Basic Course for County Corrections Officers

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FUNCTIONAL AREA 1.0

PROFESSIONAL DEVELOPMENT
INSTRUCTIONAL UNIT 1.1, EVOLUTION OF CORRECTIONS

The trainee will be aware of the history and development of corrections in the United States and in New Jersey.

UNIT DESCRIPTION

This unit focuses on the history and evolution of correction practices. It further identifies the effects of historical practices on corrections practices today.

PERFORMANCE OBJECTIVES

1.1.1 The trainee will identify past correctional practices that have influenced the present day correctional system.
INSTRUCTIONAL UNIT 1.2, ROLE OF THE CORRECTION OFFICER

The trainee will possess an understanding of his/her role as a Corrections Officer.

UNIT DESCRIPTION

This unit discusses the role of the Corrections Officer as a manager of people, security agent, and role model. It describes the trainee as perceived by self, by inmates, and by persons outside the Department. Additionally, it stresses to the trainee the importance of good judgment in the performance of his/her duties.

PERFORMANCE OBJECTIVES

1.2.1 The trainee will identify the significant roles of a Corrections Officer in the correctional environment, to minimally include:
   a. Security Agent
   b. Manager of People
   c. Role Model
   d. Professional
   e. Team Member

1.2.2 The trainee will identify his/her most important function as a Corrections Officer.

1.2.3 The trainee will identify the security measures that are imposed in the correctional setting to minimally include:
   a. Searches
   b. Inmate Movements
   c. Counts
   d. Custody Status Levels

1.2.4 The trainee will identify the behaviors associated with fostering a secure and positive correctional climate. These will minimally include:
   a. Fostering cooperation and not coercion
   b. Consistent enforcement of the rules in a fair and firm manner
   c. Knowledge of institutional rules and policies
   d. Minimizing tension levels
INSTRUCTIONAL UNIT 1.3, ETHICS FOR CORRECTIONS OFFICER

The trainee will understand the fundamental obligations and philosophies inherent with the acceptance of a Corrections Officer appointment.

UNIT DESCRIPTION

This unit is concerned with the professional, moral, and ethical demands placed upon a Corrections Officer. The issue of staff/inmate undue familiarity and fraternization is discussed.

PERFORMANCE OBJECTIVES

1.3.1 The trainee will identify the characteristics involved in order for a career to be considered a profession.

1.3.2 The trainee will identify laws that may be applicable to a Corrections Officer both on and off duty.

1.3.3 The trainee will identify the problems associated with a Corrections Officer’s acceptance of gratuities.

1.3.4 The trainee will identify the dangerous dozen behaviors that place a Corrections Officer at risk of compromise.

1.3.5 The trainee will identify three (3) characteristics of offenders who are prone to engage in sexual relations and/or over familiarity with staff.

1.3.6 The trainee will identify three (3) characteristics of staff that are prone to engage in sexual relations with offenders.

1.3.7 The trainee will identify a minimum of three (3) offender strategies used to develop improper relationships with staff.

1.3.8 The trainee will identify three (3) methods to prevent improper relationships with inmates.

1.3.9 The trainee, given simulated situations, will demonstrate the correct behavior for a given situation.
INSTRUCTIONAL UNIT, 1.4 STRESS MANAGEMENT

The trainee will be aware of the psychological and physiological manifestations of stress encountered both during and after exposure to stressful situations, and will possess the knowledge to react effectively to various situations.

UNIT DESCRIPTION

This unit discusses the reasons for stress and describes a variety of situations that trigger stress reactions in the correctional environment.

PERFORMANCE OBJECTIVES

1.4.1 The trainee will define stress and stress management.

1.4.2 The trainee will identify five (5) situations in everyday life that can be stressful.

1.4.3 The trainee will list five (5) physical and psychological reactions to stress.

1.4.4 The trainee will list the three (3) phases of stress reaction to include:
   a. Alarm reaction period
   b. Resistance period
   c. Exhaustion period

1.4.5 The trainee will define distress.

1.4.6 The trainee will identify two forms of healthy stress.

1.4.7 The trainee will identify five (5) situations in the institution that are stressful.

1.4.8 The trainee will define the following terms:
   a. Context
   b. Coping

1.4.9 The trainee will identify five (5) warning signs associated with stress.

1.4.10 The trainee will identify five (5) techniques for coping with stress.

1.4.11 The trainee will define burnout.

1.4.12 The trainee will identify four (4) myths associated with stress.
INSTRUCTIONAL UNIT 1.5, EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION

The trainee will be aware of factors that constitute a culture, and will be able to identify minority subcultures. The trainee will be knowledgeable about Equal Employment Division issues. The trainee will be aware of the kind of behaviors that constitute sexual harassment, and his/her roles and responsibilities within the workplace.

UNIT DESCRIPTION

This unit describes the factors that constitute a culture, and identifies minority subcultures found in New Jersey. This unit will discuss the kinds of behavior that constitute harassment and sexual harassment. This unit will present an overview of what action constitutes employment discrimination. It also focuses on departmental policies and procedures for reporting an alleged act of discrimination, including harassment, sexual harassment and retaliation.

PERFORMANCE OBJECTIVES

1.5.1 The trainee will define prejudice.

1.5.2 The trainee will identify six (6) traits that can evolve into prejudice.

1.5.3 The trainee will identify the four (4) components of minority subcultures found in New Jersey correctional facilities.

1.5.4 The trainee will identify three (3) positive ways to bridge cultural barriers.

1.5.5 The trainee will identify Federal and State laws regarding discrimination and Department policy/procedure for reporting alleged acts of discrimination, harassment, sexual harassment and/or retaliation.

1.5.6 The trainee, given scenarios, will identify behaviors that may warrant Equal Employment Division investigation.
INSTRUCTIONAL UNIT 1.6, EMPLOYEE SUBSTANCE ABUSE MONITORING

The trainee will fully understand the objective of the Department of Corrections to provide and maintain a drug free workplace in our institutions and places of confinement.

UNIT DESCRIPTION

This unit familiarizes the trainee with the policy of urine testing for illegal drug use, with emphasis on random urine monitoring of trainees while at the Academy. Future drug monitoring criteria as a Corrections Officer is discussed.

PERFORMANCE OBJECTIVES

1.6.1 The trainee will identify the ramification of the use, possession, sale or distribution of illegal drugs, not only within the confines of the institution, but in his/her personal life.

1.6.2 The trainee will identify the basis and legality of random testing for trainees, the basis and legality of testing employees when the Department has reasonable suspicion that an employee is associated with illegal drugs.
INSTRUCTIONAL UNIT 1.7, DOMESTIC VIOLENCE

The trainee will examine various aspects of domestic violence, including the detection and prevention of domestic violence situations.

UNIT DESCRIPTION

This unit will define domestic violence, and identify criminal offenses as related to Departmental policy and State law. Additionally, this unit will discuss characteristics of offenders and victims as well as the impact on all individuals involved in domestic violence situations.

PERFORMANCE OBJECTIVES

1.7.1 The trainee will define domestic violence, and identify five (5) forms of domestic violence.

1.7.2 The trainee will list four (4) criminal offenses that may constitute domestic violence if committed by an adult or emancipated minor upon a person protected by domestic violence laws.

1.7.3 The trainee will identify four (4) categories of persons protected by the Domestic Violence Act.

1.7.4 The trainee will identify one (1) of the liability exceptions in N.J.S.A. 2C:25-22 - Immunities from Civil Liability.

1.7.5 The trainee will identify two (2) situational and two (2) psychological obstacles that may prevent a battered victim from leaving.

1.7.6 The trainee will identify three (3) cycles of violence.

1.7.7 The trainee will identify three (3) groups of individuals affected by domestic violence.

1.7.8 The trainee will identify three (3) elements of N.J.S.A. 2C:12-10 – Stalking Designated a Crime; Degrees.

1.7.9 The trainee will identify five (5) “red flags” as they relate to the identification of domestic violence situations.
Trainees will understand the causes, symptoms, warning signs and risks associated with officer suicide, and will explain appropriate intervention and prevention strategies to effectively deal with this malady.

UNIT DESCRIPTION

This unit introduces the problem of officer suicide, and provides basic information concerning awareness and prevention. Trainees will learn about stressors that can motivate suicidal thoughts, the risk factors associated with officer suicide, warning signs and symptoms, suicide myths, and basic intervention techniques.

PERFORMANCE OBJECTIVES

1.9.1 The trainee will define suicide.
   - The intentional taking of one’s own life
   - A manifestation of overbearing strain on work/life roles
   - Sometimes believed to be the only solution to a problem
   - Suicide results in an IRREVOCABLE consequence for a TRANSIENT problem
   - Suicide is a preventable type of death

1.9.2 The trainee will explain the variables associated with law enforcement officer suicide.
   1. Ratio of police suicides to line-of-duty deaths
      (more police suicides than line-of-duty deaths)
   2. Officer life expectancy
      (less than the general population)
   3. Suicide risk
      (more than the general population)
   4. Suicide rate
      (more than the general population)
   5. Divorce rate
      (more than the general population)
   6. Alcohol/drug abuse
      (more than the general population)
   7. Adverse effects of a suicide on other people
      (family-friends-colleagues-the agency-the community)

1.9.3 The trainee will identify some of the stressors that can motivate thoughts or actions associated with law enforcement suicide.
1. Depression
2. Anxiety
3. Marital issues
4. Post Traumatic Stress Disorder (PTSD)
5. Substance abuse
6. Relationships and family problems
7. Legal issues
8. Financial problems
9. Health issues, including injury and disability
10. Critical incidents and traumatic events
11. Major life events, including recent human loss
12. Unfulfilled job expectations
13. Shift work
14. Sleep deprivation
15. Management issues (assignment-lack of promotion-supervision)
16. Discipline issues (internal affairs and/or criminal investigation)
17. Retirement (loss of identity and sense of belonging)

1.9.4 The trainee will identify some of the risk factors associated with law enforcement suicide.
   1. Knowledge of and access to lethal means
   2. Age
   3. Gender
   4. Ethnicity
   5. Previous history (self or family member)
   6. Cumulative stressors
   7. Feeling of hopelessness and helplessness
   8. Lack of intervention resources

1.9.5 The trainee will identify some of the warning signs and symptoms associated with law enforcement suicide in self and in others.
   1. Depression
      a. attitude of hopelessness and helplessness
      b. unexplained changes in appetite, weight, appearance and/or sleep habits
      c. difficulty making decisions
      d. difficulty concentrating
      e. overly anxious
   2. Previous suicide attempt
   3. Increase in the use of alcoholic beverages
   4. Overly aggressive or violent behavior
   5. Any changes in mood or behavior that are out of the ordinary, including a neutral mood.
   6. Changes in work habits
   7. Behavioral clues of suicidal thoughts
      a. giving away possessions
      b. making a will
      c. talking about a long trip
d. sudden interest or disinterest in religion
e. substance abuse relapse
f. taking inappropriate duty-related and personal risks

8. Anger / irritability
9. Concern expressed by family / friends / colleagues about a specific individual

1.9.6 The trainee will identify some of the myths associated with suicide.
1. People who talk about suicide won’t complete the act.  
   Many individuals who have committed suicide have talked about their intentions. Suicide threats should always be taken seriously.
2. Talking about suicide with a person who is depressed will not prevent the person from completing the act.  
   Talking can be a powerful preventive measure.
3. Warning signs are not present before a person commits suicide.  
   A suicidal person almost always plans how to take his or her life, and then gives clues.
4. Suicidal individuals have a history of mental illness.  
   Some yes, but not all.
5. A suicidal person is and will always be beyond help.  
   With effective intervention and therapy, a person in suicidal crisis may never consider the act again.
6. A suicidal person is completely committed to dying.  
   Many are ambivalent. They want to die, but they also want to live. Suicide is perceived as the only way out of a situation in which the individual feels trapped and hopeless.

1.9.7 The trainee will identify intervention techniques and skills using the AID LIFE acronym.
1. A ASK  
   Ask if the person is thinking about suicide.
2. I INTERVENE.....immediately  
   Take action. Listen and let the person know that he or she is not alone.
3. D DON’T.....keep it a secret  
   Seek appropriate assistance.
4. L LOCATE.....help  
   Supervisor, chaplain, physician, friend, family member, crisis worker, emergency room staff
5. I INFORM.....the chain of command  
   Supervisors in the chain of command can make arrangements for long term resources, in accordance with department policy. Suicide risk does not improve with quick solutions. Effective problem solving takes time, and supervisors in the chain of command can monitor progress to help avert future difficulties.
6. FIND.....someone to stay with the person  
Don’t leave the person alone
7. EXPEDITE  
Get help now. An at-risk person needs immediate attention from qualified professionals.

1.9.8 The trainee will identify obstacles to effective intervention.
   1. Fear of stigma, isolation, humiliation, suspension, job loss
   2. Fear of change in duty status
   3. The police culture
      (seeking mental health support may be perceived as a character weakness)
   4. Denial that there is a problem
      (by the officer, peer officers, supervisors, the command staff)
   5. Reluctance of the officer to seek help for fear of the officer losing control of the situation
   6. The officer’s fear that confidentiality will not be maintained
   7. The officer’s distrust of management
   8. Supervisors and peers who protect or shield a troubled officer
   9. Lack of knowledge by a troubled individual about the availability of counseling resources, and concern about being able to afford such services

1.9.9 The trainee will identify professional resources that can be helpful to an officer who has suicidal thoughts or intentions.
   1. Confidential 24/7 telephone counseling services, including the New Jersey Cop-to-Cop Program
   2. Employer provided counseling
      (Employee Assistance Program or contract service)
   3. A trusted peer officer or supervisor
   4. Medical or mental health evaluation/counseling
   5. Faith Based counseling/Chaplin services
   6. Hospital emergency room or screening center

1.9.10 The trainee will identify strategies that may be helpful in the prevention of law enforcement suicide.
   1. Be aware of risk factors and warning signs in self and others
   2. Utilize all available resources
   3. Resist the perceived stigma associated with seeking help
   4. AID LIFE by initiating proactive intervention
FUNCTIONAL AREA 2.0

CRIMINAL JUSTICE SYSTEM
INSTRUCTIONAL UNIT 2.1, OVERVIEW OF CRIMINAL JUSTICE SYSTEM

The trainee will possess an understanding of the Criminal Justice System.

