

# Correctional Entry-Level Objectives

(CTC Revised 4/6/23) **Effective 7/1/23**

<b><u>Administrative Procedure</u></b>	
<b>01- Professionalism and Ethics</b>	
<b>01.01</b>	<b>The Trainee will explain professional behavior and ethical conduct on and off duty given various situations and conditions.</b>
01.01.01	Define the term "ethics".
01.01.02	Define the term "professionalism".
01.01.03	Explain the importance of ethical conduct in corrections.
01.01.04	Explain the importance of ethical conduct while in off-duty status.
<b>01.02</b>	<b>The Trainee will identify behavior that is non-compliant with policy, procedure, and/or the law and has the potential to impact officer and/or inmate/detainee safety given various situations and conditions.</b>
01.02.01	Discuss the components of codes of ethics established for correctional staff by professional correctional organizations.
01.02.02	Explain the components of the standards of conduct established for correctional staff by the employee's correctional facility.
01.02.03	Explain ethical violations that can occur in the correctional setting.
01.02.04	Explain methods for handling unethical situations.
<b>02 -Legal Aspects of Corrections</b>	
<b>02.01</b>	<b>The Trainee will identify the importance of Constitutional rights in a correctional environment given various situations and conditions.</b>
<b>02.02</b>	<b>The Trainee will identify types of liabilities, levels of negligence and consequences of violating constitutional rights of inmates given various situations and conditions.</b>
02.02.01	Explain Criminal Liability under state and federal law
02.02.02	Explain the categories of civil lawsuits in a correctional setting
<b>02.03</b>	<b>The Trainee will explain the rights of inmates established under the First Amendment to the Constitution given various situations and conditions.</b>
02.03.01	Identify the constitutional requirement for exercise of religion activities.
02.03.02	Identify the constitutional requirement for correspondence.
02.03.03	Identify the constitutional requirement for visitation.
02.03.04	Identify the constitutional requirement for access to the media.
<b>02.04</b>	<b>The Trainee will explain the rights of inmates established under the Fourth Amendment to the Constitution given various situations and conditions.</b>
02.04.01	Identify the constitutional elements for searches.
02.04.02	Identify the constitutional elements for seizure
02.04.03	Identify how the search of a visitor entering and exiting a correctional facility differs from inmate searches
<b>02.05</b>	<b>The Trainee will explain the rights of inmates established under the Fifth Amendment to the Constitution given various situations and conditions.</b>
<b>02.06</b>	<b>The Trainee will explain the rights of inmates established under the Eighth Amendment to the Constitution given various situations and conditions.</b>
02.06.01	Identify the constitutional requirements for conditions of confinement.
02.06.02	Identify the constitutional requirements for inmate medical treatment.
02.06.03	Identify the constitutional requirements for limits on the use of force.
<b>02.07</b>	<b>The Trainee will identify the rights of inmates established under the Fourteenth Amendment to the Constitution given various situations and conditions.</b>
02.07.01	Identify the constitutional requirements for inmate access to counsel and courts.
02.07.02	Identify the constitutional elements addressing inmate disciplinary methods.
02.07.03	Identify the constitutional elements addressing punitive isolation and administrative segregation.
<b>02.08</b>	<b>The Trainee will identify the rights of inmates established under the Sixth Amendment to the Constitution given various situations and conditions.</b>
02.08.01	Identify the constitutional requirements for inmate access to counsel within a Pre-Trial Facility.

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02.08.02	Identify the constitutional requirements for inmate access to counsel within a Prison Facility.
<b>03- Report Writing</b>	
<b>03.01</b>	<b>Demonstrate completion of acceptable disciplinary report.</b>
03.01.01	Identify the elements that are essential to a well-written report.
03.01.02	Identify the purpose of note taking.
<b>03.02</b>	<b>The Trainee will identify processes to issue disciplinary reports to inmates/detainees according to policy and procedures given various situations and conditions.</b>
03.02.01	Identify the various correctional reports that are required by departmental policy and procedure.
<b>03.03</b>	<b>Given a scenario, simulation, or videotape demonstrate completion of acceptable incident reports.</b>
<b>04 -Sexual Harassment and Misconduct</b>	
<b>04.01</b>	<b>The Trainee will identify and recognize elements of Sexual Harassment in the workplace given various situations and conditions.</b>
04.01.01	Explain sexual harassment policies and procedures.
04.01.02	Identify harassing behaviors.
04.01.03	Identify informal actions to stop harassing behavior.
04.01.04	Identify formal actions to stop harassing behavior.
04.01.05	Identify external agencies where complaints of sexual harassment can be directed.
04.01.06	Explain the protections that exist to prevent retaliation against anyone submitting a sexual harassment complaint.
