

**American Council on Education  
College Credit Recommendation Service**

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**NEW JERSEY DEPARTMENT OF CORRECTIONS  
OFFICE OF TRAINING  
P. O. BOX 438  
SEA GIRT, NEW JERSEY 08750**

**APRIL 26-27, 2007**

**Review Conducted By  
Thomas Edison State College  
Trenton, New Jersey**

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## NEW JERSEY DEPARTMENT OF CORRECTIONS

The New Jersey Department of Corrections, Office of Training provides corrections professionals with the skills necessary to successfully complete their tasks and to administer the care, custodial treatment and reintegration of adult offenders committed to correctional facilities in New Jersey. The Office of Training is organized into several units: The Academy, located at the National Guard Training Center in Sea Girt, which conducts basic training for state corrections officers, the In-service training unit which is responsible for overseeing the in-service training for all personnel assigned to the department, and the Custody Recruitment Unit which is responsible for the recruitment and hiring process of future corrections officers. The mission of the Office of Training is to provide an environment that prepares new employees for entry into the correctional profession and empowers experienced staff to attain the highest standard of integrity and professional development through proactive and innovative training programs utilizing state of the art technology. Through the various training programs, the Office of Training promotes and encourages the development and shaping of a professional correctional culture that promotes teamwork, values diversity and embraces excellence in correctional intervention.

**Source of Official Student Records:** Registry of Credit Recommendations, American Council on Education, One Dupont Circle, Washington, DC 20036-1193.

**Additional information about the courses:** Office of Corporate Higher-Education Programs, Thomas Edison State College, 101 West State Street; Trenton, New Jersey 08608-1176, (609) 633-6271; [corpinfo@tesc.edu](mailto:corpinfo@tesc.edu) .

ACE/College Credit Recommendation Service Evaluation  
Conducted By  
Thomas Edison State College

For

NEW JERSEY DEPARTMENT OF CORRECTIONS

on

April 26-27, 2007

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NEW JERSEY DEPARTMENT OF CORRECTIONS

April 26-27, 2007

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**Total Courses: 23**

**Total Credits: 51** (Basic Course-25 s.h.; Instructor Courses: 26 s.h.)

\*Course must be taken in combination with other courses to receive the credit recommendation. For detailed information on course combination, see credit recommendation description on the course exhibit.

## **Credit Recommendation**

**Course:** Agency Training – Functional Area 13

**Location:** Sea Girt, NJ

**Length:** 70 Hours (10 days)

**Effective Dates:** August 2004 - Present

**Objective:** To familiarize the trainee with the normal day to day activities and specific operations of the agency to which he/she will be assigned.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to: Identify the organization, goals and chain-of-command of his/her institution; Identify the communications systems of his/her institution to include emergency phones, alarms, log books and video recording system; Identify search procedures, handcuffing procedures and scanning machines assigned to his/her institution; Identify his/her role in the institution's emergency response plan; Identify the sequential procedural steps to initiate when an escape/escape attempt is detected or a code is broadcast; Under supervision, the trainee will perform the duties of an assigned post satisfactorily.

**Instruction:** Major topics covered in the course are: The trainee will identify the goals of the institution. The trainee will identify the organization and chain-of-command of his/her own institution. The trainee will identify his/her agency's procedure for informing agency personnel of pertinent communications. These communications will minimally include: A. Department rules and regulations; B. Post orders; C. Institutional policies; D. Hot Boards; C. Other ways of disseminating information. The trainee will identify the physical plant layout of their particular institution. The trainee will identify the log book and describe the proper form of its documentation. The trainee will identify the purpose of emergency phones and alarms. The trainee will identify the institutional phone system and its proper use. The trainee will demonstrate the proper use of the two-way radio to minimally include applicable codes specific to the assigned institution. The trainee will identify the purposes of video monitoring at the institution to minimally include: A. Movement of high risk inmates; B. Visit program; C. Institution and grounds security. The trainee will identify the duties to be performed by the correction officer at a given area and will explain the importance of these duties in maintaining the security of the institution. These duties will relate to: A. Post orders; B. Policy and Procedure. The trainee will describe the post orders and assignments specific to the institutional visit program and inmate special activities. The trainee will identify the steps in the testing procedures for urine specimen. Given simulated situation(s), the trainee will conduct the following types of searches of an inmate safely and effectively: A. The visual/cursory search; B. The pat-down (clothed) search; C. The strip (unclothed) search (verbal only). The trainee will identify his/her agency's policy regarding handcuffing of inmates. This explanation will minimally include handcuffing of: A. Inmates B. Special and Medical Cases. The trainee will demonstrate the proper use of the x-ray machine and metal detectors. The trainee will identify his/her role in the institution's emergency response plan for the following emergency situations: A. Disturbances (major and minor); B.

