

CORRECTIONAL OFFICER CANDIDATE HANDBOOK



PRE-SERVICE TRAINING ACADEMY

"TRAINING FOR EXCELLENCE"

RHODE ISLAND DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION

Dear Candidate,

Welcome to the Rhode Island Department of Corrections Training Academy and the Correctional Officer Pre-Service Training Program.

During the next twelve weeks, you will undergo a rigorous and challenging training program that has been carefully designed to ensure that you develop the basic skills needed to effectively perform the duties of a Probationary Correctional Officer.

Our staff of highly trained professionals will provide you with the “tools” to prepare you for your career endeavor by providing classroom instruction, hands-on training, policy and procedural manuals/guidance, interpersonal communication skills, defensive tactics, supervision skills, and firearms training to name a few. This training will utilize the latest and most advanced techniques currently available in the Corrections and Law Enforcement fields.

You will be challenged both physically and mentally throughout this academy, but I can assure you your successful completion will be an accomplishment that you shall cherish forever. I challenge and urge you to take full advantage of this opportunity by dedicating yourself to the training program by striving to attain the highest standards possible as outlined in this handbook.

I wish you the best of luck and look forward to graduation day.

Sincerely,


Deputy Warden

No pagers, cell phones, or other electronic devices are allowed during the Pre-Service Training Program or in the facilities. For family emergencies during business hours please direct them to call 401-462-2697.

TABLE OF CONTENTS

1.	Training Objectives.	1
2.	Code of Conduct – Accountability and Control	1
3.	Classroom Conduct	2
4.	Performance Standards	3
5.	Exceptions to Performance Standards	4
6.	Evaluations and Counseling	5
7.	Curriculum	6
8.	Daily Schedule	6
9.	Parking	6
10.	Personal Appearance/Overall Appearance	6
11.	Uniforms	8
12.	Roll Call/Formations/Squads/Duties.	9
	• Leadership Positions.	9
	• Duties and Responsibilities	10
13.	Additional Duties	11
14.	Absence/Lateness/Injury	12
15.	Physical Training & Defensive Tactics	13
16.	Breaks/Lunch	16
17.	Awards	16
18.	Paychecks	16
19.	Modifications	16
20.	Graduation	16
21.	Assignment	16
22.	Termination of Candidate from the Academy	17
23.	Council on Postsecondary Education	17
24.	Veterans	17
25.	Effective Date	17
26.	Waiver of Liability and Acceptance.	18

1. Training Objectives

The general program objectives are as follows:

- To familiarize candidates with the physical plant of each building;
- To inform candidates of the department's mission and goals;
- To instruct candidates in departmental policies, procedures, and programs;
- To convey job skills to candidates in all relevant areas;
- To develop human relations skills to assist in establishing productive, meaningful, and professional relationships with inmates, staff members, other agencies, the public, and visitors to our facilities.

2. Code of Conduct - Accountability and Control

- Candidates are expected to attend punctually all scheduled classes, field exercises, formations and assigned posts.
- Candidates who miss 1-3 days of critical program content may be subject to removal from the program (critical content is determined by the Director).
- Any absence must be unavoidable and must have written documentation of the reason behind the absence.
- Any change in a candidate's status (e.g., health, injuries, vehicle registration; any new law enforcement contacts/incidents, etc.) must be reported immediately.
- Each Candidate is expected to maintain a logbook of events, in accordance with instructions during the first day orientation. It will be reviewed daily by the Training Staff.
- Candidates will not lie, cheat, steal, conspire to deceive or evade the truth.
- Candidates must always conduct themselves in a completely honest and forthright manner.
- Candidates are expected to be sensitive to, and exhibit tolerance for, concerns, opinions, and backgrounds of others and to treat all individuals with respect, dignity, and courtesy regardless of their circumstances or condition.
- Language, which is degrading, abusive, profane, or refers to an individual's race, religion, ethnicity, national origin, gender, age, handicap, or sexual orientation in a demeaning or derogatory manner shall not be used in speaking to or about staff members, inmates, or members of the public.
- Any act or failure to act by a candidate which places or may place his/her safety and/or the safety of another person or persons at risk is prohibited.
- Candidates shall report promptly, accurately, and completely any incident which warrants the attention of staff.

- Soliciting business, engaging in any sales or business venture, or distributing materials on facility grounds is prohibited.
- Candidates will not adversely affect class morale or discipline.
- Candidates are expected to adhere to the highest standards of integrity.
- All candidates who are familiar with the staff members are prohibited from engaging in conversation with said staff during duty hours, unless it is duty related.