<b>04.02</b>	<b>The Trainee will explain the consequences of sustained allegations of sexual harassment to the institution given various situations and conditions.</b>
<b>04.03</b>	<b>The Trainee will explain the consequences of sustained allegations of sexual harassment to the perpetrator of sexual harassment given various situations and conditions.</b>
<b>04.04</b>	<b>The Trainee will identify way(s) to prevent sexual harassment from occurring in the workplace given various situations and conditions.</b>
<b>04.05</b>	<b>The Trainee will explain why it is inappropriate for staff and inmates to have a personal relationship.</b>
04.05.01	Define fraternization
04.05.02	Identify issues that can result from an officer's failure to recognize and respect boundaries between officers and inmates.
04.05.03	Identify methods to establish professional boundaries within the workplace.
<b>05 -Stress Management for Staff</b>	
<b>05.01</b>	<b>The Trainee will identify the signs and symptoms of stress on correctional employees and its long-term effects given various situations and conditions.</b>
<b>05.02</b>	<b>The Trainee will identify coping strategies for managing stress given various situations and conditions.</b>
<b>06- Testifying in Court</b>	
<b>06.01</b>	<b>The Trainee will explain the role of a correctional employee as it relates to effectively testifying in court proceedings.</b>
06.01.01	Identify the reasons correctional staff would be required to testify.
06.01.02	Identify the role of the prosecutor.
06.01.03	Identify the role of the defense attorney.
06.01.04	Identify the role of the judge.
06.01.05	Identify the requirements for being an effective witness.
06.01.06	Identify tactics used by opposing counsel during cross-examination to discredit testimony.
06.01.07	Identify counter actions an employee may use to overcome tactics used by opposing counsel to discredit testimony.
<b>Introduction to Corrections</b>	
<b>07- Development and Purpose of Corrections</b>	
<b>07.01</b>	<b>The Trainee will explain the development of corrections in the United States.</b>

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<b>07.02</b>	<b>The Trainee will be able to identify the philosophies of modern day corrections.</b>
<b>07.03</b>	<b>The Trainee will explain the mission statement for the employee's agency.</b>
<b>08 -Major Elements of the Criminal Justice System</b>	
<b>08.01</b>	<b>The Trainee with explain the major elements of the criminal justice system.</b>
08.01.01	Identify the function of law enforcement within the criminal justice system.
08.01.02	Identify the federal court structure.
08.01.03	Identify the state court structure.
08.01.04	Identify the function of the courts within the criminal justice system.
08.01.05	Identify the function of corrections within the criminal justice system.
<b>08.02</b>	<b>The Trainee will identify the state and county agencies that constitute the correctional system in Maryland.</b>
08.02.01	Identify the function of county correctional facilities.
08.02.02	Identify the function of state correctional institutions and facilities.
08.02.03	Identify the function of community treatment and evaluation facilities.
08.02.04	Identify the function of probation, parole and community control agencies.
<b>08.03</b>	<b>The Trainee will identify the state agencies and commissions that have regulatory authority over correctional agencies in Maryland.</b>
<b>08.04</b>	<b>The Trainee will identify the professional organizations that provide support and technical assistance to correctional practitioners.</b>
<b>08.05</b>	<b>The Trainee will explain the courts role and influence in correctional administration given various situations and conditions.</b>
<b>08.06</b>	<b>The Trainee will identify the purpose of the Maryland Commission on Correctional Standards.</b>
<b>09- Effects of Imprisonment</b>	
<b>09.01</b>	<b>The Trainee will identify the effects of imprisonment that affect the behaviors of inmates given various situations and conditions.</b>
09.01.01	Define the term "institutionalization."
09.01.02	Identify how the process of institutionalization affects inmates.
09.01.03	Identify various ways inmates adapt their behavior to the correctional environment.
09.01.04	Identify how incarceration affects an inmate when released into the community.
<b>Supervision and Treatment</b>	
<b>10-Correctional Role Expectations</b>	
<b>10.01</b>	<b>The Trainee will identify the roles that correctional employees have in providing custody, security and treatment functions within the institution given various situations and conditions.</b>
<b>10.02</b>	<b>The Trainee will explain the chain of command in a correctional agency given various situations and conditions.</b>
<b>10.03</b>	<b>The Trainee will explain why appropriate classification of inmates is important to the security of a correctional facility.</b>
