

# **CORRECTIONAL ENTRANCE LEVEL OBJECTIVES**

**Effective January 1, 2010**

## INDEX OF OBJECTIVES

CATEGORY	NUMBER	TOPIC
<b>Administrative Procedures</b>		
	1.01	Leadership
	1.02	Legal Aspects
	1.03	Professionalism and Ethics
	1.04	Report Writing
	1.05	Sexual Harassment and Misconduct
	1.06	Stress Management for Staff
	1.07	Testifying in Court
<b>Introduction to Corrections</b>		
	2.01	Development and Purpose
	2.02	Effects of Imprisonment
	2.03	Major Elements of the Criminal Justice System
<b>Supervision/Interpersonal Relations/Treatment of Inmates</b>		
	3.01	Correctional Role Expectations
	3.02	Cross Cultural Relations
	3.03	Gender Responsive Strategies
	3.04	Interpersonal Communication
	3.05	Mental Health Issues and Interventions
	3.06	Substance Abuse
	3.07	Suicide Awareness and Prevention
	3.08	Youthful Offenders
<b>Security, Custody and Control</b>		
	4.01	Bloodborne/Airborne Pathogens
	4.02	Cell Extraction
	4.03	Classification Process
	4.04	Crime Scene
	4.05	Defensive Tactics
	4.06	Disturbance Control
	4.07	Escort and Transportation of Inmates
	4.08	Fire Control and Prevention
	4.09	Hostage Situations
	4.10	Inmate Manipulation
	4.11	Inmate Processing
	4.12	Inmate Visitation
	4.13	Maintaining Security
	4.14	Radio and Telephone Communication
	4.15	Restraint Devices
	4.16	Security Threat Groups (Gangs)
	4.17	Special Management Issues
	4.18	Use of Chemical Agents
<b>Discipline of Inmates</b>		
	5.01	Disciplinary Process
	5.02	Rules and Regulations for Inmates



## **Administrative Procedure - 01**

### ***Leadership-01.01***

- 01.01.01 Define leadership and management and explain the difference between a leader and a manager.
- 01.01.02 Identify the important elements of effective correctional leadership, (i.e.):
- Fair
  - Firm
  - Impartial
  - Consistent
  - Sense of order
  - Commitment
  - Understanding
  - Knowledge
  - Education
  - Self-confidence
  - Initiative

### ***Legal Aspects of Corrections-01.02***

- 01.02.01 Describe how working in a correctional facility affects the constitutional rights of employees.
- 01.02.02 Define the types of liabilities, levels of negligence and consequences of violating constitutional rights of inmates.
- 01.02.03 Identify the constitutional rights afforded individuals while under confinement in a correctional facility, to include:
- Access to courts and counsel
  - Exercise of religion.
  - Correspondence & visitation
  - Access to the media.
  - Grievances.
  - Grooming and attire
  - Disciplinary methods.
  - Punitive isolation and disciplinary segregation.
  - Investigation and interrogation.
  - Inmate safety.
  - Medical treatment.
  - Use of force.
  - Searches (persons, places, vehicles)
- 01.02.04 Describe the federal and state court structures.
- 01.02.05 Describe the court's role and influence in correctional administration, policies and procedures.

01.02.06 Explain the purpose of the Maryland Commission on Correctional Standards and identify the various standards that apply to the employee's correctional facility.

***Professionalism & Ethics-01.03***

01.03.01 Define the terms "ethics" and "professionalism."

01.03.02 Explain the importance of ethical conduct in corrections, (i.e.):

- Promotes professionalism
- Gains public support for the profession
- Earns the respect and confidence of peers
- Maintains a sense of self worth and pride

01.03.03 Identify the components of codes of ethics established for correctional staff by professional correctional organizations.

01.03.04 Identify the components of the standards of conduct established for correctional staff by the employee's correctional facility.

01.03.05 Identify ethical violations that can occur in the correctional setting, (i.e.):

- Excessive use of obscene language
- Harassment of inmates
- Fraternalizing with fellow officers or inmates
- Covering up for a fellow officer
- Making derogatory remarks about an officer or inmate
- Sleeping on the job
- Falsifying a report
- Small rule breaking such as giving inmates special treatment
- Drug use
- Dishonesty
- Brutality
- Prejudice
- Offering or accepting gratuities
- Violation of laws and regulations

01.03.06 Identify the best methods for handling unethical situations, (i.e.):

- Expressing verbal disapproval of minor infractions of coworkers.
- Discussing continued infractions with supervisors
- Reporting misconduct to a supervisor
- Preventing criminal behavior, if possible, and reporting it to a supervisor immediately.