3. **Classroom Conduct**

- Each candidate will sit erect in class, in accordance with the established seating plan, and be properly dressed.
- Shirt sleeves will be kept unrolled and completely buttoned, any zippers will always be zipped, and snaps will always be snapped.
- Each candidate will always be seated in his/her seat promptly at the commencement of the class period and maintain an attitude of alert posture.
- To gain the instructor's attention, the candidate will raise a hand, once recognized by the instructor, will stand at attention, give his/her name, and then ask the question. The candidate will remain standing until the instructor asks them to take a seat. This will be the classroom rule unless otherwise directed by the instructor.
- Classrooms must always be kept neat and orderly.
- Only written or printed matter approved by the Training Staff is permitted in the classroom.
- Candidates will not sit on desks or tables; lean against or put feet on the walls.
- There will be no smoking during the training program.
- Chewing gum, eating food, and drinking of beverages in the classroom is prohibited at any time.
- Conversations between candidates during class lecture is prohibited.
- During class breaks, candidates will either remain inside the classroom or use designated break areas. They will not congregate in the hallways outside the classrooms. The breaks are to be utilized to prepare for the next class.
- Sleeping or neglect of duties is prohibited any time while on duty.
- If, after five minutes into the class hour, an instructor has not entered, the class leader or

designee will report to a member of the Training Staff.

- Candidate will come to the position of attention whenever an instructor or a ranking officer enters the classroom.
- At the conclusion of tests and exams, all papers will be turned over to the Training Instructors. Candidates will not write on question sheets or remove them from the classroom, unless directed to do so by training staff.

Correctional Officer Candidates are always expected to conduct themselves as professionals. Any Correctional Officer Candidate involved in unprofessional conduct, including but not limited to the following, will be subject to dismissal from the Training Academy.

- Willful damage to Department of Corrections/State property.
- Use of drugs or other controlled substances, without prescription.
- Cheating on examinations or other evaluations.
- Disobedience to lawful authority.
- Wearing the uniform into an establishment that sells alcoholic beverages.
- Conducting oneself in a manner that brings discredit to the Department of Corrections or the Training Academy.

Correctional Officer Candidates will address the Training Academy staff, instructors, and other personnel from the Department of Corrections by rank or title, and last name. Correctional Officer Candidates will not speak with visitors [visitors: any individual(s) on Training Academy premises who are neither DOC personnel nor instructor(s) teaching at the Academy] unless given permission to do so by the Training Academy staff. Correctional Officer Candidates will maintain a courteous and respectful demeanor when speaking with anyone at the Academy.

Note: In addition to the above, Correctional Officer Candidates must conduct themselves in accordance with R.I.D.O.C. Policy # 3.14-4 DOC (Code of Ethics and Conduct)

Building and Grounds - The cooperation of all candidates is essential in maintaining the training location. All areas of the training site (lunch area, locker room, classroom, etc.) will be maintained daily. Utilizing teamwork candidates are jointly responsible for keeping these areas in a clean, neat, and presentable condition.

4. **Performance Standards**

You are required to meet graduation requirements in four areas: *Academics, Firearms, Physical Fitness and Self-Defense*. Your *eligibility* for employment depends upon your successful completion of the training program. Although there is no guarantee of full-time employment you must pass and graduate from the training program to be *considered* for employment. Rest assured, however, that the training staff will do all they can to assist you in completing the program.

In academics, there will be daily quizzes, approximately eleven (11) examinations, usually administered on the Monday following the week of instruction, and a final examination. Test questions are drawn from policy and procedures; content covered in classroom lecture sessions; and practical exercise activities. Each examination score will be added to the scores of the previous

week's examinations, and the average of these scores will determine your weekly average scores.

Candidates must maintain a 70% average during training. Failure to meet or maintain this standard may result in a candidate being placed on academic probation or may subject a candidate to termination. Candidates are encouraged to work and study together; however, the result must be original. If you are caught cheating on a test, you will be expelled from the training program. A candidate may not allow another candidate to give him/her information concerning questions on an examination.

Any candidate who fails to attain a passing score of seventy (70%) percent on an academic test/quiz will receive a counseling session. In the event of a failure, remedial training or assistance will be offered by Training Staff. Any remedial assistance offered is *not* intended to change the failing grade but *is* intended to ensure that the candidate has comprehended the material presented. Candidates must be able to demonstrate an acceptable level of skill and knowledge on a re-test. Failure to do so may result in removal from the training program. This remedial assistance will be completed at the conclusion of the day on your own time.

Each candidate's final ranking at the conclusion of the training will consist of a combined test and quiz average, defensive tactics performance, classroom participation, evaluations and On the Job Performance.

- Tests Average Score 50%
- Final Examination Score 20%
- Defensive Tactics Performance 5 %
- Classroom Participation 10%
- Evaluations 5 %
- On the Job Performance 10%

In firearms, you are required to qualify on the use of three (3) weapons--the Sig Sauer 226 .40 caliber semi-automatic handgun, the Mossberg 12-gauge shotgun, and the Sig Sauer 516 Rifle. Qualification will be with duty weapon and duty ammunition. The qualification will take place at a designated range and with assigned firearms instructors. You must successfully qualify with each of these weapons by attaining the required scores to graduate. Failure to qualify shall result in your removal from the training program.

