

Chapter 5 - Training

- **05-000/00 Unit Training Policy**

	Unit Order: #05-000/00
CUSTODY SERVICES DIVISION	Effective Date: 01-01-1998
GENERAL POPULATION	Reviewed Date: 08-20-2024
NORTH COUNTY CORRECTIONAL FACILITY	
Subject:	Unit Training Policy
Reference:	CCR Title 15, Section 1020; 830.1 PC; CDM 3-01/050.00; UO 05-015/00
Unit Commander Signature:	Date:

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures to provide ongoing training of personnel in order to maintain officer proficiency in the performance of assigned job tasks.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

JAIL OPERATIONS TRAINING

All deputy and custody assistant personnel are required to complete the mandated training codified in Title 15, the MPP and the CDM. Employees transferring into this unit from outside Custody Division shall have their training records reviewed by the NCCF training unit. Personnel transferring to this facility from another Custody Division facility will be individually evaluated to determine what training they received, whether it meets the requirements, and what additional training is required to comply with minimum jail standards.

CONTINUING TRAINING

The NCCF training unit shall ensure all custodial lieutenants, sergeants, deputies and custody assistants receive the mandated training required by POST, Title 15, department and Custody Division policy

RECURRENT BRIEFINGS

A file of recurrent briefings shall be maintained under the supervision of the training sergeant. This will include mandatory department briefings as well as regular unit briefings. The training sergeant shall ensure a schedule of briefings is maintained. These briefings shall be provided to shift supervisors in a timely manner. A record shall be maintained to show when each briefing was posted or presented and by whom.

OTHER IN-SERVICE TRAINING

In addition to the minimum training requirements established by law, by department and Custody Division policy, this unit will pursue an aggressive in-service training program to maintain skills and hone techniques. Department training videos, emergency procedure drills, and training briefings shall be used to the greatest extent possible consistent with the unit's primary mission of safety and security.

TRAINING RESPONSIBILITIES

The training sergeant shall ensure that all training policies at NCCF shall conform to Federal Statute, State Law and Departmental Policy and the entire training unit remains current with mandates.

WATCH COMMANDERS' RESPONSIBILITIES

Watch commanders shall make every effort to facilitate drills, briefings and training opportunities given by the NCCF training unit during each shift.

Watch commanders, in coordination with the unit training staff, shall ensure fire drills are scheduled at least once each quarter, and other emergency procedures are tested by appropriate drills as needed to maintain proficiency.

• **05-005/00 Standards and Training for Corrections (STC)**

	Unit Order: #05-005/00
CUSTODY SERVICES DIVISION	Effective Date: 01-01-1998
GENERAL POPULATION	Revision Date:
NORTH COUNTY CORRECTIONAL FACILITY	Review Date:
Subject: Standards and Training for Corrections (STC)	
Reference: CCR Title 15, Section 1020	
Unit Commander Signature:	Date:

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for implementing the California State Board of Corrections training.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

The NCCF training unit shall coordinate all STC training with Custody Division Headquarters Training.

STC training records of personnel will be maintained by the NCCF training unit to facilitate the appropriate training for each employee. Training records will be verified with the computer print-out from custody headquarters.

The training sergeant, assisted by the training staff, will maintain close liaison with the custody division training staff to assure timely scheduling of unit personnel for required training. Optional training opportunities will be made available to personnel within current guidelines.

• **05-010/00 Division Training**

CUSTODY SERVICES DIVISION		Unit Order: #05-010/00
GENERAL POPULATION		Effective Date: 01-01-1998
NORTH COUNTY CORRECTIONAL FACILITY		Revision Date:
		Review Date:
Subject:	Division Training	
Reference:	CDM 3-02/020.00 & 3-02/050.00	
Unit Commander Signature:		Date:

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures to implement the Custody Division training plans as they apply to our personnel.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

It shall be the responsibility of the training sergeant and his staff to coordinate training mandates and objectives with the Custody Headquarters Training Unit. The Custody Division training plan is maintained by the Division Training Unit, which shall be contacted prior to any deviation from the prescribed program.

