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AMAC Basic Instructor Certification (ABIC)

**Course Description:** This course certifies the successful candidate to instruct the lesson plans contained in the AMAC Resource Guide, Volume 1, during in-service and basic training. Basic AMAC Instructors may assist Advanced AMAC Instructors as a safety, coach, and demonstrator with any course they are certified to instruct.

**Prerequisites:** Candidates must be prepared for a very mentally and physically demanding course. If a candidate has had any previous surgery, head injury, or other physical illness/injury, they should consult with their physician regarding their ability to participate in full-contact martial arts training before enrolling.

**Target Group:** DOC and county staff assigned to instruct material from the AMAC Resource Guide, Volume 1.

**Course Objective:** At the conclusion of this training, the successful participant will:
- Have monitored the AMAC Courses 1-7 lesson plans taught in their entirety by experienced cadre.
- Have demonstrated the ability to correctly execute all techniques contained in the AMAC Courses 1-7 lesson plans with limited coaching from cadre.
- Realize instructor skills and techniques that enhance their ability to facilitate AMAC training.
- Become skilled with the topics and lesson plans in preparation for teach-backs.
- Have been successfully evaluated on their teaching ability by experienced cadre during teach-backs.
- Have obtained a minimum score of 70% on an AMAC Basic Instructor course examination.
- Have successfully completed all practical exercises, to include the end-of-course practical exercise, “Close the Distance, Achieve the Clinch.” Be prepared to train facility staff on the material contained in the AMAC Resource Guide, Volume 1, and perform as an Adjunct Instructor.

**Standards for Successful Completion:**
1. Cadre will continually monitor the candidate’s adherence to the safety standards. Candidate’s that fail to maintain the highest standard of safety will be returned to their institution without certification.
2. Cadre will continually evaluate the candidate’s ability to execute each technique. Candidates that repeatedly fail to correctly execute techniques with limited coaching will be returned to their institution without certification.
3. Candidates will be assigned 1-3 hours of material from the AMAC Resource Guide, Volume 1, which they will be responsible for during Teach-Backs. Cadre will evaluate the teach-backs using the standard, “Instructor Assessment Form.” Candidates that do not earn a score of 3, or better, on the “Accuracy of Factual Content” category, and a total score of 24 or better will be returned to their institution without certification.
4. Candidates that do not score 70% or greater on a multiple-choice, true-false, and fill-in-the-blank examination that tests knowledge of the material from the AMAC Resource Guide, Volume 1, will be returned to their institution without certification.
5. Candidates must demonstrate a high degree of motivation throughout the entire certification process. Candidates that refuse to participate in any of the exercises will be returned to their institution without certification.

6. Candidates must successfully demonstrate their ability to apply AMAC principles and techniques with self-control and professionalism during all exercises, to include the final exercise (Close the Distance, Achieve the Clinch), or be returned to their institution without certification.

**Special Clothing/Equipment:** Candidates will be issued a mouth guard. Candidates should wear suitable exercise clothing that does not conflict with the guidelines established in Policy 4.1.1, Section 53. At the discretion of the facility manager, exceptions to the policy will be made (e.g. management staff may wear sneakers). However, the cadre will not allow candidates (DOC or Non-DOC) to participate while wearing clothing that conflicts with the facility manager’s guidance, presents a safety concern, is likely to damage training equipment, or distracts from the training.

**Administrative Details:** Candidates will be issued a mouth guard. Candidates should wear suitable exercise clothing that does not conflict with the guidelines established in Policy 4.1.1, Section 53. At the discretion of the facility manager, exceptions to the policy will be made (e.g. management staff may wear sneakers). However, the cadre will not allow candidates (DOC or Non-DOC) to participate while wearing clothing that conflicts with the facility manager’s guidance, presents a safety concern, is likely to damage training equipment, or distracts from the training.

**Credit Hours:** 72
AOD Supervisor Training (AODST)

**Course Description:** A Statewide training for all supervisors/managers to develop the tools needed to provide clinical supervision to their staff, TCU implementation, policy clarifications, and recent program changes.

**Prerequisites:** AOD Supervisors/Managers.

**Target Group:** AOD Supervisors/Managers.

**Course Objective:** Meet with the Drug and Alcohol Treatment Supervisors and Managers to review policy, procedures, supervision, and clinical initiatives in the AOD Division.

**Standards for Successful Completion:** Attendance in entire course.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please note on registration form. For more information, contact the Program Coordinator.

**Credit Hours:** 7
Applied Food Service Sanitation (AFS)

**Course Description:** This course reviews the basic policy and procedures for the Commonwealth’s Applied Food Service (AFS) Course. This course trains Department of Corrections food service personnel in safe food handling and is sanctioned by the Education Foundation of the National Restaurant Association. Successful completion qualifies student to apply for Food Employee Certification by the Department of Agriculture through the Department of Corrections Food Services Division.

**Prerequisites:** Participants must be Corrections food service employees, Corrections safety managers, or Correctional Industries employees involved in food processing, and other authorized personnel.

**Target Group:** DOC and county food service personnel, safety managers and other authorized personnel.

**Course Objective:** Successfully train individuals involved in various stages of food service operations to ensure proper handling, storage, and preparation of food items in order to prevent the possibility of food-borne illness outbreaks.

**Standards for Successful Completion:** Pass the final examination with grade percentage of 76% or above in order to receive a National Restaurant Association certificate. Actively participate in class. Attend the entire course.

**Special Clothing/Equipment:** All Candidates must bring a copy of the “National Restaurant Association Service Safe Sanitation Course book” (7th Edition) and a testing sheet. No books or testing sheets will be available. All participants must have these items with them on the first day of class. There will not be time to purchase these items after class starts. Participants arriving without books and/or testing sheets will be sent back to their duty stations.

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please note on registration form. For more information, contact the Program Coordinator.

**Credit Hours:** 40
ASHI CPR (Adult), AED, and Basic First Aid Instructor Course (CPRBFA) G2015

**Course Description:** This course certifies the participants to instruct the CPR and AED (Adult) and Basic First Aid (CPRBFA) In-Service lesson plans as required by Department policy 5.1.1, “Staff Development and Training” and ASHI Vendor.

**Prerequisites:** Instructor candidates must have a valid, current student-level card for CPR and BFA. A copy of current CPR/BFA certification must be faxed to Academic Services when registering candidates for this class.

**Target Group:** Staff assigned to instruct *CPR and AED (Adult)* and *Basic First Aid* Basic and In-Service lesson plans.

**Course Objective:** At the conclusion of this training, the successful participant will be able to:

1. Observe the *CPR and AED (Adult)* and *Basic First Aid* Basic and In-Service Training lesson plans taught their entirety by certified facilitator.
2. Realize the trainer skills and techniques that can enhance their ability to instruct.
3. Become skilled with the topics and lesson plans in preparation for teach-backs.
4. Be successfully evaluated on their teaching ability by an experienced instructor during teach-backs.
5. Train facility staff using the *CPR and AED (Adult)* and *Basic First Aid* Basic and In-Service Training lesson plans.

**Standards for Successful Completion:** Teach-backs, module reviews, end-of-course written examinations, and course evaluations. Achieve a minimum score of 72% on the *ASHI Basic First Aid* examination. Achieve a minimum score of 75% on the *ASHI CPR and AED* examination. Achieve a minimum score of 70% on the *ASHI Instructor Development Course* examination.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please note on registration form. For more information contact the Program Coordinator.

**Credit Hours:** 34
Barber/Cosmo Update Training (BCUT)

**Course Description:** Training and update on DOC Barber and Cosmetology Policy and state testing requirements. Licensure issues will be reviewed as well as procedures relating to the processing of application paperwork.

**Prerequisites:** None

**Target Group:** Corrections Barber Instructors & Managers as well as Cosmetology Instructors.

**Course Objectives:** Attendees will be able to explain the six-step process involved in the licensure process.

**Standards for Successful Completion:** Attend all sessions and class participation.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 4
Basic Correctional Nurse Training (BCNT)

Course Description: This course is a standardized educational program for nurses new to correctional nursing.

Prerequisites: Basic Training.

Target Group: Newly hired DOC Registered Nurses and Licensed Practical Nurses.

Course Objectives: After brief lectures, videos, assessment demonstrations, participation in scenarios, hands-on computer training, computational pharmacology exercise, and inter-active case study reviews, participants will be able to:

1. Articulate the importance of the medical/security staff relationship
2. Describe the correctional healthcare system
3. Explain medical-legal issues related to nursing practiced in corrections
4. Discuss the process of inmate medical record documentation and maintenance
5. Describe the nurse’s role regarding communicable and infectious diseases
6. Recognize the unique role of the correctional nurse and risk management concerns
7. Review correctional mental health services
8. Explain de-escalation techniques
9. Identify methods to maintain professional boundaries
10. Determine how to document a comprehensive history and physical examination
11. Demonstrate how to perform a through physical assessment on an inmate
12. Review case studies related to common inmate health conditions
13. Describe the Quality Improvement Program
14. Navigate Medical information systems

Standards for Successful Completion: Attend the entire course, pass final exam (70% or higher).

Special Clothing/Equipment: None

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 35
Basic Hostage Negotiations Team Training (HNT)


Prerequisites: Must be selected by Facility HNT Team Leader and Superintendent. Must have respect, maturity and integrity. This training will teach the fundamentals of hostage negotiation and to mentally prepare potential negotiators to act effectively under stressful conditions. While DOC staff are expected to conduct themselves in a professional manner befitting their position as Commonwealth employees, and in accordance with the Code of Ethics, these same standards cannot be expected of hostage takers. Please be advised that in the interest of properly preparing hostage negotiators, candidates may be subjected to the same verbal abuse, during training scenarios, that they could expect to receive from hostage takers in an actual situation where human life is at risk. This is not meant to offend participants, but to provide as realistic training as possible to those who experience this type of behavior when acting as an HNT member during a crisis situation. Employees who are uncomfortable with the subject matter and/or methods of training are encouraged not to attend this course.

