



**TRINIDAD & TOBAGO
PUBLIC SERVICE COMMISSION
PRISONS OFFICER II EXAMINATION SYLLABUS**

EFFECTIVE FROM MAY/JUNE 2008



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PRISONS OFFICER II EXAMINATION SYLLABUS

Foreword:

This syllabi manual for Prison Service Examinations is the culmination of collaborative efforts among the Service Commission Department, the Curriculum Department of the Ministry of Education and the Prison Service of Trinidad and Tobago.


It is aimed at providing a contemporary and relevant guide for 1st and 2nd Division Prisons Officers in their preparation for promotional examinations to the ranks of Assistant Superintendent, Prison Supervisors and Prison Officers II.

The manual is based upon general prison duties and functions and has been extended to incorporate the concepts of the Restorative Justice Philosophy, Reintegration Penal Policy, Shared Responsibility Model of Rehabilitation and the Strategic Priorities of the Prison Service. It therefore constitutes the substance of the core skills, competencies and responsibilities required for each rank under review. This in turn is reinforced with modern concepts in Corrections. Collectively, they are meant to provide both a comprehensive and contemporary study curriculum to Prison Officers; all set against the backdrop of recommendations arising out of The Task Force Report on Prison Transformation to coincide with the current change agenda that the Service has now engaged.

For further assistance it also provides a compact selective list of resource materials to be researched and studied.

Hopefully, it would provide the requisite resources not only for examination success but for the personal professional edification and development of all Officers to which it is applicable.

I would like to acknowledge and thank the many people who helped to make this edition possible. First, thanks go to the Service Commission staff, the coordinator of the project from Ministry of Education, and representatives from the Prison Service, for their significant contribution to the compilation. I would also like to thank my colleagues for their substantial help with revisions; in addition, for their insightful reviews, criticism, helpful suggestions and information. Finally, I would like to thank the Steering Committee for its commitment and dedication to see this project through what I know was a tedious process.


Mr. John Rougler

Commissioner of Prisons

THE PRISONS SERVICE

The effective execution of the sentences of the Courts so as to protect the public and reduce the level of crime by the application of an effective correctional intervention process.

The Prisons Service – Objectives

- I. To ensure the safe custody of inmates who are committed to Prison custody by the process of law.
- II. To ensure that inmates are kept in a healthy and humane environment.
- III. To develop programmes which facilitate the restorative and reintegrated treatment of inmates in keeping with modern penological initiatives.
- IV. To maintain structures and provide amenities for the accommodation, comfort, physical, social and spiritual well being of inmates.
- V. To ensure that those serving terms of imprisonment are made to work and are trained in various skills to make them industrious and to afford them an opportunity for gainful employment on their release.
- VI. To provide welfare, recreational, educational and religious programmes for inmates to assist in their re-socialization and better prepare them for re-entry into mainstream society.
- VII. Meeting and maintaining United Nations, International Standards and other best practices.
- VIII. To attract, train, develop and maintain suitable staff to facilitate the objectives at (i) to (vii).

The Prisons Service – Vision

A more efficient and effective Prisons Service committed to protecting society, adhering to the dictates of the court and reduce re-offending.

The Prisons Service - Principles

- To deal fairly, equitably, openly and humanely with all stakeholders (Fairness)
- Strategic alliances with other agencies of the Criminal Justice System and other stakeholders
- Base our interventions and strategies on Research
- Adoption of best practices in Corrections
- Accreditation of Inmate's Programmes
- To encourage prisoners to address offending behaviour and respect others
- To value and support each other's contribution.

PRISONS OFFICER II EXAMINATION SYLLABUS

Dear Stakeholder,

In response to a request from the Prisons Officers Association, the Public Service Examination Board established a committee to review and develop syllabi for the promotional examinations to the posts of Prisons Officer II, Prisons Supervisor and Assistant Superintendent of Prisons. The committee comprised representation from a cross section of the Prisons Service, the Prisons Officers Association, the Ministry of Education and the Public Service Examination Board. They met over a period of five months to develop these syllabi.

Over this period officers considered the current job descriptions with specific attention given to the duties and tasks to be performed. The new *Restorative Justice* Philosophy of the Prisons Service was central to the syllabus development.

It is expected that these syllabi will also form the basis for training programmes and so contribute to the realization of the new vision for the Prisons Service and thus the achievement of Vision 20/20.

