

# Missouri Sheriffs' Association Training Academy

## LWE 120 - Basic Jail Officer Academy

### Curricula Synopsis

#### **ADMINISTRATIVE PROCEDURES**

##### **ADMINISTRATIVE ORIENTATION / RULES AND REGULATIONS**

Trainees are introduced to the Basic Training Program. Trainees are given an overview of the scheduling, testing, and expectations. The online Academy rules are reviewed and the element of personal discipline is emphasized.

##### **HISTORY OF JAILS**

This section introduces the trainee to the incarceration systems and the operation of early jails.

##### **EXAMS**

Online exams are administered and scored by the online system after each lesson. Students must complete each exam with 100% accuracy before being allowed to progress to the next lesson.

#### **LEGAL STUDIES**

##### **LEGAL ISSUES FOR JAIL OFFICERS**

##### **INTRODUCTION TO THE LEGAL BLOCKS**

This introduction provides a foundation for both the Statutory and Constitutional Law Blocks. Included is a review of the sources of our law and an explanation of the significance of the U.S. Constitution and the Bill of Rights.

##### **PRISONER RIGHTS AND PRIVILEGES**

Beginning with the "cruel and unusual punishment" the Eighth Amendment, this section looks at the issues of prisoner rights. Discussed are issues such as living conditions, health care, access to counsel and visitors, rights to protection from violence and sexual assault, and issues of religious and political freedom.

##### **SEARCHES AND SEIZURE WITHOUT A WARRANT**

In this section, warrantless searches of inmates, their property and the facility are explored. Justifications for warrantless searches will be discussed in principle, along with specific examples of how these principles are applied by the courts to actual cases. The scope of and limitations on these searches will be explained.

##### **JAIL OFFICER LIABILITY**

This section looks at one of the risks of detention work – civil and criminal liability for actions taken or not taken appropriately. This section first introduces the trainee to the various types of torts, civil rights actions, and criminal actions that can be taken against a jail officer, as well as the potential penalties for each. Special attention is then given to ways to defend oneself when suits are brought.

##### **FEDERAL LAWS AND REGULATIONS**

This section covers the 1<sup>st</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup> and 14<sup>th</sup> amendments; the Prison Rape Elimination Act, the Prison Litigation Reform Act and federal 1983 violations.

#### **MISSOURI STATUTORY LAW**

##### **JUSTIFICATION – USE OF FORCE**

This section covers the elements necessary for the lawful use of both deadly and non-deadly force as they relate to self-defense; defense of other persons, premises, or property or when enforcing facility rules.

##### **CRIMINAL STATUTES**

This section covers statutes found in RSMo. Chapter 221 relating to Jails and Jail Officers.

## **INTERPERSONAL PERSPECTIVES**

### **HUMAN BEHAVIOR**

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#### **ETHICS AND PROFESSIONALISM**

In Ethics and Professionalism, principles that should guide personal conduct are reviewed. The application of moral principles, such as principles of fairness, honesty and consistency are discussed, as is an explanation of how to reason such situations through to a moral decision. Cross gender supervision and staff/inmate sexual misconduct are also covered.

#### **TACTICAL COMMUNICATIONS**

The effective use of communications as a tactic is discussed. The trainee is introduced to various communications devices and approaches that aid in developing rapport, maintaining control, encouraging cooperation and obtaining information. Demonstrations and practice sessions are a major component of the section.

#### **DEALING WITH AGGRESSIVE BEHAVIOR**

This section is designed to provide the trainee with the basic skills necessary to identify aggressive or potentially aggressive behavior and to use given communication and behavioral tools to either prevent the aggression or to diffuse it as low on the force continuum as possible.

#### **CULTURAL DIVERSITY**

Interactions between jail officers and various racial, ethnic, religious and cultural groups are discussed. Officers' sensitivity to issues of gender and gender preference are examined. Officers are encouraged to examine their own biases and those of the communities in light of need to be responsive to the needs of a diverse population. Practical exercises and role-plays will be used to develop effective communication skills.

#### **STRESS MANAGEMENT**

Detention work is generally considered among the most stressful of occupations. Some basic information on identifying stress symptoms are discussed, as well as a variety of healthy and effective methods for dealing with stress.