Target Group: Newly appointed DOC Hostage Negotiators.

Course Objective: Develop active listening skills for a hostage negotiation situation. Recognize appropriate procedures of the Department’s Hostage Negotiation Policy and Procedures Manual. Identify the necessary strategies for negotiating with various personality types. Interpret skills required for the function of a Negotiation Operation Center. Apply Incident Command System protocols for a hostage negotiations situation.

Standards for Successful Completion: Actively participate in negotiation practicums. Pass adjudications of Hostage Negotiator skills for entire course.

Special Clothing/Equipment: None

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 40
Basic Training (BT)

**Course Description:** This course serves as an orientation and introduction to the Department for all newly hired DOC employees. Length of course varies based on job classification: non-contact, 1 week/40 hours; contact, 2 weeks/80 hours; 4 weeks/160 hours; non-CO personnel within the H-1 bargaining unit, 4 weeks/160 hours; Corrections Officer Trainees (COTs), 5 weeks/200 hours.

**Prerequisites:** None

**Target Group:** Newly hired DOC and county employees.

**Course Objectives:** Communicate effectively with inmates, staff, visitors, and the public in the performance of their job duties. Apply professional and ethical behavior in the performance of job duties. Practice the fundamentals of static and dynamic security specific to a correctional setting. Determine what observations and action to report, document and utilize the proper chain-of-command. Put to use the fundamentals of team building in the correctional setting. Correct negative behaviors and reinforce positive behaviors displayed by inmates in their facility. Obtain a minimum passing score for all required examinations and skills tests that are administered according to the participant’s job classification.

**Standards for Successful Completion:** Attend the entire applicable course and pass weekly exams (70% or higher). 2-5 week students must pass skills tests and exam (70% or higher) in *Basic First Aid and CPR/AED*. Medical personnel must pass skills tests and exam (70% or higher) in Basic Life Support (*ASHI CPR Pro for the Professional Rescuer; Adult, Child, and Infant.*) 1-2 week students must pass skills tests in Basic Assault Management Applications. COTs/H1 non-CO/CCC are required to pass a skills test in Advanced Assault Management Applications. COTs must qualify with a DOC approved handgun and shotgun (70% or higher for each) on the DOC course of fire. COTs are required to pass written exams (70% or higher) in Electronic immobilization Devices and Oleoresin Capsicum and receive an application of each. COTs and H-1 must pass skills tests in use of restraints.

**Special Clothing/Equipment:** All participants (1-5 week students) will need athletic shoes (sneakers), suitable exercise clothing (preferably sweat pants) and seasonal outdoor wear. Non-uniformed personnel are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency.

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact the Academy.

**Credit Hours:** 1 week - 40 hours/2 weeks - 80 hours/3 weeks - 120 hours/4 weeks – 160 hours/5 weeks - 200 hours
Batterer’s Intervention (BATTER)

Course Description: This course provides an opportunity for participants to receive training for the Batterers Training Program. Topics will cover issues pertaining to past assaultive behavior towards others. The course will additionally address issues relating to abuse, victims, suicidal or homicidal ideation, denial, etc. The Batterers Training Program will be targeted at those inmates who have engaged in assault on an intimate partner (past or present), relationship problems, were convicted of a crime against an intimate partner or a parole violation involving the abuse of an intimate partner, etc.

Prerequisites: No history of battering behavior involving an intimate partner and no history of Protection from Abuse (PFA) orders.

Target Group: Corrections Counselor Treatment Specialists. Training will be in the Duluth Model.

Course Objectives: Assist batterers in understanding the dynamics of their offense, and provide positive alternatives to battering behavior. Conduct the Batterers Training Program to inmates. Organize and present material in an effective manner. Use appropriate tone and style for various communications. Prepare communications that contain all necessary information for desired behavior.

Standards for Successful Completion: Actively participate in exercises. Accurately complete writing assignments. Attend the entire course.

Special Clothing/Equipment: None

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 24
BLS (CPR PRO) for the Professional Rescuer & Basic First Aid Instructor Course (PROIC)

**Course Description:** This course certifies the participants to instruct the *CPR PRO, AED, and Basic First Aid for the Professional Rescuer* in-service lesson plan as required by Department policy 5.1.1, “Staff Development and Training.” The course is intended for professional medical staff and will train the participant to teach the covert application on 2-person CPR and bag valve masks. Participants will learn to train facility staff on PROIC, and perform as an Adjunct Instructor, if needed.

**Prerequisites:** Must be licensed/certified as a Professional medical staff personnel and/or Emergency Medical Technicians. Proof of licensing or certification must accompany the course registration submitted to Academic Services to be accepted into this program. Provider level certification.

**Target Group:** DOC professional medical staff employee (as defined in policy 5.1.1). The course is also open to facility employees who are Emergency Medical Technician (EMT) qualified.

**Course Objective:** Observe the lesson plans being taught in its entirety by a certified facilitator. Become familiar with the topics and lesson plans in preparation for teachbacks. Be evaluated on their teaching ability by a certified Instructor Trainer for American Safety and Health Institute during a series of teachbacks. Learn to properly train facility staff on the *CPR PRO, AED, and Basic First Aid for the Professional Rescuer* in-service lesson plan and perform as an Adjunct Instructor at the Training Academy, if needed.

**Standards for Successful Completion:** Apply adult learning techniques in course instruction, Present a section of the lesson plan during classroom teachbacks, demonstrate understanding of the topic through teachbacks, Demonstrate skills proficiency, obtain a minimum score of 70% on IDC exam, 70% on CPR Pro exam, 72% on Basic First Aid exam, and attend the entire course.

**Special Clothing/Equipment:** Training Coordinators will submit a copy of the nominee’s *CPR for the Community and Workplace, Automated External Defibrillation Device (AED) and Basic First Aid* instructor certificate and, if applicable, EMT certification, with the nomination form. Professional medical staff personnel who attended the *CPR for the Community and Workplace, Automated External Defibrillation Device (AED) and Basic First Aid Instructor Course* should bring the materials received in that course with them.

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 35
Case Management Refresher Course (CMRC)

Course Description: This course will focus on refreshing staff with policy 11.2.1 Section 3 PACT and to discuss the errors from the 2013 Case Management audit. It will also cover our current assessments (i.e. RST, TCU, OVRT and CPV Matrix) and any new memos regarding case management.

Prerequisites: Participant must be familiar with PACT and ICSA applications.

Target Group: Counselors/Case Managers, Counselor Supervisors and Unit Managers.

Course Objective: To complete a reclassification PACT using policy 11.2.1 Section 3. Become familiar with updated memos and policies. Identify components of the annual review using policy 7.2.1. Become familiar creating ICSAs using policy 11.4.1.

Standards for Successful Completion: Attend the entire course fully participate in all phases of the training Work in a cooperative manner with peers and course facilitators.

Special Clothing/Equipment: Required Equipment: DOC employees are to dress in accordance with Policy 4.1.1, Section 53.

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 2.5
Case Management Skills (CMS)

**Course Description:** This course includes: a review of DOC policy application, particularly, policies 7.2.1, "Counseling Services;" 11.4.1, "Case Summary;" DC-ADM 805, "Pre-Release;" DC-ADM 003, “Release of Information;” Pennsylvania Additive Classification Tool (PACT); inmate classification; record keeping; basic counseling theories; DOCINFO and Unit Management System applications specific to Counselors, specific counseling roles; ethics; interview & assessment skills; case presentation skills; group counseling; aftercare/release planning and informational sessions from the following Boards, Bureaus, or offices: Pennsylvania Board of Probation and Parole, Bureau of Treatment Services, Office of Special Investigations and Intelligence, Office of the Victim Advocate, Diagnostic and Classification Center (DCC), Bureau of Community Corrections, and Office of Planning, Research, Statistics, and Reentry.

**Prerequisites:** Must be an Institutional Corrections Counselor (except CCC Counselor), Unit Manager who were not previously corrections counselors, or DATS (w/regular inmate caseloads).

**Target Group:** This course is mandatory for all DOC staff that are promoted or placed into those positions listed under Prerequisites. Attendance is required within six months of placement or promotion. Unit Managers will attend if they meet the criteria stated in Department policy 5.1.1, "Staff Development and Training."

**Course Objectives:** Utilize Reference Manual for Corrections Counselors to assist in performing job duties. Receive a typical “Facility and Unit Management Overview.” Discover and utilize Department policies that will impact their job duties and tasks. Use interviewing and assessment skills while working with, and observing inmates. Review DOC Policy 7.2.1, “Counseling Services” for Corrections Counselor procedures. Perform necessary job duties in accordance with DOC Policy 11.4.1, "Case Summary." Understand procedures/guidelines in DC-ADM 805, "Pre-Release" for pre-release inmates. Assess ethics to be adhered to for Corrections Counselors. Prepare inmates for release from the facility and provide guidance with aftercare issues. Receive informational sessions from the following offices/Bureaus: Pennsylvania Board of Probation and Parole, Bureau of Treatment Services, Office of Special Investigations and Intelligence, Office of the Victim Advocate, Diagnostic and Classification Center (DCC), Bureau of Community Corrections, and Office of Planning, Research, Statistics, and Reentry. Learn DOCINFO and Unit Management System applications specific to Corrections Counselors.

