

Correctional Entry-Level Objectives

Effective July 1, 2012

Administrative Procedure	
01- Professionalism and Ethics	
01.01	Identify why correctional staff should exemplify the highest professional, ethical and moral standards.
01.01.01	Define the term "ethics".
01.01.02	Define the term "professionalism".
01.01.03	Identify the importance of ethical conduct in corrections.
01.01.04	Identify the importance of ethical conduct while in off-duty status.
01.01.05	Identify the components of codes of ethics established for correctional staff by professional correctional organizations.
01.01.06	Identify the components of the standards of conduct established for correctional staff by the employee's correctional facility.
01.01.07	Identify ethical violations that can occur in the correctional setting.
01.01.08	Identify methods for handling unethical situations.
01.02	Identify the important elements of effective leadership.
02 -Legal Aspects of Corrections	
02.01	Identify how working in a correctional facility affects the constitutional rights of employees.
02.02	Identify the types of liabilities, levels of negligence and consequences of violating constitutional rights of inmates.
02.03	Identify the rights of inmates established under the First Amendment to the U.S. Constitution.
02.03.01	Identify the constitutional requirement for exercise of religion.
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.
02.04	Identify the rights of inmates as established under the Fourth Amendment to the U.S. Constitution.
02.04.01	Identify the constitutional elements for searches.
02.05	Identify the rights of inmates as established under the Fifth Amendment to the U.S. Constitution.
02.06	Identify the rights of inmates as established under the Eighth Amendment to the U.S. Constitution.
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.
02.07	Identify the rights of inmates as established under the Fourteenth Amendment to the U.S. Constitution.
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.
02.08	Describe the court's role and influence in correctional administration.
02.09	Identify the various standards of the Maryland Commission on Correctional Standards.
03- Report Writing	
03.01	Identify techniques used while interviewing inmates in order to gather information for reports.
03.02	Given scenarios, complete acceptable correctional reports.
03.02.01	Identify the purpose of correctional reports.
03.02.02	Identify the various correctional reports that are required by departmental policy and procedure.
03.02.03	Identify the elements that are essential to a well-written report.

04 -Sexual Harassment and Misconduct	
04.01	Identify sexual harassment.
04.01.01	Identify 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.
04.02	Identify the consequences of sustained allegations of sexual harassment to the institution.
04.03	Identify the consequences of sustained allegations of sexual harassment to the perpetrator.
04.04	Identify way(s) to prevent sexual harassment from occurring.
05 -Stress Management for Staff	
05.01	Identify the signs and symptoms of stress on correctional employees.
05.02	Identify strategies for coping with and managing stress.
06- Testifying in Court	
06.01	Identify the role of a correctional employee as it relates to effectively testifying in court proceedings.
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.
Introduction to Corrections	
07- Development and Purpose of Corrections	
07.01	Describe the development of corrections in the United States.
07.02	Identify the philosophies of modern day corrections.
07.03	Demonstrate knowledge of the mission statement for the employee's agency.
08 -Major Elements of the Criminal Justice System	
08.01	Identify the major elements of the criminal justice system.
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.
08.02	Identify the state and local agencies that constitute the correctional system in Maryland.
08.02.01	Identify the function of county and municipal 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.
08.03	Identify the state agencies and commissions that have regulatory authority over correctional agencies in Maryland.
08.04	Identify the professional organizations that provide support and technical assistance to correctional practitioners.

09- Effects of Imprisonment	
09.01	Identify the effects of imprisonment that impact the behaviors of inmates.
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.
Supervision and Treatment	
10-Correctional Role Expectations	
10.01	Identify the roles that correctional employees have in providing custody, security and treatment functions within the institution.
10.02	Identify the chain of command in a correctional agency.
10.03	Identify why appropriate classification of inmates is important to the security of a correctional facility.
10.03.01	Identify the specific criteria for security level designations.
10.03.02	Describe the security level designations used to classify inmates.
11-Cross Cultural Relations	
11.01	Identify the factors that contribute to the development of prejudicial attitudes.
11.01.01	Identify how the multiple ethnicities of staff and inmates impact 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.
11.01.04	Identify the tactics staff can utilize to deal with prejudice and discrimination.
12-Female Offenders	
12.01	Identify the most effective strategies for working with female offenders in the correctional setting.
12.01.01	Identify the issues that lead women into the criminal justice system.
12.01.02	Identify strategies for managing female offenders in the correctional environment.
12.02	Identify problems that may occur during cross-gender supervision.
13-Interpersonal Communications	
13.01	Describe the use of effective interpersonal communication skills in a correctional setting.
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.
13.01.06	Identify the importance of effective communication in effective counseling.
13.02	Demonstrate effective communication skills in a correctional setting.
13.02.01	Demonstrate effective communication skills while giving directions in a correctional setting.
13.02.02	Identify effective communication skills necessary when responding to questions in a correctional
13.02.03	Demonstrate effective communication skills to de-escalate a situation.
13.02.04	Demonstrate effective listening skills while dealing with an inmate who appears to be in crisis.

