

## **ACA Required Training Topics**

The following topics will be covered in each of the following training programs:

### **1. Pre-Service (PSO)**

- a. Purpose, goals, organizational structure, programs, policies, procedures and regulations for Facility and parent agency
- b. Responsibilities, rights, rules and regulations of employees
- c. Working conditions and regulations
- d. Personnel practices, job responsibilities and code of ethics
- e. Historical perspective of facility and overview of the Correctional field
- f. Security and contraband regulation
- g. Key control
- h. Security responsibilities
- i. Safety plans and procedures
- j. Fire and emergency plans and procedures
- k. Sexual harassment
- l. Prohibitions concerning sexual harassment, religious prejudice, and minority rights
- m. Appropriate conduct with offenders and Offender supervision
- n. Universal precautions
- o. Occupational exposure
- p. Personal protective equipment
- q. Biohazardous waste disposal
- r. Interpersonal relations
- s. Communications skills and report writing

### **2. Basic Correctional Officer Training (BCOT)**

- a. Security and safety plans and procedures
- b. Emergency and fire plans and procedures
- c. Supervision of offenders
- d. Suicide intervention/prevention
- e. Use of force
- f. Offender rights
- g. Key control
- h. Interpersonal relations
- i. Communication skills and Offender supervision
- j. Standards of conduct
- k. Cultural awareness
- l. Sexual abuse/assault/harassment intervention
- m. Code of ethics

### **3. In-Service**

- a. Standards of conduct/ethics
- b. Security/safety/fire/medical/emergency plans and procedures
- c. Supervision of offenders including training on sexual abuse and assault
- d. Use of force

Retention Schedule: All training records must be kept at local facility training offices and/or regional training offices until storage capacity is exceeded. Training records must then be boxed, labeled by location and year, and forwarded to the Academy Director's office for storage in Bay D, SOSTC Fleet Warehouse, which is climate controlled. After retention for at least seven (7) years, only the Academy Director may direct that training records be destroyed.