

MOCC – Corrections Academy

Corrections Academy Course Syllabus

Fall 2024

Instructor information

| Instructor | Email | Phone |
|---|--|------------------------|
| Sgt. Scott Ruggles | sruggles@moisd.org | 231.796.5805 Ext. 1125 |
| Credentials/Experience | | |
| Ferris State University – Bachelor’s Degree Criminal Justice | | |
| Defensive Tactics Instructor | | |
| Mecosta County Sheriff’s Office – Sergeant, Retired | | |
| Ferris State University – Adjunct Instructor Criminal Justice | | |

| Instructor | Email | Phone |
|--|--|------------------------|
| Mrs. Joy Paquette | jpaquette@moisd.org | 231.796.5805 Ext. 1106 |
| Credentials/Experience | | |
| Ferris State University – Master’s Degree Criminal Justice Administration | | |
| Bachelor’s Degree Criminal Justice | | |
| Michigan Sheriffs’ Coordinating & Training Council – Authorized Instructor | | |
| Newaygo Police Department – Police Officer | | |
| Ferris State University Police Department – Police Officer, Retired | | |

| Instructor | Email | Phone |
|--|--|--------------|
| Lt. Mark Danielson | mdanielson@moisd.org | 231.796.5805 |
| Credentials/Experience | | |
| Ferris State University – Bachelor’s Degree Criminal Justice | | |
| Michigan Sheriffs’ Coordinating & Training Council – Authorized Instructor | | |
| Mecosta County Sheriff’s Office – Lieutenant | | |

General information

Description

The Mecosta Osceola career Center Corrections Academy, in conjunction with the Michigan Sheriffs' Coordinating and Training Council (MSCTC), offers practical and technical instruction designed to comprehensively equip participants with the necessary skills and required credentials to qualify for employment as a Corrections Officer. Recruits in the Corrections Academy will engage the curriculum in the classroom as well as in the field. The curriculum is designed to develop skills and concepts that will equip each recruit for successful entry into a Corrections Officer position.

In addition to the required technical and field specific concepts and skills, the Mecosta Osceola career Center Corrections Academy is focused on developing career readiness skills, integrity, outstanding conduct, superb written and verbal communication skills, professionalism, and competency for all recruits.

The Corrections Academy consists of 160 hours of classroom and lab hours. The hours of the course are broken into 15 required modules. All modules are taught by professionals that have extensive field experiences and expertise. Additional training beyond what is required by the MSCTC is incorporated into the Academy.

Participants will have the opportunity to earn certification as a Local Corrections Officer from the MSCTC. 100% class attendance is mandatory for completion of the 15 modules offered.

Modules as mandated by the MSCTC

- Booking and Intake (8 hours)
- Correctional Law (16 hours)
- Cultural Diversity (4 hours)
- Custody and Security (24 hours)
- Defensive Tactics (40 hours)
- Ethics (4 hours)
- Fire Safety (8 hours)
- First Aid/CPR/AED (8 hours)
- Interpersonal Communications (8 hours)
- Prison Rape Elimination Act (PREA) (4 hours)
- Prisoner Mental Health, Suicide, and Behavior Awareness (16 hours)
- Professionalism (2 hours)
- Report Writing (8 hours)
- Stress Management (8 hours)
- Final Exam (Comprehensive) (2 hours)*

*Corrections Officer Academy participants will be required to take and successfully pass a comprehensive written final examination with a score of 70% or better. Participants will be given 2 hours to complete the 125 question final examination.

Completion of this program is one of the requirements to becoming certified as a local corrections officer. Completion of this academy does not guarantee employment.

Requirements to Complete the Academy

- 100% attendance is mandatory for each Academy Module.
- To successfully complete the 160-Hour Local Corrections Officer Academy, a student must pass each module with a minimum score of 70%. If a student fails an examination, the option is to take a make-up exam or repeat the entire module, based on an agreement reached with the Academy Director and student. Cost for either option is at the expense of the student. Some modules have vendor specific passing scores.

All students will adhere to the following protocol established by the Michigan Sheriffs' Coordinating and Training Council (MSCTC). Any student who commits neglect or disorder, though not specifically mentioned herein, which is detrimental to the good of the order, efficiency, or discipline of the Academy or is of a nature to bring discredit upon the Academy or their employing agency may be expelled from the Academy. Any violations will be noted and placed in the student's training file and reported to the appropriate governing body.