In defensive tactics training, you will be required to demonstrate your skill by passing a performance test. A certified Defensive Tactics Instructor(s) will evaluate your proficiency by means of a performance test.

5. Exception to Performance Standards

Exceptions to the required standards may be granted under the following circumstance and only at the discretion of the Director:

- A candidate sustains an injury during training or has a handicap which requires some reasonable accommodations.
- If a physician, who may be designated by the facility, determines that you are unable to participate in or successfully pass those elements required for graduation.

- Even if you cannot participate in physical activities, you will still be expected to complete and pass the remainder of the program.
- *Note:* When the medical condition has improved, you will be required to meet the same standards required for graduation.

6. **Evaluations and Counseling**

Every Correctional Officer Candidate will be given at least three Evaluation Reports prepared by the Training Staff. This report will evaluate the following areas:

- General Performance
- Academic average
- Classroom Participation
- Specific Correctional Officer skills
- Potential

The purpose of the evaluation is to make each candidate aware of his/her strengths and skills that can be improved upon and to monitor each candidate's progress throughout training. Candidates experiencing difficulties or having concerns, which they feel they need to discuss, should contact the Training Academy Staff utilizing the Chain of Command.

Observations - The candidates will be under the constant observation of the Director, the Facility Staff, and the Training Staff. Records will be maintained on the candidate's performance, leadership ability and personal development. The candidate's academic performance will be evaluated by the Training Staff. Performance evaluations will be documented and maintained by the Training Staff.

Peer Rating - At times during the training, candidates may be asked to rate each member of his/her class and place each in a relative order of merit. Each candidate will write a brief but concise statement as to why each candidate was rated in the order selected.

Evaluations/Appraisals - Constructive counseling is the most effective tool in applying corrective action and providing the Candidate with the guidance necessary to assist in correcting deficiencies. It will be done individually and in private. It will be conducted in an informal atmosphere with the candidate at ease. Candidates who continually require counseling and who do not show improvement will be referred to the Deputy Warden.

Candidate Discipline - Candidates may be disciplined for violations of the standards set forth in the candidate handbook, departmental policy, and/or any directive, either written or verbal, which has been properly disseminated.

- **Acceptable Methods of Discipline include but are not limited to the following:**
 - Individual Physical Training/Individual duty assignment
 - On the spot correction
 - Verbal Reprimand
 - Documented Reprimand

- Termination from the program

All infractions, minor or otherwise, will be promptly reported to the Training Staff by whomever observed the action. However, **only** the Training Staff Cadre are authorized to administer disciplinary action to a candidate on behalf of the Director.

Correctional Officer Candidates may be disciplined for violations of the standards set forth in the Correctional Officer Candidate Handbook. Violations will be documented on Notice of Administrative Action forms. Disciplinary actions will be issued in accordance with the nature and severity of the violations to include the following:

On-the-spot Correction: When an instructor observes a Correctional Officer Candidate committing a violation, he/she will correct the Correctional Officer Candidate on the spot. If the offense is serious enough to warrant further action, the instructor may issue a Notice of Administrative Action.

Notice of Administrative Action: Issued when a candidate commits a serious violation. All candidates who receive such a notice will be referred to a Supervisor of Training for assessment and possible actions up to and including termination from the Academy.

7. **Curriculum**

Each Correctional Officer Candidate is required to successfully complete a comprehensive (480) hour pre-service training program in accordance with RIDOC policy 4.02-2, Orientation and Basic Training Program for Correctional Officers.

8. **Daily Schedule**

While each day's training schedule may reflect different times and training locations, the following schedule may be used as a guide for a typical day.

TIME	EVENT	LOCATION
6:52 am - 7:00 am	Roll Call/Inspection	Academy
7:00 am - 11:00 am	Classes	Academy
11:00 am - 11:30 am	Lunch	Academy
11:30 am - 2:45 pm	Classes/Physical Fitness	Academy
2:45 pm - 3:00 pm	Clean up/Dismissal	Academy

NOTE: If a holiday falls during a week of training the 8-hour day must be made up during the remaining 4 days thus making those 4 days a 10-hour schedule; please make necessary adjustments on these weeks.

9. **Parking**

- All candidates will park their vehicles at Pinel Building Parking Lot.
- If you are being dropped off, you will be dropped off and picked up at Pinel Building Parking Lot.
- Movement to and from Pinel Building Parking Lot, or anywhere on the complex will be at brisk walk.

10. **Personal Appearance/Overall Appearance**

Each Correctional Officer Candidate is expected to comply with the requirements and will maintain a

neat, professional, and well-groomed appearance throughout the training program.

