

### **Notes from the Executive Director**

The "light at the end of the tunnel" is now in view, and the view is 2002 for completion of the new Public Safety Education and Training Center. Governor Parris N. Glendening has announced a commitment to supplying \$16 Million of supplemental funding for construction of the new Center according to a four year completion plan now being developed.

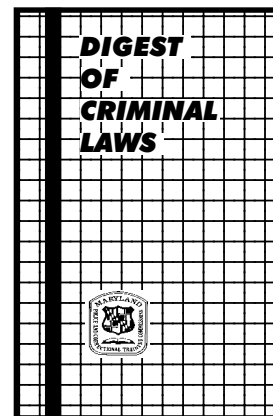
As trustees of this project, and on behalf of all the organizations, professional associations and individuals who have worked so hard to make this project a success, the Police and Correctional Training Commissions sincerely thank the Governor for his support of this extremely important project.

#### **Inside ....**

CERTIFICATION NEWS .....	3
DIGEST OF CRIMINAL LAWS ORDER FORM.....	3
EDI UPDATE.....	4
TRAINING TIPS AND TECHNIQUES.....	4
CORRECTIONAL OFFICER RECRUITING FILMS.....	5
MCCPI UPDATE.....	7
GANG TRAINING ANNOUNCEMENT.....	8
MARYLAND TRAINING SCHEDULE.....	9
APPROVED TRAINING.....	11
WHAT'S NEW AT THE RESOURCE CENTER.....	14

The Public Safety Education and Training Center will provide critically needed training resources for law enforcement and correctional agencies throughout Maryland. Support for the Training Center in addition to the HotSpots Initiative and many other anti-crime measures demonstrates the Governor's and Lt. Governor's ongoing commitment to the public safety community and the reduction of crime and violence in Maryland.

## **Now Available**



1998

### **Digest of Criminal Laws**

Copies of the 1998 Digest of Criminal Laws are now available. The price is \$2.00 per copy. Please use the order form on page 3.

For questions, contact Debbie Kelly at (410) 203-1000.

# MARYLAND POLICE AND CORRECTIONAL TRAINING COMMISSIONS

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## TRAINING NOTES

*TRAINING NOTES is published bimonthly by the Maryland Police and Correctional Training Commissions and is distributed to all law enforcement and correctional units in the state. Single copies are available by special request. Please include first class postage.*



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Training Notes is available online at  
<http://www.dpccs.state.md.us/pct/train/>

**POLICE AND CORRECTIONAL  
CERTIFICATION NEWS**

*by: Christine Melville, Certification Officer*

**Notice of Personnel Action  
Form (DPSCS-PCTC-3)**

Regulation. 02C(2) of both Commissions' General Regulations require changes in the employment status of mandated personnel to be reported "in a format prescribed by, or on a form supplied by, the Commission within 30 days of the change".

Earlier this year, the Commissions' staff distributed the Notice of Personnel Action to all law enforcement and correctional agencies to use to report changes in employment status of their mandated employees. Agencies' compliance with the regulation and use of the form will greatly expedite the updating of their records in our computer system.

Please also note that when you send in the form, you do not need to forward a cover letter, memorandum or other internal agency forms unless the officer "was under criminal or administrative investigation, indictment, formal charges, suspension, or similar action at the time of the separation from employment or transfer to non-officer status" (Reg. .02C(3)). In the case of a criminal conviction for "a felony, or of a misdemeanor punishable by imprisonment for one year or more," the information should accompany the Notice of Personnel Action form.

Please contact the Certification Unit if you need additional forms and we will be glad to send them. You may make copies of the form for future use. Directions for completing the Notice of Personnel Action form are on the reverse side of the form.

1998

**Digest of Criminal Laws**

Copies of the 1998 Digest of Criminal Laws are now available. The price is \$2.00 per copy. Please use the form below to place your order, and be sure to include a check, money order, or purchase order (no cash please!)

For questions, contact Debbie Kelly at (410) 203-1000.

**1998 DIGEST OF CRIMINAL LAWS ORDER FORM**

Ship to: \_\_\_\_\_  
(Agency or organization name)

Attn: \_\_\_\_\_

(Street address) \_\_\_\_\_  
(City, State, Zipcode)

Contact Name: \_\_\_\_\_

Phone#: \_\_\_\_\_

Fax#: \_\_\_\_\_

Number of books ordered @ \$2.00 each

Amount enclosed \$ \_\_\_\_\_  
[Make checks and money orders out to: MPCTC]

Method of payment (please indicate):

Check  Money Order  Purchase Order (attached)

Please indicate  Pickup  Delivery\*  
\* For orders over 300 copies, please make arrangements to pick up your order.