**Standards for Successful Completion:** Actively participate in the group exercises. Attend the entire course.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 36
Cell Extraction Procedures Instructor Course (CELLIC)

**Course Description:** This instructor course will certify the participant to teach the *Cell Extraction Procedures, Video Camera Training, User Certification for Electronic Immobilization Devices (EIDs), Electronic Immobilization Devices and Use of Force (Recertification), and Emergency Restraint Chair* lesson plans as required by Department policy 5.1.1, “Staff Development and Training.” This includes the DOC policy on use of force as it pertains to the proper extraction of inmates from their cells, identifying team members and their required equipment, conducting a briefing, conducting a mock cell extraction utilizing proper procedures, conducting an all inclusive debriefing, and generating proper documentation.

**Prerequisites:** Recommended - Candidates should be familiar with being a team leader on a cell extraction team, previously completed training in the lesson plans identified in the “Course Objectives,” and attended the “Training for Staff Trainers” course.

**Target Group:** CERT team members, CO1, CO2 and Commissioned Officers.

**Course Objective:** Observe the lesson plans being taught in their entirety by an experienced facilitator. Learn trainer skills and techniques to enhance their ability to instruct. Become familiar with the topics and lesson plans in preparation for teachbacks. Learn to train facility staff on *Cell Extraction Procedures, Video Camera Training, User Certification for the Electronic Immobilization Device (EID), Electronic Immobilization Devices and Use of Force (Recertification), and Emergency Restraint Chair* lesson plans; perform as a team leader for cell extractions, and perform as an Adjunct Instructor at the Training Academy, if needed.

**Standards for Successful Completion:** Teachbacks, skills practice, course evaluations, question and answers. Obtain a minimum of 70% on the EID written examination. Obtain a minimum of 70% on an end-of-course examination.

**Special Clothing/Equipment:** Dress in clothing suitable for cell extraction training. Jumpsuits/BDU's or work pants and boots for tactical training. Additionally, participants should bring their issued personal body armor (protective vest).

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 39
CERT- Basic Operator (CERT)

Course Description: This course qualifies participants to be members of an institution Corrections Emergency Response Team (CERT).

Prerequisites: Employees must be a full time employee in regular status and be recommended by their institution's CERT Leader. Employees must pass the respirator fit test and must pass the CERT physical fitness test. PFT scores will be verified by the respective Regional CERT Coordinator prior to employee being enrolled in this course.

Physical Fitness Disclaimer: Students should be aware that all classes offered by PA DOC Special Teams incorporate a routine physical fitness regimen into their course syllabus, as we feel that being physically fit is one of the key ingredients for success in any inmate encounter. PA DOC Special Teams expects both instructors and students alike to achieve and maintain a high level of physical fitness. Students with current medical issues/ailments are suggested to consult with a physician prior to attending any courses offered to alleviate injury and illness resulting from lifting heavy objects, running and calisthenics.

Target Group: Any team member that has not completed the CERT Basic Operator Course.

Course Objective: Become familiar with single and multiple team formations, Understand DCADM 201, “Use of Force” as it relates to emergency response, Ability to interact with other team members in high pressure situations, Perform tactical movement with weapons identified for CERT, Demonstrate proper restraint control techniques (RCT), Become familiar with the chemical munitions and deployment methods of chemical munitions used by CERT, Pass the CERT firearm qualification courses of fire.

Standards for Successful Completion: Attend the entire course. Obtain a minimum score of 80% on an end-of-course examination, Obtain a minimum score of 80% on the SIM examination, Obtain a minimum 80% qualifying score on each phase of fire, completing CERT shotgun and CERT pistol qualification and standards courses of fire, Successfully complete SIM Qualification course of fire, Participants that do no pass any phase of weapons qualification by the end of the week, will return to their facility without passing Basic Operator. Participant must present a positive attitude and be a team player.

Special Clothing/Equipment: Equipment List provided by Academic Services.

Administrative Details: Contact your Training Coordinator for lodging status. No meals are provided. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 48
CERT- Chemical Munitions Specialist (CCMS)

**Course Description:** Participants will receive specialized training pertaining to the duties and responsibilities of the CERT Chemical Munitions Specialist. Training will consist of, but not limited to chemical agent use of force; safely deploying chemical munitions; effective use and maintenance of the chemical protective mask; identifying and using the chemical agents/munitions and delivery systems; and executing proper first aid and decontamination of chemical agents/munitions exposure.

**Prerequisites:** Must have successfully completed the Corrections Emergency Response Team (CERT) Basic Operator Course or is a member of a county CERT team.

**Physical Fitness Disclaimer:** Students should be aware that all classes offered by PA DOC Special Teams incorporate a routine physical fitness regimen into their course syllabus, as we feel that being physically fit is one of the key ingredients for success in any inmate encounter. PA DOC Special Teams expects both instructors and students alike to achieve and maintain a high level of physical fitness. Students with current medical issues/ailments are suggested to consult with a physician prior to attending any courses offered to alleviate injury and illness resulting from lifting heavy objects, running and calisthenics.

**Target Group:** DOC and county CERT Operators who are assigned as CERT Chemical Munitions Specialists.

**Course Objective:** Observe lesson plans being taught in their entirety by experienced facilitator. Complete all hands-on practical exercises according to the performance measures and safety requirements. Demonstrate knowledge and skills in the use of chemical munitions delivery systems, distraction devices and Pepperball weapon systems assigned to a CERT Chemical Munitions Specialist. Interact with other team members in drills and exercises.

**Standards for Successful Completion:** Obtain minimum score of 80% on an end-of-course examination. Obtain minimum score of 80% on Pepperball examination. Experience the effects of chemical munitions (if not previously exposed). Actively participate in chemical munitions and distraction devices application exercises. Attend the entire course.

**Administrative Details:** Contact your Training Coordinator for lodging status. No meals are provided. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please note on registration form.

**Credit Hours:** 32
CERT- Tactical Rifle Specialist (CTRS)

Course Description: The participant will receive specialized training pertaining to the duties and responsibilities of the CERT Tactical Rifle Specialist. The training will consist of, but not limited to, basic rifle marksmanship, observation techniques, field sketching, and operational tactics.

Prerequisites: Must have successfully completed the Corrections Emergency Response Team (CERT) course.

Physical Fitness Disclaimer: Students should be aware that all classes offered by PA DOC Special Teams incorporate a routine physical fitness regimen into their course syllabus, as we feel that being physically fit is one of the key ingredients for success in any inmate encounter. PA DOC Special Teams expects both instructors and students alike to achieve and maintain a high level of physical fitness. Students with current medical issues/ailments are suggested to consult with a physician prior to attending any courses offered to alleviate injury and illness resulting from lifting heavy objects, running and calisthenics.

Target Group: CERT Operators assigned as Tactical Rifle Specialists (TRS).

Course Objective: Develop Range Cards and Field Sketches of crisis areas. Demonstrate knowledge and skills in the use of shooting positions, zeroing the AR-15/M4 Weapon System, data book, ballistics, and liability issues. Search, observe, and document TRS movement during a tactical situation. Properly identify the nomenclature and clean, care, and store the AR-15/M4 Weapon System. Apply the DC-ADM 201, “Use of Force” to Tactical Rifle Specialist (TRS) operations. Interact with other team members in high pressure situational drills and exercises. Perform Tactical Movement with weapons identified for the TRS.

Standards for Successful Completion: Obtain a minimum of 80% on a TRS qualification course of fire. Obtain a minimum of 80% on an end-of-course written examination. Evaluation process: Group discussion, informal feedback, question and answer session, live-fire exercises, and end-of-course written examination.

Special Clothing/Equipment: Student needs to supply .223 cal AR-15 style rifle and 1500 rounds of ammunition, 200 rounds of pistol ammunition, as well as observation equipment (Binoculars, Spotting Scope), Operational Equipment (Drag Bag, Hydration System, Tactical vests and gas mask, pen, pencils, paper), Rain Gear, & Cleaning Equipment.

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 40
CEVC Training

**Course Description:** State-wide training for DOC CEVCs. The CEVC training is an opportunity to exchange ideas and network with peers with regard to Inmate Employment in the DOC. Address concerns/questions with subject matter experts from different areas in the DOC.

**Prerequisites:** None

**Target Group:** CEVC from all institutions

**Course Objective:** To update the DC-ADM 8-16 Inmate Compensation Manual, and exchange ideas with peers.

**Standards for Successful Completion:** Attend the entire course and fully participate in all phases of the training.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 8
Cognitive Behavioral Intervention (CBI)

**Course Description:** This is a 3-day Cognitive-behavioral Core curriculum training. Topics discussed will include the principles of effective intervention, risk, need, responsivity, and treatment fidelity. There will be an overview of cognitive-behavioral theory, a summary of the Core Program, teaching new skills, group facilitation, a review of the curriculum, demonstration of key skills and participant practice facilitation activities.

**Prerequisites:** None

**Target Group:** Corrections Counselor Treatment Specialists.

**Course Objectives:** Understand the basic philosophy of cognitive-behavioral treatment. Identify targets for treatment and strategies for impacting those targets. Recognize and apply key techniques of modeling, role-playing, rewards and punishers. Demonstrate overall core skills needed to facilitate and support cognitive behavioral programming.

**Standards for Successful Completion:** Attend the entire course. Complete session assignments and prepare for sessions as necessary. Demonstrate and practice key cognitive behavioral skills in a group setting.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 24
Commissioned Officers Developmental Training (CODT)

**Course Description:** This course is designed to create a sense of leadership through having participants clearly review, discuss, and understand the duties and tasks of a Commissioned Officer; as well as provide the participant with the mandatory Commonwealth-required supervisory development skills such as: list, define, and describe issues and responsibilities for new supervisors. Through discussion and application, participants review the following topics: introduction to supervision, situational leadership, employee discipline, grievance handling, employee motivation, Americans with Disabilities Act (ADA), performance evaluations, Sexual Harassment policy, responsibility for inmate security accountability, supervisor’s role in Department’s drug and alcohol testing policy, team building, dealing effectively with employees, and ethical behavior for supervisors.

