

CITY OF NEW YORK  
DEPARTMENT OF CORRECTION  
TRAINING ACADEMY BROCHURE  
RECRUIT OFFICER TRAINING PROGRAM

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DEPARTMENT OF CORRECTION

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ACQUISITIONS

TRAINING ACADEMY BROCHURE

RECRUIT OFFICER TRAINING PROGRAM

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THE CITY OF NEW YORK  
DEPARTMENT OF CORRECTION

TRAINING ACADEMY

BENJAMIN WARD, Commissioner, New York City Department of Correction

Training Academy Administration

Arthur Cinotti, Deputy Warden, Commanding Officer  
Lawrence Brown, Asst. Deputy Warden, Executive Officer  
Henry Velez, Captain, Training and Curriculum Coordinator  
Nicholas Menrath, Captain, Firearms Unit  
Garnell Smith, Captain, Safety Coordinator  
David Delaney, Captain, Institutional Arsenal  
Edward Franey, Captain, Maintenance Unit

Trainers and Support Staff

C.O. Natale Abruzzo  
C.O. James Carter  
C.O. Neil DeCanditis  
C.O. Lloyd Freckleton  
C.O. James Hecker  
C.O. Leonard Holmes  
C.O. Patricia Martin  
C.O. William Mendoza  
C.O. Thomas Mockobee  
C.O. John Potusek  
C.O. Arthur Rambert  
C.O. Ernest Sampson  
C.O. Arthur Sosa  
C.O. Sandra Hudson  
C.O. Lawrence Lockett  
C.O. Frank Muccio  
C.O. Frances Patterson  
C.O. Mary Marion  
C.O. Melvin Fieramosca  
C.O. David Schoenfeld  
C.O. Jerome Signorelli  
C.O. Michael Toffel  
C.O. Edward Zapotocki

TRAINING FACILITIES

The Training Academy is located on Rikers Island, a complex of the New York City Department of Correction in the Borough of Queens. The building has four classrooms, a video center, locker rooms, and offices for the faculty and administration. Nearby correctional facilities provide the use of a gymnasium and cafeteria. A library and gymnasium have been proposed as new additions to the Training Academy in the very near future. The Departmental firing range, used in conjunction with the New York City Police Department, is located in Rodman's Neck, Bronx.

## THE RECRUIT OFFICER

Becoming a Correction Officer - There are several procedures involved in becoming a New York City Correction Officer trained to work in a correctional facility. This position is open to men and women who are high school graduates, U.S. citizens and residents of New York City or neighboring New York State counties. Applicants are first rated on experience and education and are given a numerical rating and list number according to this information. Names of candidates who score a passing mark of at least 70 percent on the written examination are placed on an eligible list to await appointment to the position of Correction Officer. Placement on the list is determined by test results, with some modification for veterans' benefits.

When the Department of Correction is permitted to hire additional personnel, eligibles are summoned for orientation and fingerprinting. At this point, the candidates undergo an investigation process, a series of qualifying examinations designed to verify the candidates' good characters and fitness for service. The applicants are submitted to a background investigation of their employment and military history, a psychological assessment test, a medical evaluation, and physical agility test. The candidates are evaluated by the Chief of Recruitment, and if approved, appointments are made to the position of Correction Officer. Appointees must be at least twenty and not older than twenty-nine years of age.

PROBATIONARY OFFICER - A probationary period of one year after initial employment is applied to the newly-appointed Correction Officer. During this period, the probationary is trained in occupational skills and begins work in a correctional facility. The work of a probationary Officer is assessed periodically in the institution and at the end of the probationary period a formal decision is made to verify whether or not the Correction Officer has the necessary skills and attitudes to do the work expected.