**Agency Training-Functional Area 13**  
(continued)

**Instruction:** (continued)

Escapes; C. Hostage Situations; D. Fire; E. Natural Disasters. The trainee will identify the sequential procedural steps to initiate when an escape/escape attempt is detected or a code is broadcast. The trainee will identify the respective duties or post orders for a given assigned area. These areas will minimally include: A. Housing unit; B. Recreation Area (big yard); C. Education Area; D. Food Service; E. Towers. Under supervision, the trainee will perform the duties of an assigned post satisfactorily. Methods of instruction include: This course is taught in the classroom utilizing lecture and discussion methods of instruction. Additionally, the trainee will perform the duties of various posts under the supervision of a senior corrections officer. Evaluation criteria includes: Written examination

**Credit Recommendation:** In the lower division baccalaureate/associate degree category, 3 semester hours in Criminal Justice Administration and Organization (04/07).

## **Credit Recommendation**

**Course:** American Heart Association--Heart Saver First Aid Course

**Location:** Sea Girt, NJ

**Length:** 35 Hours (5 days)

**Effective Dates:** June 2002 - Present

**Objective:** To provide select staff with the content necessary to instruct the American Heart Association-Heart Saver First Aid Course.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to: Teach general principles covering first aid; Identify medical emergencies; Identify injury emergencies; Identify environmental emergencies; Describe the links in the Chain of Survival; Instruct the steps of CPR.

**Instruction:** Major topics covered in the course are: The trainee will complete the requirements for the American Heart Association Heart Saver First Aid Course. This will include: 1. General principles covering first aid to include: Definition of first aid; the responder's responsibility; the contents of the first aid kit. 2. Medical Emergencies to include: Breathing problems (e.g., choking, and allergic reactions); Chest pain (e.g., heart attack); Fainting; Diabetes; Strokes; Seizures 3. Injury Emergencies to include: Bleeding; Puncture wounds; Amputations; Shock; Injury to the Central Nervous System (e.g., head and spine) skeletal injuries (e.g., injuries to bones, joints, and muscles); Burns. 4. Environmental Emergencies to include: Bites (e.g., human, animal, and snake); Stings (e.g., insects); Cold emergencies (e.g., hypothermia); Heat emergencies (e.g., hyperthermia); Poisoning emergencies. 5. Describing the links of the Chain of Survival: Phoning 911; Performing Cardio Pulmonary Resuscitation (CPR); Use of the AED. 6. Describing the steps of CPR: The Airway Breathing Circulation (ABC) sequence of CPR; How to check for normal breathing or signs of circulation; when to start CPR; When to start rescue breathing; the signs of a Foreign Body Airway Obstruction (FBAO). Describing the 4 major emergencies in adults: Heart attack; Stroke; Cardiac Arrest; Foreign Body Airway Obstruction (FBAO) Methods of instruction include: This course is taught in the classroom utilizing lecture and discussion, simulation and role play and collaborative learning.

**Credit Recommendation:** In the lower division baccalaureate/associate degree category, 1 semester hour in Health and Wellness or First Aid (04/07).

## **Credit Recommendation**

**Course: Communications – Functional Area 6**

**Location:** Sea Girt, NJ

**Length:** 13.5 hours (3 days)

**Effective Dates:** August 2004 - Present

**Objective:** To familiarize the trainee with various report writing skills and practical skills of radio communications.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to: Identify various forms used for disciplinary report writing; Identify various disciplinary charges and associated sanctions that an offender may receive; Identify the components of a well written departmental report; Identify trunking codes that are used to allow the department to communicate with statewide radios; Identify 10-codes that allow radios communications to be concise and accurate; Identify appropriate emergency codes and responses.

**Instruction:** Major topics covered in the course are: Report writing for corrections; Disciplinary Report Writing; Radio Communications. Methods of instruction include: lecture, discussion and role play. Evaluation criteria includes: Written examination.

**Credit Recommendation:** In the lower division baccalaureate/associate degree category, 1 semester hour in Report Writing (04/07).



