

**Correctional Officer Cross-Over Training  
to Florida Law Enforcement Basic  
Recruit Training Program  
ATMS #3010**

**Instructor Guide**

**Version 2024.07  
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**Criminal Justice Standards and Training Commission  
Florida Department of Law Enforcement**

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**Correctional Officer Cross-Over Training to  
Florida Law Enforcement Basic Recruit Training Program  
ATMS #3010**

Course Title	Course Number	Course Hours
Introduction to Law Enforcement	CJK 0002	12
Communication	CJK 0016	24
Legal	CJK 0018	64
Interviewing and Report Writing	CJK 0019	56
Fundamentals of Patrol	CJK 0063	40
Serving Your Community	CJK 0021	34
Crimes Against Persons	CJK 0072	48
Crimes Involving Property and Society	CJK 0073	12
Crime Scene Follow-up Investigations	CJK 0079	34
Traffic Incidents	CJK 0400	12
Traffic Stops	CJK 0401	24
Traffic Crash Investigations	CJK 0402	30
DUI Traffic Stops	CJK 0403	24
Critical Incidents	CJK 0093	44
Cross-Over Program Updates	CJK 0393	8
Law Enforcement Vehicle Operations (see Volume 2: High Liability Textbook and Instructor Guide)	CJK_0020	48
Conducted Electrical Weapon/Dart-Firing Stun Gun (see Volume 2: High Liability Textbook and Instructor Guide)	CJK_0421	4
<b>Total</b>		<b>518</b>

**Program Overview**

The Criminal Justice Standards and Training Commission has established basic recruit cross-over training programs to provide lateral movement of officers between criminal justice disciplines. Applicants to cross-over programs must meet the requirements of 11B-35.002(6), Florida Administrative Code.

**Program Implementation**

**Course Hours**

Commission-certified training schools must deliver a minimum of 518 hours of instruction in the Correctional Officer Cross-Over Training to Florida Law Enforcement Basic Recruit Training Program. Instructors are permitted to adjust the delivery hours of specific courses within the cross-over program based on the experience and knowledge of the students and the number of students in the class.

## **Course Requirements**

This program uses the same instructor guides as the *Florida Basic Recruit Training Program: Law Enforcement* and the applicable portions of the *Florida Basic Recruit Training Program: High Liability*.

Students completing this cross-over program are responsible for all the content in the Florida Law Enforcement Basic Recruit Program curriculum. They are required to attend classroom lectures that include the topics listed below and participate in practical exercises.

The end-of-course examination created by the training school may cover all materials in the basic recruit course textbook, even though only a portion of each course is delivered through classroom instruction.

There is no separate State Officer Certification Examination (SOCE) for this cross-over program. Students must pass the SOCE as if they attended the full Florida Law Enforcement Basic Recruit Training Program.

## **Cross-Over Program Updates**

This course is designed for instructors to deliver expanded or updated instruction on curriculum topics contained in this cross-over program, e.g., new techniques in a high liability area or application of relevant case law. The eight hours do not have to be taught in one block but may be distributed as needed throughout the program.

# Correctional Officer Cross-Over Training to Florida Law Enforcement Basic Recruit Training Program

## Instructional Lessons

This cross-over program consists of courses drawn from the Florida Law Enforcement Basic Recruit Training Program. You can find lesson material in the textbooks (i.e., *Florida Basic Recruit Training Program: Law Enforcement*, Volume 1 and *Florida Basic Recruit Training Program: High Liability*, Volume 2) and their accompanying Instructor Guides.

### *Florida Basic Recruit Training Program: Law Enforcement Volume 1*

<b>Introduction to Law Enforcement</b>	<b>CJK_0002</b>	<b>12 hours</b>
<b>Chapter 1 Introduction to Law Enforcement</b>		
<b>Unit 1: The Law Enforcement Officer Profession</b>		
Lesson 1: The Roles of a Law Enforcement Officer		
Lesson 2: Steps to Becoming a Certified Officer		
Lesson 3: The Criminal Justice System		
Lesson 4: Chain of Command		
Lesson 5: Procedural Justice		
<b>Unit 2: Officer Ethics and Conduct</b>		
Lesson 1: Criminal Justice Ethical Concepts		
Lesson 2: Unethical Behavior		
Lesson 3: Fair and Unbiased Policing		
<b>Unit 3: Officer Wellbeing</b>		
Lesson 1: Stress and Officer Wellness		
Lesson 2: Behavioral Health		