THE RECRUIT OFFICER (continued)

RECRUIT OFFICER - Once a Correction Officer is hired by the City of New York, he immediately becomes a Recruit Officer. A Recruit Officer is a Correction Officer in pre-service training. Assigned to the Training Academy for eight weeks to complete the Recruit Officer Training Program, the Recruit Officer is taught the fundamental techniques, information and attitudes needed to perform the duties of a Correction Officer. He learns how to function as a Correction Officer through lectures, demonstrations and supervised applications of correctional skills in real institutional settings.

Upon completion of his preparatory training, the Recruit Officer is certified by the Training Academy for assignment to an institution. Although his Recruit Officer status ends at this point, he remains a Probationary Correction Officer for the next ten months, until one year has elapsed from the day of his appointment.

RECRUIT OFFICER TRAINING PROGRAM

ENROLLMENT

Enrollment into the Recruit Officer Training Program is an automatic process initiated by the employee's appointment as Correction Officer. A Recruit Officer is officially registered in the training program when he is assigned by the Personnel Office to report to the Training Academy. He reports to the Training Academy on his second day of employment, after having been processed for employment on the previous day.

Entrance requirements for the Recruit Training Program are automatically met when the employee fulfills the job qualifications.

Training is geared to the specific policies, procedures and conditions of New York City penal institutions. For this reason, Recruit Officers must complete the full curriculum, regardless of previous employment or training to be certified for assignment to an institution or facility.



RECRUIT OFFICER TRAINING PROGRAM

THE TRAINING CYCLE

The Recruit Officer Training Cycle is eight weeks in length. The processing of Recruit Officers by the Department's Personnel Office marks the first day of the training cycle. The cycle contains twnty-seven (27) days of classroom training, eleven (11) days of On-The-Job training (OJT) and one (1) day of training at the Range.

The initial week of training contains the introductory courses fundamental to the remainder of the cycle. The core of the cycle consists of two segments; each segment contains nearly two weeks of classroom training and one entire week of On-The Job-Training. The cycle concludes with a final week of courses.

The training cycle can be summarized as follows:

	1st Week	Basis Training Courses
	2nd & 3rd Week	9 Days classroom, 1 Day OJT
CORE A	4th Week	OJT
	5th Week	5 Days classroom training
	6th Week	4 Days classroom training, 1 Day Range
CORE B	7th Week	OJT
	8th Week	Classroom training, Graduation

Course sequence and classroom time are structured so that Cores A and B are interchangeable in the curriculum schedule. The training schedule of Class X may read basic training week, Core A, Core B and final training week, while that of Class Y may be basic training week, Core B, Core A and final training week.

THE TRAINING CYCLE (cont.)

The flexibility in scheduling allows the Training Academy to combine small classes and accommodate the continuous enrollment of Recruit Officers on a weekly basis. It also affords the advantage of multiple course offerings combined with optimal use of available space and faculty.

A new class of Recruit Officers begins the eight-week training cycle every week. During any given week there may be as many as eight classes in session, each in its respective week of training.

The Training Academy conducts training sessions Monday through Friday, from 7:00 A.M. to 3:31 P.M. throughout the year. Because the nature of the job of Correction Officer requires an individual to work any day of the year, including holidays, Recruit Officer training is conducted along similar lines. Holidays are not acknowledged as days of absence from training. Holidays are regular training days, with the exception that classroom activity is replaced by On-The-Job training.

RECRUIT OFFICER TRAINING PROGRAM

ATTENDANCE

The New York City Department of Correction is a paramilitary municipal agency that demands observance of its Rules and Regulations. Attendance and punctuality are viewed by the Department as two key indices of job performance. This Departmental concern is reflected in the Training Academy's standards.

The Training Academy's policy on absence and lateness parallels the guidelines prescribed in the New York City Department of Correction Rules and Regulations. The Rules and Regulations Manual is issued to employees on their first day of employment by the Personnel Office.

Incidents of absence and lateness will be documented and included in the Recruit Officer's personal folder; as part of his permanent job record, this information follows the Correction Officer throughout his career in the Department.

A Recruit Officer is personally responsible for acquiring training information he has missed.