10.03.01	Identify the specific criteria for security level designations.
10.03.02	Describe the security level designations used to classify inmates.
<b>10.04</b>	<b>The Trainee will identify procedures to enforce housing unit rules and expectations (e.g., clothes, phones, visiting days, commissary, housekeeping, and television usage) given various situations and conditions.</b>
<b>10.05</b>	<b>The Trainee will explain procedures to evaluate inmates/detainees actions to determine the need to issue disciplinary reports given various situations and conditions.</b>
<b>11-Cross Cultural Relations</b>	
<b>11.01</b>	<b>The Trainee will identify the factors that contribute to the development of prejudicial attitudes given various situations and conditions.</b>
11.01.01	Identify how the multiple ethnicities of staff and inmates influence the correctional environment.
11.01.02	Identify how prejudicial attitudes can contribute to problems within correctional facilities.
11.01.03	Identify the tactics used by inmates to capitalize on prejudicial attitudes of staff.

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11.01.04	Identify the tactics staff can utilize to deal with prejudice and discrimination.
<b>12-Female Offenders</b>	
<b>12.01</b>	<b>The Trainee will explain effective strategies for working with female offenders in the correctional setting given various scenarios.</b>
12.01.01	Identify factors that lead women into the criminal justice system.
12.01.02	Identify situations that may occur during cross-gender supervision.
12.01.03	Identify strategies for managing female offenders in the correctional environment.
<b>13-Interpersonal Communications</b>	
<b>13.01</b>	<b>The Trainee will discuss various methods to answer questions and develop/maintain lines of communication and professional rapport given various situations and conditions.</b>
13.01.01	Define verbal communication.
13.01.02	Define non-verbal communication.
13.01.03	Identify the elements of effective communication.
13.01.04	Identify the elements of basic listening skills.
13.01.05	Identify the barriers to effective communication.
<b>13.02</b>	<b>Demonstrate effective interpersonal communication skills in a correctional setting given various situations and conditions.</b>
13.02.01	Identify the importance of effective communication in effective counseling.
13.02.02	Identify effective communication skills necessary when responding to questions in a correctional setting.
13.02.03	Describe effective listening skills while dealing with an inmate who appears to be in crisis.
13.02.04	Describe interpersonal communication.
<b>13.03</b>	<b>The Trainee will demonstrate strategies to de-escalate conflicts in a correctional setting given various situations and conditions.</b>
13.03.01	Identify effective communication skills while giving directions in a correctional setting.
13.03.02	Identify effective communication skills to de-escalate a situation.
<b>14-Mental Health Issues and Interventions</b>	
<b>14.01</b>	<b>The Trainee will explain how mental health issues of inmates impacts the correctional environment.</b>
14.01.01	Identify the symptoms and related behaviors of individuals suffering with traumatic brain injury.
14.01.02	Identify the symptoms and related behaviors of individuals suffering from trauma.
14.01.03	Identify the symptoms and related behaviors of individuals that are developmentally disabled.
14.01.04	Identify the symptoms and related behaviors associated with psychosis.
14.01.05	Identify the symptoms and related behaviors associated with depression.
14.01.06	Identify the symptoms and related behaviors associated with anxiety.
14.01.07	Identify the symptoms and related behaviors associated with mood disorders.
14.01.08	Identify effective de-escalation strategies for interacting with offenders with mental illness.
14.01.09	Identify the impact of personality disorder on inmate behavior.
14.01.10	Identify strategies for supervising inmates with personality disorder effectively within the correctional setting.
<b>15-Substance Abuse</b>	
<b>15.01</b>	<b>The Trainee will explain reasons why people use drugs and alcohol.</b>
<b>15.02</b>	<b>The Trainee explain how the use of controlled dangerous substances effects the individual.</b>
15.02.01	Identify the effects of depressants.
15.02.02	Identify the effects of stimulants.
15.02.03	Identify the effects of opiates and opiodes.
15.02.04	Identify the effects of hallucinogens.
15.02.05	Identify the effects of marijuana.
<b>15.03</b>	<b>The Trainee will identify types of drug paraphernalia used inside of correctional facilities.</b>
<b>15.04</b>	<b>The Trainee will discuss the appropriate response of correctional staff when they encounter inmates that are addicted to drugs or alcohol or are in a state of withdrawal from drugs or alcohol.</b>
<b>16-Suicide Prevention and Awareness</b>	

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<b>16.01</b>	<b>The Trainee will identify the behavior and condition of inmates/detainees on special observation or on suicide watch.</b>
