

LESSON: MANAGING HOUSING UNITS, PART II

LENGTH: As Identified per activity

INSTRUCTOR-TO-PARTICIPANT RATIO: As indicated for each activity

OBJECTIVES:

Given the content discussed in the lesson titled, "Back 2 Basics, Managing Housing Units, Part I," participants will be able to:

- Conduct an area search of the housing unit
- Conduct a cell search in a housing unit
- Conduct a round in the housing unit
- Conduct a bed book audit
- Conduct a Fire and Security Check

METHOD OF ASSESSMENT:

- Performance-Based Evaluation

PREREQUISITES:

- Back to Basics, Overview and Expectations
- Back to Basics, Managing Housing Units, Part I

INSTRUCTOR MATERIALS:

As indicated per activity

STUDENT MATERIALS:

As indicated per activity

REFERENCES: Back to Basics, Managing Housing Units, Part I

APPENDIX: No

POWERPOINT: No

RECOMMENDED INSTRUCTORS:

Captain and/or Lieutenant as delegated plus one (1) additional supporting employee to assist in the oversight of individual activities.

SPECIAL NOTES:

The attached activities will take place in an inmate housing unit at the local facilities. Individual activities chosen and the desired number to conduct will vary for each institution. All options are at the discretion of the Warden for each respective facility.

Managing Housing Units, Part I must be completed prior to conducting the activities identified in this portion of the lesson.

PRIOR TO INSTRUCTION:

1. Gather all critical information needed to effectively conduct the activity(ies). This includes:
 - Number of employees participating in the activity(ies).
 - Location of housing unit where activity(ies) will be conducted.
 - Location of inmates while the activity(ies) are being conducted (i.e., whether inmates will be relocated to a different area such as Recreation, inmates will be locked in their cells, etc.).
 - Specific activity(ies) to conduct with the employees.
2. Review all activities in detail, considering the information mentioned above.
3. Gather all student materials as indicated for each activity.
4. Take all materials, if applicable, to the identified housing unit.

SPECIAL NOTE: Accountability of Materials: All materials should be collected, accounted for, and removed from the location when training and/or practical exercises are conducted in the presence of inmates. Absolutely NO materials should be in circulation for Part II of this lesson.

Activity #1: Conduct an Area Search of the Housing Unit

Time Frame: 30 minutes

Instructor to Participant Ratio: 1:30

Objectives: Given a Daily Fire and Security Inspection Report, a Commissary List, and a list of Inmate Personal Property for the local facility, participants will be able to:

- Successfully complete an area search for a housing unit.

Instructor Materials:

- Pencils
- Copies of Daily Fire and Security Inspection Report, local, one (1) per group of two (2) participants
- Copies of Commissary List, local, one (1) per group of two (2) participants
- Copies of Inmate Personal Property, local, one (1) per group of two (2) participants
- Identified tools needed to conduct the search

Instructor Notes:

1. Divide the participants into groups of two (2) participants per group.
2. Pass out one (1) Daily Fire and Security Inspection Report, one (1) Commissary List, and one (1) Inmate Personal Property List per group.
3. Inform employees to refer to the Fire and Security Inspection Report as needed.
4. Refer to local guidance for details to conduct the search.

Debrief:

Take time shortly after conducting this activity to reflect on items noted, found, and documented. Make any notes that may need further discussion regarding your institution.

Activity #2: Conduct a Cell Search in a Housing Unit

Time Frame: 15 minutes

Instructor to Participant Ratio: 1:10

Objectives: Given a Commissary List and a list of Inmate Personal Property for the local facility, participants will be able to:

- Successfully complete a cell search for a housing unit.

Instructor Materials:

- Pencils
- Copies of Commissary List, local, one (1) per group of two (2) participants
- Copies of Inmate Personal Property, local, one (1) per group of two (2) participants
- Identified tools needed to conduct the search

Instructor Notes:

1. Divide the participants into groups of two (2) participants per group.
2. Pass out one (1) Commissary List and one (1) Inmate Personal Property List per group.
3. Initiate the evaluation by assigning the participant to search a designated area.
4. Observe the participant. Limit interaction with the participant. Do not coach nor answer questions which would give the participant an advantage.
5. The following sequence of steps should be stressed while evaluating the performance of each participant:
6. Obtain required search tools.
7. Plan a systematic search process:
8. Verbally describe the plan for searching the area.
9. Look over the area to be searched; establish an overall impression; identify suspicious circumstances.
10. Select a starting point.
11. Inspect the area and all contents.
12. Follow described search strategy. Ensure the participants:
 - Search the cell; check all movable or installed items and equipment; use tools as appropriate; take notes of unusual circumstances or needed repairs.
 - Continue search after contraband is found.
 - Leave cell as it was found.
 - Confiscate and remove contraband.

