



STATE OF NEW YORK • EXECUTIVE DEPARTMENT
STATE COMMISSION OF CORRECTION
80 WOLF ROAD, 4TH FLOOR
ALBANY, NY 12205-2670
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CHAIRMAN
Daniel L. Stewart

COMMISSIONERS
Frederick C. Lamy
Frances T. Sullivan

To: New York State Law Enforcement Executives

From: Chairman Daniel L. Stewart

Date: May 5, 2008

Subject: Handling and Processing of Juveniles Course

The NYS Commission of Correction and the State of New York Police Juvenile Officers Association are pleased to announce a series of one-day training seminars on the Handling and Processing of Juveniles. This training is designed primarily for police officers, supervisors, and administrators.

Instructors will present information on the handling and processing of juveniles. There will be an emphasis placed on Federal Requirements, Relevant State Laws and Regulations, Fingerprinting, Interviewing and Record Keeping. This training is designed to assist officers in understanding the differences between processing of an adult and the processing of a juvenile.

Although we have planned for large enrollment, seats are limited. Therefore, you must receive confirmation on attendance. Please fax or email completed applications as soon as possible.

If you have any questions concerning the training, please contact Correctional Facility Specialist Keith Zobel at the address in the letterhead, by email at keith.zobel@scoc.state.ny.us or by telephone at 518-485-2485.

NYS Commission of Correction
80 Wolf Road
4th Floor
Albany, NY 12205



Handling and Processing of Juveniles Training Application

<p>Agency Name: _____</p> <p>_____</p> <p>Address: _____</p> <p>_____</p> <p>Phone Number: (____) _____</p> <p>Commanding Authorization:</p> <p>Name/Rank: _____</p>	<p>Please complete a separate application for each person attending:</p> <p>Name: _____</p> <p>E-mail: _____</p> <p>Position: <input type="checkbox"/> Police Officer. Rank: _____</p> <p style="padding-left: 40px;"><input type="checkbox"/> Peace Officer. Type: _____</p> <p style="padding-left: 40px;"><input type="checkbox"/> Other _____</p> <p>Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer</p> <p style="padding-left: 40px;"><input type="checkbox"/> Other _____</p> <p>* Information is required to register for classes.</p>		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <ul style="list-style-type: none"> <input type="checkbox"/> Albany June 3, 2008 <input type="checkbox"/> Utica June 4, 2008 <input type="checkbox"/> Syracuse June 6, 2008 <input type="checkbox"/> Poughkeepsie June 17, 2008 <input type="checkbox"/> Pomona June 18, 2008 <input type="checkbox"/> Valhalla June 19, 2008 <input type="checkbox"/> Rochester July 15, 2008 <input type="checkbox"/> Buffalo July 16, 2008 </td> <td style="width: 50%; border: none; vertical-align: top;"> <ul style="list-style-type: none"> <input type="checkbox"/> Niagara July 17, 2008 <input type="checkbox"/> Plattsburgh August 12, 2008 <input type="checkbox"/> Canton August 14, 2008 <input type="checkbox"/> Binghamton September 9, 2008 <input type="checkbox"/> Corning September 10, 2008 <input type="checkbox"/> Jamestown September 11, 2008 <input type="checkbox"/> Nassau September 24, 2008 <input type="checkbox"/> Suffolk September 25, 2008 </td> </tr> </table> <p>Please submit applications one week prior to the date of the program you wish to attend.</p> <p>The specific location and time will be given upon confirmation of attendance.</p>		<ul style="list-style-type: none"> <input type="checkbox"/> Albany June 3, 2008 <input type="checkbox"/> Utica June 4, 2008 <input type="checkbox"/> Syracuse June 6, 2008 <input type="checkbox"/> Poughkeepsie June 17, 2008 <input type="checkbox"/> Pomona June 18, 2008 <input type="checkbox"/> Valhalla June 19, 2008 <input type="checkbox"/> Rochester July 15, 2008 <input type="checkbox"/> Buffalo July 16, 2008 	<ul style="list-style-type: none"> <input type="checkbox"/> Niagara July 17, 2008 <input type="checkbox"/> Plattsburgh August 12, 2008 <input type="checkbox"/> Canton August 14, 2008 <input type="checkbox"/> Binghamton September 9, 2008 <input type="checkbox"/> Corning September 10, 2008 <input type="checkbox"/> Jamestown September 11, 2008 <input type="checkbox"/> Nassau September 24, 2008 <input type="checkbox"/> Suffolk September 25, 2008
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<p>Please return or fax this application to:</p> <p>Sarah Hill New York State Commission of Correction 80 Wolf Road, 4th Floor Albany, NY 12205</p> <p>Fax (518) 485-2467</p>	<p>Confirm attendance to:</p> <p>Fax: (____) _____</p> <p>Note: Staff may e-mail notices if time permits. You must provide a fax number. PRINT clearly!</p> <p>E-mail: _____</p>		