#### **SEXUAL HARASSMENT**

This section defines sexual harassment and unacceptable behavior. Trainees will learn the categories of sexual harassment, how to recognize sexual harassment and what to do if harassed; what to do if some else is being harassed, what they can do to prevent sexual harassment and what management can do to help prevent sexual harassment.

#### **SUICIDE PREVENTION**

In this section, trainees learn the most dangerous time during incarceration, the proper suicide screening process and indicators of potential suicide. They learn communication techniques for dealing with persons in crisis and proper supervision strategies for suicidal inmates.

## **TECHNICAL STUDIES**

### **JAIL POPULATION MANAGEMENT**

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#### **INTRODUCTION – PREPARATION FOR DUTY**

This section discusses preparation for duty by the jail officer. It demonstrates how knowledge of the inmate population, the facility and proper uniform and equipment will enhance the performance of the jail officer. Also discussed are the physical and psychological factors that affect an officer during performance of their job duties.

#### **SERVICE DUTIES OF THE JAIL OFFICER**

The most common types of service assignments are examined, as is the role of the jail officer in those situations.

## **PROCESSING AND DOCUMENTATION PROCEDURES**

This section covers the various activities commonly grouped under the “intake” and “booking” functions. In the large scope of jail administration the successful and safe operation of any jail depends on the ability of all staff members to effectively follow a number of established procedures when dealing with inmates and detainees. Trainees learn proper procedures for booking, property control and classification; fingerprinting and release/bonding.

## **BASIC SECURITY PRINCIPLES**

This section covers the fundamentals of daily facility management from a security and supervision perspective. This section will emphasize the three topical areas of inmate searches, the control and security for the detention area, and contraband control. It will also cover two basic elements of professional supervision.

## **CONTRABAND IDENTIFICATION**

This section covers two different types of contraband and why contraband is detrimental to the safety and security of the facility. Trainees learn to define, identify and properly handle contraband.

## **INMATE ORIENTATION**

This section covers rules and regulations; healthcare and foodservice; visitation, mail, and telephone procedures; recreational programs, commissary and laundry services; hygiene, discipline, grievance and appeal procedures.

## **INMATE SUPERVISION**

In addition to the general population, trainees learn proper techniques for dealing with special needs inmates, juvenile inmates and inmate workers. They also learn about inmate con games and techniques for avoiding trapped by them.

## **PRISONER MOVEMENT/TRANSPORTS**

Anytime an inmate is outside of their cell, there is a potential breach of security. This section covers the proper techniques for reducing the potential for assault or escape attempts while moving inmates, including out of state extraditions.

## **JAIL FIRE SAFETY**

Jails are built of steel and concrete, which normally do not burn. But even a small fire can cause smoke. Smoke inhalation presents the largest danger in a jail fire and can be catastrophic in terms of injury and loss of life. This section covers techniques to avoid a fire in a jail and how to conduct a proper evacuation if required.

## **USE OF RESTRAINTS**

Properly restraining an inmate is the best action to reduce assaults on staff and escapes. This section stresses the importance of using restraints properly. Trainees will learn the proper use and application of handcuffs, waist-chains and leg-irons; black boxes, locking leg-braces, humane restraints and stun-belts.

## **HOSTAGE INCIDENTS**

Being take hostage is a major threat to jail officers. This section discusses different personalities of hostage takers and identifies the most dangerous hostage taker. Trainees techniques and rules for being a good hostage.

## **REPORT WRITING**

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### **INTRODUCTION TO REPORT WRITING**

This section discusses the uses for and the proper preparation of a law enforcement report.

### **INTERVIEWING SKILLS**

The elements that result in a successful interview will be examined and practiced. The objective of the interview is examined, as is the importance of the interview setting. Obtaining personal pedigree information and detailed descriptions of items will also be emphasized.

## **REPORT WRITING EXERCISES**

Under simulated conditions, the trainee will write approximately three reports. The reports will include a variety of criminal offenses and violations of facility rules. The use of interview skills and in some cases investigative efforts to obtain the information necessary for the report may be warranted.

## **FIRST AID (FIRST RESPONDER)**

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### **8-HOUR DPS APPROVED FIRST RESPONDER COURSE**

Basic issue of care for the injured will be discussed, with an emphasis on those types of emergencies most likely to be encountered in the peace officer's jurisdiction. This course includes CPR and Blood-borne Pathogen Training.

### **INFECTIOUS DISEASES**

This section introduces the most common type of diseases found in jails, including hepatitis, tuberculosis, HIV and AIDS. Trainees learn about universal precautions and the proper use of personal protective equipment.

