

Module 1: Introduction/Orientation

Module 2: TCOLE and Academy Rules Overview

- 2.1.0 Unit Goal:** Texas Commission on Law Enforcement (TCOLE) Rules.
- 2.1.1** Discuss the TCOLE mission as it pertains to the establishment of standards.
- 2.1.2** Discuss the history and importance of TCOLE.
- 2.1.3** List how TCOLE rules are organized.
- 2.1.4** Identify the criteria for TCOLE Rules concerning basic training and enrollment standards.
- 2.1.5** Identify the criteria for continuing education for licensees and explain the 24-month training unit and the 48-month training cycle.
- 2.1.6** Identify the Proficiency Certificate requirements.
- 2.1.7** Identify the requirements for attempting a licensing exam.
- 2.1.8** Identify the actions taken by the Commission against a licensee.
- 2.1.9** Explain the process of reporting a licensee arrest.
- 2.1.10** Discuss the significance of the Texas Peace Officers' Memorial and the National Law Enforcement Memorial.

Module 3: Facility Oversight and Concepts

- 3.1.0 Unit Goal:** Summarize the state regulatory agencies that are statutorily charged with oversight of jailers, facilities, and jail concepts.
- 3.1.1** Describe the duties and responsibilities of the Texas Commission on Law Enforcement (TCOLE).
- 3.1.2** Describe the duties and responsibilities of the Texas Commission on Jail Standards (TCJS).
- 3.1.3** Identify three primary construction concepts of jails.
- 3.1.4** Identify two primary supervision styles utilized in jails.
- 3.1.5** Identify the role of jailer(s) in effectively supervising inmates.
- 3.1.6** Discuss staff-inmate relations.
- 3.1.7** Define jail climate.

Module 4: Human Relations

- 4.1.0 Unit Goal:** Summarize the importance of ethical judgment and behavior in the criminal justice system
- 4.1.1** Define ethics.
- 4.1.2** Discuss basic social ethical concepts.
- 4.1.3** List typical misconceptions about ethics.
- 4.1.4** List standards of conduct.
- 4.1.5** List the principles of public service.
- 4.1.6** Apply ethical decision-making tools.
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- 4.2.0 Unit Goal:** Summarize the issues involved concerning sexual harassment at a jail facility.
- 4.2.1** Define sexual harassment.
- 4.2.2** Identify two types of sexual harassment.
- 4.2.3** List federal laws that prohibit sexual harassment.
- 4.2.4** List state laws that prohibit sexual harassment
- 4.2.5** Describe common examples of sexual harassment.
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- 4.3.0 Unit Goal:** Summarize the process of promoting cultural awareness at a jail facility.
- 4.3.1** Define concepts of prejudice.
- 4.3.2** Discuss who is prejudiced.
- 4.3.3** Identify functions of prejudice.
- 4.3.4** Describe some basic beliefs or attitudes harbored by most prejudiced persons.
- 4.3.5** Identify forms of prejudice.
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- 4.4.0 Unit Goal:** Develop an increased awareness of human relations and the need for professional behavior within the profession.
- 4.4.1** Explain concepts of human relations.
- 4.4.2** Explain personal prejudices that can impact professional behavior.
- 4.4.3** Explain the need for sensitivity as a part of professional behavior.

- 4.5.0 Unit Goal:** Develop an increased awareness of stress and stress-related issues for jailers.
- 4.5.1** Describe contributing factors of stress for jailers.
- 4.5.2** Define stress.
- 4.5.3** Identify indicators of stress for inmates.
- 4.5.4** Identify sources of jailer stress.
- 4.5.5** Explain the outcome of stress.
- 4.5.6** Identify stress management techniques.
- 4.5.7** Identify stress reduction techniques.
- 4.5.8** Define communication.

