

Zone 5 (NY) Regional Law Enforcement Training Academy

Site Visit Report

Description of Training Organization

In 1988 the State of New York directed that the primary responsibility for the training of local law enforcement officers would rest with the various training zones around the state. Zone Five, covering the ten counties of Greene, Albany, Rensselaer, Schenectady, Schoharie, Saratoga, Fulton, Montgomery, Warren and Washington found a home at the Hudson Valley Community College in Troy, New York.

Over the next several years the partnership between the College and the Zone developed into a program that saw recruit officers attending the Basic School receive college credit for the training they were receiving.

By 1994 it became apparent that a majority of the officers attending the Academy had two and four year degrees and the extra college credit they were receiving was of little value to them.

In 1995 a re-organization took place, whereby a group of local Chiefs of Police and Sheriffs formed the Academy into a not-for-profit organization, the Zone Five Regional Law Enforcement Training Center, Inc. The move literally saved the municipalities of the Zone approximately two thousand dollars per recruit for basic school and hundreds of thousands of taxpayer dollars since its inception.

The Training Center under the direction of a Board of Directors, representative of the agencies of the Zone, appointed a Steering Committee comprised of training officers from various agencies to guide and monitor operations of the training center. Each member agency is assessed a fee based on the size of their department. Monies collected from the assessment fees are used for rent, equipment, salaries and other expenses incurred in the operation of the Training Center.

Today the Training Center provides training to over 65 state, county, city, town and village police agencies in a geographical area covering the ten counties of the Zone and other agencies whom have joined from other adjacent zones.

To date the Training Center has graduated 41 sessions of the Basic Course for Police Officers and offers regular training sessions in: Police Supervision, Traffic Enforcement, Criminal Investigation, Law Enforcement Instructor Development, Field Officer Training, Narcotic Enforcement, Basic Investigator, Community Policing, Firearms, Evidence Technician, Basic Telecommunicators, Accident Investigation and numerous in-service training programs.

Source of Official Student Records

In order to award credit, colleges and universities require proof of completion of coursework issued by the training organization. A student who has completed training provided by the Zone Five Law Enforcement Academy may obtain such records of this training by contacting:

Director of Training
Zone 5 Law Enforcement Academy
121 Erie Blvd.
Schenectady, NY 12305

Description of Training Programs

Location: Zone 5 Regional Law Enforcement Training Academy – Schenectady, NY

Length: Basic Academy (1,040 hours)

Course in Police Supervision (120 hours)

Instructor Development Course (80 hours)

Program Objective: To provide participants with the knowledge, skills and abilities necessary to serve effectively as a law enforcement officer in the State of New York.

Learning Objective: Officer will be able to perform all routine and specialized duties of a law enforcement officer in the State of New York.

Instructional Methods: A combination of lecture, presentation, discussion, practical exercise, and scenario.

Learning Assessments: Written and practical examinations are used.

Description of Visit

The New York State Division of Criminal Justice Services (DCJS), Office of Public Safety is responsible for the administration of both mandated police and peace officer certified training programs as well as initiatives developed to enhance the productivity and professionalism of public and private law enforcement and public safety personnel in New York. Additionally, the Office Of Public Safety is responsible for the approval and certification of police training courses and security guard instructors and schools. The following programs and services outline the responsibilities assigned to the Office of Public Safety either through Executive Law or other government mandate or recommendation.

In 2005 the Criminal Justice Training Assessment (CJTA) project assessed a number of DCJS accredited training programs provided in Zone 10 of New York State (Erie and surrounding counties) and recommended credit accordingly. The Zone 5 Regional Law Enforcement Academy in Schenectady, NY provides this training curriculum to local agencies within the Zone 5 region (Albany and surrounding counties) and has met the criteria to be awarded the course titles and amount of credit recommended for the Zone 10 academies. The criteria included subject matter, lesson plans, course duration, the qualifications of the instructors, learning techniques, and assessment.

