

**Florida Department of Education
Curriculum Framework**

Program Title: Basic Recruit Training Program for Florida Correctional Officers
Program Type: Career Preparatory
Career Cluster: Law, Public Safety & Security

Career Certificate Program	
Program Number	L100200
CIP Number	0743010213
Grade Level	30, 31
Program Length	445 Hours
Teacher Certification	Refer to the Program Structure section.
CTSO	N/A
SOC Codes (all applicable)	For program SOC codes, please see the Program and Course Tables section of the CTE Program Resources page linked below.
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Contact the Florida Department of Law Enforcement for information regarding basic skills and the Criminal Justice Basic Abilities Examination.

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Law, Public Safety and Security career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Law, Public Safety and Security career cluster.

The Criminal Justice Standards and Training Commission (CJSTC) has established basic recruit training programs to provide foundational knowledge for aspiring officers in the respective criminal justice disciplines. The Florida Basic Recruit Training Program: Corrections curriculum consists of two textbooks *Basic Recruit Training Program for Florida Correctional Officers, Volume 1* and *Florida Basic Recruit Training Program High Liability, Volume 2*) and their accompanying Instructor Guides.

In accordance with [Florida Statute 943.13](#) and [Florida Administrative Code 33-208.402](#), any person employed as a criminal justice officer in Florida must:

- ♣ Be at least 19 years of age for law enforcement and correctional probation.
- ♣ Be at least 18 years of age for corrections.
- ♣ Be a citizen of the United States.
- ♣ Have earned a high school graduate or equivalent (GED). (A bachelor's degree is required for correctional probation officers).
- ♣ Have not been convicted of any felony or of any misdemeanor involving perjury or a false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of a felony, or of a misdemeanor involving perjury or a false statement, shall not be

eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.

- ♣ Have not received a dishonorable discharge from any of the Armed Forces of the United States.
- ♣ Have good moral character as determined by a background investigation.
- ♣ Have been fingerprinted by the employing agency with prints processed by the FDLE and the FBI.
- ♣ Successfully passed a background investigation, to include drug testing.
- ♣ Have passed a physical examination by a licensed physician, physician assistant, or certified advanced registered nurse practitioner.
- ♣ Completed an [Affidavit of Applicant form CJSTC-68](#).

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instruction consisting of one occupational completion point.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

This program is established for the purpose of providing job-related training to students that require certification, in accordance with Chapter 943, Florida Statutes (F.S.) and Chapter 11B-35, Florida Administrative Code (F.A.C.) as a full-time Correctional Officers.

The content includes, but is not limited to, knowledge of codes of ethics; laws, rules, and regulations; search and seizure; supervision, protection, care, custody, and control, or investigation, of inmates within a correctional institution.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

			Teacher Certification	
A	CJK0301	Introduction to Corrections	CORR OFF 7 G	32 hours
	CJK0355	Legal for Correctional Officers	LAW ENF @7 7G	22 hours
	CJK0306	Communications for Correctional Officers		32 hours
	CJK0111	Interviewing and Report Writing in Corrections		16 hours
	CJK0327	Shift Management and Safety		20 hours
	CJK0321	Intake and Release		16 hours
	CJK0324	Supervision in a Correctional Facility		32 hours
	CJK0326	Supervising Correctional Populations		25 hours
	CJK0336	Incidents and Emergencies in Correctional Facilities		20 hours
	CJK0031	First Aid for Criminal Justice Officers		40 hours
	CJK0040	Criminal Justice Firearms		80 hours
	CJK0051	Criminal Justice Defensive Tactics		80 hours

	CJK0340	Criminal Justice Officer Physical Fitness Training		30 hours
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Florida's Career Readiness Skills for CTE Programs

Employability Skills

01.0	Apply academic skills to workplace scenarios.
01.01	Use reading skills.
01.02	Use writing skills.
01.03	Use mathematical strategies and procedures.
01.04	Use scientific principles and procedures.
02.0	Design a solution to an industry problem.
02.01	Use critical thinking.
02.02	Use creativity.
02.03	Make sound decisions.
02.04	Solve problems.
02.05	Reason.
02.06	Plan and organize.
03.0	Manage resources within an industry project
03.01	Manage time.
03.02	Manage money or resources.
03.03	Manage materials.
03.04	Manage personnel.
04.0	Oversee the subcomponents, operations and output of a technical or organizational system.
04.01	Manage systems.
04.02	Monitor systems.
04.03	Improve systems.
05.0	Use information for decision making.
05.01	Locate information.
05.02	Organize information.
05.03	Use information.
05.04	Analyze information.
05.05	Communicate information.
06.0	Apply relevant technology to workplace scenarios to aid productivity.
06.01	Use technology.
07.0	Interpret and express interpersonal communication.
07.01	Communicate verbally.
07.02	Listen actively.
07.03	Comprehend written material.
07.04	Convey information in writing.
07.05	Communicate nonverbally.
07.06	Interpret nonverbal communication.

08.0	Interact with others to accomplish workplace goals.
08.01	Collaborate with others in a team.
08.02	Respond to customer needs.
08.03	Exercise leadership.
08.04	Negotiate to resolve conflict.
08.05	Respect others.
09.0	Manage personal behavior to maximize productivity and professional growth.
09.01	Demonstrate responsibility and self-discipline.
09.02	Adapt and show flexibility.
09.03	Work independently.
09.04	Demonstrate a willingness to learn.
09.05	Demonstrate integrity.
09.06	Demonstrate professionalism.
09.07	Take initiative.
09.08	Display positive attitude.
09.09	Take responsibility for professional growth.
Job Attainment	
10.0	Find, assess and apply to job opportunities.
10.01	Identify online job posts relevant to his or her career aspirations.
10.02	Compare and contrast the job posts' required qualifications, job duties, compensation, benefits and employers.
10.03	Define what information, documentation and writing prompts are required for the positions.
11.0	Communicate personal competence, character and fit for a job opportunity.
11.01	Develop a resume.
11.02	Write a cover letter.
11.03	Curate a professional portfolio that includes work products.
11.04	Prepare for and experience a mock job interview.
12.0	Cultivate and leverage relationships to professionally advance.
12.01	Request a signed reference letter, letter of recommendation and/or an online skill/professionalism endorsement.
12.02	Develop a plan to cultivate a professional digital footprint.
12.03	Develop a networking plan for a specific industry of interest.

Standards

The Criminal Justice Standards & Training Commission (CJSTC) is responsible for establishing uniform minimum standards for the employment and training of full-time, part-time, and auxiliary law enforcement, and correctional and correctional probation officers and for establishing and maintaining officer training programs, curricula requirements, and certification of training schools and training school instructors.

For more information about the commission-approved curriculum for the *Basic Recruit Training Program for Florida Correctional Officers*, please email the FDLE Curriculum Section at Curriculum@fdle.state.fl.us.

Additional Information

Laboratory Activities

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

This program must be offered by a CJSTC certified training center in order for the successfully completing student to be eligible to take the state certification examination for CJSTC certification. A list of CJSTC certified training centers is available at <http://www.fdle.state.fl.us/CJSTC/Training-Resources/Training-Centers.aspx>.

This program may be offered in courses as long as 100% of minimum competencies are taught. Career and technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44, F.S.

Cooperative Training – OJT

On-the-job training is appropriate but not required for this program. Whenever offered, the rules, guidelines, and requirements specified in the OJT framework apply.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their counselor and/or instructors. Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

Note: postsecondary curriculum and regulated secondary programs cannot be modified.