Module 5: Mental Health, De-escalation Techniques, and Suicide

- 5.1.0 Unit Goal:** Summarize mental impairments and effective responses and the impact of individuals with mental impairments within the jail system.
- 5.1.1** Define the term “Mental Health.”
- 5.1.2** Define the term “Mental Illness.”
- 5.1.3** List five prominent categories of mental illness.
- 5.1.4** Define a mood disorder.
- 5.1.5** Identify prevalent behaviors associated with the two most common mood disorders encountered by jailers.
- 5.1.6** Define schizophrenia.
- 5.1.7** Identify the characteristics of schizophrenia.
- 5.1.8** Define dementia.
- 5.1.9** Identify the symptoms of dementia.
- 5.1.10** Define anxiety disorders.
- 5.1.11** Identify the characteristics of anxiety disorders.
- 5.1.12** Define eating disorders.
- 5.1.13** Identify common eating disorders.
- 5.1.14** Define the term substance use disorders /co-occurring disorders.
- 5.1.15** List the symptoms of substance withdrawal.
- 5.1.16** List the symptoms of substance withdrawal and associated risk factors related to substance withdrawal.

- 5.1.17** Define psychosis.
- 5.1.18** Identify the two most common experiences related to psychosis.
- 5.1.19** Identify characteristics of a person in psychosis.
- 5.1.20** Define excited delirium.
- 5.1.21** Identify the symptoms of excited delirium.
- 5.1.22** Identify appropriate responses to excited delirium.
- 5.1.23** Define personality disorder.
- 5.1.24** Identify the three most common personality disorders.
- 5.1.25** Identify the characteristics of personality disorders.
- 5.1.26** Define intellectual and developmental disorders and distinguish major differences between mental illness and intellectual and developmental disabilities.
- 5.1.27** Identify the characteristics associated with intellectual and developmental disorders.
- 5.1.28** Identify the differences between mental illness and intellectual and developmental disabilities.
- 5.1.29** Define trauma.
- 5.1.30** Define Post-Traumatic Stress Disorder (PTSD).
- 5.1.31** Identify causes of Post-Traumatic Stress Disorder (PTSD).
- 5.1.32** Identify symptoms of Post-Traumatic Stress Disorder (PTSD).
- 5.1.33** Identify triggers of Post-Traumatic Stress Disorder (PTSD).
- 5.1.34** Define Traumatic Brain Injury (TBI).
- 5.1.35** Recognize and identify signs of Traumatic Brain Injury (TBI).
- 5.1.36** Define delirium.
- 5.1.37** Recognize medical conditions in which delirium may present itself.
- 5.1.38** Identify symptoms of delirium.

- 5.2.0** **Unit Goal:** Summarize barriers to de-escalation and techniques to overcome those barriers.
- 5.2.1** Define crisis as related to mental health.
- 5.2.2** Identify principles of trauma-informed care.
- 5.2.3** Illustrate the key principles of trauma-informed approach.
- 5.2.4** Recognize trauma triggers in a jail environment.

- 5.2.5 Recall how traditional correctional practices may unintentionally retraumatize veterans.
- 5.2.6 Discuss practices for de-escalation/communication techniques for the management of individuals in crisis.
- 5.2.7 Recognize the concepts of the de-escalation paradox.
- 5.2.8 Identify local resources and partnerships to assist with individuals in crisis and in need of supportive services.

- 5.3.0 **Unit Goal:** Be able to screen for suicide risk and follow up with questions and actions necessary when an individual is identified as a suicide risk.
- 5.3.1 Define suicidal ideation.
- 5.3.2 Explain common myths and accompanying facts about suicide.
- 5.3.3 List potential risk factors, signs, and symptoms of suicide.
- 5.3.4 Identify the Screening Form for Suicide and Medical/Mental/ Developmental Impairments and the Continuity of Care Query (CCQ).
- 5.3.5 Identify methods for monitoring an inmate on suicide watch.
- 5.3.6 Identify methods for responding to a potentially suicidal inmate.
- 5.3.7 Identify methods for responding to an inmate attempting suicide.

Module 6: Intake Procedures

- 6.1.0 **Unit Goal:** Summarize an inmate's admission process into a jail facility.
- 6.1.1 Identify pertinent Code of Criminal Procedure (CCP) statutes.
- 6.1.2 Identify pertinent Penal Code statutes related to the custody of inmates.
- 6.1.3 List the different types of credentials required before receiving an inmate.
- 6.1.4 List methods for obtaining an inmate's identification.
- 6.1.5 Explain requirements for updating an inmate's status.