- Document the search.
- Optional, prepare Work Requests.

Debrief:

Take time shortly after conducting this activity to reflect on items noted, found, and documented. Make any notes that may need further discussion regarding your institution.

Activity #3: Conduct an Irregular Round in a Housing Unit

Time Frame: 15 Minutes

Objectives: Given local guidance, participants will be able to:

- Conduct a successful round in the housing unit.

Instructor Materials:

- Pencils
- Computer with TRUSCOPE

Instructor Notes:

1. Divide the participants into groups of three (3) participants per group.
2. Provide specific guidance to groups on how to conduct an effective round of the housing unit. Note areas that may need closer inspection.
3. Upon completion, instruct one (1) of the three (3) participants to record their findings in TRUSCOPE.

Debrief:

Take time shortly after conducting this activity to reflect on how it went, how engaged the participants were, and what questions were raised, if any. Make any notes that may need further discussion regarding your institution.

Activity #4: Conduct a Bed Book Audit

Time Frame: 1 Hour

Objectives: Given specific instruction, participants will be able to:

- Effectively conduct a bed book audit of inmates in the housing unit.

Instructor Materials:

- Pencils
- Picture Card File, Electronic or Paper
- SENTRY Roster
- Memorandum (if applicable)

Instructor Notes:

1. Retrieve the inmate bed book.
2. Print the SENTRY roster of inmates in the housing unit.
3. Provide additional guidance to employees, if needed.
4. Instruct the employees to conduct the bed book audit of the housing unit.

Activity #5: Conduct a Fire and Security Check of the Housing Unit

Time Frame: 30 minutes

Instructor to Participant Ratio: 1:30

Objectives: Given a Daily Fire and Security Inspection Report local facility, participants will be able to:

- Successfully complete a daily fire and security inspection for a housing unit.

Instructor Materials:

- Pencils
- Copies of Daily Fire and Security Inspection Report, local, one (1) per group of two (2) participants

Instructor Notes:

1. Divide the participants into groups of two (2) participants per group.
2. Pass out one (1) Daily Fire and Security Inspection Report, one (1) Commissary List, and one (1) Inmate Personal Property List per group.
3. Inform employees to refer to the Fire and Security Inspection Report as needed. Inform them to consider the following:
 - Inspect safety items
 - Check light fixtures, wiring, and outlets for damage, tampering, overloading.
 - Check access routes for obstructions.
 - Check waste receptacles for improper/unsafe disposal.
 - Check smoke detectors/alarms/signaling devices for damage or malfunction.
 - Check firefighting equipment and SCBA for damage or malfunction.
 - Check personal safety equipment for wear and damage.
 - Check for the presence of contraband.
 - Inspect sanitation items
 - Check trash receptacles for cleanliness, overflow, and proper disposal.
 - Check structure/fixtures for dirt and damage.
 - Check living areas/furnishings/carpets for dirt, stains, and damage.
 - Check bathrooms/showers/plumbing for dirt, obstructions, and adequate supplies.
 - Check for signs of infestation (insects, rodents).
 - Inspect security items
 - Check gates/doors/windows for damage and tampering.

- Check manholes/tunnels/access points for damage and tampering.
 - Check interior structure/features for tampering.
 - Check for the presence of contraband.
 - Check fences/perimeter walls for damage and tampering.
 - Check building walls/roofs for damage and tampering.
 - Check locks for damage, tampering, and proper operation.
 - Use the mallet to tap bars and grills.
 - Use a putty knife to check space between walls and fixtures.
 - Use a flashlight to check dark areas.
4. Refer to local guidance for additional details needed to conduct the search.

Debrief:

Take time shortly after conducting this activity to reflect on items noted, found, and documented. Make any notes that may need further discussion regarding your institution.