

On July 29, 2014, a panel of 14 officers from various departments and 3 Academy instructors (Detention Unit) participated in a one day workshop to validate and update the 2004 Job Task for Basic Jail/Detention. The workshop was guided by Jennifer Tatum and Kathy Danielsen from Standards, and John Yarborough from Training. A list of all the panel members is attached along with all recommendations.

The panel recommended changing the wording for 18 of the Job Tasks, and 4 items on the Equipment List. It was recommended that 25 Job Tasks be removed, and 6 new Job Tasks added. The panel recommended removing 4 items from the Equipment List, and 3 items be added.

During the workshop the panel recommended that a block of instruction for “Securing a Crime Scene” be developed and implemented in the Basic Detention program.

Panel members:

1. Lt. Shawn Carlan, Aiken County SO-Detention
2. Cpl. Christopher Byers, Marlboro County Detention
3. David Figueroa, J. Ruben Long Detention
4. Lt. Shaylor, Alvin S. Glenn Detention
5. Shana Hornung, Rock Hill Police Department/Jail
6. Officer Marshall, Darlington County Detention
7. Megan Thrift, Newberry County Detention
8. Barryon Small, J. Reuben Long Detention
9. S. Boggs, Clemson Police /Jail
10. Donnie Anthony, Kershaw County Detention
11. Ted Kinsler, Greenville County Detention
12. Robert Benfield, SC Association of Counties
13. Brian Duval, Sheriff Al Cannon Detention
14. K. Roberts, Greenville County Detention

CJA Panel Members:

1. Roy Rogers
2. Chris Montjoy
3. Lisa Hughes-Scott

BASIC DETENTION JOB TASK ANALYSIS 2014

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| 1 | Assign work to pre-trial or sentenced inmates. |
| 2 | Observe changes in inmate behavior. |
| 3 | Provide access to and supervision of inmates wishing to attend religious activities. |
| 4 | Monitor high risk and/or special needs inmates. |
| 5 | Supervise food service to inmates. |
| 6 | Supervise direct contact visitation. |
| 7 | Supervise inmate work details. |
| 8 | Investigate complaints from inmates. |
| 9 | Take action to resolve disputes with troublesome inmates. |
| 10 | Monitor current and new inmates for health problems. |
| 11 | Identify, document and report changes in inmate behavior. |
| 12 | Receive and supervise inmates in court. |
| 13 | Provide out-of-facility inmate supervision. |
| 14 | Investigate injuries to inmates. |
| 15 | Properly route inmates' (adults and juveniles) written requests. |
| 16 | Provide access to and supervision of programs for inmates. |
| 17 | Supervise sanitation duties in housing units and common areas. |
| 18 | Supervise inmates participating in recreational programs. |
| 19 | Supervise inmates during canteen distribution. |
| 20 | Supervise inmate population. |
| 21 | Supervise inmates at meals. |
| 22 | Supervise showers. |
| 23 | Supervise visits in accordance with departmental policy and procedures. |
| 24 | Counsel inmates for rule violations. |
| 25 | Employ conflict resolution techniques. |
| 26 | Lift or move inmates as needed. |
| 27 | Secure non-prescription and prescription medicine. |
| 28 | Notify medical staff about an inmate's medical condition. |
| 29 | Distribute personal hygiene supplies to inmates. |
| 30 | Identify high risk and/or special needs inmates. |
| 31 | Provide hygiene instruction to inmates. |
| 32 | Provide access to sick call for inmates. |
| 33 | Obtain statements from witnesses after an attempted suicide or other incident(s). |
| 34 | Intervene when a suicide attempt occurs. |
| 35 | Screen and refer an inmate under the influence of intoxicants. |
| 36 | Receive instructions from medical staff about an inmate's medical condition. |
| 37 | Observe physical, medical, and mental health condition of inmates. |
| 38 | Schedule visitors for inmates. |
| 39 | Assist disabled inmates. |
| 40 | Initiate appropriate procedures upon the death of an inmate. |
| 41 | Monitor visitors for suspicious/questionable behavior. |
| 42 | Provide access to treatment for substance abusers. |
| 43 | Lift or move heavy objects. |
| 44 | Record non-prescription and prescription medicine issued to inmates. |
| 45 | Communicate with inmates regarding their concerns. |
| 46 | Provide assistance to inmates in crisis situations and make appropriate referrals. |
| 47 | Set up (follow) procedures for distribution of special needs food trays. |