ABSENCES - An absence without advance notification is considered an absence without authorization; an Officer absent from class or the training program under such circumstances will be subject to disciplinary action and possible dismissal.

An Officer must inform the Training Academy by telephone of an intended absence due to sickness no later than one-half hour before his tour of duty is scheduled to begin, or 6:30 A.M. Absences due to personal emergencies may be recommended by a Superior Officer upon advance notification, but will be granted on a one-time basis at the discretion and approval of the Personnel Captain only.

ATTENDANCE (continued)

A Recruit Officer absent for more than three days of training will not be certified with his class and will be recycled at the discretion of the Commanding Officer.

LATENESS - The training day begins with a daily roll call held promptly at 7:00 A.M.

A late arrival requires the filing of a late report, which is retained in the Recruit Officer's permanent folder.

An unexcused lateness will be reflected in a deduction from the Recruit Officer's earnings and/or disciplinary action.

Excessive lateness will necessitate a Corrective Interview and could result in termination.

RECRUIT OFFICER TRAINING PROGRAM

EVALUATION

Academic progress is assessed by three comprehensive examinations given in the third, sixth and eighth weeks of training. Individual courses may also test mastery of subject matter. The Recruit Officer will also have to pass a physical training examination.

The Recruit Officer Training Program operates on a pass/fail evaluation system. Successful completion of the training program requires a passing score of 70% of the final examination and physical training examination with satisfactory ratings of on-the-job training, unarmed defense performance and an attitudinal appraisal. Records of these ratings are retained in the Recruit Officer's personal folder.

Counseling service is available upon request or when deemed necessary by a member of the training staff.

RECRUIT OFFICER TRAINING PROGRAM

CONDUCT

As a paramilitary organization that heavily stresses military dress and courtesy, the Department of Correction maintains a high level of discipline. Professionalism in deportment is emphasized in recruit training. Unprofessional demeanor could possible result in a negative assessment of the Recruit Officer's behavior and attitude, constituting ground for dismissal.

RECRUIT OFFICER TRAINING PROGRAM

FEEES AND MATERIALS

Textbooks, recruit officer uniform and uniform accessories are to be purchased by the Recruit Officer. Items may be purchased at the Training Academy; purchased items are non-refundable. The Recruit Officer is expected to provide his own gym clothing.

BOOKS

Correction Officers Training Guide, American Correctional Assoc.  
New York State Correction Law  
New York State Criminal Procedure Law  
New York State Penal Law

TOTAL = \$29.00

RECRUIT OFFICER UNIFORM

Pants  
Shirt  
Hat  
Patches

TOTAL = Approx. \$37.00

UNIFORM ACCESSORIES

Black Belt  
2 "T" Shirts  
I.D./Shield Case  
Key Ring Holder  
Memo Book/Pads  
Pen and Pencil Holder  
Pocket Knife  
Tie/Tie Bar  
Whistle

TOTAL = Approx. \$50.00

COURSE CATALOG

RECRUIT OFFICER TRAINING PROGRAM



1.0 GENERAL CORRECTIONS COURSES

1.1 ORIENTATION

3 ½ Hours

Covers personnel information of immediate concern to the new employee. The course acquaints the Recruit Officer with facts concerning salary, benefits and uniform; rules regarding lateness and sickness; union information and the like. Registration and various forms are processed in this session. A question and answer period addresses specific inquiries.

1.2 GROUND RULES

1 Hour

Introduces the Recruit Officer to general rules of procedures pertaining to his employment as a Correction Officer and specific regulations in effect while attending the Training Academy. The Recruit Officer learns what is expected of him while in training and receives information to facilitate his adjustment to the training period and work environment. Information concerning roll call, transportation, job identification, issuance of Shields, handguns, meals and professional conduct are covered.

1.3 COUNT AND MOVEMENT

4 ½ Hours

A series of sessions explaining methods used to accurately count an inmate population. The Recruit is instructed in the types of counts, preparation of count slips, lock-in procedures, and is made aware of possible pitfalls to avoid. Procedures for moving inmates within and outside an institution are also discussed.

