



Department of Public Safety and Correctional Services

Police and Correctional Training Commissions

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Dear CELTP Academy Recruit,

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

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

Military Drill and Inspections

Recruit will be required to learn and proficiently perform military protocols and be inspected daily for proper uniform attire and compliance with agency's Personal Appearance Policy. Military protocols will include marching, squad formations and squad movements.

Physical Training

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

Academy Training

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

- **Disturbance/Riot Control**
- **Use of Chemical Agents**
- **Defensive Tactics**
- **CPR and First Aid**
- **Fire Suppression and use of Extinguisher**
- **Applying restraints**

All training is conducted in both indoor and outdoor settings regardless of weather conditions. You will need to invest your personal time studying material and preparing for testing to successfully complete this program.

This is a challenging program that will test your skills, abilities, and tenacity. You should immediately prepare for this program by engaging in your own fitness by stretching and building your cardiovascular endurance and upper body strength.

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

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

Sincerely,

Thomas Martin
Director of Correctional Training

Academy Checklist

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

- Report to the academy wearing your agency issued uniform or professional business attire (for non-uniformed personnel)
- Black utility long pants issued to you prior to beginning the academy that allow free movement during physical training (Capri pants will not be tolerated)
- Black sweatpants (no logos, joggers or Capri pants will not be tolerated)
- Tennis shoes/ sneakers/ athletic wear for indoor and outdoor use in black or white (no writing, colorful trim or embellishments)
- Duty boots must be black in color and able to be polished, steel toe is not permitted. Boots may be used in place of tennis shoes (no writing, colorful trim or embellishments)
- Black or white athletic socks of any length
- Issued yellow recruit PCTC t-shirt, Black utility pants, top, and boots shall be worn from the 3rd day of employment through the 1st day of the academy. An optional black crew neck shirt may be worn under the yellow shirt. Academy staff will advise the uniform of the day after day 1 of the Academy.
- Backpack dark in color (no red). No travel bags with wheels or duffle bags.
- Per the DPSCS personal appearance policy, "hair in front shall not fall below the band of properly worn uniform headgear and remain above the eyebrow. Hair in back shall not fall below a horizontal line that is level with the lower edge of the back of the collar." (Division of Correction Manual (DCM) 50-43)
- Per the DPSCS personal appearance policy, fingernails "shall be neatly trimmed so as not to interfere with the performance of duty, detract from the professional image, or present a safety hazard. Fingernails shall not exceed ¼ inch from the tip of the finger." (Division of Correction Manual (DCM) 50-43)
- No jewelry is permitted other than a watch and a wedding band; however, there will be times these items will need to be removed and secured
- Personal hygiene items if you desire to use after physical fitness (towel, soap, shampoo, deodorant etc.)

Lodging is available for students who require overnight accommodations (Sykesville Academy only). The cost per night is \$25.00. For more information you may contact Joanne Cunningham at 410-875-3402.

If there are any questions regarding the above requirements please contact the Correctional Entrance Level Training Program at 410-875-3400 (Sykesville) 240-420-3166 (Hagerstown).