PRISONS SYLLABI REVIEW COMMITTEE

NAME	REPRESENTATIVE BODY/GROUP
Sharon Mangroo	Public Service Examination Board/ Ministry of Education
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ORGANIZATION OF THE SYLLABUS

The syllabus is arranged in fourteen sections, consisting of general and specific objectives and related content.

- SECTION 1 - SUPERVISION OF OFFICERS**
- SECTION 2 - MAINTAINING RECORDS**
- SECTION 3- SUPERVISING AND SECURING INMATES IN THE CONDEMNED DIVISION**
- SECTION 4- PERFORMING SEARCHES OF INMATES AND CELLS**
- SECTION 5- SECURING AND CONTROLLING FIREARMS AND AMMUNITION**
- SECTION 6- MANAGING INMATE PROPERTY**
- SECTION 7- SUPERVISING PARTICIPATION OF INMATES IN REHABILITATIVE PROGRAMMES**
- SECTION 8- ENSURING INMATES' RECEIPT OF ENTITLEMENTS**
- SECTION 9- PROMOTING REINTEGRATION OF INMATES**
- SECTION 10- PROMOTING NON-VIOLENT CONFLICT RESOLUTION**
- SECTION 11- ACCOUNTING FOR INMATES**
- SECTION 12- MANAGING CRIME SCENES**
- SECTION 13- PERFORMING COMPUTATIONS**
- SECTION 14- COMMUNICATING EFFECTIVELY/WRITING REPORTS**

SECTION 1:

SUPERVISION OF OFFICERS

GENERAL OBJECTIVE

Candidates will be able to:

Supervise the activities of a group of Prisons Officer I engaged in supervising and securing inmates within a correctional institution.

SPECIFIC OBJECTIVES

Candidates will be able to:

1. Organise the parade of officers.
2. Appraise the performance of officers in parade.
3. Assign staff to duties according to their capabilities.
4. Monitor staff adherence to Rules and Regulations, Circulars, General Orders and Station Orders.
5. Appraise performance of subordinate staff.
6. Initiate disciplinary action against subordinate staff and inmates.
7. Make recommendations for training and development of subordinate staff.
8. Make recommendations for grant of Leave and time off to officers.

CONTENT

1. Public Service Regulations pertaining to reporting for duty including relevant General and Station Orders.
2. Wearing and caring for uniforms, grooming and general appearance standards.
3. The Prisons Service Code of Conduct.

CONTENT (cont'd)

4. Regulations and operational procedures relevant to the standards of performance for a Prison Officer I including those found in the 1838 West Indian Prisons Service Act, Public Service Commission Regulations, Task Force Report 2002 (Philosophy, Policy, Model of Rehabilitation, Strategies and Outcomes), General Orders and Station Orders.
5. Relevant Disciplinary Regulations including Prisons Service Commission Regulations and those found in the: Prisons Service Code of Conduct, 1838 West Indian Prisons Act, Constitution of Trinidad & Tobago Prisons Service Act, Chap. 13:01- 13:05 of the Constitution of Trinidad & Tobago, and all pertinent General & Station Orders.

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SECTION 2:

MAINTAINING RECORDS

GENERAL OBJECTIVES

Candidates will be able to:

Maintain logbooks and other records such as those relating to inmate security and transfers, assignments of prison officers and emergency situations.

SPECIFIC OBJECTIVES

Candidates will be able to:

1. Verify records and log book entries in a timely manner.
2. Hand over logbooks and take over log books.
3. Authorise the closure and reissue of log books.

CONTENT

1. Regulations and General Orders relevant to records and logbooks including making entries, handing over, receiving, closing, storing, reissuing and handling during periods of emergencies.
2. Records include: The number of inmates assigned to cells/dormitories/ sections at specific dates/times; Particulars of assignments given to Prisons Officer I; Occurrences such as breaches of prison security/regulations; Transfer/ movement of inmates;

SECTION 3:

**SUPERVISING AND SECURING INMATES IN THE
CONDEMNED DIVISION**

GENERAL OBJECTIVES

Candidates will be able to:

Supervise condemned inmates in the daily operations of the Condemn Division.

SPECIFIC OBJECTIVES

Candidates will be able to:

1. Ensure that all inmates in the condemned division are well secured and supervised.
2. Supervise prisoners' receipt of daily entitlements such as airing, diet, visits, letters, and medicine.
3. Manage all emergency situations at the condemned division.

CONTENT

1. The treatment of condemned inmates with specific reference to entitlements in respect of exercise and airing, operations of the Condemned Division, disciplinary procedures in respect of condemned inmates and their daily entitlements as outlined in the 1838 West Indian Prisons Act and other General and Station Orders.
2. Emergency procedures to be adopted at the Condemned Division.