Enrollment

The enrollment process may include but not limited to an application, personal essay, letter(s) of recommendation, interview board, attendance, and academic review.

Students that meet all of the requirements to become a recruit in the Corrections Academy will be sent a letter indicating that they have been accepted into the course.

Employment Requirements

The following are minimum requirements to be employed as a corrections officer:

1. Not less than 18 years of age
2. United States Citizenship
3. High School diploma or GED
4. Possess a valid driver's license
5. Meets the standards and requirements set by the Michigan Sheriffs' Coordinating and Training Council, see www.misctc.org for the current standards and requirements.
6. No prior felony convictions (includes expunged convictions)
7. Complete and pass the MSCTC Local Corrections Officer Physical Ability Test (LCOPAT).
8. Complete and pass the MSCTC written examination, which tests candidate's mental fitness in the areas of reading comprehension, writing skills and situational reasoning. This test is proctored by EMPKO and the Mecosta Osceola career Center is an approved test site. Further information can be found at <https://jwww.empco.net/msctc/reg/>

Attendance

- All requirements are applicable while attending the academy. 100% attendance is required by MSCTC for Academy agency completion.
- Hours of attendance required for the academy will be stated in the schedule, posted, and/or verbally stated by the Academy Director/Facilitator.
- Academy attendees are required to be in formation for inspection every day at the beginning of each class in order to participate in roll call. If for any emergency, you are unable to report for class on time, you must contact the instructor in charge by phone, email, or using Remind prior to roll call for that class.
- If you arrive after roll call, you must report directly to the Academy Director/Facilitator or their designee before entering the classroom.
- Incoming personal telephone calls are not permitted, family and others may leave messages for you by contacting the instructor in charge.
- Any time missed in an Academy module must be successfully completed and verified in order to complete the Academy.

Dress Code/Uniforms

All students are required to conform to a dress code according to the following Academy requirements:

- o Classroom Instruction
 - Corrections Polo Shirt
 - White under tee shirt
 - Uniform pants
 - Black nylon belt
 - Black leather boots
 - Black socks
- o Physical Training/Defensive Tactics
 - MOCC Corrections Tee Shirt
 - Black gym shorts (substitute sweatpants when authorized)
 - White socks
 - Tennis shoes
- Some training may necessitate the use of other types of apparel, such as fire training, defensive tactics, etc. In these cases, students will be advised of the appropriate uniform of the day
- All Academy approved dress code apparel shall be clean and pressed
- Black shoes/boots with a polished toe and heel

Groomed appearance is expected at all times:

- Male students must be clean shaven with a proper haircut. Sideburns shall not extend below the middle of the ear. Mustaches will be neatly trimmed and shall not extend below the lower lip line. Beards of any kind are prohibited.
- The hair for female students shall be worn above the collar and be compatible with the rules established by their department and the academy. No pony tails or other loose flowing hairstyle will be allowed for safety reasons. Abnormally long fingernails, earrings, watches or rings are not permitted during the Corrections Academy for safety reasons.

Assignments

All assignments given will be turned in by the posted due date unless an extension is granted by the Academy Staff. The grade for late assignments will be reduced by 25%. Late assignments will not be accepted after the term is completed. Most assignments will be facilitated through Google Classroom and students will turn the assignment in through Google Classroom. Assignments given outside of Google Classroom will be turned into the black basket located in the Corrections Classroom.

Assessments

Written exams will be taken for each of the core areas for the academy. A 70% or better is required to pass each section. A one-time remediation session is provided for those not passing an exam. The highest score possible on a remediation exam is 70%. Failure to pass an exam on the second attempt will result in having to retake the module.

The defensive tactics and first aid/CPR modules have vendor specified passing scores and administer practical exams as well as written exams.

Integrity

Dishonesty, in any form, and particularly in relation to any testing process, is prohibited and is cause for dismissal from the Academy. Failure to disclose a known instance of cheating, or any other form of dishonesty, or withholding information relative to rule or standards violations, from an instructor or the Director, will be considered the same as participating in the act itself.

- Recruits shall maintain a professional demeanor at all times
- Recruits shall maintain a respectful recruit/instructor relationship at all times.

