weapon and equipment.

Training Objectives to 9.9

A. Given a practical exercise, demonstrate ability to:

- (1). Apply techniques to maintain possession of weapon against physically attacking inmate(s).
- (2). Apply techniques to subdue an attacking inmate(s).
- (3). Back-up/call for assistance procedures.
- (4.) Reporting procedures.

Criteria: The trainee shall be tested on the following:

- 9.9.1. Techniques to maintain possession of assigned weapon against physically attacking inmate(s)
- 9.9.2. Techniques how to subdue an attacking inmate(s)
- 9.9.3. Identify staff emergency/medical procedures for assistance
- 9.9.4. Offensive active countermeasures techniques designed to disengage and/or neutralize aggressor for de-escalation

Lesson Plan Guide:

1. Identification of weapon consideration of aggressor and trainee.
2. Demonstration of weapon and equipment control by trainee.
3. Demonstration of offensive active countermeasures designed to neutralize aggressor for de-escalation of situation.
4. Demonstrate disengaging techniques.
5. Demonstration of techniques used in life and death struggle by:
 - a. Transition to weapon to cease aggression
 - b. Utilizing physical techniques to contain/control aggressor.

A
DOC DOUBLE ACTION COURSE
FOR SEMI-AUTOMATIC PISTOLS
Targets- B-21, B-21E, B-21X, B-27, Q
60 ROUNDS, 7 - 25 YARDS

Qualification Score: 70%

Magazines shall be loaded to their full capacity. Range instructor shall determine when magazines will be changed.

Range Instructor to determine when to load.

PHASE 1 - 7 YARD LINE: Point shoulder position with support: 1. On command draw and fire 1 round in 2 seconds or fire 2 rounds in 3 seconds, repeat until 6 rounds have been fired, scan and breathe. 2. On command fire 2 rounds in 3 seconds, repeat until 6 rounds have been fired, scan and breathe. 3. On command fire 6 rounds strong hand and 6 rounds weak hand in 25 seconds scan and breathe; make weapon safe and holster.

PHASE 2 -15 YARD LINE: Point Shoulder position with support: 1. On command draw and fire 1 round in 2 seconds or 2 rounds in 3 seconds, repeat until 6 rounds have been fired, scan and breathe. 2. On command fire 2 rounds in 3 seconds, repeat until 6 rounds have been fired, scan and breathe. 3. On command fire 6 rounds in 15 seconds, scan and breathe; make weapon safe and holster.

PHASE 3 - 25 YARD LINE: Point Shoulder position with support: 1. On command draw and fire 12 rounds standing strong hand, and 6 rounds standing weak hand, and until 18 rounds have been fired in 90 seconds, scan and breathe; make weapon safe and holster. The order of position is optional with the instructor.

SCORING – B-21E-use indicated K value divided by 3 to obtain percent. B21, B21X targets - use indicated K value with a maximum 300 points divided by 3 to obtain percent. B27 target - 8,9,10,X rings = 5 points, 7 ring = 4 points, hits on silhouette = 3 points divided by 3 to obtain percent. Q target - 5 points inside the bottle, 3 points outside the bottle on the target. Divide by 3 to obtain percent.

INSTRUCTOR'S DISCRETION TO USE PROPER VERBALIZATION WHEN CHALLENGING THE TARGET.

B
DOC COMBAT COURSE I
FOR SEMI-AUTOMATIC PISTOLS
Targets - B21, B-21E, B21X, B27, Q
60 ROUNDS, 25 - 3 YARDS

Qualification Score 70%

Magazines shall be loaded to their full capacity. Range instructor shall determine when magazines will be changed.

Range Instructor to determine when to load.

PHASE 1 - Point Shoulder position with support: 1. On command from the **25 YARD LINE** draw and fire 6 rounds 10 seconds standing, using strong hand; scan and breathe; make weapon safe, holster.

PHASE 2 - Point Shoulder position with support: 1. On command at the **15 YARD LINE**, draw and fire 12 rounds standing 25 seconds, strong hand; scan and breathe; make weapon safe, holster.

PHASE 3 - Point Shoulder position with support: 1. On command at the **7 YARD LINE**, draw and fire 12 rounds strong hand 25 seconds and 6 rounds weak hand 15 seconds; scan and breathe; make weapon safe, holster.