## **Report Writing-01.04**

01.04.01 Identify the most common types of reports used in the correctional workplace, to include:

- Inmate infraction
- Use of force.
- Intra-office communication
- General information
- Serious incident/Incident
- Log entries
- Inspection logs

01.04.02 Identify the basic elements of a report, to include:

- Who
- What
- When
- Where
- How
- Why
- Action taken

01.04.03 Identify the requirements for writing effective correctional reports, to include:

- Be complete
- Be concise
- Be clear
- Be correct
- Use proper spelling and grammar
- Be courteous and objective
- Be professional

01.04.04 Identify the techniques used while interviewing inmates in order to gather information for reports, to include:

- Open-ended questions
- Direct questions
- Paraphrasing
- Reflecting
- Non-verbal cues
- Active listening

01.04.05 **PRACTICAL:** Given a scenario of a jail/prison-related incident, write a description of the incident using the elements of good report writing.

01.04.06 **PRACTICAL:** Given a scenario of a jail/prison-related incident, write a disciplinary report using the elements of good report writing.

### ***Sexual Harassment and Misconduct-01.05***

- 01.05.01 Demonstrate knowledge of sexual harassment policies and procedures, to include:
- Definition of sexual harassment.
  - Identify harassing behaviors.
  - Describe employee's informal actions to stop the behavior.
  - Describe employee's formal actions to stop the behavior.
  - Process for employee to report the harassing behavior.
  - Identify external agencies where complaints can be directed.
- 01.05.02 Explain the consequences of sustained allegations of sexual harassment to the institution and the perpetrator.
- 01.05.03 Identify way(s) to prevent sexual harassment from occurring.

### ***Stress Management for Staff-01.06***

- 01.06.01 Identify the signs and symptoms of stress on correctional employees.
- 01.06.02 Identify strategies for coping with and managing stress.

### ***Testifying in Court-01.07***

- 01.07.01 Identify the common reasons why correctional staff would be required to testify in court, (i.e.):
- Found evidence
  - Witness to a crime that occurred
  - Victim of crime within the facility
  - Civil case where agency is defended in lawsuit
- 01.07.02 Identify the roles of the key figures in court proceedings, to include:
- Prosecutor
  - Public Defender/private attorney
  - Judge/Magistrate
- 01.07.03 Identify the requirements for being an effective witness in court proceedings, (i.e.):
- Follow department dress code
  - Review all reports and be familiar with the facts pertaining to the case
  - Answer questions briefly and honestly
  - Do not volunteer additional information
  - Listen to the questions and answer them loudly and clearly
  - Maintain a professional demeanor and do not argue

- Be prepared to say "I don't know"
- Refrain from fidgeting, displaying signs of nervousness
- Convey signs of confidence; do not put hands over mouth or convey an evasive manner
- Be courteous; use proper titles (your honor, etc.)
- Avoid sarcasm, witticism or ridicule
- Face the judge or jury when speaking except when short answers are required
- Look directly at attorney asking questions
- Narrate incidents in chronological order
- Never guess what an answer is
- Present modest demeanor; display a sincere interest in accuracy and truth of statement
- Avoid bias and prejudice
- Avoid display of extraordinary interest in case
- Be concise and expressive; avoid monotone
- Pause when answering defense attorney to give prosecutor time to raise any objection

01.07.04 Describe tactics used by opposing counsel during cross-examination and the techniques the employee may use to overcome them, (i.e.):