Classroom Procedures

- Each student is required to be lined up for inspection at 0835 hours wearing the proper uniform of the day. After inspection, recruits will file into the classroom to begin that day's training. There will be no unnecessary talking while class is in session.
- All electronic devices shall be silenced while class is in session. This includes but
- is not limited to cell phones, tablets, music devices, and any other PDA's. Electronic devices are only to be used while on breaks and only in the classroom. Electronic devices will be kept in the recruit's backpack or locker during class.
- Your desk area and Academy Module binder is to be maintained in a neat and orderly fashion at all times.
- If a student desires to ask a question in the classroom, the student shall raise their hand and keep it raised until they are recognized by the instructor.
- Examinations will be given periodically at the discretion of the instructor. During tests, talking shall not be permitted. Looking at another student's test paper will be considered cheating and subject to immediate discipline. Once a test is in the hands of the student, the student will remain in the classroom until the test is completed.
- Newspapers, magazines, fidget spinners, and tobacco products are not permitted in the classroom at any time. Smoking and other forms of tobacco is NOT permitted in the building or on the MOISD grounds, including student vehicles. Beverages and food items shall only be allowed in the classroom at the discretion of the instructor.
- All rules and regulations posted by job shadowing agencies must be adhered to by all students.
- Because of business activity conducted in the building, noise outside of the classroom shall be kept to a minimum.
- Students should avoid congregating in the academy/training office during breaks due to other business being conducted.
- Students shall address all instructors either by rank or "Sir" or "Ma'am" unless directed otherwise by the instructor.
- Derogatory remarks, jokes, comments and/or acts of discrimination or harassment against another student because of their race, sex, religion or national origin WILL NOT BE TOLERATED and appropriate action will be taken if violations occur.
- Recruits in the Corrections Academy are also bound to the rules and regulations listed in the Mecosta Osceola career Center Student Handbook.
- The Academy Instructor reserves the right to add additional rules and regulations as needed.
- Students may take their MOCC issued laptop home as needed. The recruit will be responsible for lost, stolen, or damaged laptops.

Alcoholic Beverages and Controlled Substances and Medications

- Consuming or possessing alcoholic beverages during training hours, including break times is prohibited.
- Possession or use of controlled substances, except pursuant to a valid prescription is prohibited.
- Recruits using any over-the-counter medications or prescription medications shall report this use in writing to the Director.
- Use of any tobacco products, including cigars, cigarettes, chewing tobacco, snuff or tobacco in any other form, is prohibited while on the campus of the MOISD/Mecosta Osceola career Center.

Weapons

Students are not allowed to possess weapons at any time, in any building, unless they are specifically instructed to do so by an instructor for training purposes.

NO EXCEPTIONS!

Practical Exercises

- Academy students are required to participate in all practical exercises. Only written excuses from a physician or the student's parent/guardian will excuse a student from participating. Please note: A written excuse does not exempt a student from required completion of all practical exercises. All practical exercises must be successfully passed in order to complete the academy.
- Students are responsible for providing their own gym clothes as approved by the instructor.
- All practical exercises will be supervised by an instructor. There will be no unsupervised exercises by students prior to, and after, the scheduled exercise.
- In the event of an injury while participating in a practical exercise, you must immediately notify the instructor in charge.

Physical Fitness/Risk of Injury

The Corrections Academy includes both classroom and hands-on settings. Recruits will be required to participate in Physical Wellness Training and Defensive Tactics, which puts the recruits in use of force situations. Recruits participating in this academy must:

1. Be in good physical and mental health
2. Have no reason to believe that he/she is not in good physical and mental health
3. Acknowledge and assume all risk of injury inherent in participation in the Corrections Academy
4. Waive and release the Mecosta Osceola career Center and its instructors for any physical and/or mental injury suffered during any and all of the training activities conducted in the Corrections Academy.
5. Disclose all existing medical, health or injury information prior to beginning this Academy

My signature below indicates that I have read, understand, and agree to comply with the requirements listed in this course syllabus:

Recruit Name PRINTED

Parent/Guardian Name PRINTED

Recruit Signature

Parent/Guardian Signature

Date

Date

Scott Ruggles
Instructor Name PRINTED

Instructor Signature

Date