PHASE 4 - Point Shoulder position at the **5 Yard Line**. On command draw and fire 12 rounds in any sequence, i.e. 1 round, 2 rounds, 3 rounds or staggered sequence (2 or 3 seconds); scan and breathe; make weapon safe, holster.

PHASE 5 - At the **3 Yard Line**, two handed point shooting. On command draw and fire 12 rounds in any sequence, i.e. 1 round, 2 rounds, 3 rounds or staggered sequence (2 or 3 seconds); scan and breathe; make weapon safe, holster.

SCORING - B-21E-use indicated K value divided by 3 to obtain percent. B21, B21X targets-use indicated K value with a maximum 300 points divided by 3 to obtain percent. B27 targets - 8, 9, 10, X rings = 5 points, 7 ring = 4 points, hits on silhouette = 3 points divided by 3 to obtain percent. Q targets - 5 points inside the bottle, 3 points outside the bottle on the target. Divide by 3 to obtain percent.

INSTRUCTOR'S DISCRETION TO USE PROPER VERBALIZATION WHEN CHALLENGING THE TARGET.

C
DOC QUALIFICATION COURSE I
FOR SEMI-AUTOMATIC PISTOLS
Targets-B21, B-21E, B21X, B27, Q
60 ROUNDS, 3-25 YARDS

Qualification Score 70%

Magazines shall be loaded to their full capacity. Range instructor shall determine when magazines will be changed.

Range Instructor to determine when to load.

25 yard line phase calls for rounds fired standing for a total of 6 rounds. Close quarter/two handed point shooting portion can be run from three yards and in, utilizing close quarter shooting techniques.

Phase 1- At the 25 Yard Line, for a total of 6 rounds.

1. On command, draw and fire 6 rounds from standing position; scan and breathe; make weapon safe, holster.

Phase 2- At the 15 Yard Line, for a total of 18 rounds.

1. On command, draw and fire 2 rounds in 4 seconds (3x for total of 6 rounds) scan and breathe.
2. On command fire 6 rounds, combat reload, then fire 6 more rounds in 25 seconds; scan and breathe; make weapon safe, holster.

Phase 3- At the 10 Yard Line, for a total of 12 rounds.

1. On command, draw and fire 2 rounds in 3 seconds (total of six rounds), scan and breathe.
2. On command, fire 3 rounds in 4 seconds (total of six rounds) ; scan and breathe; make weapon safe, holster.

Phase 4- At the 7 Yard Line, for a total of 12 rounds.

1. On command, draw and fire 2 rounds in 3 seconds (total of six rounds); scan and breathe.
2. On command, draw and fire 3 rounds in 4 seconds (total of six rounds); scan and breathe; make weapon safe, holster.

Phase 5- At the 5 Yard Line, for a total of 6 rounds.

1. On command, draw and fire 3 rounds strong hand only, safely transfer to weak hand, then fire 3 more rounds weak hand in 15 seconds; scan and breathe; make weapon safe, holster.

Phase 6- At the 3 Yard Line or Closer, for a total of 6 rounds.

1. On command, draw and fire using close quarter/two handed point shoot technique 2 rounds in 3 seconds; scan and breathe; make weapon safe, holster.

(Option, 1-2 steps to the rear after shooting).

SCORING-B-21E-use indicated K value divided by 3 to obtain percent. B21, B21x targets-use indicated K value with maximum 300 points divided by 3 to obtain percent. B27 target-8, 9, 10, X rings=5 points, 7 ring=4 points, hits on silhouette=3 points divided by 3 to obtain percent. Q target-5 points inside the bottle, 3 points outside the bottle on target, divide by 3 to get percent.

INSTRUCTOR'S DISCRETION WHEN TO HAVE OFFICER USE PROPER VERBALIZATION TO CHALLENGE THE TARGET.

**Performance Outcomes, Training Objectives, Criteria
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Training Standards
for Basic Corrections Officer**

PHYSICAL FITNESS TRAINING

Performance Outcome 10.1.

Demonstrate low crawl under an obstacle.

Training Objectives Related to 10.1.

A. Demonstrate the ability to crawl under an obstacle.

Criteria: The trainee shall be tested on the following:

10.1.1. Crawl under an obstacle of 24 inches for 10 feet without becoming entangled and/or harmed within set time.

10.1.2. Identify and use safety crawl techniques

Lesson Plan Guide: The lesson plan shall include the following:

1. Techniques for low crawl.
2. Demonstrate safety techniques and knowledge how to prevent physical entanglement and/or harm.