**Prerequisites:** Must be a Commissioned Officer (not in an acting capacity.)

**Target Group:** All DOC Commissioned Officers. Any Department staff member who is promoted or placed into a CO3, CO4 or CO5 position is required to attend this course within one year of promotion or placement unless the Commissioned Officer meets the waiver requirements as stated in Department policy 5.1.1, “Staff Development and Training”, Section 3-E, Commissioned Officers Training.

**Course Objectives:** Examine the different roles that will be expected of successful Commissioned Officers versus their previous experience as a lead-worker. Implement a “working definition” of supervision that will assist you in performing your duties as a supervisor. Coach and develop subordinates through the review of ethical behavior standards established in the DOC Code of Ethics. Put to use decision-making and problem solving skills in his/her role as a Commissioned Officer. Examine how and why staff becomes complacent and implement tasks to avoid self and staff complacency. Report and correct deficiencies while performing facility inspections during the duty-day. Supervise Security Level 5 Housing Unit operations. Perform the actions necessary to maintain correctional facility compliance with American Correctional Association standards. Apply coaching steps to develop strategies to effectively deal with employees that need corrective action. Advise employees on the benefits of the staff mentoring and empowerment –related programs. Complete Employee Performance Evaluations in accordance Management Directive 540.7, “Employee Performance Review.” Perform administrative investigations within the guidelines established by Commonwealth rules and regulations, Department policies, local procedures, and bargaining unit contracts. Review and handle grievances per Management Directive 590.7, Section 8, “Standardized Grievance Handling and Tracking Labor-Management Relations.” Recognize an organizational structure, identify, and functions of the Office of Special Investigations and Intelligence (OSII). Follow the steps of progressive discipline based on DOC Policy 4.1.1, Section 6, “PA Public Employee Relations Act,” including “just cause” and “due process.” Comply with the approval guidelines established in Management Directive 530.30, Sick, Parental, and Family Care Absence, Military Exigency and Military Caregiver Absence Policy. Utilize DOC Policy 15.1.1, Safety Procedures Manual, Section 22, “Accident Investigations” to follow accident investigation protocol.
Describe the purpose of the Americans with Disabilities Act and utilize the skills when interviewing or supervising an employee with a disability. Determine if an employee should be sent for drug and/or alcohol testing as per DOC Policy 6.3.12, Drug and Alcohol Testing. Identify an employee’s Fitness for Duty and refer an employee to SEAP based on the OA and DOC’s criteria of the employee’s capable to perform his/her duties in a safe and competent manner.

**Standards for Successful Completion:** Complete class assignments. Attend the entire course. Actively participate in group discussion and exercises.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 16
Commissioned Officers Developmental Training Instructor Course (CODTIC)

**Course Description:** Successful completion of this course will prepare the participant to effectively and accurately teach modules on found within the DOC’s Commissioned Officers Developmental Training: Roles and Expectations, ACA Accreditation, Decision Making/Problem Solving, Recognizing and Preventing Complacency, Facilities Inspections, Supervision of Security Level 5 Housing Units, Conducting Administrative Investigations, Reinforcing Positive Behavior, and After Action Reviews. Instructors will be current Commissioned Officers instructors as well as SME from the DOC well versed in the topical areas. Teach-backs will be monitored by experienced DOC instructor evaluators.

**Prerequisites:** Work background as an effective Captain or Lieutenants within the Commonwealth. Completion of Training for Staff Trainers is required.

**Target Group:** Captains and Lieutenants being certified to instruct Commissioned Officers Developmental Training.

**Course Objective:** Observe all Commissioned Officer Developmental Training lesson plans being taught in their entirety by an experienced facilitator. Learn trainer skills and techniques to enhance their ability to instruct. Become familiar with the topics and lesson plans in preparation for teach backs. Learn to train newly promoted Lieutenants in the Commissioned Officers Training course and perform as an Adjunct Instructor at the Training Academy, as needed.

**Standards for Successful Completion:** Participants must actively participate in all training exercises, attend the entire course, and achieve 80% on the course end-of-week examination.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 35
Conducting Administrative Investigations (CAI)

**Course Description:** This course includes a review of DOC Policy 4.1.1, Human Resources and Labor Relations Procedures Manual Section 3 – Employee Arrests- Felony, Misdemeanor, or Summary Offenses, Section 4 – Resignations in Lieu of Discharge, Section 6 – The Pennsylvania Public Employee Relations Act, Section 7 – Standardization of Pre-Disciplinary Conferences, Section 8 – Standardized Grievance Tracking and Handling and DOC Policy 6.3.1, Facility Security, Section 25 – Evidence Control.

**Prerequisites:** Must be a Manager or Supervisor that performs or will perform administrative investigations.

**Target Group:** DOC Supervisors and Managers selected by their facility to conduct administrative investigations.

**Course Objectives:** Explain the purposes for conducting administrative investigations. Determine steps to be taken prior to conducting an investigation. Perform the procedures for interviewing witnesses, victims/complainants, and suspects/subjects. Explain the steps for taking witness statements. Review the Administrative Investigation Summary procedures. Understand the principles of “Due Process” and “Just Cause.” Understand an employee’s right to union representation during an investigator’s interview. Explain the procedures that must be completed at the conclusion of a pre-disciplinary conference. Apply the steps of progressive discipline and follow the guidelines established for “Just Cause.”

**Standards for Successful Completion:** Actively participate in the group exercises. Attend the entire course.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 5
Co-Occurring Disorders Outpatient Program (DDOP)

(Previous name - Dual Diagnosis Outpatient Program)

**Course Description:** Training is on the Co-Occurring Disorders Program by Hazelden, which is the new Co-Occurring Disorders Outpatient program curriculum. This training focuses on integrated treatment of persons with concurrent substance use and non-severe mental health disorders. Training is mandatory to facilitate the Co-Occurring Disorder Outpatient group.

**Prerequisites:** Drug and Alcohol Staff for both outpatient programming and Therapeutic Community programming, Psychology Staff that Co-Facilitates SUD programs, Contract GEO Staff.

**Target Group:** Drug and Alcohol Treatment Specialists, Psychology Staff that Co-Facilitates Co-Occurring Disorders Outpatient program and/or Psychology Staff that facilitate groups on the General Population Therapeutic Community (TC) or Co-Occurring TC, Contract GEO Staff.

**Course Objectives:** Provide tools and information to deliver treatment to clients with co-occurring disorders, Co-Facilitate the Co-Occurring Disorders program to clients, understand the Co-Occurring Disorders program concepts and practices, Understand MET, CBT, and TSF.

**Standards for Successful Completion:** Attendance for entire training.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 24
Corrections Activity Managers Training (CAMT)

**Course Description:** State-wide training for DOC Activities Managers.

**Prerequisites:** None

**Target Group:** DOC Activities Managers from all institutions.

**Course Objective:** To exchange ideas and network with peers with regard to Activities in the DOC. Review current policies and procedures. Address concerns/questions with subject matter experts from different areas in the DOC.

**Standards for Successful Completion:** Attend the entire course. Fully participate in all phases of the training.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 10

**Act 48 Credits:** 10
Corrections Education Training Academy (CETA)

**Course Description:** This course provides new employees with the knowledge, skills and strategies that will equip them to be effective correctional educators and administrators.

**Prerequisites:** None

**Target Group:** New CIVEA instructors, Counselors and Principals hired after 2/1/2007 and who have not attended CETA training or missed the last session.

**Course Objectives:** To gain knowledge and understanding of the Bureau of Corrections Education, Proposed Educational Program, Games Inmates Play, Teaching Strategies, Academic and Vocational Education issues, Commonwealth Secondary Diploma Program, Mentoring and National Center for Construction Education and Research.

**Standards for Successful Completion:** Demonstrate performance in the classroom. Attend the entire course.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 9.5
Corrections Health Care Administrator Training (CHCA)

**Course Description:** Provide education and training on correctional health care administration for new PA DOC CHCAs.

**Prerequisites:** Currently serving in the role of CHCA.

**Target Group:** New Corrections Health Care Administrators (CHCAs) in the Pennsylvania Department of Corrections.

**Course Objectives:** Describe the responsibilities of the Bureau of Health Care Services. Explain the centralized role of clinical services oversight. Outline the supervision of psychiatry services. Discuss the management of psychology services. Review the administration of dental services. Summarize the role of the Food Services Division. Examine the Quality Improvement Program. Discuss infection control coordination. Describe contract monitoring. Review medical information systems and data management/reports. Describe medical records management. Discuss general institutional-level health care management. Explain education and training responsibilities.

**Standards for Successful Completion:** Attend the entire course. Demonstrate understanding of course content.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 10
Corrections School Principals Training (CSPT)

**Course Description:** Regional training is to address the changes to DOC policy and procedures 7.6.1, and the expected follow-up required under the direct leadership of the principal.

**Prerequisites:** Employed as a DOC principal or the principal's designee.

**Target Group:** Corrections School Principals. Prerequisites

**Course Objectives:** To discuss new provisions in the CIVEA contract. To train principals on the updated policy revisions on 7.61. To ensure compliance monitoring of DC47C entries. To ensure CEA audit documentation is being loaded into AARMS.

**Standards for Successful Completion:** Attend the entire course. Complete a course evaluation.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 8

**Act 48 Credit:** 8
CPS Supervisor Training (CPSST)

**Course Description:** Provides an overview of the CPS worker, their duties, how they are trained and the role that DOC staff takes on when working with the CPS or monitoring them on their units/areas.