## **Credit Recommendation**

**Course: Correctional Security Concepts – Functional Area 10**

**Location:** Sea Girt, NJ

**Length:** 43 Hours (7 days)

**Effective Dates:** August 2004 - Present

**Objective:** To familiarize the trainee with correctional security concepts necessary for the safe and orderly functioning of a correctional facility.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to: Identify security concepts to include key control and inmate counts mandated by statute; Demonstrate the ability to identify contraband while conducting searches of personnel and areas; Demonstrate the ability to transport inmates safely and securely; Identify warning signs of an impending crisis or emergency to include how to survive as a hostage; Identify the Department's policy and procedure on fire safety to include light suppression and evacuation; Identify the Department's policy and procedure on testing inmates for the use of prohibited substances.

**Instruction:** Major topics covered in the course are: Role of Security, Key Control, Inmate Counts, Contraband and Inmate Sub-Economic System, Drug Identification, Search of Persons, Search of Cells and Other Areas, Use of Mechanical Restraints, Cell Extraction, Transportation of Inmates, Officer Observation Techniques, Mob Dynamics, Crisis Intervention and Emergency Plans, Hostage Survival, Fire Safety, Testing for Prohibited Substances. Methods of instruction include: lecture, discussion and practical exercise. Evaluation criteria include: written and practical examinations.

**Credit Recommendation:** In the lower division baccalaureate/associate degree category, 3 semester hours in Introduction to Corrections or Contemporary Corrections (04/07).

## **Credit Recommendation**

**Course: Counter-Terrorism Training - Train-the-Trainer**

**Location:** Sea Girt, NJ

**Length:** 35 Hours (5 days)

**Effective Dates:** June 2001 - Present

**Objective:** To provide select staff with a comprehensive background and analysis in domestic and international counter-terrorism instruction.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to: Identify the background elements of terrorism; Identify international terrorist organizations and their philosophy; Identify domestic terrorist organizations and their philosophy; Possess an understanding of Arab and Islamic culture; Identify fraudulent documents.

**Instruction:** Major topics covered in the course are: Role of The New Jersey Office of Counter-Terrorism; Role of the FBI Joint Terrorism Task Forces; Background to Terrorism; International Terrorism; Officer Safety; Arab and Islamic Culture; Domestic Terrorism; Document Fraud. Methods of instruction include: lecture and discussion. Evaluation criteria includes: Teach back presentations.

**Credit Recommendation:** In the lower division baccalaureate/associate degree category, or in the upper division baccalaureate degree category, 3 semester hours in Counter-terrorism (04/07).

## **Credit Recommendation**

**Course: Criminal Justice System – Functional Area 2**

**Location:** Sea Girt, NJ

**Length:** 5 Hours

**Effective Dates:** August 2004 - Present

**Objective:** To introduce the student to the different components of the criminal justice system and the inter-related roles each component is responsible for.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to: Identify the different components of the criminal justice system; Differentiate between probation and parole; Identify legal rights that convicted offenders maintain while, incarcerated; Identify liabilities that staff may face for violating an offender's legal rights.

**Instruction:** Major topics covered in the course are: Overview of the Criminal Justice System, Inmate Rights and Employee Responsibilities. Methods of instruction include: lecture and discussion. Evaluation criteria includes: written examination.

**Credit Recommendation:** In the lower division baccalaureate/associate degree category, 3 semester hours in Introduction to Criminal Justice or Administration of Justice (04/07). To be eligible for the credit recommendation, students must complete the following three courses: Criminal Justice System-Functional Area 2, Law-Functional Area 4 and Investigations-Functional Area 11.

## Credit Recommendation

**Course:** Defensive Tactics and Baton Instructor's Course

**Location:** Sea Girt, NJ

**Length:** 49 Hours (7 days)

**Effective Dates:** April 1997 - Present

**Objective:** To provide select staff with the skills necessary to instruct Defensive Tactics and Baton in Police Training Commission approved courses.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to: Identify the vulnerable parts of the body and the possible results of a strike to that part of the body; Identify those parts of the body which can be used as weapons; Describe the specialized defensive tactics that increase an officer's capability for self-protection; Demonstrate all approved come-along techniques, take down tactics and wristlocks; Identify commonly accepted causes of positional asphyxia; Demonstrate the ability to control and use the baton effectively.

