30. Supervise inmate workers at their job
31. Supervise inmates in exercise yard
32. Supervise inmates working in institution
33. Supervise the cleaning of living units
34. Sweep and mop the floors of lock-up units
35. Wake up inmates

C. Escorting & Monitoring Movement - Minimum 200 Hours

1. Take inventory of inmate's property
2. Conduct vehicle safety check prior to transporting inmates
3. Escort inmates in groups
4. Escort inmates individually
5. Handle Code 3 with red lights and siren on public roads
6. Issue, collect or exchange clothing, bedding and supplies to inmates
7. Secure vehicles
8. Check inmates identification before leaving a secure area
9. Search transportation vehicles
10. Supervise inmates outside institution
11. Transport equipment and evidence
12. Transport inmates individually
13. Verify identity of inmates
14. Verify inmate's identity before escorting or transporting

D. Written Responsibility - Minimum 200 Hours

1. Advise inmate of institutional regulations, services and sources of information
2. Answer incoming calls; route or take phone messages
3. Brief incoming shift staff for information change
4. Call and clear count with control
5. Close inmate records including time cards
6. Complete report forms for all contraband finds
7. Fill out requisition/order forms for supplies
8. Fill out requisitions for repairs or work request
9. Instruct/train inmates in use of tools, equipment
10. Issue, inventory or receive supplies or equipment
11. Log inmate movement in living units
12. Maintain current "picture care" file, including current job assignment of each inmate
13. Maintain inmate current bed in housing unit
14. Maintain inventory of security equipment
15. Maintain security of inmate time cards and work performance reports
16. Prepare correspondence, inter-departmental memos and other administrative paperwork
17. Prepare count slips for all types of counts
18. Prepare forms, card files, jackets necessary to initiate inmates' facility record
19. Prepare inmate progress or performance reports
20. Record inmate's work times
21. Record relevant activities and incidents occurring during shift in daily journal or log
22. Review inmate case reports, history or records
23. Take inmate counts
24. Update inmate program index cards on bed cards with information affecting their daily schedules
25. Update current inmate roster (status sheets)
26. Use inmate daily movement sheet (status sheets)
27. Use inmate daily movement sheet (GP/lock-up)
28. Verbally request repair services (non-emergency)
29. Verify inmate count against roster, log or computer-listed numbers
30. Write "Use of Force" reports
31. Write a report containing short paragraphs
32. Write a report documenting a sequence of events
33. Write administrative behavior reports
34. Write evidence reports, serious behavior reports, or special incident reports

E. Additional Experience - Minimum 200 Hours

1. Apply CPR
2. Apply first aid for an eye injury, broken bone, skin burn, shock, open wound, or after use of chemical agents
3. Assist in preparing or upgrading standard operating procedures, plans and post orders
4. Attend staff meetings concerning facility operations/ functions
5. Conduct on-the-spot crisis intervention
6. Consult with medical staff regarding medication in inmate's possession
7. Develop and substantiate recommendations concerning inmates emotional well-being
8. Distribute and/or collect inmate's mail
9. Forward mail for transferred or released inmates
10. Handle and issue medication
11. Make appropriate referrals for inmates with unresolved problems to the counseling staff
12. Make suggestions regarding changes in policies, procedures or rules
13. Observe inmates for indications of alcohol or drug abuse
14. Observe inmates suffering from alcohol or drug withdrawal
15. Observe inmates who may be suffering from mental or emotional disorders
16. Obtain regular or emergency medical or dental assistance for inmates
17. Prevent an epileptic inmate from damaging self during seizure
18. Prepare stab victim for moving
19. Read daily journal/log, facility rules, procedures, regulations, post orders, and formal written materials
20. Recognize behavioral characteristics of a violent offender
21. Watch for indicators of, or take emergency steps to prevent inmate suicide

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

CORRECTIONAL PEACE OFFICER APPRENTICESHIP PROGRAM

CORRECTIONAL OFFICER WORK

Work Processes	Min.	Actual
Maintaining Security	1,000	
Inmate Accountability	800	
Escorting & Monitoring Movement	200	
Written Responsibility	200	
Additional Experience	200	
Any combination of the above categories	1,200	
TOTAL	3,600	

ACO Contacts		
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This list is provided as a tool to assist in determining how to categorize, on your monthly DAS-103, the various activities that you may be called upon to perform. This list is NOT meant to be a summary of expected job duties, nor does it represent requirements to complete the Apprenticeship Program.

