



Core Reinforcement Training Adult Correctional Officer



Core Training Reinforcement

Core Training Reinforcement (CTR) is an optional training supplement that builds on the training concepts that are covered in required core training for new corrections officers. It is designed to be delivered on the job by a supervisor, training officer, lead staff or other agency designated staff. The CTR:

- reinforces training concepts learned in core training by providing on the job opportunities for practice,
- provides agencies with a structured method to ensure new officers are aware of and understand agency specific policies and procedures related to training concepts covered in core training,
- provides an opportunity to engage supervisors in core training that their employees have received
- provides a method for agencies to assess competency development for new officers,
- and can be used in conjunction with field training and/or performance management programs.

The CTR was developed in conjunction with local correctional agency supervisors and trainers who identified critical core training concepts that could be reinforced on the job to enhance and improve learning outcomes and improved job performance. For each concept, it identifies the tasks and activities to be performed by the trainee and the responsibility of the trainer for each of those tasks and activities. Because it is optional and not required STC training, the CTR can be modified and revised as needed to meet the needs of your agency.

If you use this CTR as a standalone training, the officer can receive a **max of 8 hours** of STC training credit, or any fraction there of i.e., 2, 2.5, 3... hours, etc. If you choose to receive the STC training hours, a RFC will need to be submitted via the Learning Portal for the number of hours completed.

Upon completion of the CTR, the worksheets and the completion of an Annual Training Roster (if applicable) should be retained in the employee training file, as a record of training completion

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Core Reinforcement Training

Adult Corrections Officer

Topic: Professionalism and Ethics

Trainee: _____ Trainer: _____ Title: _____

Class: Professionalism and Ethics

Trainee will review the agency's policies and procedures on professionalism and ethics.
 Trainee will interact professionally with offenders.

Trainer will debrief with the trainee.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *			<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *
Trainer:								

Comments: * (Please explain, if you checked the box titled "other".)

Core Reinforcement Training

Adult Corrections Officer

Topic: Communication

Trainee: _____ Trainer: _____ Title: _____

Class: Crisis Communication and De-Escalation

Trainee will assess the situation and model the appropriate de-escalation tools/techniques, when an emergency event occurs.
 Trainer will observe, monitor, and debrief with the trainee.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *			<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *
Trainer:								

Comments: * (Please explain, if you checked the box titled "other".)

Core Reinforcement Training

Adult Corrections Officer

Topic: Maintaining Security

Trainee: _____ Trainer: _____ Title: _____

Class: Security and Key Control

Trainee will review the agency specific security rounds and key control checklist.
 Trainee will shadow an experienced officer performing security rounds and key control.
 Trainee will perform security rounds and key control with supervision.

Trainer will observe, monitor and debrief with the trainee.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *			<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *
Trainer:								

Comments: * (Please explain, if you checked the box titled "other".)

Core Reinforcement Training

Adult Corrections Officer

Topic: Maintaining Security

Trainee: _____ Trainer: _____ Title: _____

Class: Counts

Trainee will review agency policies and procedures on count.
 Trainee will shadow an experienced officer while he/she performs a count.
 Trainee will perform a count with supervision.

Trainer will observe, monitor and debrief with the trainee.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *			<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *
Trainer:								

Comments: * (Please explain, if you checked the box titled "other".)

Core Reinforcement Training

Adult Corrections Officer

Topic: Maintaining Security

Trainee: _____ Trainer: _____ Title: _____

Class: Facility Searches

Trainee will review the policies and procedures on facility search.
 Trainee will shadow an experienced officer performing a facility and vehicle search.
 Trainee will perform a facility and vehicle search.
 Trainer will observe, monitor and debrief with the trainee.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *			<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *
Trainer:								

Comments: * (Please explain, if you checked the box titled "other".)

Core Reinforcement Training

Adult Corrections Officer

Topic: Maintaining Security

Trainee: _____ Trainer: _____ Title: _____

Class: Contraband and Evidence

Trainee will review agency policies and procedures for handling contraband and evidence.
 Trainee will explain the agency's procedures for handling contraband and evidence.

Trainer will debrief with the trainee

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *			<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *
Trainer:								

Comments: * (Please explain, if you checked the box titled "other".)

Core Reinforcement Training

Adult Corrections Officer

Topic: Supervising Offenders

Trainee: _____ Trainer: _____ Title: _____

Class: Disturbances and Disputes

Trainee will review agency policies and procedures on disturbances and disputes.
 Trainee will be given a disturbance/dispute scenario and will explain the proper response.

Trainer will debrief with the trainee.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *			<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *
Trainer:								

Comments: * (Please explain, if you checked the box titled "other".)

Core Reinforcement Training

Adult Corrections Officer

Topic: Supervising Offenders

Trainee: _____ Trainer: _____ Title: _____

Class: Movement

Trainee will review agency policies and procedures on movement.
 Trainee will shadow an experienced officer when conducting a movement within the institution.
 Trainee will explain agency's policies and procedures on approved furloughs, work details, and institutional transfers.

Trainer will debrief with the trainee.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *			<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *
Trainer:								

Comments: * (Please explain, if you checked the box titled "other".)