Mail form and payment to:

Maryland Police & Correctional  
Training Commissions  
Attn: Debbie Kelly  
3085 Hernwood Road  
Woodstock, MD 21163-1099

# EXECUTIVE DEVELOPMENT INSTITUTE UPDATE

by: Theresa Satterfield, Administrator

## LEADERSHIP CHALLENGE VIII

Leadership Challenge VIII began on September 9, 1998. In this program, there are 25 participants who represent 14 different agencies. For the first time, the Department of Juvenile Justice will be participating.

## EXECUTIVE SEMINARS

A three day Leadership School will be held September 16 through 18, 1998 in Annapolis. The program was filled within two weeks of the notices being sent out. Due to the overwhelming response received, plans are in the works for an additional program to be held in November, 1998 on the Eastern Shore. We will attempt to provide 4 classes around the State in 1999.

The Group Facilitation Skills Program held in Frederick, MD July 20 through 22, was well received. This program was presented as a result of a partnership with the National Institute of Corrections Academy, Pennsylvania, Delaware and Maryland.

The Public and Media Relations Program, held August 24 through 28, was very informative. Maryland and the above states, again partnered with the National Institute of Corrections Academy to provide this training.

## MID MANAGEMENT PROGRAMS

The Correctional Mid Management Programs are being scheduled. As soon as the dates and locations are confirmed, registration information will be sent out. A similar program for Law Enforcement is in the works.

## EXECUTIVE OFFICER PROGRAMS

Dates for the nine day, 1999 Law Enforcement Executive Officer Program are tentatively set for April 11 through 13, 18 through 20, and 25 through 27, 1999. The six day, Correctional Executive Officer Program dates are tentatively set for May 16 through 18 and 23 through 25. More information will be forthcoming.

# TRAINING TIPS AND TECHNIQUES

When it comes time to identify "core competencies" for desirable training outcomes, would you know how to differentiate between a "core competency", a skill, and a personal trait? Understanding the differences can be very important when you are preparing training curricula.

Take a few minutes to complete the following quiz to see if you can correctly identify the appropriate descriptors. Match each word below with its corresponding descriptor, as in "c" for competency, "s" for a skill, and "t" for a personal trait. Then look on page 6 for the answer key. No peeking!

C = competency    S = skill	
T = personal trait	
1. Decisiveness	_____
2. Initiative	_____
3. Time management	_____
4. Counseling	_____
5. Listening	_____
6. Self-esteem	_____
7. Interviewing	_____
8. Problem-solving	_____
9. Negotiation	_____

If you failed to match all the words correctly with their descriptors, you are not alone. According to Scott Parry in the June 1998 issue of Training, core competencies underlie most skills. While skills are situational and specific, dealing with behavior needed in specific situations, core competencies are generic and universal, and are applicable in many situations. Both can be taught and learned. Personal traits and characteristics are formed early in life and tend to resist change. They are behaviors which are learned or even inherited, but not taught. They generally are not altered by training.

Why is it important to differentiate between personal traits and competencies and skills? So that you can concentrate on developing those aspects of the individual which are most responsive to training. By recognizing and teaching the underlying competencies, the trainer can give the learner a greater depth of understanding, helping her or him to better remember and apply new skills.

**Special Feature**

**CORRECTIONAL  
OFFICER  
RECRUITING FILMS**

The Criminal Justice Resource Center has begun a Special Collection of videotapes from other states which are used as recruiting films for Correctional Officers. Many of the tapes have been featured in the American Correctional Association's annual Film Festival and have been provided free of charge by the producing agencies. We are very grateful for their generosity.

The purpose of our Special Collection is to provide reference material in regard to video content and production values for Maryland correctional agencies wishing to put together their own recruiting programs. These programs from other states may help you in deciding what to include in your own recruiting program.

In addition, we have acquired other corrections-related videotapes which may be of special interest or training value to Resource Center users. While we are happy to lend Maryland agencies our training resources such as videotapes, we would like to remind our users that most items are copyrighted and may not be copied. The Criminal Justice Resource Center staff appreciates your cooperation in this matter.

**RECRUITING FILMS**

**Arizona Department of Corrections Public Information Agency**

"The Corrections Report II--Correctional Officers" (1997) VHS, 27:00, Color

Narrator Mike Arra discusses Arizona's basic hiring and training standards for Correctional Officers, as well as job characteristics and importance of the role of CO's in the state. Action scenes cover such topics as transporting inmates, dealing with violent inmates, conducting searches for inmate weapons, cross gender supervision, use of tactical support units called "Ninja Warriors" for their camouflage dress and special tactics for quelling riots.

