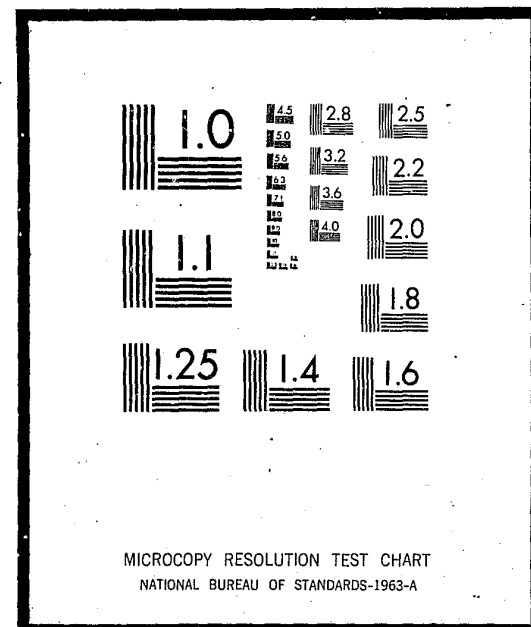


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U.S. DEPARTMENT OF JUSTICE
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NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE
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MANUALS FOR CRIMINAL JUSTICE TRAINING

Annotated Bibliography #1

Linda J. Skinner

Center for Correctional Psychology
Department of Psychology
The University of Alabama

Report Number 15
May, 1974

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Individuals charged with the training of personnel within the criminal justice system have at their disposal numerous manuals and training aids. However, the programs in such manuals sometimes remain unknown as trainers are unaware of their existence. The purpose of this bibliography is to assist in the distribution of such information. Fifteen training manuals for police and correctional workers have been reviewed with the following information included: the target population for which the program was designed, the content areas included in each program, an overall rating for the program description and its utility, and an address to which inquiries regarding the manuals may be made.

L. J. S.
May, 1974

Police Training and Performance Study. U. S. Department of Justice. National Institute of Law Enforcement and Criminal Justice, 1970.

Target population: Police

This report discusses a project conducted with the New York Police Department in response to the Kerner Commission's recommendations. A major portion of the project was the development of ways to improve police training at all levels. The report includes discussions of concrete matters, such as training in firearms, as well as issues such as the attitudes of policemen, and the place of behavioral and social sciences in training. The report offers additional recommendations regarding police training.

Rating: Excellent

Address inquiry to: Superintendent of Documents
U. S. Government Printing Office
Washington, D. C. 20402

Danish, Steven J. & Brodsky, Stanley L. Manual for Police Human Relations Training. Carbondale, Illinois: Southern Illinois University and the Illinois State Police, 1974.

Target population: Police

This manual was developed to be used in conjunction with the thirty simulation film vignettes produced by Southern Illinois University at Carbondale. The vignettes were designed to help trainees recognize and learn the effective use of feelings and to provide behavior rehearsal experience. Included in the manual are some guidelines for training, scripts and descriptions of each vignette, a basic model for the use of the vignettes, methods of handling the reactions of trainees, and potential problems encountered in training.

Rating: Excellent when employed in connection with the vignettes.

Address inquiry to: Director
Illinois State Police Training
Academy
Springfield, Illinois 62706

Talbott, John A. & Aronson, Richard S. The Precinct Service Officer Program: A Training Manual. Community Relations Department of New York City Police Department, 1971.

Target population: Precinct Service Officers or Community Service Officers

This manual details the Precinct Service Officer Training Program utilized in New York City. The program focuses on eight areas of study: Personality development, adolescence, the family, drugs, the sociology of cities, the Puerto Rican community, the Black community, the police-community relations. Included in the manual is a synopsis of the above areas of study, including lecture outlines, recommended training techniques, and a listing of some teaching aids.

Rating: Good

Address inquiry to : Community Relations Department
New York City Police Department
New York City, New York 10013

Training for Corrections: Rationale and Techniques.

