



DEPARTMENT OF CORRECTIONS BASIC TRAINING COURSE DESCRIPTIONS 2020

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257 Series – Arrest Reports

Course Description: Parole staff have the discretion to respond to parole violations in a variety of ways and are encouraged to choose responses that enhance offender success as a means of promoting public safety. When sanctions are employed, they should be timely, progressive and proportional to offenders' behavior until parole supervision staff can no longer safely manage the offender in the community. When arrests are necessary, they must be documented clearly, thoroughly, and comprehensively, using the correct forms and with supervisory approval. This course prepares parole staff for preparing for parole hearings, while ensuring the offender's due process.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Identify circumstances for technical and criminal parole violations
2. Describe a parole agent's role in parole violations
3. List the PBPP 257 series forms and the purpose for each form
4. Explain the hearing waiver process
5. Explain how to correctly complete all the 257 and 72 series forms

259 Series – Record of Interview

Course Description: In this course, the PBPP participants will learn data and offender management along with step-by-step usage of Case Notes entries.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Identify what information should and should not be listed in Case Notes
2. Describe the daily and weekly use of documenting case notes
3. Explain the various types of data Case Notes can capture

Adam Walsh/Computer Entry

Course Description: Participants will learn about the Adam Walsh Act as well as how it applies to their caseload supervision. Information used in the identification of cases that must be supervised (in accordance with the Adam Walsh Act) will be discussed, and participants will be introduced to the Sex Offender Registry Tool (SORT) to ensure compliance.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Identify offenders who fall under the Adam Walsh Act, and why
2. Understand how staff uses the Sex Offender Registry Tool (SORT) to adhere to the registration guidelines

An Overview of Evidence Based Practices

Course Description: This presentation will look at general principles that research has proven to be effective at lowering recidivism. Many of these principles revolve around providing direct services to reentrants, so at times it may be more geared toward those providing supervision and/or counseling to offenders. Particular emphasis will be placed on skills that can be used by anyone with reentrant contact. This presentation educates participants about skills they will eventually be expected to learn and utilize through skills-based training. This presentation provides staff with the “what” and “why” of these skills.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Define key terms used in the corrections field related to evidence based practice
2. Explain evidence based practice in their own words
3. Identify ways that evidence based practices can make their jobs easier
4. Recognize at least two evidence based practices used in corrections to reduce recidivism

Arrest and Control

Course Description: This course provides you with the tools and problem-solving skills to defend yourself and maintain control of any physical situation. Searching and handcuffing offenders is the most dangerous activity you will regularly perform. Your tactics in the approach, and the manner in which you contact the individual, can directly lead to your safety or an assault. This course trains you to employ the most tactically sound and fundamentally safe methods of taking an individual into custody.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Become familiar with mental conditioning and tactical mindset
2. Identify the physiological effects of stress
3. React utilizing the resistance and control model as a guideline
4. Demonstrated the proper handcuffing application process
5. Utilize the appropriate physical control methods in response to resistance
6. Justify the application of control
7. React appropriately to a sudden attack

Assault Management Applications in Corrections (AMAC) Course 1

Course Description: Course 1 is the foundational course of the AMAC program. The course introduces the unique strategic approach employed by the AMAC program to manage assaults in the correctional setting. The topics covered include the AMAC Conditions for Success, Situation Analysis, Mindset, Use of Force, Body Vulnerable Points, Interview Positions, Ranges of an Assault, and Touch Pressure Point Application.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Differentiate the conditions for success unique to managing an assault in the correctional setting

2. Comprehend the elements of the GoTEST situation analysis and apply them to properly use force as outlined in DC-ADM 201, "Use of Force"
3. Apply the GoTEST situation analysis to maintain situational awareness and Develop effective courses of action prior to, during, and after an assault
4. Identify touch pressure target locations, nerve motor target locations, body vulnerable target locations, and the expected effects of each
5. Demonstrate effective interview positions
6. Integrate "Sounding the Alarm" into a self-defense strategy for corrections staff
7. Recognize the three ranges of an assault
8. Apply pressure point control techniques

Assault Management Applications in Corrections (AMAC) Course 2

Course Description: Course 2 covers the basics of the protective positioning used in the AMAC program, and requires the successful completion of course 1 as a prerequisite. The course introduces protective positions to be used when standing, and when on the ground, at each range of an assault. The core concepts for defending against strikes and takedowns are presented in addition to some basic approaches to taking assaultive individuals to the ground. All topics covered include hands-on practical applications of the techniques at the Crawl and Walk speeds. (The applications presented are not practiced at the Run speed during this training due to safety concerns.)

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Demonstrate proper break falls
2. Demonstrate protective positions at each range of an assault (standing and ground)
3. Use effective body movement and distance control while maintaining a protective position
4. Demonstrate techniques to improve body position standing at grappling range

Assault Management Applications in Corrections (AMAC) Course 3

Course Description: Courses 3 and 4 are the core of the AMAC program and focus on basic techniques for improving body position against an assaultive individual on the ground at grappling range. Due to body mechanics, and gravity, physical altercations frequently go to the ground. It is essential that staff have strategies and techniques that will reduce their exposure to harm from an attacker while on the ground. Effective body positioning will make the staff member safer when escape is not an option, and will exhaust and demoralize the attacker, which contributes to the team's ability to regain complete control of the situation. AMAC 3 includes drills 1 and 2, while AMAC 4 is based on drills 3 and 4 of the AMAC Program.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Demonstrate protective positions on the ground at each range of an assault
2. Use effective body movement and positional control while maintaining a protective position on the ground at grappling range
3. Demonstrate techniques to improve body position on the ground at grappling range

Assault Management Applications in Corrections (AMAC) Course 4

Course Description: Courses 3 and 4 are the core of the AMAC program and focus on basic techniques for improving body position against an assaultive individual on the ground at grappling range. Due to body mechanics, and gravity, physical altercations frequently go to the ground. It is essential that staff have strategies and techniques that will reduce their exposure to harm from an attacker while on the ground. Effective body positioning will make the staff member safer when escape is not an option, and will exhaust and demoralize the attacker, which contributes to the team's ability to regain complete control of the situation. AMAC 3 includes drills 1 and 2, while AMAC 4 is based on drills 3 and 4 of the AMAC Program.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Demonstrate protective positions on the ground at each range of an assault
2. Use effective body movement and positional control while maintaining a protective position on the ground at grappling range
3. Demonstrate techniques to improve body position on the ground at grappling range