**Prerequisites:** Must have regular working contact at facility with CPS.

**Target Group:** Must have regular working contact at facility with CPS.

**Course Objectives:** Define Peer Support, Recognize CPS duties and responsibilities, Identify how CPS workers benefit the facility, Identify your role as a DOC staff working with CPS.

**Standards for Successful Completion:** The same test will be facilitated before and after the training. Two or less wrong on the posttest will qualify as successful completion.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 3.5
Crisis Intervention Team Training (CITT)

**Course Description:** Crisis Intervention Teams are an effective crisis response for "first responders" who are encountering persons displaying emotional crises. The CIT training provides corrections staffs with information on offenders with mental illness and de-escalation skills shown to be effective with offenders in crisis.

**Prerequisites:** Contact Staff, completion of Mental Health First Aid, Staff who are assigned to specialized housing units.

**Target Group:** Employees assigned to a specialized unit including RHU, SMU, SNU, SOU, SAU, SRTU, ICU, MHU, FTC, BMU; within six months of assignment to the unit, will attend and successfully complete the Department’s CITT. Other employees may attend the training on a recommended/voluntary basis as long as they have two or more years of experience working in the Department as a fulltime employee.

**Course Objective:** Participants will acquire information about mental illness, mental health treatment and will develop and practice skills in communicating and deescalating offenders in crisis.

**Standards for Successful Completion:** Completion of five days of training including active participation in class discussions and role-plays. All participants will be required to tour special living and treatment units housed in their home facility, either before or after the training.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 36
Critical Incident Stress Management (CISM) Corrections Awareness, Resilience, and Education (CARE) (CISMBC)

Previous name - CISM: Basic Group Crisis Intervention (CISMBC)

**Course Description:** This course provides participants with strategies for providing individual and group education and intervention for those employees who have been involved in a critical stressful incident. Successful participants will become CISM/CARE Team Members.

**Prerequisites:** Nominated by facility CISM/CARE Team Leader or BCC CISM/CARE Coordinator, completed application & minimum of 3 years DOC/BCC experience.

**Target Group:** New CISM/CARE members & current CISM/CARE team members with training 5 or more years ago who desire a refresher course or who now wish to be trained in CARE in addition to their previous CISM training. The Facility Mgr & TC should consult with the CISM/CARE Team Leader on needs & suggestions for nominations. TC’s should only nominate those who have been recommended by the DOC CISM/CARE Team Leader or designated by the BCC CISM/CARE Coordinator.

**Course Objective:** Understand the impact of critical incidents. Understand the organization, objectives, composition and function of the CISM/CARE program. Recognize the Special Teams and CISM/CARE policies and know how to find them on DOCnet. Learn how to conduct group CISM/CARE individual and group services.

**Standards for Successful Completion:** Attend the entire course. Upon successful completion of this course, participants are expected to: Participate in meetings, trainings and drills as scheduled; respond to incidents when notified by the team leader.

**Special Clothing/Equipment:** The Training Coordinator should provide a copy of the following items to each nominee: Selection criteria (Attachment 1) and application (Attachment 2). Participants who have not previously completed a CISM/CARE course should complete the application and schedule an interview with the local CISM Team Leader prior to forwarding the application.

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please note on registration form.

**Credit Hours:** 14
Critical Incident Managers Training (CIM)

Course Description: This course is designed to assist Primary and Alternate Critical Incident Managers in performing their assignments through having participants clearly understand why they perform their duties and tasks. The course also emphasizes the Department's expectations of Critical Incident Managers.

Prerequisites: Must be serving as a facility primary or alternate Critical Incident Manager.

Target Group: Critical Incident Managers.

Course Objective: Effectively participate in required mtgs. Comply w/ established ACA standards. Coordinate sub-plan development. Develop critical incident plan checklists. Perform Command Post functions. Utilize the Ref. Man. for CIM’s to assist in performing job duties & tasks. Use DOC Policy 6.7.1 “Incident Command System” to follow established procedures for CIM’s. Understand their role in critical incident equipment inventories, performing inspections, & submitting Quarterly Critical Incident Inspections. Review critical incident plans & conduct annual audits. Analyze EOR’s for critical incident concerns. Interpret the “Institutional Threat Assessment SCAN Reports.” Distribute critical incident plans & revisions to plans to appropriate staff/locations. Prepare & review annual agreements w/ other agencies. Develop & conduct critical incident drills & exercises. Assist the TC w/ coordinating ICS training. Function as a trainer on topics related to critical incidents. Recognize their role in performing other tasks appropriate to LT’s.

Standards for Successful Completion: Complete class assignments. Actively participate in group discussion and exercises. Attend the entire course.

Special Clothing/Equipment: Please bring Department policy volume 6.3.1 “Facility Security”, and Critical Incident manuals (red, and blue) to the course.

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 32.5
Cultural Competency for Correctional Nurses (CCCN)

**Course Description:** Provide information on cultural competency for nurses in the correctional setting.

**Prerequisites:** None

**Target Group:** Pennsylvania Department of Corrections/contract nurses.

**Course Objectives:** Assess self-awareness of cultural competency. Review knowledge of cultural competency concepts. Discuss skills that can be used to provide culturally competent care. Apply cultural competency knowledge and skills to patient encounters. Describe how attitudes may impact one’s level of cultural competency. Discuss how education and training can improve cultural competency.

**Standards for Successful Completion:** Attend the entire course. Demonstrate understanding of course content.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 5.5
DACUM Training for Facilitators (DACUM)

**Course Description:** DACUM, which stands for Developing a Curriculum, is an occupational task analysis process. This process uses a panel of high performing incumbent workers while under the direction of a neutral facilitator, to identify job knowledge, skills, traits, duties, and tasks. The skills that a successful participant will develop during these four days include: brainstorming, display thinking, storyboarding, and neutral facilitation. This facilitation training will provide participants with the skills and knowledge needed to conduct DACUM panels as well as increase their overall ability to facilitate in a neutral manner.

**Prerequisites:** Completion of Training for Staff Trainers.

**Target Group:** Staff being certified to facilitate DACUM focus groups in the process of developing an occupational analysis.

**Course Objectives:** Utilize the LP's in preparation of facilitating an Initial DACUM Profile & DACUM Profile Validation. Promote the DACUM process as a valuable tool in analyzing occupations and for training design & development. Perform the steps of planning a DACUM workshop. Recruit high performing incumbent workers for participation in an occupational analysis. Provide an orientation of the DACUM process to panelists. Manage the DACUM panel process. Facilitate the development of DACUM charts for the occupation being analyzed. Validate the initial panel's work by coordinating & conducting a DACUM Profile Validation. Coordinate post-DACUM activities.

**Standards for Successful Completion:** Full participation in group and individual activities designed to develop neutral facilitation, display thinking, and storyboarding skills.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 24
DOC Special Education Training- Idea B Regulations (IDEAB)

**Course Description:** Training for all principals, education counselors, special education teachers, and academic/business teachers in a facility that houses Special Education students.

**Prerequisites:** None.

**Target Group:** Principals, Education Counselors, Special Education and Business teachers.

**Course Objective:** To provide hands on training to staff, who must follow the federal guidelines for teaching special education school age students per IDEA B and school law.

**Standards for Successful Completion:** Attendance the entire course.

**Special Clothing/Equipment:** DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency.

**Administrative Details:**

**Credit Hours:** 16
DOC Statewide Librarian Legal Training (LIBLEG)

**Course Description:** Training for all corrections librarians and librarian assistants.

**Prerequisites:** None

**Target Group:** Corrections librarians and librarian assistants.

**Course Objective:** To instruct library staff on the Lexis Nexus law library, legal concerns, and general operational concerns.

**Standards for Successful Completion:** Attend the entire course.

**Special Clothing/Equipment:** DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency.

**Administrative Details:**

**Credit Hours:** 7.5

**Act 48 Credit:** 6
Dual Diagnosis Outpatient Program- Train the Trainer (DDOPTT)

**Course Description**: This training will prepare staff to facilitate the CDP program to new staff, for their implementation of the CDP program. Training is on the new Co-Occurring Disorders Program by Hazelden, which is the new Dual Diagnosis Outpatient program curriculum. This training focuses on integrated treatment of persons with concurrent substance use and non-severe mental health disorders. Training is mandatory to facilitate the DD Outpatient group.

**Prerequisites**: Drug and Alcohol Treatment Specialist that facilitates Dual Diagnosis Outpatient program, Psychology Staff that Co-Facilitates Dual Diagnosis Outpatient program, (request must come through BTS for approval to be a trainer).

**Target Group**: Drug and Alcohol Treatment Specialist that facilitates Dual Diagnosis Outpatient program, Psychology Staff that Co-Facilitates Dual Diagnosis Outpatient program, (request must come through BTS for approval to be a trainer).

**Course Objectives**: Provide training statewide to staff on the CDP curriculum, Provide tools and information to deliver treatment to clients with co-occurring disorders, Co-Facilitate the Co-Occurring Disorders program to clients, and understand the Co-Occurring Disorders program concepts and practices.

**Standards for Successful Completion**: Attendance for entire training.

**Special Clothing/Equipment**: None

**Administrative Details**: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours**: 7.5
Fire Emergency Response Team (FERT)

Course Description: Overview the DOC Policy 6.7.2, Section 6, "Fire Emergency Response Team (FERT)". Apply the "ten commandments" of safety to their FERT duties. Utilize Rapid Intervention Team (RIT) strategies to employ effective FERT operations. Apply verbal burn facility orientation to their individual and team safely throughout this training. Discuss and apply the "Defend in Place" strategy. Demonstrate the five goals of the DOC fire program. Properly place hose lines in a FERT situation. Exhibit the appropriate order of duties related to the use of a standpipe system. Utilize the various sprinkler system operational components. Identify Specific FERT equipment along with purpose, proper usage, and maintenance needs. State and demonstrate the three elements of a proper search and rescue operation. Apply search patterns and techniques to conduct a proper and thorough search for fire victims.

