

POLICY AND PROCEDURES

NUMBER: 301

SUBJECT: Pre-Service/On-Job-Training

ACA STANDARDS: 4-ALDF-7B-05, 08, 10; 7C-03

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 4/1/86 REVISION DATE: 3/1/90, 9/97, 11/00,
1/08, 12/11, 12/16



I. POLICY

The St. Louis County Department of Justice Services shall maintain that all new employees assigned as Corrections Officers shall successfully complete pre-service/on-job-training prior to assuming full responsibility for any post in the Justice Center.

II. RESPONSIBILITIES

The St. Louis County Department of Justice Services ' Internal Affairs Manager/ Training Specialist(s) and all Supervisory Custody staff are responsible for the following procedures.

III. DEFINITIONS

Pre-Service Training: Structured classroom instruction for new officers prior to on-job-training. Pre-Service Training is conducted in the St. Louis County Department of Justice Services Training Academy.

On-Job-Training (OJT): For new officers, training is completed on the various posts within the Department.

IV. PROCEDURES

A. Pre-Service Training

- 1.** All new employees will be required to complete one hundred and twenty (120) hours of classroom instruction at the St. Louis County Department of Justice Services ' Academy.
- 2.** Training will consist of lectures, classroom discussions, video/film review and hands-on demonstrations of correctional skills necessary to perform effectively in the corrections setting.
- 3.** The course of study for new Corrections Officers will include:
 - a.** completing Departmental paperwork, (i.e., tax/insurance forms, I.D. cards, photographs, fingerprints, etc.)
 - b.** Administrative Departmental Policies and Procedures
 - c.** Philosophies of Direct Supervision
 - d.** Interpersonal Communications/Inmate-Staff Relations
 - e.** Ethics/Standards of Conduct
 - f.** Emergency Procedures
 - g.** Integrated Jail Management Systems/Computers
 - h.** Security/Surveillance Systems
 - i.** Understanding and Dealing with Mentally Challenged Inmates
 - j.** Suicide Prevention
 - k.** First Aid/CPR Certification
 - l.** AIDS - Dealing with HIV Positive Inmates
 - m.** Gang Affiliations and Identification
 - n.** Use of Force/Pepper Spray Certification
 - o.** Basic Self-Defense Tactics
 - p.** Proper use of Mechanical Restraints

- q. Report Writing
 - r. Inmate Rights/Rules and Regulations
 - s. Any additional training deemed appropriate and approved by the appropriate personnel.
- 4. All courses will be instructed by the Training Specialist(s), qualified Administrative, Supervisory staff, and custody staff and professionals from agencies in the community.
 - 5. All new employees must successfully complete a C. O. Academy Final Exam at the end of the Pre-Service Academy Training.
- B. On-Job-Training

- [1. After completing the Pre-Service Academy Training, each new officer will complete *one hundred twenty (120)* hours of on-job-training before being assigned to a post. Qualified Corrections Officers will assist the new officers with hands-on instruction in the specific duties of each post.]
- 2. New officers will work all individual posts, with an experienced officer, prior to completing the on-job-training. A standard OJT checklist will be initialed by the instructing officer during the training on the necessary skills and procedures at each post.
- 3. Duties of new officers during the on-job-training will include, but may not be limited to:
 - a. Assisting with inmate counts
 - b. Completing necessary reports/Departmental forms
 - c. Conducting security inspections
 - d. Assisting with inmate searches/shakedowns
 - e. Operating locking devices and security systems
 - f. Operating the Integrated Jail Management System
 - g. Monitoring inmate activities in the housing units, (e.g.

meals, cleaning assignments, laundry/linen exchange, recreation and inmate behavior)

h. Proper use of radio communications system.

- [4. All new officers will successfully complete a C. O. Academy Final Exam after one hundred and twenty (120) hours of classroom instruction and *one hundred twenty (120)* hours of on-job-training and prior to being assigned to a post.]
- [5. The *Superintendent of Human Resources/Operations/Training Specialist(s)* will ensure all information regarding the training and testing completed by all new officers is sent to the *Personnel Specialist* who will record the training. The information will be entered into the employee's electronic record/transcript.]
6. All new officers must successfully complete a six (6) month probationary period before they will be granted permanent status. (See Policy #115 Performance Evaluations)

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