Assault Management Applications in Corrections (AMAC) Course 5

Course Description: Course 5 is an intermediate course intended for participants that have successfully completed courses 1-4. The focus of the course is to enhance the participant's ability to gain and maintain positional control of an assaultive individual on the ground. Course 5 begins with a brief review of the material from courses 3 and 4, then expands on that content. Participants are exposed to variations of the protective positions, improved methods for maintaining good position, and alternate methods for transitioning positions.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Demonstrate improved techniques for maintaining positional control
2. Demonstrate alternative techniques for improving body position on the ground at grappling range

Assault Management Applications in Corrections (AMAC) Course 6

Course Description: Course 6 builds on all the content in courses 1-5 and adapts it into a team-based strategy for managing assaults. It is a common misconception that when corrections staff outnumber a resistant inmate, they will automatically be successful in managing the

assault. The reality is that without focused training in how to work as a member of a team to manage an assault, the risk of injury for all parties involved is significantly increased.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Integrate the AMAC conditions for success, mindset, situation analysis, and use of force training into managing assaults as a member of a team
2. Demonstrate techniques to improve body position at each range of an assault (standing and ground) as a responder
3. Integrate assault management applications to operate as a member of a team while safely and effectively managing a range of different possible assault management scenarios
4. Develop the ability to manage stress associated with complex, dynamic, and potentially dangerous situations through task-oriented cognitive-behavioral stress inoculation scenarios

Basic First Aid Certification

Course Description: This course is intended for individuals who are required to certify in basic emergency medical care. In this course, the participants will develop the knowledge, skills, and confidence to respond in a medical emergency. The course core content focuses in the following areas: the role of the first aid provider, first aid assessment, sudden injuries and illness, and emergencies due to exposure to the environment. The participants will also have to demonstrate first aid skills and pass a skills performance evaluation.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Successfully complete the Core “Knowledge,” and “Skill” Objectives as outlined in the PA Department of Corrections approved vendor, American Safety and Health Institute (ASHI) Instructor Guide entitled “Basic First Aid” Version 8.0 and the ASHI Training Center Administration Manual (current versions)
2. Respond to a health-related situation within 4 minutes

Basic Life Support Certification

Course Description: The ASHI Basic Life Support (BLS) program is intended to assist healthcare providers, including professional rescuers, in learning or refining BLS skills for patients of all ages. These critical, potentially life-saving skills include performing high-quality CBP/AED as a single provider and as a team, and knowing how to relieve foreign body airway obstruction. This course includes a significant amount of hands-on skill practice. The participants will have to demonstrate and pass a skills evaluation of caring for cardiac arrest in an adult, and pass a written examination with a passing score of 70%.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Successfully complete the Core “Knowledge” and “Skill” Objectives as outlined in the PA Department of Corrections approved vendor, American Safety and Health Institute

(ASHI) Instructor Guide entitled “Basic Life Support,” and the ASHI Training Center Administration Manual (current versions)

2. Respond to a health-related situation within 4 minutes

Contraband and Searches

Course Description: This course provides the definition of contraband in a correctional setting and the security measures utilized to detect and prevent the introduction of contraband into the institution. Participants will explain the importance of and demonstrate the proper techniques utilized to conduct various inmate searches such as clothed and unclothed inmate searches as well as performing an effective cell search. Participants will be able to explain the proper procedure for bringing authorized items into a facility and describe the proper procedures for identifying and securing contraband. Furthermore, this course identifies various examples of contraband and the manner in which it may be introduced.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Define and identify various items of contraband in a correctional setting
2. Employ proper procedures for handling contraband without jeopardizing the chain of custody
3. Explain the proper procedure for bringing items into a facility
4. Identify types of cell searches conducted and employ proper cell search techniques, including additional precautions to use during searches
5. Explain the procedures used if a suspicious product is found during a search
6. Describe the steps to be taken and demonstrate a proper clothed search of an inmate
7. Explain the techniques performed while conducting an unclothed search of an inmate
8. Describe the steps to be taken and demonstrate a proper clothed search of a transgender or intersex inmate in accordance with the National PREA Standard 115.15
9. Describe and demonstrate the proper steps to conduct a security cell inspection

CPR/AED (Adult Only) Certification

Course Description: This course is intended for individuals who are required to be trained and certified in basic emergency medical care using Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED). In this course, the participants will develop the knowledge, skills, and confidence to respond in a medical emergency to adults. The course content focuses on the subject's core principles, which are listed in the Key Concepts section of this Course Lesson Plan Cover Sheet to include familiarization with AED. The participants will have to demonstrate CPR/AED skills, and pass a skills examination.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Successfully complete the Core “Knowledge,” and “Skill” Objectives as outlined in the PA Department of Corrections approved vendor, American Safety and Health Institute (ASHI) Instructor Guide entitled “Basic First Aid”, “CPR and AED,” and the ASHI Training Center Administration Manual (current versions)
2. Respond to a health-related situation within 4 minutes

Day in the Life of a Corrections Officer

Course Description: This course is designed to give the Corrections Officers Trainees inside knowledge of the job of a Corrections Officer in the Pennsylvania Department of Corrections. The participants will have an opportunity to talk to seasoned officers, discuss career paths and examine their career aspirations.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Identify their own career aspirations as a Corrections Officer in the Pennsylvania Department of Corrections

Domestic Violence

Course Description: Domestic violence is the cause of many homicides, more so for females than males in the United States and Pennsylvania. Probation officers and Parole agents have direct contact with batterers and their victims in the community and must be prepared to recognize the signs of domestic violence and have strategies for working with both abusers and victims. This course defines domestic violence, informs Probation officers and Parole agents about domestic violence in its many forms, and provides intervention strategies.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Identify tactics used by batterers to establish and maintain control over their victims
2. Illustrate the decisions victims make to stay or leave an abusive relationship
3. Identify conditions to hold the offender accountable
4. Recall how technology can be used to stalk/harass victims
5. Apply the PFA database when working with offender

Drug Awareness

Course Description: Drug Awareness reinforces that drugs are dangerous contraband within a correction setting. By describing some common substances found in our institutions, and by discussing why inmates risk getting drugs while incarcerated, students can analyze various drug smuggling and concealment methods occurring in PA DOC correctional facilities. Finally, the initiatives the Department has developed for drug interdiction will be reviewed.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Identify drugs as a form of contraband as defined in 18 PA C.S. Section 5123
2. Recognize the most common drugs found in corrections settings and describe the symptoms of each
3. Determine reasons why inmates and some staff member take risks to obtain and use drugs within a corrections setting
4. Analyze various methods of drug smuggling and concealment in corrections settings
5. Describe the Department's initiatives regarding drug interdiction

