
Jail Training Officer Program

208.1 PURPOSE AND SCOPE

The Department will provide adequate training to all jail personnel. The training will encompass both formal and informal processes including, but not limited to, the establishment of an ongoing Jail Training Officer function. The intent of these programs and training shall be the fair, impartial, and professional application of rules, regulations, and law. Every effort will be made to insure the in-custody rights of arrested individuals while maintaining a proper balance of facility/staff security and safety.

208.2 GENERAL

The Facility Manager shall be responsible to insure the establishment and ongoing operation of a fully functioning Jail Training Officer Program.

208.3 DEFINITIONS

JAIL TRAINING OFFICER (J.T.O.) - Custody staff assigned collateral responsibility for training of new hires and the orientation of experienced personnel in the policy, procedures, and functions of facility operation.

JAIL TRAINING SERGEANT - Sergeant assigned direct responsibility for supervision of the Jail Training Officer Program.

208.4 JAIL TRAINING OFFICER- SELECTION AND TRAINING

The Jail Training Officer (JTO) is an experienced correctional deputy trained in the art and science of supervising, training and evaluating entry-level correctional deputies in the application of their previously acquired knowledge and skills.

208.4.1 SELECTION PROCESS

JTO's will be selected based on certain requirements, including:

- (a) A desire to perform the training mission.
- (b) A demonstrated ability to be a positive role model.
- (c) Successfully passed an internal oral interview selection process.
- (d) Evaluation by supervisors and current JTOs.
- (e) A certificate from the state's law enforcement certifying agency, where applicable.

208.4.2 TRAINING

All JTOs should successfully complete a 40-hour course of instruction prior to being assigned a trainee.

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All JTOs should complete a 24-hour update course every three years while assigned to the position of TO.

208.5 SUPERVISION

The Facility Manager shall assign one Sergeant the duties of J.T.O. supervision.

The J.T.O. Sergeant shall:

- Be responsible for administration and coordination of the program.
- Overall supervision of the J.T.O.'s and trainees.
- Selection, in cooperation with jail administration, of all J.T.O.'s
- J.T.O. training, meetings, and related functions on a planned and coordinated basis.
- All such similar and related J.T.O. coordination, administration, planning, training, and supervision activities as the program may require.

208.6 PROGRAM

The Jail Training Officer (J.T.O.) Program shall consist of supervised training and orientation, as follows:

- Assignment of a J.T.O. to each person placed in the program.
- A specified period of training supervised by the assigned J.T.O.
- Daily written appraisal of the trainee by the J.T.O.
- Ongoing review of the daily training appraisals, any summaries, and frequent consultation with the J.T.O. by the J.T.O. Sergeant.
- A final appraisal and recommendation to the J.T.O. Sergeant by the J.T.O.

Upon reassignment to the custody facility, it is the responsibility of the Watch Commander to insure the returning worker is versed on policy and relevant issues since their departure. Watch Commanders are encouraged to question reassigned officers on their retention skills and level of knowledge concerning the Custody Division. A progressive training action should take place for those who might need some remedial training.

The basic program may be shortened for those individuals having prior law enforcement experience with this or another department.

A shortening of the basic program shall require all of the same steps, documentation, determinations, and criteria, including review, as normal program completion for new hires.

In all cases, a determination must be made by the J.T.O. that the trainee is performing to minimum acceptable standards.

Extension of Program:

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The basic program of training may be extended, at the option of the J.T.O. Sergeant in review and cooperation with Jail/Custody Division Administration, with or without recommendation of the assigned J.T.O.

A decision to extend the period of training will be based on a determination of what is in the best interest of the individual and the facility/department.

208.7 PROGRAM FAILURE

A recommendation to fail any trainee in the program must be made by the assigned JTO Sergeant in writing, through the chain of command after review and consultation with all JTO's who have been assigned to the trainee.

Final determinations and subsequent actions on any JTO Program failure recommendation are the sole prerogative of facility, division, and Departmental Administration.

208.8 J.T.O ASSIGNMENTS

JTO assignments/reassignments to shifts and trainees shall be at the discretion of the JTO Sergeant in cooperation with the Facility Manager.

The total number of JTO's assigned to this facility shall be the determination of the Facility Manager.

Any assigned JTO shall complete a formal and established JTO school.

208.9 ADDITIONAL REPORTS

In addition to the required daily appraisals of trainees, the JTO Sergeant may require written/verbal summaries of training at any point during the process.

A final report and evaluation is required for each trainee and is to be submitted by the JTO Sergeant.

A summary of training is submitted to the Facility Manager by the JTO Sergeant on an ongoing basis.