

# DEWOLF AND ASSOCIATES

Presents

## CORRECTIONS TRAINING OFFICER

**CTO PROGRAM:** The **Corrections Training and Evaluating Program** is an extension of the **corrections** selection process. It combines pre-field training with objective evaluations to ensure that the standards of a competent corrections officer are met. This is a 40 – hour course designed for experienced **corrections officers** to learn the “new job/task” of becoming a **Corrections Training Officer – CTO**. The program will emphasize the CTO’s role in teaching, training, coaching and evaluating the recruit officer as they “earn” the right to wear your department’s uniform. Each student will receive a Corrections Training and Evaluation manual for this course.

**COURSE OBJECTIVES:**



- ⇒ Utilizing the Standard Evaluation Guidelines
- ⇒ CTO Conduct/Responsibilities
- ⇒ How the CTO Creates a Learning Environment
- ⇒ Remedial Training and the Problem Recruit
- ⇒ The Purpose of Documentation
- ⇒ Program Administration
- ⇒ Corrections Training Program Operation
- ⇒ Performance Evaluations
- ⇒ Legal Issues for the CTO



**INSTRUCTOR:** *DeWolf and Associates:* Mr. John Nelson retired in 2020 as a Lieutenant with the Novi Police Department after 32 years of service. He led a platoon of patrol officers and four sergeants. In addition to the responsibilities of platoon lieutenant, Mr. Nelson was responsible for policy development and review, and he served as the Field Training Unit Commander supervising two sergeants and ten Field Training Officers. Mr. Nelson earned his Bachelors of Science degree in 1988 from Eastern Michigan University in Psychology and Criminology. He also earned his Masters degree in Public Administration from E.M.U. in 2008. He is also a graduate of the School of Police Staff and Command at Eastern Michigan University. John also completed the Instructor Development Training offered by the MSA in January 2021.

**DATE:** November 27 – December 1, 2023 (Monday through Friday)  
**TIME:** 8:30 a.m. to 4:30 p.m.  
**COST:** \$ 845.

**LOCATION:** Washtenaw Community College  
Morris Lawrence Building – Room ML 111  
4800 E. Huron River Drive  
Ann Arbor, MI 48105

**REGISTRATION:** DeWolf and Associates  [www.DeWolfFTO.com](http://www.DeWolfFTO.com)  
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