

GLEN HELEN REHABILITATION CENTER FACILITY SPECIFIC SAFETY CRITICAL TASK WORKBOOK

I. PHASE I

A. Orientation

- a. Welcome
 - i. Introductions
 - 1. Commander
 - 2. Training Staff
- b. Facility Mission
 - i. Facility Mission
 - ii. Goals/Objectives
 - iii. Expectations
- c. Command Structure
 - i. Correctional Bureau
 - ii. Facility
- d. Uniforms/Equipment
 - i. Required Uniforms
 - 1. Class "A"
 - 2. Class "B"
 - ii. Required equipment
 - 1. Authorized
 - 2. Unauthorized
 - iii. Suggested Equipment/Personal Property
- e. Issuance of Facility Equipment
 - i. Magnetic Key Card/Keys
 - ii. Mailbox Number
 - iii. Locker/Number

B. Training Detail

- a. Training Program Overview
 - i. CTO Program
 - ii. Responsibilities
- b. Training Manuals
 - i. Location
 - ii. How to use
- c. Briefing Training
 - i. Purpose
 - ii. Assignments
- d. Critical Task Workbook (CTW)
 - i. Function
 - 1. Review of Booklet
 - ii. Responsibilities

C. Special Requirements

- a. Starlink
 - i. Navigation
 - ii. Applications
 - iii. Department Manuals

- b. CLETS
 - i. Booklet
 - ii. Video
 - iii. Test
 - iv. Password
 - 1. Supername Search
 - 2. Criminal History
 - 3. CDL
 - 4. Call History
- c. PRESYNCT
 - i. Booklet
 - ii. Password
 - 1. Forms (CR1, CR2, CR3, CR4, etc.)-Should we change this now?
 - 2. Upload Attachments (PDF, TXT or JPG)
 - 3. Created & Completed Report
- d. JIMSNET
 - i. Booklet
 - ii. Test
 - iii. Password

D. Facility Tour

- a. Staff Support Areas
 - i. Employee Parking Lot
 - ii. Lobby
 - iii. Locker Rooms
 - 1. Male/Female
 - 2. Assignment
 - 3. Inspection/Search
 - iv. Facility Gym
 - 1. Rules/Responsibilities
- b. Administrative Offices
 - i. Captain
 - ii. Lieutenant
 - iii. Administrative Sergeant
 - iv. Secretary
 - v. Payroll Clerk
 - vi. Administrative Conference Room
 - vii. Mailboxes
- c. Bridge
 - i. Bulletin Boards
 - ii. Watch Commanders Office
 - iii. Staff Conference Room
 - iv. Briefing Room
 - v. Jackets
 - vi. Key Control
 - vii. Computers/Printers/DIMS
 - viii. Pandora's Box

- d. Control Stations
 - i. Male Control
 - ii. Front Gate Control
 - iii. Female Max Control
- e. Housing Units
 - i. Minimum Security
 - 1. Minimum One (Dorm 1-4)
 - 2. Minimum Two (Dorm 5-8)
 - ii. Maximum Security
 - 1. A & E Blocks (A1, A2, E1, E2)
 - 2. B Blocks (B1, B2)
 - 3. C & D Blocks (C1, C2, D1, D2, D3, D4, D5)
 - 4. Isolation (G1, G2, H1, H2)
 - 5. J – Tank
 - 6. I – Tank/K - Tank
 - iii. Female Facility
 - 1. Dorms 1, 2, 3
 - 2. Maximum
 - iv. Fire Camp (North)
- f. Support Areas
 - i. Security Administration
 - ii. Medical
 - iii. Support Services
 - iv. Library
 - v. Warehouse
 - vi. Maintenance
 - vii. Kitchen
 - viii. Laundry
 - ix. Electronics Room
 - x. Boiler Room
- g. Facility Armory
 - i. Tour
 - ii. Armament
 - iii. Safety Equipment
 - iv. Authorized Entry
 - v. Sign for Removal
- h. Public Areas
 - i. Visiting Lobby
 - ii. Unit Visiting
 - iii. Inmate Release
 - iv. Property Release

