



OFFICIAL TRANSCRIPT

This will verify that Steven M. Kelley, PRIVATE ID REDACTED
satisfactorily completed the Correction Of
Program sponsored by the Department of Correctional Services.

Program Dates: November 15, 1982 - December 31, 1982
Albany Academy (Session 82-74)

Length of Program Six Weeks

A handwritten signature in black ink, appearing to read "James [unclear]".

Authorized Signature



STATE OF NEW YORK
DEPARTMENT OF CORRECTIONAL SERVICES
THE STATE OFFICE BUILDING CAMPUS
ALBANY, N.Y. 12225

Six Weeks
6/2/82

THOMAS A. COUGHLIN III
COMMISSIONER

WILLIAM S. COLEMAN
DEPUTY COMMISSIONER
ADMINISTRATIVE SERVICES

TO: Whom It May Concern
FROM: Director, Department of Correctional Services Training Academy
RE: Correction Officer Trainee Steven M. Kelley
DATE: From 11/15/82 To 12/31/82 Session 82-74

PRIVATE ID REDACTED

During initial Academy training, the above named trainee received the following hours of training. Subject areas 1-6 were each followed by one or more written examinations and reviews as indicated:

	HOURS PRESCRIBED	HOURS RECEIVED
1. <u>EMERGENCY RESPONSE SKILLS</u> (Fire & Safety/First Aid Exam & Rev. - 2 Hours) Daily Fire Inspection Report Orientation Fire and Safety Procedures Intro. to Physical Training & Self Defense Unarmed Defensive Tactics (Exam & Review) First Aid Multi-Media (Exam) Physical Training (Four Hours Per Week)	<u>1</u> <u>3</u> <u>1</u> <u>21</u> <u>9</u> <u>19</u>	<u>1</u> <u>3</u> <u>1</u> <u>21</u> <u>9</u>
2. <u>COMMUNICATION AND SUPERVISION TECHNIQUES</u> (Comprehensive Exam & Review - 2 Hours) Attitudes in Supervision Decision Making Process Interpersonal Communication Skills Introduction to Human Relations Objective Observation Stress Simulation Exercises (Variable)	<u>3</u> <u>3</u> <u>16</u> <u>2</u> <u>2</u> <u>1</u>	<u>3</u> <u>3</u> <u>12</u> <u>2</u> <u>2</u> <u>2</u>
3. <u>LEGALS AND RIGHTS AND RESPONSIBILITIES</u> (Comprehensive Exam & Review - 2 Hours) <u>LEGALS</u> Accusatory Instruments Assault and Homicide Burglary and Arson Court Procedure and Structure Ethics and Law Enforcement Eyewitness and Rules of Evidence Interrogation, Statement and Confessions Laws of Arrest	<u>1</u> <u>1</u> <u>1</u> <u>1</u> <u>1</u> <u>1</u> <u>1</u> <u>1</u> <u>1</u>	<u>1</u> <u>1</u> <u>1</u> <u>1</u> <u>1</u> <u>1</u> <u>1</u> <u>1</u> <u>1</u>

	<u>HOURS PRESCRIBED</u>	<u>HOURS RECEIVED</u>
<u>LEGALS (Continued)</u>		
Public Officers Law (Indemnification)	1	-
Powers of Peace Officer	1	1
Preliminary Investigation	1	1
Preservation of Evidence	2	2
Robbery and Escape	2	2
Search and Seizure (Miranda)	1	1
Sex Offenses and Kidnapping	1	1
Testifying in Court	1	1
Use of Force	3	4
<u>RIGHTS AND RESPONSIBILITIES OF CORRECTION OFFICER</u>		
Attendance Rules	3	3
Chapters V & VI (Exam & Review)	9	9
Department Objectives and Goals	1	1
Employee Rules - Employee Manual (Exam & Review)	6	6
Inmate Rules and Regulations	1	1
Legal Responsibilities of Correction Officers	4	4
Mechanics of Inmate Disciplinary Procedures	2	2
4. <u>FIREARMS AND CHEMICAL AGENTS</u>		
Firearms-Departmental Policies	4	4
Firearms-Range (Exam & Review)	21½	37½
Chemical Agents (Exam & Review)	9½	8½
5. <u>SECURITY PROCEDURES</u>		
(Comprehensive Exam & Review - 2 Hours)		
Cell Frisking Exercise	2	2
Contraband & Frisking Procedures	4	4
Counting Inmates	3	3
Drug Awareness (Exam & Review)	7	7
Facility Communication Systems	2	2
Facility Security Posts	3	3
Facility Tour - Great Meadow	7	7
Facility Tour Debriefing	1	-
Graft and Bribery Recognition	2	2
Inmate Packing Procedures	2	2
Receiving Inmates	1	1
Recognizing Abnormal Inmate Behavior	3	3
Supervision of Food Service Areas	2	2
Supervision of General Housing	4	4
Tool and Key Control	2	2
Transportation of Inmates	4	4
Types of Facilities	1	-
Visiting and Package Room Procedures	3	3
Visiting Room Role Playing Exercise	2	2
Other		
6. <u>WRITTEN COMMUNICATIONS</u>		
Notetaking	1	1
Report Writing	14	12