14-Mental Health Issues and Interventions	
14.01	Explain how the mental health issues of inmates impacts the correctional environment.
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.
15-Substance Abuse	
15.01	Identify reasons why people use drugs or alcohol.
15.02	Identify how the use of controlled dangerous substances effects the individual.
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.
15.03	Identify types of drug paraphernalia used inside of correctional facilities.
15.04	Describe 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.
16-Suicide Prevention and Awareness	
16.01	Explain the process for suicide awareness and prevention.
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 effective techniques for supervising suicidal inmates.
16.01.07	Identify the steps to follow in cases where a suicide has occurred.
17-Youthful Offenders	
17.01	Explain the challenges of confining youthful offenders within the adult correctional system.
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.

Security, Custody and Control	
18-Health and Safety	
18.01	Explain the process for reducing the risks of exposure to blood borne pathogens.
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.
18.02	Explain the process for reducing the risk of exposure to air borne pathogens.
18.02.01	Define Tuberculosis.
18.02.02	Identify ways that Tuberculosis is transmitted from one person to another.
18.02.03	Identify ways that Tuberculosis exposure can be reduced.
18.03	Explain the process for reducing the risk of exposure to bacterial infections.
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.
18.04	Successfully complete a CPR and First Aid course approve by the Correctional Training Commission.
19-Cell Extraction	
19.01	Explain the factors to be considered when conducting a cell extraction.
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.
19.02	Given a scenario, demonstrate a proficient cell extraction.
20-Defensive Tactics	
20.01	Identify the basic principles of defensive tactics.
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	Demonstrate techniques used to defend against and subdue an attacking person.
20.03	Demonstrate techniques for evading an attack by an assailant with an edged weapon.
20.04	Demonstrate at least two control holds and two "take-down" techniques.
20.05	Demonstrate a two officer, one subject take-down technique.
20.06	Demonstrate at least three ground control techniques.
21-Crime Scene	
21.01	Identify the tasks involved upon discovery of a crime scene at a correctional facility.
21.01.01	Identify the safety procedures that staff should utilize during the initial response to a crime scene.
21.01.02	Identify the procedures for providing emergency care during the initial response to a crime scene.
21.02	Identify the procedures for handling a crime scene.
21.02.01	Identify the procedures for securing and controlling persons at a crime scene.
21.02.02	Identify the procedures for establishing, protecting and securing boundaries at a crime scene.
21.02.03	Identify the procedures for handling evidence discovered at a crime scene.

22-Disturbance Control	
22.01	Identify the factors that may lead to inmate disturbances.
22.02	Identify the actions necessary to prevent inmate disturbances.
22.03	Identify the indicators of facility tension that often precede disturbances.
22.04	Identify the characteristics of the various types of disturbances that may occur within a correctional facility.
22.05	Demonstrate the proper procedures for handling a disturbance at a correctional facility.
22.05.01	Identify the standard procedures for officers to follow in the event of a disturbance that are established in the institutional emergency plans.
22.05.02	Demonstrate crowd control techniques.
23-Escort and Transportation of Inmates	
23.01	Explain the procedures for moving inmates within a correctional facility.
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.
23.02	Explain the procedures for transporting an inmate outside of the correctional facility.
23.02.01	Identify the procedures used for verifying the identity of an inmate prior to his/her transport.
23.02.02	Identify safety equipment to be carried by corrections officers during transport.
23.02.03	Identify the steps in the transport process.
23.02.04	Identify the problems that can occur during transport.
23.02.05	Identify the procedures for transporting an inmate of the opposite sex.
23.02.06	Identify how problems during inmate transport can be handled.
24-Restraint Devices	
24.01	Identify the component parts of restraining devices.
24.02	Demonstrate the proper use of handcuffs.
24.03	Demonstrate the proper use of leg irons.
24.04	Demonstrate the proper use of flex cuffs.
24.05	Demonstrate the proper use of waist chains.
25-Fire Control and Prevention	
25.01	Identify the elements of fire control and prevention.
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.
25.02	Demonstrate the use of fire extinguishing equipment.
26-Hostage Situations	
26.01	Identify the actions that correctional staff can take to reduce the chances for hostage situations to develop.
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.
26.02	Explain how hostage situations are likely to develop in a correctional setting.
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.