Drug Awareness, Addiction and Recovery

Course Description: This course identifies drug subculture and the daily effects on lives. Describes the Models of Addiction. Various drugs will be identified along with the behavioral stages associated with drug usage. Knowing behavioral signs and life style changes associated with drug abuse will assist in identifying drug users. Identify the various ways contraband drugs are introduced into the correctional institutions. Students can analyze various drugs and their effects in the community. Finally, the recovery treatment for drug offenders will be reviewed.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Discuss the various Drug Use and Abuse / Addiction theories to the real world typologies of drug users
2. Describe the drug subculture and how the use and abuse of drugs impact the daily lives of all those they come in contact with
3. Identify the behavioral and symptomatic signs that are present in individuals who are “under the influence” or drug users
4. Recognize the most common drugs found in correctional settings and the community
5. Analyze various methods of drug smuggling and concealment in correctional settings
6. Describe available treatments for drug offenders

Effective Practices in Community Supervision (EPICS)

Course Description: Staff require training and skills practice in order to structure supervision contacts and deliver interventions during contacts in a way that can reduce recidivism. This course explores just that.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Staff will continue to learn and practice conducting EPICS contacts to include various interventions and other core correctional practices

Electronic Immobilization Device (EID) Certification

Course Description: In this course, the participants will learn general information about the use, storage, effects, and application of the Electronic Immobilization Device (EID). Use of the EID is intended to reduce the time an officer spends in a physical confrontation and provides defense and control during times of non-compliance by inmates. Participants must also obtain a minimum score of 70% on an end-of-module examination.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Properly apply force as outlined in DC-ADM 201, “Use of Force” and 6.3.1, Facility Security Manual Section 32, “Use of Force, General Provisions, and Videotaping” when using Department-approved EIDs
2. Recall general information for the use, storage, and documentation needed following EID use

3. Explain the basic laws and principles of electricity and how EID will assist in gaining compliance of a resistive inmate
4. Identify the features of the Department-approved EIDs
5. Explain the general effects and application recommendations of the EIDs
6. Recognize reactions to EID application.
7. Identify the primary and secondary application points
8. List the locales to avoid when using an EID
9. Address and provide a proper follow-up after EID application to body tissue
10. Explain EID activation and complete a successful self-application

Firearms Retention

Course Description: In this course the participant will learn procedures for proper firearms retention. By properly securing firearms from an attacker will prevent bodily harm and even deadly force of correction officers and all personnel in the general area.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Review DC-ADM 201, "Use of Force" as it pertains to firearms retention
2. Perform DOC service revolver retention techniques
3. Perform DOC service shotgun retention techniques
4. Successfully complete the Skills Proficiency Checklist

Fundamentals of Security

Course Description: In this course, participants will explore fundamentals of security in a correctional setting. The course content includes static security and dynamic security, identifying complacency, key control, tool control and radio control.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Describe the difference between static security and dynamic security
2. Recognize staff complacency and how to avoid it
3. Employ the proper procedures of key control
4. Employ the proper procedures of tool control
5. Describe two-way radios used by corrections staff and properly demonstrate the correct procedures for use

Handgun Training

Course Description: In this course, the participants will review the use of force continuum, and how it relates to the use of deadly force. Furthermore, the participants will learn range safety, safe handling of firearms, and fundamentals of marksmanship. Participants must score a minimum of 70% on the handgun live-fire qualification course.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Properly employ the procedures for the use of force
2. Use the four general safety rules for firearms handling
3. Recognize the three most important firearms marksmanship fundamentals
4. Utilize safe handling, loading, unloading, and firing of the service handgun

Hearing Training

Course Description: This course introduces students to the reasons hearings are held, covers each participant's function during the hearing, examines both reentrants' and parole agents' rights, and details best practices on how witnesses should be prepared and handled. The timing of when hearings must be held is discussed in detail. The class ends with a comprehensive role-playing exercise so that students become familiar with how hearings are conducted and what pitfalls to avoid.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Recognize agents' authority to revoke parole
2. Summarize agents' due process rights
3. Describe various waivers for revocation hearings
4. Comprehend how to prepare a witness and best practices for testifying
5. Compute timeframes for hearings
6. Demonstrate how to participate in a revocation hearing as a parole agent

Hostage Survival

Course Description: In this course, the participants will explore how to survive as a hostage in the correctional environment. The word "hostage" itself brings out feelings of uncertainty, anxiety, and fear in most individuals. Correctional staff members are no different. In the event of being taken hostage knowing why hostages are taken and the numerous events that occur at the beginning, throughout and completion of a hostage situation will better prepare Correctional staff members to survive a hostage situation.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Discuss why hostages are taken
2. Review the warning signs of a hostage taking
3. Identify the seven types of hostage- incidents that may occur in corrections
4. Review the objectives, tactics and strategies available to the Incident Commander during a hostage incident
5. Describe possible behaviors of hostage takers and how they may treat their hostages
6. Utilize time to their advantage in a hostage situation
7. Identify survival skills needed to survive a hostage situation
8. Summarize the procedures that will take place after a hostage-taking incident

Immediate Action Skills (IAS)

Course Description: Immediate Action Skills (IAS) is a combined skills training that uses scenario-based practical exercises where the instructor/facilitator will role-play an inmate, demonstrating varying levels of non-compliance, in order to provide participants the opportunity to select and use the following immediate action skills: Distancing/Interview Positions, Verbal Direction, Requesting Assistance, Verbal De-Escalation, Accessing/Presenting/Deploying OC, and using AMAC.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Review the Immediate Action Skills
2. Become familiar with a 3-Step Verbal De-Escalation Strategy
3. Participate in scenario-based practical exercises that involve the selection and use of one or more of the identified Immediate Action Skills
4. Successfully demonstrate reasonable selection and use of Immediate Action Skills

Impact Weapon Training

Course Description: This course provides classroom instruction and practical experience with a collapsible baton. Proper carry of baton, plus one principal and when circumstances dictate deployment and use of baton. Opening and closing methods along with instructing proper stances and strikes.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Describe proper carry, control theory and totality of the situation
2. List components of the collapsible baton and explain full hand grip
3. Explain target areas, deployment and closing of the collapsible baton
4. Demonstrate different mode stands and type of strikes

Incident Command System (DOC)