Summary of Credit Recommendations

Program: Advanced Training

Instructional Pedagogy

3 credits

Police Supervision and Management

4 credits*

<i>Program:</i> Basic Academy	
Basic Patrol Operations	4 credits
Criminal Investigations	3 credits
Criminal Law and Procedure	3 credits
Defensive Tactics and Firearms	2 credits
Emergency Medical Services/Critical Incident Management	1 credit
Emergency Vehicle Operations Practicum	1 credit
Health and Wellness	2 credits
Introduction to Policing	3 credits
Introduction to Traffic Enforcement	3 credits
Law Enforcement Practicum	1 credit
TOTAL	23 credits

*denotes upper level credit recommendation

Course Descriptions

Basic Patrol Operations (4 credits, lower division)

Program: Basic Course for Police Officers

Location: Zone 5 Regional Law Enforcement Training Academy – Schenectady, NY

Length: 70.5 hours

Dates: June 2003 through June 2009

Objectives: Define and recognize chief characteristics of terrorist activities. Recognize attack vulnerability factors. Explain the five categories of potential terrorist threats. Explain the difference between threat and risk assessment. List the value of different protective measures. Demonstrate the proper procedures and methods for recording notes. Identify reasons for written reports. Explain the commonly used types of reports. Demonstrate proper procedures for use of department radios and telephones. Describe information needed for descriptions of persons and vehicles. Describe basic preventive patrol methods. List the basic components of directed patrol. Describe factors that affect perception. Explain the advantages and disadvantages of foot, bicycle and motorized patrol. Describe vehicle patrol tactics which increase the effectiveness of crime detection. Be able to assess the size and nature of a crowd. Determine the leaders and agitators of hostile groups. Describe tactical alternatives usable in crowd control. Define “domestic incidents” and “domestic violence”. Describe indications of possible child abuse, spouse abuse, elderly abuse and abuse within intimate partnerships. Demonstrate proper safety procedures in responding to domestic incidents. Accurately and legibly complete a “Domestic Incident Report Form.” Explain the dynamics dealing with disturbed/mentally ill persons. Explain objectives of the Mental Hygiene Law. Demonstrate appropriate techniques for interaction with persons who are deaf or hearing impaired, blind or visually impaired, or suffering from Alzheimer’s disease. Explain the steps involved in searching a building for a suspect.

Instruction: Students must complete no fewer than 70.5 hours of instruction to include: five and one-half hours of “Arrest Processing,” one and one-half hours of “Alzheimer’s Overview,” two hours of “Autism,” four hours of “Communications,” fourteen hours of “Domestic Violence,” seven and one-half hours of “Drugs That Impair,” two hours of “Field Note Taking,” two hours of “Intoxication (Alcohol),” fourteen hours of “Mental Illness,” four hours of “Observation & Patrol,” four and one-half hours of “Persons With Disabilities & Communicating with the Deaf & Hearing Impaired,” seven and one-half hours of “Report Writing,” and two hours of “The Nature & Control of Civil Disorder.” Instructional methods include classroom lecture, power point presentations, discussion, and practical exercises. Evaluation methods include written examinations.

Credit Recommendation: In the lower division associate/baccalaureate degree category, four semester credits.

Criminal Investigations (3 credits, lower division)

Program: Basic Course for Police Officers

Location: Zone 5 Regional Law Enforcement Training Academy – Schenectady, NY

Length: 83 hours

Dates: June 2003 through June 2009

Objectives: Define the terms interview and interrogation, identify those persons who may become the subject of an interview or interrogation, identify proper techniques for interviewing an individual with knowledge of the event under investigation, list the goals of an interview, state the definition of physical evidence, identify the primary forms, sources, and kinds of physical evidence, state the principles and processes of preserving, identifying, storing and transporting physical evidence, identify proper procedures for conducting preliminary investigation of an assault, homicide, suicide, accidental or natural death, cite five reasons why rape is under-reported, identify four rape myths, state general guidelines to be followed by the initial responding officer in handling the sex crime incident, state general guidelines to be followed when interviewing a sex crime victim, identify proper methods and procedures for describing missing/recovered property, vehicle title and registration information, inventory of impounded vehicles, locate VIN, and procedures for the investigation of auto theft, define penal law terms and recognize the characteristics and effects of narcotics and dangerous drugs, identify the management of case preparation, recognize circumstances indicative of typical organized crime, and identify procedures for missing and abducted children.