Male Hair Styles: Hair will be clean, neatly arranged and styled to present a professional appearance. The bulk of the hair will not be excessive or present a ragged, unkempt appearance. Headgear shall fit properly, and in no case shall the bulk of the hair interfere with the proper wearing of any headgear. The hair length shall be “high and tight” using a number 1 guide on the hair trimmer that it will not touch the ears or the collar. Sideburns will be neatly trimmed and not extend below the lowest opening of the ear. Mustaches/beards are not allowed during training, and candidates must be cleanly **shaved daily**.

Female Hair Styles: Hair will be clean, neatly arranged and styled to present a professional appearance. Hair will be worn in a style that, when worn down, will not extend past the bottom edge of the collar. Hair that extends past shoulder length must always be worn up off the collar. Hair ornaments such as ribbons or hair extensions will not be worn; however, combs and barrettes of respective individual hair color may be worn. Ponytails, braids, or bobby pins loosely worn are prohibited.

Make up, Jewelry, etc. - No makeup, lipstick, or nail polish will be worn during the training. No artificial nails will be worn during training. Nails will be clean and trimmed. No perfumes/colognes or creams will be worn. No false eyelashes, hair extensions or body jewelry will be worn during training. Hair color will be one natural color type.

No jewelry will be worn during training, except for wedding bands, religious symbols or a watch valued at \$25 or less, black with plastic or nylon band. If religious symbols are worn, they will be worn under the t-shirt.

The appearance of the uniform and the way it is worn are significant indications of an individual's pride, unit discipline, professionalism, and esprit-de-corps.

Candidates are always expected to display correct posture and to maintain their uniforms and personal appearance in a meticulous manner.

- Each candidate will be issued uniforms. Uniforms will be kept neat, clean, and well pressed, always. Uniforms must always be worn properly. Uniforms must fit properly. Candidates must provide their own shoes. Shoes will be military style black low quarters or boots and will always be kept highly shined. Socks must be black in color. The hat, which is issued, will be worn squarely on the head with the brim two (2) fingers from the bridge of the nose. Articles not issued include black shoes and black socks.
- Candidates will not carry bulging items in shirt or trouser pockets unless authorized.
- Candidates will not wear sunglasses in formations or during training unless documented by medical necessity and/or unless specifically authorized by the Training Instructor.
- Candidates will, always, maintain the highest standards of personal hygiene.
- Candidates are always expected to be prepared for personal inspection.

- Uniforms are the standard dress and must always be worn unless directed otherwise.
- Each candidate is expected to comply with the requirements and strive to maintain a neat, consistent, and well-groomed appearance throughout the training program.
- No gum, candy or cough drops are to be consumed at any time. If a candidate is on any type of medication, it shall be brought to the attention of the Training Staff prior to consumption.
- Every candidate is required to give proper attention to his/her person to ensure that he/she presents a neat, clean, and professional appearance. A violation of the criteria may subject a candidate to disciplinary action.

11. **Uniforms**

- **Physical Training Uniform (Provided by RIDOC)**
 - (1) navy blue gym shorts and blue crew neck t-shirts
 - (1) navy blue gym sweatpants and blue sweatshirts (no lettering or logos)
 - Must always be kept neat and clean
- **Athletic Shoes (Provided by Candidate)**
 - Must always be serviceable and clean
- **Socks (Provided by Candidate)**
 - For Physical Training only
 - Must be white (no stripes or decals/logos)
 - No ankle socks
- **Hat (Provided by Training Academy)**
 - Must always be kept neat and clean.
- **Duty Uniform - BDU (Provided by RIDOC)**
 - (2) Grey BDU Uniforms
 - T-shirt Black Crew Neck (Provided by Correctional Officer Candidates)
 - Must always be kept clean and pressed
 - Wearing of the uniform is in accordance with the RIBCO Contract and directions of the Roll Call Commander/ Supervisor
- **Boots (Provided by Candidate)**
 - Black
 - Highly polished at all times
 - Military style boot 10 inches
 - (i.e., similar to Matterhorn, Bates, Rocky, or Danner)
 - Candidates will be reimbursed after successfully completing the Training Program and reporting to their assigned facility, upon graduation
- **Socks (Provided by Candidate)**
 - Must be black, grey, or white
- **T-shirt (Provided by Candidate)**
 - Black Crew Neck (no lettering or logos)

- **Duty Uniform – “Class A” Dress Uniform (Provided by RIDOC)**
 - White crew neck T-shirt (Provided by Correctional Officer Candidates)
 - Black dress socks (Provided by Correctional Officer Candidates)
 - Black Military style boot 10 inches (Military style; (Provided by Correctional Officer Candidates)

12. **Roll Call/Formations/Squads/Duties**

- **Roll Call:** Roll Call will commence promptly at 6:52 a.m. during the Academy which is scheduled from 7:00 a.m. to 3:00 p.m. During on-the-job training (OJT) you will be required to report promptly at 2:52 p.m. to your assigned facility when working the 3:00 p.m. to 11:00 p.m. shift.