Performance Outcome 10.2.

Sprint full speed for a distance of 56 yards/51 meters.

Training Objective Related to 10.2.

A. Demonstrate the ability to sprint at full speed for a distance of 56 yards/51 meters.

Criteria: The trainee shall be tested on the following:

10.2.1. Response to a visual cue

10.2.2. Body position for sprinting

10.2.3. Breathing techniques

Lesson Plan Guide: The lesson plan shall include the following:

1. Sprinting body position.
2. Breath techniques.
3. Warm-up and cool down during training.

Performance Outcome 10.3.

Run one mile.

Training Objectives Related to 10.3

A. Demonstrate the ability to run a distance of one mile using techniques to help minimize injury.

Criteria: The trainee shall be tested on the following:

10.3.1. Running form

10.3.2. Breathing techniques for running.

Lesson Plan Guide: The lesson plan shall include the following:

1. Running form to minimize injury potential.
2. Breathing techniques for running.
3. Warm-up/stretching techniques for running.

Performance Outcome 10.4.

Accomplish an obstacle course.

Training Objectives Related to 10.4.

A. Demonstrate the ability to run a course through varying terrain appropriate to locality.

Criteria: The trainee shall be tested on the following:

- 10.4.1. Complete an obstacle course on varying terrain: running; jumping; turning; and crawling:
 - 10.4.1.1. Run at least 1/4 mile during the course
 - 10.4.1.2. Jump over a 2 foot ditch or similar obstacle
 - 10.4.1.3. Vault over three different types of obstacles typical of the locale
 - 10.4.1.4. Crawl under an obstacle of 24 inches in height for at least 10 feet
 - 10.4.1.5. Turn three times during the course

Lesson Plan Guide: The lesson plan shall include the following:

1. Techniques for running, jumping, turning, and crawling as part of obstacle course training;
 - a. Run at least 1/4 mile during the course
 - b. Jump over a 2 foot ditch or similar obstacle
 - c. Vault over three different types of obstacles typical of the locale
 - d. Crawl under an obstacle of 24 inches in height for at least 10 feet
 - e. Turn three times during the course
2. Breathing techniques appropriate to each type of physical effort.

Performance Outcome 10.5.

Climb three flights of stairs.

Training Objectives Related to 10.5

A. Demonstrate the ability to climb three flights of stairs within set time.

Criteria: The trainee shall be tested on the following:

- 10.5.1. Climbing techniques
- 10.5.2. Breathing techniques
- 10.5.3. Leg strength development
- 10.5.4. Aerobic endurance

Lesson Plan Guide: The lesson plan shall include the following:

1. Climbing techniques.
2. Breathing techniques.
3. Leg strength development.
4. Aerobic endurance, increased stamina and staying power, flexibility.

Instructor Note: This exercise may be completed by using one flight of at least eight (8) steps and climbing up and down three times, or any other combination that equals this. Climbing single steps do not equal a flight of steps.

Performance Outcome 10.6.

Drag or push a heavy object.

Training Objectives Related to 10.6

A. Demonstrate the ability to extract an object and/or individual, weighing 120 pounds (males) or 70 pounds (females), to simulate an extraction and/or rescue and drag or push a heavy object/individual, 120/70 pounds, for a distance of 25 feet.

Criteria: The trainee shall be tested on the following:

- 10.6.1. Body alignment
- 10.6.2. Breathing techniques
- 10.6.3. Various types of surfaces
- 10.6.4. Lifting techniques for up to 120/70 pounds for a distance of 25 feet (120/male; 70/female)
- 10.6.5. Carrying techniques
- 10.6.6. Dragging technique up to 120/70 pounds for a distance of 25 feet (120/male; 70/female)
- 10.6.7. Pushing technique up to 120/70 pounds for a distance of 25 feet (120/male; 70/female)
- 10.6.8. Bend, reach, grab hold of person at point most helpful using proper body mechanics

Lesson Plan Guide: The lesson plan shall include the following:

1. Body alignment.
2. Breathing techniques.
3. Various types of surfaces.
4. Lifting technique for up to 120/70 pounds and 25 foot distance.
5. Carrying technique(s) for up to 120/70 pounds and 25 foot distance.
6. Dragging technique(s) for up to 120/70 pounds and 25 foot distance.
7. Pushing technique(s) for up to 120/70 pounds and 25 foot distance.
8. Bend, reach, and grab hold of person at point most helpful using proper body mechanics

Performance Outcome 10.7.

