

Task Assessment – ESCORT DUTIES

Corrections Officer Name: _____

Date: _____

Introduction

Task assessment can be used to support the Competency Assessment and can be used as evident for the assessment of some Units.

Assessment Scale

Competent: Demonstrates skill at required job level, can perform task satisfactorily, accurately and with higher quality, without assistance or direction, and with acceptable speed.

Not Yet Competent: Requires further training or mentoring

Task Outline – Escort Duties	Assessment		
	Competent	Not Yet Competent	Initial
1. TASK Escort Duties			
<u>Escorts outside the facility</u> - Positively identifies the inmates - Checks and confirms inmates property, cash, warrant, transfer letter, referral papers - Notes the medical condition of the inmate - Uses the restraint in the proper manner - Conducts a pat down search - Always walks behind the inmate - Is alert and concentrates in his work - Makes no unauthorized stops - Confirm the number of inmates on the escort			
<u>Escorts within the facility</u> - Always walks behind the inmate - Never leaves the inmate unattended - Always escorts the inmate back to the point they received them from and handovers - Is always alert and concentrates in his work - Performs pat down searches			
<u>Escorts at working place</u> - Escorts inmates to place of work and closely supervises - Keeps count of the inmates under their charge - Confirms the count before handing over or taking over escort - Is alert and makes sure that inmates perform the task at hand without intimidation - Uses officer observation skills - Ascertain that the inmates/inmate is always within sight			
<u>Overall Rating</u>			
Comments:			
Supervisor/Assessors Signature			