- 6.2.0 **Unit Goal:** Summarize the process of identifying incoming inmates.
- 6.2.1 List the requirements for identifying inmates.
- 6.2.2 List the requirements for preparing identification photographs.
- 6.2.3 Explain considerations for taking a useable set of fingerprints.
- 6.2.4 Identify the proper method of taking prints.

- 6.3.0 Unit Goal:** Perform general intake procedures.
- 6.3.1** Discuss establishing an inmate's file.
- 6.3.2** List methods for checking existence of wants and warrants.
- 6.3.3** Define a "detainer."
- 6.3.4** List methods for informing an inmate of bonding procedures.
- 6.3.5** Summarize phone call procedures for inmates.

- 6.4.0 Unit Goal:** Summarize the process of maintaining an inventory of inmate property.
- 6.4.1** Identify the requirements of inventorying inmate property.
- 6.4.2** Identify guidelines for specific inmate property.
- 6.4.3** Identify methods for completing an inventory form.

- 6.5.0 Unit Goal:** Summarize maintaining inmate money accounts and commissary procedures.
- 6.5.1** Identify the requirements for establishing an inmate money account.
- 6.5.2** Define the purposes of an inmate money account.
- 6.5.3** Identify the method of receiving money into an inmate's money account.
- 6.5.4** Identify the steps for verifying funds in an inmate account.
- 6.5.5** Identify minimum standards applicable to commissary.
- 6.5.6** Explain considerations of commissary privileges.
- 6.5.7** Identify the methods of distributing inmate commissary purchases.
- 6.5.8** Identify other uses for commissary funds.

- 6.6.0 Unit Goal:** Summarize the process of issuing inmate clothing, personal hygiene, and bedding.
- 6.6.1** Identify TCJS requirements for issuing and storing clothing.
- 6.6.2** Identify TCJS requirements for personal hygiene supplies.
- 6.6.3** Identify TCJS requirements for inmate showers.
- 6.6.4** Identify TCJS requirements for compelling haircuts.
- 6.6.5** List TCJS requirements for issuing laundering of bedding and linens.
- 6.6.6** Identify the TCJS requirements for cleaning and storage of mattresses.

- 6.7.0 Unit Goal:** Recognize the basic requirements of orientating an inmate into a jail system.
- 6.7.1** Recognize the requirements for explaining the facility's rules and regulations to the inmate
- 6.7.2** Explain methods of processing persons of foreign nationality.

Module 7: Classification

- 7.1.0 Unit Goal:** Summarize issues involving security threat groups.
- 7.1.1** Define security threat groups.
- 7.1.2** List criteria for confirming criminal street gang membership.
- 7.1.3** List warning signs of gang activity.
- 7.1.4** Identify various criminal street gangs.

- 7.2.0 Unit Goal:** Summarize the process of classifying inmates.
- 7.2.1** Define objective classifications.
- 7.2.2** Factors that shall be considered in classification.
- 7.2.3** Describe approved classification instruments.
- 7.2.4** Define the three custody levels.
- 7.2.5** List advantages for using an Objective Jail Classification System.
- 7.2.6** Identify key components of an Objective Jail Classification System.
- 7.2.7** Identify the two approved jail classification methods.
- 7.2.8** Identify a composite of information useful for classifying an inmate.
- 7.2.9** Identify risk factors which may impact housing.
- 7.2.10** Identify methods for assigning inmates to cell according to classification.
- 7.2.11** List methods for reviewing a master roster of inmates during cell assignments.
- 7.2.12** Define requirements regarding reclassification.
- 7.2.13** Identify reasons for updating inmate records.
- 7.2.14** Define trustee.
- 7.2.15** Identify methods of determining the eligibility of an inmate for a trustee assignment.
- 7.2.16** Identify legal requirements regarding work assignments.
- 7.2.17** Define child.
- 7.2.18** Define procedures used when encountering a suspected juvenile.

