



# **Firestone Department of Corrections**

## *Corrections Academy Process*

This document contains the necessary information on how the Academy process works within the Firestone Department of Corrections.

A handwritten signature in black ink, appearing to read "P. Polinski".

Warden  
Firestone Department of Corrections

A handwritten signature in black ink, appearing to read "xMinn".

Assistant Warden  
Firestone Department of Corrections



**Firestone Department of Corrections**  
**Office of the Warden**  
*Corrections Academy Process*

*December 14th, 2021*

---

**ARTICLE A**  
**PRE-A/BCOT**

Upon being accepted into the Firestone Department of Corrections, you will be given the necessary information within your acceptance notice that you need in order to be fully ready to attend Advanced Correctional Officer Training (ACOT) or Basic Correctional Officer Training (BCOT). ACOT is for POST Certified and BCOT is for non-POST Certified.

Please acknowledge the applicant callsign, which is located at the end of the notice, and both, the Training Bureau and the main department discord.

Before attending any sort of FDOC-related thing, you must be in both of those discords. Once in those discords, make sure to request for the respective roles and put your applicant callsign in your name. Be sure you read the rules before proceeding with the discord.

On top of this, you will be given **20** points at the beginning of the academy. These points reduce every time you don't listen, get off task, don't participate, or whatever the instructor deems as reasonable to reduce points. If you reach **0** before the end of the academy, you will be terminated. Please acknowledge this as it is very important.

Once you have completed and/or acknowledged all that, you are ready to attend a A/BCOT.



**Firestone Department of Corrections**  
**Office of the Warden**  
*Corrections Academy Process*

*December 14th, 2021*

---

ARTICLE B  
ATTENDING A BCOT

First, in order to attend an A/BCOT, a trained instructor is to announce when hosting in the #stage-1 channel of the Training Bureau discord. Whenever an instructor is hosting, you are expected to stay within that channel to assure you get all the necessary information that will be posted there. Be sure to either react or acknowledge when they are hosting and then get ready.

Upon joining the training center, you are expected to have some sort of note-taking application, device, whatever it may be. The suggested way is screenshots therefore you do not have to type and miss information or video and have to go through your hour-and-a-half-long footage. If you need any repeats, do not hesitate to ask the instructor to repeat the information.

During the A/BCOT, as stated before, you are required to stay in the #stage-1 channel where all the necessary information will be posted. This information ranges from screenshots of lockdowns to links to policies you are expected to know and follow. It is highly suggested you save the links and take pictures or save the links to the pictures somewhere as at the end of each BCOT they are deleted.

The A/BCOT is split into 2 parts. One part is the classroom portion (in the training center) and the second part is in the actual prison portion (in the smallest V2 server). Each portion is designed to give you the most effective and efficient learning experience. During the classroom portion, it is more of a note-taking time rather than hands-on. A bunch of information will be handed out to you although you are not expected to know exactly what to do right away. Once you are given the information from the classroom, you will be directed to join V2 which it will be taking everything you have learned in the classroom and put it into effect. You will not join the team until told by the instructor, and upon joining the team, you will put in your **applicant callsign**. Once you have done so, you will be guided through this portion of the a/bcot to where it would end shortly after.

Once you have completed this, you will move onto the exam.



**Firestone Department of Corrections**  
**Office of the Warden**  
*Corrections Academy Process*

*December 14th, 2021*

---

ARTICLE C  
COMPLETING THE EXAM

As briefly mentioned in the [‘Process to Becoming a Correctional Officer’](#) document, you are expected to take an exam upon completion of the A/BCOT. This exam is an **open note exam** which means that you will be able to use any resource available to you. Please remember that information that was once posted in #stage-1 will not get to be seen as you are now on stage 2. If you want that information, either take pictures beforehand or go looking in the Department Handbook and/or the Department Main Control board.

The exam is a total of **60** points and you must score an **80%** in order to pass. It is expected that you remain professional at all times and use grammar when filling out the exam. Points may be reduced due to the lack of grammar and punctuation. While also using literature tools, you must also put in as much detail as you can. Again, put in as much detail as you can but keep your answers short. Short answers with more detail are better than long answers with no detail at all. Please make sure we can understand what you mean with your answer too. If we do not understand what you mean, you simply will be marked wrong for that question.

Failing the exam allows for **one (1)** more retake. This retake is your final chance and if you fail, you will be terminated from the Department. Try your best on both of the exams as it really is not that hard if you pay attention.

Once you complete the exam, you are ready for the supervised shifts.