The policy of the North County Correctional Facility shall be to provide in-service training. The training unit will provide in-service training and comply with division training unit directives in the formulation of projected annual training programs. These programs are based upon the training mandates. The mandates originate from state law, Board of Corrections Standards for Training in Corrections (STC), the Commission on Peace Officer Standards and Training (POST), minimum jail standards and the requirements imposed by the Los Angeles County Sheriff's Department.

Currently, the only department mandate is a tri-annual handgun qualification. Division Order #32 mandates the Emergency Response and Command Policy in the event of a major incident in a custody facility.

The division training unit will assist the training sergeant in the processing of all requests for outside or special training, including courses offered by and coordinated through the Training Bureau.

• **05-015/00 Unit Training**

CUSTODY SERVICES DIVISION		Unit Order: #05-015/00
GENERAL POPULATION		Effective Date: 01-01-1998
NORTH COUNTY CORRECTIONAL FACILITY		Revision Date:
		Review Date:
Subject:	Unit Training	
Reference:	CDM 3-02/050.00	
Unit Commander Signature:		Date:

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures to implement facility training plans as they apply to North County Correctional Facility (NCCF) personnel.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

TRAINING RESPONSIBILITIES

The NCCF training sergeant, assisted by the NCCF training staff, shall maintain close liaison with the Custody Training and Standards Bureau (CTSB) to ensure timely scheduling of unit personnel for required training. Optional training opportunities will be made available to personnel within current guidelines.

The training sergeant will continuously monitor the unit's training status and requirements through shift supervisors and designated training officers. The unit commander shall be informed as to the level of training of the unit and the recommended priority of training needs.

It shall be the responsibility of the training sergeant and training staff to coordinate unit training mandates and objectives with CTSB.

NCCF's training staff shall provide in-service training, as required in Custody Division Manual (CDM) section 3-02/020.00, "In-Service Training," and comply with CTSB training mandates through the formulation of projected annual training programs. These training mandates originate from state law, the Standards and Training for Corrections (STC), the Commission on Peace Officer Standards and Training (POST), Minimum Standards for Adult Facilities, and additional requirements established by the Department.

CTSB assists the training sergeant in requests for outside or special training, including courses offered by the Department's Training Bureau.

The training sergeant shall ensure unit training records that reflect the training status of all assigned personnel are maintained. The training sergeant shall project mandated and optional training schedules, which reflect the goals and needs of the facility.

In addition to the guidelines established in CDM section 3-02/010.00, "Standardized Orientation and Training Program," the training sergeant shall ensure a sufficient number of qualified training officers are designated to train newly assigned personnel. Each training officer shall be appropriately supervised in the performance of his/her training course, for each assigned trainee. Training officers shall also render objective evaluations every two weeks regarding their assigned trainee. The training officer shall also ensure each trainee is informed of who they will be evaluated by, as well as the training requirements and criteria, for which they will be evaluated.

Through continuous coordination with the trainee's supervisors, the training sergeant shall ensure any condition that interferes with a trainee's training progress is addressed and remedied. Possible remedies include, but are not limited to, changing of training officers, changing shifts, or extending training.

The training sergeant shall ensure a list of training resources is available and that training video, recordings, and other Departmental training aids are available when needed.

- **05-015/30 Supervising Line Deputy Mentoring Program**

	Unit Order: #05-015/30
CUSTODY SERVICES DIVISION	Effective Date: 08-23-2016
GENERAL POPULATION	Revision Date:
NORTH COUNTY CORRECTIONAL FACILITY	Review Date:
Subject:	Supervising Line Deputy Mentoring Program
Reference:	CDM 3-02/045.05
Unit Commander Signature:	Date:

PURPOSE OF ORDER: The purpose of this unit order is to establish a mentoring program for supervising line deputies assigned to the North County Correctional Facility (NCCF).

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF), specifically the NCCF training unit and supervising line deputies.

ORDER:

The NCCF training unit has established a 90-day mentoring program for newly assigned supervising line deputies. This program begins with an orientation that presents the newly assigned supervising line deputy with an outline of the mentoring program, and assigns them a mentor (at the rank of sergeant), who will remain assigned to them throughout the duration of the program.

The training sergeant shall ensure a list of mentoring resources is available which include: videos, recordings, and other Departmental aids when needed.

