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Course Certification Info

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NWS - Jail Management System - New Employees

Type: RFC Annual

Status: Approved

Version: 1.0

Cert. Number: 09114547

Certification Date: 2/23/2018

Expiration Date: 2/23/2020

Created By: Richard Blodgett

Created Date: 2/20/2018

Last Modified By: Richard Blodgett

Last Modified Date: 2/23/2018

Course Information

Est. Class Size: 14

Course Hours: 40

Primary Population: Adult Corrections Officer

Agency Specific: Yes

Delivery Method: ILT – Instructor Lead Training

Course Summary:

This course is designed for new Correctional staff of the Merced County Sheriff's Office. Correctional staff will learn all aspects of the New World Jail Management System, from Global Jackets, Bookings, Incident Reports, Event Scheduling, and Correctional staff activities.

Contact: Rik Blodgett
Phone: 2093857572

RBlodgett@co.merced.ca.us

Provider Information

Provider Name: Merced County Sheriff's Department

Contact: Rik Blodgett
Phone: 2093857572
Fax: 2097253944

RBlodgett@co.merced.ca.us
700 W 22nd Street
Merced, CA 95340

Course will exceed the STC maximum tuition of \$12.50 an hour? No

Performance Objectives

Instructors will teach the students to perform the following tasks; 1. Sign on and access to the Jail Management System. 2. Navigate the Jail Management System, customizing the navigation bar. Access, create, edit, preview, and print correctional facility reports. 3. Enter and track inmate grievances & activities. 4. Process visitor information, bookings, and releases. 5. Enter and track inmate movement, charges, court dates, gang information. 6. Create a quick booking and a standard/comprehensive booking record; print a Booking Card; track inmate contacts; work with booking timers for housing inmates; grant and remove inmate Trustee status; enter, maintain, and track trustee events. 7. Book and release inmates by using the Booking Wizard and the Release Wizard and maintain inmate incidents. Locate and process adult subject records and business/place records, and review person and business activity records. 8. Create and maintain inmate housing assignments and "mass movements." 9. Create and view inmate activity log entries and inmate activity results; and view scheduled event results for a specified pod/block, event, and date. 10. Enter, maintain, and track correctional officer activities such as bed checks, walkthroughs, head counts, and cell searches. 11. Enter and maintain property records, including the storage and release of inmate possessions, and the issuance and return of facility items issued to inmates.

Testing Procedures (if applicable)

Performance (Behavior Skills)

Assurance Statement

By submitting this course you are assuring that you are following the STC Policies and Procedures Manual for Training Providers, including the requirement to have a lesson plan on file for this course. I further certify that the information included in this request is accurate to the best of my knowledge.

Assured by Provider: Yes

Versions

Previous versions of this certification

Change History

Changes made to this certification			View All
Change	Action	Changed Date	
outline day-1	edited	2/23/2018	
outline day-2	edited	2/23/2018	
outline day-3	edited	2/23/2018	
outline day-4	edited	2/23/2018	
outline day-5	edited	2/23/2018	
outline day-5	edited	2/20/2018	
outline day-5	edited	2/20/2018	
outline day-4	edited	2/20/2018	
outline day-4	edited	2/20/2018	
outline day-3	edited	2/20/2018	

13 more...

Attachments

Attachments for this certification	Edit

Instructors

Course instructors	Edit	Delete
 Blodgett, Richard		

Course Outline

Course Outline							Edit
Day	Begin	End	Subject Matter	Instructional Methodology	Instructor	Agency Notes	
1	0800	0900	Introduction to New World Jail Management System. Overview of course objectives	"Lecture","Demonstration"	"Blodgett, Rik"		
1	0900	1130	Introduction to Bookings and Global Jackets	"Lecture","Demonstration","Trainee Practice"	"Blodgett, Rik"		
1	1130	1230	Lunch	"Other"	"Blodgett, Rik"		
1	1230	1400	Continuation of Bookings and Global Jackets	"Group Exercise","Trainee Practice"	"Blodgett, Rik"		
1	1400	1700	Introduction to Incident Reports	"Lecture","Demonstration","Trainee Practice"	"Blodgett, Rik"		

21 event(s) total

Schedule

Course dates and locations					Edit
Event ID	Start Date ▼	End Date	Location	Registration Count	
	3/5/2018	3/9/2018	Merced		

1 date(s) total