**Arizona Department of Corrections Public Service Announcement**

"Rise to the Challenge" (1997) VHS, 10 sec., 20 sec., and 30 sec. spot announcements, Color

Shows why people decide to become correctional officers, with the hope that viewers will identify with those reasons. Uses music, action scenes, and assorted narrators to drive home the important points. Both the 10 second and 20 second film clips are excerpted from the 30 second public service announcement.

**Florida Department of Corrections**

"Under the Watchful Eye" (1998) VHS, 27:00, Color

Although not strictly a recruiting film, this program uses music, action, narration, and interviews with Correctional Probation Officers to broaden the general public's understanding of the important role Florida's Correctional Probation officers have in public safety.

**Florida Department of Corrections**

"Keeping Florida Safe: Career Opportunities As A Correctional Officer in the Florida Department of Corrections" (1996) VHS, 14:00, Color

Geared toward adults and using background music and narration, this program discusses the hiring and training standards for individuals to become certified Correctional Officers, as well as different aspects of the job itself. While it honestly points out some of the more negative parts of the job, it explains the benefits as well, including pay, promotion and educational opportunities.

**Florida Department of Corrections**

"Career Opportunities in the Florida Department of Corrections" (1994) VHS, 19:00, Color

Targeting the recent high school graduate who is pondering what to do with his or her life, this upbeat program highlights different career tracks within the Florida Department of Corrections. Some but not all the career tracks shown include Correctional Officer, Parole and Probation Agent, medical services, construction administration, clerical, MIS computer services, recreation and education for inmates, staff development and training, and many others. These possibilities are presented in a series of amusing "then and now" portraits of career officers and staff members, along with background music, action scenes, and narration.

**Manatee County (Florida) Sheriff's Office**

"Recruiting Video" VHS, 14:00, Color

Though perhaps somewhat guilty of "shameless self promotion", this flashy production from the Manatee County Sheriff's Office has been featured on several national news programs including "60 Minutes". Using lively music, action scenes, and narration, this program features the great variety of services provided by the Sheriff's Office including a boot camp for juveniles; work farm for adult inmates; child protection investigative unit; DARE and GREAT programs; a Police Athletic League; canine, diving, aviation, and bomb units; SWAT and TAC teams; drug task force, and many others. The program concludes with information about employment opportunities within the Sheriff's Office.

**Virginia Department of Corrections/Academy for Staff Development**

"Recruitment Video" (1994) VHS, 12:00, Color

Using narration and personal interviews with Corrections staff, this program presents reasons why a career with the Virginia Department of Corrections can be very challenging and also rewarding. It also includes a frank discussion of some of the less positive aspects of such work. A variety of interesting jobs within the DOC are featured which may appeal to viewers.

**MISCELLANEOUS CORRECTIONS VIDEOS**

**Manatee County (Florida) Sheriff's Office**

"New Attitude" (1997) VHS, 3:45, Color

Using colorful scenes and music with an important message but no spoken words, this video presents a very upbeat look at life in a juvenile boot camp. It is intended to encourage youthful offenders to make the most of their time and work at the boot camp.

**Colorado Department of Corrections Training Academy**

"May I Help You?" (1997) VHS, 12:00, Color

In response to an executive training order from the Governor, all state government agencies were required to provide employees with training regarding customer service and helping to ensure citizen satisfaction. Although specific to corrections in Colorado, this program presents a good overview of who the customers are and ways that a correctional agency and its employees can provide good customer service. An interesting and thought-provoking program.

**Walla Walla Community College/Washington State Penitentiary**

"Drying Our Tears" (1998)

VHS, 29:00, Color

Produced by Native American student inmates at the Washington State Penitentiary, this program's theme is the healing process that is necessary within each man inside "the walls" for the preservation of Mother Earth. Beautifully photographed with images of nature, old photographs, film clips, and Native American dances and songs, with narration and haunting flute melodies, "Drying Our Tears" pits Native American mysticism against modern urban realities for the redemption of offenders from all cultures. A good study in cultural diversity.

**Virginia Department of Juvenile Justice**

"Safety for the Court Service Unit Worker" VHS,

25:00, Color

This program uses narration, background music, and interviews with individual Court Service workers to present some important crime prevention tips. Such tips cover the office work area, parking lots, and community areas where probation officers must visit clients. This program is primarily aimed at probation officers, with an emphasis on avoiding or preventing workplace violence. The prevention strategies presented are appropriate to all probation officers and other court service workers everywhere.