The supervising line deputy training program consists of:

ORIENTATION

The training orientation will consist of:

- A meeting with the unit commander(s)
- An explanation of the supervisory role and expectations of a supervising line deputy
- Requirements of a Supervising Line Deputy
- A special weapons overview

MENTORING PROGRAM

The training program curriculum will consist of an overview of the following items:

- Minimum standards of performance
- General line procedures
- Special weapons refresher
- Use of force
- Emergency operations
- Departmental, divisional, and unit forms/paperwork processing
- Report writing, review, and approval

A mentoring book is provided to each newly assigned supervising line deputy, which includes a checklist of subject areas and tasks that must be completed. As each subject area is covered and each task completed, the supervising line deputy and their sergeant mentor shall discuss the topics. Both shall initial the items once they are satisfied the subjects were sufficiently covered and understood. Supporting documentation is to be added to this book as it is completed.

FINAL REVIEW

Once the checklist has been completed, the mentoring book will be submitted to the NCCF training sergeant who will review it. The training sergeant will also discuss the completion of the training book with the concerned supervising line deputy's sergeant mentor to ascertain if the mentor program was sufficiently completed.

The training sergeant shall meet with the B1 deputy once the completed mentoring book and mentor sergeant's recommendation is received. This final meeting will provide the training sergeant the opportunity to review the B1 deputy's mentoring program and enable the B1 deputy to ask questions or present any concerns prior to being signed off of mentoring status.

The concerned supervising line deputy's mentoring book will be retained in the NCCF training files once they have completed this mentoring program.

• **05-020/00 Quarterly Fire Drills**

	Unit Order: #05-020/00
CUSTODY SERVICES DIVISION	Effective Date: 01-01-1998
GENERAL POPULATION	Revision Date:
NORTH COUNTY CORRECTIONAL FACILITY	Review Date:
Subject: Quarterly Fire Drills	
Reference: CDM 3-14/50.00 & 3-14/130.00	
Unit Commander Signature:	Date:

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for mandated quarterly fire drills.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

The Emergency Preparedness Coordinator Lieutenant shall ensure the NCCF Training Unit schedules

and conducts one fire drill each quarter (4 times per year). The training shall include:

- Coordination with and use of the Los Angeles County Fire Department (2 times per year – semiannually)
- Contacting Santa Clarita Sheriff's Station to advise them of the drill
- Use of the facility fire plan (UO 08-030/00 Emergency Operations Procedures – Fire Safety Plan)
- Use of air packs (SCBA), generators, and ventilation shut off procedures (generators will be tested independently by Facilities Management Department on a monthly basis)

This quarterly training shall include the physical evacuation of prisoners and employees from the affected area. Refer to Unit Order 08-060/00 Evacuation Plan.

Additional fire drills, which only involve facility personnel, shall be scheduled so that each shift is involved in a fire drill each quarter. The training shall be organized to provide realism and effective measurement of performance. The Training Sergeant may coordinate fire drills with the Rancho Training Unit or any unit at the Pitchess Detention Center (PDC) to improve the skills of our personnel.

Fire drills shall be documented on the fire drill record sheet and logged in the Watch Commander's Log.

Any equipment deficiencies, damage or failures shall be reported on a memo (SHAD-32) to the Training Sergeant.

• 05-020/01 Fire Equipment Inspection

	Unit Order: #05-020/01
CUSTODY SERVICES DIVISION	Effective Date: 01-01-1998
GENERAL POPULATION	Revision Date:
NORTH COUNTY CORRECTIONAL FACILITY	Review Date:
Subject: Fire Equipment Inspection	
Reference: CDM 3-06/050.00; UO 02-035/00	
Unit Commander Signature:	Date:

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for the inspection of air packs, gloves, fire protective ("turn-out") gear, and helmets.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

All fire protective equipment is to be inspected daily on the early morning (EM) shift by either the building sergeant or supervising line deputy (B1).

This inspection shall be documented on the inspection form, which is posted in the same location where the fire protective gear and air packs are stored. Completed inspection forms shall be forwarded to the training unit where they are kept on file for two (2) years.

When the air bottle's pressure gauge indicates less than thirty-five hundred pounds (<3500 lbs.) of air in the tank, the air bottle shall be removed and replaced with a full bottle. Full and empty bottles are stored in the Multi-Purpose Room (MPR) across from the ODR (key #GM2C). Place the empty bottle in the cart marked "EMPTY." The training staff is responsible for ensuring the air bottles are refilled.