Course Description: This course is designed for staff assigned to work inside of a correctional facility. Incident Command System (ICS) is a structured approach to managing a critical situation in a correctional environment. The primary goal for this course is to familiarize staff with basic Incident Command System (ICS) concepts and terminology. In this course, the participants will learn the definition of a critical incident, and the Department's objectives and strategies to manage such incident. Furthermore, the participants will explore the components of ICS, and learn the ICS 5-Step Tactical Plan.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Define the Incident Command System (ICS) as it relates to Department Critical Incident Management
2. Discuss the definition of "Critical Incident" as it relates to the facility
3. Explain the purpose of Objectives, Strategies and Tactics
4. Explore ICS Positions and relevant responsibilities

5. Describe the Five (5) Step Tactical Plan and how it relates incident response
6. Explain the importance of Accountability during and after an incident
7. Discuss the use and placement of the facility Critical Incident Management Manuals (RED and BLUE Books)

Incident Command System (PBPP)

Course Description: This course is designed for field staff. The Incident Command System (ICS) is a structured approach in managing a critical situation. The primary goal for this course is to familiarize staff with basic Incident Command System (ICS) concepts and terminology. In this course, the participants will learn the definition of a critical incident, and the Department's objectives and strategies to manage such incident. Furthermore, the participants will explore the components of ICS, and learn the ICS 5-Step Tactical Plan.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Define the ICS as it relates to Critical Incident Management
2. Discuss the definition of "Critical Incident" as it relates to operations
3. Explain the purpose of Objectives, Strategies and Tactics
4. Explore ICS Positions and relevant responsibilities
5. Describe the Five (5) Step Tactical Plan and how it relates to contact with Parolees/Reentrants
6. Explain the importance of Accountability during and after an incident

Incident Response Responsibilities and Procedures

Course Description: In this course, the participants will examine the general application of Use of Force Continuum, types of responses on a facility level, and identify the Inner and Outer Perimeter Groups. Furthermore, the participants will learn their duties in affected and unaffected areas relevant to the incident, and the duties and equipment of an Incident Response Team.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Properly apply force as outlined in DC-ADM 201, "Use of Force" and 6.3.1, Facility Security Manual, Section 34, "Defensive Weapons, Equipment, and Chemical Munitions" in relation to incident response
2. Identify what is considered an incident at our facilities
3. Explain correct communication and response procedures in relation to an incident
4. Identify duties in affected and unaffected areas in response to an incident
5. Describe duties and equipment used by IRT team(s)
6. Identify First Responder HNT Duties and Responsibilities

Infectious Diseases

Course Description: Infectious diseases within correctional settings are a concern within the public health sector. The corrections population is susceptible to infectious diseases through exposure to blood and other bodily fluids, drug injection, inadequate health care, prison overcrowding, demographics, security issues, lack of community support for rehabilitation programs, and high-risk behaviors. In this course, the participants will explore the standard precautions and those essential for the most common correctional infectious diseases found in a correctional setting. Furthermore, the participants will discuss the basics of blood and body fluids exposure.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Define Infectious Disease
2. Explain Universal and Standard Precautions
3. Carry out the methods of protecting oneself from infectious diseases through appropriate techniques, policies, and procedures
4. Identify the most common type of viral diseases and their symptoms in the prison environment

Initial Firearms

Course Description: This course will familiarize participants with Initial Firearms safety rules and expectations, the nomenclature and operation of the handgun, and the fundamentals of marksmanship. Further, the participants will be taught the principles of dim/adverse lighting operations as well as tactical movement and shooting.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Justify the application of different levels of control to include the use of Deadly Force in accordance with organizational procedures, the Use of Force Continuum, and Title 18 of PA Crime Code
2. Apply the firearms safety rules and principles when working with firearms
3. Summarize the safeties on a Glock safe action pistol
4. Practice fundamentals of marksmanship and tactical engagement using Glock service handgun
5. Safely clean, care for, and maintain the Glock service handgun

Inmate Disciplinary Procedures

Course Description: The Inmate Disciplinary Procedures course generates awareness of the DC-ADM 801, Inmate Discipline Policy. This course is instructed through facilitation, class discussion, small-group exercise, and independent practice. The intent of this course is to train the participants to recognize rules and guidelines that are established for the inmates, available sanctions, use of proper forms and reports, and general understanding of the inmate discipline procedures.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Discuss the terms as outlined in the DC ADM 801, Inmate Discipline Procedures Manual Glossary of Terms
2. Identify and select the proper charges to use for a specific misconduct
3. Identify the procedures followed addressing DC-ADM 801 Informal Resolutions and actions taken
4. Identify the procedures followed addressing Misconduct Reports and sanctions given
5. Review the three levels of appeal for misconducts and informal resolutions
6. Describe the privilege restrictions on inmates placed in Disciplinary Custody Status
7. Write a DC-141 Part 1, supporting the rule violations

Inmate Supervision and Accountability

Course Description: In this course, participants will discuss and explore the fundamental activities associated with inmate supervision and accountability. Topics covered in this course include inmate progress reporting, types of inmate counts and observations and exploring the role of a work detail supervisor.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Discuss Inmate Progress Report
2. Explain inmate accountability procedures
3. Describe inmate observation techniques
4. Evaluate professional behavior in the presence of inmates
5. Explain mandatory staffing and the role of the work supervisor
6. List the reasons hold-in orders are placed on inmates

Institutional Parole Training

Course Description: This training is specific to institutional parole agents to provide an overview of the entire parole process. Participants will gain a familiarization and understanding of parole forms and documents used to parole offenders as well as preparing a case for hearings and revocations. Participants will learn how to enter information into the ICSA/Parole Summary document.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Understand the documents, forms, and the process for preparing a case for consideration from the Parole Board
2. Describe how to properly complete the ICSA/Parole Summary Document.
3. Understand and be proficient in the release process
4. Comprehend the process of preparing a case for a revocation/violation hearing, including the hearing waiver process
5. Demonstrate how to conduct a Parole Staff interview