Engage in and complete vigorous physical activities.

Training Objectives Related to 10.7

A. Execute the following physical exercises:

- (1.) Thigh isolators
- (2.) Mule kicks
- (3.) Arm circles
 - (a) Clock wise
 - (b) Counter clock wise
- (4.) Brick layers
- (5.) Push-ups
- (6.) Fire hydrants
- (7.) Flutter kicks
- (8.) Calve raises
- (9.) Leg lifts
- (10.) Planks

Criteria: The trainee shall be tested on the following:

- 10.7.1. Thigh isolators
- 10.7.2. Mule kicks
- 10.7.3. Arm circles
- 10.7.4. Brick layers
- 10.7.5. Push-ups
- 10.7.6. Fire hydrants
- 10.7.7. Flutter kicks
- 10.7.8. Calve raises
- 10.7.9. Leg lifts
- 10.7.10. Planks

Lesson Plan Guide:

The lesson plan shall include the following:

1. Body alignment.
2. Breathing techniques.
3. Warm-up, stretching, and cool down techniques.
4. Physical activities;
 - a. Thigh isolators
 - b. Mule kicks
 - c. Arm circles
 - d. Brick layers
 - e. Push-ups
 - f. Fire hydrants
 - g. Flutter kicks

h. Calve raises

i. Leg lifts

j. Planks

**Performance Outcomes, Training Objectives, Criteria
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FIELD TRAINING

In conjunction with completing basic academy training, the **basic correction officer** must identify requirements related to the employing agency, and community resources and agencies that may assist in job performance. Expected performance outcomes include this basic knowledge and cover the following:

11.1 -- 11.19 Policies, Procedures and Operations

- 11.1. Identify procedures related to professional appearance, clothing, grooming and issued equipment.
- 11.2. Identify procedures related to handling violations of professional, ethical, or legal standards of conduct by fellow officers.
- 11.3. Identify agency policies related to admissions and compliance with § [53.1-23.2 Code of Virginia](#).
- 11.4. Identify and demonstrate procedures and procedure related to communicating information about an inmate through internal and external requests.
- 11.5. Identify procedures related to obtaining assistance for communicating with inmates of various cultural backgrounds or with various disabilities.
- 11.6. Identify and demonstrate procedures related to receiving, securing, and disbursing funds from an inmate's personal account.
- 11.7. Identify and demonstrate procedures related to filing and retrieving records in agency system.
- 11.8. Identify and demonstrate procedures related to reporting maintenance problems.
- 11.9. Identify and demonstrate procedures related to performing a safety inspection.
- 11.10. Identify procedures related to emergency messages.
- 11.11. Identify and demonstrate procedures related to documenting proceedings dealing with emotionally upset inmates.
- 11.12. Identify and demonstrate procedures and procedures for documenting proceedings related to an inmate who commits suicide.
- 11.13. Identify and demonstrate procedures related to establishing and tracking chain of custody of evidence.
- 11.14. Identify and demonstrate procedures related to initiating inmate disciplinary actions.
- 11.15. Identify procedures related to non-prescription and prescription medicine.
- 11.16. Identify procedures related to sexual harassment in the workplace.
- 11.17. Identify procedures related to the death of an inmate.
- 11.18. Identify and demonstrate procedures related to Post Orders.
- 11.19. Identify intake, transfer, and release procedures
 - 11.19.1. Re-entry planning

11.20 – 11.25 Use of Force, Weapons Use

11.20 Identify procedures related to use of force:

- 11.20.1. Lethal
- 11.20.2. Less lethal
- 11.20.3. Escalation of force
- 11.20.4. Firearms
- 11.20.5. Types of firearms
- 11.20.6. Appropriate use
- 11.20.7. Authorized

11.21. Identify and demonstrate procedures related to use of restraints.

11.22. Identify and demonstrate procedures for documenting injuries related to an inmate.

11.23. Identify procedures for documenting injuries related to staff.

11.24. Identify and demonstrate procedures for documenting incidents related to use of force.

11.25. Demonstrate offensive and defensive techniques.

11.26 – 11.28 Transporting Inmates

11.26. Identify and demonstrate procedures related to searching, securing, and transporting an inmate:

- 11.26.1. Restraints
- 11.26.2. Safety equipment
- 11.26.3. Observation and perception
- 11.26.4. Escorting
- 11.26.5. Loading/Unloading

11.27. Identify procedures related to medical transports involving rescue squads or other non-agency vehicle.

11.28. Identify procedures related to non-traditional medical transports, i.e., pregnant inmate, disabled inmate (various disabilities), etc.