Instruction: Students will complete no fewer than 83 hours to include: two hours of “Animal Abuse Cases,” seven and one-half hours of “Case Preparation & Demeanor,” seven and one-half hours of “Common Criminal Investigation,” four hours of “Common Criminal Investigation Techniques – Arson,” two hours of “Common Criminal Investigation - Auto Theft,” two hours of “Common Criminal Investigation - Electronic Media,” four hours of “Document & Identification Fraud,” three and one-half hours of “Evidence Concepts,” five hours of “Injury & Death Cases,” seven and one-half hours of “Interviewing Techniques,” four hours of “Missing & Abducted Children,” three hours of “Narcotics & Dangerous Drugs,” four hours of “Organized Crime Familiarization/Enterprise Corruption,” three and one-half hours of “Outlaw Biker Gangs,” thirteen hours of “Physical Evidence,” three hours of “Preliminary Investigation & Information Development,” two hours of “Sex Crimes,” three and one-half hours of “Street Gangs,” and two hours of “UPSNYREC Overview, Gang Initiative.” Instructional methods include lecture, PowerPoint presentations, class discussion, question and answer sessions and practical demonstrations by the instructors. Evaluation methods include written exams, quizzes, written papers and practical demonstration.

Credit Recommendation: Lower division associate/baccalaureate degree category, three semester credits.

Criminal Law and Procedure (3 credits, lower division)

Program: Basic Course for Police Officers

Location: Zone 5 Regional Law Enforcement Training Academy – Schenectady, NY

Length: 92 hours

Dates: June 2003 through June 2009

Objectives: Identify and understand the five levels of proof, laws of arrest, search and seizure, define the exclusionary rule, probable cause, contraband and arrest and search warrants. Identify procedures for obtaining warrants and their subsequent searches/seizures, define legal terms associated with civil and criminal liability and identify and describe situations that are likely to result in liability suits and various options an officer could use to defend against them; recognize violations of the

public health, alcoholic beverage control, mental hygiene, environmental conservation, and agriculture and markets procedure of the State of New York. Identify the rudimentary elements of criminal law to include the legal jurisdiction and authority of the court system, to define offenses such as infractions, misdemeanors, and felonies; to identify levels of culpability necessary for criminal responsibility; to identify the rights guaranteed to citizens by the 1st, 4th, 5th, 6th, 8th, and 14th amendments; to identify legal restrictions on the criminal prosecution of juveniles and the unique characteristics of juvenile offenders.

Instruction: Students must complete no fewer than 92 hours to include: one hour of "Adjudicatory Process & Court Structure," two hours of "Ancillary NYS Statutes," five hours of "Civil Liability," three and one-half hours of "Constitutional Law," twelve and one-half hours of "CPL," two hours of "CPL - Accusatory Instruments," two hours of "CPL - Appearance Tickets," three and one-half hours of "CPL - Laws of Arrest," five and one-half hours of "CPL - Search & Seizure," four and one-half hours of "CPL - Stop, Question & Frisk Standards of Proof," two hours of "CPL - Witness ID," two hours of "Discretionary Powers," seven hours of "Justification Use of Deadly Force," seven and one-half hours of "Juvenile Law," fourteen hours of "Penal Law," thirteen hours of "Penal Law Offenses," and five hours of "Vehicle & Traffic Law." Instructional methods include classroom lectures, classroom discussion, handouts, videos, overhead projection, PowerPoint presentations, and multimedia presentations. Evaluation methods include written examinations, quizzes and class discussion/responses.

Credit Recommendation: Lower division associate/baccalaureate degree category, three semester credits.

Defensive Tactics and Firearms (2 credits, lower division)

Program: Basic Course for Police Officers

Location: Zone 5 Regional Law Enforcement Training Academy – Schenectady, NY

Length: 87 hours

Dates: June 2003 through June 2009

Objectives: Understand the legal authorities pertaining to peace officer's use of force, demonstrating proficiency in both lethal and non-lethal uses of force as well as understand and demonstrate appropriate mechanics of arrest. Be able to: define force and arrest related terms, understand and explain legal authorities of the use of force, explain the justifications for use of force, understand moral considerations of deadly force, identify the principal considerations in applying use of force continuum, identify the deciding factors for use of force when effecting arrest, become aware of force options and alternatives, demonstrate competence of safety precautions necessary when handling firearms, demonstrate proficiency in use of firearms according to the minimum firearms proficiency requirements, demonstrate knowledge and skills of strategies of defense, and identify the three basic concepts of weaponless strategies.