When equipment cannot be located or accounted for, a memorandum must be directed to the NCCF Training Staff to obtain replacement of the missing items.

The training staff shall be responsible for the replacement of missing items. The building sergeant shall be responsible for investigating the whereabouts of the items. If a missing item is not located, the building staff shall initiate a missing property report per established department procedures.

The early morning (EM) shift watch commander will also inspect fire protective equipment each week during the Sunday EM shift. This inspection shall be documented on the "NCCF WEEKLY WATCH COMMANDER INSPECTION" checklist that is posted on the watch crew's web page of the North County Correctional Facility (NCCF) intranet site.

• **05-020/02 Air Pack Testing**

CUSTODY SERVICES DIVISION		Unit Order: #05-020/02
GENERAL POPULATION		Effective Date: 01-01-1998
NORTH COUNTY CORRECTIONAL FACILITY		Revision Date:
		Review Date:
Subject:	Air Pack Testing	
Reference:	CDM 3-14/050.00	
Unit Commander Signature:		Date:

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for maintaining air-pack proficiency through recurrent training.

SCOPE OF ORDER: This order applies to all sworn and custody assistant personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

NCCF is equipped with Self Contained Breathing Apparatus (SCBA), commonly known as "air packs". The air packs are for use during specific types of emergencies requiring rescuers and response personnel to have a safe air source. In order to ensure proficiency with this equipment all Custody Assistants, deputies, sergeants and lieutenants shall demonstrate their skill with an air pack at least once every six (6) months.

The test must be performed in less than fifty (50) seconds under the supervision of a Bonus-1 or Sergeant. Each deputy will receive an air pack test form in their mailbox. The form will be identified with the name and employee number of each employee to be tested. Additionally, each form will include a due date to return the form to the Training Unit. Every supervisor conducting an air pack test will complete the form below the bolded line, then sign on the appropriate line.

The NCCF Training Unit will maintain a permanent file and provide monthly updates of qualifications.

• 05-020/05 Emergency Response Team (ERT) / Disaster / Safety Equipment

	Unit Order: #05-020/05
CUSTODY SERVICES DIVISION	Effective Date: 01-01-1998
GENERAL POPULATION	Revision Date:
NORTH COUNTY CORRECTIONAL FACILITY	Review Date:
Subject:	Emergency Response Team (ERT) / Disaster / Safety Equipment
Reference:	None
Unit Commander Signature:	Date:

PURPOSE OF ORDER: The purpose of this unit order is to establish guidelines regarding ERT mobilization and safety equipment issues.

SCOPE OF ORDER: This order applies to all sworn personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

Pursuant to Division Order #32, Emergency Response and Command Policy, this facility shall have personnel qualified to form an ERT response. This team will receive special training, be equipped with additional safety gear and employ tactics during operations.

The threat of a major disaster (natural or man-made) mandates this order. It is designed as a guide for facility Watch Commanders. The NCCF ERT is designed as a self-supporting tactical unit. This team concept allows the ERT to perform a variety of functions and missions without major reorganization or acquisition of additional equipment. The ERT can react quicker and exercise greater flexibility.

A team of eleven (11) deputies and one (1) supervisor can provide:

1. Response to internal or external facility emergency situations
2. An armed team for backup security at another facility.
3. A team equipped with anti-riot gear, including non-lethal weapons and chemical agents.
4. Personnel trained in crowd control techniques.
5. Personnel capable of forming an armed perimeter at another facility.
6. Personnel capable of basic fire fighting, equipped with breathing apparatus (SCBA).
7. Personnel available for an area or building search team.
8. Personnel capable of general field assistance to a patrol station.
9. A team with limited anti-sniper capability.

Any of the mission responses listed above can be increased through a larger deployment. The NCCF is capable of fielding a platoon of fifty six (56) personnel, if the facility is locked down and mobilized. Two ERT squads or twenty four (24) personnel can be deployed without mobilization.

The ability of an ERT is dependent, to some degree, on their transportation. This facility has bus transportation available twenty four (24) hours per day.

