



Criminal Justice Correctional Officer Program

Tennessee College of Applied Technology-Pulaski

Instructors: David Ford
Office Location: Criminal Justice Room / Workshop

Office Hours: 7:30 – 8:00 a.m.; 3:00 – 3:30 p.m., M-F

Email: David.ford@tcatpulaski.edu

Phone: 931-363-6532

Required textbooks and supplies, as well as tuition information, can be found on the Criminal Justice Correctional Officer Program program's web page:

Course Description

Criminal Justice Correctional Officer is a competency-based training program that takes 600 hours (6 months) to complete. The actual time depends on the time the student takes to achieve each competency. The individualized concept allows each student to progress at their own learning pace. The training program prepares students for entry-level positions as correctional officers.

The Criminal Justice Correctional Officer curriculum contains a broad range of courses designed for new Correctional Officers with the knowledge and understanding of inmate processing, maintaining order in the jail, and invoking disciplinary measures when necessary. In addition, an officer may perform cell searches for drugs and other contraband, inspect the facility for cleanliness and stand guard during exercise periods. As part of the instructional framework, students will participate in structured physical training exercises that include self-defense techniques utilizing blocking pads, grappling dummies, and protective shields. Instruction will also include the supervised handling of simulated firearms, accompanied by comprehensive training on firearm safety protocols. Additionally, students will be exposed to realistic scenario-based training reflective of correctional facility environments, including elements of institutional culture and inmate behavior.

Please note: Certain instructional components may involve exposure to sensitive or potentially distressing subject matter. Students who experience discomfort with specific training elements are encouraged to communicate their concerns to the instructor. Where feasible, and at the instructor's discretion, reasonable accommodations may be made to support the student's continued participation and educational progress.

This training program, which may be completed over two trimesters, provides correctional officers with knowledge of emergency procedures, mental health and first aid, defensive tactics and use of force, ethics and legal issues, investigations, and other personal development topics.

Course Objectives

- Students will develop and demonstrate safe work habits.
- Students will demonstrate the ability to cooperate with others and use teamwork skills.
- Students will demonstrate competence and proficiency in correctional officer duties.
- Students will be prepared to pass certification examinations common in industry.

Course Expectations

- Students will have a professional attitude at all times.
- Students are required to participate and stay on task during school hours.
- Students are expected to use appropriate communication skills with instructors and other students.
- Students must stay motivated and have the ability to work in a professional trade environment.

Course Content Delivery Method

All courses within this program are delivered in a traditional format. Students attend class to complete coursework, projects, labs, etc. from 8 a.m. until 2:50 p.m. each scheduled training day. Instruction may consist of: **Chapter reading assignments, lecture outlines, chapter quizzes, lesson study questions, Power Point Presentations, unit tests, final examinations, final projects, Facility Visits, Ride along, Practical Demonstrations ETC.**

Program Outline

Course #	Course Title	Course Length
CRJ 0001	Worker Characteristic	6 hours
CRJ 1004	Technology Foundations	20 hours
CRJ 1074	Ethics and Legal Issues I	75 hours
CRJ 1073	Orientation to the Criminal Justice System	60 hours
CRJ 1075	History of Corrections and Corr. Theory	60 hours
CRJ 1076	Communications and Critical Thinking	45 hours
CRJ 1077	Emergency Procedures	45 hours
CRJ 1078	Defensive Tactics & Use of Force	65 hours
CRJ 1079	TN Corrections Inst. Basic	56 hours

Correctional Officer Apprentice Certificate **432 Hours**

CRJ 0002	Workers Characteristics	6 hours
CRJ 2005	Work Based Learning Practicum	162 hours

Master Correctional Officer Certificate **168 Hours**

The hours listed above are **customary** hours for each course as outlined by the Tennessee Board of Regents. When the amount of course hours exceeds the maximum number of customary hours stated as allowed in the Program Outline above, the resulting course grade assigned is a zero (0).

