

2020 BASIC TRAINING PROGRAM SYLLABUS

Welcome to the Department of Corrections Training Academy Basic Training program. The Basic Training program is a pre-service training program for all new staff entering the Pennsylvania Department of Corrections. New staff include all classifications who work to deliver correctional services that spans “Institutions” (State Correctional Institutions), Field Services (Probation and Parole), Re-entry Services (Bureau of Community Corrections), Training Services (Training Academy), Correctional Industries (CI) and Administrative Services (Central Office).

The Basic Training program ranges from 1 week to 8 weeks in duration depending on a staff’s group or classification. Through the Basic Training program, staff are exposed to the agency’s mission and team culture, general expectations while working in the agency, Department of Corrections policies and procedures, and the content and skills that will equip them with the necessary foundation to effectively and successfully perform in their respective positions.

The Department of Corrections training program prides itself in bringing relevant and quality training to all staff entering the agency. Our mission at the Academy is to *"provide state-of-the-art training services and programs that are relevant, timely and effective, embracing new technologies with a keen focus on customer service and professionalism. We serve the Department’s mission by preparing new and current staff to provide quality correctional services, while continuing to develop our future leaders."*

PERFORMANCE GOALS

Staff attending the Basic Training program can expect to be able to:

1. Communicate effectively with parolees, re-entrants, inmates, staff, visitors, and the public in the performance of their job duties
2. Apply professional and ethical behavior in the performance of their job duties
3. Practice the fundamentals of static and dynamic security specific to a correctional setting
4. Determine what observations and actions need to be reported and documented, and utilize the proper chain-of-command
5. Demonstrate characteristics to participate effectively as a member of a work team
6. Correct negative behaviors and reinforce positive behaviors displayed by inmates or re-entrants in their facility
7. Apply evidence-based practices in the supervision of inmates, parolees and re-entrants
8. Perform all duties within facilities and communities in a safe and effective manner

EVALUATION

Students will demonstrate proficiency through skills practice, skills tests, informal feedback, weekly examinations, and attaining certifications. The course is continually evaluated through end of course evaluations and observations by training staff.

Note: All participants are required to pass weekly written examinations with a minimum score of 75%. Individual courses may also require written and/or demonstration of skills for qualification (such as CPR/AED and BFA) and are identified in the Basic Training Course Description Booklet. The Basic Training Handbook conveys the rules and expectations while attending Basic Training.

REFERENCES

- Department of Corrections Policy 5.1.1, "Staff Development and Training."
- Department of Corrections Policy 4.1.1, "Human Resources and Labor Relations."
- Department of Corrections Policy 6.3.1, "Facility Security."
- 61 Pa.C.S. §6112
- Board of Probation and Parole Procedures, Chapters 2, 3, and 4
- PREA National Standards
- Correctional Training Academies, 1st Edition (CTA)
- Adult Correctional Institutions, 5th Edition (ACI).
- Adult Residential Community Services, 4th Edition (ACRS)
- Adult Probation and Parole Field Services, 4th Edition (APPFS)
- American Safety and Health Institute (ASHI) Standards.

BASIC TRAINING PROGRAM SYLLABUS

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Parole Agents – Field and Institution

Course Title	Field Agent Hours	Institutional Agent Hours
257 Series-Arrest Reports	3.75	3.75
259 Record of Interview	3.5	3.5
Adam Walsh/Computer Entry	1.75	1.75
An Overview of Evidence Based Practices	2	2
Arrest and Control	15	15
Basic First Aid Certification	3.75	3.75
Contraband and Searches		4.5
CPR/AED (Adult Only) Certification	2.5	2.5
Domestic Violence	3	3
Drug Awareness, Addiction and Recovery	2	2
Effective Practices in Community Supervision (EPICS)	21	21
Fundamentals of Security		2
Hearing Training	4	4
Hostage Survival		2.5
Impact Weapon Training	4	4
Incident Command System (PBPP)	2	2
Infectious Diseases	1	1
Initial Firearms	68.5	
Inmate Disciplinary Procedures		2.5
Inmate Supervision and Accountability		2
Institutional Parole Training		60
Interstate Compact/ICOTS Institutional	7.5	7.5
iPad and iPhone Training	4	4
JNET Presentation (Guest Speaker)	1	1
Leadership and Mentoring	1.5	1.5
Limits of Force	2	2
Level of Service – Revised Scoring Guide (LSI-R)	11	11
Mandated Reporter Training	3	3
Manipulation: The Con Game	1	1
Mental Health First Aid (MHFA)	7.5	7.5
Motivational Interviewing	15	15
Naloxone Training (WBT)	0.5	0.5
Office of the Victim Advocate (OVA)	3	3
Oleoresin Capsicum (PBPP)	3	3
Overview of Probation & Parole Law	2	2
Paperwork Training	3.75	3.75

