

Resident Supervisor Name:

Date of Hire:

Resident Supervisor Training Checklist

Training Topics (* Certification or Full Training Required within Six Months of Hire Date)	Hours	Training Date	Date Certification/ Formal Training Aquired	Instructor Initials	Employee Initials
<u>Facility Orientation</u>					
Trainer: Direct Supervisor					
After Hours On Call Procedures					
Call Off Procedures					
Clocking In and Out					
Dress Code					
Introduction of Facility Staff					
Job Description					
Organizational Chart					
Overview of Program					
Requesting Time Off					
Resident Interaction					
Staff Meetings					
Staff Schedules					
Tour of Facility/Post Areas					
VOAGO Media Policy					
<u>Office Equipment</u>					
Trainer: Direct Supervisor					
Fax Machine/Copier/Scanner					
PA System					
Requisition of Office Supplies					
Resident Use of Staff Phones					
Staff Telephone System and Phone Etiquette					
<u>Facility Manuals Overview</u>					
Trainer: Direct Supervisor					
Corrections Policies and Procedures					
Resident Handbook					
Resident Supervisor Ops Manual					

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<u>Life and Safety Overview</u>					
Trainer: Direct Supervisor					
Alarm System Protocol					
Bomb Threat					
Chemical Procedures					
Evacuation Plan					
Fire Drill					
Fire System Protocol					
First Aid Kits/Bodily Fluid Kits/Eye Wash Stations/AED Procedures and Locations					
Medical Emergency					
Power Outage					
Snow Emergency					
Tornado Drill					
Use of Force					
Work Stoppage					
<u>SecurManage®</u>					
Trainer: Direct Supervisor					
Dashboard (check for late residents)					
Demerits System					
End of Shift Report (paper and shift log entry)					
Incident Reports					
Individual Logs/Shift Entries					
Itineraries					
Log In (username and password)					
Observations and Interactions					
Release from Facility					
Resident Sign In/Out & Quick Logs					
Restriction					
Sanctions/Restrictions/Violation Codes					
Shift Log					
Tab Categories					

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Operations					
Trainer: Director Supervisor					
AWOL/Escape Procedures					
Breathalyzer					
Close Observation					
Company Vehicles					
Confiscated Property & Contraband					
Head Counts					
Key Control					
Late Returns					
Laundry Procedures					
Leisure/Recreation					
Lights Out					
Mail Procedures					
Maintenance Requests					
Meal Procedures					
Metal Detection					
Monitoring and Reviewing Facility Video Cameras					
No Shows					
Pat-downs					
Phone Checks					
Property Drop Off					
Radio Use and Maintenance					
Resident Chores and Facility Sanitation Expectations					
Resident Funds, Pay Checks/Receipts					
Resident Passes					
Resident Wake-up Procedures/Clean Bed Area					
Transports/Stay Withs					
Verification					

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<u>Medical/Medication</u>					
Trainer: Direct Supervisor					
Bed Rest					
Documenting OTC Medications					
Med Call					
Medication Snack Bags					
Recording Medications in SM					
<u>GPS</u>					
Trainer: Direct Supervisor					
Clearing Violations					
Exclusionary Zones					
Logging In to System					
Monitoring					
Placing and Activating Residents on GPS					
Removing Residents from GPS					
<u>Searches/Security Checks</u>					
Trainer: Direct Supervisor					
Circulations					
Common Areas					
Dorms					
Perimeter Checks					
Resident Property					
Vehicles					

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<u>Resident Intake Procedures</u>					
Trainer: Direct Supervisor					
Arrival Report					
Assigning Bed, Footlocker & Lock					
Cell Phone Registration					
Conducting Facility Tour with New Resident					
Intake Packet, Forms and Signed Acknowledgements					
Inventorizing New Resident's Medications					
Issuing Linens, Blankets, Pillows and Indigent Packages					
Photographing Resident					
Searching and Inventorizing New Resident's Property					
UA and BA Procedures					
Verifying Institutional Release and Active Status (Active status is for SM)					
<u>Urinalysis Testing</u>					
Trainer: Direct Supervisor					
Confirmation Testing					
Instant Drug Screen Form					
Logging Results - Shift Log, Resident Log, Clearing Task from SM					
<u>Resident Visitation Procedures</u>					
Trainer: Direct Supervisor					
Signing in Visitors					
Verifying Visitor Approval and ID					
Visitation Rules					
<u>Accreditation and Training Requirements</u>					
Trainer: Compliance and Training Specialist					
Audit Expectations					
Overview of Essential Learning					
Staff Training Requirements per ACA and ODRC Standards					

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Quality Assurance					
Trainer: Quality Improvement Manager					
Policy #1200:23 Corrections Quality Assurance					
QA/QI Forms					
Required reports and guidelines for position					
Resident Complaint/Grievances - CRO					
Resident Satisfaction Surveys					
Unusual Incidents - Reporting requirements					
Treatment and Programming					
Trainer: Any Certified Trainer Volunteers of America Employee					
Behavior Management System *					
Core Correctional Practices *					
Overview of Criminal Justice System *					
Overview of Evidence Based Practices *					
Resident Structured Time					
Food Service Training					
Aramark					
ServSafe					
Additional Topics					

Any area in need of improvement must be addressed in a performance improvement plan.

Date Training Began _____

Date Training Ended _____

Residential Supervisor _____

Date _____

Assistant Director _____

Date _____

Compliance and Training Specialist/Manager _____