SECTION 4:

PERFORMING SEARCHES OF INMATES AND CELLS

GENERAL OBJECTIVES

Candidates will be able to:

Search/direct the search of inmates and cells for unauthorized or prohibited items, and where applicable confiscate such items, and refer matter to Prisons Supervisor.

SPECIFIC OBJECTIVES

Candidates will be able to:

1. Manage groups of subordinate officers (Prisons Officer I) during the discharge of search exercises of inmates and the Prison Division.
2. Manage handling of confiscated articles.

CONTENT

1. Types of searches; General search procedures and techniques; Special searches; the Special Search Book; searching of Prison Officers; General Order # 72 of 1090.
2. Procedure for handling and handing over of physical evidence for initiation of disciplinary action against inmates.

SECTION 5:

SECURING AND CONTROLLING FIREARMS AND AMMUNITION

GENERAL OBJECTIVE

Candidates will be able to:

Escort and post Prisons Officers I to carry out firearm related duties as directed by the Prisons Supervisor.

SPECIFIC OBJECTIVES

Candidates will be able to:

1. Explain to officers the correct armed sentry protocols relating to use of the firearms, during the course of their duty.
2. Supervise the handing over and taking over of arms and ammunitions between Prisons Officer I.

CONTENT

1. Security procedures relating to escorting a subordinate officer in possession of a loaded firearm to his/her post.
2. Regulations governing firearm and ammunition protocols on the post such as how the weapon should be carried, when and how the weapon should be fired, the procedure to be adopted in case of such eventuality etc.
3. Handing over and taking over of firearms and ammunitions.

SECTION 6:

MANAGING INMATE PROPERTY

GENERAL OBJECTIVES

Candidates will be able to:

Treat and manage inmate property in accordance with approved policy and protocols.

SPECIFIC OBJECTIVES

Candidates will be able to:

1. Supervise Prisons Officers I in the searching of inmates upon entry into the Prison at reception.
2. Supervise Prisons Officers I in checking, recording, and properly securing all items of property belonging to inmates upon entry into the Prison, prior to proper handing over of such items to the Prisons Supervisor.
3. Supervise the handing over of property to inmates upon discharge from Prison.

CONTENT

1. Searching of inmates at reception.
2. Allowable property, methods of accountability of inmate property including accurate property inventory and record keeping.
3. Disposal of unauthorized property.
4. Handing over of property to inmates prior to discharge.

SECTION 7:

SUPERVISING PARTICIPATION OF INMATES IN REHABILITATIVE PROGRAMMES

GENERAL OBJECTIVE

Candidates will be able to:

Supervise the activities of Prisons Officer I engaged in Constructive Regime Programmes for the rehabilitation of inmates.

SPECIFIC OBJECTIVES

Candidates will be able to:

1. Develop plans for participation of inmates in various rehabilitative programmes.
2. Coordinate daily operations to ensure fulfillment of security and custodial requirements for participation of inmates in various rehabilitative programmes.
3. Manage the performance of Prison Officers I in their daily operations as it relates to the facilitating of inmates attendance at work and other rehabilitative programmes.
4. Collect feedback on rehabilitative programmes from inmates.
5. Advise inmates on rehabilitative programmes as needed.

CONTENT

1. The operations of the Constructive Regime Programmes and allocations of inmates to these programmes.
2. Concepts of inmate rehabilitation, the various policies as relates to inmates' involvement in these programmes and the role of custodial staff in this process.
3. How to plan, organize, lead and control activities effectively.

SECTION 8:

ENSURING INMATES' RECEIPT OF ENTITLEMENTS

GENERAL OBJECTIVE

Candidates will be able to:

Ensure that inmates are in receipt of their various entitlements

SPECIFIC OBJECTIVES

Candidates will be able to:

1. Co-ordinate the daily activities between the welfare officers and inmates.
2. Organise activities on a daily basis to allow inmates to receive medical treatment, family visits and their dietary and recreational entitlements as well as any social and legal visit as determined.

CONTENT

1. Welfare procedures and protocols as specified in relevant General Orders and Guidelines.
2. Inmates' entitlements as outlined in the 1838 West Indian Prisons Act.
3. Relevant General Orders as relates to medical treatment, dietary entitlements, recreational entitlements, legal and social visit entitlements, and all other entitlements relevant to the proper well being of inmates during incarceration.