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| 48 | Notify proper medical/mental health personnel depending upon an inmate's stated physical/mental state of being. |
| 49 | Ensure the presence of another officer during booking procedures. |
| 50 | Inspect facility to insure that sanitary conditions are maintained. |
| 51 | Initiate inmate disciplinary actions. |
| 52 | Issue inmates bedding, linen and clothing. |
| 53 | Operate internal communications equipment. |
| 54 | Secure, package and document evidence seized during custodial search. |
| 55 | Monitor closed circuit television surveillance equipment. |
| 56 | Return inmate's personal property at the time of release. |
| 57 | Maintain formal log of inmate phone calls. |
| 58 | Secure all cleaning equipment, supplies, materials, and foodstuff. |
| 59 | Make proper notification for emergency repairs to the toilet or plumbing fixtures. |
| 60 | Verify documents prior to releasing inmates. |
| 61 | Conduct informal inmate head count. |
| 62 | Identify inmates who are afraid of being victims of an assault. |
| 63 | Inspect audio/video communications equipment for proper operation. |
| 64 | Investigate unusual odors and sounds. |
| 65 | Utilize emergency vehicle operation procedures according to departmental policy. |
| 66 | Maintain security post at hospital. |
| 67 | Serve as a member of a disciplinary hearing or adjustment board. |
| 68 | Review appropriate inmate records for prior arrests/convictions. |
| 69 | Search property left for inmates. |
| 70 | Conduct search of visitors for contraband. |
| 71 | Take away an inmate's privileges as a method of discipline. |
| 72 | Verify inmate's identity by actions other than examining personal documents (e.g., tattoos, scars, artificial limbs, etc.). |
| 73 | Verify inmate identification when logging a warrant. |
| 74 | Make proper notification for the disinfection of inmates and/or housing area for mites, lice, etc. |
| 75 | Stand a security post. |
| 76 | Operate vehicles to transport inmates. |
| 77 | Verify authorization of inmate to move from one secure area to another. |
| 78 | Operate housing unit controls. |
| 79 | Obtain information from inmates for booking purposes in order to complete inmate booking forms. |
| 80 | Report suspicious inmate behavior. |
| 81 | Process inmate for release from custody. |
| 82 | Adhere to procedures for transporting inmates. |
| 83 | Inspect electrical wiring, plugs, and receptacles for operation and safety. |
| 84 | Test emergency power supply. |
| 85 | Break-up inmates when they are congregating into too large a group (Monitor inmate activity and movement). |
| 86 | Identify and relocate group agitators among inmates. |
| 87 | Provide security in courtrooms and adjacent areas. |
| 88 | Determine who will be allowed within the secured perimeter (verify the identity of persons entering secured areas of jail). |
| 89 | Escort inmates to various locations inside the institution. |
| 90 | Pursue a fleeing inmate. |
| 91 | Provide back-up assistance when needed. |
| 92 | Regulate accumulation of items in inmate's housing unit. |