Instruction: Students must complete no fewer than 87 hours to include: seven and one-half hours of "Arrest Techniques - Aerosol Devices," thirteen hours of "Arrest Techniques – Classroom," three hours of "Arrest Techniques - Crowd & Riot Control Techniques," three hours of "Arrest Techniques - Impact Devices," twelve hours of "Arrest Techniques – Practical," three and one-half hours of "Arrest Techniques. Communication/Interpersonal Skills," seven and one-half hours of "Firearms – Classroom," and thirty-seven and one-half hours of "Firearms – Practical." Instructional methods for this course include lecture, discussion, handouts, question and answer sessions, class participation, video and practical scenario/applications. Evaluation methods include a pre-post test, written exams, practical demonstrations and exercises by the student(s).

Credit Recommendation: Lower division associate/baccalaureate degree category, two semester credits.

Emergency Medical Services/Critical Incident Management (1 credit, lower division)

Program: Basic Course for Police Officers

Location: Zone 5 Regional Law Enforcement Training Academy – Schenectady, NY

Length: 42.5 hours

Dates: June 2003 through June 2009

Objectives: Demonstrate practical applications of emergency medical services encountered as first responders. Identify, understand and demonstrate techniques in responding to emergencies, identify, understand and demonstrate first aid, CPR and rescue breathing, identify, and understand and demonstrate scene management during a critical incident.

Instruction: Students must complete no fewer than 42.5 hours to include: twenty-eight hours of "Emergency Medical Services," seven hours of "Emergency Medical Services – CPR," and seven and one-half hours of "Unusual Incidents/ICS." Instructional methods include lecture and PowerPoint presentation and class discussion. Evaluation methods include written exams and practical demonstrations by the student recruit.

Credit Recommendation: Lower division associate/baccalaureate degree category, one semester credit.

Emergency Vehicle Operations Practicum (1 credit, lower division)

Program: Basic Course for Police Officers

Location: Zone 5 Regional Law Enforcement Training Academy – Schenectady, NY

Length: 37.5 hours

Dates: June 2003 through June 2009

Objectives: Identify the proper procedures to drive in a defensive manner, anticipating unusual or unexpected occurrences, identify the factors determining appropriateness of engaging in emergency response and pursuit driving, demonstrate use of proper recovery techniques from an induced skid, demonstrate a four-wheel lock-up and the accompanying loss of steering control while the vehicle is skidding, demonstrate proper driving techniques while completing basic driving exercises, to include: evasive maneuver, controlled braking, cornering, backing, forward serpentine, and vehicle skid and recovery.

Instruction: Students must complete no fewer than 37.5 hours to include: thirty-seven and one-half hours of "E.V.O.C.," and seven and one-half hours of "Defensive Driving." Instructional methods include brief lecture and practical demonstrations by the instructors. Evaluation methods include a written exam and practical demonstration/proficiency by the student recruit.

Credit Recommendation: Lower division associate/baccalaureate degree category, one semester credit.

Health and Wellness (2 credits, lower division)

Program: Basic Course for Police Officers

Location: Zone 5 Regional Law Enforcement Training Academy – Schenectady, NY

Length: 84 hours

Dates: June 2003 through June 2009

Objectives: Understand lifestyle, nutrition, and fitness concepts required to maintain a high level of fitness and wellness; ability to describe the importance of fitness and wellness in the law enforcement profession; awareness of the problems, symptoms, and responses to substance abuse in law enforcement; understanding of the extent of alcohol and drug abuse in the work place and in law enforcement. Gain knowledge of why an individual should be concerned with fitness. Understand how physical fitness can be measured. Be able to accomplish the following: describe the importance of fitness and wellness, develop a personal nutrition plan, identify common stressors of peace officers, identify emotional and physical symptoms of stress, recognize the positive role of stress and approaches to coping with stress, identify the extent of alcohol and drug abuse in the work place and law enforcement, explain the consequences of personal use of alcohol/drugs, describe the role of attitude and perception in stress management, recognize stress reduction techniques, and discuss psychological reactions that officers experience.

Instruction: Students must complete no fewer than 84 hours to include: seven and one-half hours of "Officer Stress Awareness," seven and one-half hours of "Physical Fitness/Wellness," two hours of "PT - Initial Evaluation," and sixty-seven hours of "PT – Prep." Instructional methods include classroom lecture/discussion and question and answer sessions. Evaluation methods include written and fitness examinations.

