



# 2023 BASIC TRAINING PROGRAM SYLLABUS

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.

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.

All participants are required to pass weekly written examinations with a minimum score of 70%. 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.

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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CORRECTIONS OFFICERS (A, B, C Groups)	
Course Title	Course Length
*COVER	0.50
*Ethics and Professionalism	1.00
*Incident Command System	2.00
*Infectious Disease	1.00
*Leadership and Mentoring	0.50
*Medication-Assisted Treatment (MAT)	1.00
*Mental Health First Aid (MHFA)	7.50
*Naloxone	0.50
*Orientation	0.50
*Prison Rape Elimination Act (PREA)	2.50
*Reentry Simulation	2.00
*Sexual Harassment Awareness and Prevention	1.00
*Security Threat Group Awareness	1.50
*Stress Management	2.00
*Trauma Informed Response	4.00
*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	11.00
Drug Awareness	1.50

Electronic Immobilization Device (EID)	1.50
Firearms	33.50
Fundamentals of Security	2.00
Hostage Survival	2.50
Inmate Disciplinary Procedures	2.00
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
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
Suicide Prevention and Intervention	4.00
Tactics for Effective Communications in Corrections 1	3.00
Use of Force	1.50
<b>INSTRUCTION</b>	<b>163.50</b>
<b>ADMINISTRATION</b>	<b>36.50</b>
<b>TOTAL</b>	<b>200.00</b>

<b>CONTACT H-1 NON-CO (D Group)</b> Includes Food Service and Maintenance	
<b>Course Title</b> * <i>All DOC employees receive these courses</i>	<b>Course Length</b>
*COVER	0.50
*Ethics and Professionalism	1.00
*Incident Command System	2.00
*Infectious Disease	1.00
*Leadership and Mentoring	0.50
*Medication-Assisted Treatment (MAT)	1.00
*Mental Health First Aid (MHFA)	7.50
*Naloxone	0.50
*Orientation	0.50
*Reentry Simulation	2.00
*Prison Rape Elimination Act (PREA)	2.50
*Stress Management	2.00
*Sexual Harassment Awareness and Prevention	1.00
*Security Threat Group Awareness	1.50
*Trauma Informed Response	4.00
*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	2.00
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
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
Suicide Prevention and Intervention	4.00
Tactics for Effective Communications in Corrections 1	3.00
Use of Force	1.50
<b>INSTRUCTION</b>	<b>117.50</b>
<b>ADMINISTRATION</b>	<b>26.50</b>
<b>TOTAL</b>	<b>144.00</b>

Community Corrections (E Group)	
Course Title	Course Length
*COVER	0.50
*Ethics and Professionalism	1.00
*Incident Command System	2.00
*Infectious Disease	1.00
*Leadership and Mentoring	0.50
*Medication-Assisted Treatment (MAT)	1.00
*Mental Health First Aid (MHFA)	7.50
*Naloxone	0.50
*Orientation	0.50
*Reentry Simulation	2.00
*Prison Rape Elimination Act (PREA)	2.50
*Stress Management	2.00
*Sexual Harassment Awareness and Prevention	1.00
*Security Threat Group Awareness	1.50
*Trauma Informed Response	4.00
*Yield Theory	22.50
Assault Management Applications in Corrections (AMAC) Course 1	3.75
Assault Management Applications in Corrections (AMAC) Course 2	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
Reentrant Disciplinary Procedures	2.00
Incident Response Responsibilities and Procedures	1.00
Reentrant Supervision and Accountability	2.00

Legal Aspects of Corrections	1.50
Manipulation: The Con Game	1.50
Motivational Interviewing Overview for CC	1.50
Oleoresin Capsicum (lecture)	1.50
Oleoresin Capsicum (exposure)	2.00
Real Colors	3.50
Report Writing	1.50
Security Restraints	3.00
Substance Abuse Testing/Urinalysis/GPS for CC	3.50
Suicide Prevention and Intervention	4.00
Use of Force	1.50
Verbal Judo for CC	4.00
<b>INSTRUCTION</b>	<b>108.00</b>
<b>ADMINISTRATION</b>	<b>28.00</b>
<b>TOTAL</b>	<b>136.00</b>