1.4 COUNTERFEIT CURRENCY

1 Hour

Explains the procedure for accepting cash; discusses detection of counterfeit money and procedures to follow when it is discovered.

1.5 KEY AND TOOL CONTROL

1 HOUR

A presentation of key and tool control methods and regulations. The course also covers the storage of tools.

1.6 INSTITUTIONAL OPERATIONS

2 Hours, 30 minutes

A survey of the major operational centers of an institution and the Rules and Procedures that govern their operations. The course explains the purpose and function of the Control Room, Receiving Room and General Office; it defines and stresses the importance of institutional orders and Departmental Rules and Regulations.

1.7 MEMORANDUM BOOK

1 1/4 HOURS

Demonstrates the importance of maintaining an accurate memorandum book and the proper procedure used to make entries.

1.8 MILITARY COURTESY

30 Minutes

Orients the Recruit Officer to the standard behavior expected of the Department's uniformed members and the consideration to be shown among Officers.

1.9 BOMB THREATS AND INCIDENTS

1 Hour,

Familiarizes the Recruit Officer with procedures to follow when a bomb threat communication is received. The course presents procedures used to safeguard the public, inmate population and members of the Department; to search premises; and to handle suspected objects or packages.

1.10 PORTABLE RADIO EQUIPMENT

30 Minutes

Demonstrates the use and care of portable radio communication equipment.

1.11 REPORT WRITING

12 1/4 HOURS

Report writing is an essential occupational skill frequently used to document incidents or occurrences. This series is designed to explain the various types of reports used in the Department, to teach the proper format for recording information, and to develop a measure of proficiency in the Recruit in writing well-constructed reports. The course includes the memo form, infraction report, injury to inmate report, special observation report, employee's late report, request to be excused from duty, and overtime report. Recruits are asked to write sample reports based on hypothetical incidents.

1.12 RECEIVING ROOM PROCEDURES

2 Hours, 15 Minutes

Discusses the main functions of the Receiving Room, explaining the admission and discharge processes and the different forms used.

## 2.0 DEFENSIVE TRAINING

### 2.1 FIREARMS TRAINING AND QUALIFICATION

4 1/4 HOURS

Recruits are instructed in the safe, legal and efficient handling of a revolver. Major topics include legal and Departmental requirements for and responsibilities of carrying and using a revolver and procedures to insure public and personal safety. Under supervision, trainees practice using the .38 caliber Smith and Wesson service revolver in live firing sessions on the range and are required to meet qualification standards in safety and proficiency.

### 2.2 DEFENSIVE TACTICS TRAINING

30 1/4 HOURS

Provides physical training and demonstrates basic self defense techniques. Restraining holds and methods to break grips are taught. The Recruit Officer is expected to keep himself in good physical condition and to learn to use his body to protect himself and others.

### 2.3 CHEMICAL AGENT TRAINING

4 3/4 Hours

Explains the use of tear gas and the basic types and functions of tear gas devices available to the Department. The course covers the loading and assembling of devices, methods of delivery, acceptable dosages, safety precautions and decontamination procedures. The use of tear gas in enclosed and outdoor areas is also discussed. Recruit Officers practice using the equipment and are exposed to the actual chemical agent.

### 2.4 BATON TRAINING

8 Hours

Demonstrates the use of the baton for restraint and control purposes in emergency situations.

### 2.5 FIREARMS MAINTENANCE

1 1/4 HOURS

Presents the correct procedure for lubrication, maintenance and peripheral inspection of personal firearms to insure that they are in good working order. The course exposes the dangers of unqualified home repairs.

2.6 RANGE PREPARATION

30 Minutes

This course introduces the Officer to the proper and safe procedures that will be expected of each Officer when he goes to the Range for Firearms Qualifications.