Attendance Policy (2025 Student Handbook)

- A. The nature of the programs at the Tennessee Colleges of Applied Technology is such that it is necessary for every student to attend regularly. Excessive interruptions due to absences will have an adverse effect on student progress.
 1. A full-time student enrolled for a full term (432 hours) and that has been absent for more than 5.5% (24 hours) of the scheduled hours enrolled, will receive written communication alerting the student to the number of hours remaining prior to suspension. Available community and institutional resources will be shared to assist students with attendance issues. The number of hours of absence triggering notification must be prorated for all part-time students and full-time students enrolled for less than a full term.
 2. When a full-time student enrolls for a full term (432 hours) and has absences exceeding 9.7% (42 hours) of the scheduled hours enrolled, that student will be suspended. A student suspended for attendance may appeal the suspension in writing to the president within three (3) days of receiving notification of the suspension. A student appealing suspension of attendance may remain in class until the suspension has been reviewed. The number of hours triggering suspension must be prorated for all part-time and full-time students enrolled for less than a full term.
 3. A student is considered tardy if not in the classroom at the designated time for class to start. Multiple tardies will result in the following discipline:
 - i. Five (5) tardies: Student will be given a written warning by instructor.
 - ii. Six (6) tardies: Student will be placed on probation by the president or the president's designee.
 - iii. Seven (7) tardies: Student will be referred to the president and may be suspended.
 4. An attendance record for each student shall be maintained in the student information system.
- B. When a student misses three (3) consecutive days without contacting the college, that student may be presumed to have withdrawn from the college.

Exempt Absences (2025 Student Handbook)

Students who are members of the Reserve or National Guard and who are required to serve two weeks active duty each year will be permitted to do so. In such cases, the student will be granted leave for the period of active duty. VA certifications for such students will be adjusted accordingly. These students should advise the school of their military

schedule at the beginning of the term their active duty tour is scheduled. The student must provide the College with a copy of the official orders.

A student will be excused from classes for jury duty; however, a copy of the summons must be provided to the College as well as an excuse for each day from the court clerk.

All students arriving or leaving before scheduled time must fill out a leave slip stating time in or time out. State reason (personal or doctor).

Grading Policy for all Programs (except Nursing & Truck Driving):

Each student's final term grade is based on evaluations in the following two categories:

- **Skill Proficiency – 60%**
- **Theory / Related Information- 40%**

Those evaluations shall be based on the following scale of progress.

Grading Scale / Grade	Numeric Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59
P	PASS
CONT	Continuing / Incomplete
W	Withdrew

Pace / Progress Adjustment:

Each course within a program has a defined customary length of time based on clock hours. Instructors, in consultation with advisory committees, determine this schedule and communicate it to all students via course syllabi. Students who complete a course within 125% of the customary clock hours for that course will have no adjustment made to the final grade of that course.

Adjustment Scale

If a student exceeds the scheduled clock hours for a course, their final grade for the term will be adjusted as follows:

- Completed within 125% of allotted hours = No adjustment from final course grade.
- Exceeds allotted hours by 26-49% = 10 -point deduction from final course grade.
- Exceeds allotted hours by 50-74% = 15 -point deduction from final course grade.
- Exceeds allotted hours by 75% = 20 -point deduction from final course grade.

Monitoring Procedures

1. Students will be assessed when 50% of customary hours are reached. Students will be counseled by their instructor when not on pace.
2. Students will be reassessed when 100% of customary hours are reached. Students will be counseled by their instructor when not on pace and placed on an academic progress plan.
 - Academic Progress Plan
 1. A student is put on an academic progress plan with outlined completion dates by the instructor.
 2. If student does not meet the academic progress plan with a new set of deadlines and shares with Student Services who puts the students on academic probation.
 3. If the deadlines are not met after being put on academic probation, then student risks being suspended for lack of academic progress.

At the completion of a course, the above scale will be assessed to the student's final grade if above 125% of customary hours.

Team Evaluation & Retention

- Students are evaluated at the end of every 432-hour term.
- A student must earn a minimum grade of D (60) in each course and maintain a combined term GPA of 2.0 (C average) to remain in good standing.
- Failure to meet this requirement results in suspension at the end of the term.
- Additional retention standards may apply to programs with accrediting/licensing requirements.