Interstate Compact/ICOTS Institutional

Course Description: In this course, participants will learn step-by-step processes for both incoming and outgoing interstate transfer of offenders.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Identify offender eligibility for ICAOS transfer
2. List sequence of steps for transferring offenders
3. Explain the communication process between states for offender transfer
4. Demonstrate how ICOT accounts operate

iPad and iPhone Training

Course Description: Using department issued iPads and iPhones allows PBPP employees to access data and information, complete reports, scan and share documents, and work efficiently in the field. This training walks PBPP employees through setting up their devices and provides a basic understanding of device features. Participants will try the features during training and leave with the skill necessary to complete basic work functions using an iPad and iPhone. Further, PBPP has a goal of working paperless. Using devices moves employees closer to meeting that goal.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Start and set-up their iPhones and iPads with the apps and features necessary to perform their PBPP work
2. Use the settings and basic functions of their iPads and iPhones
3. Create folders and arrange the apps on their iPads and iPhones
4. Configure and use their CWOPA email accounts, Multifactor Authentication, and signature blocks on the iPad and iPhone
5. Set up the VMWare app on their iPads and iPhones
6. Use OneDrive to access basic training materials and to review for testing

Leadership and Mentoring

Course Description: This course is designed to familiarize the participants to the PA Department of Corrections' overall organizational structure, expose the participants to basic leadership theories, and initiate interest in the Department's Mentoring Program. This course will engage students through guided discussion, personal discovery questions and group activities.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Discuss the PA Department of Corrections overall organizational structure
2. Identify the differences between management and leadership
3. Summarize the characteristics of an effective leader
4. Discuss how to deal with a less effective leader

5. Explain how the Department's Staff Mentoring Program can be used as valuable leadership development tool

Legal Aspects of Corrections

Course Description: This course is designed to provide participants with legal aspects of corrections and how they relate employees of the Department of Corrections. The purpose of this Lesson Plan is establish an awareness of the rights of inmates and employees' rights and responsibilities pertaining to these rights and any potential litigation.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Examine the basic constitutional rights of inmates
2. Explain an employee's right to representation by an attorney and Indemnification by the Commonwealth
3. Testify as a witness at court proceedings
4. Recall the key points of Pennsylvania Acts 84 and 143 as they relate to inmates

Level of Service – Revised Scoring Guide (LSI-R)

Course Description: Conducting accurate risk/needs assessments is the cornerstone of evidence-based practices. Without adequate training on how to administer the Level of Service Inventory – Revised (LSI-R), administration is bound to be plagued by inaccuracy and poor inter-rater reliability. In this course, the participants will learn about the LSI-R Scoring Guide. The course covers the purpose of the LSI-R, scoring guide for specific domains, and prepares the participants for case planning.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Discuss role of assessment in reducing recidivism
2. Review theory and science supporting the LSI-R
3. Carry out LSI-R administration, scoring, and interpretation
4. Summarize the role of LSI-R in case planning

Limits of Force

Course Description: This course will expand upon information pertinent to understanding the resistance and control continuum and the justification of using force. The origin and limits of legal authority will be explored through the study of relevant case law.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Identify where a parole agent's legal authority originates
2. State and explain applicable case law
3. Explain the justifications for the utilization of force
4. Discuss the legal requirements of a search

Mandated Reporter Training

Course Description: This training reviews the elements of child abuse, including the legal definitions of a child, perpetrator, and categories and indicators of abuse. The training provides an overview of mandated reporting obligations, including how to make a report, protections for those who report, and the liability for failing to report.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Describe and apply current information on the PA Child Protective Services Law
2. Review the role and responsibilities of the Child Protective Services System
3. Identify elements and indicators of child abuse
4. Review child abuse reporting procedures
5. Describe the actions taken by the county agency in response to reports of child abuse
6. List the status determinations that are assigned to child abuse reports

Manipulation: The Con Game

Course Description: This course identifies the various tactics inmates and re-entrants use to manipulate staff for their personal gain while incarcerated or under supervision. Participants will identify manipulation tactics through the use of videos incorporated throughout this lesson Plan. Knowing how to apply professionalism and properly report manipulation will help to keep staff from severe consequences.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Identify manipulation tactics used and explain ways in which staff may be susceptible to manipulation
2. Describe how to report manipulation and why it is important to report
3. Identify consequences of falling into the manipulation game
4. Properly identify the tactics used and apply principles of professionalism to avoid manipulation

Mental Health First Aid (MHFA)

Course Description: This course provides foundational information regarding the knowledge and skills required to help a person developing a mental health problem or experiencing a mental health crisis.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Recognize the potential risk factors and warning signs for a range of mental health problems, including: depression, anxiety/trauma, psychosis, eating disorders, substance use disorders, and self-injury

2. Review the prevalence of various mental health disorders in the U.S. and the need for reduced stigma in their communities
3. Explain the 5-step action plan encompassing the skills, resources and knowledge to assess the situation, to select and implement appropriate interventions, and to help the individual in crisis connect with appropriate professional care
4. Describe evidence-based professional, peer, social, and self-help resources available to help someone with a mental health problem

Motivational Interviewing

Course Description: This course introduces the Motivational Interviewing (MI) theory. In this course the participants will explore their own beliefs about change, and will familiarize with the fundamental spirit and principles of MI. Furthermore, the course will cover intrinsic motivation and roadblocks for personal change, motivational traps, and stages of change.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Reflect on personal experience with Change
2. Summarize common beliefs about Change
3. Define Motivational Interviewing

Naloxone Training (WBT)

Course Description: This training will further the participants' knowledge on the opioid crisis. This will be done by studying Pennsylvania's response to the opioid crisis and the focus of Act 139. Participants will be provided information on opioid overdose reversal, as well as the process of administering Naloxone.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Education on the Opioid epidemic
2. Pennsylvania's Response and Act 139
3. Provide key information on opioid overdose reversal
4. Administration of Naloxone

Office of the Victim Advocate (OVA)

Course Description: This course provides OVAs background and purpose. It then reviews the rights held by victims of crime in Pennsylvania. The course then compares and contrasts victim services and notification in counties versus at the state level. Participants then define trauma and review common emotional and physiological responses to trauma. The course material moves on to look at trauma cues and triggers, and secondary victimization by the criminal justice system. Participants then learn strategies for collaborating with OVA to ensure victims receive appropriate services and to keep OVA abreast of what's going on with the offender. When available, a victim presents to the class to talk about their personal experience as a

victim and with law enforcement. The course material briefly reviews the material covered by PCADV: the cycle of DV, etc.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Describe the Office of Victim Advocate's purpose
2. List victim's rights in Pennsylvania
3. Identify common responses to trauma
4. Describe trauma informed strategies for working and communicating with victims
5. Name strategies for parole agent to collaborate with OVA

Oleoresin Capsicum (PBPP)

Course Description: This course covers general information on the Oleoresin Capsicum (OC), the effects produced, its deployment within the use of force guidelines, storage, and procedures for decontamination.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. List the psychological effects of OC
2. Identify the active ingredients, propellant and carrier of OC
3. Explain the various delivery systems, of OC
4. Describe the target area and storage of OC