The normal duration of deployment will be eight (8) hours. During Division mobilization or Departmental mobilization, personnel will be assigned to duty for twelve (12) hour shifts. The team may be deployed for longer periods of time when logistical planning has been provided for basic necessities (i.e. food,

sanitation, clothing and rest). The Watch Commander shall consider the activation of the Sub-EOC if the incident involves more than this facility's ERT in an internal NCCF incident.

Operational Deployment

When a request is taken for the NCCF ERT to respond inside or outside this facility, Central Control shall order all ERT members to respond to a designated assembly area. When a request is taken or received by Central Control following a facility lockdown, Central Control will notify the Watch Commander and the Watch Sergeant.

Regardless of the ERT response location, all reporting procedures shall be in effect, including the Use of Force, Use of Chemical Agents, Use of the Taser, Use of Deadly Force and Shots Fired.

• **05-020/10 Firearms Qualification**

CUSTODY SERVICES DIVISION		Unit Order: #05-020/10
GENERAL POPULATION		Effective Date: 01-01-1998
NORTH COUNTY CORRECTIONAL FACILITY		Revision Date: 10-13-2016
Subject: Firearms Qualification		Review Date:
Reference:	MPP 3-01/050.65	
Unit Commander Signature:		Date:

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for firearms qualifications for this facility.

SCOPE OF ORDER: This order applies to all sworn personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

Personnel shall comply with the Manual of Policy and Procedures (3-01/050.65) "Shooting Requirements" and the following unit procedures.

The NCCF scheduling unit shall post LASD range qualification dates and hours for the mobile range assigned at NCCF on the NCCF website. When possible, personnel shall be permitted to qualify on

duty. All on-duty qualifications shall occur with the prior knowledge and approval of the employee's supervisor.

When an employee is unable to qualify on duty, the deputy may fulfill the requirement during off-duty hours. Overtime pay for fulfilling the shooting requirement can be claimed only with prior approval of the unit commander and when this requirement cannot be scheduled during on-duty hours. Additional shooting time for practice shall be on the employee's own time.

Personnel shall fill out a range Scantron and turn it into the range operator. After qualifying, personnel shall sign the blue training roster and retain the shooting card receipt from the Scantron as proof of score.

All personnel who are required to qualify shall submit a copy of their shooting card receipt to NCCF training for input into the NCCF shooting qualification tracker, which is posted on the NCCF training intranet page.

- **05-020/15 Firearms Safety**

	Unit Order: #05-020/15
CUSTODY SERVICES DIVISION	Effective Date: 01-01-1998
GENERAL POPULATION	Revision Date:
NORTH COUNTY CORRECTIONAL FACILITY	Review Date:
Subject: Firearms Safety	
Reference: MPP 3-01/025.45, 3-01/050.75, 3-03/210.05, 3-10/130.00; CDM 3-01/090.00; UO 05-020/10	
Unit Commander Signature:	Date:

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures regarding firearms safety.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

All personnel will strictly adhere to all Departmental Safety Rules which apply to firearms and

ammunition. The following guidelines are listed in order to prevent the accidental discharge or loss of a firearm in this facility.

- Never point a gun, loaded or unloaded, at anyone unless you intend to shoot. Keep your finger off the trigger until you are ready to fire.
 - Treat every gun as if it is loaded and never take the word of another person that a gun is not loaded. Personally inspect every firearm that you handle to verify its condition.
 - Personnel shall not dry fire their weapons anywhere at NCCF unless it is done inside the mobile range and only when authorized by the range master.
 - Personal on-duty and off-duty firearms shall be stored in the gun lockers located in the front lobby of the Administration Building (Building 100) or secured inside a locked vehicle prior to entering NCCF. Sworn personnel shall secure their on-duty firearm in the gun lockers located in the front lobby of Building 100 whenever they are on-duty.
 - Never leave a gun unattended.
 - Horseplay or unsafe handling practices with firearms will not be tolerated.
 - Loading and unloading of any handgun shall only occur at the designated loading areas in a safe manner unless prior approval is obtained from a supervisor. The loading areas are located:
 - at the front entrance of the Administration Building where a bullet trap has been placed
 - adjacent to the NCCF Mobile Range where an additional bullet trap has been placed
 - All personnel shall use these locations to load and unload handguns. Rifles and shotguns shall be loaded and unloaded outside of the facility buildings. The only exception shall be during a tactical situation where firearms are deployed.
 - Remember: think, teach, practice, and obey firearms safety.
 - Any discharge of a firearm shall be immediately reported to the Watch Commander.
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• **05-020/20 Cardio-Pulmonary Resuscitation (C.P.R.) and First Aid**