7. <u>CONCEPTS AND ISSUES IN CORRECTIONS</u>	<u>HOURS</u>	<u>HOURS</u>
<u>Academy Orientation and Processing (Pre-Test)</u>	<u>PRESCRIBED</u>	<u>RECEIVED</u>
Affirmative Action	<u>17</u>	<u>17</u>
CERT	<u>1</u>	<u>1</u>
Crisis Intervention Overview	<u>1</u>	<u>-</u>
EAP	<u>1</u>	<u>-</u>
Facility Operations	<u>1</u>	<u>-</u>
Higher Education	<u>1</u>	<u>-</u>
Mental Hygiene Satellite Program	<u>2</u>	<u>-</u>
On-The-Job Training Briefing	<u>1</u>	<u>1</u>
Overview of Criminal Justice System	<u>2</u>	<u>2</u>
Program Services	<u>1</u>	<u>-</u>
Service Unit	<u>1</u>	<u>-</u>
Time & Attendance - Personnel	<u>1</u>	<u>-</u>
Assignment & Reassignment	<u>1</u>	<u>1</u>

Trainees will receive six weeks of On-The-Job Training following the Academy training, under the direction of the Training Lieutenant at their assigned facilities.

07-182 - Six Weeks

Harry D. Kutt
Sergeant - Specialized Training

State of New York
Department of Correctional Services
Training Academy
1134 New Scotland Road
Box 8660
Albany, New York 12208

COURSE CATALOG

CORRECTION OFFICER RECRUIT TRAINING PROGRAM

Prepared by: John Burns, Assistant Director of Training
Arthur Sheets, Recruit Training Lieutenant
Peter Nardiello, Associate Training Technician
December 1986

Revised by: Peter Nardiello, Associate Training Technician
Arthur Mulligan, Recruit Training Sergeant
June 1989

Revised by: David Mosher, Associate Training Technician
January 1993

Revised by: Timothy Votraw, Correction Officer
July 1994

Revised by: William Phillips, Captain
July 1995

Revised by: Lewis Bloom, Recruit Training Sergeant
Gary Cooper, Correction Officer
July 1996

Revised by: Lewis Bloom, Recruit Training Sergeant
Gary Cooper, Correction Officer
April 1997

NOTE: Courses are listed alphabetically by module.

This catalog remains subject to periodic revision.

* Designates courses mandated by the New York State Municipal Police Training Council (MPTC).

** Designates courses which are included in the sequence of communication skills.

With the exception of Module #4, each Module contains time allocated as "Academy At Work", "Academy Duty", Drill and/or Physical Training.

Academy At Work:

A seminar setting for the clearing of any unanswered or unaddressed issues. This weekly evaluation of goals provides staff, recruits and administration with means and opportunity to correct real or perceived program deficiencies.

Academy Duty:

Formal and informal assignments are necessary to the successful operation of a paramilitary, residential training program. Flag ceremonies, perimeter patrols, room cleaning, hygiene inspections, etc. are assigned throughout the various Modules.

Drill:

Paramilitary discipline requires an understanding and some performance of Military Style Formations, Inspections, and Parade. Time allocated to any/all of these functions is recorded as Drill.

Physical Training:

A progressive exercise program designed to build strength, endurance, flexibility, agility and cardiovascular fitness.

Exam/Exam Review:

Each Module contains a written examination of the material presented during that week. The exam is followed by a review of the material tested with the opportunity for questions from the recruits.