Prerequisites: Candidate must be assigned by the facility to the FERT team. Candidate must have a completed the Respiratory Protection initial and Annual Medical Evaluation Form, Department of Corrections Policy Volume 15.01.01, Safety and Environmental Protection, Section 08, (Attachment 8B) to turn in the first day of class.

Target Group: DOC and County staff assigned to FERT.

Course Objective: Summarize the DOC FERT policy. Define fire chemistry. Ventilate a smoke filled room. Apply fire suspension techniques. Use self-contained breathing apparatus, and personal protective equipment.

Standards for Successful Completion: Complete the entire course. Score at least 70% on endof-course exam.

Special Clothing/Equipment: Equipment list can be obtained from Academic Services. All equipment must fit properly and is mandatory for participation in training. Any participant not correctly fitted with PPE will be returned to their home facility.

Administrative Details: Contact your Training Coordinator for lodging status. No meals will be provided. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 35
Food Service Sanitation Recertification (FSSR)

**Course Description:** This course recertifies Department of Corrections food service personnel in safe food handling and is sanctioned by the Education Foundation of the National Restaurant Association. Successful completion qualifies students to apply for Food Employee Certification by the Department of Agriculture through the Department’s Food Services Division.

**Prerequisites:** Participants must be Corrections food service managers, Corrections food service supervisors, or Corrections safety managers who have successfully completed the Applied Food Service Sanitation Course.

**Target Group:** Food service managers, food service supervisors, and safety managers.

**Course Objective:** At the conclusion of this training, the participant will be able to: Successfully train individuals involved in various stages of food service operations to ensure proper handling, storage, and preparation of food items in order to prevent the possibility of food-borne illness outbreaks.

**Standards for Successful Completion:** Pass final exam with 76% or above to receive National Restaurant Association certificate. Actively participate in class. Attend the entire course.

**Special Clothing/Equipment:** All Candidates must bring a copy of the “National Restaurant Association Service ServSafe Essentials” book (7th Edition) and a testing sheet. No books or testing sheets will be available. All participants must have these items with them on the first day of class. There will not be time to purchase these items after class starts. Participants arriving without books and/or testing sheets will be sent back to their duty stations.

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 20
Fundamentals of Sex Offender Treatment (FSOT)

**Course Description:** This course will cover the PA Department of Corrections current assessment and treatment protocols, enabling the participants to complete sex offender-specific risk assessments as well as facilitate treatment programming as outlined in Department policy. This course will also introduce some additional material dealing with the application of the Trans-theoretical Model of Change as it may be utilized in the treatment of sexual offenders as well as the application of the Self-Regulation and Good Lives Models to sex offender treatment.

**Prerequisites:** Must possess a Master’s or Bachelor’s degree in social science/related field and 2,000 hours of treatment experience specific to SOP; Must possess a Master’s or Bachelor’s degree in social science/related field. If the potential treatment facilitator does not possess the minimum experience requirement, this person must be directly supervised by a DOC clinician who possesses the requisite experience.

**Target Group:** All staff.

**Course Objective:** To be able to complete the sex offender-specific risk assessment outline in policy; To be able to facilitate the treatment of sexual offenders as outlined in policy; To be able to discuss the use of the Trans-theoretical Model of Behavior Change in the treatment of sex offenders; To be able to apply the Good Lives and Self-Regulation Models to Sex Offender treatment.

**Standards for Successful Completion:** Attend the entire course. Fully participate in all phases of the training. Work in a cooperative manner with trainees and course facilitators.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 21
Glock Armorer’s Course

Course Description: In this course, the participants will learn how to safely use and maintain your weapon in a one-day certification. Certification is valid for three years.

Prerequisites: None

Target Group: Designated staff.

Course Objective: In this course, the participants will learn how to safely use and maintain your weapon in a one-day certification.

Standards for Successful Completion: Attendance and participation in class· Written Examination (passing score 80%).

Special Clothing/Equipment: Student supplies safety glasses for eye protection and a small flashlight.

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 8
Handgun/Shotgun Instructor Course (HSIC)

Course Description: This course certifies participants to instruct employees in the proper techniques of training personnel in handgun and shotgun marksmanship as required by Department policy 5.1.1, "Staff Development and Training." Topics include: Safety; use of force; adult teaching techniques; handgun and shotgun fundamentals; .68 caliber launcher training; weapons cleaning; dim light training; shoot/don’t shoot decision making; moving targets; firearms retention; and live-fire qualification.

Prerequisites: Possess competent level and fundamental ability of handgun and shotgun marksmanship. Participants are required to fire a DOC Handgun Qualification course on the first day of training, scoring 90% or higher (216 out of 240).

Target Group: DOC and county security staff assigned to train and qualify personnel in handgun, shotgun, and .68 caliber launcher use.

Course Objective: Teach and apply safe firearms handling procedures. Operate a safe range. Instruct DOC staff on the use of force. Identify the importance of using DOC-approved lesson plans. Practice and apply sound adult learning techniques. Train staff in proper weapons cleaning. Learn to train facility staff on basic handgun and shotgun instruction, .68 caliber launcher, firearms retention, and perform as an Adjunct Instructor at the Training Academy, if needed.

Standards for Successful Completion: Apply adult learning techniques in course instruction. Present a section of the lesson plan during teachbacks. Demonstrate understanding of the topic through teachbacks. Obtain a minimum of 90% on DOC handgun course of fire on the first day of training. Obtain a minimum of 90% on NRA Police Firearms Instructor handgun & shotgun courses of fire. Obtain a minimum of 80% on .68 caliber launcher written exam & minimum of 90% on qualification course of fire. Obtain a minimum of 80% on end-of-course exam.

Special Clothing/Equipment: Comfortable clothing to wear on the range; duty belt, holster, speed loaders (2 minimum) and speed loader pouch; DOC service handgun and shotgun; FN303 launcher and 20 projectiles; personal eye and ear protection, if desired; rain gear and seasonal outdoor clothing. Any available ammunition from the institution should be sent with the participant.

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 43
Handgun/Shotgun Instructor Course for Counties (HSCIC)

**Course Description:** This course certifies participants to instruct employees in the proper techniques of training personnel in handgun and shotgun marksmanship as required by Department policy 5.1.1, “Staff Development and Training.” Topics include: Safety; use of force; adult teaching techniques; handgun and shotgun fundamentals; .68 caliber launcher training; weapons cleaning; dim light training; shoot/don’t shoot decision making; moving targets; firearms retention; and live-fire qualification.

**Prerequisites:** Possess competent level and fundamental ability of handgun and shotgun marksmanship. Participants are required to fire a DOC Handgun Qualification course on the first day of training, scoring 90% or higher (216 out of 240).

**Target Group:** DOC and county security staff assigned to train and qualify personnel in handgun, shotgun, and .68 caliber launcher use.

**Course Objective:** Teach and apply safe firearms handling procedures. Operate a safe range. Instruct DOC staff on the use of force. Identify the importance of using DOC-approved lesson plans. Practice and apply sound adult learning techniques. Train staff in proper weapons cleaning. Learn to train facility staff on basic handgun and shotgun instruction, .68 caliber launcher, firearms retention, and perform as an Adjunct Instructor at the Training Academy, if needed.

**Standards for Successful Completion:** Apply adult learning techniques in course instruction. Present a section of the LP during teachbacks. Demonstrate understanding of the topic through teachbacks. Obtain a minimum of 90% on DOC handgun course of fire on the first day of training. Obtain a minimum of 90% on NRA Police Firearms Instructor handgun & shotgun courses of fire. Obtain a minimum of 80% on .68 caliber launcher written exam & minimum of 90% on qualification course of fire. Obtain a minimum of 80% on end-of-course exam.

**Special Clothing/Equipment:** Comfortable clothing to wear on the range; duty belt, holster, speed loaders (2 minimum) and speed loader pouch; DOC service handgun and shotgun; FN303 launcher and 20 projectiles; personal eye and ear protection, if desired; rain gear and seasonal outdoor clothing. Any available ammunition from the institution should be sent with the participant. **FOR A EQUIPMENT CHECKLIST, PLEASE REFER TO HANDGUN SHOTGUN INSTRUCTOR COURSE (HSIC)**

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 43
Hearing Examiner Training (HEX)

**Course Description:** This course will present the most recent policy and procedural changes regarding the misconduct hearing process.

**Prerequisites:** Employment as a DOC Hearing Examiner and knowledge of the Inmate discipline Policy DC ADM 801.

**Target Group:** DOC Hearing Examiners.

**Course Objective:** The employee will be able to successfully implement the discussed changes in policy and procedure into the daily work assignments as necessary.

**Standards for Successful Completion:** Attendance.

**Special Clothing/Equipment:** DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency.

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 3
HIV Pre & Post-Test Prevention Counseling Training (HIVPPCT)

Course Description: This course will prepare participants to effectively and properly conduct HIV pre & post-test prevention counseling for inmates in the prison setting.

Prerequisites: None

Target Group: Pennsylvania Department of Corrections nurses and all other interested employees who provide HIV Pre- and Post-Test Prevention Counseling.

Course Objectives: Improve knowledge about the tests and testing issues. Increase understanding of the complexities of HIV testing and the dilemmas it poses. Clarify roles with regard to inmate HIV testing and PA DOC security protocol. Apply presented counseling skills to HIV test-related issues.