Carbondale, Illinois: Center for the Study of Crime, Delinquency and Corrections, Southern Illinois University, 1968.

Target population: Trainers

This manual, with its focus on how to teach, suggests principles pertinent to the development of a curriculum that is efficient in achieving the purposes designed by an agency. Included in the text are information about preparation to and techniques of teaching, training tools, evaluation and the role of the training officer. Film rental libraries and resource agencies are noted in appendices.

Rating: Excellent

Address inquiry to: Center for the Study of Crime,
Delinquency and Corrections
Southern Illinois University
Carbondale, Illinois 62901

Tools for Trainers. Carbondale, Illinois: Center for the Study of Crime, Delinquency and Corrections, Southern Illinois University, 1968.

Target population: Trainers

This manual focuses on resources for training programs. Included in the text are the following resources: films, texts and periodicals for corrections, sources of information, training officers library, associations with an interest in corrections, bibliographies, audio training materials, correspondence studies, case study material, feature films of interest for corrections.

Rating: Excellent

Address inquiry to: Center for the Study of Crime,
Delinquency and Corrections
Southern Illinois University
Carbondale, Illinois 62901

Hartness, Charles & Bishop, Charles H., Jr. Case Studies for Correctional Staff Development and Training. Athens, Georgia: University of Georgia, 1971.

Target population: Upper management correctional personnel and counselors

This manual explains the use of case studies in correctional staff development and training programs. Included in the text are seven examples of administrative case studies and four examples of operational case studies. These case studies provide exercises in various activities such as the establishing of program objectives, planning and budgeting, confrontation management in an institution, planning meetings with probationers, and the identification and utilization of community resources in probation on parole practice. In addition to the case studies included in the manual, additional references on case study method are provided.

Rating: Good

Address inquiry to: Corrections Division
Institute of Government
University of Georgia
Athens, Georgia 30601

James, Ralph E. & Miller, Lawrence M. Rehabilitation by Behavior Management: A Training Manual and Staff Achievement Program. Raleigh, N. C.: Human Behavior Institute, Inc., 1973.

Target population: Correctional agency personnel

This manual is designed to be used by any correctional personnel, including parole, probation and correctional officers, engaged in the rehabilitation of offenders. It consists of a simplified self-instruction program for behavior management and includes sections on the principles of behavior management, steps to behavior change, the management of delinquent behavior, and personal development. In addition, pre- and post-tests are provided, as well as numerous self tests interspersed throughout the text.

Rating: Good for individuals who are unfamiliar with behavior management.

Address inquiry to: Human Behavior Institute
P. O. Box 25025
Raleigh, North Carolina 27611

Overstreet, Ben, Jr. Report of Training and Curriculum Development for Supervisory Correctional Officers in the North Carolina Prison Department. Chapel Hill, North Carolina: The University of North Carolina, 1965.

Target population: Supervisory correctional officers

This text describes the development and evolution of the training program for supervisory correctional officers in the state of North Carolina. The training program contains the following major areas of content: principles of supervision, study of revisions in policies and procedures, and correlation of custody and security with treatment. The report includes the program of instruction utilized.

Rating: Fair

Address inquiry to: Training Center on Delinquency and Youth Crime
Institute of Government
The University of North Carolina
Chapel Hill, North Carolina 27514

The Instructor's Guide for Administering the Behavior Modification Training Package for Correctional Officers. Montgomery, Alabama: Rehabilitation Research Foundation, 1972.

Target population: Correctional officers

This guide is designed for the trainer employing the Correctional Officer Training (COT) package, a program focusing on the basic techniques of behavior modification in the management and rehabilitation of inmates. Included in the guide are general instructions for the use of the COT package, guidelines for the training sessions, and answer keys for the baseline and progress checks.