	Unit Order: #05-020/20
CUSTODY SERVICES DIVISION	Effective Date: 01-01-1998
GENERAL POPULATION	Revision Date:
NORTH COUNTY CORRECTIONAL FACILITY	Review Date:
Subject: Cardio-Pulmonary Resuscitation (C.P.R.) and First Aid	
Reference: CCR Title 15, Section 1020	
Unit Commander Signature:	Date:

PURPOSE OF ORDER: The purpose of this unit order is to establish policy regarding Cardio-Pulmonary Resuscitation (C.P.R.) and First Aid training.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

This facility will coordinate Cardio-Pulmonary Resuscitation (CPR) and First Aid training with the Rancho Training Unit.

This Department requires the re-certification of every sworn member prior to the expiration of their CPR and First Aid CPR rating. Each employee shall be trained every three (3) years and complete the mandated refresher course before its expiration.

The CPR and First Aid courses will be conducted by Red Cross certified instructors. Selected personnel from this facility will be trained as CPR and First Aid instructors. The NCCF instructors may be utilized to train personnel from other units when the training is coordinated by the Rancho Training Unit.

• **05-020/25 Chemical Agents**

	Unit Order: #05-020/25
CUSTODY SERVICES DIVISION	Effective Date: 01-01-1998
GENERAL POPULATION	Revision Date:
NORTH COUNTY CORRECTIONAL FACILITY	Review Date:
Subject: Chemical Agents	
Reference: MPP 5-06/040.00 thru 5-06/040.45; CDM 3-03/020.25 thru 3-03/020.30	
Unit Commander Signature:	Date:

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for the use of chemical agents by sworn personnel.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

All sworn personnel assigned to this facility shall be trained in the use of chemical agents. The training will meet or exceed the requirements for Peace Officers Standards and Training (POST). The current standards mandate eight (8) hours of training to new sworn personnel in the Academy. The course of instruction covers deployment, use, first aid, and laws pertaining to chemical agents.

The Training Unit shall maintain a record of mandated chemical agent training.

The Training Unit will review the policies and procedures pertaining to chemical agents' use. The Manual of Policy and Procedures section 5-06/040.00 and the Custody Division Manual section 3-03/020.25 thru 020.30 shall be the source of policy review.

• **05-020/26 Avon FM-12 Respirator Masks**

	Unit Order: #05-020/26
CUSTODY SERVICES DIVISION	Effective Date: 11-07-2003
GENERAL POPULATION	Revision Date:
NORTH COUNTY CORRECTIONAL FACILITY	Review Date:
Subject: Avon FM-12 Respirator Masks	
Reference: Field Operations Support Services Directive 03-07	
Unit Commander Signature:	Date:

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for the issuance, care and mandated annual testing of Avon FM-12 Respirator Masks and filter canisters.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

Issuance of Avon FM-12 Respirator Masks and Filter Canisters:

The Training Unit shall coordinate the issuance of the AVON FM-12 Respirator Masks to all sworn

personnel. This shall include:

1. All sworn personnel shall fill out an "Employee Medical Evaluation Clearance Form for Respirator Use" as well as the "OSHA Respirator Medical Evaluation Questionnaire." Both forms must then be turned into Occupational Health Programs for approval.
2. All sworn personnel shall fill out and complete a "Fit Test Form" and be fit tested for an appropriately sized respirator mask.
3. Once all the requirements for being issued a respirator mask and filter canister have been met, then each sworn personnel will be issued an appropriately sized respirator mask, one "NBC" (Nuclear, Biological or Chemical) filter canister, and one carrying bag. They will also be issued one "CN, CS, CR & OC" filter canister which is to be used solely for Custody Division responses. Once personnel are re-assigned and leave NCCF, they shall return the issued "CN, CS, CR & OC" filter canister.
4. The "CN, CS, CR & OC" filter canisters only have a shelf life of about 6 months to one year once the tab is pulled and the filter is used for the first time. When personnel are in need of a new filter canister, they shall bring the used canister to the NCCF Training Unit Sergeant for replacement. He is the only person at NCCF authorized to re-issue a new filter canister for either the "NBC" or the "CN, CS, CR & OC" filters.