UNIT DESCRIPTION

This unit gives the trainee a working vocabulary for the various components that comprise the Criminal Justice System. The process from arrest to sentencing is described. Finally, the roles of the Department of Corrections and State Parole Board are defined.

PERFORMANCE OBJECTIVES

2.1.1 The trainee will define the term crime.

2.1.2 The trainee will identify two (2) common terms associated with the Criminal Justice System.

2.1.3 The trainee will identify the separate organizational components of the Criminal Justice System to include:
   
   a. Police
   b. Courts
   c. Corrections
   d. State Parole Board

2.1.4 The trainee will identify the three main steps in the Criminal Justice System process from arrest to sentencing for a crime.
INSTRUCTIONAL UNIT 2.2, INMATE RIGHTS AND EMPLOYEE RESPONSIBILITIES

The trainee will be aware of inmate rights and employee responsibilities as they pertain to rights of the confined, and his/her role as a public employee.

UNIT DESCRIPTION

This unit identifies responsibilities of Corrections employees, as well as the legal rights of the confined.

PERFORMANCE OBJECTIVES

2.2.1 The trainee will identify the constitutional rights and entitlements, to include limitations, as they pertain to inmates. This will minimally include:

a. Right to access to courts  
b. Right to counsel  
c. Right to due process in disciplinary hearings  
d. Eighth amendment rights  
e. Adequate medical care  
f. Religious observance  
g. Nutritional meals  
h. Mail services  
i. Visitation  
j. Access to phone  
k. Access to news media

2.2.2 The trainee will identify criminal, civil and departmental liabilities that can be incurred by a Corrections Officer for violating an inmate’s rights.
The trainee will possess an understanding of the general county process for the disposition of the criminal offender, including county probation and county parole.

UNIT DESCRIPTION

This unit identifies and explains the goals and relationships between corrections, sentencing, and parole and probation at the State and county levels.

PERFORMANCE OBJECTIVES

2.3.1 The trainee will identify three goals of the county corrections function.

2.3.2 The trainee will identify the four categories of the parole process.
   - Parole
   - Parole eligibility
   - Sentencing
   - Inmate eligibility

2.3.3 The trainee will identify three New Jersey county probation processes. This will minimally include:
   - Eligibility requirements
   - Types of probation
   - General conditions of probation
FUNCTIONAL AREA 3.0

HUMAN RELATIONS
INSTRUCTIONAL UNIT 3.1, CHARACTERISTICS OF INMATES

The trainee will become aware of the socialization process and antisocial patterns of behavior. The trainee will learn how to positively manage and influence behavior.

UNIT DESCRIPTION

This unit presents a description of various psychological factors that contribute to criminal behavior. The role of the Corrections Officer in influencing inmate behavior is discussed.

PERFORMANCE OBJECTIVES

3.1.1 The trainee will define socialization.

3.1.2 The trainee will identify an example of group dynamics.

3.1.3 The trainee will identify an effective technique to influence inmate behavior.
The trainee will be able to identify specific symptoms of some of the most common mental illnesses and intellectual limitations exhibited by inmates. They will also have a working knowledge of appropriate management techniques for dealing with these inmates. The trainee will learn the nature of issues related to sexuality, and the problems of older inmates within the institutions.

UNIT DESCRIPTION

This unit provides basic information so that the trainee can identify various symptoms, stages and causes of mental illness and intellectual limitations. It also focuses on problems associated with sexuality/sexual dysfunction, and an aging prison population.

PERFORMANCE OBJECTIVES

3.2.1 The trainee will identify behavioral symptoms associated with the disorders listed below:
   (Critical)
   a. Personality Disorders - Antisocial, Borderline, Narcissistic
   b. Chronic mental illnesses - Depression, Bipolar Disorder, Schizophrenia, Substance Abuse
   c. Intellectual disability
   d. Situational disturbances

3.2.2 The trainee will identify steps to be taken in dealing with the aforementioned disorders to minimally include:
   (Critical)
   a. When to be concerned
   b. What to report
   c. Management techniques

3.2.3 The trainee will describe five (5) methods to be used in the handling of violent, disturbed inmates.

3.2.4 The trainee will describe three (3) methods to be followed in handling non-violent but disturbed inmates.

3.2.5 The trainee will identify three (3) special problems a developmentally disabled offender faces within the correctional system.
<table>
<thead>
<tr>
<th>Objective</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2.6</td>
<td>The trainee will identify three (3) sexual problems which may exist within the institution.</td>
</tr>
<tr>
<td>3.2.7</td>
<td>The trainee will identify three (3) problems associated with an aging prison population.</td>
</tr>
</tbody>
</table>
The trainee will recognize symptoms indicative of a suicidal inmate, or one who is a potential suicide risk, and will understand what to do when confronted with this situation.

UNIT DESCRIPTION

This unit presents essential information for the trainee to recognize suicidal symptoms or suicide risk. Methods to manage both the general suicide risk and the emergency suicide situation are presented.

PERFORMANCE OBJECTIVES

3.3.1 The trainee will identify various symptoms/conditions which contribute to an inmate contemplating suicide.
(Critical)

3.3.2 The trainee will identify the steps to take in controlling the situation when confronting a potentially suicidal inmate, to minimally include:

   a. Remain calm;
   b. Be alert;
   c. Initiate conversation.

(Critical)

3.3.3 The trainee will list the steps to take when a suicide has been attempted or has actually taken place.
(Critical)

3.3.4 The trainee, given simulated situations, will demonstrate effective methods for handling an individual attempting suicide.
(Critical)
INSTRUCTIONAL UNIT 3.4, INMATE MANIPULATION

The trainee will develop a working knowledge of inmate manipulation, and will learn how to defend against inmate psychological strategies.

UNIT DESCRIPTION

This unit introduces the concept of psychological manipulation, intimidation and/or extortion by inmates. It presents a definition of a set-up, describes the phases that single out and lead to control over a staff member, and offers simple principles to utilize to avoid being a victim of inmate manipulation.

PERFORMANCE OBJECTIVES

3.4.1 The trainee will define a “Set Up.”

3.4.2 The trainee will list three (3) categories by which inmates classify Corrections Officers to minimally include:
   a. Hard
   b. Soft
   c. Mellow

3.4.3 The trainee will list at least three (3) of the six (6) rules to follow to avoid a “Set Up.”

3.4.4 The trainee will list two (2) of the four (4) methods for dealing with “Appreciative” inmates.

3.4.5 The trainee will list three (3) of four (4) motives for inmate “con-games.”

3.4.6 The trainee will list three (3) of five (5) tactics a Corrections Officer may use to prevent manipulation.

3.4.7 The trainee will list five (5) of ten (10) tactics Corrections Officers may use to defend against “con-games.”
INSTRUCTIONAL UNIT 3.5, PRINCIPLES OF INMATE SUPERVISION AND DISCIPLINE

The trainee will be familiar with important principles governing inmate supervision and discipline. In addition, the trainee will gain insight into the daily working relationship between staff and inmates, and will develop a working knowledge of techniques to establish bonds of mutual respect between the groups.

UNIT DESCRIPTION

This unit discusses the principles governing the supervision of inmates and the role of discipline. In addition, it discusses techniques for proper staff/inmate relations.

PERFORMANCE OBJECTIVES

3.5.1 The trainee will state two (2) objectives of inmate supervision:
   a. Control
   b. Order

3.5.2 The trainee will list three (3) techniques which can be utilized for effective inmate supervision to minimally include:
   a. Job knowledge
   b. Self-confidence
   c. Consistent temperament
   d. The ability to communicate effectively
   e. The ability to recognize individual differences
   f. The ability to correct and praise
   g. Keep your word
   h. Patience

3.5.3 The trainee will identify differences between formal and informal discipline.

3.5.4 The trainee will identify three (3) positive factors of discipline.

3.5.5 The trainee will list four (4) guidelines when applying inmate discipline.

3.5.6 The trainee will identify the principle rule of staff-inmate relations.
3.5.7 The trainee will identify behavior/practices to avoid in staff-inmate relations to minimally include:

a. Racial prejudice  
b. Desire to be popular among inmates  
c. Fear of certain inmates  
d. Fraternization or undue familiarity  
e. Passing the buck
INSTRUCTIONAL UNIT 3.6, INTER-PERSONAL RELATIONS AND COMMUNICATIONS

The trainee will understand how interaction among individuals can affect job performance. The trainee will recognize the importance of communication among people. Additionally, the trainee will learn various techniques to keep communication open, thereby maintaining security and control without the use of physical force.

UNIT DESCRIPTION

This unit presents the trainee with communication skills needed to effectively manage inmates. It provides techniques designed to avoid miscommunication, to de-escalate a hostile encounter and to maintain control and security through communication rather than force. This unit includes role-playing scenarios and video-based learning.

PERFORMANCE OBJECTIVES

3.6.1 The trainee will identify three (3) basic skills of Interpersonal Communications (IPC).

3.6.2 The trainee will identify four (4) skills employed to diffuse certain situations.

3.6.3 The trainee will identify three (3) skills used in responding to verbal communication.

3.6.4 The trainee will identify three (3) techniques used in asking questions.

3.6.5 The trainee will identify two (2) steps used in handling requests.

3.6.6 The trainee will identify two (2) steps used in making requests of inmates.

3.6.7 The trainee will distinguish between two (2) methods of reinforcing inmate behavior.
INSTRUCTIONAL UNIT 3.7, EFFECTS OF DEHUMANIZATION IN THE CORRECTIONAL SETTING

The trainee will be aware of what dehumanization is and how the process effects inmates in the institutional setting.

UNIT DESCRIPTION

This unit focuses on the analysis of the effects of incarceration on an individual. It further stresses the importance of staff awareness and sensitivity toward individuals undergoing the effects of dehumanization in a correctional setting.

PERFORMANCE OBJECTIVES

3.7.1 The trainee will define dehumanization and give four (4) examples of institutional procedures that may cause inmates to feel dehumanized.

3.7.2 The trainee will identify a procedure considered dehumanizing by the inmates.

3.7.3 The trainee will identify three (3) steps a Corrections Officer can take to alleviate the effects of dehumanization.

3.7.4 The trainee will identify and describe four (4) ways inmates react to coping with incarceration.
### INSTRUCTIONAL UNIT 3.8, CLASSIFICATION OF INMATES

The trainee will review the Classification process, the criteria for levels of custody used, the Administrative Code that governs classification procedures, and the Corrections Officer's role in the classification process.

### UNIT DESCRIPTION

This unit provides an overview of the Classification process and the assignment of inmates to a specific custody level.

### PERFORMANCE OBJECTIVES

<table>
<thead>
<tr>
<th>3.8.1</th>
<th>The trainee will define the purpose for classifying inmates.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.8.2</td>
<td>The trainee will identify different levels of custody to include:</td>
</tr>
<tr>
<td></td>
<td>a. Close</td>
</tr>
<tr>
<td></td>
<td>b. Maximum</td>
</tr>
<tr>
<td></td>
<td>c. Medium</td>
</tr>
<tr>
<td></td>
<td>d. Minimum (Gang and/or Full)</td>
</tr>
<tr>
<td>3.8.3</td>
<td>The trainee will identify the New Jersey Administrative Code that governs institutional inmate classification procedures for the New Jersey Department of Corrections.</td>
</tr>
<tr>
<td>3.8.4</td>
<td>The trainee will identify one of the objectively defined criteria which forms the basis of an inmate’s classification based upon the score received on either the Initial Inmate Custody Classification Instrument, or Inmate Custody Reclassification Instrument.</td>
</tr>
<tr>
<td>3.8.5</td>
<td>The trainee will define the role of the Corrections Officer role in the objective classification process to include:</td>
</tr>
<tr>
<td></td>
<td>a. How institutional charges may effect an inmate’s maximum release date</td>
</tr>
<tr>
<td></td>
<td>b. Pre-parole reports and their effect on inmate parole hearings</td>
</tr>
<tr>
<td></td>
<td>c. Corrections Officer observations and reporting of inmate behavior changes</td>
</tr>
</tbody>
</table>
INSTRUCTIONAL UNIT 3.9, SECURITY THREAT GROUPS

The trainee will possess an understanding of Security Threat Groups.

UNIT DESCRIPTION

This unit discusses the various Security Threat Groups. It further discusses the history of the various groups and methods used to identify members and the hierarchy within these groups.

PERFORMANCE OBJECTIVES

3.9.1 The trainee will become familiar with the purpose and operation of the Security Threat Group Unit.

3.9.2 The trainee will identify how a gang is designated a Security Threat Group.

3.9.3 The trainee will identify how an inmate is classified as a Security Threat Group member.

3.9.4 The trainee will identify criteria used to classify an inmate as a “Core” member.

3.9.5 The trainee will identify eight (8) Security Threat Groups:

   a. United Blood Nation
   b. Crips
   c. Almighty Latin King/Queen Nation
   d. Association Neta
   e. Five Per Cent Nation of Gods and Earths
   f. East Coast Aryan Brotherhood
   g. Prison Brotherhood of Bikers
   h. State Prison Skinheads
FUNCTIONAL AREA 4.0

LAW
INSTRUCTIONAL UNIT 4.1, NJ CODE OF CRIMINAL JUSTICE 2C

The trainee will understand basic principles underlying the New Jersey Code of Criminal Justice and the relationship of these principles to the substantive sections of the code.