16.01.01	Identify the myths surrounding suicide.
16.01.02	Identify factors that can trigger suicidal behavior.
16.01.03	Identify the high-risk suicide time periods.
16.01.04	Identify the signs and symptoms of suicidal behavior.
16.01.05	Identify the most common indicators of severe depression.
16.01.06	Identify the steps to follow in cases where a suicide has occurred.
<b>16.02</b>	<b>The Trainee will discuss techniques to observe, and monitor inmates/detainees for unusual behavior, potential conflicts and/or changes in behavior.</b>
16.02.01	Identify effective techniques for supervising suicidal inmates.
<b>16.03</b>	<b>The Trainee will explain procedures to refer inmates/detainees to medical or mental health professionals.</b>
<b>17-Youthful Offenders</b>	
<b>17.01</b>	<b>The Trainee will explain the challenges of confining youthful offenders within the adult correctional system given various situations and conditions.</b>
17.01.01	Identify the stages of normal adolescent development.
17.01.02	Identify the factors that lead to troubled adolescent development.
17.01.03	Identify the typical behaviors of incarcerated youth.
17.01.04	Identify techniques that can be used to manage youthful offenders within adult correctional facilities.
<b>Security, Custody and Control</b>	
<b>18-Health and Safety</b>	
<b>18.01</b>	<b>The Trainee will explain the process for reducing the risks of exposure to blood borne pathogens given various situations and conditions.</b>
18.01.01	Identify the most common blood borne pathogens.
18.01.02	Identify how blood borne pathogens are transmitted.
18.01.03	Identify the methods that will prevent or reduce exposure to blood.
18.01.04	Explain the limitations of methods used to prevent or reduce exposure to blood.
18.01.05	Explain the procedures to follow if a blood borne exposure incident occurs.
18.01.06	Identify personal protective equipment (PPE) to reduce the risk of exposure to blood borne pathogens.
<b>18.02</b>	<b>The Trainee will explain the process for reducing the risk of exposure to air borne pathogens given various situations and environments.</b>
18.02.01	Define air borne pathogens.
18.02.02	Identify ways that air borne pathogens is transmitted from one person to another.
18.02.03	Identify ways that air borne pathogens exposure can be reduced.
<b>18.03</b>	<b>The Trainee will explain the process for reducing the risk of exposure to bacterial infections given various situations and conditions.</b>
18.03.01	Define Methicillin-resistant Staphylococcus aureus (MRSA).
18.03.02	Identify ways that MRSA is transmitted from one person to another.
18.03.03	Identify ways that exposure to bacterial infections can be reduced.
18.03.04	Identify personal protective equipment (PPE) to reduce the risk of exposure to bacterial infections.
<b>18.04</b>	<b>The Trainee will apply techniques to administer first aid (e.g., operate AED, perform CPR, other life saving techniques).</b>
<b>18.05</b>	<b>The Trainee will use personal protective equipment (e.g., masks, hand sanitizer, latex gloves) as appropriate.</b>
<b>18.06</b>	<b>The Trainee will identify techniques to maintain a level of physical fitness sufficient to perform duties given situations and conditions.</b>
18.06.01	The trainee will participate in no less than two job oriented physical fitness assessments with the expectation of improvement during entry level training.
<b>19-Cell Extraction</b>	
<b>19.01</b>	<b>The Trainee will explain the factors to be considered when conducting a cell extraction given various situations and conditions.</b>

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19.01.01	Identify circumstances when cell extraction is necessary.
19.01.02	Identify roles and responsibilities of each member of a cell extraction team.
19.01.03	Identify the key considerations that must be addressed when planning cell extractions.
19.01.04	Identify the key elements that need to be covered during debriefing and documentation after a completed cell extraction.