Module 1

1. Academy Goals: Self explanatory. (2 Hours)
2. Academy Rules: An overview of the rules and regulations governing recruit conduct during the seven-week training program. (1 Hour)
3. Council 82: A presentation by representatives of the security bargaining unit. (1 Hour)
4. Counting Inmates: Explains the procedures for completing an accurate count in a variety of situations. Includes rationale, types of counts and common difficulties. (3 Hours)
5. Cultural Awareness: A discussion of various cultural and religious groups confined with the New York State Correction System. (3 Hours)
6. Department Forms: Explanation of forms used in the Department. (1 Hour)
7. Director/Orientation: An administrative welcome and review of expectations and opportunities in a corrections career. (1 Hour)
8. Explain Physical Performance Test: An in-depth explanation of the background and function of the physical performance test. (1 Hour)
9. Facility Tour: Familiarizes recruits with a correctional facility setting including functions and operations. (5 Hours)
10. Fire & Safety Orientation: Examines the proper procedures for reporting a fire, evacuation procedures, and the daily fire inspection routines as they apply to the Training Academy. (1 Hour)
11. Health Services: Informational session given by Health Services pertaining to the definition of, symptoms of, and precautions for Tuberculosis and Hepatitis B. Recruits are also screened for TB and afforded the opportunity to receive the Hepatitis B series of shots. (4 Hours)
12. Note Taking: A class in taking classroom "field" notes. (1 Hour)
13. Personnel: Representatives from D.O.C.S. Personnel Office supervise the completion of individual files as required. (3 Hours)
14. Physical Training: Self explanatory. (2 Hours)
15. Religious Programs, Inmate Organizations and Unauthorized Groups: An overview and discussion of major religious organizations and inmate subgroups and their impact on the correctional system. (3 Hours)
16. Tour Debriefing: A discussion of the day tour of a correctional facility. (1 Hour)

17. Trial Run Physical Performance Test: Self explanatory. (1 Hour)
18. Uniform & ID Issue: Self explanatory. (1 Hour)
19. *Use of Force I: A comprehensive course dealing with the responsibilities of correction officers in the use of physical and/or deadly physical force as governed by Departmental policy, penal law, criminal procedure law and the employees' manual. (4 Hours)
20. Inmate Grievance Resolution Committee: Helps resolve inmate to staff problems. (1 Hour)

Module #2

1. Academy Duty: See page two for description. (2 Hours)
2. Attendance Rules: Department and State attendance rules concerning sick leave, holidays, personal leave, vacation credits, basic work week, pre-shift briefing, tardiness, lag payroll, jury duty, AWOL, workers' compensation and military duty. Discussion of the Time Abuse Control Unit and control guidelines. (2 Hours)
3. Department Policy & Procedures for Security Areas: Identifies security areas in a facility and explains the importance of vital functions within the facility. Describes the tasks of officers in a correctional facility relating specifically to security areas. (2 Hours)
4. Drill: See page two for description. (1 Hour)
5. Inmate Packing Procedures: A course designed to illustrate the proper procedures for preparing inmates and their personal property for transfer. Emphasized procedures to reduce inmate complaints and property claims. (3 Hours)
6. Physical Training: See page two for description. (5 Hours)
7. *Report Writing: Extensive instruction in writing accurate reports
**including practical experience in completion of memoranda, misbehavior reports, various referral forms, etc. (10 Hours)
8. Report Writing Role Play: Subjects appropriate to courses presented in this Module are recreated in a role play situation. (1 Hour)
9. Standards of Inmate Behavior: An overview of the rules and regulations which govern inmate conduct. Explains the use of the Standards of Inmate Behavior and lists the categories of disposition utilized to handle inmate misbehavior. (2 Hours)
10. Tool and Key Control: Basic security procedures in handling keys, tools, equipment, and supplies and the necessity for their control. (3 Hours)

11. Transportation of Inmates: Explanation of the procedures for transporting inmates and a demonstration of the proper use of restraint equipment. (7 Hours)
12. Facility Communication System: Presentation covers facility communications including types of radios, personal alarms, security locks, telephone equipment, proper radio language, tone of voice and related security measures. (2 Hours)