- **Tactic 1:**  
Rapid fire questions to confuse and force inconsistent answers.  
**Counter Tactic 1:**  
Slow down the pace by pausing before giving the answer.
- **Tactic 2:**  
Repeatedly asking the same question using different words or phrases.  
**Counter Tactic 2:**  
Know the facts and simply state the truth.
- **Tactic 3:**  
Verbal badgering or staring to cause anger.  
**Counter Tactic 3:**  
Remain calm and ask to have the question repeated.
- **Tactic 4:**  
Demanding yes or no answers to questions that need an explanation.  
**Counter Tactic 4:**  
State that the question cannot be answered with a yes or no.
- **Tactic 5:**  
Asking a lengthy question that could have more than one answer.  
**Counter Tactic 5:**  
Say, "I'm sorry, I don't understand the question."
- **Tactic 6:**  
The lawyer asks you a question and then refuses to allow you to finish your answer.  
**Counter Tactic 6:**  
Say, "I have not finished my answer."
- **Tactic 7:**  
The attorney asks leading questions.  
**Counter Tactic 7:**  
Concentrate on the facts, disregard the suggestions and answer the question.

## **Introduction to Corrections - 02**

### ***Development & Purpose of Corrections-02.01***

- 02.01.01 Describe the development of corrections in the United States from Colonial times to the present.
- 02.01.02 Identify the philosophies, mission statements, and recognized goals of the current Maryland correctional systems.

### ***Effects of Imprisonment-02.02***

- 02.02.01 Describe the common reactions of inmates when they first experience the institutional atmosphere, (i.e.):
  - Hopelessness
  - Frustration
  - Alienation
  - Irritation
  - Physical Rebellion
  - Passive Aggression
- 02.02.02 Describe the process of prisonization and how this process affects the personality of inmates.
- 02.02.03 Describe the various ways that inmates adapt their behavior to prisonization.

### ***Major Elements of the Criminal Justice System-02.03***

- 02.03.01 Identify the three major components of the criminal justice system, to include:
  - Law enforcement
  - Courts
  - Corrections
- 02.03.02 Identify the components of the Maryland criminal justice system and their functions, to include:
  - State institutions and facilities
  - County institutions and municipal holding facilities
  - Treatment and evaluation centers
  - Probation, parole and community control

02.03.03 Describe the purpose and function of state, federal and local agencies that are relevant to the correctional employee's duties, to include:

- Maryland Commission on Correctional Standards (MCCS)
- Maryland Occupational Safety and Health Association (MOSHA)
- Maryland Police and Correctional Training Commissions (MPCTC)
- State Fire Marshal's Office
- American Correctional Association (ACA)
- American Jail Association (AJA)
- National Institute of Corrections (NIC)

## **Supervision/Interpersonal Relations/Treatment of Inmates - 03**

### ***Correctional Role Expectations-03.01***

03.01.01 Identify the roles that all correctional employees have in providing custody, security and treatment functions within the institution, (i.e.):

- Teachers
- Medical Staff
- Classification Officers
- Dietary Officers
- Volunteers
- Program Staff

03.01.02 Identify the roles and responsibilities of the positions within the chain of command in Maryland's correctional systems.

### ***Cross Cultural Relations-03.02***

03.02.01 Identify the factors that contribute to the development of prejudicial attitudes and how they can contribute to problems within agencies.

### ***Gender Responsive Strategies-03.03***

03.03.01 Identify the issues related to women offenders that necessitate gender responsive strategies in corrections.

03.03.02 Identify strategies for working with female offenders in the correctional environment.

03.03.03 Identify the problems that may arise during cross-gender supervision of inmates.

### ***Interpersonal Communications-03.04***

03.04.01 Describe the reasons that correctional officers/employees also function in a counseling/advising role.

03.04.02 Describe the basic techniques that correctional employees can use to counsel inmates effectively.

03.04.03 Define the elements of effective communication in a correctional setting.

03.04.04 Describe the differences between verbal, non-verbal and symbolic communications.

03.04.05 Explain elements of basic listening skills, (i.e.):

- Suspending judgment
- Being alert to key words
- Noting what is said versus not said

03.04.06 **PRACTICAL:** Demonstrate the use of communication skills in a correctional setting, (i.e.):

- Giving instructions
- Assigning work tasks
- Making requests
- Responding to requests
- Responding to questions
- Asking questions

### ***Mental Health Issues and Interventions-03.05***

03.05.01 Identify symptoms and related behaviors of individuals suffering with:

- Traumatic brain injury
- Trauma
- Developmental disability

03.05.02 Identify the symptoms and related behaviors associated with the major mental disorders, including:

- Psychosis
- Depression
- Anxiety
- Mood Disorders

03.05.03 Identify effective de-escalation strategies for interacting with offenders with mental illness.

03.05.04 Describe the impact of personality disorder on inmate behavior and identify strategies for supervising them effectively within the correctional setting.