Credit Recommendation: Lower division associate/baccalaureate degree category, two semester credits.

Instructional Pedagogy (3 credits, lower division)

Program: Instructor Development Course

Location: Zone 5 Regional Law Enforcement Training Academy – Schenectady, NY

Length: 55 hours

Dates: June 2003 through June 2009

Objectives: Define and articulate relevant terminologies. Understand the concepts related to training needs. Understand the nature and form of the learning environment. Understand and articulate the Theory X and Y concepts as well as Maslow's Hierarchy of Needs. Begin to understand the psychology of "how we learn." Understand the process of developing relevant training objectives. Understand and articulate the parts and form of effective communication. Understand and make use of various modes of instructional technology. Understand the nature and form of lesson plan construction. Understand and articulate concepts related to evaluation methodology. Understand concepts related to the nature of counseling. Be able to effectively present and teach materials utilizing relevant technologies in a classroom setting.

Instruction: Students must complete no fewer than 80 hours to include: three hours of "Audio Visual Aids," two hours of "Defining Training Needs," two hours of "Evaluation of Training," twenty-one hours of "Fifty-Minute Presentations," four hours of "Five Minute Presentations," two hours of "Instructional Techniques," two hours of "Lesson Planning," one hour of "One Minute Presentations," three hours of "Oral Communication," three hours of "Psychology of Learning," one hour of "Role of Police Instructor," four hours of "Ten-minute Presentations," two hours of "Trainee Interaction & Record Keeping," two hours of "Two Minute Presentations," and three hours of "Writing Instructional Objectives." Instructional methods for this course include lecture, scenario, exercises, demonstration, oral presentation, workshops, and role playing. Evaluation methods include demonstration, oral presentation, testing, and written statement(s).

Credit Recommendation: In the lower division associate/baccalaureate degree category, three semester credits.

Introduction to Policing (3 credits, lower division)

Program: Basic Course for Police Officers

Location: Zone 5 Regional Law Enforcement Training Academy – Schenectady, NY

Length: 43 hours

Dates: June 2003 through June 2009

Objectives: Identify the components and goals of the criminal justice system. Relate the categories and principles of law enforcement agencies. Identify and describe needs of victim and the proper techniques in dealing with victim/witness. Identify agencies offering referral services. Describe basic crime prevention techniques. Identify strategies for combating fraud against the elderly. Evaluate problems and make decisions through reasoning without resorting to expediency. Describe strategies to increase effectiveness of contacts between officers and individuals. Define the characteristics of biased policing. Explain the elements of community oriented policing. Identify procedures for handling inquires from the media. Identify and explain current trends and problems in policing.

Instruction: Students must complete no fewer than 43 hours to include: two hours of "Canine Familiarization," two hours of "Community Oriented Policing," three hours of "Community Resources," four hours of "Contemporary Police Problems," four hours of "Crime Prevention & Crime Against the Elderly," five hours of "Cultural Diversity/Bias Related Incidents and Sexual Harassment," fifteen hours of "Ethical Awareness," two hours of "Intro to Criminal Justice," one hour of "Jurisdiction & Responsibility of Law Enforcement," two hours of "Media Relations," and three hours of "Railroad Policing." Instructional methods include: classroom lecture, power point presentations, and discussion. Evaluation methods include written and practical examinations.

Credit Recommendation: In the lower division associate/baccalaureate degree category, three semester credits.

Introduction to Traffic Enforcement (3 credits, lower division)

Program: Basic Course for Police Officers

Location: Zone 5 Regional Law Enforcement Training Academy – Schenectady, NY

Length: 56 hours

Dates: June 2003 through June 2009

Objectives: Define traffic enforcement. Relate the relationship of selective enforcement to community oriented policing. Identify the steps involved in initial contact with a traffic violator. Be able to issue a traffic citation. Recognize circumstances when a custody arrest is authorized for a traffic offense. Recognize and interpret evidence in DWI violations. Be able to administer and interpret standardized field sobriety tests. Describe tasks and decisions of DWI detection. Identify proper procedures to stop vehicles. Demonstrate proper procedures to interact with vehicle operator and passengers. Define "crash management." Identify proper procedures of managing traffic crash scenes. Discuss difference between causes and factors. Define the terms skid mark and tire mark. Use proper procedures to direct traffic using hand signals, a flashlight, and baton. Identify proper procedures for use of flares, cones, or barricades.