UNIT DESCRIPTION

This unit introduces the trainee to the structure, major components, and basic principles of the New Jersey Code of Criminal Justice – Title 2C. The trainee will possess the ability to recognize violations that a Corrections Officer is likely to encounter and will know the legal obligations in enforcing those laws. Legal defenses and sentencing provisions are also covered.

PERFORMANCE OBJECTIVES

4.1.1 The trainee will demonstrate techniques to be used in locating the appropriate statute in the New Jersey Code of Criminal Justice.

4.1.2 The trainee will define the term offense according to N.J.S.A. 2C:1-14.

4.1.3 The trainee will list the four (4) classifications of offenses according to N.J.S.A. 2C:1-4.

4.1.4 The trainee will identify basic principles of liability to minimally include:

   a. The requirement that the act be voluntary
   b. The mentally culpable states of acting purposely, knowingly, recklessly, and negligently
   c. The acts which comprise the charge of being an accomplice to an offense and the consequences to the individual charged

4.1.5 The trainee will identify the State’s standard regarding the “burden of proof”.

4.1.6 The trainee will list and identify five (5) defenses available to those who have committed offenses.

4.1.7 The trainee will identify three (3) time limitations placed on criminal prosecutions.
<table>
<thead>
<tr>
<th></th>
<th>Performance Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1.8</td>
<td>The trainee will identify the application of utilizing the “ignorance of the law” defense on liability.</td>
</tr>
<tr>
<td>4.1.9</td>
<td>The trainee will identify “the elements of an offense” in determining whether an offense has occurred.</td>
</tr>
</tbody>
</table>
INSTRUCTIONAL UNIT 4.2, INCHOATE CRIMES

The trainee will be able to recognize and identify violations of New Jersey laws pertaining to the “inchoate crime” contained in N.J.S.A. 2C:5.

UNIT DESCRIPTION

This unit, which is based on the New Jersey Code of Criminal Justice 2C:5, deals with the inchoate crimes of conspiracy and criminal attempt. The trainee will be given practice in identifying each type of offense.

PERFORMANCE OBJECTIVES

4.2.1 The trainee will define what constitutes an inchoate crime.

4.2.2 The trainee, given various situations, will determine if the elements are present to justify as arrest or prosecution for attempts to commit crimes.

4.2.3 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for conspiracies to commit crimes.
INSTRUCTIONAL UNIT 4.3, CRIMINAL HOMICIDE

The trainee will be able to recognize and identify violations of New Jersey laws pertaining to the criminal homicide offenses contained in N.J.S.A. 2C:11.

UNIT DESCRIPTION

This unit deals with the criminal homicide offenses of murder, aggravated manslaughter, manslaughter and death by auto, described in the New Jersey Code of Criminal Justice 2C:11. The trainee will be given practice in identifying each type of criminal offense.

PERFORMANCE OBJECTIVES

4.3.1 The trainee will define the following terms in N.J.S.A. 2C:11-1:

   a. Bodily injury
   b. Serious bodily injury
   c. Deadly weapon
   d. Significant bodily injury

4.3.2 The trainee, given various situations, will identify elements that are present to justify an arrest or prosecution for criminal homicide and related offenses.
INSTRUCTIONAL UNIT 4.4, ASSAULT AND ASSAULT RELATED OFFENSES

The trainee will be able to recognize and identify violations of New Jersey laws pertaining to assault and assault-related offenses contained in N.J.S.A. 2C:12.

UNIT DESCRIPTION

This unit focuses on assault and assault-related offenses contained in the New Jersey Code of Criminal Justice 2C:12, and includes simple assault, aggravated assault, recklessly endangering another person, terroristic threats, stalking, assault upon the institutionalized elderly, assault by auto, and assault motivated by bias. Trainees will be given practice in identifying each type of assault.

PERFORMANCE OBJECTIVES

4.4.1 The trainee will identify, given various situations, if the elements are present to justify an arrest or prosecution for simple assault.

4.4.2 The trainee will identify, given various situations, if the elements are present to justify an arrest or prosecution for aggravated assault to minimally include:

   a. Serious bodily injury
   b. Significant bodily injury
   c. Recklessly causing bodily injury
   d. Assaults against certain public officials

4.4.3 The trainee will determine, given various situations, if the elements are present to justify an arrest or prosecution for terroristic threats.

4.4.4 The trainee will determine, given various situations, if the elements are present to justify an arrest or prosecution for disarming a Corrections Officer.

4.4.5 The trainee will determine, given various situations, if the elements are present to justify an arrest or prosecution for the throwing of bodily fluids.
### INSTRUCTIONAL UNIT 4.5, KIDNAPPING AND RELATED OFFENSES

The trainee will be able to recognize and identify violations of New Jersey laws pertaining to the kidnapping and kidnapping-related offenses contained in N.J.S.A. 2C:13.

### UNIT DESCRIPTION

This unit, which is based on the New Jersey Code of Criminal Justice 2C:13, deals with kidnapping and the related offenses of criminal restraint, false imprisonment, interference with custody and criminal coercion. The trainee will be given practice in identifying each type of offense.

### PERFORMANCE OBJECTIVES

| 4.5.1 | The trainee, given various situations, will determine if the elements warrant an arrest or prosecution for kidnapping and related offenses. |
INSTRUCTIONAL UNIT 4.6, SEXUAL OFFENSES

The trainee will know and understand the New Jersey laws that pertain to sexual offenses as set forth in N.J.S.A. 2C:14 and will be able to recognize and identify violations of these laws.

UNIT DESCRIPTION

This unit covers definitions, sexual assault, criminal sexual contact, lewdness, and the admissibility of evidence contained in N.J.S.A. 2C:14. Trainees will be given practice in identifying various sexual offenses.

PERFORMANCE OBJECTIVES

4.6.1 The trainee will define the following terms as listed in N.J.S.A. 2C:14-1:
   a. Actor
   b. Victim
   c. Sexual Penetration
   d. Sexual Contact
   e. Intimate Parts
   f. Severe Personal Injury
   g. Physically helpless
   h. Mentally defective
   i. Mentally incapacitated
   j. Coercion

4.6.2 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for aggravated sexual assault.

4.6.3 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for sexual assault.

4.6.4 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for aggravated criminal sexual contact.

4.6.5 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for criminal sexual contact.

4.6.6 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for lewdness.
INSTRUCTIONAL UNIT 4.7, ARSON AND PROPERTY DESTRUCTION

The trainee will be able to recognize and identify violations of New Jersey laws pertaining to the arson and property destruction offenses contained in N.J.S.A. 2C:17.

UNIT DESCRIPTION

This unit presents New Jersey laws pertaining to arson and property destruction offenses contained in N.J.S.A. 2C:17. Elements of the crime of arson, aggravated arson and criminal mischief are described. Trainees will receive practice in identifying such crimes.

PERFORMANCE OBJECTIVES

4.7.1 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for arson.

4.7.2 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for aggravated arson.

4.7.3 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for criminal mischief.
INSTRUCTIONAL UNIT 4.8, BURGLARY AND CRIMINAL INTRUSION

The trainee will be able to recognize and identify violations of New Jersey laws pertaining to burglary and criminal intrusion offenses contained in N.J.S.A. 2C:5 and 2C:18.

UNIT DESCRIPTION

This unit presents New Jersey laws that pertain to burglary and criminal intrusion offenses contained in N.J.S.A. 2C:18. Practice will be given to trainees in identifying burglary, criminal intrusion, and defiant trespasser offenses.

PERFORMANCE OBJECTIVES

4.8.1 The trainee will define the term structure according to N.J.S.A. 2C:18-1.

4.8.2 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for burglary.

4.8.3 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for criminal trespass.

4.8.4 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for defiant trespass.

4.8.5 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for peering into windows or openings of dwelling places.
INSTRUCTIONAL UNIT 4.9, ROBBERY AND CARJACKING

The trainee will know and identify violations of New Jersey laws pertaining to robbery and carjacking offenses contained in N.J.S.A. 2C:15.

UNIT DESCRIPTION

This unit presents the New Jersey laws pertaining to robbery and carjacking. Trainees will be given practice identifying elements of the crimes and its classification.

PERFORMANCE OBJECTIVES

4.9.1 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for robbery.

4.9.2 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for carjacking.
INSTRUCTIONAL UNIT 4.10, THEFT OFFENSES

The trainee will know and identify violations of New Jersey laws pertaining to the theft offenses contained in N.J.S.A. 2C:20.

UNIT DESCRIPTION

This unit presents the New Jersey laws pertaining to theft of another’s property, contained in N.J.S.A. 2C:20. Elements of the crimes of theft by unlawful taking, deception, and extortion, along with the related offenses of receiving stolen property, and theft of services.

PERFORMANCE OBJECTIVES

4.10.1 The trainee will define the following terms contained in N.J.S.A. 2C:20:

   a. Deprive
   b. Movable property
   c. Property of another

4.10.2 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for theft and related offenses.
INSTRUCTIONAL UNIT 4.11, FORGERY AND FRAUDULENT PRACTICES

The trainee will be able to recognize and identify violation of New Jersey laws pertaining to the forgery and fraudulent practices offenses contained in N.J.S.A. 2C:21.

UNIT DESCRIPTION

This unit presents New Jersey laws pertaining to forgery and fraudulent practices offenses contained in N.J.S.A. 2C:21. Trainees will be given practice in identifying forgery, fraud in public records, sale, purchase, giving or lending a law enforcement agency badge and wrongful impersonating.

PERFORMANCE OBJECTIVES

4.11.1 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for forgery.

4.11.2 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for the sale, purchase, giving or lending of a law enforcement agency badge.

4.11.3 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for falsifying or tampering with records.

4.11.4 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for wrongful impersonation.
INSTRUCTIONAL UNIT 4.12, BRIBERY AND CORRUPT INFLUENCE

The trainee will be able to recognize and identify violations of New Jersey laws pertaining to the bribery and corrupt offenses contained in N.J.S.A. 2C:27.

UNIT DESCRIPTION

The unit presents New Jersey laws contained in N.J.S.A. 2C:27 pertaining to bribery, threats of improper influence, compensation for past official behavior, retaliation for past official action, gifts to public servants by persons subject to their jurisdiction, and compensating public servants for assisting private interests. The trainee will receive practice in identifying such crimes.

PERFORMANCE OBJECTIVES

4.12.1 The trainee will define the following terms according to N.J.S.A. 2C:27-1, Offenses:
   a. Benefit
   b. Government
   c. Harm
   d. Official proceeding
   e. Party official
   f. Pecuniary benefit
   g. Public servant
   h. Administrative proceeding
   i. Statement

4.12.2 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for bribery in official and political matters.

4.12.3 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for threats and improper influences in official and political matters.

4.12.4 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for compensation for past official behavior.

4.12.5 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for retaliation for past official action.
The trainee will be able to recognize and identify violations of New Jersey laws pertaining to perjury and falsification in official offenses contained in N.J.S.A. 2C:28.

UNIT DESCRIPTION

This unit presents New Jersey laws pertaining to perjury and other falsification in official matters contained in N.J.S.A. 2C:28. The elements of the following crimes are presented: perjury, false swearing, unsworn falsification to authorities, false reports to law enforcement authorities, tampering with witnesses, informants, evidence and public records, retaliation against witnesses and informants. Practice is provided in identifying the aforementioned offenses.

PERFORMANCE OBJECTIVES

4.13.1 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for perjury and related offenses.

4.13.2 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for tampering with or retaliating against witnesses and informants and related offenses.
INSTRUCTIONAL UNIT 4.14, OBSTRUCTING GOVERNMENTAL OPERATIONS AND ESCAPES

The trainee will be able to recognize and identify violations of New Jersey laws pertaining to obstructing governmental operations and escape offenses contained in N.J.S.A. 2C:29.

UNIT DESCRIPTION

This unit presents New Jersey laws pertaining to obstructing governmental operations and escape offenses contained in N.J.S.A. 2C:29. The elements of the offenses of obstructing the administration of law or other government functions, resisting arrest, hindering apprehension or prosecution, harming a law enforcement animal, or interference with a law enforcement officer using an animal, escape, implements of escape and prison contraband, use of electronic communication devices in correctional facilities, corrupting a jury, and contempt are described. The trainee will receive instruction and practice in identifying such offenses.

PERFORMANCE OBJECTIVES

4.14.1 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for obstructing the administration of law or other governmental function.

4.14.2 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for resisting arrest or eluding.

4.14.3 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for hindering apprehension or prosecution.

4.14.4 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for escape offenses.

4.14.5 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for introducing, providing, procuring or making implements of escape or other contraband.

4.14.6 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for contempt.
PERFORMANCE OBJECTIVES, (Continued)

4.14.7 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for harming a law enforcement animal.

4.14.8 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for the use of electronic communications devices in correctional facilities.
## INSTRUCTIONAL UNIT 4.15, MISCONDUCT OR ABUSE IN OFFICE

The trainee will be able to recognize and identify violations of New Jersey laws pertaining to the misconduct or abuse in office offenses contained in N.J.S.A. 2C:30.