### ***Substance Abuse-03.06***

03.06.01 Describe reasons why people use drugs or alcohol, (i.e.):

- Religious experience
- Medical
- Pleasure/recreation experimentation
- Relieve stress
- Social acceptance
- Prevent drug withdrawal

- 03.06.02 Describe the five (5) major categories of drugs.
- Depressants
  - Stimulants
  - Opiates and opiodes
  - Hallucinogens
  - Marijuana
- 03.06.03 Describe the effects that the five (5) major categories of drugs have on a person's behavior, (i.e.):
- Change in speech patterns
  - Altered activity state
  - Changes in eating habits
  - Lack of coordination
  - Mood swings
  - Hallucinations, delirium
  - Changes in sleep patterns
  - Lack of concentration
  - Disorientation
- 03.06.04 Describe the physical effects that the five (5) major categories of drugs have on the body, (i.e.):
- Change in breathing patterns
  - Temperature and appearance in skin
  - Appearance of eyes
    - Blank, glassy-eyed
    - Bloodshot
    - Inappropriate pupil size
  - Tremors, convulsions
  - Nausea, vomiting
  - Change in pulse rate and blood pressure
  - Unconsciousness, comatose, possible death
- 03.06.05 Identify types of drug paraphernalia used inside of correctional facilities.
- 03.06.06 Describe the appropriate response of correctional staff when they encounter inmates that are addicted to drugs or alcohol or are in the state of withdrawal from drugs or alcohol.

### ***Suicide Prevention and Awareness-03.07***

- 03.07.01 Identify the myths surrounding suicide.

03.07.02 Identify factors that can trigger suicidal behavior, (i.e.):

- Recent excessive drinking or use of drugs.
- Recent loss of a stabilizing resource
- Severe guilt or shame over the offense
- Same-sex rape or the threat of it.
- Current mental illness
- Poor health or terminal illness.
- Approaching an emotional breaking point.

03.07.03 Identify the high-risk suicide time periods, (i.e.):

- First 24 hours of confinement
- Intoxication or withdrawal
- Waiting for trial
- Sentencing
- Impending release
- Holidays
- Dark and alone
- Decreased staff supervision
- Bad news of any kind

03.07.04 Identify the signs and symptoms of suicidal behavior, (i.e.):

- Depression, paranoia or hallucinations
- Shame or strong guilt over the offense
- Talks about or threatens suicide
- Under the influence of alcohol or drugs
- Previous suicide attempts or a history of mental illness
- Severe agitation or aggressiveness
- Hopelessness or helplessness
- Unusual anxiety over consequences
- Noticeable mood or behavior change
- May act very calm once the decision has been made.
- Speaks unrealistically about getting out of jail or prison.
- Becomes preoccupied with the past
- Begins packing belongings
- Starts giving away possessions
- May try to hurt him or herself

03.07.05 Identify the most common indicators of severe depression, (i.e.):

- Feelings of inability to go on
- Extreme sadness and crying
- Withdrawal or silence
- Loss or increase of appetite or weight
- Insomnia or waking early: excessive sleeping
- Mood or behavior changes
- Tension or anxiety
- Lethargy
- Loss of self-esteem
- Loss of interest in people, personal appearance or activities.
- Excessive self-blaming or strong guilt feelings
- Difficulty concentrating or thinking
- Agitation

03.07.06 Identify effective techniques for supervising suicidal inmates, (i.e.):

- Listen patiently
- Maintain contact through verbalization, eye contact, and body language.
- Stay with the suicidal inmate
- Take all threats seriously and make immediate referrals.