Care and Maintenance of Avon FM-12 Respirator Masks and Filter Canisters

All sworn personnel shall be responsible for maintaining and cleaning their issued Avon FM-12 respirator mask. This shall include:

1. Respirator masks and filter canisters shall be stored in personnel's issued carrying bag at all times when not being used.
2. "NBC" filter canister is issued in a sealed foiled wrapper. This sealed wrapper shall not be opened except when personnel are responding or deployed to a possible nuclear, biological, or chemical situation.
3. "CN, CS, CR & OC" filter canister's tab shall not be removed unless the canister is being used. Once the filter canister has been unsealed and used, replace the tab immediately and put into the "zip-lock" baggie you were issued and store with your respirator mask in issued carrying bag.
4. When respirator mask or canisters need to be cleaned, they shall only be cleaned with warm water and a mild soap.

Avon FM-12 Respirator Mask and Filter Canister Annual Training

All sworn personnel and custody assistants shall be fit- tested and trained annually in the testing and the use and care of the Avon FM-12 Respirator Mask. The Training Unit shall schedule and conduct this

annual training during the last quarter of each year. The Training Unit shall also keep records of this annual training.

• **05-020/27 Deployment and Use of "Triple Chaser" CS Gas Canisters**

	Unit Order: #05-020/27
CUSTODY SERVICES DIVISION	Effective Date: 08-05-2004
GENERAL POPULATION	Revision Date:
NORTH COUNTY CORRECTIONAL FACILITY	Review Date:
Subject: Deployment and Use of "Triple Chaser" CS Gas Canisters	
Reference: None	
Unit Commander Signature:	Date:

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for the deployment and use of "Triple Chaser" CS gas canisters.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

Deployment of "Triple Chaser" CS Gas Canisters:

Every Deputy working on the yard crew shall be issued and carry one "Triple Chaser" can of CS gas while conducting inmate yard. The deputy working in the tower will be issued one bag containing three (3) extra cans of "Triple Chaser" CS gas. In addition, every deputy working in the yard shall carry their issued gas mask at all times, while yard is being conducted.

Use of "Triple Chaser" CS Gas Canisters:

The "Triple Chaser" CS gas canisters are deployed to be readily available for the yard deputies to use in case of a major disturbance in the yard. The use of the CS gas is at the Watch Commander's discretion and is to only be used with his approval.

***NOTE** - If the "Triple Chaser" CS gas is deployed, every yard deputy should deploy their can of CS gas and move to a position of advantage in the yard while they wait for responding personnel to assist them. In addition, if the CS gas is deployed, then Central Control should close the air handlers to the adjacent buildings.

• **05-020/30 Outside Training**

	Unit Order: #05-020/30
CUSTODY SERVICES DIVISION	Effective Date: 01-01-1998
GENERAL POPULATION	Revision Date:
NORTH COUNTY CORRECTIONAL FACILITY	Review Date:
Subject: Outside Training	
Reference: MPP 3-02/080.20; CDM 3-02/050.00	
Unit Commander Signature:	Date:

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures to implement the Custody Division Training Plan regarding outside training.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

It shall be the policy of the training staff to make available to all personnel, information regarding outside law enforcement educational courses. These courses may be used to satisfy the Board of Corrections Standards for Training in Corrections (STC) requirement for 24 hours of custody-related training for all corrections personnel each year.

The Training Sergeant will coordinate requests for special outside training with the Custody Division Training Unit. Certain specified courses may qualify for reimbursement from Custody Division Training.

All personnel assigned to the North County Correctional Facility are encouraged to participate in ongoing educational programs. The courses provide an opportunity to enhance job knowledge and skills. Reasonable effort will be used to accommodate requests by personnel to attend law enforcement related classes and seminars.

• **05-025/00 Record Retention Policy**

CUSTODY SERVICES DIVISION		Unit Order: #05-025/00
GENERAL POPULATION		Effective Date: 01-01-1998
NORTH COUNTY CORRECTIONAL FACILITY		Revision Date:
		Review Date:
Subject:	Record Retention Policy	
Reference:	CDM 4-13/000.00	
Unit Commander Signature:	Date:	

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for filing and retaining deputy orientation and training records.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

The NCCF Training Unit shall be responsible for the maintenance of all training records. All deputy, civilian and supervisor orientation records shall be retained for a period of at least five years from the date an employee completes training. These records, which document the progress of the employee, will be filed in a separate file, not the unit personnel records.