## UNIT DESCRIPTION

This unit presents New Jersey laws pertaining to misconduct in and abuse of office offenses contained in N.J.S.A. 2C:30. The elements of the crime of official misconduct are described. The trainee will receive practice in identifying such crimes.

## PERFORMANCE OBJECTIVES

4.15.1 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for official misconduct offenses.
INSTRUCTIONAL UNIT 4.16, RIOT, DISORDERLY CONDUCT AND RELATED OFFENSES

The trainee will be able to recognize and identify violations of New Jersey laws pertaining to the riot and disorderly conduct offenses contained in N.J.S.A. 2C:33 and N.J.S.A. 2A:170.

UNIT DESCRIPTION

This unit presents New Jersey laws pertaining to the riot and disorderly conduct offenses contained in N.J.S.A. 2C:33. The elements of the offenses of riot, failure to disperse, harassment, obstructing highways and other public passages are discussed. The trainee will receive practice in identifying such offenses.

PERFORMANCE OBJECTIVES

4.16.1 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for riot and failure to disperse.

4.16.2 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for disorderly conduct.

4.16.3 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for harassment.

4.16.4 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for obstructing highways and other public passages.
The trainee will be able to recognize and identify violations of New Jersey laws pertaining to firearms, other dangerous weapons, and instruments of crime contained in N.J.S.A. 2C:39 and 2C:58.

UNIT DESCRIPTION

This unit, which is based on the N.J.S.A. 2C:39, deals with the illegal manufacture, sale and possession of weapons and dangerous articles and also with the provisions for legally surrendering such items. The unit also includes a reference to N.J.S.A. 2C:58-8 that stipulates requirements for reporting types of wounds to municipal or state police.

PERFORMANCE OBJECTIVES

4.17.1 The trainee will define the following terms:
   a. Dispose of
   b. Firearm
   c. Gravity knife
   d. Switchblade knife
   e. Weapon
   f. Stun gun
   g. Assault firearm
   h. Large capacity magazine

4.17.2 The trainee, given various situations, will identify the possessor according to N.J.S.A. 2C:39-2 in which firearms, weapons, destructive devices, silencers, or explosives are found in a vehicle.

4.17.3 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for possession of prohibited weapons and devices.

4.17.4 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for possession of weapons for unlawful purposes.

4.17.5 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for unlawful possession of weapons.

4.17.6 The trainee, given various situations, will determine if the elements are present to justify an arrest or prosecution for offenses involving firearms regulatory provisions or false application representations.
**PERFORMANCE OBJECTIVES (Continued)**

| 4.17.7 | The trainee will identify the elements of the provision for the legal voluntary surrender of illegally possessed weapons, explosives, and other items the possession of which is illegal under N.J.S.A. 2C:39. |
| 4.17.8 | The trainee will list types of wounds that must be reported, according to N.J.S.A. 2C:58-8, to the municipal or state police. |
| 4.17.9 | The trainee will identify the elements for an individual to possess a firearm without a permit. |
| 4.17.10 | The trainee will identify the elements in order to legally possess a handheld chemical agent. |
| 4.17.11 | The trainee will identify the elements relating to the acquisition and disposal of firearms pursuant to the provisions of N.J.S.A. 2C:58-3. |
| 4.17.12 | The trainee will identify rights of a New Jersey resident and an out-of-state resident to transport various weapons through the state. |
| 4.17.13 | The trainee will identify requirements relating to the temporary transfer of handguns, rifles or shotguns. |
| 4.17.14 | The trainee will identify requirements for the safe storage of firearms in particular where they may be accessible to minors. |
INSTRUCTIONAL UNIT 4.18, LAWS PERTAINING TO JUVENILES

The trainee will know and understand laws and procedures that pertain to juveniles in N.J.S.A. 2A:4A-20 through 90.

UNIT DESCRIPTION

This unit covers the provisions of the New Jersey Code of Juvenile Justice contained in N.J.S.A. 2A:4A-20 thru 90. The unit describes the Juvenile Justice system, its procedures, and initial alternatives available to law enforcement. The trainee is given practice in identifying the steps to follow in handling juvenile cases from initial contact through final disposition at the police level.

PERFORMANCE OBJECTIVES

4.18.1 The trainee will identify the philosophy and purposes underlying the New Jersey Code of Juvenile Justice.

4.18.2 The trainee will define the following terms according to New Jersey state law:

a. Juvenile
b. Delinquent
c. Juvenile family crisis

4.18.3 The trainee will define “custody” under the Code of Juvenile Justice and identify the criteria for taking a juvenile into custody.
INSTRUCTIONAL UNIT 4.19, CONTROLLED DANGEROUS SUBSTANCES

The trainee will understand the need for controlling controlled dangerous substances in a correctional institution. The trainee will possess a general understanding of controlled dangerous substance laws.

UNIT DESCRIPTION

This unit covers statutory provisions regarding the possession, distribution and use of controlled dangerous substances. The trainee is given practice in identifying various substances and violations associated with drug use.

PERFORMANCE OBJECTIVES

4.19.1 The trainee will define the following terms:

   a. Controlled dangerous substances as related to Schedules I, II, III, IV, V, using the concepts of medical value and potential for abuse
   b. Narcotic drugs
   c. Controlled substance analog
   d. Counterfeit substances
   e. Imitation controlled dangerous substances
   f. Possession and constructive possession
   g. Deliver, distribute and possession with intent to distribute
   h. Manufacturing controlled dangerous substances
   i. Drug paraphernalia

4.19.2 The trainee, given a simulated situation, will determine whether the elements of the offense of possession, use or being under the influence as contained in N.J.S.A. 2C:35-10 are present, and whether the circumstances support an arrest for that offense.

4.19.3 The trainee, given a simulated situation, will determine whether the elements of the offense of manufacturing, distributing or dispensing as contained in N.J.S.A. 2C:35-5 are present, and whether the circumstances support an arrest for that offense.

4.19.4 The trainee, given a simulated situation, will determine whether the elements of the offense of imitation controlled dangerous substances; distribution, possession, manufacture, etc. as contained in N.J.S.A. 2C:35-11 are present and whether the circumstances support an arrest for that offense.
4.19.5 The trainee, given a simulated situation, will determine whether the elements of each of the following offenses contained in N.J.S.A. 2C:36-1 et seq., are present, and whether the circumstances support an arrest for that offense.

a. N.J.S.A. 2C:36-2 Use or Possession with Intent to Use (drug paraphernalia)
b. N.J.S.A. 2C:36-3 Distribute, Dispense or Possession with Intent to Distribute or Manufacture (drug paraphernalia)
c. N.J.S.A. 2C:36-4 Advertising to Promote Sale (drug paraphernalia)
d. N.J.S.A. 2C:36-5 Delivering Drug Paraphernalia to Person Under 18 Years of Age
e. N.J.S.A. 2C:36-6 Possession or Distribution of Hypodermic Syringe or Needle

4.19.6 The trainee, given a simulated situation, will determine whether the elements of the offense of prescription legend drugs as contained in N.J.S.A. 2C:35-10.5 are present, and whether the circumstances support an arrest for that offense.
FUNCTIONAL AREA 5.0

LEGAL ASPECTS OF ARREST, SEARCH AND SEIZURE AND USE OF FORCE
INSTRUCTIONAL UNIT 5.1, CONSTITUTIONAL RIGHTS

The trainee will understand how the United States Constitution and the New Jersey Constitution provide safeguards for individual basic rights.

UNIT DESCRIPTION

This unit covers the basic rights of individuals as provided by the United States Constitution and the New Jersey Constitution, with special emphasis on the Federal First, Fourth, Fifth, Sixth, and Eighth Amendments, and the corresponding state provisions. The authority of the courts in resolving constitutional issues is described, and the purpose of the court-created Exclusionary Rule is explained.

PERFORMANCE OBJECTIVES

5.1.1 The trainee will identify fundamental responsibilities of law enforcement officers to protect the constitutional rights of all citizens.

5.1.2 The trainee will identify the purpose of the Bill of Rights.

5.1.3 The trainee will identify the authority of the United States Supreme Court to interpret the United States Constitution to accommodate contemporary issues.

5.1.4 The trainee will identify the authority of the New Jersey Supreme Court to interpret the United States Constitution and the New Jersey Constitution.

5.1.5 The trainee, given a simulated situation, will determine whether or not First Amendment rights were violated.

5.1.6 The trainee, given a simulated situation, will determine whether or not Fourth Amendment rights were violated.

5.1.7 The trainee, given a simulated situation, will determine whether or not Fifth Amendment rights were violated.

5.1.8 The trainee, given a simulated situation, will determine whether or not Sixth Amendment rights were violated.

5.1.9 The trainee will identify the provision of the New Jersey Constitution regarding bail for a person accused of a criminal offense.
PERFORMANCE OBJECTIVES (Continued)

5.1.10 The trainee, given a simulated situation depicting the rights of an individual regarding bail under the New Jersey Constitution, will determine if the provisions of the New Jersey Constitution were violated.

5.1.11 The trainee will identify the purpose of the Exclusionary Rule, and the consequences of violating a person’s constitutional rights.
INSTRUCTIONAL UNIT 5.2, PROBABLE CAUSE

The trainee will understand the concept of probable cause.

UNIT DESCRIPTION

This unit discusses the concept and definition of probable cause. It covers the sources for developing probable cause, and the considerations that should be taken into account for establishing probable cause. The trainee will be given practice in determining whether sufficient basis exists for establishing probable cause.

PERFORMANCE OBJECTIVES

5.2.1 The trainee will define probable cause as it pertains to an arrest and a search warrant.

5.2.2 The trainee will identify sources for developing probable cause.

5.2.3 The trainee, given simulated situation, will determine whether or not there is sufficient basis for establishing probable cause. These situations will minimally include:

   a. Police officer statements
   b. Victim or witness statements
   c. Criminal informants
   d. Non-criminal informants
INSTRUCTIONAL UNIT 5.3, STREET ENCOUNTERS

The trainee will understand the legal requirements for various street encounters.

UNIT DESCRIPTION

This unit covers the legal requirements necessary for street encounters, including inquiries, stops and detentions, and covers legal guidelines regarding frisks. This unit introduces the concept of reasonable suspicion and discusses issues regarding use of force and Miranda warnings during a street encounter.

PERFORMANCE OBJECTIVES

5.3.1 The trainee will list the rights and obligations of the Corrections Officer and citizen when engaged in voluntary conversations during an inquiry.

5.3.2 The trainee will identify the importance of maintaining courtesy, professionalism, and respect during a street encounter, and the impact on community relations.

5.3.3 The trainee will identify constitutional requirements for each of the following types of street encounters:
   a. Investigatory Stop (Terry stop)
   b. Investigatory Detention
   c. Arrest

5.3.4 The trainee will define reasonable suspicion, and identify how it varies from probable cause.

5.3.5 The trainee will identify sources for establishing reasonable suspicion.

5.3.6 The trainee, given simulated situations, will distinguish between an inquiry and a “Terry” stop.

5.3.7 The trainee, given simulated situations, will identify the force options or restraints that may be used during various street encounters.

5.3.8 The trainee, given simulated situations depicting street encounters, will determine whether or not a Miranda warning is required.

5.3.9 The trainee will identify circumstances justifying a frisk, including the application of the plain touch doctrine.
The trainee will understand the legal requirements and procedures before and after an arrest.

UNIT DESCRIPTION

This unit covers the legal requirements and procedures for an arrest both within the State and beyond the geographic boundaries of the State. This unit also discusses the requirements of both the Fifth and Sixth Amendments as they pertain to interrogation of suspects. It further discusses the role of Corrections Officer in law enforcement while off-duty in regard to N.J.A.C. Title 10A:3-3.6.

PERFORMANCE OBJECTIVES

5.4.1 The trainee will identify requirements of a legal arrest for:
   a. Indictable offenses
   b. Disorderly persons offenses

5.4.2 The trainee, given simulated arrest situations, will identify the authority and jurisdiction of the corrections officer as determined by statute and/or court-sanctioned authority. The situations will minimally include arrest:
   a. Within a geographic area of appointing authority
   b. Beyond the geographic area of appointing authority
   c. Based on pursuit

5.4.3 The trainee will identify exceptions to the arrest warrant requirement.

5.4.4 The trainee, given simulated situations depicting various arrest situations, will identify whether or not an arrest is lawful.

5.4.5 The trainee will identify liabilities and immunities of Corrections Officers and private citizens in making an arrest.

5.4.6 The trainee will identify role of the Corrections Officer in an arrest situation.

5.4.7 The trainee will identify individuals who have immunity from arrest, specifically:
   a. Members of Congress
   b. Members of State Legislature
   c. Foreign diplomats
5.4.8 The trainee will identify procedures to follow when dealing with an individual who has immunity from arrest.

5.4.9 The trainee will identify conditions when Miranda warnings should be given to include:
   a. Custodial interrogation
   b. Public safety questions
   c. Exceptions

5.4.10 The trainee, given simulated situations, will determine whether or not Miranda warnings should be given.

5.4.11 The trainee, given simulated situations depicting a custodial suspect’s request for an attorney, will determine the appropriate action to take.

5.4.12 The trainee, given simulated situations depicting a suspect’s invocation of his/her right to remain silent, will determine the appropriate action to take.

5.4.13 The trainee will identify when a suspect’s Sixth Amendment right to counsel becomes effective.
The trainee will understand the significance of Departmental policies and procedures regarding Use of Force.

UNIT DESCRIPTION

This unit covers the Departmental policies and procedures regarding Use of Force. It includes the limitations for the Use of Force and the consequences that may result from the misuse of force.