Rating: Good

Address inquiry to: Rehabilitation Research Foundation
P. O. Box 3587
Montgomery, Alabama 36109

Dean, Charles W. & Mergan, David I. Correctional Officer: Training Manual. South Carolina: Department of Corrections, 1970.

Target population: Correctional officers

This manual focuses on the relationship between the correctional officer and an inmate with four aspects of this relationship investigated: inmate behavior, the setting, the officer as a source of change, and security, custody and control. Four training films are available for use with the program and the suggested program can be utilized as a supplement to existing programs or as a basis for the development of such programs.

Rating: Good

Address inquiry to: South Carolina Department of Corrections
Columbia, South Carolina 29201

Paddock, Arthur S. & McMillin, James D. Vienna Staff Training Project: Final Report. Center for the Study of Crime, Delinquency and Corrections. Carbondale, Illinois: Southern Illinois University, 1972.

Target population: Correctional officers

This program was developed with two goals, namely that of influencing correctional officers to be helping agents of rehabilitation and of socializing new officers to the norms of the department of corrections. While the program was reported to fulfill these goals, only brief mention is made in reference to the content of the program.

Rating: Poor

Address inquiry to: Center for the Study of Crime,
Delinquency, and Corrections
Southern Illinois University
Carbondale, Illinois 62901

Cohen, H. L. & Goldiamond, D; Filipezak, J. & Pooley, R. Training Professionals in Procedures for the Establishment of Educational Environments. Educational Faculty Press-DBR, 1968.

Target population: Teaching professionals working with institutionalized delinquents

This report describes a CASE Training Institute project in which professionals were trained in operant and environmental design procedures and the application of these procedures in the training and education of delinquents. A brief outline of the training procedures employed is included.

Rating: Fair

Address inquiry to: Institute for Behavioral Research,
Inc.
2426 Linden Lane
Silver Spring, Maryland 20910

Guidelines and Standards for the Use of Volunteers in Correctional Programs. Law Enforcement Assistance Administration, Technical Assistance Division, 1973.

Target population: Volunteer workers

This manual is an asset to any individual who directs volunteer programs operating in the criminal justice system. The text has four major divisions: results of a national survey of existing programs, general principles and guidelines for volunteer programs, including training ideas, reports on varieties of volunteer programs, and a resource section.

Rating: Excellent

Address inquiry to: Technical Assistance Division
Law Enforcement Assistance
Administration
U. S. Department of Justice
Washington, D. C. 80210

Kagan, Norman. Influencing Human Interaction. East Lansing, Michigan: Michigan State University, 1972.

Target population: Any individual working in any counseling relationship

This manual is designed to be employed in connection with the film series entitled "Influencing Human Interaction." The film includes lectures, demonstrations, exercises, and instructions and can be utilized with individuals of all levels of experience. The purpose of the program is to help improve the ways in which people relate to each other and requires from 20 to 50 hours, depending upon the level of expertise of the target population. Included in the manual are transcripts of the film and suggestions for the trainer for each of the units of study. The seven units are elements of therapeutic communication, interpersonal simulation, interviewer self-study, inquirer training, client recall, mutual recall, and observations and concepts.

Rating: Excellent

Address inquiry to: Department of Counseling, Personnel
Services and Educational Psychology
College of Education
Michigan State University
East Lansing, Michigan 48823

Dorn, Robert C., Murdock, Peter & Scarborough, Alton T.
Manual for Self Development Workshops. Greensboro,
North Carolina: Smith Richardson Foundation, Inc.,
1970.

Target population: Not restricted; with modifications
the program can be made appropriate
for varying groups

This manual offers exercises intended to provide experiences contributing to self development and through self change, the ability to change the environment. The exercises, developed to be utilized over two weekend periods, focus on communication, giving and receiving help, the use of group processes and behavioral orientation to change.

Rating: Fair to good, depending upon the target population with which it is employed

Address inquiry to: Center for Creative Leadership
Greensboro, North Carolina 27402

END