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| 93 | Obtain prisoner signature on intake and release documents. |
| 94 | Generate receipt for returned property at the time of release. |
| 95 | Issue all cleaning equipment, supplies, materials, and foodstuff. |
| 96 | Inform/orient inmates on facility rules and regulations and the penalties for noncompliance. |
| 97 | Investigate suspicious behavior. |
| 98 | Check emergency power supply. |
| 99 | Search visitation area before and after inmate visits. |
| 100 | Search recreation area before and after inmate usage. |
| 101 | Search vehicle prior to and after transporting an inmate. |
| 102 | Properly use restraint devices for transporting a maximum security inmate. |
| 103 | Receive training in the identification of gang members and gang affiliations. |
| 104 | Identify gang members and gang affiliations. |
| 105 | Attend and participate in inmate disciplinary hearings. |
| 106 | Classify inmates according to established policies and procedures. |
| 107 | Fingerprint adult and juvenile inmates in accordance with law and policy. |
| 108 | Patrol housing units and secured areas. |
| 109 | Conduct clothed body (frisk/pat) search. |
| 110 | Request assistance to control violent inmates. |
| 111 | Notify appropriate medical staff for body cavity searches. |
| 112 | Examine inmates' documents at the time of booking to establish identity, the authority to detain and make corrections to the documentation, if necessary. |
| 113 | Properly use restraint devices on inmates. |
| 114 | Protect yourself from physical assault by inmates with defensive tactics. |
| 115 | Gather and preserve evidence when a critical incident has occurred, such as suicide, fire, assault. |
| 116 | Inspect and test all safety equipment to include fire and smoke detectors. |
| 117 | Identify contraband and confiscate dangerous items in an inmate's possession. |
| 118 | Recommend the reclassification inmates according to established facility procedure. |
| 119 | Inventory and control security keys. |
| 120 | Screen new inmates for health problems. |
| 121 | Participate in detention facility lock-down. |
| 122 | Monitor visitors and inmates for passage of contraband. |
| 123 | Search courtroom and adjacent areas for hidden weapons and contraband. |
| 124 | Verify identity of inmates leaving facility. |
| 125 | Prohibit the entry of weapons into the detention facility. |
| 126 | Conduct formal inmate head count. |
| 127 | Photograph adult and juvenile inmates in accordance with law and policy. |
| 128 | Execute emergency procedures in response to detention facility disturbances. |
| 129 | Conduct unclothed body (strip) search of inmates. |
| 130 | Inspect and distribute inmate mail. |
| 131 | Conduct utensil (knives, forks, spoons, etc.) and tool inventory. |
| 132 | Inspect emergency response equipment. |
| 133 | Operate a firearm. |
| 134 | Compare photographs to verify identity of inmates. |
| 135 | Identify safety hazards. |
| 136 | Screen inmates for suicide risk. |
| 137 | Conduct search of housing units and holding areas. |
| 138 | Physically control combative, potentially combative and disruptive inmates. |
| 139 | Conduct security checks of all incoming supplies, materials, equipment, and foodstuffs. |

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| 140 | Use less than lethal weapons (chemical agents [OC spray/pepper gas/etc.]) to control inmates after proper training. |
| 141 | Use lethal weapons (firearms) to maintain control of inmates after proper training. |
| 142 | Identify, correct, and document security breaches. |
| 143 | Search juveniles. |
| 144 | Maintain perimeter security post. |
| 145 | Respond to and extinguish fires. |
| 146 | Document chain of custody for evidence. |
| 147 | Clean and inspect firearms. |
| 148 | Operate a shotgun. |
| 149 | Transport inmates to various locations outside of the institution (hospital, funeral, courthouse, etc.). |
| 150 | Disarm an inmate. |
| 151 | Take necessary precautions for protection from Blood-Borne Pathogens. |
| 152 | Use deadly force in accordance with federal law, state law and departmental policy. |
| 153 | Perform arrest procedures in accordance with federal law, state law and departmental policy. |
| 154 | Conduct fire, disaster, hostage situations and/or evacuation drills. |
| 155 | Practice performing your role in the disaster plan. |
| 156 | Conduct CPR and/or First Aid training. |
| 157 | Receive CPR and/or First Aid training. |
| 158 | Receive pre-service training for new officers. |
| 159 | Receive "field" (post-basic) training for new officers. |
| 160 | Contact the Department of Juvenile Justice about juveniles. |
| 161 | Participate in firearms training as required by facility policy. |
| 162 | Participate in detention facility disturbance/riot control in-service training. |
| 163 | Adhere to an established system to account for all inmates in custody. |
| 164 | Receive in-service training about new laws concerning detention facilities. |
| 165 | Receive in-service training for the handling of juvenile offenders. |
| 166 | Receive training regarding the Blood-Borne Pathogen Policy. |
| 167 | Receive training on prevention and/or spreading of HIV/AIDS. |
| 168 | Receive training regarding the sexual harassment policy. |
| 169 | Receive training on the prevention and/or spreading of TB (tuberculosis). |
| 170 | Receive defensive tactics training. |
| 171 | Exchange information with other detention facilities. |
| 172 | Participate in annual in-service training. |
| 173 | Maintain security of sensitive and/or confidential materials. |
| 174 | Orient new inmates to the physical plant of the facility. |
| 175 | Issue non-prescription and prescription medicine to inmates per Board of Pharmacy regulations. |
| 176 | Identify crisis situations and take appropriate actions. |
| 177 | Apply first-aid to treat wounds or injuries. |
| 178 | Initiate CPR or other life-saving steps for persons in medical emergencies. |
| 179 | Observe and respond to intoxicated inmates. |
| 180 | Behave in (adhere to) an ethical and professional manner. |
| 181 | Successfully handle stressful situations or events while on the job. |
| 182 | Follow established procedures for transporting juvenile inmates. |
| 183 | Monitor suspicious inmate behavior. |
| 184 | Participate in interpersonal communications skills training. |
| 185 | Participate in bi-lingual education. |
| 186 | Notify victims' advocate. |