PERFORMANCE OBJECTIVES

5.5.1 The trainee will define and give examples of:

a. Bodily harm
b. Serious bodily harm
c. Deadly force
d. Unlawful force
e. Non-deadly force

5.5.2 The trainee will identify criteria for determining whether or not the use of force is reasonable.

5.5.3 The trainee will identify five (5) force options which may be employed by Corrections Officers:

a. Constructive authority
b. Physical contact
c. Physical force
d. Mechanical force
e. Deadly force

5.5.4 The trainee will identify the Attorney General’s policy on warning shots.

5.5.5 The trainee will identify force options that can be used to prevent the escape of a suspect in custody.

5.5.6 The trainee will identify conditions that would justify the use of force at or from a moving vehicle.

5.5.7 The trainee will identify how the concept of “escalation of force” applies to confrontation situations in law enforcement.

5.5.8 The trainee will identify conditions that must be met before non-deadly force may be used by a Corrections Officer or a citizen to affect an arrest.
PERFORMANCE OBJECTIVES (Continued)

5.5.9 The trainee will identify conditions that must be met before deadly force may be used by a Corrections Officer to affect an arrest.

5.5.10 The trainee will identify force options that can be used to prevent escape from jail, prison or a similar institution.

5.5.11 The trainee will identify conditions that must be met before non-deadly force may be used to prevent suicide or the commission of a crime involving bodily harm or damage to property.

5.5.12 The trainee will identify conditions that must be met before deadly force may be used to prevent suicide or the commission of a crime.

5.5.13 The trainee, given simulated situations, will determine whether the force used was reasonable under the circumstances. These simulated situations will include the following:
   a. Use of non-deadly force to effect an arrest
   b. Use of non-deadly force to prevent an escape from arrest
   c. Use of deadly force to prevent escape from arrest
   d. Use of deadly force to effect an arrest
   e. Use of non-deadly force to prevent escape from custody
   f. Use of deadly force to prevent escape from custody
   g. Use of non-deadly force to prevent the commission of a crime
   h. Use of deadly force to prevent the commission of a crime

5.5.14 The trainee will identify conditions that must be met in order for force to be used in defense of premises.

5.5.15 The trainee will explain when a request to desist must be used in defense of premises or personal property.

5.5.16 The trainee will identify conditions that must be met before non-deadly force may be used in defense of personal property.

5.5.17 The trainee, given simulated situations depicting defense of personal property, will determine whether the option was reasonable.

5.5.18 The trainee will identify conditions which must be met before non-deadly force may be used in self-defense.

5.5.19 The trainee will distinguish between use of force in resisting arrest and use of force against unlawful force during an arrest.
5.5.20 The trainee will identify conditions that must be met before deadly force may be used in self-defense.

5.5.21 The trainee will identify conditions that must be met before non-deadly force may be used to protect a third party.

5.5.22 The trainee will identify conditions which must be met before deadly force may be used to protect a third party.

5.5.23 The trainee, given simulated situations, will determine whether the force used was reasonable under the totality of the circumstances. These situations will include:
   a. Use of non-deadly force in a self-defense situation
   b. Use of deadly force in a self-defense situation
   c. Retreat rule in a self-defense situation
   d. Exceptions to the retreat rule
   e. Use of non-deadly force in a situation involving defense of a third party
   f. Use of deadly force involving defense of a third party
   g. Retreat rule in a defense of a third party situation

5.5.24 The trainee will give examples of what a Corrections Officer might do to prevent another officer from using force illegally or inappropriately.

5.5.25 The trainee will list sanctions a Corrections Officer may face as a result of improper use of force.

5.5.26 The trainee, given a simulated situation, will complete the authorized Use of Force Report form.
The trainee will understand the exceptions that allow a search to be made without a search warrant. The trainee will understand the basic legal requirements regarding body intrusion searches.

## UNIT DESCRIPTION

Exceptions to the search warrant requirement are covered, including searches incident to arrest, consent searches, plain view, automobile exceptions and exigent circumstances. Body intrusion searches are also covered in this unit.

## PERFORMANCE OBJECTIVES

<table>
<thead>
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<td>The trainee will identify requirements and limitations of a search incident to arrest.</td>
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<td>5.6.2</td>
<td>The trainee, given a simulated situation involving a search with consent, will determine whether or not the search was lawful, and will explain the basis for that determination.</td>
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<td>5.6.3</td>
<td>The trainee, given a simulated situation depicting a “plain view” seizure, will determine whether or not the requirements of the plain view exception were met.</td>
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<td>5.6.4</td>
<td>The trainee, given a simulated situation, will determine the scope of a search following the custodial arrest the occupant(s) of a vehicle.</td>
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<td>The trainee, given a simulated situation involving the search of an automobile under the automobile exception, will determine if the search was lawful.</td>
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<td>5.6.6</td>
<td>The trainee will identify justifications for impounding a vehicle and inventorying the contents.</td>
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<td>5.6.7</td>
<td>The trainee, given a simulated situation, will determine whether or not exigent circumstances exist to justify a warrantless search.</td>
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<td>The trainee, given a simulated situation, will determine whether or not a warrantless search can be conducted based upon the abandonment of property.</td>
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<td>5.6.9</td>
<td>The trainee will identify methods for seizure or extraction of physical evidence from a person’s body.</td>
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<tr>
<td>Objective</td>
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<td>5.6.10</td>
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<td>The trainee will identify requirements and Departmental policy for cross-gender searches of inmates.</td>
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<td>5.6.13</td>
<td>The trainee will identify procedures for searches of visitors and vehicles on institutional property.</td>
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FUNCTIONAL AREA 6.0

COMMUNICATIONS
### INSTRUCTIONAL UNIT 6.1, REPORT WRITING FOR CORRECTIONS

The trainee will understand the importance of the report writing process within the Department.

### UNIT DESCRIPTION

This unit focuses on the importance of writing accurate, concise reports in accordance with Departmental policy and procedure. The practice of taking notes in order to write an effective report is presented. It further identifies the qualities and benefits of an organized written report.

### PERFORMANCE OBJECTIVES

6.1.1 The trainee will define the term report.

6.1.2 The trainee will describe three (3) of the five (5) uses for writing a report.

6.1.3 The trainee will describe four (4) benefits of a written report.

6.1.4 The trainee will identify three (3) guidelines for writing a report.

6.1.5 The trainee will identify four (4) qualities of a well-written report.

6.1.6 The trainee will identify six (6) key elements of a well-written report.

6.1.7 The trainee will identify reasons for effective note taking.

6.1.8 The trainee will identify seven (7) components of a completed report.

6.1.9 The trainee will identify four (4) most common problems encountered in a written report.

6.1.10 The trainee, given simulated situations, will prepare a written report.
INSTRUCTIONAL UNIT 6.2, DISCIPLINARY REPORT WRITING

The trainee will be able to satisfactorily write a disciplinary report in the proper format.

UNIT DESCRIPTION

This unit provides information specifically oriented to correctional disciplinary report writing. Focus is given to proper form completion and citing the correct infraction code in the report. Practical exercises will be an integral part of this unit.

PERFORMANCE OBJECTIVES

6.2.1 The trainee will identify various Departmental disciplinary report forms.

6.2.2 The trainee, given simulated situations and/or sets of facts, will identify prohibited acts to minimally include:
   a. An asterisk offense
   b. A non-asterisk offense
   c. Applicable prohibited act code numbers
   d. Applicable prohibited act descriptions

6.2.3 The trainee, given simulated situations, will identify whether or not the situations constitute infractions warranting a written disciplinary report.

6.2.4 The trainee, given simulated situations, will evaluate and prepare applicable written disciplinary reports.
INSTRUCTIONAL UNIT 6.3, RADIO COMMUNICATIONS

The trainee will understand the equipment and procedures for proper usage of the Department radio communication system.

UNIT DESCRIPTION

This unit focuses on the basic operation of the Department radio communication system. Proper codes, call signs and radio techniques are identified and explained.

PERFORMANCE OBJECTIVES

6.3.1 The trainee will identify proper radio sending and receiving procedures to include applicable codes and style of broadcast.

6.3.2 The trainee will identify proper radio procedures when transporting inmates.

6.3.3 The trainee will identify two (2) primary functions of the Department’s radio systems and method of operations.

6.3.4 The trainee will identify the location and use of the emergency button on a Department authorized radio.

6.3.5 The trainee will demonstrate use of Departmental radio channels.
FUNCTIONAL AREA 7.0

TITLE 10A – CHAPTER 31
INSTRUCTIONAL UNIT 7.1, GENERAL PROVISIONS

The trainee will understand the fundamental use of the New Jersey Administrative Code Title 10a, Chapter 31.

UNIT DESCRIPTION

This unit describes the general provisions of Title 10a, Chapter 31.

PERFORMANCE OBJECTIVES

7.1.1 The trainee will identify the purpose of New Jersey Administrative Code Title 10A.

7.1.2 The trainee will identify and define definitions in Title 10A:31-1.3
INSTRUCTIONAL UNIT 7.2, SECURITY AND CONTROL

The trainee will understand the procedures dealing with the security and control of inmates.

UNIT DESCRIPTION

This unit describes the procedures associated with the search of inmates and facilities, and inmate counts.

PERFORMANCE OBJECTIVES

7.2.1 The trainee will identify the proper procedures for conducting a search of an inmate, in accordance with 10A:31-8.2.

7.2.2 The trainee will identify the proper procedures for conducting a search of a facility, in accordance with 10A:31-8.2.

7.2.3 The trainee will identify the proper procedures for conducting an inmate count, in accordance with 10A:31-8.10.

7.2.4 The trainee will identify the Use of Force options as described within the New Jersey’s Attorney General’s current Use of Force Policy.
INSTRUCTIONAL UNIT 7.3, USE AND CONTROL OF SECURITY EQUIPMENT

The trainee will understand the fundamentals dealing with use of restraining equipment and key control.

UNIT DESCRIPTION

This unit describes the general provisions for restraining equipment and key control under Title 10A:31.

PERFORMANCE OBJECTIVES

7.3.1 The trainee will identify the proper procedures for the use of restraining equipment, in accordance with 10A:31-9.3.

7.3.2 The trainee will identify the proper procedures for conducting key control within a facility, in accordance with 10A:31-9.4.
INSTRUCTIONAL UNIT 7.4, LINENS

The trainee will understand the procedures dealing with inmate linens.

UNIT DESCRIPTION

This unit describes the general provisions for the cleaning and replacement of inmate linens under Title 10A:31.

PERFORMANCE OBJECTIVES

7.4.1 The trainee will identify the proper procedures for replacement of linens, in accordance with 10A:31-12.2.
INSTRUCTIONAL UNIT 7.5, RIGHTS

The trainee will understand the fundamentals of dealing with inmate rights.

UNIT DESCRIPTION

This unit describes the general provisions for inmate rights, under Title 10A:31.

PERFORMANCE OBJECTIVES

7.5.1 The trainee will identify the proper procedures for dealing with inmate grievance procedures, in accordance with 10A:31-14.4.
INSTRUCTIONAL UNIT 7.6, DISCIPLINARY PROCEDURES AND DETENTION

The trainee will understand the fundamentals dealing with inmate disciplinary procedures and detention.

UNIT DESCRIPTION

This unit describes the general provisions for inmate disciplinary procedures and detention under Title 10A:31.

PERFORMANCE OBJECTIVES

7.6.1 The trainee will identify the disciplinary rules and sanctions, in accordance with 10A:31-16.1.

7.6.2 The trainee will identify the proper procedures for dealing with writing a disciplinary report, in accordance with 10A:31-16.3.

7.6.3 The trainee will identify the proper procedures for minor disciplinary violations, in accordance with 10A:31-16.5.

7.6.4 The trainee will identify the proper procedures for major disciplinary violations, in accordance with 10A:31-16.6.

7.6.5 The trainee will identify the proper procedures for placement of an inmate in pre-hearing detention, in accordance with 10A:31-16.10.

7.6.6 The trainee will identify the proper procedures disciplinary hearing, in accordance with 10A:31-16.12.

7.6.7 The trainee will identify the proper procedures for an appeal of a disciplinary decision, in accordance with 10A:31-16.15.
INSTRUCTIONAL UNIT 7.7, PROTECTIVE CUSTODY

The trainee will understand the fundamentals dealing with Protective Custody.

UNIT DESCRIPTION

This unit describes the general provisions for placing inmates into Protective Custody under Title 10A:31.

PERFORMANCE OBJECTIVES

7.7.1 The trainee will identify the proper procedures dealing with admission to Protective Custody in accordance with 10A:31-18.1.

7.7.2 The trainee will identify the security procedures for Protective Custody in accordance with 10A:31-18.5.

7.7.3 The trainee will identify the proper procedures for correspondence, visits and telephone calls dealing with inmates in Protective Custody in accordance with 10A:31-18.6
INSTRUCTIONAL UNIT 7.8, MAIL

The trainee will understand the fundamentals dealing with inmate mail.

UNIT DESCRIPTION

This unit describes the general provisions for inmates mail under Title 10A:31.

PERFORMANCE OBJECTIVES

7.8.1 The trainee will identify the proper procedures for dealing with inmate mail, specifically limitations on outgoing and incoming mail, in accordance with 10A:31-19.1.

7.8.2 The trainee will identify the proper procedures dealing with content of inmate mail, in accordance with 10A:31-19.4
INSTRUCTIONAL UNIT 7.9, VISITATION

The trainee will understand the fundamentals dealing with visit regulations.

UNIT DESCRIPTION

This unit describes the general provisions for inmate visitation under Title 10A:31.