<b>19.02</b>	<b>The Trainee will demonstrate a cell extraction given various situations and conditions.</b>
<b>20-Defensive Tactics</b>	
<b>20.01</b>	<b>The Trainee will identify physical intervention techniques to disrupt or de-escalate conflicts between inmates/detainees given various situations and conditions.</b>
20.01.01	Identify the basic principles of weaponless defense.
20.01.02	Identify the areas of the body most vulnerable to attack.
20.01.03	Identify the parts of the body that can be used to overcome resistance.
20.02	<b>The Trainee will identify defensive techniques, tactics and weapons to protect self or others given various situations and conditions.</b>
<b>20.03</b>	<b>Demonstrate techniques used to defend against and subdue an attacking inmate</b>
<b>20.04</b>	<b>Demonstrate techniques for evading an attack by an assailant with an edged weapon.</b>
<b>20.05</b>	<b>Demonstrate at least two control holds and two “take-down” techniques.</b>
<b>20.06</b>	<b>Demonstrate a two officer, one subject take-down technique.</b>
<b>20.07</b>	<b>Demonstrate at least three ground control techniques.</b>
<b>21-Crime Scene</b>	
<b>21.01</b>	<b>The Trainee will explain procedures to follow for chain of custody procedures regarding evidence and contraband upon discovery of a crime scene at a correctional facility given various situations and conditions.</b>
21.01.01	Identify the procedures for handling evidence discovered at a crime scene.
<b>21.02</b>	<b>The Trainee will explain the responsibilities of an officer who discovers a crime scene.</b>
21.02.01	Identify the tasks involved upon discovery of a crime scene at a correctional facility.
21.02.02	Identify the safety procedures that staff should utilize during the initial response to a crime scene.
21.02.03	Identify the procedures for providing emergency care during the initial response to a crime scene.
21.02.04	Identify the procedures for handling a crime scene.
21.02.05	Identify the procedures for securing and controlling persons at a crime scene.
21.02.06	Identify the procedures for establishing, protecting and securing boundaries at a crime scene.
<b>22-Disturbance Control</b>	
<b>22.01</b>	<b>The Trainee will identify the factors that could result in inmate disturbances.</b>
<b>22.02</b>	<b>The Trainee will identify the actions necessary to prevent inmate disturbances given various situations and conditions.</b>
<b>22.03</b>	<b>The Trainee will identify the indicators of facility tension that often precede disturbances.</b>
<b>22.04</b>	<b>The Trainee will identify the characteristics of the various types of disturbances that may occur within a correctional facility.</b>
<b>22.05</b>	<b>The Trainee will describe proper procedures for responding to a disturbance within a correctional facility.</b>
<b>22.06</b>	<b>The Trainee will demonstrate crowd control techniques given various situations and conditions.</b>
<b>23-Escort and Transportation of Inmates</b>	
<b>23.01</b>	<b>The Trainee will explain techniques to escort inmates/detainees to and from other areas within the facility given various situations and conditions.</b>
23.01.01	Identify requirements for internal movement of inmates that are outlined in policy and procedures.
23.01.02	Identify safety and security concerns for escorting inmates within the facility.
<b>23.02</b>	<b>The Trainee will explain the procedures for transporting an inmate outside of a correctional facility given various situations and conditions.</b>
23.02.01	Identify the procedures used for verifying the identity of an inmate prior to his/her transport.

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23.02.02	Identify the procedures for transporting an inmate of the opposite sex.
23.02.03	Identify safety equipment to be carried by corrections officers during transport.
23.02.04	Identify the steps in the transport process.
<b>23.03</b>	<b>The Trainee will explain procedures in reporting alternate restraining for inmates with disabilities/handicap to supervisor prior to transporting inmates/detainees given various situations and conditions.</b>
23.03.01	Identify disabilities, handicaps, etc. that would require alternate restraining methods.
<b>23.04</b>	<b>The Trainee will describe procedures to ensure all inmate/detainee movement is verified and supervised given various situations and conditions.</b>
<b>23.05</b>	<b>The Trainee will identify procedures to track, update and maintain log of inmates/detainee movement and activities (e.g., for sick call, court, work detail, release) in accordance with assigned facility protocols given various situations and conditions.</b>
<b>23.06</b>	<b>The Trainee will explain procedures to provide security and supervision to for inmates escorted outside the facility given various situations and conditions.</b>
<b>23.07</b>	<b>The Trainee will describe procedures to apply restraints to inmates/detainees prior to transport given various situations and conditions.</b>
<b>24-Restraint Devices</b>	
<b>24.01</b>	<b>The Trainee will demonstrate the proper use of approved restraining device(s).</b>
<b>24.02</b>	<b>The Trainee will describe the proper use of handcuffs.</b>
<b>24.03</b>	<b>The Trainee will describe the proper use of leg irons.</b>
<b>24.04</b>	<b>The Trainee will describe the proper use of flex cuffs.</b>
<b>24.05</b>	<b>The Trainee will describe the proper use of waist chains.</b>
<b>25-Fire Control and Prevention</b>	
<b>25.01</b>	<b>The Trainee will explain the role of a correctional officer in an overall fire safety program in the correctional facility given various situations and conditions.</b>
