

Basic Correctional Officer Student Handouts

2013

North Carolina
Department of Public Safety

BCO – Course Descriptions

COURSE DESCRIPTIONS 2013

Based on task analysis, the Correctional Officer Basic Training Program is validated as job-related to Correctional Officers' work performed in the Section of Prisons, North Carolina Department of Public Safety Division of Adult Correction. The program's design and development derives from validated task analysis data and information obtained by the Correctional Officer Job Task Analysis Project conducted during the period 1983 through 1984.

The Correctional Officer Basic Training Program consists of a total of four (4) consecutive weeks of training. The programs include training in the concepts, knowledge and skills required by Correctional Officers for work performance at the Basic or entry-level.

Basic Training programs for employees are mandated by North Carolina General Statute 17C, by regulations of the North Carolina Criminal Justice Education and Training Standards Commission (12NCAC9) and by policy of the North Carolina Department of Public Safety Division of Adult Correction. The following are descriptions of Correctional Officer Basic Training courses.

Firearms

Name: Firearms Safety (100)
Hours: 2
Lesson Purpose: To provide an understanding of the importance of following Firearms Safety Precautions including: knowledge of the Firearms Safety Precautions used in the North Carolina Division of Adult Correction Section of Prisons, and the ability to handle firearms in a safe manner while on duty.

Name: Handgun Familiarization/Proficiency (101)
Hours: 14
Lesson Purpose: To provide a working knowledge of the handgun used by Prisons and develop the ability to use the handgun safely and effectively.

Name: Shotgun Familiarization/Proficiency (102)
Hours: 6
Lesson Purpose: To provide a working knowledge of the shotgun used by Prisons and develop the ability to use the standard shotgun in a safe and effective manner.

Name: Low/Limited Light – Handgun (103)
Hours: 2
Lesson Purpose: To provide Correctional Officers with basic information and familiarization in firing the handgun under low/limited light conditions.

Name: Low/Limited Light – Shotgun (104)
Hours: 2
Lesson Purpose: To provide Correctional Officers with basic information and familiarization in firing the shotgun under low/limited light conditions.

Employee Relations

Name: The Section of Prison Employee (110)
Hours: 4
Lesson Purpose: The objective of this course is to provide officers with a general understanding of Basic Training, rules of employee conduct and personnel procedures.

Name: Report Writing (111)

Hours: 2

Lesson Purpose: To provide Correctional Officers with instruction and practice in report writing methods and techniques which involve writing by correctional staff; becoming familiar with and practicing, preparing and completing standard report forms.

Name: You and the Law (112)

Hours: 4

Lesson Purpose: Provide correctional officers with an understanding of their legal rights, responsibilities, and authority as prescribed by Department of Public Safety's regulations and state and federal law, as well as the nature and extent of the rights of prison inmates during their incarceration as prescribed by state and federal law and the United States Constitution.

Name: Unlawful Workplace Harassment (113)

Hours: 2

Lesson Purpose: To provide Officers with a clear understanding of the North Carolina Department of Public Safety's Zero tolerance for Unlawful Workplace Harassment.

Name: Staff and Inmate Relations (114)

Hours: 4

Lesson Purpose: To provide Officers with the skills and knowledge for maintaining professional boundaries in their relationships with inmates.

Prison Operations

Name: Prison Security Functions and Procedures (120)

Hours: 4

Lesson Purpose: To provide the correctional officer with a general introduction of the routine, daily security functions and procedures used by Prisons.

Name: Contraband and Techniques of Search (121)

Hours: 10

Lesson Purpose: To provide officers with a general understanding of contraband and the necessary skills to conduct searches within a prison facility.

Name: Hostage (122)

Hours: 2

Lesson Purpose: To provide Correctional Officers with an understanding of a hostage situation.

Name: Prison Operations (123)

Hours: 4

Lesson Purpose: To prepare correctional staff to respond to prison emergencies in a safe, effective and lawful manner.

Name: Transporting Inmates (124)

Hours: 6

Lesson Purpose: To provide correctional officers with a basic understanding of policies, procedures, and techniques involved in transporting inmates and in the use of standard prison radios.

Psychomotor Skills

Name: Basic Expandable Baton (130)

Hours: 6

Lesson Purpose: This course will provide basic expandable baton techniques to Correctional Officers who are assigned in areas where the use of an expandable baton is authorized to control inmates. This course will provide officers with an understanding of the use of force policy relating to the expandable baton as well as introducing the officers to the Escalation of Trauma Chart and the explanation of target areas. The officer will learn the counter-striking techniques utilizing an Expandable Baton as well as blocking techniques that will assist the officer in a duty situation.

Name: Mechanical Restraints: Handcuffing (131)

Hours: 2

Lesson Purpose: To provide Correctional Officers with a basic understanding of policies, procedures, and techniques involved in the use of handcuffs and four-point restraints.

Name: Tactical Handcuffing (132)

Hours: 2

Lesson Purpose: To provide the Correctional Officer with a practical method of applying handcuffs with speed, utilizing a tactical approach to assist in inmate control and officer safety.

Name: Controls Restraints, Defensive Techniques (133-1)

Hours: 18

Lesson Purpose: To provide Officers with the basic knowledge of controls, restraints, and defensive techniques which will help them handle violent inmate, withstand personal attacks, and work effectively in emergency situations.

Name: Edged Weapons Defense (133-2)

Hours: 2

Lesson Purpose: To provide Correctional Officers with defensive and control techniques for encounters with edged weapon assaults from inmates.