PBPP 30 Investigations	2	2
Prison Rape Elimination Act (PREA)	2.5	2.5
Professional Boundaries: Safety, Awareness and Expectations	5.5	5.5
Report Writing	2	2
S.P.E.A.R System	4	4
Search & Seizure-Evidence	3.75	3.75
Security Threat Group Awareness-Enhanced	2	2
Sentencing in PA	2	2
Sex Offender Supervision Strategies	3.75	3.75
Sex Offender/Megan's Law	2	2
Sexual Harassment Awareness and Prevention	1	1
Staff Safety Skills	4	4
Stress Management	2	2
Substance Abuse Testing/Urinalysis/GPS/Vivitrol	4.5	4.5
Suicide Prevention and Intervention	4	4
Tactics for Effective Communications in Corrections (TECC) I	4	4
Tactics for Effective Communications in Corrections (TECC) II	3.5	3.5
TASER	6.5	
Tech Parole Violators/Scenarios, Violation Sanctioning Grid	3.75	3.75
Verbal Judo	3	3
<i>Administrative(Exams, graduation, equipment, meals, reviews, etc.)</i>	50.75	50.25
Total Hours	320	318

Corrections Officers

Courses	Corrections Officers (5 Weeks)
Assault Management Applications in Corrections (AMAC) Course 1	3.75
Assault Management Applications in Corrections (AMAC) Course 2	3.75
Assault Management Applications in Corrections (AMAC) Course 3	3.75
Assault Management Applications in Corrections (AMAC) Course 4	3.75
Assault Management Applications in Corrections (AMAC) Course 5	3.75
Assault Management Applications in Corrections (AMAC) Course 6	3.75
Basic First Aid Certification	3.75
Contraband and Searches	4.5
CPR/AED (Adult Only) Certification	2.5
Day in the Life of a Corrections Officer	1.5
Practical Corrections Scenarios	4.5
Drug Awareness	1.5
Electronic Immobilization Device (EID) Certification	3
Firearms Qualification	7.5
Firearms Retention	2
Fundamentals of Security	2
Handgun Training	5
Hostage Survival	2.5
Immediate Action Skills (IAS)	3
Incident Command System (DOC)	2
Incident Response Responsibilities and Procedures	2.5
Infectious Diseases	1
Inmate Disciplinary Procedures	2.5
Inmate Supervision and Accountability	2
Leadership and Mentoring	1.5
Legal Aspects of Corrections	1.5
Manipulation: The Con Game	1
Mental Health First Aid (MHFA)	7.5
Naloxone Training (WBT)	0.5
Oleoresin Capsicum Certification	4.5
Orientation	0.5
Prison Rape Elimination Act (PREA)	2.5
Professional Boundaries: Safety, Awareness and Expectations	5.5
Report Writing	2
Riot Baton	2.5
Security Restraints	4

Security Threat Group Awareness	1
Sexual Harassment Awareness and Prevention	1
Shotgun Training	6
Stress Management	2
Suicide Prevention and Intervention	4
Tactics for Effective Communications in Corrections (TECC) I	4
Tactics for Effective Communications in Corrections (TECC) II	3.5
Use of Force	1.5
Weapons Care, Cleaning and Maintenance	1
<i>Administrative</i>	<i>46.75</i>
Total Hours	180

H-1 Non CO/Contact – Food Service and Maintenance staff

Courses	H-1 Non-COs (4 Weeks)
Assault Management Applications in Corrections (AMAC) Course 1	3.75
Assault Management Applications in Corrections (AMAC) Course 2	3.75
Assault Management Applications in Corrections (AMAC) Course 3	3.75
Assault Management Applications in Corrections (AMAC) Course 4	3.75
Assault Management Applications in Corrections (AMAC) Course 5	3.75
Assault Management Applications in Corrections (AMAC) Course 6	3.75
Basic First Aid Certification	3.75
Contraband and Searches	4.5
CPR/AED (Adult Only) Certification	2.5
Day in the Life of a Corrections Officer	1.5
Practical Corrections Scenarios	4.5
Drug Awareness	1.5
Fundamentals of Security	2
Hostage Survival	2.5
Immediate Action Skills (IAS)	3
Incident Command System (DOC)	2
Incident Response Responsibilities and Procedures	2.5
Infectious Diseases	1
Inmate Disciplinary Procedures	2.5
Inmate Supervision and Accountability	2
Leadership and Mentoring	1.5
Legal Aspects of Corrections	1.5
Manipulation: The Con Game	1
Mental Health First Aid (MHFA)	7.5
Naloxone Training (WBT)	0.5
Oleoresin Capsicum Certification	4.5
Orientation	0.5
Prison Rape Elimination Act (PREA)	2.5
Professional Boundaries: Safety, Awareness and Expectations	5.5
Report Writing	2
Riot Baton	2.5
Security Restraints	4
Security Threat Group Awareness	1
Sexual Harassment Awareness and Prevention	1
Stress Management	2