PERFORMANCE OBJECTIVES

7.9.1 The trainee will identify the proper procedures dealing with visitation, in accordance with 10A:31-20.1.
INSTRUCTIONAL UNIT 7.10, ADMISSION OF INMATES AND CLASSIFICATION

The trainee will understand the fundamentals of searching a newly admitted inmate.

UNIT DESCRIPTION

This unit describes the general provisions for searching a newly admitted inmate under Title 10A:31.

PERFORMANCE OBJECTIVES

7.10.1 The trainee will identify the proper procedures for searching a newly admitted inmate, in accordance with 10A:31-21.2.

7.10.2 The trainee will identify the proper procedures for inmate classification and housing, in accordance with 10A:31-22.2.
INSTRUCTIONAL UNIT 7.11, WORK RELEASE PROGRAM

The trainee will understand the fundamentals dealing with placement in the Work Release Program.

UNIT DESCRIPTION

This unit describes the general provisions for inmate placement within the Work Release Program under Title 10A:31.

PERFORMANCE OBJECTIVES

7.11.1 The trainee will identify the proper procedures for inmate placement within the Work Release Program in accordance with 10A:31-25.5.
INSTRUCTIONAL UNIT 7.12, SOCIAL SERVICES

The trainee will understand the fundamentals of inmate Social Service Programs.

UNIT DESCRIPTION

This unit describes the general provisions for inmate Social Service Programs under Title 10A:31.

PERFORMANCE OBJECTIVES

7.12.1 The trainee will identify the proper procedures for inmate participation in social services programs offered at the facility, in accordance with 10A:31-26.1.
FUNCTIONAL AREA 8.0

EMERGENCY MEDICAL CARE
The trainee will recognize common diseases that one can encounter while working in a correctional environment, and identify the means of preventing the transmission of those diseases.

**UNIT DESCRIPTION**

This unit discusses various diseases identified within a correctional facility and will explore ways to prevent transmission.

**PERFORMANCE OBJECTIVES**

8.1.1 The trainee will identify diseases likely to be encountered to minimally include:

a. AIDS  
b. Hepatitis  
c. Tuberculosis

8.1.2 The trainee will identify methods of preventing further transmission of diseases to minimally include:

a. Use of protective gloves  
b. Disposable airways/pocket masks  
c. Face masks  
d. Precautions with blood/body fluids  
e. Steps to take when exposure takes place
The trainee will develop the skills and knowledge necessary to administer emergency medical care as specified in the American Heart Association Heart Saver First Aid Course. This will include basic First Aid and CPR for an Adult, Child and Infant.

UNIT DESCRIPTION

This unit will discuss the principles, techniques, legal rights and responsibilities of providing Heart Saver First Aid. This unit will further discuss the function and proper use of the Automated External Defibrillator (AED).

PERFORMANCE OBJECTIVES

8.2.1 The trainee will successfully complete the requirements of the American Heart Association Heart Saver First Aid Course. This will include:

a. General principles of first aid to include:
   - Definition of first aid
   - The responder’s responsibility
   - Contents of the first aid kit

b. Medical Emergencies to include:
   - Breathing problems (e.g. Choking, allergic reactions)
   - Chest pain (e.g. heart attack)
   - Fainting
   - Diabetes
   - Strokes
   - Seizures

c. Injury Emergencies to include:
   - Bleeding
   - Puncture wounds
   - Amputations
   - Shock
   - Injury to the Central Nervous System (e.g. head and spine)
   - Skeletal injuries (e.g. injury to bones, joints, and muscles)
   - Burns
PERFORMANCE OBJECTIVES (Continued)

d. Environmental Emergencies to include:
   - Bites (e.g. human, animal, snake)
   - Stings (e.g. insects)
   - Cold emergencies (e.g. hypothermia)
   - Heat emergencies (e.g. hyperthermia)
   - Poisoning emergencies

e. Identifying links of the Chain of Survival:
   - Contacting 911
   - Performing Cardio Pulmonary Resuscitation (CPR)
   - Use of the AED

f. Identifying steps of CPR:
   - The Airway Breathing Circulation (ABC) sequence of CPR
   - Checking for normal breathing or signs of circulation
   - When to start CPR
   - When to start rescue breathing
   - Signs of a Foreign Body Airway Obstruction (FBAO)

g. Describing four (4) major emergencies in adults:
   - Heart attack
   - Stroke
   - Cardiac Arrest
   - Foreign Body Airway Obstruction (FBAO)
FUNCTIONAL AREA 9.0

WEAPONRY
AND
UNARMED DEFENSE
INSTRUCTIONAL UNIT 9.1, FIREARMS SAFETY

The trainee will handle weapons in a safe manner.

UNIT DESCRIPTION

This unit introduces the Department weapons, and stresses firearms safety requirements.

PERFORMANCE OBJECTIVES

9.1.1 The trainee will identify the safe handling of handguns, rifles and shotguns. This will minimally be done under the following conditions/situations:

a. Securing all Department authorized handguns, rifles, shotguns and off-duty handguns.
b. Loading and unloading semi-automatic handguns, rifles and manual and auto loading shotguns.
c. Using Department authorized loading devices (Agency authorized loading devices include handgun and rifle magazines).
d. Holstering and drawing Department authorized handguns.
e. Inspecting weapons.
f. Operating weapons storage mechanisms in Department authorized vehicles and in Department authorized storage areas.
g. Clearing malfunctions.

Agency Training 9.1.1 (d)

9.1.2 The trainee will identify the proper process in order to safely and effectively clear Department authorized firearms prior to maintenance and/or storage to include the:

a. Handgun
b. Rifle
c. Shotgun
The trainee will identify the firearms and ammunition authorized for use, and explain the mechanical functions, capabilities and maintenance of these weapons.

UNIT DESCRIPTION

This unit requires the trainee to identify Department authorized firearms, the major parts of the service handgun, and ammunition capabilities. The unit also covers the care and cleaning of Department authorized handguns, rifles and shotguns.

PERFORMANCE OBJECTIVES

9.2.1 The trainee will identify the firearms and ammunition authorized for use both on and off duty.

9.2.2 The trainee will identify the major parts of Department authorized firearms to include the:
   a. Handgun
   b. Rifle
   c. Shotgun

9.2.3 The trainee will identify the basic mechanical functions of Department authorized firearms to include the:
   a. Handgun
   b. Rifle
   c. Shotgun

9.2.4 The trainee will identify the effective range and lethal capabilities of Department authorized firearms and ammunition to include the:
   a. Handgun
   b. Rifle
   c. Shotgun
INSTRUCTIONAL UNIT 9.3, SHOOTING PRINCIPLES

The trainee will understand recognized shooting principles, and will demonstrate the techniques of good marksmanship with the Department authorized handgun, rifle and shotgun.

UNIT DESCRIPTION

This unit covers the principles of good marksmanship (handgun, rifle, and shotgun).

PERFORMANCE OBJECTIVES

9.3.1 The trainee will identify the components of good marksmanship and will demonstrate the techniques with the handgun, rifle and shotgun to minimally include:
   a. Stance
   b. Grip
   c. Breath control
   d. Sight alignment
   e. Trigger control
   f. Follow through

9.3.2 The trainee will demonstrate commonly recognized handgun shooting positions to minimally include:
   a. Prone
   b. Standing (barricade, strong hand)
   c. Kneeling (barricade, strong hand)
   d. Point shoulder (with or without barricade)
   e. Natural point of aim
   f. Tactical stance
   g. Weapon retention

9.3.3 The trainee will demonstrate the recognized shooting positions with the rifle to minimally include:
   a. Standing (barricade, strong shoulder)
   b. Kneeling (barricade, strong shoulder)

9.3.4 The trainee will demonstrate the standing strong-shoulder shooting position with the shotgun.

9.3.5 The trainee will identify loading techniques with the shotgun to minimally include:
   a. Administrative loading
   b. Combat loading
INSTRUCTIONAL UNIT 9.4, RANGE EXERCISES

The trainee will develop shooting proficiency with the Department authorized handgun, rifle and shotgun.

UNIT DESCRIPTION

This unit requires the trainee to demonstrate proficiency in using the Department authorized handgun, rifle and shotgun. Handgun and shotgun proficiency will be demonstrated in both daylight and subdued or low-light conditions.

PERFORMANCE OBJECTIVES

9.4.1 The trainee, given both day and subdued or low-light range exercises, will load, unload and reload the Department approved handgun, rifle and shotgun, using authorized ammunition and any Department approved device(s). Authorized ammunition can include training ammunition during these loading and unloading exercises.

9.4.2 In daylight the trainee will achieve, with the Department approved handgun, an average of no less than 80% of a possible perfect score (100%) for three (3) consecutive firings of the Handgun Qualification Course (HQC) as set forth in the “Police Training Commission Basic Course Firearms Manual.”

9.4.3 Under subdued or low-light conditions the trainee will achieve, with the Department approved handgun, a score of no less than 80% of a possible perfect score (100%) for one firing of the Night Handgun Qualification Course (NHQC) as set forth in the “Police Training Commission Basic Course Firearms Manual.”

9.4.4 In daylight the trainee will achieve, with the Department approved rifle, a score of no less than 80% of a possible perfect score (100%) for one firing of the Rifle Qualification Course (RQC) as set forth in the “Police Training Commission Basic Firearms Course Manual.”

9.4.5 In daylight and under subdued or low-light conditions the trainee will achieve, with the Department approved shotgun, a score of no less than 80% of a possible perfect score (100%) for one firing of the Shotgun Qualification Course as set forth in the “Police Training Commission Basic Firearms Course Manual.”
INSTRUCTIONAL UNIT 9.5, CHEMICAL AGENT DEVICES

The trainee will know the types, capabilities and limitations of various chemical agent devices and will explain local agency policies regarding their use.

UNIT DESCRIPTION

This unit acquaints the trainee with the types of chemical agent devices and their effects. Trainees will identify local agency policies regarding the use of these devices. They will also learn to select chemical agent devices that would be appropriate for use in given hypothetical situations.

PERFORMANCE OBJECTIVES

9.5.1 The trainee will identify various chemical agent devices and describe the capabilities and limitations of each. The chemical agent devices will include:
   a. CS
   b. OC

9.5.2 The trainee will identify Department policy regarding the use of each chemical agent device.

9.5.3 The trainee will identify the factors to be considered in the decision to use a chemical agent. The factors to be explained will minimally include:
   a. Situational (e.g., Individual, crowd, attacking animal)
   b. Characteristics of the chemical agent in relation to the circumstances presented
   c. Environment
   d. Avenues of escape
   e. Preparedness and capabilities of control force
   f. Proper donning and clearing of mask

9.5.4 The trainee, given simulated situations calling for the use of chemical agents including factors that would influence the types of agents used, will identify the types of agent(s) to be used dictated by the facts.

9.5.5 The trainee will identify safety precautions associated with carrying OC to include:
   a. Before using OC
   b. When drawing OC
   c. When re-holstering OC
   d. When other officers are present
9.5.6 The trainee will identify OC spraying techniques to include:
   a. Vertical 
   b. Horizontal 
   c. Circular 
   d. Duration

9.5.7 The trainee will identify advantages and disadvantages of carrying OC on either the strong or support side.

9.5.8 The trainee, given simulated situations, will identify and practice verbal commands to be used before, during and after confrontations involving the use of OC.

9.5.9 The trainee will identify circumstances when OC should not be used. These circumstances will minimally include:
   a. Vicinity of infants 
   b. Vicinity of juveniles under age 12 
   c. Vicinity of the elderly 
   d. Against certain persons in custody or in restraining devices 
   e. Against persons operating a motor vehicle or occupying a motor vehicle capable of being operated 
   f. Use of OC may pose a greater risk than an alternative use of force 

9.5.10 The trainee will identify aftercare procedures to be taken when an individual has been sprayed with OC to include:
   a. Providing assistance to the person sprayed to alleviate the effects of OC and to preclude positional asphyxia 
   b. Monitoring indications of potential in-custody deaths 
   c. Monitoring suspect until symptoms disappear 
   d. Identifying whether medical treatment should be obtained 
   e. Informing proper personnel that the individual has recently been sprayed with OC

9.5.11 The trainee will identify indicators that medical treatment should be obtained. These indicators will minimally include:
   a. Display of physical symptoms other than a slight reddening of the skin 
   b. Complaints of an inordinate amount of pain 
   c. Symptoms persisting for more than thirty (30) minutes 
   d. Presence of a respiratory disease
9.5.12 The trainee, given a simulated situation involving the application of OC, will complete an OC application report.

9.5.13 The trainee will identify the conditions that may cause death, which results from an individual being positioned in a way which interferes with his/her ability to breathe. The precautions to be taken will minimally include:

   a. Don’t hog-tie or hobble-tie a suspect  
   b. Don’t leave subject lying on stomach longer than necessary  
   c. Don’t sit or apply weight to a subject’s back or chest  
   d. Don’t misinterpret subject’s struggle for oxygen as continued resistance  
   e. Keep subject sitting upright whenever possible  
   f. Assign an officer to stay with, control and observe subject  

9.5.14 The trainee will identify at-risk populations to minimally include:

   a. Obese persons  
   b. Drug or alcohol intoxicated persons  
   c. Subjects who refuse to submit to arrest and physical force is used ending in a violent struggle  
   d. Unresponsiveness of the subject during or immediately after being subdued  

9.5.15 The trainee will demonstrate the ability to navigate and complete three (3) job-related activities during a practical exercise.
At the conclusion of this training, the trainee will demonstrate an understanding of unarmed defense as an integral aspect of use of force training. In addition, the trainee will demonstrate a basic level of competence in performing defensive techniques.