Name: Weapons Retention (133-3)

Hours: 2

Lesson Purpose: To present to the officer an advanced level of defensive and control techniques when armed with a weapon. These techniques will increase the officer's ability to successfully defend against physical attack and retain control of their weapon.

Name: Employee Fitness and Wellness (134)

Hours: 4

Lesson Purpose: To introduce officers to information on wellness, health, fitness, nutrition, and disease prevention which in turn, if followed, will hopefully improve individual wellness and enhance job performance.

Basic Life Support

Name: CPR (135-1)

Hours: 4

Lesson Purpose: The American Heart Association Heartsaver CPR AED course is designed to teach one-rescuer CPR/AED for the unconscious adult victim and relief of Foreign-Body Airway Obstruction (FBAO)/Choking for the conscious adult victim.

Name: First Aid (135-2)

Hours: 4

Lesson Purpose: The American Heart Association Heartsaver First Aid Course is designed to provide a framework for learning basic skills that may save a life or prevent further injury. You will learn First aid basics and how to provide first aid for medical emergencies, injury emergencies and environmental emergencies through the Student Workbook and course video.

The Prison Culture

Name: Management & Supervision of Inmates (140)

Hours: 12

Lesson Purpose: To provide employees with a general understanding of what constitutes good supervision of inmates.

Name: Understanding Inmate Behavior (141)

Hours: 12

Lesson Purpose: The purpose of this training is to instruct Officers in basic concepts of behavior, human needs, and factors influencing inmate behavior. How inmates are organized and their interactions within the prison society will be discussed. Emphasis will be given to assist the correctional employee in the identification and reporting of emotional disturbance and suicidal behavior, identifying and managing inmates with special needs in a corrections setting. Officers will learn to examine signs and symptoms used in detecting possible mental health issues and use communications skills to improve interaction with mental health inmates.

Name: Cultural Awareness (142)

Hours: 2

Lesson Purpose: To provide correctional officers an overview of multi-cultural issues and an understanding of the existing cultural differences between persons of diverse ethnic backgrounds. Emphasis should be placed on the strategies of dealing with different groups.

Name: Security Threat Groups (143)

Hours: 4

Lesson Purpose: To provide employees with the necessary information to be able to identify Security Threat Groups and Security Threat Group Members in the prison facility.

Name: Multi-Generational Workforce (144)

Hours: 4

Lesson Purpose: The objective of multi-generational awareness is to increase awareness of the development of generational characteristics, core values, and belief systems influencing the correctional environment and to identify generational expectations, needs, and strengths as a resource for solutions and not as a source of inter-generational conflict.

Name: Understanding Workplace Differences (145)

Hours: 4

Lesson Purpose: The goal of these assessments is to help you become aware of your behaviors and the impact they can have on others. Then by practicing suggested behavior changes, you can enhance the relationships that otherwise have been a strain and to seek to better understand ways to breakdown barriers that are affecting workplace efficiency.

Attachments

E-Manual Orientation (01)

To provide NC Department of Public Safety employees with an orientation to the utilization of the e-Manual and associated software to be used in Basic Correctional Officer Training.

Drill and Ceremonies (02)

This course will provide Office of Staff Development and Training Instructors a standard for the structured and orderly movement of trainees from one place to another while attending training at all OSDT training sites. This lesson plan will explain the expectations of the OSDT Management Team as it pertains to the movement of trainees. This training will demonstrate the various facing movements that will be utilized when moving trainees from one point to another which will ultimately instill discipline, teamwork and pride within the new employee. This training will also provide the instructor with the proper procedures to be utilized when dismissing trainees from the classrooms.

OSDT Exercise Program (03)

This information promotes the importance of a regular warm-up and stretching program during any physical training conducted during OSDT Training.

BCO – Course Hours

BREAKDOWN OF COURSE HOURS

		Hours
Firearms		
100	Firearms Safety	2
101	Handgun Familiarization/Proficiency	14
102	Shotgun Familiarization/Proficiency	6
103	Low/Limited Light – Handgun	2
104	Low/Limited Light – Shotgun	2
Total Hours		26
Employee Relations		
110	The Section of Prison Employee	4
111	Report Writing	2
112	You and the Law	4
113	Unlawful Workplace Harassment	2
114	Staff and Inmate Relations	4
Total Hours		16
Prison Operations		
120	Prison Security Functions and Procedures	4
121	Contraband and Techniques of Search	10
122	Hostage	2
123	Prison Operations	4
124	Transporting Inmates	6
Total Hours		26
Psychomotor Skills		
130	Basic Expandable Baton	6
131	Mechanical Restraints: Handcuffing	2
132	Tactical Handcuffing	2
133-1	CRDT	18
133-2	Edged Weapons Defense	2
133-3	Weapons Retention	2
134	Employee Fitness and Wellness	4
Total Hours		36

	Hours
Basic Life Support	
135-1 CPR	4
135-2 First Aid	4
Total Hours	8
The Prison Culture	
140 Management & Supervision of Inmates	12
141 Understanding Inmate Behavior	12
142 Cultural Awareness	2
143 Security Threat Groups	4
144 Multi-Generational Workforce	4
145 Understanding Workplace Differences	4
Total Hours	38
Attachments	
01 E-Manual Orientation	
02 Drill and Ceremonies	
03 OSDT Exercise Program	
04 Procedures, Administrative Matters, Review and Testing	10
	10

TOTAL COURSE HOURS: 160