Module 8: Inmate Services

- 8.1.0 Unit Goal:** Summarize the process of overseeing inmate activities.
- 8.1.1** Identify mandatory inmate activities
- 8.1.2** Identify the legal requirements of maintaining current daily activity reports.
- 8.1.3** Identify methods for issuing physical recreational equipment to inmates.
- 8.1.4** Identify methods for supervising inmate physical recreational activity.
- 8.1.5** Identify methods for documenting physical recreational activities.
- 8.1.6** Identify circumstances in which segregating inmates from general population during recreational activities is recommended.
- 8.1.7** Summarize the importance of searching inmates entering and leaving the recreation area.
- 8.1.8** Identify methods of supervising library operations.
- 8.1.9** Identify reasons for examining the credentials of persons providing religious services.
- 8.1.10** Identify methods for supervising religious activities.
- 8.1.11** Explain the importance of reviewing an inmate's qualifications prior to work assignment.
- 8.1.12** Identify reasons for observing inmate work activity.
- 8.1.13** Identify methods of inspecting an area to be supervised when guarding inmates outside of jail.
- 8.2.0 Unit Goal:** Summarize procedures related to food services.
- 8.2.1** Identify methods for ensuring meal-serving areas are clean and secure.
- 8.2.2** Explain the importance of recording the number of meals served.
- 8.2.3** Explain the TCJS requirements for meal service.
- 8.2.4** Explain the importance of ensuring the exact amount of meals and utensils are provided.
- 8.2.5** Explain the importance of conducting random searches of food for contraband.
- 8.2.6** Identify methods for selecting inmates to perform kitchen operations.
- 8.2.7** Explain the importance of prohibiting physical contact between kitchen workers and general inmate population.
- 8.2.8** List examples of dangerous tools.
- 8.2.9** Identify the procedures for controlling dangerous tools.

- 8.3.0 Unit Goal:** Summarize requirements involving inmate visitations.
- 8.3.1** Explain the requirements of a visitation plan.
- 8.3.2** List some methods of identifying an inmate being visited.
- 8.3.3** Identify methods for establishing the identity of visitor(s) entering and leaving the facility.
- 8.3.4** Identify situations requiring officers to conduct pat-down searches on visitors.
- 8.3.5** Identify procedures for supervising a visit.
- 8.3.6** Identify information necessary to document visits
- 8.3.7** Identify reasons to search a visiting room.

- 8.4.0 Unit Goal:** Summarize requirements and procedures involving inmate correspondence (mail and telephone calls).
- 8.4.1** Distinguish between privileged and non-privileged mail.
- 8.4.2** Identify methods for collecting, distributing and inspecting correspondence.
- 8.4.3** Identify procedures and documentation required when rejecting inmate correspondence.
- 8.4.4** Identify methods for delivering emergency messages to inmates.
- 8.4.5** Identify methods of allowing inmates to make telephone calls.

Module 9: Inmate Health Care

- 9.1.0 Unit Goal:** Summarize the process and issues of maintaining an inmate's health folder.
- 9.1.1** List legal requirements of providing health services to inmates.
- 9.1.2** List the TCJS requirements of health records.
- 9.1.3** Identify documents which are required to be maintained in an inmate's health record.
- 9.1.4** Identify reasons for reporting inmate injuries.
- 9.1.5** Identify the reasons for consulting with medical personnel concerning medication.
- 9.1.6** List methods for identifying an inmate to receive medication.
- 9.1.7** Identify some methods for administering medication.
- 9.1.8** Identify some methods for maintaining an inventory of all medication.
- 9.1.9** List some methods of documenting medical treatment.
- 9.1.10** Identify some methods of conducting medical, dental, and mental services for inmates.

- 9.1.11** List reasons for conducting a medical, dental, or mental health examination on an inmate.
- 9.1.12** List the legal requirements of health records confidentiality.

