

ATTENDANCE, REMEDIATION AND TRAINING HOLD

The following information is an outline of the attendance requirements for the mandated Basic Corrections Course (BCC) and the certification of new staff as a public safety officer.

A. Attendance Standards. To successfully complete the DOC BCC, a student may not miss more than 10 percent of the DOC BCC training. Current certification hours are 246.5 hours.

B. Notwithstanding (A) above, successful completion of the DOC BCC requires 100 percent attendance during classes in which the following Instructional Goals are covered:

1. **B1.2** Instruction and practice applying safe and efficient tactics for adult in custody (AIC) monitoring, AIC counts and facility perimeter checks;
2. **B2.2** Instruction and practice conducting appropriate, safe and systematic searches of AICs and correctional facilities;
3. **B5.2** Instruction and practice restraining individuals in an appropriate, safe and systematic manner;
4. **B8** Reality-based scenarios that enhance a new corrections professional's understanding and application of security procedures in a correctional facility;
5. **C3.2** Instruction and practice using interpersonal skills to effectively communicate with AICs and other persons in a correctional setting;
6. **C10** Reality-based scenarios that enhance a new corrections professional's understanding and application of AIC supervision strategies within a correctional facility;
7. **D3.2** Instruction and practice applying appropriate intervention strategies for dealing with AICs with major mental illnesses;
8. **G1** Decision-making skills related to the use of reasonable force to effectively overcome and control resistive or hostile behavior;
9. **G2** Instruction and practice using reasonable force tactics to effectively overcome and control resistive or hostile behavior;
10. **G3** Reality-based scenarios that enhance a new corrections professional's understanding and application of reasonable force decision-making and tactics within a correctional facility;
11. **H1** Basic gun-handling skills; and
12. **H2** Basic understanding of the use, limitations and techniques of a service handgun, and proficiency in safety, proper gun-handling, marksmanship, and firearms tactics.

In addition to these mandatory DPSST Instructional Goals requiring 100 percent attendance, students participating in the DOC BCC will also be required to obtain 100 percent completion or attendance in the following Skills classes.

Defensive Tactics:	Sessions 1 – 6
Physical Fitness:	Sessions 1 – 8
CORPAT:	Pre and Post

Table 1 – Mandatory Instructional Goals – 100 percent attendance required

DPSST Instructional Goal	BCC Classroom Course
B1.2	Basic Security Practices
B2.2	Basic Security Practices B8 Reality-Based Searches
B5.2	Medical Escorts and Restraints B8 Reality-Based Scenarios
B8	B8 Reality-Based Scenarios <i>Counts – 1 hour</i> <i>Key Control - .5-hour</i> <i>Security Checks – 1 hour</i> <i>Tool Control & Inventory – 1 hour</i> <i>Communication and Radio Handling – 1 hour</i> <i>AIC Property Pickup – 2 hours</i> <i>Vehicle Search – 1.5 hours</i>
C3.2	Interpersonal Communications (Sessions 1-3) Supervision of AICs C17 Reality-Based Scenarios
C10	C17 Reality-Based Scenarios <i>AIC Supervision – 4 hours</i>
D3.2	Mental Health and Disabilities D5 Reality-Based Scenarios <i>AIC Health Care – 2 hours</i>
G1	Use of Force (Session 1 and 2) Use of Force Application and Documentation Cell Extraction OC Pepper Spray
G3	Reality-Based Training (Session 1 – 4)
H1	Basic Firearms Training - Glock
H2	Basic Firearms Training - Glock
Additional Skill Classes	
	Defensive Tactics Session 1 – 6
	Physical Fitness session 1 – 8
	CORPAT - – Pre and Post

Attendance and Absences: Attendance is required for all scheduled training. Scheduled absences must be reported in advance to the student’s institution and to the BCC Class Coordinator. Unscheduled absences due to emergencies or illness will be reported as soon as reasonably possible. Scheduled and unscheduled absences may place a student in a training hold until the missed class is made up.

Note: Since all personnel are in proximity to each other, students who are ill or believe they may be ill should exercise good judgment and confine themselves to avoid the spread of sickness. An unauthorized absence can be cause for dismissal from the Basic Corrections Course.

Training Hold: The Basic Corrections Course has mandatory instructional goals (IG) that require

100 percent attendance, in addition, several of the mandated IG courses are prerequisites for other Basic Corrections Courses. Students that are absent from these specific classes listed in Table 1 above shall not continue or attend other BCC classes until completion or attendance has been met. The Class Coordinator will notify the student’s institution of any training hold.

