

Task Assessment – Admission procedures

Corrections Officers Name: _____

Date: _____

Introduction

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

Assessment Scale

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

Not yet competent: requires further training or mentoring.

Task outline – Admission Procedures			
Identification	competent	Not Yet competent	Initial
- confirm the identity of the inmate - confirm authenticity of the warrant - confirm the status of the inmate whether detained or convicted for classification purpose. - inmate to undergo a medical checkup - record the admission stating all the inmates details			
Searching - conducts a pat search on the inmate to detect contrabands - conducts a strip down search to detect hidden injuries or unusual marks.			
Property - Document the prisoners property - Inmate to sign to acknowledge ownership			
Induction - classify the inmate and allocate accommodation - inform the inmate both verbally and in writing about the rules and regulations of the institution.			

Overall Rating

Comments:

Supervisor/assessors signature

