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# CHAIRMAN'S MEMORANDUM

## NO. 20-99

## DECEMBER 13, 1999

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

**RE: BASIC CORRECTIONS TRAINING COURSE REQUESTS**

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As you know, county correctional facilities must receive authorization from the Commission of Correction to deliver a Basic Corrections Training Course. This is to inform you that effective January 1, 2000, requests to conduct a Basic Corrections Training Course, including those being delivered in the modular format, must be forwarded, in writing to the Commission at least **45 days** prior to the anticipated starting date. This will allow sufficient time for Commission staff to review the curriculum to ensure that all training segments, time frames, and instructor eligibility requirements are met. It will also provide facilities sufficient time to make any necessary adjustments required by the Commission.

Commission staff have developed the attached *Basic Corrections Course Request Form*, which must be completed and submitted along with your request to deliver a Basic Corrections Training Course. Also, the form contains information regarding specific segments for which instructors must be train-the-trainer certified in order to teach the segment.

The entire form must still be completed by those facilities whose Basic Corrections Training Academies exceed the Commission's minimum course requirements. Only the Commission's required training segments need to be listed on the form. Remember, the Legal Issues and Essential Services lesson plans have been modified as of 1/1/99 and you must use those lesson plans, as noted on the form. If you are planning to conduct a course and do not have the updated lesson plans, please contact my staff for copies.

Such requests must be submitted at least **45 days** prior to the anticipated starting date to the attention of Donald Nadler, Deputy Director of Operations. Thank you for your cooperation.

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Alan J. Croce, Chairman/Commissioner

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Alan J. Croce, Chairman/Commissioner  
Patricia R. Tappan, Commissioner  
Frederick C. Lamy, Commissioner

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