Oleoresin Capsicum Certification

Course Description: This course covers general information on Oleoresin Capsicum (OC), its deployment within the use of force guidelines, storage, and procedures for decontamination. The Participants will receive hands-on training in the application of the OC delivery by inert canisters and experience the effects of OC during the initial certification. The course also covers general information about the Department's policies referencing the use of OC.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Identify proper uses of force as outlined in DC-ADM 201, "Use of Force," 6.3.1, Facility Security Procedures Manual, Section 32, "Use of Force, General Provisions, and Videotaping" and 6.3.1, Facility Security Procedures Manual, Section 34, "Defensive Weapons, Equipment, and Chemical Munitions" in relation to OC
2. Explain the characteristics and effects of OC
3. Explain and demonstrate the procedures for deployment, retention, and decontamination of OC aerosol products

Orientation

Course description: The Basic Training Orientation will be presented to all those attending Basic Training. This training is designed to provide these staff members with an understanding

of rules, expectations and requirements for the completion of Basic Training. They will also have an understanding of what to do during emergencies and drills.

Performance Objectives: At the conclusion of this course, the participant will be able to:

1. Understand the evacuation procedures for emergencies and drills
2. Understand expectations and requirements for completing Basic Training
3. Follow the Training Academy's rules as outlined during this training

Overview of Probation & Parole Law

Course Description: This course covers basic law in relation to parole agents and parole logistics. Laws addressing the Parole Board and its functions are covered, as well as the parole process in the common pleas courts, parole revocations, and aspects of parole hearings. The course also details the legal roles and responsibilities of parole agents and their legal liabilities, provides best practices when an agent must testify in a hearing, and covers other legal issues such as interstate jurisdictions.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Recognize jurisdiction and composition of Parole Board, and why they grant or deny parole
2. Recognize the role common pleas courts have in the parole process
3. Describe the limits of parole agents' law enforcement authority
4. Explain the legal responsibilities of supervising a reentrant
5. Outline the basic process of probation and parole revocations
6. Describe issues related to interstate jurisdiction
7. Explain the legal response to resistance, and describe an agent's liability
8. Describe best practices when an agent must testify in court, and recite the different standards of proof
9. Describe the types of PBPP hearings

Paperwork Training

Course Description: This course introduces students to the variety of forms they will need to fill out throughout the course of their job. The class is provided with examples of each form and given clear instructions on best practices.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Identify the series of forms needed for a variety of tasks and information
2. Accurately fill out each form covered, including both personnel and parole forms
3. Use best practices to successfully convey the required information on each form

PBPP 30 Investigations

Course Description: This course introduces the PBPP-30 form – Investigation Request/Report, as it relates to reentrant’s “home plan” before their release from SCI custody, to include transfer request from ICAOS.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Examine the PBPP 30-Investigation process and purpose
2. Prepare to conduct a “Home Plan” Investigation
3. Complete all necessary paperwork related to PBPP 30 – Investigation

Practical Corrections Scenarios

Course description: Practical Corrections Scenarios is a skills training that uses scenario-based exercises. These scenarios will consist of situations where the participant will be confronted by a role player that will demonstrate varying levels on non-compliance, in different environments, in order to provide participants with the opportunity to select and use skills that range from distancing/interview positions, verbal direction, requesting assistance, verbal de-escalation, accessing/presenting/deploying OC, using AMAC, etc.

Performance Objectives:

At the conclusion of this course, the participants will be able to:

1. Participate in scenario-based practical exercises that involve the selection and use of one or more practical skills
2. Successfully demonstrate reasonable selection and use of practical skills prompted by the facilitator

Prison Rape Elimination Act (PREA)

Course Description: The Prison Rape Elimination Act (PREA), enacted in 2003, was created to enforce a zero tolerance for the sexual abuse and sexual harassment of inmates. This course delineates PREA’s purpose and major guiding principles. The participant will be introduced to the detailed scope of inmate on inmate and staff on inmate sexual assault, the reporting procedures for prison rape, and corresponding staff responsibilities in any such events.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Explain the Prison Rape Elimination Act (PREA) and its impact on the PA DOC
2. Describe the Department’s zero-tolerance policy for sexual abuse and sexual harassment
3. Identify the rights of staff and inmates
4. Fulfill responsibilities under the Department’s sexual abuse and sexual harassment prevention, detection, reporting and responding policies and procedures
5. Explain the dynamics of sexual abuse and sexual harassment in a confinement setting

6. Recognize the common reactions to sexual abuse and sexual harassment by inmate victims
7. Detect and respond to signs of threatened and actual sexual abuse
8. Avoid inappropriate relationships with inmates and recognize consequences of misconduct
9. Communicate effectively and professionally with all inmates including lesbian, gay, bisexual, transgender, intersex, or gender nonconforming individuals
10. Comply with relevant laws related to mandatory reporting of sexual abuse to outside authorities

Professional Boundaries: Safety, Awareness and Expectations

Course Description: This course provides information to increase awareness about professional boundaries in the workplace as well as opportunities to develop skills and strategies that will help individuals maintain healthy professional boundaries. It provides participants with not only written expectations for professional behavior but also discussions and activities where they can explore the practicalities of those expectations and the challenges they will experience on the job.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Summarize agency expectations for professional boundaries in the workplace
2. Recognize inappropriate behavior and the consequences for safety and culture.
3. Develop skills and personal strategies to maintain healthy professional boundaries

Report Writing

Course Description: This course is designed to provide basic knowledge for completion of the most common reports. Participants will learn the purpose of report writing, 10 steps of Report Writing, Outlining the Report and Finalizing the Report. Furthermore, the participants will have hands-on practice in writing reports based on provided scenarios.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. List the basic requirements of a report
2. Describe the 10 steps to communicate a report
3. Explain how to outline and finalize your report
4. Practice writing reports identified in this course lesson plan

Riot Baton

Course Description: In this course, the participants will follow the Use of Force Continuum guidelines to perform proper riot baton strikes, blocks, and riot baton retention techniques.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Properly apply force as outlined in DC-ADM 201, "Use of Force" and 6.3.1, Facility Security Procedures Manual, Section 34, "Defensive Weapons, Equipment, and Chemical Munitions" when using the riot baton
2. Explain fatal impact areas and body vulnerable points
3. Explain user parts and proper grip of the riot baton
4. Perform riot baton strikes, blocks, and riot baton retention techniques
5. Restate the rules governing weapons retention and team integrity

S.P.E.A.R. System

Course Description: The SPEAR System (an acronym for Spontaneous Protection Enabling Accelerated Response) is a close quarter protection system that uses a person's reflex action in threatening situations as a basis for defense.

