



2022 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.

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, reentrants, 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 use 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 reentrants in their facility
7. Apply evidence-based practices in the supervision of inmates, parolees and reentrants
8. Perform all duties within facilities and communities in a safe and effective manner

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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.

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** All DOC employees receive these courses*

CORRECTIONS OFFICERS	
Course Title	Course Length
*Ethics	1.00
*Incident Command System	2.00
*Infectious Disease	1.00
*Leadership and Mentoring	0.50
*Mental Health First Aid (MHFA)	7.50
*Orientation	0.50
*Prison Rape Elimination Act (PREA)	2.50
*Professional Boundaries: Safety, Awareness and Expectations	4.00
*Sexual Harassment Awareness and Prevention	1.00
*Security Threat Group Awareness	1.00
*Suicide Prevention and Intervention	4.00
*Trauma Informed Response	4.50
*Yield Theory	22.50
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
CPR/AED (lecture and hands on)	2.50
Basic First Aid (lecture and hands on)	3.50
Contraband and Searches (lecture and hands on)	4.50
Dayroom Scenarios	7.50
Drug Awareness	1.50
Electronic Immobilization Device (EID)	2.00
Firearms	12.00
Fundamentals of Security	2.00

Hostage Survival	2.50
Inmate Disciplinary Procedures	2.50
Incident Response Responsibilities and Procedures	1.00
Inmate Supervision and Accountability	2.00
Legal Aspects of Corrections	1.50
Manipulation: The Con Game	1.50
Naloxone	0.50
Oleoresin Capsicum (lecture and hands on)	3.00
Oleoresin Capsicum Exposure	1.50
Report Writing	1.50
Riot/Individual Baton	3.00
Security Restraints	3.00
Stress Management	2.00
Tactics for Effective Communications in Corrections (TECC) I	4.00
Use of Force	1.50
INSTRUCTION	141.00
ADMINISTRATION	43.00
TOTAL	184.00

** All DOC employees receive these courses*

CONTACT H-1 NON-CO ¹	
Course Title	Course Length
*Ethics	1.00
*Incident Command System	2.00
*Infectious Disease	1.00
*Leadership and Mentoring	0.50
*Mental Health First Aid (MHFA)	7.50
*Orientation	0.50
*Prison Rape Elimination Act (PREA)	2.50
*Professional Boundaries: Safety, Awareness and Expectations	4.00
*Sexual Harassment Awareness and Prevention	1.00
*Security Threat Group Awareness	1.00
*Suicide Prevention and Intervention	4.00
*Trauma Informed Response	4.50
*Yield Theory	22.50
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
CPR/AED (lecture and hands on)	2.50
Basic First Aid (lecture and hands on)	3.50
Contraband and Searches (lecture and hands on)	4.50
Drug Awareness	1.50
Fundamentals of Security	2.00
Hostage Survival	2.50
Inmate Disciplinary Procedures	2.50

¹ Includes Food Service, Maintenance, and Community Corrections Center Monitors

Incident Response Responsibilities and Procedures	1.00
Inmate Supervision and Accountability	2.00
Legal Aspects of Corrections	1.50
Manipulation: The Con Game	1.50
Naloxone	0.50
Oleoresin Capsicum (lecture and hands on)	3.00
Oleoresin Capsicum Exposure	1.50
Report Writing	1.50
Riot/Individual Baton	3.00
Security Restraints	3.00
Stress Management	2.00
Tactics for Effective Communications in Corrections (TECC) I	4.00
Use of Force	1.50
INSTRUCTION	119.50
ADMINISTRATION	32.50
TOTAL	152.00

