

JAIL OFFICER ACADEMY

Technical Diploma

Program Code: 10-504-7

Total Credits: 6

The Jail Officer Academy is a Wisconsin Department of Justice (DOJ)-accredited 200-hour program that prepares learners for positions as corrections officers in county jails. To work in a county jail in the state of Wisconsin, you must be certifiable. The Jail Academy certificate fulfills this requirement. Students in the Jail Officer Academy work with modern correctional facility equipment in a simulated jail environment. Through training and simulations, you'll practice subject control, professional communications, officer wellness, jail safety, and more. Upon hire and within two years of successful completion of the program, you will be eligible for certification with the Wisconsin Department of Justice, Law Enforcement Standards Board as a jail officer.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

mstc.edu • 888-575-6782 • TTY: 711



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Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Technical Diploma

- Jail Officer Academy (6 Credits)
Start Your Career: Correctional Officer, Juvenile Detention Officer

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Advanced Emergency Medical Technician, Criminal Justice-Corrections & Community Advocacy, Criminal Justice-Studies, Emergency Medical Technician, Emergency Services Management, Fire Service Certification, Paramedic, Paramedic Technician

OUTCOMES

Employers will expect you, as a Jail Officer Academy graduate, to be able to:

- Explain the components of and interrelationships in the criminal justice system.
- Apply appropriate communication skills to public safety incidents.
- Establish situational safety.
- Engage effectively with vulnerable and disenfranchised individuals/populations.
- Adhere to accepted culturally competent, ethical, and behavioral conduct.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

Anyone with a felony conviction or a domestic abuse conviction cannot become a law enforcement officer without a governor's pardon. Numerous moving traffic violations or a lengthy criminal history or mental illness that prevents the applicant from performing essential job functions may hinder opportunities for employment.

ADDITIONAL ENTRY CRITERIA

Applicants must meet the following requirements for the Jail Officer Academy program:

- The applicant shall have attained a minimum age of 18 years.
- The applicant shall possess a Wisconsin high school diploma or a diploma issued by an out-of-state high school accredited by an appropriate agency of the state or have a General Education Development® (GED®) certificate or a High School Equivalency Diploma (HSED). In Wisconsin, high school diplomas are issued by public and private schools. A home-based private educational program does not lead to a traditional Wisconsin high school diploma. A student who is enrolled in a home-based private educational program must attain a GED or HSED to be eligible for preparatory law enforcement officer training.
- The applicant shall not have been convicted of any federal felony or of any offense that if committed in Wisconsin could be punished as a felony unless the applicant has been granted an absolute and unconditional pardon.
- The applicant shall not have been convicted of any misdemeanor crime of domestic violence unless the applicant has been granted an absolute and unconditional pardon. A background check with fingerprints will be required to be completed at the student's expense.
- The applicant shall be a United States citizen.

- A physical assessment shall be conducted to verify that the applicant can meet the physical standards required of a correctional officer. The assessment shall be conducted by a Wisconsin licensed physician who shall provide a signed written report on the results of the assessment to the training school. (Exempt if already working as a correctional officer)
- An oral interview shall be conducted with a panel of law enforcement executives or with teaching or counseling staff affiliated with the training school to determine the applicant's suitability for jail officer employment and to assess the applicant's demeanor, background, and ability to communicate. (Exempt if already working as a correctional officer)

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as a jail officer is available at mstc.edu/programs/jail-officer-academy. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

PROGRAM PROGRESSION

In order to successfully complete the program, students must:

- Receive a grade of "C" or better in all courses required for graduation. Please note that the ability to repeat courses is dependent upon availability of courses.

STUDENT HANDBOOK

Visit mstc.edu/studenthandbook to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

SAMPLE FULL-TIME CURRICULUM OPTION

Jail Officer Academy • 6 Total Credits

Term 6 Credits	Course Number	Course Name	CPL	Credits
	10504184	Basic Jail Academy 1	No	3
	10504185	Basic Jail Academy 2	No	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

Basic Jail Academy 1

10504184

3 credits

This State of Wisconsin jail preparatory training program includes the following topics: Introduction to Corrections, Principles of Subject Control, Maintain Jail Security, Jail Hostage Response, Professional Communication Skills, Ethics and Ethical Decision Making, Admit and Release Inmates, Inmate Supervision and Behavior Control, Supervision of Special Needs Inmates/Crisis Intervention, Prepare Reports, Correctional Law, Jail Health Care, Cardio-Pulmonary Resuscitation, Jail Fire Safety, Application: Scenarios/Simulations, and Testing/Evaluation. Once learners successfully complete this course and the Basic Jail Academy 2 course, they are eligible for certifiable status by the State of Wisconsin to work in a county jail.

This is primarily a lab-based class.

Prerequisites: Admission to Criminal Justice-Corrections & Community Advocacy 105047 program, passing of a background check and medical screening; Corequisite: Basic Jail Academy 2 10504185

Basic Jail Academy 2

10504185

3 credits

This State of Wisconsin jail preparatory training program includes the following topics: Introduction to Corrections, Principles of Subject Control, Maintain Jail Security, Jail Hostage Response, Professional Communication Skills, Ethics and Ethical Decision Making, Admit and Release Inmates, Inmate Supervision and Behavior Control, Supervision of Special Needs Inmates/Crisis Intervention, Prepare Reports, Correctional Law, Jail Health Care, Cardio-Pulmonary Resuscitation, Jail Fire Safety, Application: Scenarios/Simulations, and Testing/Evaluation. Once learners successfully complete this course and the Basic Jail Academy 1 course, they are eligible for certifiable status by the State of Wisconsin to work in a county jail.

This is primarily a lab-based class.

Prerequisites: Admission to Criminal Justice-Corrections & Community Advocacy 105047 program, passing of a background check and medical screening; Corequisite: Basic Jail Academy 1 10504184