25.01.01	Identify what actions are necessary to insure the opportunity for fire is reduced.
25.01.02	Identify the appropriate extinguishing equipment for each type of fire.
25.01.03	Identify the elements of a fire suppression system.
<b>25.02</b>	<b>The Trainee will demonstrate the use of fire extinguishing equipment given various situations and conditions.</b>
<b>26-Hostage Situations</b>	
<b>26.01</b>	<b>The Trainee will explain actions that correctional staff can take to reduce the chances for hostage situations developing in a correctional facility.</b>
26.01.01	Identify reasons for hostage situations in correctional facilities.
26.01.02	Identify the early warning signs of possible hostage situations.
26.01.03	Identify the profile of staff likely to become victims in hostage situations.
<b>26.02</b>	<b>The Trainee will explain how hostage situations are likely to develop in a correctional setting.</b>
26.02.01	Identify predictable inmate behavior during a hostage situation.
26.02.02	Identify the psychological stages experienced by both hostages and hostage takers during a hostage situation.
26.02.03	Identify hostage survival techniques.
<b>27-Inmate Manipulation</b>	
<b>27.01</b>	<b>The Trainee will explain how manipulation of staff by inmates takes place given various situations and conditions.</b>
27.01.01	Identify reasons why inmates engage in manipulation and deception of staff.
27.01.02	Identify the factors that make an employee susceptible to being manipulated by an inmate.
27.01.03	Identify the steps that inmates take to set up an employee for manipulation.
27.01.04	Identify correctional practices that help an employee avoid deception or manipulation.
<b>27.02</b>	<b>The Trainee will demonstrate appropriate responses to inmate manipulation and deception given various situations and conditions.</b>
<b>28-Inmate Processing</b>	

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<b>28.01</b>	<b>The Trainee will explain explain the tasks involved when processing an inmate in or out of correctional facility given various situations and conditions.</b>
28.01.01	Identify the procedures the escorting officer is required to follow when bringing an inmate into a correctional facility.
28.01.02	Identify the procedures for verifying paperwork related to processing an inmate into a correctional facility.
28.01.03	Identify the procedures for searching inmates being processed into a correctional facility.
28.01.04	Identify the procedures for photographing inmates being processed into a correctional facility.
28.01.05	Identify the procedures for fingerprinting inmates being processed into a correctional facility.
28.01.06	Identify the procedures for securing inmates while in the processing area.
28.01.07	Identify the procedures for assessing the physical and psychological well being of inmates.
28.01.08	Identify the procedures associated with allowing inmates to make phone calls during processing.
28.01.09	Identify the procedures for handling the property of inmates being processed into a correctional facility.
28.01.10	Identify the procedures for issuing institutional property to inmates being processed into a correctional facility.
28.01.11	Identify the procedure for providing showers for inmates being processed into a correctional facility.
28.01.12	Identify the procedures for verifying the identity of the escorting officer when preparing an inmate for escort out of the facility.
28.01.13	Identify the procedures for verifying paperwork related to processing an inmate out of a correctional facility.
28.01.14	Identify the procedures for checking for detainers when processing an inmate out of a correctional facility.
28.01.15	Identify the procedures for verifying identity when processing an inmate out of a correctional facility.
28.01.16	Identify the procedures for collecting property previously issued when processing an inmate out of a correctional facility.
28.01.17	Identify the procedures for returning property when processing an inmate out of a correctional facility.
<b>29-Maintaining Security</b>	
<b>29.01</b>	<b>The Trainee will explain the their role, as an officer, in maintaining security within a facility.</b>
