

**NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY
OFFICE OF STAFF DEVELOPMENT AND TRAINING
CORRECTIONAL OFFICER BASIC TRAINING**

COURSE DESCRIPTIONS

Based on task analysis, the Correctional Officer Basic Training Program is validated as job-related to Correctional Officers' work performed in the Division of Prisons, North Carolina Department of 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 Correction. The following are descriptions of Correctional Officer Basic Training courses.

Course Descriptions

Correctional Officer Basic Training

LESSON PLAN #	HOURS	LAST REVISED
002	3	01/01/2011

THE DOP EMPLOYEE

The objective of this course is to provide trainees with a general understanding of Basic Training, rules of employee conduct and personnel procedures.

LESSON PLAN #	HOURS	LAST REVISED
004	4	01/01/2011

PRISON SECURITY FUNCTIONS AND PROCEDURES

To provide the correctional trainee with a general introduction of the routine, daily security functions and procedures used by the Division of Prisons.

LESSON PLAN #	HOURS	LAST REVISED
016	8	01/01/2011

CONTRABAND AND TECHNIQUES OF SEARCH

To provide employees of the Department of Correction with a general understanding of contraband and the necessary skills to conduct searches within a prison facility.

LESSON PLAN #	HOURS	LAST REVISED
113	8	01/01/2011

OBSERVATION AND SUPERVISION OF INMATES

To provide DOC employees with a general understanding of what constitutes good supervision of inmates.

LESSON PLAN #	HOURS	LAST REVIEWED
116	24	01/01/2011

FIREARMS

Firearms safety procedures in handling and using firearms during training and when on duty. The purpose, characteristics, capabilities, and limitations of the two (2) standard weapons including handgun, and shotgun are discussed and demonstrated.

LESSON PLAN #	HOURS	LAST REVIEWED
117	4	01/01/2011

INMATE CLASSIFICATION PROCESS AND PROGRAMS

To provide employees of the Division of Prisons with a basic understanding of the inmate classification process. Emphasis is placed on admission and diagnostic procedures as well as the development of programs for incarcerated inmates.

LESSON PLAN #	HOURS	LAST REVISED
121	12	01/01/2011

UNDERSTANDING INMATE BEHAVIOR

The 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 of psychiatric medication and its side effects of concern and the identification and management options of inmates with developmental disabilities.)

LESSON PLAN #	HOURS	LAST REVISED
122	18	01/01/2011

PRISON EMERGENCY OPERATIONS

Covers all prison emergencies such as fire and evacuation, natural disaster, escape, disturbances along a continuum from simple two-person disagreements to riots and hostage situations. The correctional officer's duties and responsibilities are emphasized.

LESSON PLAN #	HOURS	LAST REVISED
125	4	01/01/2011

RADIO COMMUNICATION AND TRANSPORTING

To provide correctional officers with a basic understanding of policies, procedures and techniques involved in transporting inmates and in the use of standard Division of Prisons radios.

LESSON PLAN #	HOURS	LAST REVISED
127	8	01/01/2011

BASIC LIFE SUPPORT

Trainees are provided with the basic knowledge and skills for emergency treatment of victims of injuries or sudden illness. Emphasis is on First Aid in life threatening situations including stopped breathing, heart attack, stroke, heavy bleeding, poisoning and shock. Trainees are instructed in Cardiopulmonary Resuscitation (CPR) methods and the use of the standard Division of Prison facemask.

LESSON PLAN #	HOURS	LAST REVIEWED
128	2	01/01/2011

PRISON HEALTH SERVICES

To provide Department of Correction staff with information about vital health care resources as it pertains to the inmate population. This block of instruction should also better prepare Correctional Officers for their role in meeting the legal and moral responsibility of providing health care to the inmate population.

LESSON PLAN #	HOURS	LAST REVISED
207	6	01/01/2011

REPORT WRITING

To provide Correctional Staff with instruction and practice in report writing methods and techniques, Division of Prison policies and procedures which involve writing by correctional staff; becoming familiar with and practicing, preparing, and completing standard Department of Correction Report Forms. {DC-138B (Statement by Witness) and DC-141 (Daily Report of a Segregated Inmate)}

LESSON PLAN #	HOURS	LAST REVIEWED
208	4	01/01/2011

YOU AND THE LAW

To provide correctional personnel with an understanding of their legal rights, responsibilities, and authority as prescribed by Department of Correction'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.

LESSON PLAN #	HOURS	LAST REVISED
209	20	01/01/2011

INTERPERSONAL COMMUNICATION SKILLS

Communication problems and how they hinder the achievement of prison goals are discussed and analyzed. Trainees are taught more effective communication skills with peers and inmates including setting of atmosphere, introduction to the communication process, non-verbal communication, stereotyping and prejudice hostility, status degradation, feeling words and response styles exercise. Presented in five modules of: Managing Inmate Behavior, Staff & Inmate Relations, Cultural Diversity, Unlawful Workplace Harassment and Security Threat Groups.

LESSON PLAN #	HOURS	LAST REVIEWED
212	18	01/01/2011

CONTROLS, RESTRAINTS, DEFENSIVE TECHNIQUES

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

LESSON PLAN #	HOURS	LAST REVISED
221	4	01/01/2011

ROLE OF THE CORRECTIONAL WITNESS

To provide correctional staff with basic information on courtroom procedures and preparation methods for providing accurate testimony.

LESSON PLAN #	HOURS	LAST REVISED
223	4	01/01/2011

INMATE ADMINISTRATION REMEDY AND DISCIPLINARY PROCEDURES

To provide employees of the Division of Prisons with an understanding of the purpose and functioning of the Inmate Administrative Remedy Procedures and of the Inmate Disciplinary Procedure with special emphasis on their individual responsibilities in each procedure.

BREAKDOWN OF COURSE HOURS

002 THE DOP EMPLOYEE	HOURS:	3
004 PRISON SECURITY FUNCTIONS AND PROCEDURES	HOURS:	4
016 CONTRABAND AND TECHNIQUES OF SEARCH	HOURS:	8
113 OBSERVATION & SUPERVISION OF INMATES	HOURS:	8
116 FIREARMS		
PART I FIREARMS SAFETY		2
PART II BASIC HANDGUN FAMILIARIZATION/PROFICIENCY		13.5
PART IV SHOTGUN		5
PART V INTRO TO LOW/LIMITED LIGHT FIRING - HANDGUN		1.5
PART VII LOW/LIMITED LIGHT FIRING - SHOTGUN		<u>2</u>
	HOURS:	24
117 INMATE CLASSIFICATION PROCESS & PROGRAMS	HOURS:	4
121 UNDERSTANDING INMATE BEHAVIOR	HOURS:	12
122 PRISON EMERGENCY OPERATIONS		
PART I HOSTAGE		2
PART II MECHANICAL RESTRAINTS: HANDCUFFING		2
PART III EMERGENCY IDENTIFICATION & PREVENTION		4
PART IV BASIC EXPANDABLE BATON TRAINING		6
PART VIA BASIC MECHANICAL RESTRAINT APPLICATION		2
PART VIB ADVANCED RESTRAINT TECHNIQUES		<u>2</u>
	HOURS:	18
125 RADIO COMMUNICATION AND TRANSPORTING	HOURS:	4
127 BASIC LIFE SUPPORT		
PART I CPR		4
PART II FIRST AID		<u>4</u>
	HOURS:	8