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| 187 | Participate in sign-language training. |
| 188 | Participate in AED (Automated External Defibrillator) Training. |
| 189 | Receive training in the jail management system of the facility. |
| 190 | Answer questions from families, law enforcement officials, the general public or lawyers about inmates. |
| 191 | Inform inmates of specific charges brought against them. |
| 192 | Inventory and secure property of inmates and left for inmates. |
| 193 | Record changes in charges. |
| 194 | Screen visitors. |
| 195 | Assist in the calculation of good time status and earned work credits. |
| 196 | Talk with inmates about their personal problems within established guidelines. |
| 197 | Refer inmates to appropriate resource for personal assistance. |
| 198 | Provide general information to inmates on bail bonding agencies. |
| 199 | Maintain open lines of communication with supervisors. |
| 200 | Advise family members of charges against inmate and the amount of bond. |
| 201 | Review standard operating procedures and policies. |
| 202 | Requisition supplies. |
| 203 | Counsel inmates about ways they can better use their time. |
| 204 | Write reports. |
| 205 | Prepare your uniform and personal equipment for inspection. |
| 206 | Complete documents for transfer of inmates to other facilities. |
| 207 | Post facility rules and regulations. |
| 208 | Assist in the preparation of "hold cards"/detainers for other authorities. |
| 209 | Receive and act upon court orders. |
| 210 | Record changes in bond information. |
| 211 | Receive money, record & disburse expenditures from inmates' personal funds according to facility policy. |
| 212 | Inform inmates about legal rights and the rules and regulations of the facility. |
| 213 | Notify appropriate persons of authorized items which may be brought to inmates based on agency policy. |
| 214 | Maintain agency forms or other administrative supplies. |
| 215 | Conduct tours of the facility. |
| 216 | Complete a shift report. |
| 217 | Perform clerical functions. |
| 218 | Process federal inmate forms. |
| 219 | Take custody of and record lost and found property. |
| 220 | Initiate contact with employers on the status of work release inmates. |
| 221 | Verify the date(s) and time(s) of inmates' court appearance(s). |
| 222 | Stand continuously for more than half a shift. |
| 223 | Sit continuously for more than half a shift. |
| 224 | Monitor and record physical, medical, and mental condition of inmates. |
| 225 | Notify department holding a warrant on an inmate. |
| 226 | Report and record injuries to inmates while in custody. |
| 227 | Respond to inmate's verbal questions. |
| 228 | Explain visiting rules to visitors. |
| 229 | Refer inmate for assistance with personal problems. |
| 230 | Inform bonding agent of conditions for bonding (bond amount and type). |
| 231 | Operate canteen. |
| 232 | Complete forms for inmate leaves or custody changes and transfers. |
| 233 | Attend staff meetings to discuss detention facility problems and procedures. |
| 234 | Operate telephone console or switchboard. |