- **Formations:** All daily formations will be conducted in accordance with the guidelines issued by the Roll Call Commander/ Supervisor. Candidates are expected to conduct themselves with proper professional military bearing while in formation.

- **Squads:** Candidates will be assigned to a Squad, Candidate Squad Leader, and a Training Cadre Member.

Personal inspections will be conducted daily by the Training Staff or a Shift Supervisor. All candidates are required to at least meet the standards set forth by the Candidate Handbook. Each candidate will be prepared to stand for inspection at any time while on duty. The candidate class will be formed on the double, with vigor and interest, and will be at the position of “*attention*” unless otherwise directed.

In-Ranks Questioning - Candidates will be subject to questioning during roll call. The intent of this is not only to ensure the candidate’s retention of material presented in previous classes, but also to evaluate his/her knowledge of policies, duties, and procedures.

- **Leadership Positions**

- Candidates must carry out leadership assignments with firmness, exactness, fairness, and confidence.
- Candidates will be placed in leadership positions on a rotating basis to acquire leadership experience.
- The candidate chain of command (outlined below) must be strictly adhered to by all candidates during the program to ensure that tasks are accomplished in an expedient manner. Candidates performing in leadership positions within the chain of command must ensure that they are familiar with the duties of the position that they are assigned.
 - Class Leader
 - Squad Leader
 - Assistant Squad Leader
 - Candidate
- Full cooperation by all Candidates is always required.

- Leadership positions will be rotated at the discretion of the Training Staff. This implies that the candidate chain of command is responsible for all actions of the class for the entire week. Each candidate leader is responsible to address a deficiency with a candidate. Candidates will be assigned various leadership duties throughout the academy.

- **Duties and Responsibilities**

Candidates assigned to leadership positions are responsible for the following duties:

- **Class Leader**

- Held responsible for maintaining control of the entire class.
- Held responsible for the uniformity of individual appearance as well as candidate equipment.
- Marches the class to and from areas of instruction.
- Ensures that the class reports to proper areas at the proper time, in the proper uniform and with required equipment.
- Enforces the rules and regulations outlined in policy, procedure, or related by the training staff.
- Ensures *all* reports are completed when required.
- Ensures completion of all primary and additional duties directed by the training staff.
- Reports to Training Staff at each roll call in the manner prescribed during the roll call procedures.
- Completes daily activity report - records candidate class activities: e.g.: attendance, prescription medication, injury, etc. Will submit daily at roll call.
- Held responsible for all that the candidate class does or fails to do.

- **Squad Leader**

- Held responsible for maintaining control, appearance, and discipline with the assigned squad.
- Renders the proper report to the class leader each morning at roll call.
- Held responsible for the knowledge of the whereabouts of the squad members at all times.
- Ensures the completion of duties as the class leader may direct.

- Ensures all reports are forwarded when required.
- Ensure assigned locations are cleaned and organized by squad member.
- **Assistant Squad Leader**
 - Assists the Squad Leader daily with their assigned duties.

13. **Additional Duties**

Additional duties will be assigned by the Training Officer throughout the training period. Assignments may include but are not limited to the following:

- **Physical Security Candidate** - Ensure that all training locations are secured, and any breaches of security are reported immediately: The candidate shall perform security inspections on the following but not limited to doors being secured, hinges and screws secure, locks secured, areas secured, windows secured, etc. These inspections shall be conducted at beginning and end of each day.
- **Time Candidate** - Keeps track of time for the class. Ensures all breaks and other periods do not exceed the time allocated: Must inform instructor of time. Keeps class advised of daily schedule.
- **Fire Safety Candidate** - Inspects areas for potential fire hazards and fire safety issues. Ensures fellow candidates and class participants are aware of the fire exit plan for **all** training locations. Ensures *no smoking* rule is followed. Inspection includes evacuation routes, extinguisher locations, etc...
- **Audio/Visual Candidate** - Provide any audio/visual equipment needed for instructors. Responsible for videotaping when instructed to do so by the training officer. Must check with instructor for necessary information to set up equipment. Ex: DVD/TV, overhead, camcorder.
- **Photographer Candidate** - (optional) Ensures that a camera is always available. Maintains a class photo file and will always have/utilize camera on person.
- **Administrative Candidate** - Collects and forwards all critiques and evaluations to the Training Staff. Will place in envelope - labeled by class, instructor, date, time. Also, responsible to ensure ample blank class critiques are available. Prepares and maintains sign in sheets for both candidates and class participants. Must turn in the following prior to roll call: Day end evaluations, class critiques and sign in sheets. Collect and review all reports to be submitted. Check to ensure all necessary information is included, legible, and acceptable. Candidate will submit this information to the Class Leader prior to roll call. An afternoon submission may be required as well.
- **Weather Candidate** – Responsible to inform the class and cadre of the daily and weekly forecast. May be required to post said forecast in the training room(s).