<b>Communication</b>	<b>CJK_0016</b>	<b>24 hours</b>
<b>Chapter 2 Communication</b>		
<b>Unit 1: Fundamentals of Communication</b>		
Lesson 1: Communication Basics		
Lesson 2: Verbal and Non-Verbal Communication		
Lesson 3: Conflict Resolution and De-Escalation		
<b>Unit 2: Professional Communication</b>		
Lesson 1: Knowing Your Community and Interacting With the Public		
Lesson 2: Core Communication Competencies		

<b>Legal</b>	<b>CJK_0018</b>	<b>64 hours</b>
<b>Chapter 3 Legal</b>		
<b>Unit 1: Introduction to Law</b>		
Lesson 1: Law Systems		
Lesson 2: Constitutional Law		
Lesson 3: Classification of Offenses		

Lesson 4: Reading and Understanding Statutes
<b>Unit 2: Legal Concepts</b>
Lesson 1: Categories of Criminal Intent
Lesson 2: Standards of Legal Justification
Lesson 3: Search and Seizure
Lesson 4: Weapons and Firearms Possession
Lesson 5: Laws of Arrest
Lesson 6: Use of Force
<b>Unit 3: Liability</b>
Lesson 1: Types of Liability
Lesson 2: Protecting Officers Against Liability
<b>Unit 4: Court Basics</b>
Lesson 1: The U.S. and Florida Court Systems
Lesson 2: Court Proceedings
Lesson 3: Court Orders

<b>Interviewing and Report Writing</b>	<b>CJK_0019</b>	<b>56 hours</b>
<b>Chapter 4 Interviewing and Report Writing</b>		
<b>Unit 1: Basics of Interviewing</b>		
Lesson 1: Taking Good Notes		
Lesson 2: Preparing for the Interview		
Lesson 3: Conducting the Interview		
Lesson 4: <i>Miranda</i> and Laws of Interrogation		
<b>Unit 2: Writing a Report</b>		
Lesson 1: Reports		
Lesson 2: Mechanics		
Lesson 3: Elements and Principles of Effective Report Writing		
Lesson 4: Reviewing a Report Before Submission		

<b>Fundamentals of Patrol</b>	<b>CJK_0063</b>	<b>40 hours</b>
<b>Chapter 5 Fundamentals of Patrol</b>		
<b>Unit 1: Patrol Basics</b>		
Lesson 1: Patrolling		
Lesson 2: Officer Safety and Survival		
Lesson 3: Electronic Communications		
Lesson 4: Electronic Sources of Information		
<b>Unit 2: Duties on Patrol</b>		
Lesson 1: Initial Response		
Lesson 2: Approaching and Contacting a Suspect		
Lesson 3: Responding as Backup		
Lesson 4: Behavioral Threat Assessment and Management		
<b>Unit 3: Non-Criminal Calls for Service</b>		
Lesson 1: Assisting Your Community		
Lesson 2: Well-Being and Security Checks		
Lesson 3: Death Notifications		

Lesson 4: Animal Complaints
Lesson 5: Fire-Related Incidents
Lesson 6: Lost, Stolen, or Recovered Property
Lesson 7: Property Disputes
Lesson 8: Civil Disturbance
Lesson 9: Crowd Control
<b>Unit 4: Structure and Area Searches</b>
Lesson 1: Alarms and Searches
Lesson 2: Area Searches
<b>Unit 5: Arrest Procedures</b>
Lesson 1: Taking Custody of the Suspect
Lesson 2: Processing the Arrestee

<b>Serving Your Community</b>	<b>CJK_0021</b>	<b>34 hours</b>
<b>Chapter 6 Serving Your Community</b>		
<b>Unit 1: Interacting With Your Community</b>		
Lesson 1: Introduction to Responding to Your Community		
Lesson 2: Serving Elderly People		
Lesson 3: Serving Juveniles		
Lesson 4: Serving Veterans		
Lesson 5: Serving People Who Are Homeless		
Lesson 6: Americans With Disabilities Act		
Lesson 7: Serving People With Physical Impairments		
Lesson 8: Serving People With Developmental Disabilities		
Lesson 9: Serving People With Autism		
Lesson 10: Serving People With Mental Illnesses		
<b>Unit 2: Responding to a Person in Crisis</b>		
Lesson 1: Crisis Situations		
Lesson 2: The Baker Act		
Lesson 3: Suicide Risk		
Lesson 4: Substance Abuse		
Lesson 5: The Marchman Act		
Lesson 6: Transportation and Documentation		
<b>Unit 3: Identifying and Responding to High-Risk Groups</b>		
Lesson 1: Criminal Gangs		
Lesson 2: Extremist Groups		