9.2.0 Unit Goal: Summarize important considerations of communicable diseases.

- 9.2.1** Define communicable disease.
- 9.2.2** Identify occupational risks to jailers.
- 9.2.3** Identify selected sections of Health and Safety Code, Chapter 81 - Communicable Diseases.
- 9.2.4** Identify methods of transmission for communicable diseases.
- 9.2.5** Identify airborne diseases.
- 9.2.6** Identify forms of diagnostic and test procedures for TB.
- 9.2.7** Define the requirements for TCJS 273.7 - Tuberculosis Screening Plan.
- 9.2.8** Identify direct contact infectious diseases.
- 9.2.9** Define sexually transmitted diseases.
- 9.2.10** Identify the most common sexually transmitted diseases.
- 9.2.11** Define vector-borne diseases.
- 9.2.12** Identify disease carrying vectors.
- 9.2.13** Identify contagious infections.
- 9.2.14** Identify strategies to prevent the spread of pathogens.
- 9.2.15** Identify specific preventative measures taken in jail environments to prevent the spread of communicable diseases.

Module 10: Facility Security Protocols

- 10.1.0 Unit Goal:** Summarize facility security and supervision issues.
- 10.1.1** Identify the areas (based on facility design) requiring supervision and inspection.
- 10.1.2** Explain how to deal with physical and situational conditions in a facility.
- 10.1.3** Explain circumstances that warrant an inspection of the physical features of a facility.
- 10.1.4** Identify the process taken upon discovering a security breach.
- 10.1.5** List reasons for reporting security breaches and unsound security practices.
- 10.1.6** Identify Texas Commission on Jail Standards requirements for observation of inmates.
- 10.1.7** Identify types and methods for conducting inmate counts.

- 10.1.8** Identify the documentation required for inmates.
- 10.1.9** Explain the importance of controlling keys.
- 10.1.10** Explain important considerations of maintaining a record of facility keys.
- 10.1.11** Identify precautions when using facility keys.
- 10.1.12** Identify potentially dangerous tools assigned to trustees.
- 10.1.13** Identify methods of issuing tool and safety equipment to inmates.
- 10.1.14** Explain the importance of checking weapons in/out of a facility.
- 10.1.15** Identify methods for checking weapons in/out of a facility.
- 10.1.16** Identify methods of supervising outside (public) personnel working inside the facility.
- 10.1.17** Identify the methods of conducting vehicle searches entering/leaving a secure area of a jail facility.

10.2.0 Unit Goal: Summarize the process of searching

- 10.2.1** Define search.
- 10.2.2** List the types of inmate searches.
- 10.2.3** Identify legal considerations for searching inmates.
- 10.2.4** List methods for verifying the gender of incoming inmates.
- 10.2.5** Describe the procedures for conducting an inmate pat search.
- 10.2.6** Describe the procedures for conducting a strip search.
- 10.2.7** Describe the procedures for performing a cavity search.
- 10.2.8** Describe special considerations for searches.

10.3.0 Unit Goal: Summarize the process of searching for contraband.

- 10.3.1** Define contraband.
- 10.3.2** List reasons for documenting discovery of contraband.
- 10.3.3** Identify the necessity of conducting regular and irregular cell searches.
- 10.3.4** List the guidelines, administratively and/or criminally for documenting contraband items.
- 10.3.5** Describe the methods for conducting a search of inmates and their housing area.

10.4.0 Unit Goal: Summarize emergency procedures for jail facilities.

- 10.4.1** Define disturbance.

- 10.4.2** Explain the importance of attempting to defuse disturbances.
- 10.4.3** Identify circumstances which may cause a disturbance.
- 10.4.4** Describe circumstances involving disturbances where it is appropriate to contact a supervisor.
- 10.4.5** Define emergency.
- 10.4.6** Identify procedures to follow when responding to emergencies.
- 10.4.7** Identify life safety equipment items.
- 10.4.8** Identify circumstances that warrant movement or evacuation of facility in case of fire.

- 10.5.0** **Unit Goal:** Summarize issues dealing with hostage situations.
- 10.5.1** Identify situations that might result in a hostage situation.
- 10.5.2** Identify different profiles of hostage takers.
- 10.5.3** Identify motivations in a hostage situation.
- 10.5.4** Identify the two phases of response to a hostage situation.
- 10.5.5** List information that first responders need to obtain during a hostage situation.
- 10.5.6** Identify survival tactics for those individuals taken hostage.
- 10.5.7** Identify effects on the hostage after the situation is over.