11.29 – 11.60 General Tasks and Duties

11.29. Identify and demonstrate proper radio and telephone communications procedures:

- 11.29.1. Properly operate hand held radio
- 11.29.2. How to use the radio in emergency situations/incidents/events
- 11.29.3. How to use the telephone in emergency situations/incidents/event
- 11.29.4. Evacuation procedures

11.30 Identify procedures related to the supervision of the opposite gender.

11.31 Identify and demonstrate procedures related to the supervision of inmates:

- 11.31.1 Positioning
- 11.31.2 Dining hall supervision
- 11.31.3 Supervision during education
- 11.31.4. Shower supervision

- 11.31.5. Night supervision
- 11.31.6. Recreation supervision
- 11.31.7. Kitchen supervision
- 11.31.8. Laundry supervision
- 11.31.9. ID checks procedures
- 11.31.10. Check in and/or out procedures
- 11.31.11. Accountability
 - 11.31.11.1. Problems
 - 11.31.11.2. Discrepancies
 - 11.31.11.3. Reporting and documentation
- 11.32 Identify and demonstrate procedures related to the movement of inmates
 - 11.32.1. General population
 - 11.32.2. Special housing
- 11.33 Identify and demonstrate shakedown and/or extraction procedures, when applicable
- 11.34 Identify and demonstrate procedures related to log entries:
 - 11.34.1. Writing emphasis
 - 11.34.1.1. Spelling, neatness, legibility
 - 11.34.1.2. Proper sentence structure
 - 11.34.1.3. Accuracy, thoroughness, completeness, conscientiousness
 - 11.34.1.4. Write in the first-person
 - 11.34.2. Incident reports
 - 11.34.3. Disciplinary offense reports
 - 11.34.4 Legal ramifications
- 11.35 Identify and demonstrate agency procedures related to reporting incidents.
- 11.36 Identify procedures related to inmate discipline.
- 11.37 Identify procedures related to inmate grievance.
- 11.38 Identify and demonstrate procedures related to inmate personal property:
 - 11.38.1. Approved apparel/clothing
 - 11.38.2. Authorized items (TV, magazines, etc)
 - 11.38.3. Inventory.
- 11.39 Identify and demonstrate agency procedures related to inmate use of telephone system.
- 11.40 Identify and demonstrate agency procedures related to institutional mail operations;
 - 11.40.1. Inmate's legal mail
 - 11.40.2. Procedures for delivering legal mail (as policy permits)
 - 11.40.3. Pick up/distribution procedures
 - 11.40.4. General/special purpose mail and/or package procedures
- 11.41 Identify procedures related to sick call and/or medication operations:

- 11.41.1. Medical emergencies.
 - 11.41.2. Sick call procedures.
 - 11.41.3. Medication disbursements, where applicable.
 - 11.41.4. Suicide awareness and watches.
 - 11.41.5. Entry and exit searches.
- 11.42 Identify and demonstrate procedures related to physical counts, controls, and telephone system:
- 11.42.1. Informal counts
 - 11.42.2. Formal counts (by two certified officers)
 - 11.42.3. Master counts (total population)
 - 11.42.4. Out counts
 - 11.42.5. Telephone system
 - 11.42.6. Key control
 - 11.42.7. Master/Central/Housing control centers
- 11.43 Identify and demonstrate procedures related to entries, searches, and inspections:
- 11.43.1. Living/common/work area search
 - 11.43.2. Housing area search (cell, dorm, pod)
 - 11.43.3. Security inspections
 - 11.43.3.1. Sally ports
 - 11.43.3.2. Vehicles
 - 11.43.3.3. Cargo
 - 11.43.3.4. Visitors
 - 11.43.3.5. Equipment
 - 11.43.3.6. Lighting systems
 - 11.43.3.7. Perimeter securities
 - 11.43.3.7.1. Internal
 - 11.43.3.7.2. External
 - 11.43.3.8. Bars
 - 11.43.3.9. Cells
 - 11.43.3.10. Pod doors
 - 11.43.3.11. Inmate loading and unloading procedures
 - 11.43.3.12. Basement, where applicable
 - 11.43.3.13. Yard
 - 11.43.3.14. Internal and external work areas
 - 11.43.3.15. Cat walk, where applicable
 - 11.43.3.16. Tower, where applicable
 - 11.43.3.17. Gun post, where applicable
 - 11.43.3.18. Structural inspections