Tardiness: Students who are late to class will be required to document their tardiness in a memo to the Class Coordinator. Students becoming ill during class will report to the Training Coordinator or Instructor.

Topic	Process	Notification	Resolution
Scheduled Absence	Student informs FTS and the institution and receives approval for absence.	Class Coordinator is informed by FTS or institution of scheduled absence.	Reschedule any missed classes. ¹ Make-up classes may be scheduled at next BCC course or as needed.
Unscheduled Absence	Student does not attend class(es).	Class Coordinator will inform FTS and the institution of student absence.	Make-up any missed classes. ¹ Make-up classes may be scheduled at next BCC course or as needed.
Tardiness	Student is late to class.	Class Coordinator discusses with student.	Student writes memo and information is added in student evaluation.
Training Hold		Class Coordinator will inform FTS and the institution of training issue.	Specific BCC classes are a prerequisite for other courses in a series. They require 100 percent attendance or completion. Make-up classes may be scheduled at next BCC course or as needed.

¹ Scheduled and unscheduled absences may place a student in a **training hold** until the missed class is made up. All classes outside of the BCC classes, must be taught by certified BCC instructors.

Suspension: If a situation arises that, in the opinion of the training staff, necessitates immediate action for the integrity or safety of the training, a BCC Class Coordinator has the authority to suspend a student from training by ordering that student to immediately leave the training venue until a review of the situation is completed. Emergency suspension will result in notification of the student’s institution. Any training missed due to suspension will be

considered an unexcused absence. Remediation of the missed training may be required to successfully complete the Basic Corrections Course.

Dismissal: A student who is dismissed from the Basic Corrections Course will not receive any credit for their training course. If the student reapplies for training, they will be required to complete the course in its entirety.

Student Performance Measures and Remediation: All basic training courses include academic testing, class projects, and assignments designed to determine the student’s knowledge and understanding of the course material. Basic training courses also include skills-based performance measures.

Students must demonstrate proficiency in all projects, assignments, and skills evaluations. All other tests and exams require a minimum score of 75 percent. Exams on Use of Force require a score of 100 percent (with remediation when applicable). If a student fails to pass the academic goals established by the Corrections Policy Board, the student will be immediately dismissed from the Basic Corrections Course for academic failure. If a student fails to successfully demonstrate a skill, the failure will result in a deficiency that must be remediated to successfully complete the Basic Corrections Course and the student may be placed on a training hold.

Remediation will be scheduled in consultation with the student’s institution and Class Coordinator. If a student’s academic or skills performance results in failure of the Basic Corrections Course, the student will be required to recomplete the course in its entirety to be eligible for public safety professional certification.

Topic	Process	Notification	Resolution
UOF question missed	Use of Force questions require a score of 100 percent. Remediation consists of writing a memo for the performance objective(s) missed.	A UOF report is provided to the FTS. The FTS will notify the student and provide the remediation form, outlining the performance objective(s) missed and the required memo format.	Complete UOF remediation for each performance objective missed.
Defensive Tactics	Student does not pass minimum standards as outlined with rubric scoring. The rubric scoring for defensive tactics is aligned with the job task analysis.	Class Coordinator will inform FTS and the institution of student deficiency.	Remediation class will be scheduled at next BCC course or as needed.

Reality-based Training	Student does not pass minimum standards or justification of use of force as outlined in rubric scoring. The rubric scoring for reality-based training is aligned with job task analysis.	Class coordinator will inform FTS and the institution of student deficiency.	Remediation class will be scheduled at next BCC course or as needed.
Physical Fitness Training	Student does not pass minimum standards.	Class coordinator will inform FTS and the institution of student deficiency.	Remediation class will be scheduled at next BCC course or as needed.
CORPAT	Student does not complete course.	Class coordinator will inform FTS and the institution of student deficiency.	Remediation class will be scheduled at next BCC course or as needed.
Reality-based Scenarios	Student does not pass minimum standards.	Class coordinator will inform FTS and the institution of student deficiency.	Remediation class will be scheduled at next BCC course or as needed.

BCC Student Evaluations: Evaluation of students is a continuing process encompassing academic standing, skills performance, professional appearance, physical ability, attitude, and interpersonal skills. Evaluations will be shared by the Class Coordinator with the student's institution throughout the entire length of their basic training course.