SECTION 9:

PROMOTING REINTEGRATION OF INMATES

GENERAL OBJECTIVE

Candidates will be able to:

Co-ordinate the activities of staff and inmates in ensuring that the strategic priority of reintegration is reflected in their day to day performances.

SPECIFIC OBJECTIVES

Candidates will be able to:

1. Supervise the operation of Prisons Officer I involved with receiving visitors.
2. Counsel inmates and staff on expected conduct and deportment when attending activities within the wider communities, outside of the Prison.
3. Motivate inmates and staff to actively implement the Re-integrative Penal Policy, and the Shared Responsibility Model.
4. Co-ordinate special visits between inmates and their families in a timely manner.
5. Direct the activities of staff in the maintenance of security and protection of visitors on the Prison compound.

CONTENT

1. General Orders and Guidelines and Protocols in respect of visitors to the institution.
2. The Re-integrative Penal Policy and the Shared Responsibility Model: philosophy, procedures and processes.
3. Relevant General Orders and Protocols for officers and inmates participating in community related projects such as community work gangs, inmate sporting teams, school visits, and any other related forums for community engagements.
4. General Orders and security procedures as they relate to safety of visitors within the Prison compound.
5. General Orders and Visit Protocols as relates to special visits, legal visits, child visits, and inmates visiting deceased relatives.

SECTION 10:

PROMOTING NON-VIOLENT CONFLICT RESOLUTION

GENERAL OBJECTIVE

Candidates will be able to:

Supervise the activities of Prisons Officer I and inmates to ensure that the strategic priorities of Restoration and Relations are reflected in conduct and performance.

SPECIFIC OBJECTIVES

Candidates will be able to:

1. Coach inmates and officers in non-violent conflict resolution.
2. Counsel subordinate officers on the performance of their duties according to the current Mission and Vision of the Prisons Service.
3. Represent the concerns interests of subordinate officers to superior officers.

CONTENT

1. Procedures and principles and procedures in conflict management, anger management, reconciliation and effective interpersonal communication such as: stages in crises development in individuals; staff responses to each phase; non-violent defense techniques; self defense strategies.
2. The concept of Restorative Justice as observed in the Prison Service of Trinidad and Tobago.
3. The current Mission, Vision and Strategic Objectives of the Prisons Service.
4. Organizational communication protocols.

SECTION 11:

ACCOUNTING FOR INMATES

GENERAL OBJECTIVE

Candidates will be able to:

Conduct counts of all inmates as a major means of maintaining custody.

SPECIFIC OBJECTIVES

Candidates will be able to:

1. Conduct physical head count of inmates at the various sections of the Prison
2. Account for all inmates; those within the Prison and those outside the Prison.
3. Report on the number of prisoners to the Prisons Supervisor on conclusion of inmate count exercise.

CONTENT

1. Developing good observation skills.
2. Conducting various types of counts such as: formal; informal; by classificatory groupings; emergency. Rosters and health and welfare checks.
3. Reporting and verification procedures and protocols for inmate counts.
4. The Inmate numbering system, the locking down procedure and the processes involved in handing and taking over of inmates, as well as the procedures to be adopted if the whereabouts of an inmate is in doubt.
5. Relevant General Orders relating to the counting of depot totals and the classificatory system of the prison.

SECTION 12:

MANAGING CRIME SCENES

GENERAL OBJECTIVE

Candidates will be able to:

Provide first response to and management of potential crime scene.

SPECIFIC OBJECTIVES

Candidates will be able to:

1. Identify possible evidence at the scene of a suspected crime.
2. Preserve evidence at the scene of a suspected crime.
3. Seal off the crime scene.
4. Manage the crime scene.
5. Prepare reports on an incident of suspected criminal activity.

CONTENT

1. Investigative procedures for collecting evidence, preserving and securing crime scenes.
2. Observation procedures; collecting statements from relevant staff and inmates.
3. Policies, protocols and procedures relating to the first response to a potential crime scene.
4. Specific policies, protocols and procedures relating to the unauthorized death of an inmate at a prison institution.

SECTION 13:

PERFORMING COMPUTATIONS

GENERAL OBJECTIVE

Candidates will be able to:

Perform various computations relevant to the welfare and sentence requirements of inmates.

SPECIFIC OBJECTIVES

Candidates will be able to:

1. Computes fine for inmates liability payments in lieu of imprisonment prior to discharge.
2. Prepares restricted diet charts as awarded.
3. Compute the Earliest Possible Date and Final Date of inmates at the commencement of their sentences, and prior to discharge.
4. Manage the processing of bails in collaboration with the Warrants and Photography Section and hand over same to Prisons Supervisor for Processing.