- 11.43.3.19. Patrols
 - 11.43.3.19.1. Vehicle
 - 11.43.3.19.2. Walking
- 11.43.3.20. Accountability
 - 11.43.3.20.1. Incidents
 - 11.43.3.20.2. Discrepancies
 - 11.43.3.20.3. Reporting and documentation
- 11.44 Identify and demonstrate search procedures for inmates, staff, and visitors.
- 11.45 Identify and demonstrate procedures related to proper tool control:
 - 11.45.1. Tool control
 - 11.45.2. Who can use and sign out tools
 - 11.45.3. Tool issue
 - 11.45.4. Missing tool
- 11.46 Identify and demonstrate procedures related to proper key control.
 - 11.46.1. Key control policy
 - 11.46.2. Maintaining key control
 - 11.46.3. Procedure for obtaining keys
 - 11.46.4. Who is allowed keys
 - 11.46.5. Emergency exit keys
- 11.47 Identify procedures related to the proper management of inmate behavior:
 - 11.47.1 Self-mutilation.
 - 11.47.2 Safe and healthy environment (e.g., sanitation).
- 11.48. Identify and demonstrate procedures related to inmate special housing.
- 11.49 Identify and demonstrate procedures related to identification and supervision of gangs.
- 11.50 Identify procedures related to riot prevention, lockdowns and/or emergencies.
- 11.51 Identify and demonstrate procedures related to emergency response plans:
 - 11.51.1. Escape response plan
 - 11.51.2. Evacuation response plans
- 11.52. Identify and demonstrate procedures related to the proper use of restraining devices:
 - 11.52.1. Type of restraints
 - 11.52.2. Application
 - 11.52.3. Unacceptable practices
- 11.53 Identify agency procedures related to inmate rules of conduct:
 - 11.53.1. Prohibited acts
 - 11.53.2. Disciplinary actions
 - 11.53.2.1. Sanctions
 - 11.53.2.2. Interventions

- 11.54. Identify disciplinary hearings.
- 11.55. Identify inmate grievance procedures.
- 11.56. Identify inmate property procedures:
 - 11.56.1. Authorized items
 - 11.56.2. Inventories
 - 11.56.3. Dispositions of unauthorized items
 - 11.56.4. Inmate property inventory procedures
- 11.57. Identify procedures related to visitation.
 - 11.57.1.1. Security and supervision
 - 11.57.1.2. Illegal activities
 - 11.57.1.3. Authorized and unauthorized searches
 - 11.57.1.4. Weapons (homemade, improvised, etc.)
 - 11.57.1.5. Drug contraband
 - 11.57.1.6. Types of searches
 - 11.57.1.7. Reporting and documentation
 - 11.57.1.8. Sight supervision
- 11.58. Identify procedures related to fire response:
 - 11.58.1. Major fires
 - 11.58.2. Emergency actions
 - 11.58.3. Master/Central control notification
 - 11.58.4. Use of fire suppression equipment
 - 11.58.5. Evacuation
- 11.59. Identify procedures related to emergency situations:
 - 11.59.1. Response teams
 - 11.59.2. Attempted escapes and/or escapes
 - 11.59.3. Hostages situations
 - 11.59.4. Barricaded inmate(s)
 - 11.59.5. Bomb threats and/or IEDs
 - 11.59.6. Threats
 - 11.59.7. Environmental incidents, events, and/or disasters
 - 11.59.8. Human made incidents, events and/or disasters
 - 11.59.9. Hazardous materials and/or chemicals
- 11.60. Identify and demonstrate procedures related to contraband searches:
 - 11.60.1. Procedures
 - 11.60.2. Recognition
 - 11.60.3. Control of contraband
 - 11.60.4. Documentation and reporting

11.60.5. Frisk

11.60.6. Strip

11.60.7. Cell/pod/dorm searches

11.60.8. Area/perimeter searches

Field Training: 200 hours

Approved by the Criminal Justice Services Board Committee on Training December 11, 2014