## **SECONDARY DUTIES OF JAIL OFFICERS**

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### **CRIME SCENE PROCESSING AND EVIDENCE HANDLING**

The elements of crime scene processing will be covered and practiced. Included will be identifying the sources of evidence, search methods, collection, preservation, marking and packaging of evidence.

### **FINGERPRINT EVIDENCE**

This section will discuss the physical process by which fingerprints are formed, the types of impressions and patterns as well as the methods used to obtain fingerprint evidence. The trainees will practice rolling fingerprints on standard ten-print cards. In addition trainees will practice locating, developing, and lifting latent fingerprints from a variety of surfaces.

### **COURTROOM TESTIMONY**

This section will cover proper case preparation and courtroom demeanor. Specifically, it will cover the preparation steps that should be taken prior to trial date. Also covered will be the main causes of witness failure and the rule for being a successful witness.

### **COURT SECURITY**

This section identifies the most dangerous stages of taking inmates to court and supervising them during their time at the courthouse.

## **SKILL DEVELOPMENT**

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### **SUBJECT CONTROL TECHNIQUES**

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#### **CONCEPTS OF DEFENSIVE TACTICS / USE OF FORCE**

The trainee is introduced to the fundamental concepts of subject control whether on the street or in a correctional setting. Emphasis is placed upon the need for understanding concepts and continuous practice to allow the officer to effectively control a subject or effectively overcome the physical threat that the subject may offer. The proper use of force and the use of force continuum are discussed.

#### **HANDCUFFING AND RESTRAINT DEVICES**

The principles of handcuffing are examined as they apply to minimizing the potential for physical resistance in handcuffing situations. The tactics used are demonstrated and practiced from a variety of positions. Use of other restraint devices, such as flex cuffs and leg irons is also discussed.

#### **CONTROL TECHNIQUES**

In this section, the trainee is shown techniques for controlling subjects presenting passive to active resistance to arrest. The techniques taught require no weapons and present a minimal danger of injury to the subject. All techniques are demonstrated and practiced.

### **ACTIVE DEFENSIVE MEASURES**

The active defensive techniques are introduced to counter active aggression. The trainee is shown the proper method for utilizing defensive techniques and equipment appropriate to their work environment.

### **INTERMEDIATE WEAPONS**

Proper handling of the baton and other weapons such as tasers, etc. are demonstrated and practiced. Proper technique for maximum effectiveness and minimal permanent injury are explained and demonstrated.

### **WEAPON RETENTION AND DISARMING**

This section introduces the trainee to the need for effective tactics to prevent an assault upon the officer's weapon where possible, and to secure and protect the weapon in those instances where an assault is unavoidable. The trainee is shown the proper stance and relative positioning for maximizing the security of the officer's weapon. The trainee is then shown techniques used to defend the weapon against the most common types of assaults faced by peace officers.

### **GROUND FIGHTING TECHNIQUES**

This section is designed to provide the trainee with the basic skills needed to defend him / herself in a ground fighting situation.

### **AEROSOL WEAPONS**

The use of pepper mace and its effects will be discussed. Training will focus on the contents of oleoresin capsicum/pepper mace, compare the effects of OC with those of CN/CS, explain the proper delivery techniques for pepper mace, explain where OC mace falls on force continuum, and describe treatment procedures for suspects sprayed with OC/pepper mace.

### **EDGE WEAPONS DEFENSE**

The most common type of weapon used to attack jail staff and inmates is a stabbing or cutting weapon. This section begins with techniques for detecting signs of potential attacks and moves into how to avoid the attack, stun the attacker, ground the attacker and disarm the attacker.

### **CELL EXTRACTION**

When a team is removing an inmate from a cell or housing unit, most injuries to officers are caused by team members. This section covers the proper function of an extraction team and the responsibilities of each team member.

### **EXAM / PRACTICAL EXAM**

## **PRACTICAL APPLICATION EXERCISES**

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### **ROLE PLAYING SCENARIOS**

The trainee will participate in a variety of scenarios designed to assess their ability to apply the knowledge and procedures presented in the training. The exercises include situations that are commonly encountered while on duty such as, searching inmates, their property and their cells. Trainees will also engage in practical application exercises relating to proper use and application of restraints; proper inmate movement and transportation and verbal control techniques.