Suicide Prevention and Intervention	4
Tactics for Effective Communications in Corrections (TECC) I	4
Tactics for Effective Communications in Corrections (TECC) II	3.5
Use of Force	1.5
<i>Administrative</i>	<i>31.25</i>
Total Hours	140

Community Corrections Center Monitors

Courses	CCC Monitors (3 Weeks)
Assault Management Applications in Corrections (AMAC) Course 1	3.75
Assault Management Applications in Corrections (AMAC) Course 2	3.75
Assault Management Applications in Corrections (AMAC) Course 3	3.75
Assault Management Applications in Corrections (AMAC) Course 4	3.75
Assault Management Applications in Corrections (AMAC) Course 5	3.75
Assault Management Applications in Corrections (AMAC) Course 6	3.75
Basic First Aid Certification	3.75
Contraband and Searches	4.5
CPR/AED (Adult Only) Certification	2.5
Drug Awareness	1.5
Fundamentals of Security	2
Hostage Survival	2.5
Immediate Action Skills (IAS)	3
Incident Command System (DOC)	2
Infectious Diseases	1
Inmate Disciplinary Procedures	2.5
Inmate Supervision and Accountability	2
Leadership and Mentoring	1.5
Legal Aspects of Corrections	1.5
Manipulation: The Con Game	1
Mental Health First Aid (MHFA)	7.5
Naloxone Training (WBT)	0.5
Oleoresin Capsicum Certification	4.5
Orientation	0.5
Prison Rape Elimination Act (PREA)	2.5
Professional Boundaries: Safety, Awareness and Expectations	5.5
Report Writing	2
Security Restraints	4
Security Threat Group Awareness	1
Sexual Harassment Awareness and Prevention	1
Stress Management	2
Suicide Prevention and Intervention	4
Tactics for Effective Communications in Corrections (TECC) I	4
Tactics for Effective Communications in Corrections (TECC) II	3.5
Use of Force	1.5
<i>Administrative</i>	22.25
Total Hours	120

Contact and Licensed Professional staff (medical, education, mental health, counselors, social workers, etc.)

Courses	Contact
Assault Management Applications in Corrections (AMAC) Course 1	3.75
Assault Management Applications in Corrections (AMAC) Course 2	3.75
Basic First Aid Certification	3.75
Contraband and Searches	4.5
CPR/AED (Adult Only) Certification ¹	2.5
Drug Awareness	1.5
Fundamentals of Security	2
Hostage Survival	2.5
Incident Command System (DOC)	2
Infectious Diseases	1
Inmate Disciplinary Procedures	2.5
Leadership and Mentoring	1.5
Legal Aspects of Corrections	1.5
Manipulation: The Con Game	1
Mental Health First Aid (MHFA) ²	7.5
Orientation	0.5
Prison Rape Elimination Act (PREA)	2.5
Professional Boundaries: Safety, Awareness and Expectations	5.5
Report Writing	2
Security Threat Group Awareness	1
Sexual Harassment Awareness and Prevention	1
Stress Management	2
Suicide Prevention and Intervention	4
Tactics for Effective Communications in Corrections (TECC) I	4
Tactics for Effective Communications in Corrections (TECC) II	3.5
Use of Force	1.5
<i>Administrative</i>	<i>13.25</i>
Total Hours	82

¹ Medical Staff receive Basic Life Support course (6 hours) in lieu of CPR/AED

² 2 week Non Contact and Contact staff take MHFA outside the Academy in their respective facility/region

Administrative Support and Management staff

Courses	Non Contact
Assault Management Applications in Corrections (AMAC) Course 1	3.75
Assault Management Applications in Corrections (AMAC) Course 2	3.75
Fundamentals of Security	2
Hostage Survival	2.5
Incident Command System (DOC)	2
Leadership and Mentoring	1.5
Legal Aspects of Corrections	1.5
Mental Health First Aid (MHFA) ³	7.5
Orientation	0.5
Prison Rape Elimination Act (PREA)	2.5
Professional Boundaries: Safety, Awareness and Expectations	5.5
Sexual Harassment Awareness and Prevention	1
Tactics for Effective Communications in Corrections (TECC) I	4
Use of Force	1.5
<i>Administrative</i>	6.5
Total Hours	46

³ 1 week Non Contact staff take MHFA outside the Academy in their respective facility/region