Candidates may have an opportunity to serve in at least one (1) additional duty position during the twelve-week training program. Correctional Officer Candidates will serve as Squad Leader or other positions designated by the Roll Call Commander/ Supervisor. Correctional Officer Candidates serving in these positions will be evaluated and critiqued during the evaluation session.

14. **Absence/Lateness/Injury**

- **Absence:** Any Candidate who is absent from training due to documented personal illness or documented family emergency, will be subject to review. **Sick, Vacation or personal days are not authorized during the training program.** The Deputy Warden of Training will have the discretion to determine whether the course material can be made up prior to graduation in the event of an absence or series of absences from class, Physical Training and Defensive Tactics. **If it cannot, the candidate may be offered a seat in the next Preservice Training Class.**
- No candidate may leave the Training Academy during the training day without the permission of the Supervisor of Training. Correctional Officer Candidates in violation of this rule will be subject to termination from the Training Academy.
- Any unauthorized absence by a candidate must be reported to the Supervisor of Training via the chain of command, by telephone, **prior** to the beginning of the training for that day. Failure to notify the Supervisor of Training may result in termination from the Training Academy. The Supervisor of Training may be contacted at **(401) 462-2697**. Candidates are required to submit a report to the Supervisor of Training detailing reason(s) for absence.

Note: Any scheduling of appointments must be made after training hours.

- **Lateness:** Any candidate who is going to be late for formation or training must notify the Roll Call Commander/ Supervisor via the chain of command, by telephone, prior to the beginning of the training for that day. Failure to notify the Roll Call Commander/ Supervisor may result in termination from the Training Academy. Candidates are required to submit a written report to the Roll Call Commander/ Supervisor detailing reasons(s) for lateness.
- Any Correctional Officer Candidate who misses training due to absence or lateness will be responsible for all material/subject matter covered during the absence/lateness. Any candidate who has one (1) or more unexcused absences or is late one (1) or more times, or any combination thereof, is subject to termination from the academy.
- **Injury:** Candidates who sustain a physical injury (s) during the training program, which impedes their ability to participate fully in any activity considered essential by the Deputy Warden of Training will be subject to re-cycle into the next available class. The Deputy Warden of Training will have the discretion to determine whether the course material can be made up prior to graduation. If it cannot, the candidate may be offered a seat in the next Pre-service Training Academy.

- **Note:** any injury sustained off grounds, non-academy related, which impedes their ability to participate fully in any activity considered essential by the Deputy Warden of Training will be subject to re-cycle into the next available class.

15. **Physical Training & Defensive Tactics**

All Correctional Officer Candidates are required to participate in physical fitness and defensive tactics training. Candidates must pass the end of cycle physical fitness test requirements detailed below:

Physical Ability Test

This test is administered prior to your graduation from the twelve (12) week pre-service training program. Continuation in the hiring process is contingent upon an individual receiving an overall passing composite score, which is calculated from the five scores obtained from completing each of the five test components. Therefore, although individual scores are specified for each event, if a candidate scores below average on one or more components, he/she may be able to compensate for that score by scoring above average on another component. The candidate must complete all five test components.

Candidates that fail the test will be retested 48 hours from the initial test date. Failure will result in your termination from the Academy.

These abilities are assessed by administering the following five tests:

Dummy Drag

- The Dummy Drag is a test of a candidate's dynamic strength. The ideal requirement for this test is to drag the 75-pound dummy continuously for three minutes and at least 694 feet. This test replicates an emergency in which the victim is carried or dragged to safety from a dangerous situation.
- Starting from a standing position behind a pre-determined line, the candidate drags a 75-pound dummy continuously for three minutes for at least 694 feet at a steady pace, using the attached strap and positioning the dummy on its back or belly down.
- The candidates may not stop during the drag.
- If the candidate accidentally trips or falls, the instructor advises the candidate to get up as quickly as possible and continue, but the candidate does not need to start over.
- The instructor keeps track of both the amount of time and laps accumulated and, at the end of three minutes, records the total footage. If the candidate stops, the test is a failure.
- Time: (3) minutes

Ladder Climb

- The Ladder Climb is a test of a candidate's gross body equilibrium. The ideal requirement

for this test is for the candidate to complete the climb in seven seconds or less and retrieve the correct object. This test demonstrates the ability to search for contraband concealed in high places using the assistance of equipment such as a ladder.

