

CORRECTIONAL OFFICER, CLOCK HOUR CERTIFICATE

Previous Degree Required: HS Diploma

Eligible for Financial Aid: No

Delivery Method(s): On-Campus

Location(s): Melbourne

Additional Limited Access Application Process Required: Yes

Program Testing Requirements: CJBAT Criminal Justice Basic Abilities Test

Academic Community: PBSA Public Safety

Program Code: COR2

Classification of Instructional Programs (CIP) Code: 43.0102

Florida Department of Education CIP Code: 0743010200

- **Leads to state or Organizational License or Certification:** State Officer Certification Examination - Corrections
- **Cost Associated with taking the exam:** \$100
- **Where to take the exam:** [Florida Department of Law Enforcement](#)

This certificate program meets minimum education standards for correctional officers as required by the Florida Department of Law Enforcement (FDLE), Criminal Justice Standards and Training Commission (CJSTC). Correctional Officers are employed by state correctional institutions, city or county jails, and other correctional facilities that provide secure inmate supervision. Correctional Officers are responsible for providing care, custody, and control of inmates housed in these facilities. The Correctional Officer, Florida CMS program provides the student with an overview of the correctional system as well as basic correctional skills and procedures. This program will prepare the student to sit for the State Examination administered by FDLE. Individuals must be at least 19 years of age to sit for the State Exam.

Admission to the Correctional Officer program is limited by Special Application and testing. For information on how to apply for this program contact the Public Safety Institute at (321) 433-5635. For testing information (Basic Abilities Test, BAT) contact the Brevard Police Testing and Selection Center at (321) 433-5638. This program is offered at the Melbourne Campus Public Safety Institute.

[Visit the program page for more details and how to apply.](#)

Entrance Requirements:

- Applicant must have a high school diploma or equivalent.
- Applicant must be a citizen of the United States.
- Applicant must not have been dishonorably discharged from the Armed Forces of the United States.
- Applicant must not have been convicted of any felony, or of a misdemeanor involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of a felony or of a misdemeanor involving perjury or a false statement, shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
- Applicant must take the Basic Abilities Test (BAT) and achieve required scores.

- Applicant must have a physical examination prior to program entry. These forms are part of the application packet available at the Public Safety Institute.

Certificate Requirements

| Code | Title | Clock Hours |
|---------------------------|---|-------------|
| Completion Group 1 | | 224 |
| CJK 0300 | Introduction to Corrections | |
| CJK 0305 | Communications | |
| CJK 0310 | Officer Safety | |
| CJK 0315 | Facility and Equipment | |
| CJK 0320 | Intake and Release | |
| CJK 0340 | Officer Wellness and Physical Abilities | |
| CJK 0051 | Criminal Justice Defensive Tactics | |
| Completion Group 2 | | 196 |
| CJK 0325 | Supervising in a Correctional Facility | |
| CJK 0330 | Supervising Special Populations | |
| CJK 0335 | Responding to Incidents and Emergencies | |
| CJK 0031 | First Aid For Criminal Justice Officers | |
| CJK 0040 | Criminal Justice Firearms | |
| Total Clock Hours | | 420 |

Learning Outcomes: Correctional Officer CTC

1. Apply the concepts of writing an effective, clear, and concise report.
 - *Supports Core Ability: Communicate Effectively*
2. Demonstrate effective interpersonal skills when dealing with inmates.
 - *Supports Core Ability: Think Critically and Solve Problems*
3. Demonstrate the proper techniques of fingerprinting.
 - *Supports Core Ability: Communicate Effectively*
4. Explain the elements of Florida Statute 776 as related to the use of force by Criminal Justice officers.
 - *Supports Core Ability: Process Information*