



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services	Section: 508.2	
Subject: Training and Staff Development	Topic: Mandatory Training and Certification Process	
Accreditation: 6VAC15-40-390, 6VAC15-40-405, 6VAC15-40-1040		
	Revised: 04/16/2008	Reaffirmed:
Enacted: 12/01/2007	Last Review:	Review:

I. PURPOSE

The purpose of this General Order is to provide directives for First Aid, Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED), and Universal Precautions training and certification for all employees of the Correction/Court Services Division.

II. POLICY

It shall be the policy of the Corrections/Court Services Division to provide First Aid, Cardiopulmonary Resuscitation, Automated External Defibrillator training and certification to all sworn and civilian personnel. Additionally, all staff shall be trained in Universal Precautions in accordance with General Orders, and the Department of Corrections standards.

III. PROCEDURE

A. Required Certifications

1. To maintain current certification, all direct contact employees must be re-certified and trained in CPR, AED, First Aid, and Universal Precautions at times appropriate to their designated certification or re-training dates.
2. Prior to working in the Adult Detention Center or Work Release Center, all direct contact employees must receive initial training in each of the above categories.
3. The Healthcare Administrator must conduct training and must forward a record of certifications and expiration dates to the Division Commander through the chain of command. The Assistant Division Commander of Administration will maintain a permanent administrative training file documenting all training completed by staff, along with initial and re-certification training.

B. DOC STANDARD #6VAC15-40-390: Training and Competency of Staff

All certified security staff should be trained and competent in rendering basic first aid and CPR by a recognized certifying agency. All training shall be documented.

Compliance Documentation:

- Review current official training records for CPR/First Aid (can be CPR/First Aid cards, class roster or basic/in-service training curriculum)
- Interview staff

The ability to respond to health related emergencies in a timely manner protects the health of the inmate population and increases the chance of survival for those inmates with life threatening medical emergencies.

6VAC15-40-405. Automated External Defibrillator (AED).

There shall be a minimum of one AED unit available in the facility. All security staff shall receive training in the operation of the unit.

6VAC15-40-1040: Supervision of Inmates

The facility shall provide for 24-hour supervision of all inmates by trained personnel. All inmate housing areas shall be inspected a minimum of twice per hour at random intervals between inspections. All inspections and unusual incidents shall be documented. No obstructions shall be placed in the bars or windows that would prevent the ability of jail staff to view inmates or the entire housing area.

Compliance Documentation:

- Review documentation for random checks
- Observation of housing area
- Interview staff/inmates

(Trained means completion of mandatory required training, i.e., basic, in service and first aid/CPR)

(Inspection means physical presence in the inmate housing area including linear, indirect and direct supervision facilities)

Sufficient trained personnel must be available to permit 24-hour coverage, continuous facility supervision and to perform necessary security duties and responsibilities. Security rounds must be made in all housing units to respond to the needs of inmates, to ensure their protection and to maintain control. All significant observations, events, activities and conditions should be documented. Random inspections do not allow inmates to know staff schedules and they preclude behavior that may jeopardize facility security.

This General Order becomes effective April 16, 2008, and rescinds all previous rules and regulations pertaining to the subject.