**TRAINING TIPS  
AND TECHNIQUES  
ANSWER KEY**

C = competency    S = skill  
T = personal trait

1. Decisiveness	T	
2. Initiative	T	
3. Time management	C	
4. Counseling	S	
5. Listening	C	
6. Self-esteem	T	
7. Interviewing	S	
8. Problem-solving	C	
9. Negotiation	S	

**MARYLAND COMMUNITY CRIME  
PREVENTION INSTITUTE  
(MCCPI) UPDATE**

*by: Patricia Sill, Administrator*

**National Crime Prevention Month:**

October, 1998 has been established as National Crime Prevention Month by the Crime Prevention Coalition of America, a group of 117 federal and state agencies, state crime prevention organizations, and national associations representing millions of Americans joined together to reduce crime and fear of crime. This year's theme is "The Power of Prevention: Invest In It."

In recognition of Crime Prevention Month, the Police and Correctional Training Commissions, the Maryland Community Crime Prevention Institute, and the Maryland Crime Prevention Association are encouraging state and local law enforcement to participate with interested citizens in special crime prevention activities throughout October. To aid in this effort, a Crime Prevention Kit has been developed by the National Crime Prevention Council and has been mailed by MCCPI to law enforcement agencies statewide. The kit includes resource information, examples of successful prevention partnerships, a sample proclamation and press release, tips on working with the media, etc. It also includes camera-ready crime, drug, and violence prevention materials.

Single free copies of the kit are currently available from MCCPI. To request a kit from MCCPI, call the Institute at 800-303-8802 or (410) 203-1006 or fax your request to (410) 465-3764.

**New Crime Prevention Brochure Available:**

MCCPI has recently published a new crime prevention brochure, "What You Should Know About Commercial Armed Robbery." This covers what one should do before, during, and after an armed robbery. Copies of the brochure can be obtained by contacting MCCPI at (410) 203-1006 or 800-303-8802.

**1998 Governor's Crime Prevention Awards:**

A total of 161 nominations from 28 agencies throughout the state were received for the 1998 Governor's Crime Prevention Awards. These will be reviewed by an Awards Subcommittee of the Maryland Community Crime Prevention Institute. Agencies submitting nominations will be notified of

the results in September. Recipients will be honored at a special awards ceremony, scheduled for the fall.

**Residential Crime Prevention Training:**

There are still spaces available in MCCPI's upcoming Residential Crime Prevention Training Program. This is scheduled for November 9-12, 1998 at the Frederick County Sheriff's Office. For information about this program, contact Mr. Leo French at MCCPI at (410) 203-1006 or 800-303-8802.

**1998 D.A.R.E. Officer Training Program:**

The Maryland State D.A.R.E. Coordinator's Office conducted its eleventh D.A.R.E. Officer Training School on June 14-26, 1998 at St. Mary's College of Maryland in St. Mary's County. This training is a very intense 80 hours plus of classroom instruction, and achieving a successful completion of the program is a very rewarding accomplishment in any law enforcement officer's career.

Thirty three officers from Maryland and one from the District of Columbia successfully completed the two-week training. Officers in attendance represented 19 different agencies including local police and sheriffs' departments, the Department of Maryland State Police, United States Park Police, and several military installations.

The Maryland State D.A.R.E. Office extends its congratulations to the 34 graduates and applauds their efforts to keep the children of Maryland safe and drug-free.

**D.A.R.E. Training Center Realignment:**

The Maryland D.A.R.E. Training Office has recently been moved from the Eastern Regional Training Center (Virginia) to the Southeast Region (North Carolina). This was done as part of an overall realignment of regions by D.A.R.E. America.

North Carolina will now be the Training Center that this office will use as the point of contact for all of Maryland's D.A.R.E. out-of-state training.

For more information on Maryland's D.A.R.E. Program, contact Sgt. Gary Chatfield at (410) 203-1006 or 800-303-8802.



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**FILMS, TAPES AND VISUALS - NEW LISTINGS****CASE LAW UPDATES: Exclusionary Rule: More 'Good Faith' Exceptions**

VHS, 10:41, Color

When a police officer relies in "good faith" on another branch of government (such as the legislature or the judiciary) in his or her decision to conduct a search, the fruits of that search will generally be admissible, even if the other branch of government was wrong. Suitable for viewing by all police officers.

**CASE LAW UPDATES: The Constitutionality of "Poofing"**

VHS, 10:16, Color

This program concerned a San Diego airport case that dealt with the legality of squeezing luggage and smelling the air that was expelled (called "poofing"). The California court which heard this case upheld poofing as reasonable at airports. Can it be done anywhere else? A good program, if a bit silly. Suitable for viewing by all police officers.