**Instruction:** Major topics covered in the course are: The trainee will understand the basic unarmed defensive tactics principles: a. Justification of unarmed defense tactics b. Techniques for basic principles of defensive tactics. c. Procedures necessary for a union of the human mind and body. The trainee will identify the vulnerable areas of the body, and tell the possible results of a strike to that area of the body: a. Factors in selecting the target area. b. Locations of vulnerable areas. The trainee will identify those parts of the body which can be used as weapons: a. Purpose of employing techniques should be defensive, not punitive. b. Using natural "Personal" weapons. The trainee will describe the specialized defense tactics that increase the officer's capability for self-protection: a. Stances and pattern of movement b. Ground defense c. Blocking techniques d. Counter actions. The trainee will demonstrate approved wristlocks techniques, including pressure point techniques: a. Straight wrist lock b. Reverse wrist lock. The trainee will demonstrate all approved come-along Techniques: a. Gooseneck come-along b. Bent wristlock c. Bar Hammer Lock. The trainee will demonstrate recognized take-down tactics: a. Reverse wristlock with a take-down b. Double 90 c. Straight arm bar. The trainee will demonstrate approved chokehold release techniques: a. Hollow of the throat thrust release b. Front windmill choke hold release c. Radial nerve strike d. Rear forearm choke hold release e. Step out choke hold release from the rear. Given a practical situation, the trainee will demonstrate the weapon (Gun) retention technique that an officer might be forced to attempt when no other alternative is possible: a. Dangers of attempting to retain the weapon (gun) b. Essentials c. Circumstances: 1. front 2. rear. Given a practical exercise, the trainee will demonstrate two methods of weapon (gun) disarming: a. Essentials b. Circumstances c. Technique: 1. front 2. rear. Given a practical exercise, the trainee will demonstrate at least two methods of self-protection against an edged weapon: a. Types of self-protection. b. Mental Aspects c. Understanding the characteristics of the edged weapon. The trainee will identify commonly accepted causes of Positional Asphyxia: a. Restraint Stress b. Medical Risk Factors c. Risk Factors to

**Defensive Tactics and Baton Instructor's Course**  
(continued)

**Instruction:** (continued)

consider. Special Needs Inmates e. Precautions to be taken f. Signs and Symptoms of Positional Asphyxia. Methods of instruction include: lecture, demonstration and discussion. Evaluation criteria include: written examination and demonstration of techniques learned.

**Credit Recommendation:** In the lower division baccalaureate/associate degree category, 3 semester hours in Self Defense (4/07).

## **Credit Recommendation**

**Course: Emergency Medical Care – Functional Area 8**

**Location:** Sea Girt, NJ

**Length:** 22 hours (4 days)

**Effective Dates:** August 2004 – Present

**Objective:** To familiarize trainees with communicable diseases and precautions to take and to enable them to provide emergency first aid and CPR.

**Learning Outcome:** Upon successful completion of this course, the student will be able to: Identify communicable diseases found in a correctional setting; Demonstrate the universal precautions taken to avoid contacting communicable diseases; Demonstrate first aid skills for workplace injuries; Demonstrate the ability to conduct CPR on an adult, child and infant.

**Instruction:** Major topics covered in the course are: Communicable Diseases; AHA Heartsaver First Aid, Adult, Child & Infant. Methods of instruction include: lecture, use of DVD, discussion and practical exercise. Evaluation criteria includes: written examination.

**Credit Recommendation:** In the lower division baccalaureate/associate degree category, 1 semester hour in Communicable Diseases or in Emergency Medical Care (04/07).

## **Credit Recommendation**

**Course: Firearms Instructor's Course**

**Location:** Sea Girt, NJ

**Length:** 35 Hours (5 days)

**Effective Dates:** April 1997 - Present

**Objective:** To provide select staff with the skills necessary to instruct Firearms in Police Training Commission approved courses.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to: Identify the responsibilities of a firearms instructor; Explain the use of force continuum; Identify components of range safety; Explain the fundamentals of shooting; Differentiate between cover and concealment.

**Instruction:** Major topics covered in the course are: Responsibilities of a Firearms Instructor and a Range master; Use of Force; Range Safety and the Laser Rule; Fundamentals of Shooting. Methods of instruction include: lecture, demonstration and discussion methods of instruction. Evaluation criteria include: written examination and demonstration of abilities.

**Credit Recommendation:** In the lower division baccalaureate/associate degree category, 3 semester hours in Firearms (4/07).

## **Credit Recommendation**

**Course: Human Relations – Functional Area 3**

**Location:** Sea Girt, NJ

**Length:** 51 hours (8 days)

**Effective Dates:** August 2004 - Present

**Objective:** To present the human relations concept of institutional dynamics with incarcerated offenders.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to: Identify characteristics of inmates to include special needs categories and understand the role of mental health staff; Demonstrate actions to take when confronted with a potentially suicidal inmate; Demonstrate inter-personal communications skills; Identify reasons for and the need to ameliorate dehumanization within a correctional setting; Identify security threat groups and recognize the dangers associated with them within a correctional setting; List the reason for classification and the classification levels within a correctional setting.

