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Course Certification Info

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Jail Training Officer - Comprehensive

Type: RFC Annual Status: Approved
 Version: 1.0 Cert. Number: 02654627

Created By: [Redacted] Created Date: 1/23/2017
 Last Modified By: [Redacted] Last Modified Date: 3/26/2019

Course Information

Est. Class Size: 25 Course Hours: 40
 Primary Population: Adult Corrections Officer
 Agency Specific: No Delivery Method: ILT – Instructor Lead Training

Course Summary:

A 40 hour course designed to provide a standardized program to guide the agency's Jail Training Officer (JTO's) in the initial orientation of newly assigned probationary officers. The course will place maximum emphasis on the POJT cycle and equip JTO's with the necessary tools to create competent solo Correctional Deputies.

[Redacted] [Redacted]

Provider Information

Provider Name: Santa Clara Sheriff's Office

[Redacted] [Redacted]

Course will exceed the STC maximum tuition of \$12.50 an hour? No

Performance Objectives

- a) Identify JTO's roles and responsibilities b) Identify the expectations of a JTO and other training staff c) Identify leadership qualities d) Identify the keys to a successful training program e) Identify legal liabilities f) Identify effective coaching styles/methods g) Identify the various training programs h) Identify proper ways of intervening with training i) Define Adult Learning Theory j) Identify 3 key teaching styles: Cognitive, Affective, Psychomotor k) Differentiate effective/ineffective communication l) Examine the Standard Evaluation Guidelines (S.E.G's) m) Create performance appraisals n) Identify best practices when dealing with difficult trainees o) Discuss and review the 7 report writing scenarios p) Identify resources for JTO's and Trainees.

Testing Procedures (if applicable)

Performance (Behavior Skills)

Assurance Statement

By submitting this course you are assuring that you are following **the STC Policies and Procedures Manual for Training Providers**, including the requirement to have a lesson plan on file for this course. I further certify that the information included in this request is accurate to the best of my knowledge.

Assured by Provider: Yes

Versions

Previous versions of this certification				
Cert #	Course Title	Expires	Last Changed ▲	Status
02654627	Jail Training Officer - Comprehensive	1/1/1900	2/21/2019	Archived
02654627	Jail Training Officer - Comprehensive	1/1/1900	3/26/2019	Archived

Change History

Changes made to this certification			View All
Change	Action	Changed Date	
New Working Copy Created	working copy created	3/20/2019	
ID	edited	3/20/2019	

0700						
Delete	0800	0830	INTRODUCTIONS: Introduction of training staff/instructors and the students. Intro into the course, outline the course objectives for the next 5 days. Students will do an anonymous "needs" assessment of those items they wish to learn from the course.	Lecture Group Discussion	██████████	
	0830	0930	ROLES/RESPONSIBILITIES: Discuss the roles and responsibilities of the Jail Training officer and other various training staff: Team ATO, Team Training Sergeant. Students will be given a list items they know and items they must do as it pertains to their role of a JTO. Many group discussions	Lecture Group Discussion Group Exercise	██████████	
0900						
	0930	1040	EXPECTATIONS: Outline the expectations for the JTO. Outline the expectations the JTO will have of the Trainee, Other JTO's, the Team ATO, the Division ATO, Training Sergeants, and of their peers. Many group discussions	Lecture Group Discussion Group Exercise	██████████	
1000						
	1040	1200	LEADERSHIP AND ETHICS : Presentation by Lieutenant only. Will encompass leadership qualities and ethics. Review Mission Statement/Core Values. Identify 7 bad habits of a leader and how to overcome them.	Lecture Group Discussion Group Exercise	██████████	
1100						
1200						
1300	1300	1510	KEYS TO SUCCESS: Will discuss what JTO's need in order to be successful as well as how to make the program success. We will identify 14 keys to success. 3 groups exercises will be used to gauge the knowledge of the student of how to best prepare and be successful.	Lecture Group Discussion Group Exercise	██████████	
1400						
1500						
	1510	1600	LEGAL ISSUES: Students will identify legal liabilities surrounding them as trainers. Give techniques to help limit liability to themselves. Exercises to determine if they recognize the liability.	Lecture Group Discussion Group Exercise	██████████	
1600	1600	1700	EXERCISE: Students brainstorm a list of challenges surrounding Jail Training Officers	Group Exercise	██████████	



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Course Outline Edit 'Jail Training Officer - Comprehensive'

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Day 1 Day 2 Day 3 Day 4 Day 5 Add Day

Please note: All time must be specified in 24 hour format (e.g. 1430 = 2:30pm) PLEASE DO NOT INCLUDE BREAKS OR LUNCH PERIODS.

