



Department of Public Safety and Correctional Services

Police and Correctional Training Commissions

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Dear CELTP Academy Recruit,

Welcome to your new career in Corrections. Your role is critical in fulfilling the mission of the Department of Public Safety and Correctional Services to protect the public, our employees, and the inmates under our supervision.

The information below is designed to serve as an introduction to the Correctional Entrance Level Training Program and to provide you with a few rules and a list of items you are required to have in your possession, when reporting to the Academy.

Military Drill and Inspections

As a CELTP recruit, you will be required to learn and proficiently perform military protocols and will be subjected to daily uniform inspections for compliance with CELTP's uniform expectations. Military protocols will include marching, squad formations and squad movements.

Physical Training

You will be required to perform physical training each day of the Academy program. The physical training will be progressively intense and includes strength conditioning, and aerobic exercises. You will perform a fitness assessment prior to the start of the physical training to measure your level of fitness. The fitness assessment will consist of push-ups, sit-ups, body drag, running, and carrying kettle weights.

Academy Training

As a part of the academy experience you will be required to perform and pass tests in the following topic areas, all of which will require physical exertion including, stretching, bending, kneeling, use of arms, hands and feet. You will be instructed by professionals in each phase of this training.

Disturbance/Riot Control

- **Use of and direct exposure to Chemical Agents**
- **Defensive Tactics**
- **CPR and First Aid**
- **Fire Suppression and use of Extinguisher**
- **Applying restraints**
- **Participation in a contraband search exercise within a correctional facility**

All training is conducted in both indoor and outdoor settings regardless of weather conditions.

You will need to invest your personal time studying material and preparing for testing to successfully complete this program.

This is a challenging program that will test your skills, abilities, and tenacity. You should immediately begin to prepare by stretching and building your cardiovascular endurance and upper body strength.

This program will prepare you for your new career and will provide the basic skills you will need to begin your career as a correctional professional. Learning will be a continuous part of your profession that will build upon your academy experience.

Please see the attached checklist of requirements for your academy participation and congratulations on your pursuit of this new career.

Sincerely,

A handwritten signature in cursive script that reads "Jane Sachs".

Jane Sachs
Correctional Training Administrator

CELTP Academy Checklist

All participants are expected to maintain these requirements beginning the first day of the academy:

- Report to the academy wearing your agency issued uniform or professional business attire (for non-uniformed personnel)
- A pair of black utility long pants (i.e. BDU tactical pants that have belt loops) and a belt will be issued to non-uniformed recruits by the academy. ***Please note, your agency will be billed for the items you receive.***
- A yellow recruit t-shirt will be issued to all recruits. Please bring a black crew neck undershirt with you. It must be worn under the yellow shirt.
- Please bring a pair of tennis shoes/ sneakers/ athletic wear for indoor and outdoor use in black or white (no writing, colorful trim or embellishments). They are to be worn only during physical training and defensive tactics by all recruits.
- If you are a uniformed recruit (officer), you will wear duty boots while wearing your agency's uniform. The boots must be black in color and able to be polished. Steel toe boots are not permitted.
- Please wear/bring black athletic socks (any length).
- Please bring a dark colored back-pack or duffel bag to carry your belongings (no extreme logos or embellishments). It should be reasonable in size to fit under your desk.
- No electronic devices are allowed in the classroom or on your person. Electronic devices include, but not limited to, mobile/cellphones, audio/video recording devices, music players, tablets, cameras, laptops, handheld games, Bluetooth capable devices, etc.
- While in attendance at the CELTP academy, you will need to comply with the DPSCS personal appearance policy regarding hair. It states, "Hair in front shall not fall below the band of properly worn uniform headgear and remain above the eyebrow. Hair in back shall not fall below a horizontal line that is level with the lower edge of the back of the collar." (Division of Correction Manual (DCM) 50-43). Hair longer than your shirt collar must be pinned up.
- While in attendance at the CELTP academy, you will need to comply with the DPSCS personal appearance policy regarding fingernails. It states, fingernails "shall be neatly trimmed so as not to interfere with the performance of duty, detract from the professional image, or present a safety hazard. Fingernails shall not exceed ¼ inch from the tip of the finger." (Division of Correction Manual (DCM) 50-43). Only clear nail polish is permitted on fingernails during the academy.
- You are not permitted to wear jewelry other than a watch and wedding band/set. There will be times these items will need to be removed and secured. "Fitbit" style or internet compatible watches are not permitted.
- If you desire to shower after physical fitness, you will need to bring your own towel, soap, shampoo, deodorant etc.

- Cosmetics such as eye shadow, false eyelashes, eyeliner on upper lids, lipstick and contrasting lip liners are prohibited. Foundation, if worn, shall blend with your natural skin.
- Mustaches shall be kept clean and neatly trimmed, and shall not extend over your upper lip. Beards are prohibited unless you submit approved medical documentation.
- You are not permitted to have any firearms, ammunitions, munitions, or weapons which include but not limited to knives, mace, kubatons, etc. on the entire campus.

If you require overnight accommodations, on-campus lodging is available. The cost per night is \$25.00. The request form can be found here: [Lodging Reservation Request Form](#) For more information you may contact Joanne.Cunningham@maryland.gov or (410) 875-3402.

If you have any further questions regarding the above requirements, please contact the Correctional Entrance Level Training Program at (410) 875-3400.