27-Inmate Manipulation	
27.01	Explain how the manipulation of staff by inmates takes place.
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.
27.02	Demonstrate appropriate responses to manipulation and deception in role-play situations.
28-Inmate Processing	
28.01	Identify the tasks involved when processing an inmate/arrestee into a correctional facility.
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.
28.02	Identify the tasks involved when processing an inmate/arrestee for release from a correctional facility.
28.02.01	Identify the procedures for verifying the identity of the escorting officer when preparing an inmate for escort out of the facility.
28.02.02	Identify the procedures for verifying paperwork related to processing an inmate out of a correctional facility.
28.02.03	Identify the procedures for checking for detainers when processing an inmate out of a correctional facility.
28.02.04	Identify the procedures for verifying identity when processing an inmate out of a correctional facility.
28.02.05	Identify the procedures for collecting property previously issued when processing an inmate out of a correctional facility.
28.02.06	Identify the procedures for returning property when processing an inmate out of a correctional facility.

29-Maintaining Security	
29.01	Identify elements at a correctional facility that promote a secure and safe environment.
29.01.01	Identify elements in the physical plant that promote a secure environment.
29.01.02	Identify the purpose of emergency plans.
29.01.03	Identify the purpose of outside perimeter searches.
29.01.04	Identify the requirements to conduct a proper strip search.
29.02	Explain the control of hardware within the correctional environment.
29.02.01	Identify the process for key control.
29.02.02	Identify the process for tool control.
29.03	Explain the methods of controlling contraband within the correctional environment.
29.04	Identify the laws of the State of Maryland that relate to the possession of contraband in a correctional setting.
29.05	Identify the actions of correctional staff that serve to maintain the security of a correctional facility.
29.05.01	Identify the purpose of shift logs.
29.05.02	Identify the purpose of post orders.
29.05.03	Identify the purpose of roll call.
29.05.04	Identify the staff person(s) that are authorized to conduct each type of search.
29.05.05	Identify the purpose of a security count.
29.06	Demonstrate the skills required to execute room/cell searches.
29.07	Demonstrate the skills required to execute a vehicle search.
29.08	Demonstrate the skills required to execute area searches.
29.09	Demonstrate the skills required to execute a proper frisk search.
29.10	Demonstrate the skills required to conduct a proper search using a scanning device.
29.11	Identify the procedures to be followed in the event of an escape.
29.11.01	Identify the procedures to be followed for an escape from confinement.
29.11.02	Identify the procedures to be followed for a walk off.
29.11.03	Identify the procedures to be followed for an escape during transport.
29.11.04	Identify the procedures to be followed for an escape from a hospital.
29.12	Identify the procedures for handling visitors in a correctional facility.
29.12.01	Identify the procedures for processing visitors into a correctional facility to see inmates.
29.12.02	Identify the procedures for processing visitors out of a correctional facility once a visit has been completed.

30-Radio and Telephone Communications	
30.01	Identify professional telephone protocol.
30.02	Identify the correctional information that is approved for public dissemination.
30.03	Identify the proper use of a two-way radio.
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.
30.04	Demonstrate appropriate radio communication procedures.
30.04.01	Demonstrate speech and pronunciation while speaking on a radio.
30.04.02	Demonstrate appropriate rate of delivery while speaking on a radio.
30.04.03	Demonstrate the ability to organize information effectively while speaking on a radio.
30.04.04	Demonstrate brevity while speaking on a radio.
30.04.05	Demonstrate courtesy guidelines for radio protocol.
31-Security Threat Groups (Gangs)	
31.01	Determine if a group of individuals meet the legal definition of "gang" or the working definition of "gang."
31.02	Identify the legal definition and characteristics of gang-related terms relevant to their jurisdiction (or alternatively, Maryland).
31.03	Identify gangs currently active in participant's jurisdiction (or alternatively, Maryland).
31.04	Identify if an individual meets the legal definition of "gang" or the working definition of "gang".
31.05	Identify the psychological, sociological, financial and cultural factors associated with groups who are at risk for gang membership.
31.06	Explain the importance of considering gang affiliations when handling a suspected gang member.
31.07	Identify the contemporary strategies for combating gang activity and providing intervention for subjects currently active or at high risk for involvement in gangs.
31.08	Describe the procedures used that effectively manage gang members confined to correctional facilities.
32-Special Management Issues	
32.01	Identify the processes for managing inmates with special needs.
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.
32.02	Identify the issues created by sexual behavior in the correctional setting.
32.02.01	Identify the issues created by homosexual behavior in the correctional setting.
32.02.02	Identify the process for managing sexual predators.
32.03	Identify how the Prison Rape Elimination Act (PREA) impacts a correctional facility.
33-Use of Chemical Agents	
33.01	Identify the various methods and uses of chemical agents.
33.02	Demonstrate the use of a hand-held liquid agent dispenser.
33.03	Identify the effects of chemical agents on individuals.
33.04	Identify the proper treatment for exposure to chemical agents.
Disciplinary Process	
34-Disciplinary Process	
34.01	Explain the inmate disciplinary process.
34.01.01	Describe the methods available that correctional employees can use to deal with inmate violations of rules, regulations, or laws.
34.01.02	Describe the inmate disciplinary hearing process.