<b>Crimes Against Persons</b>	<b>CJK_0072</b>	<b>48 hours</b>
<b>Chapter 7 Criminal Investigations</b>		
<b>Unit 1: Basic Investigations</b>		
Lesson 1: The Investigative Sequence		
Lesson 2: Victims' Rights and Brochures		
<b>Unit 2: Crimes Against Persons</b>		
Lesson 1: Assault and Battery		
Lesson 2: Domestic Violence		

Lesson 3: Stalking Crimes
Lesson 4: Child Abuse
Lesson 5: Abuse, Neglect, and Exploitation of an Elderly Person or Disabled Adult
Lesson 6: Interference With Custody, Luring or Enticing of a Child, False Imprisonment, and Kidnapping
Lesson 7: Missing or Missing Endangered Persons
Lesson 8: Sexual Offenses
Lesson 9: Human Trafficking
Lesson 10: Responding to a Death
Lesson 11: Robbery

<b>Crimes Involving Property and Society</b>	<b>CJK_0073</b>	<b>12 hours</b>
<b>Chapter 8 Crimes Involving Property and Society</b>		
<b>Unit 1: Property Crimes</b>		
Lesson 1: Theft		
Lesson 2: Criminal Mischief, Trespassing, and Burglary		
Lesson 3: White Collar Crimes		
Lesson 4: Animal Cruelty		
<b>Unit 2: Crimes Against Society</b>		
Lesson 1: Loitering or Prowling, Disorderly Behavior		
Lesson 2: Illicit Drugs and Vice Crimes		

<b>Crime Scene Follow-up Investigations</b>	<b>CJK_0079</b>	<b>34 hours</b>
<b>Chapter 9 Crime Scene Follow-up Investigations</b>		
<b>Unit 1: The Crime Scene</b>		
Lesson 1: Evidence Rules and Concepts		
Lesson 2: Secure and Protect the Crime Scene		
Lesson 3: Manage Victims, Witnesses, and Suspects		
Lesson 4: Document the Crime Scene		
Lesson 5: Evidence-Handling Procedures		
<b>Unit 2: Follow-up Investigation</b>		
Lesson 1: Review Initial Information and Pursue Leads		
Lesson 2: Gather Information on an Unknown Suspect		
Lesson 3: Gather Information on a Known Suspect		
Lesson 4: Showup, Photographic Array, and Photo Lineup		
<b>Unit 3: Preparing for Court</b>		
Lesson 1: Testimony		

<b>Traffic Incidents</b>	<b>CJK_0400</b>	<b>12 hours</b>
<b>Chapter 10 Traffic Incidents</b>		
<b>Unit 1: Traffic Basics</b>		
Lesson 1: Traffic Law and Legal Terms		
Lesson 2: The Florida Driver's License, Registration, and Insurance		
Lesson 3: The Uniform Traffic Citation		
<b>Unit 2: Resolving Traffic Incidents</b>		

Lesson 1: Parking Violations
Lesson 2: Abandoned, Disabled, or Unattended Vehicles
Lesson 3: Search and Inventory of an Impounded Vehicle
Lesson 4: Directing Traffic

<b>Traffic Stops</b>	<b>CJK_0401</b>	<b>24 hours</b>
<b>Chapter 11 Traffic Stops</b>		
<b>Unit 1: Unknown Risk Traffic Stops</b>		
Lesson 1: Communication With Drivers		
Lesson 2: Initiating the Stop		
Lesson 3: Conducting the Stop		
<b>Unit 2: High-Risk Traffic Stops</b>		
Lesson 1: Initiating the Stop		
Lesson 2: Conducting the Stop		

<b>Traffic Crash Investigations</b>	<b>CJK_0402</b>	<b>30 hours</b>
<b>Chapter 12 Traffic Crash Investigations</b>		
<b>Unit 1: Traffic Crash Management</b>		
Lesson 1: Arrive at a Traffic Crash Scene		
Lesson 2: Assess a Traffic Crash Scene		
Lesson 3: Secure a Traffic Crash Scene		
Lesson 4: Injuries at a Traffic Crash Scene		
Lesson 5: Gather Traffic Crash Information		
Lesson 6: Gather Traffic Crash Evidence		
Lesson 7: Driver Information Exchange		
Lesson 8: Issue a Traffic Citation		
Lesson 9: Clear the Traffic Crash Scene		
Lesson 10: Complete a Traffic Crash Report		
Lesson 11: Manage Unique Traffic Crashes		