- The candidate starts at the base of the ladder with both feet flat on the ground. At the signal, he/she climbs the ladder to a platform. The candidate must place both feet on the platform and grasp a specified contraband item from a group of several items on a shelf within seven seconds. The shelf is on a wall at the height of 8 feet 10 inches.
- The candidate may not skip rungs on the way up or down. The candidate cannot drop the contraband item. If a rung is missing, both feet do not touch the top platform or the contraband item is dropped, the individual will be allowed one retry. Timing stops when the candidate has completed the descent and is standing with both feet flat on the ground.
- Time: (7) seven seconds

Obstacle Course

- Obstacle Course is a test of a candidate's gross body coordination. This test replicates an emergency and requires the ability to move to the scene of an incident and maneuver through several obstacles within a confined area. The ideal requirement for this test is for the candidate to complete the course in 58 seconds or less.
- The candidate begins at a starting line in an open area and runs to a locked door with a deadbolt-type lock. He/she must unlock the door with the appropriate key, proceed through the doorway, and relock the door. Then, he/she goes over a desk, under a table, and around two chairs and slaps the top of a locker with his/her hand at the end of that portion of the course.
- Next, the candidate proceeds to a cell door, opens it with the appropriate key, enters the cell area, slaps the top of a locker with his/her hand, and leaves through the cell door. The candidate then locks the cell door and proceeds back under the table and over the desk. At the door, the candidate unlocks the door, proceeds through the doorway, relocks the door, and returns to the starting point. The candidate cannot drop the keys throughout the obstacle course. If the keys are dropped, the individual will be allowed one retry.
- Time: (58) fifty-eight seconds

¼ Mile Run and Cuff

- The ¼ Mile Run and Cuff is a test of a candidate's stamina. The ideal requirement for this test is for the candidate to complete the run and handcuff portion in (2) two minutes and 35 seconds or less.
- The candidate runs a measured distance of a ¼ mile holding a set of handcuffs, approaches a non-combative individual, and verbally directs him/her to "turn around and cuff up." The candidate applies the handcuffs to the individual's wrists (behind the back). Timing starts when the candidate begins running and ends when the cuffs are secured.
- NOTE: It is emphasized that the candidate must run, not walk, as this is a replication of an emergency and requires the ability to run a measured distance to the scene of an emergency. If the candidate walks or stops during this test, he/she receives a failing score.
- Time: (2) two minutes and (35) thirty-five seconds

Stair Climb

- The Stair Climb is a test of a candidate's explosive strength. This test replicates an emergency that requires running up and down flights of stairs to arrive at the scene of an incident. The ideal requirement for this test is that the candidate complete the stair climb in 45 seconds or less.
- The candidate wears a 20-pound adjustable weighted vest throughout the test. He/she starts with both feet flat on the ground, runs up one side of a double staircase, and down the other side. After both feet hit the ground, he/she turns and goes back up the side he/she just descended and down the opposite side. Once again, after both feet hit the ground, he/she turns and goes back up the side he/she just descended and down the opposite side. The event is over, and time stops when three flights up and three flights down have been completed.
- Each candidate is required to complete three tours, a total of 108 steps, without skipping any steps on the way up or down. A candidate who skips any steps must begin the test again. The candidate may hold the railing for balance, if necessary.
- Time: (45) forty-five seconds

Physical Fitness

The physical fitness guidelines in the table below are administered during the twelve (12) week pre-service training program. You must maintain a certain level of physical fitness during the training program and obtain a passing score in all events.

Male Candidate Requirements				
AGE	1 MINUTE OF SIT-UPS	300 METER SPRINT	1 MINUTE OF PUSH-UPS	1.5 MILE RUN
18-29	38	59 SECONDS	29	12:38
30-39	35	59 SECONDS	24	13:04
40-49	29	72 SECONDS (1:12)	18	13:49
50-59	24	83 SECONDS (1:23)	13	15:03

Female Candidate Requirements				
AGE	1 MINUTE OF SIT-UPS	300 METER SPRINT	1 MINUTE OF PUSH-UPS	1.5 MILE RUN
18-29	32	71 SECONDS (1: 11)	15	14:50
30-39	25	79 SECONDS (1:19)	11	15:38
40-49	20	94 SECONDS (1:34)	9	16:21
50-59	14	N/A	7	18:07

Additionally, Candidates must be able to participate physically in the practical application of course material requiring a test out. Courses, including but not limited to handcuffing, baton, Monadnock Defensive Tactics System Program (MDTS) and restraints.

16. **Breaks/Lunch**

- Breaks will be provided during the training day. Instructors will determine specific break times in accordance with the day's training schedule. Correctional Officer Candidates will return immediately to class upon completion of breaks. Paper cups, cans, etc. will be disposed of properly. Your cooperation is expected to keep break areas clean.
- Daily lunch breaks will generally commence at 11:00 a.m. and last until 11:30 a.m. Correctional Officer Candidates must provide their own lunches. A lunch area is designated for the Correctional Officer Candidates. Correctional Officer Candidates are not authorized to leave the Training Academy for lunch.
- There is no tobacco allowed; this includes smoking, vaping, and chewing tobacco, anywhere on the grounds during work hours.
- No candy or gum chewing is allowed.

