



Correctional Officer Basic & In-Service Training

Essential Functions to Complete Mandated Training Mental & Physical Expectations

1. The trainee is expected to be able to sit in a classroom and be attentive eight (8) hours.
2. The trainee is expected to be able to read and comprehend all classroom material which will include departmental policies.
3. The trainee is expected to be able to hear the instructions of course material including films/videos, and see dry erase boards, flipcharts, and any other audio visual equipment.
4. The trainee is expected to be able to verbally communicate with the instructor and other trainees.
5. The trainee is expected to be able to take notes in preparation for required testing.
6. The trainee is expected to be able to comprehend step-by-step procedures involved in overall prison security.
7. The trainee is expected to be able to comprehend the definition of contraband as it relates to how inmates may make or use contraband against the staff or for their own benefit.
8. The trainee is expected to be able to identify various drugs and visual signs of impairment.
9. The trainees are expected to stand, bend their knees, and squat down while maintaining their balance, and mentally focus on conducting a safe search of another person.
10. The trainee is expected to stand motionless with their arms outstretched horizontally to the floor for 2-5 minutes while being searched by a fellow trainee.
11. The trainee is expected to comprehend the definition of supervision as well as the fundamentals and techniques for major supervisory tasks.
12. The trainee is expected to comprehend the meaning of various safety procedures and verbal instructions on the proper operations and functions of the two standard weapons which include handgun and shotgun.
13. The trainee is expected to possess the mental aptitude and physical dexterity to properly operate each of the two (2) standard weapons both during hands-on classroom training and formal courses of fire.
14. The trainee is expected to be able to draw, hold properly with one hand or two, shoulder or carry, load, unload and fire each of the two (2) standard weapons.

15. The trainee is expected to be able to walk to and from the classroom to the firing range and stand for extended periods of time, up to eight (8) hours, during normal and inclement weather conditions while maintaining mental alertness and safety.
16. The trainee is expected to be physically capable of firing the orientation, familiarization and qualification courses of fire which require standing, bending, and concealing the body behind cover while firing each of the two standard weapons from either a one hand hold, support hand hold, two hand hold or shoulder position.
17. The trainee is expected to be physically capable of drawing, aiming, firing, and recovering to a standing position without assistance, while maintaining control of the firearm.
18. The trainee is expected to be able to see at distances from 1 yard to 50 yards and recognize a man size target at each distance while using the dominant eye or both eyes to properly sight each of the two (2) standard weapons as they continually function and fire each weapon safely.
19. The trainee is expected to be capable of mentally and physically withstanding the vibration, recoil, and extreme loud noises produced by firing each of the two (2) standard weapons.
20. The trainee is expected to be physically capable of holding and carrying each of the two (2) standard weapons weighing approximately 2 Lbs. to 12 Lbs. both at rest and during standard courses of fire.
21. The trainee is expected to be mentally and physically capable of wearing safety glasses, and prescription glasses if applicable and hearing protectors, and be capable of seeing and hearing while wearing these safety appliances.
22. The trainee is expected to be mentally and physically capable of firing up to 330 rounds with the handgun, and 29 rounds with the shotgun while attempting to fire the minimum qualification score with each of these weapons.
23. The trainee is expected to be capable of understanding the need and coordination of various programs provided to the inmate population and the relationship of the correctional employee's role in their success.
24. The trainee is expected to be mentally prepared to discuss emotional subject matter of suicide and suicidal tendencies of inmates.
25. The trainee is expected to be able to comprehend what prison emergencies are and how they escalate.
26. The trainee is expected to be able to identify methods of preventing prison emergencies and controlling disturbances.
27. The trainee is expected to be capable of mentally and physically participating in baton drills requiring the trainee to properly draw and hold the baton, and execute blocks, strikes, takedowns and releases with same.
28. The trainee is expected to be capable of comprehending division policies as they relate to the use of mechanical restraints and transporting inmates.
29. The trainee is expected to identify various approved mechanical restraints.

30. The trainee is expected to stand, bend their knees, and squat down while maintaining their balance, in order to properly demonstrate the correct application and removal of handcuffs, waist chain and leg cuffs.
31. The trainee is expected to have the physical abilities to properly demonstrate CPR skills which involve the trainee getting on their knees on the floor, being able to properly position the manikin and adequately ventilate the manikin utilizing a barrier device.
32. Trainee is expected to comprehend legal responsibilities of the Correctional Officer in relationship to Health Services of the Section of Prisons.
33. Trainees must possess adequate writing skills to write mock reports on designated forms and demonstrate understanding of the forms to the satisfaction of the instructor. The trainee is expected to comprehend and demonstrate proper writing methods and techniques.
34. The trainee is expected to possess the stamina to exercise for a minimum of 15 minutes prior to performing the required psychomotor skills, such as CRDT, circuit training, and baton. These exercises require that the trainee bend, twist, turn, squat, walk in place, stand, and lie on the mats, which works virtually every joint, muscle, and limb of the body, including the cardiovascular and respiratory systems.
35. The trainee is expected to possess the stamina to complete three (3) forty to forty-five (40-45) minute sessions of circuit training exercises. These exercises require the trainee to bend, twist, turn, squat, walk in place, stand, run in place and utilize upper and lower body extremities to perform various exercises, which works virtually every joint, muscle, and limb of the body, including the cardiovascular and respiratory systems.
36. Trainee is expected to be mentally and physically capable of hearing, comprehending, and performing the various defensive techniques and controls at the required level of proficiency.
37. The trainee is expected to execute break falls which requires the participant to fall backwards and forward from a sitting, squatting, kneeling and standing position and quickly return to the starting position. The trainee must be able to kneel, squat, and push up using both hands.
38. The trainee is required to participate in ground defense which requires the trainee to be pinned down on the training mats by a classmate while trying to affect a release. The trainee is then required to perform the technique on assisting classmate. Techniques require the participant to bend, twist, and squat, kneel, turn, pull, lie, sit, touch, and be touched. It requires the use of two hands in the control techniques. It may require that male and female participants search each other and work as partners.
39. The trainee is expected to demonstrate an escort technique. Techniques require the participant to bend, twist, and squat, kneel, turn, pull, lie, sit, touch, and be touched. It requires the use of two hands in the control techniques. It may require that male and female participants search each other and work as partners.
40. The trainee is expected to score an average cumulative score of 70% on the one hundred question, multiple choice mid-term and final examinations.