New York State Department of Correctional Services

Site Visit Report

Description of Training Organization

The New York State Department of Correctional Services (NYS-DOCS) Training Academy, located in Albany, NY is the primary training facility for new recruits entering a career in New York State corrections.

The NYS-DOCS work force includes approximately 10,000 civilian and approximately 20,000 security (CO) staff. The Academy offers three different types of instruction – All Recruit Correction Officer Training, which is the basic training received by all correctional officer recruits; In-Service Training, or the necessary training to fulfill the training mandates set forth by the Division of Criminal Justice Services, Municipal Police Training Council; and Specialized Training, which are programs of instruction offered to staff who want to pursue their teaching careers (General Topics, Firearms, Chemical Agents, Unarmed Defensive Tactics, Evaluator, and Master Trainer/Instructor).

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 NYS-DOCS Training Academy may obtain such records of this training by contacting:

NYS-DOCS Training Academy 1134 New Scotland Rd. Albany, NY 12208 Attn: Training Records

Description of Training Programs

The courses listed below comprise the eight-week, in-house, 320-hour NYS-DOCS All Recruit Correction Officer Training Program offered by the NYS-DOCS Training Academy. This training is followed by and additional three-week, 120-hour field training program where the recruits are assigned to a field training officer for this period of instruction. This eleven-week training program meets or exceeds the minimum requirements set forth by the Municipal Police Training Council of the Division of Criminal Justice Services.

Location: New York State Department of Correctional Services Training Academy, Albany, NY

Length: 11 weeks (8 in-house, 3 on-the-job, 440 hours total)

Program Objective: To provide recruits with the knowledge, skills and abilities necessary to maintain a safe, secure and humane correctional environment. **Learning Objective:** Upon successful completion of the recruit program, the recruit will be able to perform the duties of a New York State correctional officer.

Instructional Methods: Primarily lecture supplemented with hands-on practical exercises.

Learning Assessments: Weekly written examinations with a comprehensive final examination.

Description of Team

Three assessment consultants and one Criminal Justice Training Assessment coordinator were on the team. Below is a list of all participants; CJTA and Excelsior College have full curriculum vitae on file for each.

Gordon A. Crews, Ph.D. Department Head of Criminal Justice Jacksonville State University Jacksonville, AL

William H. McDonald, Ph.D. Program Coordinator – CJ Studies Tunxis Community College Farmington, CT Ann M. Jones, Ed.D. Regional Coordinator for Training South Carolina Department of Corrections Columbia, SC

Eric C. Schultz, MA Criminal Justice Training Assessment Coordinator Excelsior College Albany, NY

Description of Visit

Day one began when Dr. Crews and Jones arrived on-site with Coordinator Schultz at 8:00, meeting with Associate Training Technician Scot Chaimberlain and Senior Training Technician Gerald Geoghegan. The team was given a cursory tour of the facilities and met with Scot and Gerald for one and one-half hours for a question and answer session. At 10:30, the team began the process of breaking down the curriculum and clustering individual courses of instruction into a group of suggested course titles. At 2:45 the team had reached a point at which to proceed any further without the third member of the team would have been difficult.

On day two, the entire team, including Dr. McDonald, met and traveled to the provider arriving at 8:00. Dr. McDonald was brought up to speed on the progress of the visit to that point, and the next hour and one-half was spent reviewing, discussing, and modifying the layout for the rest of the assessment and review of materials.

Dr. Crews reviewed the materials for Criminal Law & Procedure and Report Writing, Dr. McDonald reviewed the materials for Basic Correctional Practices, Basic Correctional Procedures, and Physical Education, and Dr. Jones reviewed the materials for Human Relations & Special Populations. These course headings were developed from the current NYS-DOCS curriculum.

Due to the excellent job the NYS-DOCS staff did in preparation for the visit, the actual review of all materials was completed by 2:00 this day. At 2:30, the team sat down with Scot Chamberlain and Gerald Geoghegan for the exit interview/meeting/Q&A which lasted one-half of an hour.

Credit Recommendations

Summary of Credit Recommendations

Program: All Recruit Correction Officer Training Program	
Basic Correctional Practices	3 credits
Basic Correctional Procedures	3 credits
Criminal Law & Procedure	3 credits
Human Relations & Special Populations	2 credits
Physical Education	3 credits
Report Writing/Communication Skills	1 credit
TOTAL	15 credits

Course Descriptions

Basic Correctional Practices (3 credits, lower division) **Program:** All Recruit Correction Officer Training Program

Location: New York State Department of Correctional Services Training Academy, Albany, NY

Length: 87 hours

Dates: June 1998 to through June 2009

Objectives: Demonstrate the proper techniques and policies relating to the Department Baton. Apply, in practical exercises, the basic search and seizure techniques for contraband. Identify the most commonly abused drugs, their forms, and effects, and list the most common methods of introducing for drugs and other contraband into the correctional facilities. Demonstrate the basic application and operation of the Becton Dickinson Narcotics Identification Kit and Syva Emit Tests. Explain the organization and operation of the CERT and CIU specialized units. Explain the history, effects, toxicity, and decontamination procedures for chemical agents, and demonstrate the proper use of chemical agents. Demonstrate the proper use of the baton and unarmed self-defense tactics for self-protection and techniques for controlling in mates. Apply the proper techniques for CPR and basic first aid.