UNIT DESCRIPTION

This unit will cover the principles underlying basic weaponless defense. The trainee will learn to use body parts as defensive weapons and will become familiar with the vulnerable parts of the body. The unit will also include disarming techniques and tactics to increase the officer’s capability for self-protection.

PERFORMANCE OBJECTIVES

9.6.1 The trainee will identify why it is necessary to develop skills in defensive tactics.

9.6.2 The trainee will identify the three (3) types of resistance that will be encountered.

9.6.3 The trainee will identify the two (2) branches of the Autonomic Nervous System.

9.6.4 The trainee will identify the function and the importance of the Parasympathetic Nervous System.

9.6.5 The trainee will identify the function and the importance of the Sympathetic Nervous System.

9.6.6 The trainee will identify five (5) symptoms of stress.

9.6.7 The trainee will identify what occurs to the blood flow during times of stress.

9.6.8 The trainee will identify what happens to injuries sustained during stress.

9.6.9 The trainee will define the term “adrenal dump.”

9.6.10 The trainee will list the factors that can cloud focus and judgment during a high stress situation.

9.6.11 The trainee will identify two (2) ways to reduce stress caused by the Sympathetic Nervous System.
9.6.12 The trainee will list three (3) physical symptoms of stress that occur in response to a stressor or stimulus.

9.6.13 The trainee will list four (4) steps necessary to deal with a threat to personal safety.

9.6.14 The trainee will define constructive authority.

9.6.15 The trainee will demonstrate two (2) types of constructive authority.

9.6.16 The trainee will define physical contact.

9.6.17 The trainee will identify two (2) types of physical contact.

9.6.18 The trainee will define physical force.

9.6.19 The trainee will demonstrate two (2) types of physical force.

9.6.20 The trainee will define mechanical force.

9.6.21 The trainee will demonstrate two (2) types of mechanical force.

9.6.22 The trainee will simulate an example of deadly force.

9.6.23 The trainee will define non-verbal resistance.

9.6.24 The trainee will demonstrate three (3) types of non-verbal resistance.

9.6.25 The trainee will define verbal resistance.

9.6.26 The trainee will demonstrate one (1) type of verbal resistance conduct.

9.6.27 The trainee will define passive resistance.

9.6.28 The trainee will demonstrate three (3) strategies used as passive resistance conduct.

9.6.29 The trainee will define preventive resistance.

9.6.30 The trainee will demonstrate a strategy used as preventive resistance.

9.6.31 The trainee will define active aggression

9.6.32 The trainee will demonstrate three (3) types of active aggression.
9.6.33 The trainee will demonstrate the interview stance.

9.6.34 The trainee will demonstrate the defensive stance.

9.6.35 The trainee will demonstrate one (1) block from a strike to the high zone.

9.6.36 The trainee will demonstrate one (1) block from a strike to the middle zone.

9.6.37 The trainee will demonstrate one (1) block from a strike to the low zone.

9.6.38 The trainee will identify five (5) parts of the body which can be used as personal impact weapons.

9.6.39 The trainee will demonstrate three (3) personal weapon techniques.

9.6.40 The trainee will demonstrate one (1) clinching technique

9.6.41 The trainee will demonstrate two (2) escape techniques from choke holds.

9.6.42 The trainee will demonstrate one (1) escape technique from a grabbing hold.

9.6.43 The trainee will demonstrate one (1) escape technique from a bear hug.

9.6.44 The trainee will demonstrate one (1) escape technique from a tackle.

9.6.45 The trainee will demonstrate two (2) escort techniques.

9.6.46 The trainee will demonstrate two (2) take down techniques by an officer to a subject from the escort position.

9.6.47 The trainee will demonstrate two (2) stunning techniques.

9.6.48 The trainee will demonstrate one (1) break fall.

9.6.49 The trainee will demonstrate one (1) escape technique from the mount position.
### PERFORMANCE OBJECTIVES (Continued)

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<td>The trainee will identify the reporting requirements of the use of force form required by the Office of the Attorney General.</td>
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</table>
INSTRUCTIONAL UNIT 9.7, BATON TECHNIQUES

The trainee will develop an operational level of skill in using the baton and will know when and how to apply the principles and techniques in law enforcement work.

UNIT DESCRIPTION

This unit identifies the low and high-risk vulnerable areas of the body, covers the basic techniques of using the baton, and develops an awareness of the consequences that might result from inappropriate use of the baton.

PERFORMANCE OBJECTIVES

9.7.1 The trainee will name the parts of the baton.

9.7.2 The trainee will identify the purpose and function of the baton in law enforcement, and the possible consequences of inappropriate use.

9.7.3 The trainee will identify vulnerable parts of the body where a baton blow:
   a. Can produce pain or incapacitation with little risk of permanent injury
   b. Can cause permanent injury or death

9.7.4 The trainee will demonstrate the ability to control and use the baton effectively with minimal force in a given situation.
FUNCTIONAL AREA 10.0

CORRECTIONAL SECURITY CONCEPTS
INSTRUCTIONAL UNIT 10.1, ROLE OF SECURITY

The trainee will become aware of the factors that make up the overall security in an institution.

UNIT DESCRIPTION

This unit provides an overview of institutional security focusing on the components and objectives that make up overall security in a correctional environment.

PERFORMANCE OBJECTIVES

10.1.1 The trainee will define security.

10.1.2 The trainee will identify objectives of institutional security to minimally include:
   a. No escapes
   b. No contraband
   c. No disorder

10.1.3 The trainee will list seven (7) components of institutional security to minimally include:
   a. Classification
   b. Inspections
   c. Firearms control
   d. Key control
   e. Head counts
   f. Searches
   g. Emergency plans
INSTRUCTIONAL UNIT 10.2, KEY CONTROL

The trainee will recognize keys found in institutions and their uses. The trainee will know the rules governing safeguarding keys.

UNIT DESCRIPTION

This unit introduces the trainee to the various types and uses of keys commonly encountered in institutional settings and discusses the proper control of keys.

PERFORMANCE OBJECTIVES

10.2.1 The trainee will list requirements for proper key control.

10.2.2 The trainee will identify various types of keys and give examples of the following:

   a. Maximum Security Keys
   b. Medium Security Keys
   c. Non-Security Keys
INSTRUCTIONAL UNIT 10.3, INMATE COUNTS

The trainee will be able to safely and effectively take an accurate count of inmates under his/her charge.

UNIT DESCRIPTION

This unit introduces the trainee to the importance of accurate inmate counts and provides techniques for proper counting procedures.

PERFORMANCE OBJECTIVES

10.3.1 The trainee will identify the purpose of an accurate inmate count.

10.3.2 The trainee will identify two (2) main types of counts to include:

   a. Formal
   b. Informal

10.3.3 The trainee will identify steps an officer should follow to ensure an accurate count. These steps will minimally include:

   a. Never allow distractions
   b. Never guess or make assumptions
   c. Never take an inmate’s word regarding who is present
   d. Avoid set patterns
   e. Keep control of the situation during the count
INSTRUCTIONAL UNIT 10.4, CONTRABAND AND INMATE SUB-ECONOMIC SYSTEM

The trainee will understand how contraband functions in the institutional setting.

UNIT DESCRIPTION

This unit introduces the trainee to the concept of contraband and discusses illegal trafficking and economic systems unique to institutional settings.

PERFORMANCE OBJECTIVES

10.4.1 The trainee will define contraband.

10.4.2 The trainee will identify types of contraband.

10.4.3 The trainee will identify sources of contraband.

10.4.4 The trainee will list methods of controlling contraband.

10.4.5 The trainee, given a list of items found in a correctional facility, will identify those items that could be used to produce contraband.

10.4.6 The trainee will identify the role of the inmate sub-economy in the institution.

10.4.7 The trainee will identify examples of the inmate system of bartering.
The trainee will recognize various drugs and the effects certain drugs have on the human body.

UNIT DESCRIPTION

This unit discusses the various aspects of substance abuse in a correctional setting including how drugs enter a correctional institution and their impact on the inmate population. This unit will further discuss the different categories of drugs, and will provide examples of both drugs and intoxicants. The methods of ingesting substances and resulting physiological effects drugs have on the human body will also be discussed.

PERFORMANCE OBJECTIVES

10.5.1 The trainee will identify the various classifications of drugs and why various drugs are assigned to five (5) different drug schedules.

10.5.2 The trainee will identify physical characteristics of drugs within each drug classification to minimally include:
   a. Stimulants
   b. Depressants
   c. Hallucinogens
   d. Cannabis
   e. Inhalants

10.5.3 The trainee will identify common methods for drug use and paraphernalia within the institutional setting.

10.5.4 The trainee will identify basic signs and symptoms of inmates taking legal/illegal drugs as stated in this unit.

10.5.5 The trainee will identify Department policies regarding the practice of allowing inmates to retain certain medications prescribed and dispensed by medical staff.

10.5.6 The trainee will identify four (4) possible ways to prevent illegal drugs from entering a correctional institution to minimally include:
   a. Inmates
   b. Staff
   c. Visitors
   d. Mail
   e. Volunteers
INSTRUCTIONAL UNIT 10.6, SEARCH OF PERSONS

The trainee will understand the rationale and legal requirements for body searches, both clothed and unclothred, and the procedures to follow to conduct safe and effective searches of persons.

UNIT DESCRIPTION

This unit discusses the various types of searches of persons; when, where and by whom each may appropriately be performed, and the procedures for performing the searches.

PERFORMANCE OBJECTIVES

10.6.1 The trainee will identify basic types of body searches, to minimally include:
   a. Visual/Cursory
   b. Pat-down (clothed)
   c. Field (standing, kneeling, prone)
   d. Strip (unclothed)
   e. Metal Detector

10.6.2 The trainee will identify common principles of the search of a person to minimally include:
   a. Constant alertness
   b. Maintaining a position of control and advantage
   c. Thoroughness
   d. Safeguarding of weapons as applicable

10.6.3 The trainee will list reasons for conducting inmate searches.

10.6.4 The trainee will identify places on the persons of both males and females where dangerous weapons and/or contraband may be found.

10.6.5 The trainee will identify basic rules for conducting effective clothed inmate searches.

10.6.6 The trainee will identify basic rules for conducting unclothded inmate searches.

10.6.7 The trainee will list three (3) reasons for conducting an unclothded inmate search rather than a clothed search.

10.6.8 The trainee will identify problems which may arise during unclothded inmate searches.
<table>
<thead>
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<td>The trainee will identify legal and Departmental requirements pertaining to body cavity searches.</td>
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<tr>
<td>10.6.10</td>
<td>The trainee will identify Department policy regarding the search of inmates of the opposite sex.</td>
</tr>
</tbody>
</table>
INSTRUCTIONAL UNIT 10.7, SEARCH OF CELLS AND OTHER AREAS

The trainee will understand the main elements of searching cells and other areas of a correctional facility.

UNIT DESCRIPTION

This unit focuses on the reasons for and components of a safe and effective search of cells and various other areas in a correctional facility.

PERFORMANCE OBJECTIVES

10.7.1 The trainee will identify elements of a safe and effective search of a cell and/or area for contraband to minimally include:
   a. Containment of the area
   b. Containment of area(s) already searched
   c. Use of a systematic method
   d. Safe searching technique

10.7.2 The trainee, given simulated situations, will safely and effectively initiate and conduct a search for contraband to minimally include:
   a. Search of a cell
   b. Search of other areas in a correctional facility

10.7.3 The trainee will identify reasons for conducting cell and area searches to minimally include:
   a. Prevent escapes
   b. Prevent violence
   c. Curtail contraband
   d. Maintain sanitation standards

10.7.4 The trainee will identify basic rules which apply to cell and area searches to minimally include:
   a. Being systematic
   b. Being thorough
   c. Being curious
   d. Looking before touching
INSTRUCTIONAL UNIT 10.8, USE OF MECHANICAL RESTRAINTS

The trainee will understand the use of mechanical restraints to include application and removal.

UNIT DESCRIPTION

This unit focuses on the use of mechanical restraints within a correctional environment. It includes use of restraints within the institution and during trips outside of the institution. It includes Department policy on the use of restraints and precautions to be followed.

PERFORMANCE OBJECTIVES

10.8.1 The trainee will identify purposes for using mechanical restraints to minimally include:
   a. Handcuffs as temporary restraining devices
   b. Types of handcuffs
   c. Construction and mechanics of handcuffs
   d. Use of mechanical restraints

10.8.2 The trainee will identify handcuffing principles which will reasonably guarantee restraint of an inmate to minimally include:
   a. Officer safety
   b. Maintaining a position of control and advantage
   c. Practices to avoid

10.8.3 The trainee will identify legal considerations involved with mechanically restraining an individual.
   a. Legal aspects/liabilities
   b. Medical concerns
   c. Positional asphyxia

10.8.4 The trainee will demonstrate the application and removal of mechanical restraining devices to include:
   a. Standing handcuffing (compliant and non-compliant)
   b. Prone handcuffing
   c. Approach of a suspect
   d. Escort within the institution
   e. Applying restraints for transport outside of institution
INSTRUCTIONAL UNIT 10.9, CELL EXTRACTION

The trainee will understand how to effect a safe and successful cell extraction of an inmate.

UNIT DESCRIPTION

This unit focuses on the procedures and techniques used to conduct a cell extraction. As this is a collective task requiring a team and a supervisor, it is imperative that each trainee understand his/her role in the task. Special attention is paid to the awareness of positional asphyxia.