Please refer to the grading policies and Progress Standards section of the Student Handbook found online at the TCAT Pulaski website for more information.

Program Procedures & Rules

Criminal Justice Correctional Officer Cell Phone and Electronics Policy

Students are to abide by the policy listed in Student Handbook (page 24). Students understand the rules as applied in the classroom. Students understand that no cell phone or electronics usage is allowed in the classroom or Simulator area.

Criminal Justice Correctional Officer Classroom Guidelines

1. NO HORSEPLAY- CLASSROOM- No running, throwing, hitting, pushing, or fighting

2. Dress Appropriately-

4. No Jewelry- Necklaces, earrings, or any dangling items.

5. Electronic devices- Cell phones are not permitted in the classroom at all. Cell phone use is prohibited to approved usage.

6. Sleeping- Sleeping is not allowed in the classroom or lab spaces.

7. Attendance- Students are expected to be in class and on time daily. Class begins at 8:00 AM and ends at 2:50 PM daily. Students will sign in each morning with instructor. Should a student leave early, he/she must inform the instructor and sign out. If you miss class, you must call in to report. Leave a voicemail if no answer. No show/ No call will result in a one-day suspension. Students must call in before 9:00 AM of day missed.

8. Class Cleanliness- Classroom and Simulator area will be swept daily at the end of class. Booths, work areas, and classrooms will be cleaned by all students.

9. Penalties- Any rules above that are broken will result in grade deductions of Worker Characteristics up to one-day suspension.

Worker Characteristic Grading

The U.S. Department of Labor estimates that 80 percent of workers who lose their jobs do so not because of lack of occupational skills, but because of poor work ethics. The mission of technical education is to provide business and industry with trained workers who possess both strong occupational skills and good work habits.

Business and industry leaders have identified essential worker characteristics that should be taught and practiced to help develop a viable and effective workforce.

The ten worker characteristic traits identified are:

- | | |
|---------------|--------------------------|
| 1. Attendance | 6. Productivity |
| 2. Character | 7. Organizational Skills |
| 3. Teamwork | 8. Communication |
| 4. Appearance | 9. Cooperation |
| 5. Attitude | 10. Respect |

The Tennessee College of Applied Technology has incorporated a worker characteristic course focusing on the worker characteristics to be taught each term. These sessions are conducted throughout the term weekly, depending on the class schedule. Each student will receive a worker characteristics course grade, which will be recorded on the student's transcript.

The Worker Characteristic grade for a Criminal Justice Correctional Officer student will be comprised of Attendance, Student Progress, and Demonstrated Professionalism.

Safety

Each student will observe all safety rules as established by the instructor. This program involves physical activities, Less-Lethal weapons and each student will complete the safety course that details appropriate behavior, dress, use of equipment, special hazards, required protective measures and devices, and other guidelines established for the program. Part of the safety unit will include a signed agreement by the student, indicating that the student understands and agrees to abide by all safety rules.

Emergency Procedures

Disasters and emergencies are unpredictable and can occur with little or no warning. It is essential that all of us work together to help eliminate or minimize injury, loss of life, and damage to property. In order to effectively accomplish these objectives, it is vital that the members of the TCAT-Pulaski community be prepared to respond to any type of disaster or emergency and to be familiar with the emergency procedures that must be followed in these situations.

The importance of emergency preparedness extends into the classroom. Different emergencies require different protective actions to keep the members of the campus community safe. The unpredictable nature of emergency situations requires quick action and clear thinking to avoid death or injury. Instructors will give guidance for definitive action during an emergency. All Instructors familiarize students with basic evacuation and emergency procedures. All students should refer to the student handbook for the comprehensive school emergency procedures.

Accident/Injury Reporting

Accidents/injuries occurring on college property should be reported as soon as possible to your instructor. If there is critical information needing to be reported which may help aid in the life and safety of others, please dial 911.