CONTENT

1. Computations related to fines, bail, special/restricted diets, Earliest Possible Date and Final Date.
2. Relevant Policies, protocols and procedures such as the 1838 West Indian Prisons Act and General Orders.

SECTION 14:

COMMUNICATING EFFECTIVELY/WRITING REPORTS

GENERAL OBJECTIVE

Candidates will be able to:

Communicate effectively with subordinate, superior officers and with inmates.

SPECIFIC OBJECTIVES

Candidates will be able to:

Present oral and written reports according to approved protocols
Interact in a socially accepted manner.

CONTENT

1. Creating a pro-social environment for effective supervision.
2. Effective dissemination of information.
3. Communication policies, procedures and protocols of the Prison Service.
4. Communication in emergency situations.
5. Report writing including various forms and record formats in use in the prison Service.
6. Oral reporting
7. Receiving and giving feedback.
8. Communicating with the public (community projects, sporting events, school visits etc.).

APPENDIX

The following is a list of recommended resource material. Note that this list is not exhaustive list and candidates are expected to source additional resource material as deemed necessary.

1. Public Service Regulations
2. The Prisons Service Code of Conduct.
3. 1838 West Indian Prisons Service Act
4. Public Service Commission Regulations,
5. Task Force Report 2002 (Philosophy, Policy, Model of Rehabilitation, Strategies and Outcomes),
6. General Orders (General Order # 72 of 1090)
7. Station Orders.
8. Constitution of Trinidad & Tobago Prisons Service Act, Chap. 13:01- 13:05
9. Constructive Regime Programmes, The Re-integrative Penal Policy and the Shared Responsibility Model
10. Visit Protocols
11. Mission, Vision and Strategic Objectives of the Prisons Service

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We must acknowledge the undermentioned local, regional and international source documents which were consulted in the preparation of the syllabus.

- 1) Apply Basic Communication Skills
Standards and Assessment Development Unit BSB03
National Council on Technical and Vocational Education and Training (2003)
- 2) Arizona Correctional Officer Training Academy Cota Curriculum Details
http://www.azcorrections.gov.adc/employment/cota_curriculum.asp
- 3) Bloom's Taxonomy
Bloom et al taxonomy of the cognitive domain. Educational Psychology
Interactive Valdosta, G.A. Valdosta State University – Huitt (2004)
<http://chinon.valdosta.edu/whuitt/col/cogsys/bloom.html>
- 4) Curriculum Development in Vocational and Technical Education Planning,
Content and Implementation –Wankesha County Technical College-
Finch & Crunkilton (1996)
- 5) Follow the Organisation Policies, Procedures and Programs
Standards and Assessment Development Unit HER 03
National Council on Technical and Vocational Education and Training. (2003)
- 6) Government of Trinidad & Tobago Job Specification and Description (1998)
- 7) Government of Western Australia – Department of Connective Services
Prison Officer Recruitment Information Brochure
www.correctiveservices.wa.gov.au
- 8) Lead and Manage People
Standards and Assessment Development Unit BSS03
National Council on Technical and Vocational Education and Training (2003)
- 9) Learn Direct Careers Advice – Prison Officer
<http://www.learn-direct-advice.co.uk/helpwithyourcareer/jobprofiles>

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- 10) Occupational Profile–Prison Officer–AGCAS
www.prospect.ac.uk/links/occupations
- 11) New Approaches to Management of Prison in the 21st Century
– Galille College
<http://www.galilcol.ac.il/page.asp?id=31>
- 12) Probation and Parole – CJS 227 – Sauk Valley Community College Course
Outline A. Leon Hamlin(1999)
- 13) Public Safety Curriculum and Professional Development Project Correctional
– Science Curriculum (1996) Foster & Hayes
- 14) Sample Basic Training Outline – Gary Hill
- 14) Trinidad and Tobago Prison Service Strategic Plan 2006-2007
- 15) Trinidad and Tobago Prison Service Business Plan 2006/2007
- 16) Trinidad and Tobago Prison Service General Order No: 103
of 2002 Promotion Examinations
- 17) Trinidad and Tobago Coroners Act Chapter 6:04
- 18) Trinidad and Tobago Prisons Act Chapter 13:01, 13:02
- 19) Trinidad and Tobago Young Offenders Detention Act Chapter 13:05

End