E. Phase I Completion

- a. Questions
- b. Comments
- c. Notes

II. PHASE II

A. Male Housing

- a. Housing Logs
- b. Admin Log
- c. Lockdown or Bunk Time
- d. Inmate Movement
- e. Cleaning
- f. Feeding Procedure
- g. Dayroom Usage
- h. Recreation Yard Usage
- i. Communications Skills
- j. Inmate Control
- k. Court Pull
- l. Inmate Count
- m. Sick Call
- n. Visiting
- o. Church Services
- p. Commissary
- q. Clothing Exchange
- r. Unit Supplies
- s. Unit Inventory Log
- t. Mail
- u. Hair/Fingernails
- v. Discipline/JDR
- w. Special Housing Memos
- x. Black Box
- y. Fire Suppression

B. A & E, B, C & D Blocks

- a. B-Block Deputy
 - i. Classification
 - ii. Feeding Procedures
 - iii. Post Orders Reviewed
- b. A & E Block Deputy
 - i. Isolation
 - ii. Discipline
 - iii. Feeding Procedures
 - iv. Security
 - v. Post Orders Reviewed
- c. C & D Block Deputy
 - i. Housing Locations/Classifications
 - ii. Infirmary
 - iii. D Tank
 - iv. J Tank
 - v. K Tank
 - vi. C Blocks
 - vii. Feeding Procedures

- viii. Sick Call Movement
- ix. Visiting Movement
- x. Receiving Weekenders/Stays
- xi. Process
- xii. Fingerprint
- xiii. Post Orders Reviewed

C. M1 & M2

- a. M1 Housing
 - i. Feeding Procedures
 - ii. Classes
 - iii. Dayroom Usage
 - iv. Recreation Yard
 - v. Counter Man
 - vi. Dorm Crew
 - vii. Security
 - viii. Post Orders Reviewed
- b. M2 Housing
 - i. Feeding Procedures
 - ii. Classes
 - iii. Worker Movement
 - iv. Work Crews
 - v. Dorm Crew
 - vi. Counter Man
 - vii. Dayroom Usage
 - viii. Recreation Yard
 - ix. Post Orders Reviewed

D. Notes/Comments

- a. Phase II
 - i. CTO Comments

E. Female Housing

- a. Housing Logs
- b. Admin Logs
- c. Lockdown or Bunk Time
- d. Inmate Movement
- e. Cleaning
- f. Feeding Procedure
- g. Dayroom Usage
- h. Recreation Yard Usage
- i. Communications Skills
- j. Inmate Control
- k. Court Pull
- l. Inmate Count
- m. Sick Call
- n. Visiting
- o. Church Services
- p. Commissary
- q. Clothing Exchange

- r. Unit Supplies
- s. Unit Inventory Log
- t. Mail
- u. Hair/Fingernails
- v. Discipline
- w. Special Housing Memos
- x. Black Box
- y. Fire Suppression
- z. Probation Phone
- aa. Post Orders Reviewed
- F. Female Minimum/Maximum
 - a. Female Minimum
 - i. Workers
 - ii. Classes
 - iii. Weekenders
 - iv. Feeding Procedure
 - v. Female Front Gate
 - vi. Female Max Alarm Panel
 - vii. Post Orders Reviewed
 - b. Female Maximum
 - i. Pre-Trials
 - ii. Classification
 - iii. Classes
 - iv. Security
 - v. Outside Recreation
 - vi. Post Orders Reviewed
 - c. Current Charges/Past Convictions
- G. Female Unit/Intake
 - a. Female Unit Control Station
 - i. Video Camera
 - ii. Fire Alarms
 - iii. P.A. System
 - iv. HT Radio Use
 - v. Unit Inventory Log
 - vi. Monitoring Segments (Cell & Dorm)
 - vii. Recreation Yard Log
 - viii. Emergency Procedures
 - ix. Post Orders Reviewed
 - b. Female Intake Weekenders/Stays
 - i. Inmate Reception
 - ii. Searching
 - iii. Fingerprinting
 - iv. Photographing
 - v. Dress-IN
 - vi. Health Screening
 - vii. ID Cards
 - viii. Releases

- ix. Feeding
- x. Classification
- xi. Property
- xii. Logs
- xiii. Post Orders Reviewed
- H. Female Housing Comments
 - a. Female Facility/CTO Comments
- I. Kitchen Support
 - a. Security
 - b. Inmate Movement/Control
 - c. Searches/Shakedowns
 - d. Inspections
 - e. Reports
 - f. Logs
 - g. Deliveries
 - h. Post Orders Reviewed
 - i. Kitchen Support/CTO Comments
- J. Front Gate
 - a. Uniform/Weapon
 - b. Class A
 - c. Armed
 - d. Weapons
 - e. Facility Entrance
 - f. Entrance Logs
 - g. Deliveries
 - h. Work Crew
 - i. Others
 - j. Visitors
 - k. Security
 - l. Log
 - m. Citations/Notice of Correction
 - n. JIMS
 - o. Inmate Fiscal Kiosk
 - p. End of Shift Log
 - q. Stays New Inmates
 - r. Paperwork
 - s. Turn Away Letter
 - t. Property
 - u. Search
 - v. Post orders Reviewed
 - w. CLETS/CDL/Criminal History/Call History/Supernames
- K. Notes/Comments
 - a. Front Gate/CTO Comments
- L. Hospital Transportation
 - a. Uniform/Weapon
 - b. Class A
 - c. Armed