Standards for Successful Completion: Attend the entire course. Demonstrate understanding of course content.

Special Clothing/Equipment: None

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 4
Impact of Crime Instructor Course (IOCIC)

**Course Description:** The purpose of this course is to prepare *Impact of Crime* instructors on how to educate and reach inmates about the impact that their crime behaviors have had on others. This includes psychological, emotional, physical, sexual, and financial impacts related to all types of criminal behaviors. Instructors are taught skills necessary to successfully implement this curriculum.

**Prerequisites:** Candidates must be committed to educate inmates about the impact of crime on victims, their families, and the community.

**Target Group:** All staff

**Course Objectives:** Increase inmate awareness about the impact of crime on victims, their families, and the community. Enhance an inmate’s ability to develop respect and empathy for the law and the rights of others. Increase inmate awareness about relapse prevention and resources available to minimize the risk of recidivism.

**Standards for Successful Completion:** Actively participate and demonstrate skills necessary to implement the Impact of Crime curriculum. Complete all class assignments. Actively participate in exercises. Attend the entire course.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 24
Incident Command System 300 (ICS3)

**Course Description:** This course is presented by the Pennsylvania Department of Corrections Critical Incident Managers in cooperation with the Pennsylvania Fire Commissioners Office, PEMA, and Emergency Management Institute (EMI). This course is approved by the United States Department of Homeland Security.

**Prerequisites:** Course attendees must have completed the FEMA Independent Study Course IS-100, IS-200, IC-700, and IS-800.

**Target Group:** Lieutenants, Captains, Majors, Deputy Superintendents, Superintendents, Deputy Secretaries, Executive Deputy Secretary, and Secretary. ICS 300/400 are required before any commissioned officer can be a Shift Commander (appointed or acting), so all lieutenants and above should have the course.

**Course Objective:** The purpose of this course is to meet the federally mandated NIMS requirements for the Federal Fiscal Year 08/09.

**Standards for Successful Completion:** Successful completion of written test.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 24
Incident Command System 400 (ICS4)

**Course Description:** This course is presented by the Pennsylvania Department of Corrections Critical Incident Managers in cooperation with the Pennsylvania Fire Commissioners Office, PEMA, and Emergency Management Institute (EMI). This course is approved by the United States Department of Homeland Security.

**Prerequisites:** Course attendees must have completed the FEMA Independent Study Course IS-100, IS-200, IC-700, and IS-800. Must have also completed ICS 300.

**Target Group:** Deputy Superintendents, Superintendents, Deputy Secretaries, Executive Deputy Secretary, and Secretary. ICS 300/400 are required before any commissioned officer can be a Shift Commander (appointed or acting), so all lieutenants and above should have the course.

**Course Objective:** The purpose of this course is to meet the federally mandated NIMS requirements for the Federal Fiscal Year 08/09.

**Standards for Successful Completion:** Successful completion of written test.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 16
Incident Command System Instructor Course (ICSIC)

Course Description: This instructor course will certify the participant to teach the Incident Command System lesson plans as required by Department policy 5.1.1, “Staff Development and Training.”

Prerequisites: Must be a Commissioned Officer or above.

Target Group: DOC staff assigned to facilitate Incident Command System In-Service training.

Course Objective: Observe the lesson plans being taught in their entirety by an experienced facilitator. Learn trainer skills and techniques to enhance their ability to instruct. Become familiar with the topics and lesson plans in preparation for teachbacks. Learn to train facility staff on Incident Command System lesson plans and perform as an adjunct instructor at the Training Academy if needed.

Standards for Successful Completion: Be evaluated on their teaching ability by an experienced facilitator during a series of teachbacks. Obtain a minimum of 70% on an end-of-course examination. Attend the entire course.

Special Clothing/Equipment: None

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 7
Incident Response Training Instructor Course (IRTIC)

Course Description: This course certifies the participant to conduct immediate response training as required by Department policy 5.1.1, "Staff Development and Training." Participants will be trained to instruct the following in-service lesson plans: Tactical Resolution, Use of Security Restraints, Riot Baton and Basic Riot Control Formations, Riot Baton and Use of Force, and Inner Perimeter and Outer Perimeter Duties.

Prerequisites: Candidates must currently be a trainer in at least one subject area. Recommended - completion of the DOC CERT Leader Instructor Course is a plus.

Target Group: DOC staff instructors identified by the institutions to conduct immediate response training.

Course Objective: Observe the lesson plans being taught in their entirety by an experienced facilitator. Learn trainer skills and techniques to enhance their ability to instruct. Become familiar with the topics and lesson plans in preparation for teach backs. Learn to properly train facility staff on the Inner and Outer Perimeter Group Duties and Responsibilities, Incident Response Responsibilities and Procedures, Use of Security Restraints, Tactical Resolution, and Riot Baton and Use of Force In-Service lesson plans, and perform as an Adjunct Instructor at the Training Academy, if needed.

Standards for Successful Completion: Be evaluated on their teaching ability by an experienced instructor during teach-backs. Participate in hands-on exercises. Obtain a minimum of 70% on an end-of-course examination. Attend the entire course.

Special Clothing/Equipment: Participants should dress in clothing suitable for tactical training. Jump suits/BDU’s or work pants and boots for tactical training. Rain gear and seasonable appropriate clothing for outside training are required. Participants will get dirty. Please bring the following items: riot baton with ring, duty belt, cap, and handcuffs and keys.

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 27
Infection Control Nurse Updates (ICNU)

**Course Description:** Provide educational update on infectious/communicable diseases for PA DOC/vendor ICN’s.

**Prerequisites:** Current PA DOC/vendor ICN (or selectee).

**Target Group:** Pennsylvania Department of Corrections/vendor Infection Control Nurses (ICN’s) has priority.

**Course Objective:** Review current infection control policies. Explain the key differences between LTBI and TB disease to assure that appropriate therapies are administered to inmates and appropriate strategies are employed to ensure positive inmate outcomes. Review current immunization updates, focusing on HIV, HCV and HBV infections. Review of the current Hepatitis C Protocol with focus on testing, tracking and treatment. Review expanded HIV testing through ‘opt-out’ procedures. Discussion, Data Collection, and Tracking System for the BHCS. Review updates to the eHR (Sapphire). Review STD testing with concentration on PREA and Occupational Exposures.

**Standards for Successful Completion:** Attend the entire course. Demonstrate understanding of course content.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 5
Intravenous (IV) Therapy Education (IVTE)

Course Description: This class provides foundational information regarding the knowledge and skills required for managing patients receiving intravenous therapy.

Prerequisites: None

Target Group: PA DOC/Vendor Corrections Nurses. Class size is limited to a maximum of 20 participants.

Course Objectives: State the limitations and scope of practice governing IV therapy for nurses. Discuss the agency policy regarding IV therapy. Review the circulatory system. Explain the relationship between IV therapy and bodily function. Review infection control, universal precautions, and aseptic technique. Explain compatibility of drugs and solutions. Discuss nursing care of patients receiving IV therapy. Identify the signs and symptoms of fluid and electrolyte balance/imbalance. Discuss drug actions, interactions, adverse reactions, prevention, and recognition of unexpected outcomes. Describe the signs/symptoms of local and systemic complications, prevention, and treatment. Discuss equipment for IV therapy – uses, malfunction, and corrective action. Explain IV site selection and preparation for venipuncture. Explain and demonstrate the venipuncture procedure. Calculate IV fluid rates. Describe care of IV devices. Discuss central line information. List the types and uses of IV solutions.

Standards for Successful Completion: Attend entire course. Obtain a minimum of 70% on the written test.

Special Clothing/Equipment: None

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 8
Intravenous (IV) Therapy Education Instructor Course (IVTEIC)

**Course Description:** Provide education and training on intravenous therapy for PA DOC/contract Medical Department professional staff members.

**Prerequisites:** Clinical expertise in intravenous therapy.

**Target Group:** Pennsylvania Department of Corrections/contract staff members. Class size is limited to a maximum of 20 participants.

**Course Objectives:** Review basic instructor skills. Discuss learning barriers. Describe the program lesson plan. Demonstrate effective presentation skills. Display accurate psychomotor skills. Review course documentation and administrative tasks.

**Standards for Successful Completion:** Attend the entire course. Demonstrate understanding of course content.

**Special Clothing/Equipment:** DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 9.5
Labor Relations for Supervisors (LABOR)

Course Description: This course provides new supervisors with information to help them perform their role in the Commonwealth’s labor relations process. Topics such as employee discipline, just cause, grievance handling, arbitration, and related topics are covered.

Prerequisites: None.

Target Group: First level supervisors/managers whose subordinates are in union represented classifications. Unit Managers will attend if they meet the criteria as stated in Department policy 5.1.1, "Staff Development and Training." This course is also offered as an elective under the Department’s Management Development Program.

Course Objectives: Recognize the Commonwealth’s labor relations legal framework and responsibilities. Discuss the discipline system for Commonwealth employees and how to use it, including the “who, what, when, where, and why.” Define how to conduct and document investigations. Define a supervisor’s role in the Commonwealth’s grievance procedures. Review the arbitration process of employee grievances and define the supervisor’s conduct as a witness at grievance hearings. Discuss issues supervisors have concerning their labor relations responsibilities.

Standards for Successful Completion: Complete class assignments. Attend the entire course.

Special Clothing/Equipment: None

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 7
Lead Work Training for Sergeants (LWTS)

**Course Description:** This course lists, defines and describes issues and responsibilities for Sergeants. Through discussion and application, participants review ten basic topics including: The Lead Workers’ Role, Security Accountability, Team Building for Sergeants, Professionalism and Ethics, Effective Listening, Coaching, Report Writing, Motivation, Leadership Development, and Problem Solving.