**Instruction:** Major topics covered in the course are: Characteristics of Inmates; Inmates with Special Needs; Suicide Awareness; Inmate Manipulation; Principles of Inmate Supervision and Discipline; Inter-Personal Relations and Communications; Effects of Dehumanization in the Correctional Setting; Classification of Inmates; Security Threat Groups. Methods of instruction include: lecture, question and answer, discussion and role play simulation. Evaluation criteria includes: written examination.

**Credit Recommendation:** In the lower division baccalaureate/associate degree category, 3 semester hours in Human Relations (4/07).



## **Credit Recommendation**

**Course:** Inter-Personal Communications Instructor's Course

**Location:** Sea, Girt, NJ

**Length:** 35 Hours (5 days)

**Effective Dates:** April 2002 - Present

**Objective:** To provide select staff with the content necessary to instruct Inter-Personal Communications.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to: List the basics: Sizing up the Situation; Identify the Add-Ons: Communicating with Inmates; List the Applications: Managing Behavior.

**Instruction:** Major topics covered in the course are: The Basics: Sizing up the Situation: Positioning, Posturing, Observing, And Listening. The Add-Ons: Communicating with Inmates: Responding to Inmates – Identifying Content, Responding to Inmates – Identifying Feeling, Responding to Inmates – Identifying Meaning, Asking Questions. The Applications: Managing Behavior: Handling Requests, Making Requests, Reinforcing Behavior. Methods of instruction include: lecture, simulation, role play and discussion. Evaluation criteria include: written examination and demonstration of abilities.

**Credit Recommendation:** In the lower division baccalaureate/associate degree category, 2 semester hours in Communications (04/07).

## **Credit Recommendation**

**Course: Investigations – Functional Area 11**

**Location:** Sea Girt, NJ

**Length:** 4 Hours (½ day)

**Effective Dates:** August 2004 - Present

**Objective:** To familiarize the trainee with the principles of courtroom testimony and the Department's policy and procedure for evidence processing.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to: Testify in court utilizing the principles taught in this class; Demonstrate the ability to identify and process contraband/evidence in accordance with departmental policy and procedure.

**Instruction:** Major topics covered in the course are: Courtroom Demeanor; Contraband and Evidence Processing. Methods of instruction include: lecture and discussion methods of instruction. Evaluation criteria includes: written examination.

**Credit Recommendation:** In the lower division baccalaureate/associate degree category, 3 semester hours in Introduction to Criminal Justice or Administration of Justice (04/07). To be eligible for the credit recommendation, students must complete the following three courses: Criminal Justice System-Functional Area 2; Law Functional Area 4; and Investigations-Functional Area 11.

## **Credit Recommendation**

**Course:** Law – Functional Area 4

**Location:** Sea Girt, NJ

**Length:** 22 hours (4 days)

**Effective Dates:** August 2004 - Present

**Objective:** To teach the criminal code, NJSA 2C to the prospective law enforcement officer.

**Learning Outcome:** Upon successful completion of this course, the student will be able to: Identify techniques for reading the criminal code, NJSA 2C; Differentiate between crimes and disorderly persons offenses; List and describe the four elements of culpability under NJSA 2C; Identify defenses that may be used by a person accused of an offense; Differentiate the burden of proof between criminal and civil cases; Given various scenarios, the trainee shall identify if the elements are present to prosecute for various crimes defined by NJSA 2C.

**Instruction:** Major topics covered in the course are: Basics of the New Jersey Code of Criminal Justice Title 2C; Inchoate Crimes; Criminal Homicide; Assault and Assault Related Offenses; Kidnapping and Related Offenses; Sexual Offenses; Arson and Property Destruction; Burglary and Criminal Intrusion; Robbery and Carjacking; Theft Offenses; Forgery and Fraudulent Practices; Bribery and Corrupt Influence; Perjury and Other Falsification in Official Matters; Obstructing Governmental Operations and Escapes; Misconduct or abuse in Office; Riot, Disorderly Conduct and Related Offenses; Firearms, Other Dangerous Weapons and Instruments; Laws Pertaining to Juveniles; Controlled Dangerous Substances. Methods of instruction include: lecture and discussion. Evaluation criteria includes: written examination.

**Credit Recommendation:** In the lower division baccalaureate/associate degree category, 3 semester hours in Introduction to Criminal Justice or Administration of Justice (04/07). To be eligible for the credit recommendation, students must complete the following three courses: Criminal Justice System-Functional Area 2; Law Functional Area 4; and Investigations-Functional Area 11.