17. **Awards**

- **Academic Award:** To be designated an *Honor Graduate*, you must hold the overall highest score which would reflect a combination of scores obtained from the required performance standards.
- **Instructor's Award:** This award will be given to the Candidate who demonstrated the greatest level of improvement throughout the training program.
- **Firearm's Award:** This award will be given to the Candidate that demonstrates the highest proficiency with all three duty weapons.
- **Director's Award:** This is awarded to the Candidate who has demonstrated the highest standard of conduct, professionalism, proficiency, and dedication typifying the desired qualities of a Correctional Officer
- **Physical Fitness Award:** This is awarded to the candidate who obtained the highest overall ranking for the four physical fitness requirements of sit-ups, push-ups, 300-yard sprint, and the mile and a half run.

18. **Paychecks** - Once incorporated onto the payroll, Correctional Officer Candidates will be paid via direct deposit to accounts of their choosing.

19. **Modifications** - Any of the provisions of these rules and regulations may be waived or modified by the Deputy Warden of Training.

20. **Graduation** - Graduation shall be conducted on the last Friday of the Academy.

21. **Assignment** - Upon successful completion of the Correctional Officer Pre-Service Academy, candidates will be assigned to buildings and days off at the discretion of the Rhode Island

Department of Corrections to serve a 6-month Probationary Period.

22. **Termination of Candidate from the Academy** - Candidates may either voluntarily or involuntarily be removed from the Academy. In any such case, the Deputy Warden of Training shall take the appropriate action to include but not limited to counseling, accepting a letter of resignation, or making a recommendation of termination to the Assistant Director of Administration.
23. **Training Facilities** - The Rhode Island Department of Corrections Training Academy utilizes an address of 18 Wilma Schesler Lane, Cranston, Rhode Island. The Training Academy comprises two floors and wings of this address along with the use of six correctional facilities located on the Adult Correctional Institution (ACI) grounds. These buildings house the classrooms, dining facility, physical plant, and gymnasium. The Training Academy utilizes an off- site firearms range in North Scituate, Rhode Island for weapons qualification. The Training Academy has the following staff permanently assigned: Deputy Warden of Training;(2) Two Training Supervisors; (9) Training Instructors; and (2) Administrative Staff (Officer Manager & Information Services Tech). In addition, the Training Academy utilizes adjunct staff that are certified and credentialed in various training aspects as per departmental needs.
24. **Council on Postsecondary Education** – From the Office of the Postsecondary Commissioner and in accordance with the provisions of 38 CFR 21.4254, the Rhode Island Department of Corrections Training Academy has been reviewed and granted continued approval to offer the Correctional Officer 480 hours of training for veterans’ educational benefits under Titles 38 and 10 US Code.
 - a. **Veterans** - For veterans who are receiving veterans educational benefits, in compliance with CFR 21.4254(c)(4), which states, “the school must maintain a written record of the previous education and training of the veteran or eligible person and clearly indicated that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person and the Department of Veterans Affairs so notified.”, the Academy will evaluate and keep records of all previous education and training, and when applicable, the education and training will be applied and the training period may be shortened with the approval of the Director.
25. **Effective Date** - This handbook is effective upon the signature of the Deputy Warden of Training or his/her designee.

Approved by: Joe Coffey

Date: 5/5/2026

STATE OF RHODE ISLAND
DEPARTMENT OF CORRECTIONS
TRAINING ACADEMY

WAIVER OF LIABILITY AND ACCEPTANCE OF DEPARTMENTAL RULES

I, _____, have read and explained to me all the rules and regulations given in this document. I fully understand that any violation of the Code of Ethics and Conduct, policy # 3.14-4 DOC, any of the requirements set forth in the handbook, or grades below the mandatory average of 70%, may be cause for my dismissal from the Department of Corrections Training Academy and that I have no further recourse.

I also fully understand that should I complete the prescribed training and pass with a grade of at least 70%, it does not constitute a guarantee that I will be hired.

I understand that I must successfully complete the end of cycle physical fitness test with a passing score in each event.

It is understood that all Correctional Officer Candidates will participate in all the academy activities.

I, _____, have read all the above statements and fully understand that my participation is required in all above-mentioned activities. I have no physical problems that would prohibit or otherwise hinder my engaging in any of the activities set forth above.

I fully agree that the State of Rhode Island, the Department of Corrections and/or any employees of the said Department of Corrections shall not be liable in any way for injury sustained during or otherwise caused by the activities referred to above.

Print/Signature of Correctional Officer Candidate

Date