Module #3

1. Academy Duty: See page two for description. (2 Hours)
2. *Chapter V: An explanation of the inmate disciplinary system; cites the statutory authority of the correction officer pertaining to inmate misbehavior, due process requirements, and misbehavior reports. (3 1/2 Hours)
3. *Chapter VI: A presentation of the standards used for isolation of protective custody and disciplinary cases, authorization and designation of these units. (3 1/2 Hours)
4. *Chemical Agents: An introduction to the use of chemical agents and an explanation of the history, effects, toxicity, and decontamination procedures of chemical agents. A demonstration of the approved equipment and methods of delivery. (11 Hours)
5. **Correctional Dynamics: Introduction to the basics of interpersonal communications including body positioning, posture, observation, and listening; extensive use of practice and role play situations. (6 Hours)
6. Diversity Management: A discussion of the Departmental Affirmative Action Plan focusing on human rights and discrimination cases; includes a brief history of Affirmative Action. (1 Hour)
7. Drill: See page two for description. (1 Hour)
8. Employees Manual: Explains the rules and regulations which govern terms and conditions of employment, performance of duties, and conduct on and off duty. (2 Hours)
9. Fire & Safety Procedures: Discussion of the causes of fires and accidents in correctional facilities. (4 Hours)
10. Leadership and Motivation Theories: An introduction to supervisory attitudes as applied to inmate situations. (1 Hours)
11. Physical Training: See page two for description. (4 Hours)
12. Sexual Harassment: Presented by the D.O.C.S. "Affirmative Action" staff, the program strives to eliminate harassment through understanding and sensitivity. (1 Hour)

Module #4

1. *Department Policy Regarding Firearms: An overview of Departmental policy regarding peace officer status including off-duty responsibilities, weapons requalification procedures, standard range safety techniques, and nomenclature of the Department revolver, rifle and shotgun. (1 Hour)
2. General Information Safety, Rules and Regulations: The safe handling of firearms as presented in regulations and in practice. (2 Hours)
3. *Firearms/Range: Application of the basic fundamentals of shooting under the supervision of certified range instructors. Qualification with the Department revolver and familiarization with the rifle and shotgun. (29 Hours)
4. Penal Law 265/400: The authorization of a Peace Officer to take possession of weapons. (1 Hour)
5. Physical Training: See page two for description. (5 Hours)
6. Use of Force II: Detailed instruction in the definition and application of the use of force and deadly physical force as defined by law and policy. (2 Hours)

Module #5

1. AIDS Seminar: Discussion of epidemiology, diagnosis, care, treatment and psychosocial issues. (1 Hour)
2. Academy Duty: See page two for description. (2 Hours)
3. *Accusatory Instruments: Definition and explanation of the basic types of accusatory instruments. (1 Hour)
4. *Civil Law: Definition of the terms "civil law" and "tort"; four elements of the tort claim; consideration of the types of torts to be examined when considering civil liability. (1 Hour)
5. *Constitutional Law: A brief history and explanation of constitutional law and a review of the three branches of the Federal Government, their primary functions, and the Bill of Rights. (1 Hour)
6. *Court Structure and Procedures: Discussion of the New York State court system, including the functions of the grand jury. (1 Hour)
7. Decision Making Techniques: The examination of the steps used by Department personnel in making decisions. (3 Hours)
8. *D.O.C.S. Legal Issues Seminar: A brief review of the key elements of each of the legal courses. (1 Hour)

9. *Ethics, Graft and Bribery: Definition of the term "ethics"; analysis of the 11 articles of the code of police ethics; explanation of and distinction between graft and bribery; discussion of how correction officers can avoid compromise by inmate manipulation. (2 Hours)
10. *Eye Witness & Rules of Evidence: Definition of the term "evidence"; discussion of the three types of evidence; examination of "U.S. vs. Wade". (1 Hour)
11. First Aid/CPR: The American Red Cross Standard First Aid course which integrates adult cardiopulmonary resuscitation (CPR) with other first aid topics. Emphasis is on relating first aid the participants; lives and work situations. (8 Hours)
12. *Indemnification: An overview of Section 17 of the Public Officer Law with attention to civil law, criminal law and negligence. (1 Hour)
13. *Interrogations & Statements: Definition and discussion of three methods of obtaining evidence used by law enforcement agencies. (1 Hour)
14. *Introduction to Penal Law: Examination of the general purposes of the New York State Penal Law; discussion of strict liability, criminal liability and the basic application of New York State sentencing procedures. (1 Hour)
15. *Laws of Arrest: Examination of the concept of laws of arrest and the differences between detaining and arresting; definition of probable cause. (1 Hour)
16. *Penal Law II and Related Offenses: This course incorporates the legal definition, elements and degrees of arson, assault, burglary, escape, homicide, kidnapping, robbery and sex offenses. (4 Hours)
17. *Physical Evidence: An in-depth look at proper procedures for identifying, securing, protecting and preserving potential evidence at a crime scene. (1 Hour)
18. Physical Training: See page two for description. (5 Hours)
19. *Powers of a Peace Officer: A course designed to explain the generalized powers of a peace officer, as well as those specialized powers of correction officers. (1 Hour)
20. *Preliminary Investigation: A definition and discussion of preliminary investigations; identification of the essential elements of a crime; explanation of how evidence gathered will contribute to the successful completion of an investigation. (1 Hour)
21. *Search and Seizure: Examination of court rulings and procedures dealing with search and seizure of evidence. (1 Hour)