- 10.6.0** **Unit Goal:** Summarize critical issues when dealing with uncooperative and/or violent inmates.
- 10.6.1** Define an uncooperative inmate.
- 10.6.2** Identify characteristics of a violent inmate.
- 10.6.3** Identify reasons why inmates are uncooperative or violent.
- 10.6.4** Identify circumstances of security risks and need for backup personnel.

- 10.7.0** **Unit Goal:** Summarize the process of transporting inmates.
- 10.7.1** Identify radio procedures.
- 10.7.2** Identify methods of transporting inmates out of a secure facility.
- 10.7.3** List skills necessary of jailers transporting inmates in vehicles.
- 10.7.4** Identify the proper procedures for application of belly chains and leg irons for transporting inmates.
- 10.7.5** Identify methods of transporting inmates to court.

- 10.7.6 Identify circumstances concerning jury trials.
- 10.7.7 Identify methods of transporting an inmate out-of-county.
- 10.7.8 List special circumstances that require transporting inmates.
- 10.7.9 Demonstrate the application of belly chains and leg irons for transporting inmates.

Module 11: Legal Responsibilities

- 11.1.0 **Unit Goal:** Summarize legal aspects of using force.
- 11.1.1 Explain the legal authorities for use of force by jailers.
- 11.1.2 Explain the justification(s) for use of force by jailers.
- 11.1.3 Identify the use of force options.
- 11.1.4 Identify the levels of the inmate's behavior.
- 11.1.5 Discuss the relationship between Use of Force law and force options.

- 11.2.0 **Unit Goal:** Summarize issues involving the rights of inmates.
- 11.2.1 Define a right.
- 11.2.2 Identify the constitutional rights inmates possess.
- 11.2.3 Identify the statutory rights of an inmate under Texas law.
- 11.2.4 Define privilege.

- 11.3.0 **Unit Goal:** Summarize the process of handling grievances.
- 11.3.1 Explain some considerations of inmate grievances.
- 11.3.2 List the four valid grievance reasons.
- 11.3.3 Identify the process involved in grievance procedures.

- 11.4.0 **Unit Goal:** Summarize the disciplinary process within a jail.
- 11.4.1 Explain how inmates are familiarized with the rules and regulations of the facility.
- 11.4.2 Identify forms of prohibited discipline.
- 11.4.3 Identify forms of accepted discipline for minor and major infractions.
- 11.4.4 Identify methods for documenting inmate disciplinary behavior.
- 11.4.5 Explain the functions of an inmate disciplinary board.
- 11.4.6 Explain procedures for due process rights of inmates.

- 11.5.0 Unit Goal:** Summarize liability issues for jail personnel.
- 11.5.1** List circumstances constituting federal civil rights violations by jail personnel.
- 11.5.2** List violations/possible charges of state criminal law by jail personnel.
- 11.5.3** Identify circumstances which subject jail personnel to civil liability.
- 11.5.4** List circumstances which reduce civil liability for jail personnel.
- 11.5.5** List civil liabilities of supervision.
- 11.5.6** Identify areas which may reduce civil liability of supervision.

- 11.6.0 Unit Goal:** Identify inmate con games
- 11.6.1** Identify the characteristics of an inmate set-up.
- 11.6.2** Recognize the manipulation tactics of inmate(s).
- 11.6.3** Identify the types of staff.
- 11.6.4** Recognize the phases of a set-up.
- 11.6.5** Recognize the warning signs of inmate con games.
- 11.6.6** Describe fundamental ways to avoid a set-up.

Module 12: Defensive Tactics

- 12.1.0 Unit Goal:** Summarize and demonstrate methods of basic defensive tactics.
- 12.1.1** Demonstrate the interview stance position.
- 12.1.2** Demonstrate the defensive stance position.
- 12.1.3** Demonstrate tactical movement from the defensive stance.
- 12.1.4** Demonstrate blocking techniques.
- 12.1.5** Demonstrate different strike techniques.
- 12.1.6** Demonstrate the basic escort position.
- 12.1.7** Demonstrate escort positions for uncooperative inmates.
- 12.1.8** Demonstrate a straight-arm-bar technique.
- 12.1.9** Demonstrate handcuffing techniques from various positions.