2.7 CALISTHENICS

15 Minutes per Session (Multiple Sessions)

To instruct the Officer with the necessary physical training to successfully complete his/her physical training course.

3.0 LAW3.1 LEGAL OVERVIEW

3 1/4 HOURS

A presentation on the necessity of laws, the impact of laws on our social structure, types of laws and legal precedents. The course includes a discussion of inmates' legal rights; case laws are used to demonstrate points of information.

3.2 MINIMUM STANDARDS

6 3/4 HOURS

Informs Recruit Officers of the legal obligations involved in performing the duties of a Correction Officer as prescribed by the Board of Correction's Minimum Standards document. Recruits learn of court decisions on which the Minimum Standards are based and are made aware of their obligation to provide fundamental services to inmates. The course gives detailed descriptions of selected standards.

3.3 PENAL LAW

2 Hours

Describes the penal law as it applies to the work of a Correction Officer. The course explains terms used in the penal law, sentences and types of offenses.

3.4 USE OF FORCE

1 1/2 HOURS

Describes the extent and conditions under which force may be used as directed by New York State Penal and Correction Laws and the Departmental Rules and Regulations. The use of force to prevent an escape, a riot, damage to institutional property and injury to self or others is discussed. The use of force on inmates refusing to comply with the admission process is also addressed.

3.5 PEACE OFFICER STATUS/ARREST PROCEDURES AND RESPONSIBILITIES

4 3/4 HOURS

Informs the Recruit Officer of the status of a Peace Officer, dictated by New York State Laws. The course deals with the limits of the Peace Officer's authority, explains the difference between Police and Peace Officer and reviews the laws regarding official misconduct by a person of that title.

3.6 DEPARTMENTAL RULES AND REGULATIONS

2 1/2 HOURS

Explains the importance of the Departmental Rules and Regulations as guidelines to carrying out the Correction Officer's legal duties and responsibilities. The course teaches the use of the subject index in locating rules by classification number. The interpretation and application of specific Rules and Regulations are thoroughly discussed.

3.7 LEGAL USE OF DEADLY PHYSICAL FORCE

3 HOURS

Discusses sections of the Penal Law pertaining to the use of deadly physical force by Peace Officers. Recruit Officers learn under what condition they may use deadly physical force and to insure public safety when firearms are used in the performance of duty.

3.8 CORRECTION LAW

3 HOURS

This course is designed to familiarize the Officer with the Correction Law as it applies to him/her and his/her duties.

3.9 CRIMINAL PROCEDURE LAW

2 HOURS

This course is designed to inform the Recruit Officer of the proper procedures and agencies used to bring an accused before the Bar of Justice.

4.0 SAFETY PROCEDURES

4.1 CAUSES OF RIOTS AND DISTURBANCES

2 1/4 HOURS

Explores the possible causes of riots and disturbances and explains steps to be taken if such an emergency should occur.

4.2 CRISIS INTERVENTION

1 1/4 HOURS

Familiarizes the Recruit Officer with the Department's organized plans for responding to a serious security problem in a facility, such as a riot or hostage situation. Crisis intervention, hostage negotiations and the Correctional Emergency Response Team (CERT) are covered.

4.4 FIRST AID

8 1/2 HOURS

The American Red Cross multi-media course in basic first aid techniques. A Certificate of Achievement is awarded upon successful completion of the course.

4.5 PROTECTIVE EQUIPMENT

1 1/2 HOURS

Presents information on the wearing and storage of protective equipment used in emergency situations. The use of the helmet, gas mask and protective vest is explained.



5.0 SECURITY METHODS5.1 SECURITY

2 Hours

Thoroughly discusses security as a controlling factor. The basic goals are defined as (1) maintenance of order, (2) prevention of escapes and (3) control of contraband. The course covers the types and degrees of security, the importance of knowing the physical layout of the facility, methods of inspection, the need to safeguard keys and equipment, the introduction of contraband into the institution, inmate ploys to engage employees as contraband carriers and the role of classifications in the reduction of unusual occurrences.