- d. Vehicle/Equipment Check Out
- e. Ambulance Runs
- f. Inmate Security
- g. Radio Procedures
- h. Perimeter Security
- i. Assist Front Gate
- j. Post Orders Reviewed
- k. Hospital Transportation/CTO Comments

M. Classification

- a. Forms
- b. Types of Classification
- c. How to Classify
- d. Color of Uniforms
- e. Movement
- f. Post Orders Reviewed

N. Phase II Completion

- a. Questions
- b. Comments
- c. Notes

III. PHASE III

A. Facility Manual

- a. Trainee will read and verbally discuss the following Glen Helen Rehabilitation Center Facility Manual Sections.

B. Section 2 – Section 6

- a. Section 2
 - i. 2.200 Bringing Items into the Facility
- b. Section 3
 - i. 3.000 Personnel Assignments
- c. Section 4
 - i. 4.000 – 4.200 Weapons and Equipment
- d. Section 5
 - i. 5.100 Maintenance Request
- e. Section 6
 - i. 6.000 Employees Reporting/Leaving Work
 - ii. 6.100 Alarm Systems
 - iii. 6.115 Codes for Serious Incidents
 - iv. 6.400 – 6.410.05 Facility Emergency Procedures
 - v. 6.450 Utility Failures
 - vi. 6.500 – 6.510.10 Door Security
 - vii. 6.600 Lockdown Procedures
 - viii. 6.640.05 – 6.45.00 Personnel Accountability
 - ix. 6.800 Facility Count Procedures
 - x. 6.810 Count Procedures
 - xi. 6.1100 – 1190 Escape Procedures

C. Section 7 – Section 10

- a. Section 7
 - i. 7.110.08 Evidence Collection and Storage
 - ii. 7.120.05 Approval of Reports
 - iii. 7.124 Inmate Injury Log
 - iv. 7.140 Report Routing
 - v. 7.300 – 7.345 Guidelines for Evidence
- b. Section 8
 - i. 8.120 Removing Electronic Monitors
 - ii. 8.130.40 Removal of Body Piercings
 - iii. 8.140 Money Inventory
 - iv. 8.280 – 8.280.05 Placement of inmate in holding cell
 - v. 8.470.20 Out of County Warrant Pick-up
 - vi. 8.620 Case Information
- c. Section 9
 - i. 9.300.05 – 9.310.01 Introduction
 - ii. 9.420 – 9.430.05 Telephone Calls
 - iii. 9.600 – 9.670 Inmate Clothing
 - iv. 9.910 – 9.925 Classification
- d. Section 10
 - i. 10.103 – 10.194.05 Inmate Release Procedures
 - ii. 10.210 Payments/Bails and Fines
 - iii. 10.239 Accepting Bail from another Facility

D. Section 11 – Section 13

- a. Section 11
 - i. 11.100 – 11.170 Housing Descriptions
 - ii. 11.200 – 11.299 Housing Guidelines
 - iii. 11.300 – 11.360 Universal Precautions/Cont. Clothing
 - iv. 11.400 – 11.460 High Security Inmate Movement
 - v. 11.501 – 11.560 – 11.570 Observation Logs
 - vi. 11.700 – 11.760 Feeding Procedures/Schedules
 - vii. 11.800 – 11.869 Inmate Clothing & Bedding
 - viii. 11.1000 – 11.1100 Additional Housing Guidelines
- b. Section 12
 - i. 12.105 Pro-Per Privileges
 - ii. 12.200 – 12.240 – 12.250 Inmate Grievances
 - iii. 12.600 – 12.690.20 Inmate Mail
 - iv. 12.700 – 12.730 – 12.750 Legal Mail
 - v. 12.900 – 12.912 Hair Care Procedures
 - vi. 12.1110 Newspapers
 - vii. 12.1520 Telephone Privileges
 - viii. 12.1610 – 12.1670 Outside Recreation
 - ix. 12.1700 – 12.1790 Inmate Visiting
 - x. 12.1800 – 12.1890.05 Visiting Procedures