## **Credit Recommendation**

**Course:** Legal Aspects of Arrest, Search and Seizure and Use of Force –  
Functional Area 5

**Location:** Sea Girt, NJ

**Length:** 33 Hours (6 days)

**Effective Dates:** August 2004 - Present

**Objective:** To identify the rights of all citizens under the Federal and State Constitutions and the obligations of a law enforcement officer when interacting with the public.

**Learning Outcome:** Upon successful completion of this course, the student will be able to: Identify the rights of all citizens under the State and Federal Constitution; Define the concept of probable cause; Identify the constitutional threshold associated with various encounters between a citizen and a law enforcement officer; Identify the requirements for a lawful arrest and the recognized exceptions to arrest warrant requirements; Given various scenarios, the trainee must differentiate what levels of force are appropriate given the totality of the circumstances; Identify the requirements for lawful searches and the recognized exceptions to search warrant requirements.

**Instruction:** Major topics covered in the course are: Constitutional Rights; Probable Cause; Street Encounters; Legal Requirements and Procedures of Lawful Arrest; Use of Force; Legal Requirements of Non-Institutional and Institutional Searches. Methods of instruction include: lecture, discussion and case law review. Evaluation criteria include: written examination

**Credit Recommendation:** In the lower division baccalaureate/associate degree category, 2 semester hours in Criminal Investigations or Criminal Procedures (04/07). To be eligible for the credit recommendation, the student must complete Criminal Justice Systems-Functional Area 2, Legal Aspects of Arrest, Search and Seizure and Use of Force-Functional Area 5 and Investigations-Functional Area 11.

## **Credit Recommendation**

**Course: Methods of Instruction**

**Location:** Sea Girt, NJ

**Length:** 49 Hours (7 days)

**Effective Dates:** April 1997 - Present

**Objective:** To provide select staff with the skills necessary to instruct in Police Training Commission approved courses.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to: Identify the eight principles of learning and methods to motivate the adult learner; Identify methods for dealing with anxiety and communications skills; Demonstrate the efficient use of training aids; List various methods of constructing exams; Write a goal statement and behavioral performance objective; Prepare and teach a 15 and 30 minute presentation while being videotaped and evaluated.

**Instruction:** Major topics covered in the course are: Eight Principles of Learning – Motivating the Adult Learner; Dealing With Anxiety – Breaking the Ice; Communications Skills; Training Aids for Maximum Sensory Experience; Selecting Methods of Instruction; Program Evaluation – Test Construction; Classroom management; Goals and Performance Objectives; Lesson Plan Construction; Methodologies and Group Dynamics; 15 and 30 Minute Videotaped/Evaluated Presentations. Methods of instruction include: lecture, demonstration and discussion. Evaluation criteria include: Students are required to construct lesson plans and present a 15 and 30 minute presentation which is filmed and critiqued by a certified instructor.

**Credit Recommendation:** In the lower division baccalaureate/associate degree, or in the upper division baccalaureate degree category, 3 semester hours in Instructional Methods (04/07).

## **Credit Recommendation**

**Course:** NJSA 2C and Arrest, Search & Seizure - Train-the Trainer

**Location:** Sea Girt, NJ

**Length:** 35 Hours (5 days)

**Effective Dates:** August 2004 - Present

**Objective:** To provide select staff with the skills necessary to instruct NJSA 2C (The Criminal Code) and the laws of Arrest, Search & Seizure in Police Training Commission approved courses.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to: Identify techniques for reading the criminal code, NJSA 2C; List and describe the four elements of culpability under NJSA 2C; Identify defenses that may be used by a person accused of an offense; Differentiate the burden of proof between criminal and civil cases; Given various scenarios, the trainee shall identify if the elements are present to prosecute for various crimes defined by NJSA 2C; Identify the Federal and State constitutional requirements for stops, arrests and searches.

**Instruction:** Major topics covered in the course are: Basics of the New Jersey Code of Criminal Justice Title 2C; Inchoate Crimes; Criminal Homicide; Assault and Assault Related Offenses; Kidnapping and Related Offenses; Sexual Offenses; Arson and Property Destruction; Burglary and Criminal Intrusion; Robbery and Carjacking; Theft Offenses; Forgery and Fraudulent Practices; Bribery and Corrupt Influence; Perjury and Other Falsification in Official Matters; Obstructing Governmental Operations and Escapes; Misconduct or abuse in Office; Riot, Disorderly Conduct and Related Offenses; Firearms, Other Dangerous Weapons and Instruments; Laws Pertaining to Juveniles; Controlled Dangerous Substance; Constitutional Rights; Probable Cause; Street Encounters; Legal Requirements and Procedures of Lawful Arrest; Use of Force; Legal Requirements of Non-Institutional and Institutional Searches. Methods of instruction include: lecture and discussion. Evaluation criteria includes: written examination.