03.07.07 Identify the steps to follow in cases where a suicide has occurred, (i.e.):

- Never assume the inmate is dead
- Call for back-up
- Survey the situation for security
- Cut the inmate down
- Initiate first aid and CPR
- Refer to and follow agency policy

### ***Youthful Offenders-03.08***

03.08.01 Identify the stages of adolescent development.

03.08.02 Define juvenile delinquency and describe the typical behaviors of incarcerated youth.

03.08.03 Identify techniques that can be used to manage youthful offenders within correctional facilities.

## Security, Custody and Control - 04

### ***Bloodborne and Airborne Pathogens-04.01***

- 04.01.01 Define and identify the most common bloodborne pathogens, (i.e.):
- Hepatitis B Virus (HBV)
  - Hepatitis C Virus (HCV)
  - Human Immunodeficiency Virus (HIV)
- 04.01.02 Identify how bloodborne pathogens are transmitted.
- 04.01.03 Explain the use and limitations of methods that will prevent or reduce exposure to blood and other potentially infectious materials, (i.e.):
- Engineering controls
  - Work practices
  - Personal protective equipment
- 04.01.04 Explain the procedures to follow if a bloodborne exposure incident occurs.
- 04.01.05 Define Tuberculosis and identify ways that it is transmitted from one person to another.
- 04.01.06 Identify ways that Tuberculosis exposure can be reduced.
- 04.01.07 Define MRSA and identify ways that it is transmitted from one person to another.
- 04.01.08 Identify ways that exposure to MRSA can be reduced.

### ***Cell Extraction-04.02***

- 04.02.01 Describe circumstances when cell extraction is necessary.
- 04.02.02 Discuss roles and responsibilities of each member of a cell extraction team.
- 04.02.03 List the key considerations that must be addressed when planning cell extractions.
- 04.02.04 **PRACTICAL:** Given a scenario, demonstrate a proficient cell extraction.
- 04.02.05 Explain the key elements that need to be covered during debriefing and documentation after a completed cell extraction.

### ***Classification Process-04.03***

- 04.03.01 Identify the reasons why appropriate classification of inmates is important, (i.e.):
- Statistical data for reporting requirements
  - Increases security for staff and inmates
  - Prevents legal liability for inappropriate mixing.
- 04.03.02 Identify the criteria used when determining the classification status of inmates for housing assignments, (i.e.):
- Medical status
  - Mental health status
  - Gender
  - Type of violation
  - Behavior history
  - Gang affiliation
  - Violent offender
  - Sexual orientation
  - Hearing/speech impairment
  - Non-English speaking
  - Disabilities
  - Media sensitive crime/offender
- 04.03.03 Describe the types of security level designations used to classify inmates throughout corrections and identify the specific criteria established for Maryland correctional systems.

### ***Crime Scene-04.04***

- 04.04.01 Identify the tasks involved upon discovery of a crime scene in a correctional facility, (i.e.):
- Render first aid
  - Summon assistance
  - Establish scene security
  - Evidence processing (collecting, chain of custody)
  - Identification of witnesses

### ***Defensive Tactics-04.05***

- 04.05.01 Identify the basic principles of weaponless defense, (i.e.):
- Areas of the body most vulnerable to attack
  - Parts of the body that can be used to overcome resistance.
- 04.05.02 **PRACTICAL:** Demonstrate the course-instructed balance, footwork and body movements to be used to avoid an attacking person, (i.e.):
- Balance
  - Position in response to subject's movements
  - Self-control

- 04.05.03 **PRACTICAL:** Demonstrate the course-instructed footwork to be used to evade an attack, (i.e.):
- Not backing straight up in the line of attack.
  - Moving laterally or diagonally out of the line of attack.
  - Using pivoting techniques
- 04.05.04 **PRACTICAL:** In a simulation of a frontal/rear assault, demonstrate a rear/forward break fall technique, (i.e.):
- Correct body position
  - Proper movement
  - Balance
  - Position of advantage
- 04.05.05 **PRACTICAL:** In a simulation, demonstrate at least two course-instructed joint lock control holds and two “take-down” techniques, (i.e.):
- Balance
  - Maintaining a position of control and advantage
  - Proper foot movements
  - Joint lock mechanisms
- 04.05.06 **PRACTICAL:** Demonstrate a course-instructed two officer, one subject take-down technique, (i.e.):
- Correct positioning of two person configuration
  - Controlling the subject’s legs above the knees
  - Communication between officers.
- 04.05.07 **PRACTICAL:** In a simulation, demonstrate at least 3 course-instructed ground control techniques, (i.e.):
- Weapon/equipment retention (firearm, baton, OC, etc.)
  - Control of inmate
  - Escape/reversal