The goal is to train the reticular cortex of the brain to recognize the most common types of ambush tactics, such as the haymaker. Fear is simulated with roleplaying attacks at high speed to cause the body's natural startle flinch. This training, known within the system as "Know Fear," helps students understand the physiological effects of fear, such as the adrenaline dump, sweating, auditory exclusion and tunnel vision. Psychologically, students are taught to focus on "Goal, Action, and Result" (abbreviated GAR) to react to a fearful situation.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Discuss how fear effects an individual's self-defensive mechanisms
2. Describe the theory of Primary Initiation Attack (P.I.A)
3. Explain the reactionary gap and who controls it
4. Demonstrate proper stances of the S.P.E.A.R System

Search & Seizure-Evidence

Course Description: The course begins with a broad overview of the concept of search and seizure from the perspective of the US Constitution and policing. Then the participants learn about it from the perspective of people under supervision, who have diminished rights. The class will then explore reasonable suspicion, the eight (8) factors for reasonable suspicion and exigent circumstances. There will be a review of case law for cases that show the previously instructed topics and an explanation of what constitutes a good search, through a legal lens.

The facilitator will then explain consent, testing the validity of consent, and factors the courts consider related to consent and searching. Finally, the facilitator will review the circumstances in which parole officers do need a warrant for searching. The participants will be provided with an explanation of the protocols and procedures for collecting, documenting, and storing whatever was seized during a search or was on the person who is returning to an SCI.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Recognize the purpose of searching and property evidence protocol
2. Name the 8 reasonable suspicion factors

3. Define reasonable suspicion
4. Identify the standards for consent
5. Recognize when they need a search warrant
6. Identify correct search and seizure methods
7. Describe the process for collecting, handling, storing, and disposing of evidence and property

Security Restraints

Course Description: Security restraints are one of the most used pieces of equipment by corrections officers. This course starts with an overview of the basic justifications for the use of restraints, and a basic overview of most security restraints used by the Pennsylvania Department of Corrections. The course guides the participants through the handcuff application process. Furthermore, the participants will obtain hands-on experience through practical application exercises.

Performance Objectives: At the end of this course, participants will be able to:

1. Explain the justifications authorizing the application of security restraints
2. Identify the various security restraints used within the Department of Corrections
3. Associate basic handcuff nomenclature with functionality
4. State and demonstrate the proper handcuff application process
5. Apply the handcuffs according to the handcuff application process

Security Threat Group Awareness

Course Description: This course identifies the nine major Security Threat Groups (STGs) in the Pennsylvania Department of Corrections. The course describes STGs basic identification marks, and terminology of the nine major Security Threat Groups.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Identify the nine tracked Security Threat Groups (STGs) in the Pennsylvania Department of Corrections
2. Describe specific identification marks used by the identified Security Threat Groups.
3. Describe identification and reporting methods for STG activity
4. Summarize the impact of STGs on a security and safety of correctional environment

Security Threat Group Awareness – Enhanced

Course Description: This course encompasses basic Security Threat Group Awareness and further examines specific street gangs that are prevalent within Pennsylvania communities today.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Identify Security Threat Groups (STGs) present in Pennsylvania and on a national level
2. Describe specific identification marks used by the identified Security Threat Groups
3. Describe identification and reporting methods for STG activity
4. Summarize the impact of STGs on the security and safety of a community.

Sentencing in PA

Course Description: Sentencing fundamentals, guidelines and recommendations are explored in this course. Additionally, a discussion of recent DUI legislation and the Pennsylvania Commission on Sentencing's mandates are addressed.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Identify sentencing fundamentals, guidelines and recommendations
2. Describe recent DUI legislation
3. Explain Pa. Commission on Sentencing mandates

Sex Offender/Megan's Law

Course Description: Probation officers and Parole agents have direct contact with Sex Offenders and are an integral part of the supervision of these offenders in our communities.

This course discusses the dynamics of the various types of sex offenders and their offenses, their patterns, and recidivism rate. Students will learn how PBPP is an integral part of the supervision of these offenders in communities. Megan's Law and the Adam Walsh child protection and safety act are also discussed and how they relate/pertain to sex offenders.

Performance Objectives: At the conclusion of this course, participants will:

1. Better understand the dynamics of different types of sex offenders and their impact on society
2. Be familiar with Megan's Law and the Adam Walsh Child Protection and Safety Act and how they determine the classification of the sex offender
3. Understand how Probation and Parole are involved in a collaborative effort for the supervision of the sexual offender in the community
4. Highlight the Key Points by participating in a Case Study environment

Sex Offender Supervision Strategies

Course Description: Over the course of an agent's career, they may be assigned supervision of a sex offender. This course is an introduction to basic supervision strategies that coincide with PBPP procedures and the overall mission of the Board.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Identify two criteria for transition to general supervision
2. Name at least three special conditions of sex offender protocol

Sexual Harassment Awareness and Prevention

Course Description: This course is designed to increase the awareness and comprehension with respect to the behaviors and dynamics associated with sexual harassment and its prevention in the workplace. This course will review federal and state law as well as Commonwealth and DOC policies that govern sexual harassment in the workplace. Participants will learn how to report sexual harassment and identify strategies on preventions of sexual harassment.

Performance Objectives: At the end of this course, participants will be able to:

1. Define sexual harassment and identify the types of sexual harassment
2. Identify behaviors that may be interpreted as sexual harassment in the workplace
3. Summarize DOC Policy 1.6.2, to include reporting requirements and retaliation
4. Report sexual harassment in accordance with DOC Policy

Shotgun Training

Course Description: In this course, the participants will follow Use of Force guidelines and general safety rules for proper handling of a shotgun. Furthermore, the participants will explore the moving parts, safe handling, loadings, unloading, and firing of a shotgun to provide a solid foundation for participants to qualify in a live-fire course. Participants must score a minimum of 70% on the live-fire shotgun qualification course and become familiar with the use of specialty impact munitions.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Properly employ the procedures for the use of force
2. Use the four general safety rules for firearms handling
3. Identify the four user-moving parts of the service shotgun
4. Utilize safe handling, loading, unloading, and firing of the service shotgun