**Firestone Department of Corrections**  
**Office of the Warden**  
*Corrections Academy Process*

*December 14th, 2021*

---

**ARTICLE D**  
**SUPERVISED SHIFTS**

Once you have successfully passed the exam with an 80% or higher, you will move on to the supervised shifts portion of the academy. This, in our opinion, is the most fun part of the academy as you get to finally go on the team and carry out Correctional Officer duties.

When you reach this part of the academy, you will need to get in contact with one of the Field Training Officers either via the #stage-3 channel within the Training Bureau discord or by directly messaging one of them. Field Training Officers are to supervise you during 2 30-minute or more patrols. On those patrols you are expected to complete the following:

- Expressed Grammar, Maturity, and Professionalism
- Properly Performed a Headcount
- Escorted a Prisoner
- Supervised an Inmate During Soup Time
- Handled a Loitering/Breaching Civilian
- Properly Set up a Lockdown
- Completed a Perimeter Patrol

Once you have completed all 7 of these tasks you will move on. You are expected to complete these tasks within 2 patrols, although if you need another patrol to get the last few you need done, a Field Training Officer may do that for you.

Once you have completed both supervised shifts, you are ready to move onto the last part.



**Firestone Department of Corrections**  
**Office of the Warden**  
*Corrections Academy Process*

*December 14th, 2021*

---

**ARTICLE E**  
**BEING ASSIGNED A UNIT**

Once your supervised shifts are done, your Field Training Officer who did your final supervised shift will direct message you with a notice that states that you have successfully completed the academy. Once you receive that direct message, you are to take a picture of it with the name of the Field Training Officer in the picture and send it into the #pending-unit channel within the Training Bureau discord. You are to not patrol during this time until you are given a unit and callsign.

When sending the picture, be sure to tag both the current Field Operations Captain and Training Bureau Director. Whoever gets to your message first will assign you a unit. Unit assignments are done in the #administrative-logs channel within the main Corrections discord.

Once you get assigned your unit, the Sergeant of that unit will direct message you with the respective information about logs and how their unit is run with the links to the necessary forms and platoon discord. You are required to join the platoon discord while employed within FDOC.

At this time, you are now considered a “Probationary Correctional Officer” for one (1) week from when you were assigned your unit. You will be assigned a #C70-99 callsign within your platoon which will display that you are a Probationary Correctional Officer. You will keep the Applicant rank within the group but will be able to go on patrol and do everything a normal Correctional Officer can do. During this time, you will be on zero-tolerance and are expected to uphold your duties. Sergeants will be keeping a close eye on you to assure you understand what you are doing. Do not hesitate to ask questions during this time as it is a learning experience before you become a full Correctional Officer.

Once your week is over, you will be assigned a new callsign but stay within your same unit. You will no longer be on a zero-tolerance policy and you can continue your work within the department. Welcome to the family.



**Firestone Department of Corrections**  
**Office of the Warden**  
*Corrections Academy Process*

*December 14th, 2021*

---

ARTICLE F  
**REINSTATEMENT**

If you are a former officer, you should have applied through the reinstatement google form application. If you are a former officer and applied through the regular application, you will be required to go through the regular academy process (outlined above).

Reinstatement is pretty much the same as joining as a new Applicant although reinstatement gets to do a little less. If you applied through reinstatement you will be sent a different acceptance notice which states that you will only have to take the exam. Once you successfully take and pass the exam, you will then move on to the supervised shifts. You are still required to do both supervised shifts and all 7 tasks as they are simply too hard to complete in one less patrol.

Upon completing the supervised shifts, it is the same deal as being assigned a unit that you have done before so it should not be anything new.

Once that is all done, you will become a Probationary Correctional Officer, read above for more information. Once your week is up, you will become a normal Correctional Officer once again, welcome back!



**Firestone Department of Corrections**  
**Office of the Warden**  
*Corrections Academy Process*

*December 14th, 2021*

---

ARTICLE F  
**NON-POST CERTIFIED**

If you are not POST-certified, you should have checked the “Non-POST Certified” box on the application located within the Application Hub. Assure you have clicked the box, or we will assume your application was for the POST-certified route, and you will be failed.

Upon being accepted, you will find your rank as “Applicant” and will stay that rank throughout your training process. You will be expected to go through a Non-POST Certified specialized course (BCOT) which is shorter than the POST Certified Course (ACOT). This course gives you the necessities you will need when on duty. Once you complete the course, you will be given an exam. Once you successfully take and pass the exam, you will then move on to the supervised shifts. You are required to do 2 supervised shifts and complete all tasks.

Upon completing the supervised shifts, you will be assigned a unit. This unit will ONLY have Non-POST Certified officers. You will be given a specific discord to join where you will log in.

Once that is all done, you will become a Probationary Correctional Officer II, read above for more information. Once your week is up, you will become a Correctional Officer II!