#### ***Disturbance Control-04.06***

- 04.06.01 Identify the factors that may cause inmate disturbances and the actions necessary for their prevention, (i.e.):
- Food issues
  - Mail issues
  - Inhumane treatment
  - Medical treatment issues
  - Staff shortages and low morale
  - Change
  - Diversion for unauthorized activity or escape attempt

- 04.06.02 List indicators of facility tension that often precede disturbances, (i.e.):
- Increase in requests for transfers
  - Many inmates spending more time in their cells
  - Increase in disciplinary cases
  - Increase in voluntary lock-ups and inmate violence
  - Increase in number of weapons found in shake-downs
  - Increased separation by racial or ethnic groups
  - Inmates making excessive and/or specific demands
  - Warnings to “friendly” officers to take leave
  - Inmates too quiet
- 04.06.03 Identify the standard procedures for officers to follow in the event of a disturbance that are established in the institutional emergency plans.
- 04.06.04 Identify the purpose of disturbance control techniques, (i.e.):
- Safety of general public
  - Safety of all hostages
  - Welfare and safety of staff and inmates
  - Protection of property
  - Restoration of order and control
  - Identification, arrest and legal prosecution
- 04.06.05 Explain and discuss the specific requirements of the institutional Use of Force policy.
- 04.06.06 **PRACTICAL:** In a simulation, demonstrate course-instructed crowd control techniques, (i.e.):
- Containment
  - Isolation
  - Dispersal

### ***Escort and Transportation of Inmates-04.07***

- 04.07.01 Identify the procedure for movement of inmates within the facility, (i.e.):
- Determine destination
  - Identify security risks (from classification, physical layout of building, etc.)
  - Determine if individual or mass movement is appropriate.
  - Secure area
  - Give instructions to inmates
  - Escort inmates
  - Count before, during, after

- 04.07.02 Identify safety and security concerns for escorting inmates to and from locations within the facility, (i.e.):
- Where a person is housed indicates his/her security risk
  - Walk behind the person
  - Stance and distance between the officer and inmates
  - Keep a group together
- 04.07.03 Identify the potential consequences of improper supervision during in-house movement of inmates, (i.e.):
- Loss of officer credibility
  - Loss of inmate discipline
  - Passing contraband or information
  - Disturbance
  - Escape
  - Injury or death
- 04.07.04 Identify the steps to follow in preparing to transport an inmate outside of the correctional facility, (i.e.):
- Determine reason/authority for transport
  - Determine appropriateness of transport given departmental policy.
  - Plan route to destination and parking
  - Check road and weather conditions
  - Determine appropriate level of security
  - Search transport vehicle and ensure that it is operable.
  - Verify identity of inmate
  - Search inmate
  - Apply restraints as appropriate
  - Verify appropriate ratio of officers to inmates
  - Gender of inmate and staff
  - Protective custody
  - Disabled inmates
- 04.07.05 Identify the procedures used for verifying the identity of an inmate prior to his/her transport, (i.e.):
- Picture
  - Date of birth
  - Personal data
  - Wristband
  - Source documents
- 04.07.06 Identify safety equipment to be carried by corrections officers during transport, (i.e.):
- Chemical agents
  - Gun belt
  - Sidearm
  - Communication equipment

- 04.07.07 Identify the steps in the transport procedure, (i.e.):
- Put inmate in vehicle
  - Lock vehicle
  - Travel to destination
  - Communicate special orders/classification to officer receiving the inmate.
  - Verify identity of transporting officer
- 04.07.08 Identify the problems that can occur during transport and how they can be handled, (i.e.):
- Vehicle breakdown/accidents
  - Inmate assaults
  - Manipulation by inmates (possible faked illness)
  - Rendering aid to private citizens
  - Use of toilet facilities

### ***Fire Control and Prevention-04.08***

- 04.08.01 Describe the elements of fire prevention in order to protect life and property in a correctional facility, (i.e.):
- Construction
  - Exits
  - Mechanical and electrical devices and wiring
  - Housekeeping
  - Fire extinguishing and alarm equipment
  - Training and planning
- 04.08.02 Identify steps in responding to a fire in a correctional facility, (i.e.):
- Determine severity, scope, type and cause.
  - Call for assistance and/or alert other staff
  - Extinguish fire, if possible
  - Evacuate inmates, if necessary
  - Follow evacuation steps according to facility-specific evacuation plan; know facility smoke control zones.
  - Notify outside agencies, chain of command
- 04.08.03 Match different types of fires with appropriate extinguishing equipment for each type.
- 04.08.04 Describe the elements of the fire suppression system in the employee's correctional facility and explain how the system works.
- 04.08.05 Identify possible dangers from the spread of smoke and gases in the facility.