Staff Safety Skills

Course Description: In this course, the participants will explore safety skills needed for winning on the street. These skills include but not limited to proper mental conditioning, three P's-Plan-Practice and Position, and guidelines for resistance and control continuum. Planning and executing an arrest, proper handcuffing procedures, principles in a body search and transportation of an offender.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Discuss effective mental conditioning to ensure staff safety skills
2. Describe the guidelines for resistance control continuum
3. List levels of control
4. Explain why and how voice command and positioning are used by PBPP
5. Demonstrate steps in arrest preparation and actual arrest

Stress Management

Course Description: In this course, the participants will learn how stress can negatively affect the physical and emotional health of Correction Officers. The participant will discuss different types of stress, stressors, and develop effective strategies to reduce and cope with stress. Furthermore, the participants will reflect on the importance of work-life balance and discover various stress management resources.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Discuss the definition of stress
2. Identify common correctional stressors
3. Identify multiple stress management techniques
4. Perform mindfulness activities
5. Identify numerous stress management resources within and outside the DOC

Substance Abuse Testing/Urinalysis/GPS/Vivitrol

Course Description: In this course, students are introduced to urinalysis and substance abuse testing, the rationale behind testing, how frequently and where reentrants are tested, and the manner in which they are tested. The course also provides for the handling of testing materials such as cups and mail-in lab bottles, among other items.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Explain why reentrants are tested for substance abuse via urinalysis
2. Explain the various times reentrants can be tested
3. Identify the various substances for which a reentrant is tested
4. Recite the three locations a reentrant may be tested
5. Explain the procedure for how a reentrant is tested

Suicide Prevention and Intervention

Course Description: Suicide Prevention and Intervention is being “responsive to those committed to our care.” This course gives an overview of PA DOC Suicide Prevention program. It looks at the demographics of suicide, suicide risk factors in a corrections setting, corrections

staff roles and responsibilities to suicidal behaviors, myths and facts of suicide in custody, and covers key points of CISM – Critical Incident Stress Management.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Recognize the demographic and cultural parameters of suicidal behavior, including incidence and variations in precipitating factors
2. Identify the warning signs and symptoms of impending suicidal behavior
3. List factors and stressors increasing an inmate's risk of suicide
4. Identify how to respond to suicidal and depressed inmates
5. Identify referral procedures for DOC inmates
6. Identify housing observation and suicide watch level procedures
7. Describe follow-up monitoring of inmates who make a suicide attempt
8. Explain communication between correctional and health care personnel
9. Explain barriers to communication when dealing with suicidal inmates

Tactics for Effective Communications in Corrections (TECC) I

Course Description: This course is designed to make students aware of the different aspects of the communication process, and to foster more effective communication between correctional staff and inmates/reentrants. Differing brain functions, freeze/flight/fight instincts, prison and parole staff safety, communications tactics, and non-verbal cues are all examined and discussed.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Differentiate between tactical and strategic communication
2. Identify when communication skills may be used by Corrections/BCC/PBPP Professionals
3. Understand the brain's role in communication
4. Identify the basic fundamentals for tactical communication
5. Recognize the six domains of observation
6. Recognize the influence of non-verbal behaviors to oneself and others

Tactics for Effective Communications in Corrections (TECC) II

Course Description: This course is a continuation of TECC I. Students are introduced to the Crisis Cycle's seven phases and its effect on emotional thinking vs. rational thinking. The three-step process of de-escalation is then explored, while students then put this into practice with role-playing scenarios when dealing with an inmate or reentrant.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Identify the seven phases of the crisis cycle
2. Recognize the three-step verbal de-escalation strategy
3. Demonstrate the ability to perform verbal de-escalation techniques through role-playing scenarios

TASER

Course Description: This course is designed to provide participants with the basic operational theory and practical training to reasonably, safely and effectively operate the TASER X26 Conducted Energy Weapons (CEWs).

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Explain the technology associated with X26
2. Describe the nomenclature and operation of the X26
3. Describe the nomenclature and operation of the TASER standard cartridge
4. Explain proper care and troubleshooting techniques
5. Explain CEW Smart Use Considerations
6. Explain the Tactical Considerations associated with CEW use
7. Explain proper probe placement and aiming requirements
8. Demonstrate safe handling of CEWs

Tech Parole Violators/Scenarios, Violation Sanctioning Grid

Course Description: During this course, participants will examine the “Criminal Recidivism Process” of parole violators and identify factors relating to success or failure on parole. Further, they will be able to inventory offender reentry needs in order to inform the design of more effective treatment programs, institutional preparation and supervision strategies that will better prepare offenders for issues that may present obstacles to their successful community reintegration.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Examine the “Criminal Recidivism Process” of parole violators
2. Identify factors relating to success or failure on parole
3. Inventory offender reentry needs
4. Inform the design of more effective treatment programs, institutional preparation and supervision strategies

Use of Force

Course Description: In this course, the participants will learn the general guidelines for the Use of Force Continuum and justification for each level of the continuum.

Performance Objectives: At the end of this course, participants will be able to:

1. Properly apply force as outlined in DC-ADM 201, “Use of Force” and 6.3.1, Facility Security Manual Section 32, “Use of Force, General Provisions, and Video Recording”
2. Define lawful and unlawful orders
3. Restate the video recording, written documentation, and medical reporting requirements when force is used
4. Discuss potential force applications during an exercise

Verbal Judo

Course Description: This class teaches you how to effectively communicate with Parolees in order to de-escalate and gain verbal compliance in potential volatile situations. An examination of both the "officer presence" and "verbal command" portions of the Boards "Use of Force" policy.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Describe the three types of people officers deal with
2. Define "deflection Techniques"
3. Give one example of a "deflection phrase"
4. Describe Respect vs. respect
5. Recall the three communication arts
6. Recall the four basic elements of communications
7. List three areas of communication from the receivers' point of view
8. Define the acronym S.A.F.E.R.
9. List the four appeals
10. List the five step plan of communication

Weapons Care, Cleaning and Maintenance

Course Description: In this course, the participant will learn the basics of the care and maintenance of the service revolver and shotgun. The participant will learn safety checks prior to cleaning the weapon, proper disassembly, authorized cleaning tools and solvents, proper weapons cleaning techniques, reassembly, and weapons functions check. Furthermore, the participants will apply the learned knowledge and skills in a hands-on application.

Performance Objectives: At the conclusion of this course, participants will be able to:

1. Safely clean, care for, and maintain the service revolver and the service shotgun
2. Identify common stress and wear points of the service revolver and the service shotgun
3. Perform a complete functions check of the service revolver and the service shotgun