Module 13: Documentation Process

- 13.1.0 Unit Goal:** Summarize the process of conducting internal investigations.
- 13.1.1** Identify inmates who violate a facility rule.
 - 13.1.2** Identify methods for securing and protecting physical evidence.
 - 13.1.3** Identify the process of handling administrative rule violations.
 - 13.1.4** Define chain of custody.
 - 13.1.5** Identify the purpose of following a chain of custody:
 - 13.1.6** Identify methods for investigating injured inmates.
 - 13.1.7** Identify procedures for investigating a death in custody.
- 13.2.0 Unit Goal:** Summarize key report writing skills and basic grammatical rules.
- 13.2.1** Identify the reasons to write a report.
 - 13.2.2** Identify methods for preparing investigative reports.
 - 13.2.3** Identify sources of information for written reports.
 - 13.2.4** Identify what information is appropriate content for a written report.
 - 13.2.5** Identify inappropriate content for a written report.
 - 13.2.6** Identify the appropriate sequence of information in written reports.
 - 13.2.7** Identify the elements of a complete report.
 - 13.2.8** Identify the elements of a case summary sheet.
 - 13.2.9** Identify methods of proofreading reports.
 - 13.2.10** Demonstrate observation and descriptive skills.
 - 13.2.11** Demonstrate the ability to write a report.
 - 13.2.12** Demonstrate the ability to proofread a report.
- 13.3.0 Unit Goal:** Summarize some issues encountered during courtroom testimony.
- 13.3.1** Identify professional demeanor and appearance when appearing in court.
 - 13.3.2** Identify methods for testifying in court.
 - 13.3.3** Identify proper demeanor when called to testify.
 - 13.3.4** Identify the different types of examination.
 - 13.3.5** Identify steps to achieve positive verbal communication and body language.
 - 13.3.6** Identify techniques to utilize when being questioned.
 - 13.3.7** Discuss tactics used by defense attorneys.

- 13.4.0 Unit Goal:** Summarize the process involving inmate release.
- 13.4.1** Define release.
 - 13.4.2** Identify some types of releases.
 - 13.4.3** Define a conditional release.
 - 13.4.4** Identify types of conditional releases.
 - 13.4.5** Define intermittent sentencing.
 - 13.4.6** Differentiate between various types of bonds.
 - 13.4.7** Identify the requisites of a bond.
 - 13.4.8** Identify regulations for depositing moneys received for bail bonds.
 - 13.4.9** Identify methods for reviewing bond applications.
 - 13.4.10** Identify methods for recording changes in bond amount or conditions.
 - 13.4.11** Identify circumstances in which an agency may place a hold on an inmate who is making bond.
 - 13.4.12** List the importance of comparing bond application to the court document setting bail.
 - 13.4.13** Discuss the requirements for bail.
 - 13.4.14** Identify some methods of documenting monetary amounts of bonds required and received.
 - 13.4.15** Identify some methods for verifying eligibility of surety executing bail bond.
 - 13.4.16** Explain the importance of comparing bond application to court document setting bail to ensure the bail amount is correct.
 - 13.4.17** Recognize the necessity of informing bonding agent of conditions of a bond.
 - 13.4.18** Explain the importance of checking for new wants and warrants before releasing an inmate.
 - 13.4.19** Identify some methods for verifying a warrant and placing a detainer on inmate.
 - 13.4.20** Explain the importance of reviewing transfer and release documents for completeness and accuracy.
 - 13.4.21** Identify some methods of verifying the identity of a person picking up an inmate.
 - 13.4.22** List some methods for making a positive identification of an inmate being released.
 - 13.4.23** Explain the importance of documenting the type of release when an inmate leaves the facility.
 - 13.4.24** Identify some methods for returning an inmate's property upon release.
 - 13.4.25** Identify some methods for dressing-out inmates being released for court or transfer.
 - 13.4.26** Explain the importance of updating a roster with current inmates.

13.4.27 Explain the importance of reviewing court lists.

13.4.28 Explain statutory notification requirements according to state law and department policy.

Module 14: End of Course Review