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| 235 | Maintain inmate visitor lists and/or records. |
| 236 | Present evidence or testify in legal proceedings. |
| 237 | Inform inmates about emergency plans such as disaster drills. |
| 238 | Provide access to information concerning legal representation. |
| 239 | Conduct NCIC check on inmate if authorized. |
| 240 | Use computer equipment. |
| 241 | Seek assistance to communicate with hearing impaired (deaf) inmates. |
| 242 | Participate in physical training. |
| 243 | Adhere to facility policy concerning contacts with the media. |
| 244 | Aid/assist other detention facilities and/or law enforcement in investigations. |
| 245 | Walk continuously for more than half a shift. |
| 246 | Participate in officer inspection. |
| 247 | Understand and follow departmental procedures so as to not offend an inmate's sensibilities and/or violate their civil rights (e.g., race, gender, ethnicity, age group, etc.). |
| 248 | Take statements from inmates who have been victimized. |
| 249 | Record officer/employee personal injury sustained while on duty. |
| 250 | Assist the departmental training officer. |
| 251 | Perform supervisory functions as delegated. |
| 252 | Communicate with inmates in a language other than English. |
| 253 | Secure money received for inmates' personal funds. |
| 254 | Have an understanding of and adhere to Health Insurance Portability and Accountability Act of 1996 (HIPAA) restriction. |
| 255 | Act as an escort and transport officer. |
| 256 | Operate a telephone for hearing impaired inmates. |
| 257 | Collect DNA. |
| 258 | Understand and adhere to the Prison Rape Elimination Act (PREA). |
| 259 | Identify, secure and preserve a potential crime scene. |
| 260 | Recognize and respond to inmate "con-games". |
| 261 | Understand the guidelines governing the supervision of sentenced inmate workers. |

Equipment List

Automobile

Binoculars

Soft Body Armor (hidden vest, exterior vest)

Chemical Agents (e.g., OC spray, pepperball gun, etc.)

Fire Suppression Devices (e.g., extinguishers, hoses, etc.)

Gasoline Pump

Bloodborne Pathogen Protection Equipment

First Aid Kit

Road Flares

Flashlight

Flexicuffs

Handcuffs

Hand-held Police Radio (walkie-talkie)

Ladder

Intercom System

Revolver (if required)

Revolver Speed Loader

Rope

Semiautomatic Pistol (if required)

Shotgun (if required)

Spotlight

Police Car Radio

Emergency Vehicle Equipment (lights and siren)

Rubber Gloves

Barrier (crime scene) Tape

Ammunition and Magazines

Weapon Cleaning Equipment

Knife

Ankle Shackles/Leg Irons

Tire Jack

Waist Chains

Whistle

Bloodborne Pathogen Clean-Up Equipment

DataMaster

Computer (PC or laptop)

On-Board Computer (MDT)

Fingerprint Kit

Drug Field Test Kit

Electronic Disruption Device

Map of Patrol Area

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| Tape Recorder |
| Search Kit |
| Transport Leg Brace |
| Telephone |
| Self-Contained Breathing Apparatus |
| Keys |
| Camera |
| Expandable Baton (e.g. ASP) |
| Straight Jacket |
| Defensive Tactic Training Equipment (e.g., Red Man Suits, etc.) |
| React Belt |
| Leather Restraints |
| “Officer Down” Device |
| Patrol Recording Device (In Vehicle and/or In Facility) |
| Restraint Chair |
| HEPA Filter Facemask (respirator) |
| AED (Automated External Defibrillators) |
| Manual Defibrillators |
| 911 Tool |
| CPR Mask |
| Fuel Card |
| Blind Area and/or Convex Mirror |
| Riot Gear |
| Ten-code Cards |
| Jumper Cables |
| Security (Black) Box for Handcuffs |
| Security Card |
| Riot Shield |
| Personal Alarm |
| Suicide Suit |
| Stun Shield |
| Transport Van/Bus |
| City Directory |
| Non-Slip Sole Footwear |
| DNA Kit |
| Cut Resistant Gloves |