PERFORMANCE OBJECTIVES

10.9.1 The trainee will identify factors leading up to the need for a cell extraction.

10.9.2 The trainee will identify key positions and duties of each member of a cell extraction team. (Critical)

10.9.3 The trainee will identify commonly accepted causes of positional asphyxia.

10.9.4 The trainee will identify symptoms associated with “in-custody death syndrome”.

10.9.5 The trainee, given a simulated situation, will participate as a team member, and effect a “dynamic” cell extraction.
INSTRUCTIONAL UNIT 10.10, TRANSPORTATION OF INMATES

The trainee will understand how to transport inmates safely and effectively.

UNIT DESCRIPTION

This unit presents information, skills and methods necessary to ensure safe and successful transportation of inmates. Methods are described for handling inmates who warrant special consideration.

PERFORMANCE OBJECTIVES

<table>
<thead>
<tr>
<th>10.10.1</th>
<th>The trainee will identify elements for the safe transportation of inmates to minimally include:</th>
</tr>
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<tbody>
<tr>
<td>(Critical)</td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Search of the transport vehicle immediately prior to and following the transport of inmates</td>
</tr>
<tr>
<td>b.</td>
<td>Search of the inmate to include pat frisk and strip search</td>
</tr>
<tr>
<td>c.</td>
<td>Proper application of restraint equipment to include handcuffs, belly chain, black box, padlock and leg irons</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10.10.2</th>
<th>The trainee, given simulated situations, will demonstrate the proper application of handcuffs, belly chain, black box, padlock and leg irons.</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>10.10.3</th>
<th>The trainee will identify Departmental policy regarding transportation of inmates to minimally include:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a. Transporting inmates of the opposite sex</td>
</tr>
<tr>
<td></td>
<td>b. Positioning within the vehicle</td>
</tr>
<tr>
<td></td>
<td>c. Transporting injured/sick inmates</td>
</tr>
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<td></td>
<td>d. Documentation and accountability</td>
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</tbody>
</table>

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<thead>
<tr>
<th>10.10.4</th>
<th>The trainee, given simulated situations, will demonstrate a safe and effective search of a transport vehicle.</th>
</tr>
</thead>
</table>

| 10.10.5   | The trainee, given simulated situations, will demonstrate the ability to safely transport inmates.     |
INSTRUCTIONAL UNIT 10.11, OFFICER OBSERVATION TECHNIQUES

The trainee will understand and identify the important role of the Corrections Officer observations in correctional settings.

UNIT DESCRIPTION

This unit focuses on the importance of Corrections Officer observations in a correctional facility as a means of recognizing unusual occurrences, which may forecast trouble. Appropriate action based upon that observation and experience could then be initiated.

PERFORMANCE OBJECTIVES

10.11.1 The trainee will identify basic rules of Corrections Officer observation.

10.11.2 The trainee will identify how the observation of slight changes in inmate behavior and/or routines may trigger a sense of pending unrest in the Corrections Officer.

10.11.3 The trainee will identify indicators which may indicate a possible pending major incident.

10.11.4 (Critical) The trainee will identify the importance of reporting any information that reasonably indicates potential trouble within the institution to a supervisor.

10.11.5 The trainee will identify safety precautions governing situations encountered on the job to minimally include:

   a. Walking multi-tiered cell blocks
   b. Approaching doors
   c. Sitting adjacent to doors
   d. Being in blind stairwells
INSTRUCTIONAL UNIT 10.12, MOB DYNAMICS

The trainee will understand the dynamics of a mob, and learn procedures to control the mob.

UNIT DESCRIPTION

This unit focuses on mob psychology, recognizing signs of group tension and unrest, and the basic principles of mob control.

PERFORMANCE OBJECTIVES

10.12.1 The trainee will identify two (2) indicators that a crowd is evolving into a mob.

10.12.2 The trainee will identify characteristics of a mob.

10.12.3 The trainee will identify types of inmate mobs likely to form in a correctional facility.

10.12.4 The trainee will list seven (7) recommended procedures for effectively handling an inmate mob.
INSTRUCTIONAL UNIT 10.13, CRISIS INTERVENTION AND EMERGENCY PLANS

The trainee will learn the importance of emergency plans. The trainee will also learn techniques for managing during a crisis situation.

UNIT DESCRIPTION

This unit provides information about emergency response procedures for crisis situations/riot that can occur in a correctional institution.

PERFORMANCE OBJECTIVES

10.13.1 The trainee will identify stages of a riot.

10.13.2 The trainee will identify riot control techniques.

10.13.3 The trainee will identify five (5) steps of an effective crisis management process.

10.13.4 The trainee will identify steps taken when emergency plans and procedures are initiated for the following situations:

   a. Escapes
   b. Fires
   c. Natural Disasters
   d. Power Failures
   e. Special Operations Group
INSTRUCTIONAL UNIT 10.14, HOSTAGE SURVIVAL

The trainee will understand the importance of time in a hostage situation and will possess the knowledge to act appropriately if taken hostage.

UNIT DESCRIPTION

This unit deals with hostage safety and survival, and provides information on time-delaying tactics and crisis intervention techniques.

PERFORMANCE OBJECTIVES

10.14.1 The trainee will identify the importance of time in a hostage situation.

10.14.2 The trainee will identify techniques designed to help ensure personal safety if taken hostage. (Critical)

10.14.3 The trainee will identify reasons why hostages are taken.

10.14.4 The trainee will identify the Department goal of a successful hostage resolution.
INSTRUCTIONAL UNIT 10.15, FIRE SAFETY

The trainee will understand the importance of reacting effectively to fires.

UNIT DESCRIPTION

This unit will discuss fire prevention, the different types of fires, and the types of fire extinguishers used on these fires. This unit will further discuss the proper way to utilize departmental Self Contained Breathing Apparatus, and the importance of respiratory protection.

PERFORMANCE OBJECTIVES

10.15.1 The trainee will identify five (5) components of fire prevention.
10.15.2 The trainee will identify seven (7) danger signs that indicate an area is unsafe to enter.
10.15.3 The trainee will identify five (5) different types of portable fire extinguishers, and the classifications of fires on which they are used.
10.15.4 The trainee will demonstrate the proper use of fire extinguishers.
10.15.5 The trainee will identify three (3) examples of respiratory protection.
10.15.6 The trainee will demonstrate the proper use of the Departmental Self Contained Breathing Apparatus (SCBA).
10.15.7 The trainee will identify three (3) general maintenance procedures for the Departmental Self Contained Breathing Apparatus (SCBA).
10.15.8 The trainee will identify Department policy and procedure regarding fire emergencies.
10.15.9 The trainee will identify the three (3) components of the fire triangle.
FUNCTIONAL AREA 11.0

INVESTIGATIONS
INSTRUCTIONAL UNIT 11.1, COURTROOM DE MEANOR

The trainee will know how to prepare and deliver courtroom testimony in such a manner as to promote professionalism in the administration of justice.

UNIT DESCRIPTION

This unit describes how a professional approach can increase the credibility of a Corrections Officer’s testimony in court. It identifies the value of proper courtroom demeanor and appearance, gives procedures to follow when preparing to testify, and explains the principles of effective testimony.

PERFORMANCE OBJECTIVES

11.1.1 The trainee will identify why proper and professional courtroom demeanor and appearance are important.

11.1.2 The trainee will identify steps to be taken by a Corrections Officer when preparing to give courtroom testimony.

11.1.3 The trainee will identify principles of effective testimony to minimally include:
   a. Honesty
   b. Brevity
   c. Clarity
   d. Objectivity
   e. Emotion

11.1.4 The trainee, given a simulated situation, will participate as a witness in a mock trial.
INSTRUCTIONAL UNIT 11.2, CONTRABAN AND EVIDENCE PROCESSING

The trainee will know what constitutes contraband as evidence and the process for proper identification and packaging of evidence.

UNIT DESCRIPTION

This unit presents information about the proper procedures for contraband seizures.

PERFORMANCE OBJECTIVES

11.2.1 The trainee will define the term contraband.

11.2.2 The trainee will identify procedures for handling contraband upon discovery.

11.2.3 The trainee will identify the process for proper identification and packaging of contraband and/or evidence.

11.2.4 The trainee will define “chain of custody” regarding evidence processing.
FUNCTIONAL AREA 12.0

PHYSICAL CONDITIONING
INSTRUCTIONAL UNIT 12.1, PHYSICAL FITNESS

The trainee will understand the physical problems that typically affect Corrections Officers. The trainee will be able to assess his/her own physical condition, understand the factors contributing to maintaining physical fitness, and will learn the skills necessary for developing a physical fitness program designed to prevent health problems. The trainee will also participate in the Police Training Commission Physical Conditioning Training Program.

UNIT DESCRIPTION

In this unit the common physical problems of Corrections Officers are identified. Programs for the prevention of these problems are given. The hazards of smoking and the use and abuse of alcohol are discussed. The importance of diet and physical activity will be stressed. Methods of self-evaluation of body fat and developing cardiovascular endurance will be presented and practiced. Trainees will learn the skills necessary to develop their own individualized program of activities to promote cardiovascular endurance, muscular strength and endurance, and flexibility. Trainees will participate in the Police Training Commission Physical Conditioning Training Program.

PERFORMANCE OBJECTIVES

12.1.1 The trainee will identify the primary factors contributing to health problems of Corrections Officers:
   a. Heart disease
   b. Low back injuries
   c. Gastrointestinal disorders

12.1.2 The trainee will identify the hazards of cigarette smoking. The hazards will minimally include the effects on the cardiovascular system and various types of cancer.

12.1.3 The trainee will identify the problems associated with the use and abuse of alcohol. The problems will minimally include:
   a. Addiction
   b. General psychological effects
   c. Effects of alcohol on the body

12.1.4 The trainee will identify a program directed at the prevention of heart problems. The program description will minimally include:
   a. Aerobic fitness
   b. Weight control and body composition
   c. Control of cholesterol levels
12.1.5 The trainee will identify key factors for the prevention of low back injury.

12.1.6 The trainee will identify measures to prevent gastrointestinal disorders, and describe how they can be practiced on the job.

12.1.7 The trainee will identify the general effects that the following basic food nutrients have on the body:
   a. Carbohydrates
   b. Fats
   c. Protein

12.1.8 The trainee will identify commonly eaten foods that are either high or low in:
   a. Calories
   b. Carbohydrates
   c. Fats (cholesterol)

12.1.9 The trainee will identify the components of a weight control program that will include:
   a. Diet
   b. Physical activity

12.1.10 The trainee will identify various methods of evaluating body fat level.

12.1.11 The trainee will identify a method for computing the target heart rate when performing aerobic activities.

12.1.12 The trainee will identify various components of an individualized physical fitness program. The program will include the following areas:
   a. Cardiovascular endurance
   b. Muscular strength and endurance
   c. Flexibility

12.1.13 The trainee will participate in the Police Training Commission Physical Conditioning Training Program as stipulated in the Physical Conditioning Training Program manual. The trainee will participate in activities that relate to:
   a. Flexibility
   b. Agility
   c. Balance
   d. Power
   e. Speed
   f. Muscular strength and endurance
   g. Cardiorespiratory endurance
FUNCTIONAL AREA 13.0

AGENCY TRAINING
INSTRUCTIONAL UNIT 13.1, AGENCY TRAINING

The trainee will apply the skills and information learned throughout the Basic Course for County Corrections Officers.

UNIT DESCRIPTION

This unit will provide information and training specific to the employing institution during the Agency Training period.

PERFORMANCE OBJECTIVES

13.1.1 The trainee will identify the goals of the institution.

13.1.2 The trainee will identify the organization of and chain-of-command at their respective institution.

13.1.3 The trainee will identify Departmental and institutional procedures for informing personnel of pertinent information to minimally include:
   a. Department rules and regulations
   b. Post orders
   c. Institutional policies
   d. Hot boards
   e. Other methods of information dissemination

13.1.4 The trainee will identify the physical plant layout of the employing institution.

13.1.5 The trainee will identify the purpose of a log book and reasons for properly formatting and recording information in a log book.

13.1.6 The trainee will identify the purpose of emergency phones and alarms.

13.1.7 The trainee will identify the institutional phone system and its proper use.

13.1.8 The trainee will demonstrate proper use of an institutional radio to minimally include applicable codes specific to the institution.

13.1.9 The trainee will identify purposes of video monitoring to minimally include:
   a. Movement of high risk inmates
   b. Visit program
   c. Institution and grounds security
13.1.10 The trainee will identify duties to be performed by a Corrections Officer at a given area, and explain the importance of these duties in order to maintain institutional security. These duties will pertain to:
   a. Post orders
   b. Policy and procedure

13.1.11 The trainee will identify post orders and assignments specific to the institutional visit program and inmate special activities.

13.1.12 The trainee will identify steps in the testing procedure for inmate urine specimens.

13.1.13 The trainee, given simulated situations, will conduct the following types of searches of an inmate safely and effectively:
   a. Visual/cursory
   b. Pat frisk
   c. Strip search

13.1.14 The trainee will identify institutional policy regarding handcuffing to minimally include:
   a. Inmates
   b. Special and medical cases

13.1.15 The trainee will demonstrate proper use of contraband detection equipment to minimally include:
   a. X-ray machine
   b. Metal detector
   c. Handheld detection equipment

13.1.16 The trainee will identify his/her role in an institutional emergency response plan for situations to minimally include:
   a. Major and/or minor disturbances
   b. Escapes
   c. Hostage situations
   d. Fire
   e. Natural disasters

13.1.17 The trainee will identify steps taken when an escape/escape attempt is detected, or a code is broadcast.
13.1.18 The trainee will identify duties or post orders for an assigned area to minimally include:
   a. Housing unit
   b. Recreation area
   c. Education area
   d. Food service
   e. Towers

13.1.19 The trainee, under supervision, will perform the duties of an assigned post satisfactorily.