- 04.08.06 Explain the concept of and procedures for isolating and confining to the area of origin, fire, smoke and gases in a correctional facility, (i.e.):
- Fire walls and doors
  - Proper maintenance of fire door latches and hardware
  - Prevention of obstacles near fire door
  - Stairways and shafts
- 04.08.07 **PRACTICAL:** Demonstrate the use of fire extinguishing equipment on a simulated or demonstration fire.

### ***Hostage Situations-04.09***

- 04.09.01 Identify the early warning signs of possible hostage situations and the profile of staff likely to become victims in hostage situations.
- 04.09.02 Identify the basic reasons for hostage situations in correctional facilities.
- 04.09.03 Describe predictable inmate behavior during a hostage situation.
- 04.09.04 Describe the psychological stages experienced by both hostages and hostage takers during a hostage situation.
- 04.09.05 Identify hostage survival techniques.

### ***Inmate Manipulation-04.10***

- 04.10.01 Identify reasons why inmates engage in manipulation and deception of staff, (i.e.):
- Personal gain
  - Status
  - Escape
  - Special favors
  - Sexual gratification
  - The joy of getting away with it
- 04.10.02 Identify the factors that make an employee susceptible to being manipulated by an inmate, (i.e.):
- Unprofessional
  - New to corrections
  - New on the job
  - Personal problems or undergoing changes
  - Soft or hard

04.10.03 Identify the steps that inmates take to set up an employee for manipulation, (i.e.):

- Select a victim
- Observe the employee
- Test the limits
- Employ the use of other inmates
- Use tools of manipulation
  - Empathy/sympathy
  - Plea for help
  - We/they syndrome
  - Offer protection
  - Allusions to sex
  - Touch
  - Rumors
- Demands for contraband and favors
- Threats to expose employee's violation of the rules
- Threat of violence or force to make employee comply with demands

04.10.04 Identify correctional practices that help an employee avoid deception or manipulation, (i.e.):

- Stick to policies and procedures
- Be honest and truthful
- Avoid over-familiarity with inmates
- Be reliable
- Be professional

04.10.05 **PRACTICAL:** Demonstrate appropriate responses to manipulation and deception in role-play situations.

### ***Inmate Processing-04.11***

04.11.01 Identify the tasks involved when processing an inmate/arrestee into a correctional facility, (i.e.):

- Proper identification of escort officer
- Verification of documents for legal commitment
- Physical search of inmate/arrestee
- Photographs
- Fingerprints
- Assessing physical/psychological well being of inmate/arrestee
- Initial phone call
- Receiving, searching and storage of inmate/arrestee property
- Issuance of bedding, institutional clothing and hygiene items
- Showers

4.11.02 Identify the tasks involved when processing an inmate/arrestee for release from a correctional facility, (i.e.):

- Proper identification of escort officer
- Verification of documents for legal release from confinement
- Check for detainers
- Collection of institutional issued property
- Verify identity of inmate being processed for release
- Return of inmate/arrestee property and valuables
- Notification of medical department

### ***Inmate Visitation-04.12***

04.12.01 Identify appropriate steps to be taken when processing visitors into a correctional facility to see inmates and when processing them out once the visit has been completed, (i.e.):

- Check ID
- Determine eligibility to visit
- Search
- Issue passes/badges
- Maintain visitor log
- Confirm identity of visitor upon completion of visit.
- Return Ids
- Collect passes/badges

### ***Maintaining Security-04.13***

04.13.01 Identify the elements in the physical plant that provide for a secure environment, (i.e.):

- Locking devices
- Emergency doors.
- Emergency back up lighting
- Bar checks

04.13.02 Identify the elements for the control of hardware within the correctional environment, to include:

- Key control
- Tool control

04.13.03 Identify the actions of correctional staff that serve to maintain the security of a correctional facility, (i.e.):

