

# 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 Coaching, training, and objectively 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:**

- ⇒ CTO’s responsibilities as a teacher, trainer, mentor and coach
- ⇒ Utilizing the Standard Evaluation Guidelines
- ⇒ CTO Conduct/Responsibilities
- ⇒ How the CTO Creates a Positive 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:** April 21 – 25, 2025 (Monday through Friday)  
**TIME:** 8:30 a.m. to 4:30 p.m.  
**COST:** \$ 845.

**LOCATION:** Delta College  
1961 Delta Drive, University Center, MI 48710

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