

Task Assessment – PRISONERS VISITS

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 – VISITS	Assessment		
	Competent	Not Yet Competent	Initial
1. TASK PRISONERS VISITS			
<p><u>Procedures before conducting the visit</u></p> <ul style="list-style-type: none"> - Searches the visiting area - Records all the required details from the visitor - Conducts search on the visitor - Confirms authorization of all special and official visits 			
<p><u>Conducting the visit</u></p> <ul style="list-style-type: none"> - Conducts the visit at the authorized area only - Observes the regulations with regard to time and visit days - Is alert and observant during the visit - Conducts a pat down search to the inmate after every visit 			
<p><u>Keeping records</u></p> <ul style="list-style-type: none"> - Correctly records the visit giving all the required information i.e. name of visitor, type of visit, duration of the visit, date and time of visit. 			
<u>Overall Rating</u>			
Comments:			
Supervisor/Assessors Signature			