**LOCKUP USA: Vol. 7 Iss. 1 - Sexual Misconduct Awareness**

VHS, 25:30, Color

The purpose of this program, and its accompanying training guide, is to make correctional staff aware of the dangers inherent in a sexual relationship with an inmate. Such a relationship could lead to loss of job, career, and family, and could result in criminal prosecution. It could happen to anyone and is certain to be discovered because "There are no secrets in prison". Suitable for viewing by all correctional officers and staff.

**LOCKUP USA: Vol. 7 Iss. 2 - Maintaining A Professional Demeanor in the Workplace**

VHS, 30:30, Color

For a staff member to be effective in supervising inmates, it is important that he or she get some measure of respect from the population. To receive the necessary respect from inmates, as well as from other staff members and even the general public, Correctional staff must be professional in their appearance, conduct, job performance, and communication skills, both on and off duty. This program and its accompanying training guide point out ways Correctional staff can promote a professional image at all times. Suitable for viewing by all Correctional officers and staff.

**Law Enforcement Awareness of Disabilities Overview, Part I**

VHS, 17:27, Color

Excerpted from the California POST Law Enforcement Awareness of Disabilities telecourse, this first of two parts provides an introduction to the causes and characteristics of mental retardation and cerebral palsy. The first scenario presents a person who has a developmental disability, while the second scenario shows a typical law enforcement contact with a person who has cerebral palsy.

**Law Enforcement Awareness of Disabilities Overview, Part II**

VHS, 19:26, Color

Part two of the California POST Law Enforcement Awareness of Disabilities telecourse excerpts covers epilepsy and traumatic brain injuries (TBI). The program details how to recognize and manage epileptic seizures, while a scenario shows how a depressed person with TBI becomes a danger to himself and others. The situations depicted are realistic and suitable for viewing by all police officers.

**Domestic Violence: Detecting Strangulation**

VHS, 28:00, Color

In this program from LETN, the San Diego City (CA) Attorney's Office presents evidence that a domestic violence victim who survives a strangulation attempt may die from unrecognized injuries hours or even weeks after the attack. Many neck injuries suffered during strangulation do not show up immediately, and some may progress over time into life-threatening conditions such as pulmonary edema or aspiration pneumonitis. This program discusses signs and aftereffects of strangulation, evidence to differentiate the three forms of strangulation, and offers photography tips which may help in prosecution of the offender. Suitable for viewing by all police officers, medical personal, and prosecuting attorneys.

**Wales Bank Robbery Incident**

VHS, 26:30, Color

This re-enactment of a bank robbery incident is instructive for the lessons learned. In 1994 a father-and-son team of bank robbers robbed a bank in Wales, Wisconsin, and precipitated a day long manhunt which left one police officer dead and another badly wounded before ending in a virtual hail of gunfire. The heavily armed suspects carefully planned the robbery, complete with numerous weapons and ammunition, and stole or commandeered several vehicles in their desperate attempt to escape. The program includes local television news footage of the final shootout. A training guide is included. Suitable for viewing by all police officers.

**Supervising Young Offenders**

VHS, (3) tapes @ about 30:00 each, Color

Increasingly, youthful offenders are being sentenced as adults and/or incarcerated in adult correctional facilities. This new video-based training course from the American Correctional Association is valuable because it is geared toward officers working in adult correctional facilities who now face the prospect of supervising adolescent offenders. Tape one is entitled "Understanding Adolescence & Delinquency" and is an excellent overview of adolescent development as well as risk factors that can lead to delinquency. Tape two, "Understanding the Behavior of Incarcerated Youths", describes the behavior of incarcerated youths and attempts to explain why such behaviors may be difficult to understand. Tape three, "Managing Young Offenders", offers tips to officers on how to manage youthful offenders using good interpersonal relationships, strong verbal and nonverbal communication skills, and appropriate modelling behavior. A Leader's Guide is included. This training course is copyrighted and may not be duplicated. Suitable for use by correctional officers and staff who may supervise juvenile offenders.

**Terror at Harford Mall**

VHS, 27:00, Color

This program, filmed at Harford Mall in Maryland, is a mock chemical attack training exercise developed by the U.S. Army as part of a disaster training program. Set up in a television news show format, actors portraying reporters "discuss" the fatal incident with disaster experts and HAZMAT responders to find out what happened and what "lessons" were learned from the incident. This very professional program is suitable for viewing by all First Responders including police officers and fire and rescue personnel.



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# TRAINING NOTES

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