Instruction: Students must complete no fewer than: five hours of "Baton," one hour of "CERT/CIU," eleven hours of "Chemical Agents," seven hours of "Contraband and Frisk," four hours of "CPR," fourteen hours of "Defensive Tactics," three hours "Drug Awareness," four hours of "First Aid," and thirty eight hours of Module IV (firearms instruction). Instructional methods include lecture supplemented with hands-on practical exercises. Evaluation methods include weekly written examinations with a comprehensive final examination.

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

Basic Correctional Procedures (3 credits, lower division)

Program: All Recruit Correction Officer Training Program

Location: New York State Department of Correctional Services Training Academy, Albany, NY

Length: 44 hours

Dates: June 1998 to through June 2009

Objectives: Identify and explain the inmate disciplinary system and the statutory authority of correctional officers pertaining to inmate behavior, due process requirements and misbehavior reports. Explain and apply the procedures for completing an accurate count in a variety of situations, including the rational, the types of counts and common count difficulties. List and apply the proper procedures for reporting a fire, evacuation procedures, and daily fire inspection routines as they apply to the Training Academy. Identify the causes of fire and accidents in correctional facilities. Define and recognize the symptoms of and preventive precautions for Tuberculosis and Hepatitis B. Explain the Immate Grievance Resolution Committee and its efforts to resolve inmate to staff problems. Identify security areas in a facility and explain the importance of vital functions within the facility. List and describe the tasks of officers in correctional facilities relating specifically to security areas. Understand facility communications systems including the use of various types of radios, personal alarms, security locks, telephone equipment, proper radio language, tone of voice, and related security measures. Understand and apply the rules and regulations necessary to process incoming and outgoing inmate mail. Apply the proper procedures for preparing inmates and their personal property for transfer in order to reduce inmate complaints and property claims. Understand and apply the procedures for receiving, classifying, processing and orientating inmates new to the correction setting. Develop an understanding of the procedures for transporting inmates and the proper use of restraint equipment. Recognize, evaluate and control aggressive behavior. List and explain the rules and regulations that govern inmate behavior and the categories of disposition used to handle inmate misbehavior. Describe the overall operation of general housing, plus identify and explain the tasks of correctional officers assign to specific housing ar

Instruction: Student must complete no less than: four hours of "Chapter V (Disciplinary Procedures)," three hours of "Counting Inmates," one hour of "Department Policy/Procedures in Security Areas," three hours of "Facilities Communication," three hours of "Fire and Safety/Right to Know," four hours in "Health and Safety," one hour of "Fire and Safety Orientation," four hours of "Health Services," one hour of "Inmate Correspondence," three hours of "Inmate Packing Procedures," one hour of "Program Services," seven hours of "RECAB," one hour of "Receiving Inmates," one hour of "Standards of Inmate Behavior," three hours of "Supervision in General Housing," two hours of "Tool and Key Control," two hours of "Transportation," and four hours of "Visiting Room." Instructional methods include lecture supplemented with hands-on practical exercises. Evaluation methods include weekly written examinations with a comprehensive final examination.

*Credit Recommendation:** In the lower division associate/baccalaureates degree category, three semester credits

Criminal Law & Procedure (3 Credits, lower division)

Program: All Recruit Correction Officer Training Program

Location: New York State Department of Correctional Services Training Academy, Albany, NY

Length: 26 Hours

Dates: June 1998 to through June 2009

Objectives: Understand the general purposes of state penal law, including the issues of strict liability and criminal liability. Understand the legal definition, elements, and degrees, of arson, assault, burglary, escape, homicide, kidnapping, robbery, and sex offenses. Understand the requirements of Constitutional law and its protections. Understand the laws of arrest and the various manners of obtaining and protecting evidence. Understand the legal requirements for search and seizure. Define the terms, "Civil Law," "Tort," "Evidence," and "Probable Cause." Understand state court systems including the functions of a grand jury. Understand the power peace officers have in taking possession of weapons. Understand the legal responsibilities of corrections officers with particular emphasis on issues most commonly litigated by inmates. Understand the responsibility of correctional officers in the use of physical and/or deadly force. Understand the general structure of the United States Criminal Justice System.

Instruction: Students must complete no fewer than: two hours of "Introduction to Penal Law," two hours of "Legal Authority/Responsibility," three hours of "Penal Law," four hours of "Use of Force," one hour of "Accusatory Instrument," one hour of "Civil Law," one hour of "Constitutional Law," one hour of "Court Structure," one hour of "Eyewitness & Rules of Evidence," one hour of "Interrogation Statements," one hour of "Laws of Arrest," two hours of "Overview of the Criminal Justice System," one hour of "Physical Evidence," two hours of "Powers of a Peace Officer," one hour of "Preliminary Investigation," one hour of "Search & Seizure," and one hour of "Testifying in Court." Instructional methods include lecture supplemented with hands-on practical exercises. Evaluation methods include weekly written examinations with a comprehensive final examination.