** All DOC employees receive these courses*

Non-H1	
Course Title	Course Length
*Ethics	1.00
*Incident Command System	2.00
*Infectious Disease	1.00
*Leadership and Mentoring	0.50
*Mental Health First Aid (MHFA)	7.50
*Orientation	0.50
*Prison Rape Elimination Act (PREA)	2.50
*Professional Boundaries: Safety, Awareness and Expectations	4.00
*Sexual Harassment Awareness and Prevention	1.00
*Security Threat Group Awareness	1.00
*Suicide Prevention and Intervention	4.00
*Trauma Informed Response	4.50
*Yield Theory	22.50
Assault Management Applications in Corrections (AMAC) Course 1	3.75
Assault Management Applications in Corrections (AMAC) Course 2	3.75
Basic First Aid (lecture and hands on)	3.50
CPR/AED (lecture and hands on)	2.50 ²
Contraband and Searches (lecture)	3.50
Drug Awareness	1.50
Fundamentals of Security	2.00
Hostage Survival	2.50
Inmate Disciplinary Procedures	2.50
Incident Response Responsibilities and Procedures	1.00
Inmate Supervision and Accountability	2.00
Legal Aspects of Corrections	1.50
Manipulation: The Con Game	1.50

² Medical Staff receive the 5-hour Basic Life Support course in lieu of CPR/AED

Naloxone		0.50
Oleoresin Capsicum (lecture)		1.50
Report Writing		1.50
Stress Management		2.00
Tactics for Effective Communications in Corrections (TECC) I		4.00
Use of Force		1.50
INSTRUCTION	94.50 non-medical	97.00 medical
ADMINISTRATION	25.50 non-medical	23.00 medical
TOTAL		120.00

*** All DOC employees receive these courses**

FIELD AND INSTITUTION AGENTS		
Course Title	Field Agent	Institutional Agent
*Ethics	1.00	1.00
*Incident Command System	2.00	2.00
*Infectious Disease	1.00	1.00
*Leadership and Mentoring	0.50	0.50
*Mental Health First Aid (MHFA)	7.50	7.50
*Orientation	0.50	0.50
*Prison Rape Elimination Act (PREA)	2.50	2.50
*Professional Boundaries: Safety, Awareness and Expectations	4.00	4.00
*Sexual Harassment Awareness and Prevention	1.00	1.00
*Security Threat Group Awareness	1.00	1.00
*Suicide Prevention and Intervention	4.00	4.00
*Trauma Informed Response	4.50	4.50
*Yield Theory	22.50	22.50
257 Series-Arrest Reports/Technical Parole Violation & Scenarios	5.50	5.50
An Overview of Evidence Based Practices	1.50	1.50
Arrest and Control	15.00	15.00
Assault Management Applications in Corrections (AMAC) Course 1		3.75
Assault Management Applications in Corrections (AMAC) Course 2		3.75
Basic First Aid & CPR/AED	7.50	7.50
Contraband		1.00
Domestic Violence	3.00	3.00
Drug Awareness	1.50	1.50
Evidence	1.00	1.00
Effective Practices in Community Supervision (EPICS)	21.00	21.00
Fundamentals of Security		1.00
Hearing Survival Training	7.50	7.50
Hearing Training/Beyond Preponderance	5.50	5.50
Hostage Survival		1.00
HR Training Code of Conduct	1.50	1.50

Inmate Disciplinary Procedures		1.00
Impact Weapon Training	3.50	3.50
Initial Firearms	74.50	
Institutional Parole Training		59.00
Interstate Compact/ICOTS Institutional	7.50	7.50
JNET Presentation	1.50	1.50
Limits of Force	2.00	2.00
Level of Service – Revised Scoring Guide (LSI-R)	11.00	11.00
Mandated Reporter Training	3.00	3.00
Motivational Interviewing	15.00	15.00
Office of the Victim Advocate (OVA)	2.00	2.00
Oleoresin Capsicum	3.00	3.00
Overview of Probation & Parole Law	2.00	2.00
Paperwork Training	3.50	3.50
PPB 30 Investigations	2.00	2.00
Report Writing	2.00	2.00
S.P.E.A.R System	4.00	4.00
Search & Seizure	1.00	1.00
Sentencing in PA	2.00	2.00
Sex Offender Supervision Strategies	3.00	3.00
Staff Safety Skills	4.00	4.00
Static 99		3.00
Substance Abuse Testing/Urinalysis/GPS/MAT	3.50	3.50
TASER	7.00	
Violation Sanctioning Grid	1.00	1.00
Use of Force		1.50
Use of Force Report Writing	3.00	3.00
Verbal Judo	4.00	4.00
INSTRUCTION	287.50	281.00
ADMINISTRATION	72.50	79.00
TOTAL	360.00	360.00