Instruction: Student must complete no fewer than 56 hours of instruction to include: eighteen and one-half hours of "Basic Crash Management," two hours of "Commercial Vehicle & Transportation Enforcement," seven and one-half hours of "Professional Traffic Stops," seven and one-half hours of "S.F.S.T.," fourteen hours of "S.F.S.T. – Lab," two hours of "Traffic Direction & Control," and four and one-half hours of "Traffic Enforcement." Instructional methods include classroom lecture, power point presentations, discussion and practical exercises. Evaluation methods include written examinations.

Credit Recommendation: In the lower division associate/baccalaureate degree category, three semester credits.

Law Enforcement Practicum (1 credit, lower division)

Program: Basic Course for Police Officers

Location: Zone 5 Regional Law Enforcement Training Academy – Schenectady, NY

Length: 171 hours

Dates: June 2003 through June 2009

Objectives: Demonstrate practical applications of information and skills learned in the recruit academy to their place of employment. Under the presence of a qualified field training officer, the student will demonstrate satisfactory performance of police duty.

Instruction: Students must complete no fewer than 171 hours of "Supervised Field Training Review and Orientation." Instructional methods include assistance of the performance of duties by the field training officer in the completion of police tasks encountered on-duty. Evaluation methods include completion of the experience by the student and review by field training officers using the evaluation forms and performance rating scales issued by the agency.

Credit Recommendation: Lower division associate/baccalaureate degree category, one semester credit.

Police Supervision and Management (4 credits, upper division)

Program: Course in Police Supervision

Location: Zone 5 Regional Law Enforcement Training Academy – Schenectady, NY

Length: 120 hours

Dates: June 2003 through June 2009

Objectives: Understand and gain a level of proficiency in the following general areas: leadership, human resource development, role of the supervisor, legal updates, community relations, incident management, communications, crime prevention and issues of local importance. In each of the aforementioned

areas, the student will need to be able to articulate key terms discussed in each unit, understand the importance of concepts discussed, and learn how to apply in a situation setting the various principles discussed.

Instruction: Students must complete no fewer than one hundred and twenty hours of "Course in Police Supervision," to include: one hour of "Amber Alert," one hour of "Child Protective Issues," two hours of "Communications," three hours of "Community Policing/Crime Expectations," four hours of "Community Policing/Crime Prevention," ten and one-half hours of "Critical Incident Management," two hours of "Domestic Violence," four hours of "Emergency Response to Terrorism," two hours of "Employee Assistance Program," two hours of "Ethics," four hours of "Fraudulent Documents," one hour of "How to be an Effective Supervisor," nineteen hours of "ICS 300," four hours of "Legal Issues - Civil Liability," one hour of "Legal Issues - Civil Rights Law," one hour of "Legal Issues - Constitutional Law," one hour of "Legal Issues - Legal Updates," one hour of "Legal Issues: Management of Rights - Employee Rights," one hour of "Legal Issues: Management of Rights - Juvenile Rights," four hours of "Legal Issues: Management of Rights - Use of Force," one hour of "Legal Issues: Management of Rights - Victim and Witness Rights," one hour of "Manager of F.T.O. Program," two hours of "Mental Health," one and one-half hours of "Mythical Squad," two hours of "Post Traumatic Incident," three hours of "Public Speaking," two hours of "Search Management," two hours of "Stress Management," one and one-half hours of "Styles of Leadership," two hours of "Supervisor as a Counselor," two hours of "Supervisor as a Disciplinarian," three hours of "Supervisor as a Problem Solver," one hour of "Supervisor as an Evaluator," one hour of "Supervisor as an Interviewer," two hours of "Supervisor of Work-related Problems," two hours of "The Supervisor as a Trainer," three hours of "The Supervisor as a Writer and Reviewer of Reports," and three hours of "Transition to Supervisor." Instructional methods for this course include lectures, seminar-style discussions, and group assignments. Evaluation methods include attendance requirement, critique, examination, exercises, notebook preparation, panel discussions, and reflection paper.

Credit Recommendation: In the upper division baccalaureate degree category, four semester credits.