



Basic Correctional Officer (BCO) Training Information for State Correctional Officer Applicants

TRAINING SCHEDULE

Should you meet all agency requirements and receive a final offer of employment and report date, you will be scheduled to attend a six (6) week Basic Correctional Officer Training class to begin the second week of your employment with the Department of Public Safety. **Please be prepared to stay overnight in a dormitory at the training academy during this six (6) week training period.**

Basic Correctional Officer Training classes are conducted by Division of Adult Correction and Juvenile Justice, Office of Staff Development and Training (OSDT) certified instructors.

Classes begin at 8:00am and end at 5:00pm. Trainees must be on time for all classes. There are no approved absences.

Trainees must successfully complete the required 240 hours (6 weeks) to sit for the state exam. A score of 70% is required on the final exam to be certified by the North Carolina Criminal Justice Education and Training Standards Commission.

ORIENTATION

Trainees must report to the assigned training center/academy as directed and must be in duty uniform. OSDT provides student handouts and notebook; however, you must provide your own pens/pencils and paper for note taking.

DRESS CODE

DPS policy on personal grooming, hair regulations, finger nails, ear rings, body piercing and other jewelry will be enforced while you are assigned to Basic Training. Your duty uniform will be worn every day for class. Improper wearing of the uniform may result in disciplinary action, up to and including dismissal.

CONDUCT

You will be required to comply with a "no alcohol" policy and professional rules of conduct. Cell phones, cameras, and/or recording devices are not allowed in any building, classroom, gymnasium, or firing range where training is being conducted. Failure to comply with rules of conduct could result in immediate separation from training, disciplinary action, up to and including dismissal.

I have read and understand these training requirements should I be selected for employment in a State Correctional Officer Position certified by the North Carolina Criminal Justice Education and Training Standards Commission.

Applicant Name

Date