22. *Testifying in Court: A course designed to prepare correction officers to testify in legal proceedings. (1 Hour)

Module #6

1. Academy Duty: See page two for description. (2 Hours)
2. **Attitudes in Supervision: A course in effective supervision of inmates; discussion of how officers and inmates view themselves, each other, their roles and the system. (2 Hours)
3. Cell Frisk Role Play: Subjects appropriate to courses presented in this module are re-enacted in a "hands-on" situation using a mock cell. (3 Hours)
4. Contraband and Frisk: A primer in the techniques of search and seizure for contraband. (4 Hours)
5. Defensive Tactics: A course in unarmed self-defense and use of the baton designed to instill confidence and teach self-protection and technique for controlling inmates. (15 Hours)
6. Female Offenders: Program relating directly to the special relationships relating to the incarceration of female felons in state correctional facilities. (1 Hour)
7. Labor Relations: An overview of the functions, duties, and responsibilities of the Department's Bureau of Labor Relations. (2 Hours)
8. *Legal Authority and Responsibility of C.O.'s: Discussion of legal responsibilities of correction officers with particular emphasis on issues most commonly litigated by inmates. (2 Hours)
9. Physical Training: See page two for description. (3 Hours)
10. Receiving Inmates: Discussion of procedures for receiving, classifying, processing, and orientating inmates new to the correction setting. (1 Hours)
11. Visiting Room Procedures: A course designed to familiarize recruits with the rules, regulations, and appropriate security measures necessary for the operation of visiting and package rooms. (3 Hours)
12. Visiting Room Role Play: Role plays of a variety of situations that might occur in a visiting room. (1 Hour)

Module #7

1. Academy Duty: See page two for description. (2 Hours)
2. Assignment/Reassignment: An explanation of policies and procedures concerning assignment and reassignment of correction officers. (1 Hour)
3. Baton: Instruction in the technique and policies relating to the Department baton. (4 Hours)
4. C.E.R.T./C.I.U.: An overview of these two special units operating within the Department. (1 Hour)
5. Comprehensive Examination: A final test which covers all testable material taught during the seven weeks of training. (3 Hours)
6. Drug Awareness: An overview of abused drugs, their forms, uses and effects. Discussion of the introduction of drugs and other contraband. Description of the Becton Dickinson Narcotics Identification Kit and Syva Emit tests. (3 Hours)
7. Evaluations: Each recruit generates input to future classes by evaluating their own experiences at the Academy just prior to graduating. (1 Hour)
8. Graduation: Self explanatory. (1 Hour)
9. Health Services - Hepatitis B Part II: Second of three shots in Hepatitis B series. (2 Hours)
10. *MPTC/DOCS Legal Seminar: A brief review of the key elements of each of the legal courses. (1 Hour)
11. **Objective Observation: Describes how individuals perceive each other; how personal feelings and prejudices affect the observation. (2 Hours)
12. OJT Briefing (On the Job Training Briefing): Course designed to prepare recruits for reporting to OJT assignments. (1 Hour)
13. *Overview of Criminal Justice System: Presentation of the process that an offender goes through before being committed to a correctional facility. (2 Hours)
14. Physical Performance Test: A test consisting of seven job-related physical tasks that must be completed in a prescribed time. (2 Hours)
15. Program Services: A brief overview of the programs provided by education, ministerial services, volunteer services and vocational education. (2 Hours)

16. *Recognizing Abnormal Behavior: A course designed to enable correction officers to identify inmates with emotional problems; emphasis on potential suicide, alcohol abuse, and special programs available for referral. (3 Hours)
17. Stress II: A discussion of the general classes of hostage takers; suggested guidelines for surviving a capture experience; an explanation of the "Stockholm Syndrome." Also includes a historical overview of Crisis Intervention and Correctional Emergency Response Teams as well as qualifications for and duties of team members. (2 Hours)
18. Supervision of General Housing: Describes the overall operation of general housing by explaining the tasks of correction officers assigned to specific areas. (3 Hours)

On the Job Training (OJT): A comprehensive four-week program which enables correction officer trainees to work as apprentices with experienced officers in a variety of mandated assignments.