- Security counts
- Emergency plans
- Post order review
- Roll call
- Maintenance of daily logs

- 04.13.04 Identify the purpose for contraband control in a correctional setting.
- 04.13.05 Identify the laws of the State of Maryland that relate to the possession of contraband in a correctional setting.
- 04.13.06 **PRACTICAL:** Demonstrate the skills required to execute searches, (i.e.):
- Room/Cell search
  - Area search
  - Vehicle search
  - Outside perimeter search
- 04.13.07 Describe the different types of personal searches and who may conduct them, (i.e.):
- Frisk
  - Strip
  - Scanner
  - Body Cavity
- 04.13.08 **PRACTICAL:** Demonstrate the skills required to execute personal searches, (i.e.):
- Be constantly alert
  - Maintain a position of control and advantage
  - Be thorough
  - Search systematically by proper use of hand technique
  - Keep eye on subject and surroundings
  - If weapon found, maintain control of subject and weapon
- 04.13.09 Identify emergency procedures used in the event of an escape from confinement.

#### ***Radio and Telephone Communications-04.14***

- 04.14.01 **PRACTICAL:** Explain and demonstrate the use of communication devices, (i.e.):
- Operating parts
  - Testing procedures
  - Codes
  - Phonetic alphabet
  - Circumstances for use
- 04.14.02 Explain proper telephone techniques for incoming and outgoing business calls, (i.e.):
- Identification of self and caller
  - Courtesy
  - Type of information permitted to be discussed.
  - Written documentation of call

### ***Restraint Devices-04.15***

- 04.15.01 Identify the component parts of restraining devices.
- 04.15.02 **PRACTICAL:** Demonstrate the proper use of mechanical restraint devices on a compliant, non-threatening subject, (i.e.):
- Handcuffs
  - Leg irons
  - Flex cuffs
  - Waist chains

### ***Security Threat Groups (Gangs)-04.16***

- 04.16.01 Determine if a group of individuals meet the legal definition of “gang” or the working definition of “gang.”
- 04.16.02 Identify the legal definition and characteristics of gang-related terms relevant to their jurisdiction (or alternatively, Maryland).
- 04.16.03 Identify gangs currently active in participant’s jurisdiction (or alternatively, Maryland).
- 04.16.04 Identify if an individual meets the legal definition of “gang” or the working definition of “gang”
- 04.16.05 Identify the psychological, sociological, financial and cultural factors associated with groups who are at risk for gang membership.
- 04.16.06 Explain the importance of considering gang affiliations when handling a suspected gang member
- 04.16.07 Identify the contemporary strategies for combating gang activity and providing intervention for subjects currently active or at high risk for involvement in gangs.
- 04.16.08 Describe the procedures used that effectively manage gang members confined to correctional facilities.

### ***Special Management Issues-04.17***

04.17.01 Describe the process for environmental management of inmates/arrestees with special needs, (i.e.):

- Disabled
- Wheel chair bound
- Visually impaired
- Hearing impaired
- Foreign speaking
- Prosthetics

04.17.02 Identify the issues caused by homosexual behavior in the correctional setting and the practices used by correctional facilities to minimize these issues.

### ***Use of Chemical Agents-04.18***

04.18.01 Describe the various methods used to disperse chemical agents in a correctional setting.

04.18.02 Describe the effects of chemical agents on individuals and the proper treatment for exposure.

## **Discipline - 05**

### ***Disciplinary Process-05.01***

- 05.01.01 Describe the disciplinary procedures that are employed when an inmate violates the rules of a correctional facility.
- 05.01.02 Identify the rights inmates have when facing severe disciplinary action, to include:
- Advance written notice of the charges
  - The right to a fair and impartial hearing
  - The right to present evidence and call witnesses on their behalf.
  - Assistance to prepare for the hearing
  - Written statement of the decision reached and the reasons for it.

### ***Rules and Regulations for Inmates-05.02***

- 05.02.01 Identify the standards of conduct for inmates.
- 05.02.02 Describe the methods available that correctional employees can use to deal with inmate violations of rules, regulations, or laws.