- xi. 12.2000 – 12.2050.05 Inmate Commissary
 - xii. 12.2300 – 12.2395 Inmate Discipline
 - xiii. 12.2500 – 12.2523.30 Discipline Guidelines
 - xiv. 12.2870 Library Service
 - xv. 12.2902 Inmate Education Programs
 - c. Section 13
 - i. 13.100 – 13.105 Inmate Workers Policies & Procedures
- E. Section 14 – Section 16
 - a. Section 14
 - i. 14.200 Inmate Death Investigations
 - ii. 14.230 Authorized Responding Personnel
 - iii. 14.350 Facility Nurse Responsibilities
 - iv. 14.250.05 Routing Nurses Report
 - v. 14.520 Polygraph Examination Location
 - vi. 14.540 Department Examiner
 - vii. 14.605 Morrissey Hearing
 - b. Section 15
 - i. 15.100.05 Facility Inspection
 - ii. 15.210 Court Calendar
 - iii. 15.310 Transportation Pull Guidelines
 - c. Section 16
 - i. 16.110 Cash Intake
 - ii. 16.110.025 Processing Cash
 - iii. 16.110.15 Balancing the Cash Drawer
 - iv. 16.120 Computer Failure Contingency Plan
 - v. 16.120.05 Processing Cash at Intake
 - vi. 16.130 Money Received Through Mail
 - vii. 16.130.05 Processing Money Received in Mail
 - viii. 16.130.10 Routing Money to Fiscal Personnel
 - ix. 16.13015 Fiscal Responsibilities
 - x. 16.140.05 Verification of Inmates in Custody
 - xi. 16.150 Facility Transfer of Inmate Moneys
 - xii. 16.320 Verification of Release Drawers
 - xiii. 16.320.05 Intake/Release Drawer Overages/Shortages
 - xiv. 16.400 Commissary – General Procedures
- F. Section 17
 - a. Section 17
 - i. 17.200.05 – 17.260 Sick Call Policy
 - ii. 17.300 – 17.390.05 General Procedures
 - iii. 17.400 – 17.420 Medical Observation Logs
 - iv. 17.800 – 17.850 Pregnant Inmates
 - v. 17.1000 -17.1020.05 Court Ordered Doctor Visits
- G. Notes/Comments
 - a. Facility Manual/Mentor Comments

- H. Phase III Completion
 - a. Trainee Notes/Comments
 - b. Mentor Notes/Comments
 - c. Sergeant Notes/Comments

IV. PHASE IV

- A. Court Pull Procedures
 - a. Shift
 - b. Time
 - c. Calendar
 - d. Distribution
 - e. Preparation
 - f. Feeding
 - g. Movement to Transportation
 - h. Different Classes of Inmates
 - i. Refusal to go to Court
 - j. Property (Approved & Not Approved)
- B. Count Procedures
 - a. Shift
 - b. Time
 - c. Computer Printout
 - d. Positive ID of Inmate
 - e. Comparison ID
 - f. Off Facility Inmates
 - g. Cell Inspection
- C. Church Services
 - a. Shift
 - b. Times
 - c. Service
 - d. Types
 - e. Delivering
 - f. Religious Materials
- D. Library Services
 - a. Delivery
 - b. Request
 - c. Distribution Schedule
- E. Clothing Exchange
 - a. Shift
 - b. Schedule
 - c. Procedure
 - d. Responsibility
- F. Commissary
 - a. Ordering
 - b. Receiving
 - c. Maximum Allowance
- G. INROADS
 - a. Court Ordered

- b. ROP/Work Crew
- c. Bakery
- d. Culinary
- e. Classes
- f. Volunteers
- g. Chaplain
- h. AA/NA
- i. Counselors
- H. Fire and Emergency Procedures
 - a. Responsibilities
 - b. Fire Extinguishers
 - c. Earthquake Procedures
 - d. Bomb Threats
 - e. Code Red
 - f. Code Blue
 - g. Evacuation Procedures
- I. Comment/Notes
 - a. Facility Manual/Mentor Comments
- J. Phase IV Completion
 - a. Trainee Notes/Comments
 - b. Mentor Notes/Comments
 - c. Sergeant Notes/Comments
- K. Additional Comments