29.01.01	Identify the purpose of roll call.
29.01.02	Identify the purpose of shift logs.
29.01.03	Identify the purpose of post orders.
29.01.04	Identify pertinent information that should be shared with oncoming pesonnel.
29.01.05	Discuss the proper procedures fo key control.
29.01.06	Discuss proper procedures to ensure door security.
29.01.07	Discuss the proper procedures for tool control.
29.01.08	Discuss the general procedure for conducting security count of inmates.
29.01.09	Identify the requirments to conduct a proper body search given various situations and conditions.
<b>29.02</b>	<b>The Trainee will explain procedures for equipment control, such as radios, flash lights, security devices, AED, First Aid kit, BBP Kit, fire extinguishers and fire blanket in written log or a computer log.</b>
<b>29.03</b>	<b>The Trainee will demonstrate a safe and effective room/cell search given various situations and conditions</b>
29.03.01	Identify techniques to confiscate contraband from inmates.
29.03.02	Explain methods of controlling contraband within a correctional environment



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29.03.03	Identify Maryland laws that relate to the possession of contraband in a correctional facility
<b>29.04</b>	<b>The Trainee will demonstrate a safe and effective vehicle search given various situations and conditions</b>
29.04.01	Identify techniques to confiscate contraband from inmates.
<b>29.05</b>	<b>The Trainee will demonstrate a safe and effective area search given various situations and conditions</b>
29.05.01	Identify techniques to confiscate contraband from inmates.
<b>29.06</b>	<b>The Trainee will demonstrate a safe and effective frisk search given various situations and conditions</b>
29.06.01	Identify techniques to confiscate contraband from inmates.
<b>29.07</b>	<b>The Trainee will demonstrate a safe and effective search of a person using a scanning device.</b>
<b>29.08</b>	<b>The Trainee will explain techniques to monitor and observe inmates given appropriate materials and environment.</b>
29.08.01	Identify the primary components of good observation skills
29.08.02	Identify elements at a correctional facility that promote a secure and safe environment
29.08.03	Identify elements in the physical plant that promote a secure environment.
29.08.04	Identify the purpose of outside perimeter searches.
29.08.05	Identify the key goals for conducting security checks
29.08.06	Identify indicators of a possible escape attempt
29.08.07	Explain the general procedure for conducting security count of inmates
29.08.08	Identify techniques to conduct inmate/detainee head counts
29.08.09	Identify procedures to report roster count(s) to supervisors
<b>29.09</b>	<b>The Trainee will explain methods to issue instructions to direct inmates/detainees' actions on a range of tasks (e.g., performing housekeeping, maintaining proper hygiene, returning to cells) given various situations and conditions.</b>
<b>29.10</b>	<b>The Trainee will explain procedures to conduct roster count (e.g., verify inmate/detainee identity, ensure inmates/detainees are showing signs of life and not in need of medical attention) given various situations and conditions.</b>
29.10.01	Identify techniques to conduct inmate/detainee head counts.
29.10.02	Identify techniques to report roster count to supervisor.
<b>29.11</b>	<b>The Trainee will explain techniques to conduct rounds/physical observations to check on inmates/detainees and maintain awareness for contraband or unusual activity given various situations and conditions.</b>
<b>29.12</b>	<b>The Trainee will explain the procedures to report facility safety and security risks (e.g., light fixtures, windows and bars, televisions, phone receivers, and/or shower heads and handles are intact; hot and cold-water pipes not tampered with; rooms clean and sanitary, windows/doors are intact) given various situations and conditions.</b>
29.12.01	Identify procedures in reporting damage equipment and/or facility in need of repair
<b>29.13</b>	<b>Identify techniques to conduct and document inspections, counts and inventories of security devices (e.g., handcuffs, leg irons) given various situations and conditions.</b>
<b>29.14</b>	<b>The Trainee will explain procedures for preparing and submitting repair request forms given various situations and conditions.</b>
<b>29.15</b>	<b>The Trainee will explain the procedures for handling visitors in a correctional facility given various situations and conditions.</b>
29.15.01	Identify the procedures for processing visitors into a correctional facility to see inmates.
29.15.02	Identify the procedures for processing visitors out of a correctional facility once a visit has been completed.
<b>30-Radio and Telephone Communications</b>	
<b>30.01</b>	<b>The Trainee will demonstrate professional telephone protocol.</b>
<b>30.02</b>	<b>The Trainee will identify the correctional information that is approved for public dissemination given various situations and conditions.</b>

# Correctional Entry-Level Objectives

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<b>30.03</b>	<b>The Trainee will explain the proper operation of a two-way radio.</b>
30.03.01	Identify the various parts of a two-way radio.
30.03.02	Identify proper microphone techniques.
30.03.03	Identify purpose of each radio control.
<b>30.04</b>	<b>The Trainee will demonstrate appropriate radio communication procedures given various situations and conditions.</b>
