

<p align="center">POLICY OF</p> <p align="center">STATE OF DELAWARE</p> <p align="center">DEPARTMENT OF CORRECTION</p>	<p align="center">POLICY NUMBER</p> <p align="center">9.20</p>	<p align="center">PAGE NUMBER</p> <p align="center">1 of 5</p>
	<p align="center">RELATED ACA Standards</p> <p align="center">2CO,3A-01,3B-01,3B-02</p>	
<p>CHAPTER: 9 HUMAN RESOURCES, EMPLOYEE DEVELOPMENT, EMPLOYEE-MANAGEMENT RELATIONS</p>	<p>SUBJECT: SELECTION / TRAINING FOR CORRECTIONAL EMERGENCY RESPONSE TEAM (CERT), CRISIS NEGOTIATION TEAM (CNT) MEMBERSHIP AND THE CENTRAL INTELLIGENCE GROUP (CIG)</p>	
<p>APPROVED BY THE COMMISSIONER:</p>		
<p>EFFECTIVE DATE: 2/26/2015</p>		
<p>APPROVED FOR PUBLIC RELEASE</p>		

I. AUTHORITY: 11 Del. C. 6517, 29 Del. C. 8903.

II. PURPOSE: To establish the selection process and minimum standards of applicants to fill vacancies on CERT, CNT teams and the CIG within the Department of Correction. It will be the responsibility of the SOG Warden and the Bureau Chief of Prisons to determine the manning needs of each team and to which facilities the teams will be assigned.

III. APPLICABILITY: All interested, sworn Officers in the following classifications: .

- **Bureau of Prisons:** Correctional series positions to include Correctional Officer thru Correctional Captain and CO/Series positions.
- **Bureau of Community Corrections:** Correctional series positions to include Correctional Officer thru Correctional Captain, Probation and Parole Officer I, Probation Officer II, Senior Probation and Parole Officer, and Probation and Parole Officer Supervisor.
- **Bureau of Administrative Services:** All correctional series positions.

IV. DEFINITIONS:

- a. Special Operations Unit (SOG) – The budget unit that oversees the Transportation Unit and DOC Emergency Preparedness planning, training and Operations.
- b. Correctional Emergency Response Team (CERT) - A division of SOG that oversees the selection training and operation of tactical responders.
- c. Crisis Negotiation Team (CNT) – Facility based emergency responders trained in hostage and crisis situation communications and tactics.

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- d. Central Intelligence Group (CIG) – A division of SOG that oversees the Selection training and operations of intelligence responders

V. POLICY: It is the policy of the Department of Correction to ensure a standardized selection/training process for membership on CERT, CNT, and CIG teams.

VI. PROCEDURE:

A. CERT

1. When vacancies exist on CERT and authorized by the SOG Warden, an announcement will be sent to all facility Wardens and Section/Unit administrators to be posted at designated locations.
2. All interested sworn officers shall submit an application to CERT Headquarters. Applications may be found on the Department of Correction Extranet Site (<http://extranet.doc.state.de.us/>)
3. CERT Headquarters will review all applications and verify all information provided by the applicant.
4. CERT Headquarters will review training and personnel records to determine if applicant meets minimum standards as set forth:
 - a.No disciplinary action in the past 2 years (Beginning with written reprimand).
 - b. No evaluation below meets expectations in the past 2 years.
 - c.Weapons and gas certifications applicable to current position are up to date.
 - d. Applicant must have completed initial probationary period prior to CERT Basic Course (CBC) graduation date.
 - e. Applicant should live within 30 minutes of the institution he/she will be assigned as a team member.
 - f. A review of a CERT applicant's time card will be conducted to determine the applicant's reliability.

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5. After the applicant is determined to have met minimum standards, an appointment for a physical fitness test and weapons proficiency test will be scheduled.
 - a. The physical fitness test will have the following minimum standards for consideration of an applicant:
 1. 75 sit-ups in two minutes or less
 2. 30 pushups in two minutes or less
 3. 6 pull ups, palms out
 4. 2 mile run in 17 minutes or less
 - b. Weapons proficiency test
Applicants must score a minimum of 85% of a possible 100% on standardized DOC courses of fire, using standard department issued side arms.
6. If an applicant is deemed qualified, he/she will be notified in writing of their selection as a CERT candidate. This letter will include the CERT Basic Course start date and instructions for the candidate to follow prior to the course beginning. The Warden/Budget unit manager or section administrator will be notified of all candidates from their unit that have been accepted to a CERT Basic course.
7. CERT candidates must be available for all dates of the CERT Basic course, No exceptions. CERT candidates must complete all phases of the CERT Basic Course with a minimum standard of 85% in each area. Failure to do so will be an automatic DROP from the course.
8. If an applicant is deemed unqualified during the application process he/she will not be selected for CERT membership. Written notification of non-selection will be sent to

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the applicant. This letter will include the reason for non-selection. CERT Headquarters will keep this letter and all information gathered during the selection process on file.

9. Appeals by applicants for non-selection will be made in writing and shall be submitted directly to the CERT Commander or Assistant CERT Commander within 5 calendar days. Applicants will be able to reapply in future processes only after they have provided satisfactory evidence to the CERT Commander or Assistant Commander that the reason or reasons for non-selection have been corrected.
10. The CERT Commander will be responsible for the development of training curriculum and record keeping standards for the CERT Basic and monthly refresher training programs.
11. CERT Candidates will receive a minimum of 200 hrs basic training. CERT refresher training will be a minimum of 160 hrs per year.

B. Crisis Negotiation Team (CNT)

1. CNT teams, as approved by the Bureau Chief; will function under the direct authority and supervision of the Institutional Warden or his/her designee.
2. The Warden or his/her designee will develop procedures for determining staff levels on the CNT and the methods by which those positions will be filled.
3. The Warden or his/her designee will develop training procedures to include the initial, and refresher training of the CNT. The EDC Training Administrator will ensure that all procedures are uniform throughout the Department of Correction.

C. Central Intelligence Group (CIG)

1. The CIG group, as approved by the Bureau Chief of Prisons will function under the direct authority and supervision of the SOG warden. The CIG manager will develop procedures, and training guidelines for the operations of the CIG.
2. Sworn DOC employees, interested in joining the CIG will complete and submit a CIG application to the CIG manager who shall select personnel based on the specific skills, training or experience needed for the group to include:

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a. Computer Network Information Gathering:

Applicant will demonstrate experience or training in the use of any/all of the following:

- i. Well versed in Microsoft Office software to include Word, Excel, and Access with the technical ability to manipulate databases for investigative purposes
- ii. DELJIS, NCIC, DACS, and other internet based info systems such as map quest, reverse phone search, geological survey, social media.

b. Physical Plant Operation:

Applicant will demonstrate knowledge, training or experience in any/all of the following areas:

- i. Basic operation of commercial electrical, HVAC, plumbing, and security door systems
- ii. Applicant should have basic computer skills to include knowledge and experience in the use of Microsoft Office Word, Excel, and Outlook.
- iii. Applicant should have basic knowledge in blueprint reading and/or CAD PC software.

c. Communications:

Applicant will demonstrate training or experience in any/all of the following technical areas:

- i. Operation and maintenance 800 and 700 mhz radio systems
- ii. Operation and maintenance of Institutional staff and Inmate phone systems
- iii. PC Network/Programming technician
- iv. Dispatch or institutional control room experience