**Credit Recommendation:** In the lower division baccalaureate/associate degree category, or in the upper division baccalaureate degree category, 3 semester hours in Criminal Law (04/07). To be eligible for the credit recommendation, students must complete the following courses: 1) NJSA 2C and Arrest, Search and Seizure-Train the Trainer; and 2) Perimeter-Security officer Train the Trainer.

## **Credit Recommendation**

**Course:** Perimeter Security Officer - Train-the-Trainer

**Location:** Sea Girt, NJ

**Length:** 35 Hours (5 days)

**Effective Dates:** January 2000 - Present

**Objective:** To provide select staff with the skills necessary to instruct and facilitate the “Perimeter Security Officer Course”.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to: Identify the Federal and State constitutional requirements for stops, arrests and searches; Identify departmental policy and procedure for conducting pedestrian and vehicular stops; Safely and effectively stop and approach pedestrian suspects while on foot or motorized patrol; Safely and effectively stop and approach suspects in a vehicle; Interview suspects and determine veracity and validity of their response; Safely and effectively supervise the conduct of a “felony stop”.

**Instruction:** Major topics covered in the course are: Constitutional Rights; Probable Cause; Public Encounters; Legal Requirements and Procedures for Lawful Arrest; Legal Requirements for Non-Institutional and Institutional Searches; Pedestrian/Suspect Approach and Contact Vehicle Pullover Techniques; Felony Stops. Methods of instruction include: lecture and discussion, simulation and role play methods of instruction. Evaluation criteria include: written examination and demonstration of practical skills.

**Credit Recommendation:** In the lower division baccalaureate/associate degree category, or in the upper division baccalaureate degree category, 3 semester hours in Criminal Law (04/07). To be eligible for the credit recommendation, students must complete the following courses: 1) NJSA 2C and Arrest, Search and Seizure-Train the Trainer; and 2) Perimeter-Security officer Train the Trainer.

## **Credit Recommendation**

**Course: Physical Conditioning – Functional Area 12**

**Location:** Sea Girt, NJ

**Length:** 47.5 Hours (35 days)

**Effective Dates:** August 2004 - Present

**Objective:** To educate the trainee on the benefits of living a healthy lifestyle and to participate in a physical conditioning program.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to: Identify the elements of a healthy life style; Identify the elements of nutrition that contribute to a healthy lifestyle; Demonstrate the ability to participate in a physical conditioning program.

**Instruction:** Major topics covered in the course are: Physical Fitness. Methods of instruction include: lecture and practical exercise demonstration. Evaluation criteria includes: written examination.

**Credit Recommendation:** In the lower division baccalaureate/associate degree category, 2 semester hours in Health and Wellness or Exercise/Sports Physiology or Physical Education (04/07).



## **Credit Recommendation**

**Course:** Physical Conditioning Instructor's Course

**Location:** Sea Girt, NJ

**Length:** 35 Hours (5 days)

**Effective Dates:** April 1997 - Present

**Objective:** To provide select staff with the content necessary to instruct Physical Conditioning in Police Training Commission approved courses.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to: Identify Levels of Fitness; Conduct physical conditioning assessments; Assess body composition, blood pressure and pulse rate to include calculating target heart rate; Explain exercise physiology to include the anatomy of the muscular and skeletal systems; Identify the components of a physical conditioning program to include common running errors and appropriate safety measures; Explain the value of proper nutrition in a physical conditioning program.

**Instruction:** Major topics covered in the course are: Determining Fitness Levels; Body Composition, Blood Pressure and Pulse Rate; Components of a Physical Conditioning Program; Steroids and Drug Abuse; Exercise Physiology and Target Heart Rate; Skeletal and Muscular Systems; Resistance Training; Principles of Running; Nutrition; First Aid and Injury Prevention; Life-long Fitness Program. Methods of instruction include: lecture, demonstration and discussion. Evaluation criteria include: written examination and demonstration of abilities.

**Credit Recommendation:** In the lower division baccalaureate/associate degree category, 2 semester hours in Health and Wellness or Exercise/Sports Physiology or Physical Education (04/07).