30.04.01	Explain speech and pronunciation while speaking on a radio.
30.04.02	Explain appropriate rate of delivery while speaking on a radio.
30.04.03	Explain the ability to organize information effectively while speaking on a radio.
30.04.04	Explain the purpose of brevity while speaking on a radio.
30.04.05	Explain courtesy guidelines for radio protocol.
<b>31-Security Threat Groups (Gangs)</b>	
<b>31.01</b>	<b>The Trainee will determine if a group of individuals meet the legal definition of “gang” or working definition of “gang” (or regional group).</b>
<b>31.02</b>	<b>The Trainee will identify the legal definition and characteristics of gang-related terms relevant to their jurisdiction (or alternatively Maryland).</b>
<b>31.03</b>	<b>The Trainee will identify which gangs (or regional groups) are currently active in participant’s jurisdiction (or alternatively, Maryland).</b>
<b>31.04</b>	<b>The trainee will identify if an individual meets the legal definition of “gang” or the working definition of “gang”.</b>
<b>31.05</b>	<b>The Trainee will explain the psychological, sociological, financial and cultural factors associated with groups who are at risk for gang (or regional group) membership given various situations and conditions.</b>
<b>31.06</b>	<b>The Trainee will explain the importance of considering gang/group affiliations when handling a suspected gang/group member given various situations and conditions.</b>
<b>31.07</b>	<b>The Trainee will explain the contemporary strategies for combatting gang/group activity and providing intervention for subjects currently active or at high risk for involvement in gangs/groups given various situations and conditions.</b>
<b>31.08</b>	<b>The Trainee will describe the procedures used that effectively manage gang/group members confined to correctional facilities given various situations and conditions.</b>
<b>32-Special Management Issues</b>	
<b>32.01</b>	<b>The Trainee will explain the processes for managing inmates with special needs given various situations and conditions.</b>
32.01.01	Identify the issues surrounding the management of inmates with physical challenges.
32.01.02	Identify the issues surrounding the management of elderly inmates.
32.01.03	Identify the issues surrounding management of transgender inmates.
<b>32.02</b>	<b>The Trainee will explain issues created by sexual behavior in a correctional setting given various situations and conditions.</b>
32.02.01	Identify the issues created by homosexual behavior in the correctional setting.
32.02.02	Identify the process for managing sexual predators.
<b>32.03</b>	<b>The Trainee will describe how the Prison Rape Elimination Act (PREA) affects a correctional facility.</b>
<b>33-Use of Chemical Agents</b>	
<b>33.01</b>	<b>The Trainee will identify the various methods and uses of chemical agents given various situations and conditions.</b>
<b>33.02</b>	<b>The Trainee will demonstrate the use of a hand-held liquid agent dispenser given various situations and conditions.</b>
<b>33.03</b>	<b>The Trainee will identify the effects of chemical agents on individuals given various situations and conditions.</b>
<b>33.04</b>	<b>The Trainee will explain the proper treatment for exposure to chemical agents given various situations and conditions.</b>

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33.05	The Trainee will demonstrate after receiving a direct OC exposure, the ability to progress through several activities i.e., defends self against attacker, simulate restraining subject, performs cuffing technique, and making radio call, etc.
<b>34-Emergency Preparedness</b>	
34.01	The Trainee will explain procedures to initiate emergency notifications through the chain of command.
34.02	The Trainee will explain techniques to direct the actions of inmates/detainees during emergency situations using verbal commands and/or hand signals given various situations and conditions.
34.02.01	The Trainee will explain procedures for response(s) to different emergency situations given various situations and conditions (i.e. inmate behavior, different locations, surrounding circumstances, access to assistance).
34.02.02	The Trainee will explain techniques to execute response plans (e.g., evacuation, fire response plans, escape response plan procedures, power failure, bomb threat, natural/technological disasters, etc.) in accordance with policies given various situations and conditions.
34.03	The Trainee will identify the procedures to follow in the event of an escape given various situations and conditions.
34.03.01	Identify the procedures to follow for an escape from confinement.
34.03.02	Identify the procedures to follow for a walk off.
34.03.03	Identify the procedures to follow for an escape during transport.
34.03.04	Identify the procedures to follow for an escape from a hospital.
<b><u>Disciplinary Process</u></b>	
<b>35-Disciplinary Process</b>	
35.01	The Trainee will explain key elements of the inmate disciplinary process.
35.01.01	Describe the methods available that correctional employees can use to deal with inmate violations of rules, regulations, or laws.
35.01.02	Describe the inmate disciplinary hearing process.
35.02	The Trainee will explain techniques for documenting inmates/detainees' refusals of service (e.g., meals, medical, treatment, phone usage) given various situations and conditions.