Non-H1 (F and G Groups)		
Course Title <i>* All DOC employees receive these courses</i>	Course Length	
	Medical (F)	Non-medical (G)
*COVER	0.50	0.50
*Ethics and Professionalism	1.00	1.00
*Incident Command System	2.00	2.00
*Infectious Disease	1.00	1.00
*Leadership and Mentoring	0.50	0.50
*Medication-Assisted Treatment (MAT)	1.00	1.00
*Mental Health First Aid (MHFA)	7.50	7.50
*Naloxone	0.50	0.50
*Orientation	0.50	0.50
*Prison Rape Elimination Act (PREA)	2.50	2.50
*Reentry Simulation	2.00	2.00
*Security Threat Group Awareness	1.50	1.50
Sexual Harassment Awareness and Prevention	1.00	1.00
*Stress Management	2.00	2.00
*Trauma Informed Response	4.00	4.00
*Yield Theory	22.00	22.50
Assault Management Applications in Corrections (AMAC) Course 1	3.75	3.75
Assault Management Applications in Corrections (AMAC) Course 2	3.75	3.75
Basic First Aid (lecture and hands on)	3.50	3.50
Basic Life Support	5.00	
CPR/AED (lecture and hands on)		2.50
Contraband and Searches (lecture and hands on)	4.50	4.50
Drug Awareness	1.50	1.50
Fundamentals of Security	2.00	2.00
Hostage Survival	2.50	2.50
Incident Response Responsibilities and Procedures	1.00	1.00

Inmate Disciplinary Procedures	2.00	2.00
Inmate Supervision and Accountability	2.00	2.00
Legal Aspects of Corrections	1.50	1.50
Manipulation: The Con Game	1.50	1.50
Oleoresin Capsicum (lecture)	1.50	1.50
Report Writing	1.50	1.50
Suicide Prevention and Intervention	4.00	4.00
Tactics for Effective Communications in Corrections 1	3.00	3.00
Use of Force	1.50	1.50
<b>INSTRUCTION</b>	<b>95.50</b>	<b>93.50</b>
<b>ADMINISTRATION</b>	<b>24.50</b>	<b>26.50</b>
<b>TOTAL</b>	<b>120.00</b>	<b>120.00</b>

FIELD AND INSTITUTION AGENTS			
Course Title	<i>* All DOC employees receive these courses</i>	Field Agent	Institutional Agent
*COVER		0.50	0.50
*Ethics and Professionalism		1.00	1.00
*Incident Command System		2.00	2.00
*Infectious Disease		1.00	1.00
*Leadership and Mentoring		0.50	0.50
*Medication-Assisted Treatment (MAT)		1.00	1.00
*Mental Health First Aid (MHFA)		7.50	7.50
*Naloxone		0.50	0.50
*Orientation		0.50	0.50
*Prison Rape Elimination Act (PREA)		2.50	2.50
*Reentry Simulation		2.00	2.00
*Stress Management		2.00	2.00
*Sexual Harassment Awareness and Prevention		1.00	1.00
*Security Threat Group Awareness		1.50	1.50
*Trauma Informed Response		4.00	4.00
*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
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
Beyond Preponderance		5.50	5.50
BII		2.00	2.00
Case Management Notes		2.00	2.00
Contraband			1.00
Defensive Tactics	31.50 total		
• Arrest and Control		15.00	
• Impact Weapon Training		3.50	
• Limits of Force		2.00	
• Oleoresin Capsicum		3.00	
• S.P.E.A.R System		4.00	

• Staff Safety Skills	4.00	
Domestic Violence	3.00	3.00
Drug Awareness	1.50	1.50
Evidence	1.00	1.00
Effective Case Management	1.50	1.50
Effective Practices in Community Supervision (EPICS)	21.00	21.00
Fundamentals of Security		1.00
GPS	1.50	1.50
Hearing Survival Training	7.50	7.50
Hostage Survival		1.00
HR Training Code of Conduct/Ethics	1.50	1.50
Initial Firearms	73.00	
Inmate Disciplinary Procedures		1.00
Institutional Parole Training		59.00
Interstate Compact	7.50	7.50
JNET Presentation	1.50	1.50
Level of Service – Revised Scoring Guide (LSI-R)		11.00
Mandated Reporter Training	3.00	3.00
Motivational Interviewing	15.00	15.00
Office of the Victim Advocate (OVA)	2.50	2.50
Oleoresin Capsicum		4.50
Overview of Probation & Parole Law	2.00	2.00
Paperwork Training	3.50	3.50
Home Plan Investigations	2.00	2.00
Report Writing	2.00	2.00
SAP Concur	1.50	1.50
Search & Seizure	1.50	1.50
Sentencing in PA	2.00	2.00
Sex Offender Supervision Strategies	3.00	3.00
Suicide Prevention and Intervention	4.00	4.00
Static 99		3.00
Strong R	11.00	11.00
Substance Abuse Testing	1.00	1.00
TASER	11.50	

Violation Sanctioning Grid	1.00	1.00
Use of Force		1.50
Use of Force Report Writing	3.00	3.00
Verbal Judo	4.50	4.50
<b>INSTRUCTION</b>	<b>300.00</b>	<b>274.50</b>
<b>ADMINISTRATION</b>	<b>60.00</b>	<b>45.50</b>
<b>TOTAL</b>	<b>360.00</b>	<b>320.00</b>