Core Reinforcement Training

Adult Corrections Officer

Topic: Medical

Trainee: _____ Trainer: _____ Title: _____

Class: Medical Emergencies

Trainee will review agency policies and procedures on medical emergencies.
 Trainee will explain the proper response to a medical emergency.

Trainer will debrief with the trainee.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *			<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *
Trainer:								

Comments: * (Please explain, if you checked the box titled "other".)

Core Reinforcement Training

Adult Corrections Officer

Topic: Classification of Offenders

Trainee: _____ Trainer: _____ Title: _____

Class: Classification of Offenders

Trainee will review the agency policies and procedures on classification.
 Trainee will shadow an experienced officer classifying an offender.
 Trainee will classify an offender.

Trainer will observe, monitor and debrief with the trainee.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *			<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *
Trainer:								

Comments: * (Please explain, if you checked the box titled "other".)

Core Reinforcement Training

Adult Corrections Officer

Topic: Report Writing and Record Keeping

Trainee: _____ Trainer: _____ Title: _____

Class: Information Gathering and Interviewing

Trainee will interview an offender using the agency specific policies and procedures on information gathering and interviewing.

Trainer will observe, monitor and debrief with the trainee.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *			<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *
Trainer:								

Comments: * (Please explain, if you checked the box titled "other".)

Core Reinforcement Training

Adult Corrections Officer

Topic: Report Writing and Record Keeping

Trainee: _____ Trainer: _____ Title: _____

Class: General Reports

Trainee will review samples of well written agency report(s).
 Trainee will write a report.
 Trainer will evaluate the report and debrief with trainee.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *			<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *
Trainer:								

Comments: * (Please explain, if you checked the box titled "other".)

Core Reinforcement Training

Adult Corrections Officer

Topic: Emergency Procedures

Trainee: _____ Trainer: _____ Title: _____

Class: Emergency Planning

Trainee will review agency policies and procedures on emergency response.
 Trainee will explain agency policies and procedures on emergency response.

Trainer will debrief with the trainee.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *			<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *
Trainer:								

Comments: * (Please explain, if you checked the box titled "other".)

Core Reinforcement Training

Adult Corrections Officer

Topic: Emergency Procedures

Trainee: _____ Trainer: _____ Title: _____

Class: Fire and Life Safety

Trainee will locate emergency equipment and identify evacuation routes.
 Trainee will discuss steps to take in order to control an emergency situation, using an agency specific situation.
 Trainer will debrief with the trainee.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *			<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *
Trainer:								

Comments: * (Please explain, if you checked the box titled "other".)

Core Reinforcement Training

Adult Corrections Officer

Topic: Transportation

Trainee: _____ Trainer: _____ Title: _____

Class: Preparation for Transport

Trainee will review the agency policies and procedures on transportation preparation.
 Trainee will observe an experienced officer preparing for a transport.
 Trainee will prepare a transport.

Trainer will observe, monitor and debrief with the trainee.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *			<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *
Trainer:								

Comments: * (Please explain, if you checked the box titled "other".)

Core Reinforcement Training

Adult Corrections Officer

Topic: Transportation

Trainee: _____ Trainer: _____ Title: _____

Class: Transport Procedures

Trainee will review agency policies and procedures on transportation.
 Trainee will observe an experienced officer conducting a transport.
 Trainee will conduct a transport.

Trainer will observe, monitor and debrief with the trainee.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *			<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *
Trainer:								

Comments: * (Please explain, if you checked the box titled "other".)

Core Reinforcement Training

Adult Corrections Officer

Topic: Assault and Abuse

Trainee: _____ Trainer: _____ Title: _____

Class: Sexual Assault and Abuse

Trainee will review the agency policies and procedures on sexual assault/abuse.
 Trainee will explain the steps to take in response to a sexual assault/sexual abuse case.

Trainer will debrief with the trainee.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *			<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *
Trainer:								

Comments: * (Please explain, if you checked the box titled "other".)

Core Reinforcement Training

Adult Corrections Officer

Topic: Defensive Tactics and Restraint Techniques

Trainee: _____ Trainer: _____ Title: _____

Class: Use of Force

Trainee will review agency policies and procedures on use of force.
 Trainee will explain the agency's use of force policies and procedures.

Trainer will debrief with the trainee.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *			<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *
Trainer:								

Comments: * (Please explain, if you checked the box titled "other".)

Core Reinforcement Training

Adult Corrections Officer

Topic: Defensive Tactics and Restraint Techniques

Trainee: _____ Trainer: _____ Title: _____

Class: Person Searches

Trainee will review agency policies and procedures on person searches.
 Trainee will explain the different types of person searches per agency policies and procedures.
 Trainee will demonstrate one of the agency approved person searches.
 Trainer will observe, monitor and debrief with the trainee.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *			<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *
Trainer:								

Comments: * (Please explain, if you checked the box titled "other".)

Core Reinforcement Training

Adult Corrections Officer

Topic: Behavioral Health

Trainee: _____ Trainer: _____ Title: _____

Class: Suicide Prevention

Trainee will review the agency policies on procedures on suicide prevention.
 Trainee will explain the suicide prevention policies and procedures.

Trainer will debrief with the trainee

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *			<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *
Trainer:								

Comments: * (Please explain, if you checked the box titled "other".)