<b>DUI Traffic Stops</b>	<b>CJK_0403</b>	<b>24 hours</b>
<b>Chapter 13 DUI Traffic Stops</b>		
<b>Unit 1: DUI Basics</b>		
Lesson 1: Effects on Society and Deterrence		
Lesson 2: Alcohol and Drug Impairment		
Lesson 3: Legal Issues		
Lesson 4: DUI Field Notes		
<b>Unit 2: Conducting the DUI Investigation</b>		
Lesson 1: DUI Detection Process		
Lesson 2: Phase One: Vehicle in Motion		
Lesson 3: Phase Two: Personal Contact		
Lesson 4: Phase Three: Pre-Arrest Screening		
<b>Unit 3: Standardized Field Sobriety Tests</b>		
Lesson 1: Horizontal Gaze Nystagmus (HGN)		
Lesson 2: Walk and Turn		



Lesson 3: One-Leg Stand
<b>Unit 4: Concluding the DUI Investigation</b>
Lesson 1: Law Enforcement Action
Lesson 2: The DUI Packet

<b>Critical Incidents</b>	<b>CJK_0093</b>	<b>44 hours</b>
<b>Chapter 14 Critical Incidents</b>		
<b>Unit 1: Critical Incident Response</b>		
Lesson 1: Incident Command System (ICS) and Response		
Lesson 2: Natural Disasters		
Lesson 3: Active Shooter		
<b>Unit 2: Chemical and Hazardous Materials</b>		
Lesson 1: Hazardous Materials		
Lesson 2: Methamphetamine and Chemical Suicide		
<b>Unit 3: Explosive Devices</b>		
Lesson 1: Types of Explosive Devices		
Lesson 2: Responding to a Bomb Threat		
Lesson 3: Searching for an Explosive Device		

<b>Cross-Over Program Updates</b>	<b>CJK_0393</b>	<b>8 hours</b>
Lesson 1: Program Updates		

<b><i>Florida Basic Recruit Training Program: High Liability Volume 2</i></b>		
Law Enforcement Vehicle Operations (see Volume 2: High Liability Textbook and Instructor Guide)	CJK_0020	48 hours
Conducted Electrical Weapon/Dart-Firing Stun Gun (see Volume 2: High Liability Textbook and Instructor Guide)	CJK_0421	4 hours

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**Cross-Over Program Updates  
CJK\_0393**

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# **Cross-Over Program Updates**

**Course Number:** CJK\_0393

**Course Hours:** 8 hours

**Course Structure:** 1 lesson

## **Course Outcome**

At the end of this course, students should understand updated content from the applicable basic recruit training program as provided by the instructor.

## **Required Text/Materials**

*Florida Basic Recruit Training Program: Law Enforcement, Volume 1*

*Florida Basic Recruit Training Program: High Liability, Volume 2*

Student Course Summary

## **Course Description**

This course is designed for instructors to deliver expanded or updated instruction on curriculum topics contained in this cross-over program. The eight hours do not have to be taught in one block but may be distributed as needed throughout the program with the approval of the Training Center Director. For example, additional time may be used to integrate updated techniques or instruction from the high liability textbook, apply relevant case law, or review topics from the curriculum not specifically designated for classroom instruction in this cross-over program.

Because these hours may be distributed to other courses in the cross-over program, a written end-of-course exam is not required for the Cross-Over Program Updates course.

# **Cross-Over Program Updates CJK\_0393**

## **Lesson 1: Program Updates**

**Lesson Goal:** At the end of this lesson, students will understand updated content from the applicable basic recruit training program as provided by the instructor.

<b>Instructional Objectives</b>
COU1. Relate updated or new instruction from the applicable basic recruit training program to an officer's job duties in the new discipline

### **Text/Materials/Instructional Aids**

*Florida Basic Recruit Training Program: Law Enforcement, Volume 1*

*Florida Basic Recruit Training Program: High Liability, Volume 2*

Student Course Summary

### **Required Activities**

Distribute copies of Student Course Summary to students.

Provide expanded or updated instruction as applicable.

## **Student Course Summary**

### **Cross-Over Program Updates**

**Course Number:** CJK\_0393

**Course Hours:** 8 hours

#### **Course Outcome**

At the end of this course, students will understand updated content from the applicable basic recruit training program as provided by the instructor.

#### **Course Requirements**

Students are responsible for reading and reviewing all course-related material. They are required to attend classroom lectures that include the topics provided by the instructor and participate in practical exercises.

#### **Required Text**

*Florida Basic Recruit Training Program: Law Enforcement, Volume 1*

*Florida Basic Recruit Training Program: High Liability, Volume 2*

#### **Information Provided by Training Center**

- course schedule
- attendance policy
- grading policy
- instructor's office hours and contact information