



CHAIRMAN'S MEMORANDUM

NO. 3-99

January 11, 1999

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

RE: REVISION TO BASIC COURSE LESSON PLANS

Effective 1/1/99, any basic school for Correction officers must be taught using the Legal Issues Lesson Plan with the Issue Date of 6/1/98. As stated in a prior Chairman's memorandum, the lesson plans have been modified to reflect current changes to the law and the impact they have on corrections.

Also updated were the Essential Services portion of the Basic School. These lessons, with an Issue Date of 1/1/99, are to be used for all future basic training. Please make all training staff aware of the correct lesson plans to be used so that students will be taught based on new and revised Performance Objectives, and that the examination questions are covered correctly in the training.

In order to avoid costly mailings, both of these revised lesson plans will be issued to counties as they contact Commission staff for scheduling of a Basic School. If you are planning on teaching a basic school, please allow time for delivery of the material prior to the course, so that your instructors will be able to become familiar with it prior to their delivery.

Remember that Legal Issue trainers who have been trained using the prior Legal Issues Lesson Plan will still be able to teach the new Legal issues LP without having to attend any further training after familiarizing themselves with the content of the revised lesson plan. Also, the segment entitled "Introduction to Essential Services" *must* be taught by a Legal Issues trained trainer, while all other segments of the Essential Services portion of basic can now be taught by anyone who is a general topic instructor.

Any questions on this matter can be addressed to Donald Nadler at 518-485-2487.

Alan J. Croce, Chairman/Commissioner