A. Maintaining Security - Minimum 1000 Hours

1. Account for facility keys (count keys, verify against key log)
2. Act as investigative employee for inmate on serious 115
3. Activate alarm system to alert all staff in case of an emergency
4. Appear in a court and testify, if required
5. Apply restraints
6. Assist in search for missing/escaped inmates, inside or outside facility/institution
7. Balance yourself on uneven or narrow surfaces
8. Call communications/control center to inform of inmate movement
9. Carry heavy objects (disabled or unconscious inmate or piece of equipment)
10. Verify inmate location and status
11. Climb up on a truck or building
12. Climb up to elevated surfaces (roof, stairwells)
13. Conduct and/or participate in disaster drills
14. Conduct clothed body search
15. Conduct communications check (designated posts or radio nets)
16. Conduct fire drills
17. Conduct outside perimeter checks or patrol duty (fence checks)
18. Conduct thorough search of living units and contents
19. Conduct unclothed body search
20. Confiscate inmate possessions considered contraband
21. Crawl into confined spaces
22. Defend yourself against an inmate armed with a weapon; disarm and subdue inmate
23. Deliver Miranda Rights warning
24. Detain inmates who commit crimes in the facility
25. Direct actions of officer(s) arriving to assist in emergency situations
26. Dispose of contraband
27. Distribute or remove inmate food trays
28. Drag heavy objects
29. Escort emergency vehicles in the facility
30. Establish informants if permitted by institution
31. Evacuate inmates from area or facility during emergencies
32. Fire weapon in combat situation
33. Gather information from inmates about conflicts
34. Grip persons tightly with hand to prevent escape
35. Help carry people on a stretcher
36. Identify contraband
37. Identify evidence
38. Inspect fire exit doors for proper operation
39. Interview or gather information from inmates regarding conflicts or disruptive situations
40. Investigate disciplinary problems or reports
41. Investigate injuries to inmates
42. Isolate and preserve crime scenes
43. Jump over obstacles
44. Lift heavy objects
45. Listen for unusual sounds that indicate illegal activity or disturbances
46. Load or unload supplies, materials or equipment
47. Locate inmates not appearing at their scheduled classes, appointments or activities
48. Lock/unlock rooms, living units, gates and doors
49. From observation tower, maintain visual surveillance
50. Monitor and initiate inmate cell moves
51. Monitor inmates confined in infirmary or hospital
52. Monitor movement of vehicles and pedestrians within the facility
53. Move resistant inmates to their rooms by yourself
54. Move resistant inmates to their room with help
55. Notify supervisors of potential emergencies
56. Obtain and secure urine samples
57. Operate, control lighting and power for individual cells, dormitories and living units
58. Operate difficult gates, doors or locks manually
59. Participate in controlling riot activities
60. Participate in facility lock down
61. Patrol areas within facility other than living unit
62. Patrol areas, corridors and other security areas inside the facility and observe inmate behavior
63. Perform duties while wearing heavy equipment
64. Physically prevent escape attempts
65. Physically separate two fighting inmates by yourself
66. Physically separate two fighting inmates with another staff member
67. Physically subdue or restrain a violent inmate by yourself
68. Physically subdue or restrain a violent inmate with another staff member
69. Place inmates in or remove inmates from cells
70. Preserve contraband
71. Preserve evidence and/or dispose of evidence
72. Prevent unauthorized inmate communications
73. Pull yourself up over obstacles (walls, fences)
74. Pursue inmates on foot (running)
75. Push hard-to-move objects by hand
76. Report or record sabotage penetrations, escapes, pilferage or security violations
77. Report or record the condition or security of perimeter structures, weapons or equipment
78. Respond to, dispatch or request help in emergencies or disturbances within the facility
79. Run down stairs
80. Run to the scene of a disturbance or emergency
81. Run up stairs
82. Search for contraband not easily accessible
83. Search vehicles entering and leaving the facility
84. Seize contraband
85. Seize evidence
86. Tackle fleeing inmate
87. Use body force to gain entrance through barriers
88. Use chemical agents to quell disturbances/riots
89. Use weaponless defense tactics
90. Walk or stand for long periods of time
91. Watch for indications of illegal activity or disturbance in normal lighting
92. Watch for Indications of illegal activity or disturbances in relative darkness

B. Inmate Accountability - Minimum 800 Hours

1. Admit/release/supervise visitors
2. Apply progressive discipline
3. Break up horseplay/sex play
4. Check/search areas accessible to inmates for contraband, weapons
5. Conduct physical or sanitation inspections
6. Confront and control hostile groups
7. Confront inmates violating rules and exhibiting inappropriate behavior
8. Distribute call-out slips and special passes
9. Give verbal directions to inmates
10. Give verbal instruction to other officers
11. Identify and observe group agitators
12. Identify potential riot situations
13. Inspect food items and supplies
14. Inspect housing areas for excessive combustible materials
15. Notify inmates to prepare for visitors, court
16. Pick up or distribute household items
17. Prepare, check and issue inmates passes
18. Provide for shower periods and conduct/supervise individual shower periods for inmates
19. Recognize, respond to the special problems of disabled inmates. Release from housing units during major activities
20. Recognize homosexual behavior
21. Release inmates from the housing unit
22. Report or record inmate grievances/injuries
23. Resolve conflict between inmates verbally
24. Screen, search and admit visitors
25. Select inmates to be designated as aides
26. Supervise inmate activities in housing units
27. Supervise feeding of inmates in food service
28. Supervise feeding of inmates in rooms