5.2 CONTRABAND CONTROL

2 1/4 HOURS

Explains the need to identify and control contraband. The course exposes the Recruit Officer to various types of contraband and methods used to conceal them. The importance, frequency and methods of searches are discussed; penalties of possession or smuggling of contraband are explained.

5.3 SEARCH PROCEDURES

1 3/4 HOURS

Teaches the value of regular and irregular searches; deals with the different methods of personal area searches, frequency of searches and consideration of the individual being searched.

5.4 PRESERVATION OF EVIDENCE

2 1/4 HOURS

Describes the techniques of gathering, safeguarding and preserving evidence.

5.5 DISCIPLINARY PROCEDURES

2 1/4 HOURS

Informs the Recruit Officer of Departmental disciplinary procedures to be followed when an inmate violates the Rules of a facility. The course includes disposal of major and minor violations, infractions, investigations and disciplinary board proceedings.

5.6 DRUG IDENTIFICATION

4 3/4 HOURS

Examines drug abuse and its effect within the correctional system. Types, forms, use and effect of drugs in an institution are discussed.

5.7 FINGERPRINTING TECHNIQUES

1 Hour

Demonstrates the techniques of fingerprinting. The course presents fingerprint types and standards of acceptance.

5.8 USE OF RESTRAINTS

2 Hours, 15 Minutes

Clarifies the purpose and conditions of using restraining devices. The proper use of and the Department's Rules and Regulations governing the use of restraining devices are explained. The course demonstrates the application of handcuffs, flexicuffs, ties, security belts, leg irons, daisy chains and straight jackets.

6.0 SOCIAL SCIENCE6.1 ETHNIC AWARENESS

2 HOURS

Recruit Officers discuss and examine their individual attitudes toward the various ethnic groups found within the prison population. The course prepares the Recruit Officer for interaction with various groups within the institution by enabling him to identify and be aware of his possible personal prejudices and demonstrating the need to make objective, rather than subjective professional decisions.

6.2 INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM.

2 HOURS, 15 Minutes

An overview of the Criminal Justice System, identifying the major agencies and their functions. The course covers the arrest process and includes a description of the facilities, rank structure and inmate population of the Department of Correction.

6.4 PUBLIC RELATIONS

30 Minutes

Explains the Correction Officer's position in his relations with the public and his role in maintaining the Department's rapport with the community. The course discusses professionalism in work and behavior.

6.5 ROLE OF THE CORRECTION OFFICER

2 1/4 HOURS

Familiarizes the Recruit Officer with the duties and responsibilities of various posts to which the Correction Officer may be assigned.

6.6 INTERPERSONAL COMMUNICATIONS

4 1/2 HOURS

Presents guidelines and techniques for effective communication. The course provides information on posturing, observation, listening, responding, questioning and reinforcement.

6.7 STRESS

3 HOURS

This course is designed to make the Officer aware of the different emotional strains or tension he may experience. This course will also familiarize the student with the types of stress he/she is likely to experience and the methods to cope with these stress situations.

6.8 HUMAN RELATIONS

6 HOURS

This course is designed to instruct and provide information on how to deal effectively with people.

6.10 INMATE PROGRAMS

2 1/2 HOURS

Outlines the various types of programs available to sentenced and detention inmates. Health, legal, religious and educational services are included.

6.12 ADOLESCENT INMATES

3 HOURS

This course will familiarize the Officer with the special characteristics adolescents display while incarcerated.

6.13 SPECIAL INMATES

3 HOURS

This course is designed to familiarize the Officer with the characteristics of special inmates such as those who are mentally ill, suicidal, epileptic, etc.

7.0 ON-THE-JOB TRAINING  
93 HOURS, 41 Minutes

Correctional theory and skills are applied to real institutional situations. Recruit Officers report to a correctional facility where they function in the capacity of Correction Officer, under supervision.

**END**