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

Human Relations and Special Populations (2 Credits, lower division)

Program: All Recruit Correction Officer Training Program

Location: New York State Department of Correctional Services Training Academy, Albany, NY

Length: 44 hours

Dates: June 1998 to through June 2009

Objectives: Identify the characteristics and challenges of the younger offender. Understand the rules and regulations which govern inmate conduct. Explains the use of the standards of Inmate Behavior and lists the categories of disposition utilized to handle inmate misbehavior. Identify protective custody and disciplinary standards and authorization and designation of these units. Identify and practice the basics of interpersonal communication including role play and practice situations. List and identify the problems of cross-gender supervision in correctional settings and strategies to prevent inappropriate staff-inmate misconduct. Discuss the various cultural and religious groups confined within the agency. List the factors, steps, and influences of effective decision-making. Define "ethics" and identify the articles of the code of police ethics. Identify the special needs of female offenders in the state correctional system. Describe inappropriate behavior between inmates and staff and select strategies to prevent violations of policy. Review Section 17 of the Public Officer Law with attention to civil law, criminal law, and negligence. Define cultural diversity and its importance to a culturally aware workforce. Review and discuss the functions, duties, and responsibilities of the agency's Bureau of Labor Relations. Identify supervisory attitudes applied to inmates. Identify inmates with emotional and mental health problems and role-play appropriate supervisory strategies for management and referral. Demonstrate proficiency in identifying, screening and intake of suicide-prone inmates, alcohol abusers, and special programs available for referral. Define and develop strategies to prevent sexual harassment. Discuss the general classes of hostage takers and provide strategies to survive a capture experience. Identify the role of correctional and mental health personnel in suicide prevention.

Instruction: Students must complete no fewer than: one hour of "Adolescent Behavior," two hours of "Attitudes in Supervision," three hours of "Chapter VI – Special Housing Units," seven hours of "Correctional Dynamics I," two hours of "Correctional Dynamics II," two hours of "Cultural Awareness," two hours of "Decision Making," two hours of "Ethics, Graft and Bribery," one hour of "Female Offenders," three hours of "Inappropriate Behavior," one hour of "Indemnification," one-half hour of "Introduction to Diversity Management," one hour of "Labor Relations," one hour of "Leadership and Motivation," three hours of "Mental Health," three hours of "Recognizing Abnormal Behavior," four hours of "Religious Groups," two and half-hours of "Sexual Harassment," and one hour of "Suicide Prevention." Instructional methods include lecture supplemented with hands-on practical exercises. Evaluation methods include weekly written examinations with a comprehensive final examination.

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

Physical Education (3 credits, lower division)

Program: All Recruit Correction Officer Training Program

Location: New York State Department of Correctional Services Training Academy, Albany, NY

Length: 97 hours

Dates: June 1998 to through June 2009

Objectives: List the responsibilities that each employee is personally charged with according to the law and Departmental Regulations. Demonstrate the correct use of the basic principles of unarmed self defense as authorized under Departmental Regulations. Demonstrate the discipline and teamwork necessary for military drill. Successfully perform a progressive exercise program designed to build strength, endurance, flexibility, agility, and cardiovascular fitness. Identify and explain the departmental rules and regulations regarding the use of firearms both on and of duty. Demonstrate proficiency with all departmental authorized firearms.

Instruction: Students must complete no fewer than: thirty-six hours of firearms training; four hours on physical performance testing; twenty-seven hours of physical training; twenty-seven hours of military drill; and three hours in defensive tactics. Instructional methods for this course include lecture and practical exercises.

Instructional methods include lecture supplemented with hands-on practical exercises. Evaluation methods include weekly written examinations with a comprehensive final examination, practical exercises, demonstrated proficiency, and written examination.

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

$\textbf{Report Writing/Communication Skills} \ (1 \ Credit, lower \ division)$

Program: All Recruit Correction Officer Training Program

Location: New York State Department of Correctional Services Training Academy, Albany, NY

Length: 16 Hours

Dates: June 1998 to through June 2009

Objectives: Understand the importance of proper and concise note taking and report writing. Understand how to take appropriate field notes during an incident. Understand the various types of forms used in a correctional setting, such as memoranda, misbehavior reports, referral forms, accusatory instruments, and incident reports. Discuss the manner in which individuals perceive each other and how personal feelings and prejudices affect the observation. Understand the legal importance of clearly documenting a series of events.

Instruction: Students must complete no fewer than: one hour of "Department Forms," one hour of "Importance of Proper Reports," one hour of "Note Taking," two hours of "Objective Observation," and eleven hours of "Report Writing." Instructional methods include lecture supplemented with hands-on practical exercises. Evaluation methods include weekly written examinations with a comprehensive final examination.

Credit Recommendation: In the lower division associate/baccalaureate degree category, one semester credit.