	Begin	End	Subject Matter	Instructional Methodology	Instructors	Agency Notes
0700						
0800	0800	1010	ROLE MODELING/COACHING: Define Role Model / Coach. Discussion on coaching styles and methods. Ineffective and effective coaching styles. Exercise: Groups of 4-5. Students will list their ideas of a Jail Training Officer as it relates to coaching	Lecture Group Discussion Group Exercise	██████████ ██████████ ██████████	
0900						
1000						
1010	1010	1400	TRAINING PROGRAMS: Identify all the Training Programs. Intro into Fam/Orient/Supp/remedial. Main focus on POJT program. Discuss phases of POJT, schedule (tests, reports etc.). Discuss designated week, team switch, best practices for training.	Lecture Group Discussion	██████████	
1100						
1200						
1300						
1400	1400	1620	INTERVENTION TECHNIQUES: Discuss best practices for intervening with training. What are the best practices for and when to intervene. (officer safety issues, inmate manipulation etc.)	Lecture Group Discussion Group Exercise	██████████	
1500						
1600						
1620	1620	1700	EXERCISE: Students brainstorm motivational techniques for Jail Training Officers	Group Discussion Group Exercise	██████████	
1700						
1800						



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	Begin	End	Subject Matter	Instructional Methodology	Instructors	Agency Notes
0700						
0800	0800	1000	ADULT LEARNING THEORY: students will be able to state 2 key statements all learners use to validate trainings value "whats in it for me?" "I can do this!"	Lecture Group Discussion Group Exercise	[REDACTED]	
0900						
1000	1000	1130	TEACHING STYLES: Discussion on teaching styles to include Affective, Cognitive and Psychomotor. Students will instruct each other in the group exercise to mimic teaching styles	Lecture Group Discussion Group Exercise	[REDACTED]	
1100						
1200						
1230	1230	1450	COMMUNICATION: Effective vs. Ineffective styles of communication. Best practices for delivery of feedback or corrective action.	Lecture Group Discussion Group Exercise Role Play	[REDACTED]	
1300						
1400						
1450	1450	1630	STANDARD EVALUATION GUIDELINES: Thorough review of the Standards of Evaluation Guidelines. Discuss what criteria is necessary when scoring the evaluation.	Lecture Group Discussion	[REDACTED]	
1500						
1600						
1630	1630	1700	EXERCISE: JTO's given a synopsis on a trainee and discuss courses of action for the next day.	Group Discussion Group Exercise Trainee Practice	[REDACTED]	
1700						
1800						

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	Begin	End	Subject Matter	Instructional Methodology	Instructors	Agency Notes
0700	Click to add new subject					
0800	0800	1200	WRITTEN / ORAL EVALUATIONS: Instruction will begin with effective vs ineffective evaluations. The discussion will include best practices on how to write evaluations. Focusing on best practices for documenting such as *unbiased *fact based *no opinions *explanations/demonstrations *documenting below standard ratings *documenting above average ratings *negative and positive appraisals. Group Exercise: There will be 6 video scenarios that the students will watch and then document their findings in a an evaluation then present to class.	Lecture Group Discussion Demonstration Group Exercise Audio/Video Clip	[REDACTED]	
0900						
1000						
1100						
1200						
1300	1300	1700	WRITTEN / ORAL EVALUATIONS: (CONTINUATION) Instruction will begin with effective vs ineffective evaluations. The discussion will include best practices on how to write evaluations. Focusing on best practices for documenting such as *unbiased *fact based *no opinions *explanations/demonstrations *documenting below standard ratings *documenting above average ratings *negative and positive appraisals. Group Exercise: There will be 6 video scenarios that the students will watch and then document their findings in a an evaluation then present to class.	Lecture Group Discussion Demonstration Group Exercise Audio/Video Clip	[REDACTED]	
1400						
1500						
1600						
1700						
1800						

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	Begin	End	Subject Matter	Instructional Methodology	Instructors	Agency Notes
0700	Click to add new subject					
0800	0800	0900	DIFFICULT TRAINEES: How to deal with trainees that are classified as "difficult." These can be job specific areas such as officer safety issues or behavior related areas such as quiet, timid, argumentative,	Lecture Group Discussion Group Exercise	[REDACTED]	
0900	0900	1010	REMEDATION: Differentiate between formal and informal remediation. Define the processes, flowchart, affects on trainee/JTO.	Lecture Group Discussion Group Exercise	[REDACTED]	
1000	1010	1520	REPORT WRITING: JTO's will be introduced to the 7 Mock Crime Reports that the trainees are required to write. Content, Format will be discussed. JTO's will correct reports.	Lecture Group Discussion Group Exercise Audio/Video Clip Trainee Practice	[REDACTED]	
1100						
1200						
1300						
1400						
1500	1520	1630	RESOURCES: Discussion on various resource available to the JTO's such as laptops, training courses, CIP, staffing, etc.	Lecture Group Discussion Group Exercise	[REDACTED]	
1600	1630	1700	GRADUATION: Captain will close with a discussion of their choice. Captain will present the students with a Certificate of Completion and a JTO pin.	Lecture Group Discussion Other	[REDACTED] [REDACTED]	
1700						
1800						