



CHAIRMAN'S MEMORANDUM

NO. 17-98

SEPT. 1, 1998

TO: SHERIFFS, JAIL ADMINISTRATORS, ALL TRAINING COORDINATORS,
COMMISSIONERS OF CORRECTION

RE: TRAINING PROGRAM REVISIONS

Over the past several months, the Commission of Correction, in conjunction with county correctional trainers, have been revising the Legal Issues Train-the Trainer (TTT) course. Such revisions were necessary in light of changes to case law and minimum standards. Further, a decision was made recently to modify the Legal Issues TTT by eliminating the Essential Services lesson plans. The Introduction to Essential Services lesson plan will remain in light of its technical nature. As a result, the following changes will be realized:

1. The program will now consist of the Legal Issues lesson plans as well as the Introduction to Essential Services lesson plan.
2. The length of the course has been reduced from 4.5 days to 2.5 days. This will provide much needed flexibility to counties.
3. The course will no longer include "teach backs"; however, participants must pass a final examination.
4. Those who successfully complete the Legal Issues Train-the-Trainer course will be authorized to teach those lesson plans as part of the Basic Corrections course as well as Legal Issues Train-the-Trainer courses.
5. Individuals who are instructor certified (SCOC or BMP) and have not completed the Legal Issues Train-the-Trainer course will be allowed to teach the Essential Services lesson plans (except for the Introduction to Essential Services) as part of the Basic Corrections course.

At this time, we anticipate instituting these lesson plans some time in the fall of 1998. Before we can make a final decision as to the effective date, we must first determine the dates of Basic Correctional Training courses scheduled for that time period. To assist us in this endeavor, I ask that your training coordinator complete the attached form and fax it to the Commission *within 15 days of your receipt of this correspondence.*

New York State Commission of Correction
4 Tower Place
Albany, New York 12203-3702
(518) 485-2346

Alan J. Croce, Chairman/Commissioner

Thomas J. Goldrick, Commissioner
Patricia R. Tappan, Commissioner

Additional information on this matter will be forwarded to each facility's Administrator and Training Officer delineating specific dates and other information relevant to the changes in the lesson plans.

Thank you for your cooperation in this matter.

Alan J. Croce, Chairman/Commissioner