## **Credit Recommendation**

**Course: Professional Development – Functional Area 1**

**Location:** Sea Girt, NJ

**Length:** 39 Hours (7 days)

**Effective Dates:** August 2004 - Present

**Objective:** To introduce the student to the criminal justice system and more particularly the standards covering the New Jersey Department of Corrections.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to: Identify Departmental goals, organization and mission statement; Participate in a physical conditioning program; Value diversity in the workplace and understand the Equal Employment Division policies and procedures; Identify governing standards for the Department of Corrections; Understand the dynamics of domestic violence in law enforcement; Explain the importance of ethical conduct in law enforcement both on and off-duty.

**Instruction:** Major topics covered in the course are: Overview of New Jersey Department of Corrections Missions/Goals; Evolution of Corrections; Role of the Corrections Officer; Governing Standards for the New Jersey Department of Corrections; Cultural Diversity; The Corrections Employee as a Professional; Domestic Violence; Stress Management; Employee Substance Abuse Monitoring. Methods of instruction include: lecture, question and answer, demonstration and role playing. Evaluation criteria includes: written examination.

**Credit Recommendation:** In the lower division baccalaureate/associate degree category, 3 semester hours in Professional Development or Career Development (04/07).

## **Credit Recommendation**

**Course:** Teambuilding - Train-the-Trainer

**Location:** Sea Girt, NJ

**Length:** 35 Hours (5 days)

**Effective Dates:** June 2002 - Present

**Objective:** To provide select staff with the skills necessary to instruct and facilitate “Teambuilding” sessions.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to: Identify five basic styles for managing conflict; List the steps of the six point problem solving process; Demonstrate effective listening skills; Facilitate “Teambuilding” sessions.

**Instruction:** Major topics covered in the course are: Conflict Resolution; Problem Solving; Active Listening; Facilitation Skills. Methods of instruction include: lecture and discussion, simulation, role play and collaborative learning. Evaluation criteria include: presentation and facilitation skills.

**Credit Recommendation:** In the lower division baccalaureate/associate degree category, or in the upper division baccalaureate degree category, 3 semester hours in Coaching or Team Building (04/07).

## **Credit Recommendation**

**Course: Training Design and Development**

**Location:** Sea Girt, NJ

**Length:** 40 Hours (5 days)

**Effective Dates:** January 2000 - Present

**Objective:** To provide participants with the knowledge and skills to systematically design and develop a training module, including higher level performance objectives and evaluation, stressing learner-centered activity, using a variety of instructional strategies, following a specific lesson plan format.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to: Explain training development theory and relate it to identifying appropriate agency training planning and delivery; Conduct problem analysis followed by needs assessments to identify relevant and defensible training topics; Apply learner centered instructional design by accommodating 4 learning styles; Write and analyze performance objectives that focus training and target improved performance on the job; Use a lesson plan format based upon "Instructional Theory in Practice" concepts; Design and implement a variety of instructional strategies to meet learner needs and learning styles.

**Instruction:** Major topics covered in the course are: Training Development Model; Topic Identification: Problem Analysis followed by Needs Assessment; Learner Centered Instruction/Learning Styles; ID Learner Centered Instructional Strategies; Targeting Training: Writing and Analyzing Performance Objectives; Lesson Plan Format: Instructional Theory into Practice; Designing Instructional Strategies; Designing training Aids; Training Impact Assessment Strategies; Preparation of Lesson plans. Methods of instruction include: lecture, discussion and simulation/role play methods of instruction. Evaluation criteria include: teach back presentations.

**Credit Recommendation:** In the lower division baccalaureate/associate degree category, or in the upper division baccalaureate degree category, 3 semester hours in Curriculum Development (04/07).

## **Credit Recommendation**

**Course: Weaponry and Unarmed Defensive – Functional Area 9**

**Location:** Sea Girt, NJ

**Length:** 133 hours (16 days)

**Effective Dates:** August 2004 – Present

**Objective:** To teach firearms, various components of mechanical force and unarmed defensive tactics to trainees.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to: Complete firearms qualification requirements with a handgun, shotgun and rifle; Demonstrate the ability to utilize chemical agents and recognize their effects; Identify vulnerable parts of the body and describe the effects of a strike to various parts of the body; Identify the symptoms and prevention of sudden in-custody death syndrome; Demonstrate approved unarmed defensive tactics; Demonstrate approved baton blocking and striking techniques.

**Instruction:** Major topics covered in the course are: Firearms Safety; Handgun, Shotgun and Rifle; Shooting Principles; Range Exercises; Chemical Agent Devices; Unarmed Defense; Baton Techniques. Methods of instruction include: lecture, discussion and practical exercise. Evaluation criteria include: written examination

**Credit Recommendation:** In the lower division baccalaureate/associate degree category, 4 semester hours in Firearms and Defense Tactics (04/07).