Deputy orientation and training records are the documents comprised of the training tests, check off sheets, progress reports and evaluations.

The training records for each individual will be destroyed after two years have elapsed. Only the training summary will be retained. The training summary will reflect the successful completion of the orientation and training program. The summary will become a permanent record when it is placed in the personnel jacket of the employee.

When a trainee or civilian employee transfers to another unit prior to the successful completion of training, the records will be assembled and labeled "Training Package". The Training Package will be forwarded to the next Unit Commander for review and disposition. If an employee leaves county service prior to completion of the training program, all unit training records shall be returned to Personnel Services for inclusion in the permanent personnel record folder.

• **05-030/00 Recurrent Briefings**

CUSTODY SERVICES DIVISION		Unit Order: #05-030/00
GENERAL POPULATION		Effective Date: 01-01-1998
NORTH COUNTY CORRECTIONAL FACILITY		Revision Date:
		Review Date:
Subject:	Recurrent Briefings	
Reference:	None	
Unit Commander Signature:		Date:

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for the maintenance and use of a Recurrent Briefing file.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

This facility shall, through the use of recurrent briefings, provide information to employees which is mandated by current Department policy and unit needs. Certain materials, such as sections from the Manual of Policy and Procedures, Custody Division Manual and Unit Orders are mandated by the Division to be briefed at specific intervals. These briefings have been indexed and shall be briefed as scheduled.

One copy of each recurrent briefing form will be placed in a master recurrent binder located in the Training Office. Every month a recurrent briefing book/binder will be placed in each Building, the Watch Sergeant's Office and the Vocational Shops. After reading the briefing contents, employees will sign their name, in the signature block area in the binder located in their assigned building.

Supervisors shall provide additional information or answer questions, as needed, to clarify topics and prevent misinterpretation.

• **05-030/05 Watch Briefing**

CUSTODY SERVICES DIVISION		Unit Order: #05-030/05
GENERAL POPULATION		Effective Date: 03-14-2001
NORTH COUNTY CORRECTIONAL FACILITY		Revision Date:
		Review Date:
Subject:	Watch Briefing	
Reference:	None	
Unit Commander Signature:		Date:

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for the authoring, tracking and approval of Watch Briefings.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

A Watch Briefing is a document designed to facilitate the dissemination of information, such as periodic instruction on policies and procedures. Any department member may initiate a watch briefing; however, prior to distribution, the document shall be approved by either the Unit Commander or a Watch Commander. Further, the document shall be written as coming from the Unit Commander.

Watch briefings shall be written on the designated watch briefing template and submitted electronically to the Facility Commander, or his designee, for approval prior to distribution. In the event of the facility commander's, or his designee's absence, the watch commander may approve prior to distribution. The approving manager shall be listed as such on the watch briefing. Additionally, each watch briefing shall be given a uniformed tracking number for future retrieval. The captain's secretary shall be responsible for the issuance of a tracking number.

The Watch Briefing template, as well as previously published Watch Briefings, can be found within the Outlook program. The path to follow is:

- Public Folders
 - Custody and Correctional Division Info
 - North County Correctional Facility
 - Briefings

This policy is not intended to curtail the flow of information between unit personnel. The free exchange of knowledge is vital to our safety, morale and professional development.

- **05-035/10 Orientation for Personnel**

	Unit Order: #05-035/10
CUSTODY SERVICES DIVISION	Effective Date: 01-01-1998
GENERAL POPULATION	Revision Date:
NORTH COUNTY CORRECTIONAL FACILITY	Review Date:
Subject: Orientation for Personnel	
Reference: CCR Title 15, Section 1069	
Unit Commander Signature:	Date:

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for orientation.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

All newly assigned sworn and professional staff shall receive an orientation to familiarize themselves with the facility and its operational procedures. During orientation, they will receive an orientation packet that shall be completed and returned to NCCF Training.

The training sergeant and staff shall be responsible for the preparation of appropriate orientation packets and the timely orientation of newly assigned personnel.