**Prerequisites:** Participant should be a current Corrections Officer 2.

**Target Group:** This course is mandatory for all Department of Corrections staff who are promoted or placed into a Corrections Officer 2 position. Attendance is required for all Corrections Officer 2s within six months of their placement or promotion as stated in Department policy 5.1.1, “Staff Development and Training.”

**Course Objectives:** Identify the role of a sergeant versus a Corrections Officer 1 or Trainee (COT). Put to use various leadership styles. Utilize motivational techniques when interacting with staff and inmates. Practice team-building techniques as a lead worker. Apply decision-making and problem-solving skills. Recognize and prevent self and staff complacency. Evaluate and improve their skills as a listener. Coach and direct Corrections Officer 1s, trainees, and inmates. Reinforce positive behavior with staff and inmates. Write and review reports in a timely manner. Determine how their role as a corrections officer differs in professionalism and ethics to that of a sergeant. Lead Corrections Officer Trainees in the performance of their duties.

**Standards for Successful Completion:** Participant feedback through discussion and group dynamics.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 28.5
Lead Work Training for Sergeants Instructor Course (LWTSIC)

Course Description: This course lists, defines and describes responsibilities for Instructors.

Prerequisites: Participant must be a current Corrections Officer 2 or above. Outlined in Policy 5.1.1, Section 9-A, Employee must have gone through the Lead Work Training for Sergeants Course, and must have Training for Staff Trainers certification.

Target Group: DOC staff. This course is mandatory for all Department of Corrections staff who are instructing the Lead Work Training for Sergeants course.

Course Objective: At the conclusion of this training, the participant will be able to: Observe the lesson plans being taught in their entirety by an experienced facilitator. Identify and develop trainer skills and techniques to enhance their ability to instruct. Become familiar with the topics and lesson plans in preparation for individual and team teach-backs. Develop the capacity to train facility staff on Lead Work Training for Sergeants lesson plans. Perform as an Adjunct Instructor at the Training Academy, if needed.

Standards for Successful Completion: Obtain a minimum of 70% on an end-of-course examination. Participant feedback through discussion, group dynamics.

Special Clothing/Equipment: None

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 36
Local Mentoring Coordinator Training (LMCT)

**Course Description:**
This course will provide training to Local Mentoring Coordinators for each institution and other members of Local Mentoring Committees. There will also be a focus on the recruitment of mentees within facilities, increasing visibility of institutional mentoring programs, and other issues/concerns as reported by LMCs.

**Prerequisites:** Must be a Local Mentoring Coordinator or other member of the Local Mentoring Committee at the institution.

**Target Group:** Staff selected to perform Local Mentoring Coordinator responsibilities within the DOC.

**Course Objective:** At the conclusion of this training, the participant will be able to: Perform the role of the Local Mentor Coordinator to professionally guide the mentoring process within the PA DOC. Complete Local Mentoring Coordinator’s responsibilities. Explain mentor responsibilities and assist mentors with mentoring employees. Recognize important aspects in "How to" and "How Not to" Mentor an Employee. Develop a mentoring plan. Facilitate the Mentor Training lesson plans.

**Standards for Successful Completion:** Participants will attend and complete all training.

**Special Clothing/Equipment:** DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency.

**Administrative Details:** Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. If a special accommodation is needed due to a disability, please note on registration form.

**Credit Hours:** 6
Long Term Offender (LTO)

**Course Description:** This course will focus on delivering a program to long-term inmates who are in the first 2-4 years of their sentence. The LTO program focuses on adjustment issues and ways to make the best of living in prison.

**Prerequisites:** It is required that selected staff are familiar with cognitive behavioral based interventions/programs.

**Target Group:** Class is offered to Counselors/Case Managers and Treatment Specialists, DATS/Contract staff, and Psychology staff.

**Course Objective:** To understand the needs of the long-term offender. Become familiar with the content of LTO program. Become familiar with the delivery method of the LTO program.

**Standards for Successful Completion:** Standards for Successful Completion: Attend the entire course. Fully participate in all phases of the training. Work in a cooperative manner with peers and course facilitators.

**Special Clothing/Equipment:** None

**Administrative Details:** Class size is limited to a maximum of 30 participants. Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 12
Majors Training (MJT)

Course Description: This course will provide an overview of duties / responsibilities performed by the Major of Unit Management and/or Major of the Guard within correctional facilities.

Prerequisites: None.

Target Group: All newly appointed corrections Majors.

Course Objectives: At the conclusion of this training, the participant will be able to:
1. Utilize various PA DOC policies to manage the day-to-day operations designated under the leadership of a Major in the PA DOC.
2. Identify and find resources for the successful completion of the duties of the Major within the PA DOC.
3. Complete, review, and advise corrections staff on the necessary PA DOC paperwork for planned and unplanned Use of Force situations.
4. Develop work strategies to complete the required paperwork and duties related to the Major’s position.
5. Assist in upper-management level tasks such as staffing surveys, budget advisement, reporting reviews, and other duties within the scope of their work.

Standards for Successful Completion: Informal feedback and participant responses during discussions, policy review, practical application of methods learned, small group exercises, and course evaluations.

Special Clothing/Equipment: None

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 16.75
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.

**Prerequisites:** None.

**Target Group:** All PA DOC staff members. Class size is limited to 24 participants.

**Course Objectives:** 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. Review the prevalence of various mental health disorders in the U.S. and the need for reduced stigma in their communities. 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. Describe evidence-based professional, peer, social, and self-help resources available to help someone with a mental health problem.

**Standards for Successful Completion:** Attend entire course. Obtain a minimum of 60% on the written test.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 8
Mental Health Recovery Workshop Training (MHRWT)

**Course Description:** Provides an overview of the most prevalent MH disorders, their symptoms and some treatment options for managing symptoms.

**Prerequisites:** Must work at an institution that has a THU or an RSO.

**Target Group:** Designated staff.

**Course Objectives:** Familiarize with the curriculum and materials, Identify prevalence of specific MH diagnoses for the forensic population, Identify common symptoms of mental health discomfort, recognize common medication regimes.

**Standards for Successful Completion:** Pass Pre and Post tests

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 3
Motivational Interviewing (MI)

**Course Description:** Staff will be trained to use Motivational Interviewing techniques during one-on-one interactions with inmates, in cognitive-behaviorally based treatment programs, and in other routine interactions with inmates as well as other staff.

**Prerequisites:** None

**Target Group:** All staff.

**Course Objectives:** Staff will be trained to use Motivational Interviewing techniques during one-on-one interactions with inmates, in cognitive-behaviorally based treatment programs, and in other routine interactions with inmates as well as other staff.

**Standards for Successful Completion:** Attend entire course.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 2
Motivational Interviewing Instructor Course (MIIC)

**Course Description:** Staff will be trained to use Motivational Interviewing techniques during one-on-one interactions with inmates, in cognitive-behaviorally based treatment programs, and in other routine interactions with inmates as well as other staff.

**Prerequisites:** Motivational Interviewing.

**Target Group:** Designated staff.

**Course Objectives:** Train staff trainers to deliver the Motivational Interviewing lesson plan.

**Standards for Successful Completion:** Attend entire course.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-Doc employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 16
Natural Meditation for SUD Recovery Units Train the Trainer (NATMED)

**Course Description:** Natural Meditation is dedicated to increasing practical knowledge about meditation within the general public. They offer a generous, respectful approach in which people of widely varying meditation origins can collaborate. We offer barrier-free access to information, in an open, culturally neutral, structure. Meditative literacy includes the ability to meditate for at least 15 minutes in a wide variety of settings, and it includes the basic ideas necessary to maintain a practice of meditation in daily life.

**Prerequisites:** Drug and Alcohol Treatment Specialists and SUD Peer Assistant Coordinators.

**Target Group:** Designated staff.

**Course Objectives:** Introduction to Natural Meditation. Why Natural Meditation Works with Addictions Treatment. How to Use Natural Meditation. How to Train staff and SUD Peer Assistants on Natural Meditation.

**Standards for Successful Completion:** Attendance for entire training.

**Special Clothing/Equipment:** None

**Administrative Details:** Class size is limited to a maximum of 30 participants. Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 6
NCCER Instructor Certification Training Program (NCCER)

Course Description: Training and testing on modules 1-10 of NCCER ICTP. The course will provide instruction relating to NCCER (National Center for Construction Education and Research) education and instruction. Students will learn general information relating to craft training, the process of learning, classroom management and teaching strategies. In addition, DOC vocational instructors will learn how to successfully input information into the NCCER data base.

Prerequisites: Must be a DOC vocational instructor.

Target Group: Designated staff.

Course Objectives: Attain the following standards:
1. Explain the mission of NCCER
2. Describe the three types of learners
3. Define the two types of testing
4. Explain the NCCER submission process
5. Present a class to instruct a specific topic

Standards for Successful Completion: Standards for Successful Completion: To complete the nine module tests with a grade of at least 70%.

Special Clothing/Equipment: None

Administrative Details: Class size is limited to a maximum of 12 participants. Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 4
Offender Workforce Development Specialist (OWDS)

Course Description: The NIC Offender Workforce Development Specialist Partnership training is a comprehensive reentry initiative that helps communities meet the employment related needs of offenders. The PA initiative has three essential elements. First, it promotes collaborations between criminal justice agencies and community-based organizations. Second, it provides multi-disciplinary teams of trainees with a set of competency-based skills that meet the requirements of Global Career Development Facilitator, an internationally recognized certification. Third, it requires participant teams to develop a plan for delivering OWDS services in their jurisdictions.

Prerequisites: None

Target Group: Designated staff.

Course Objective: The objectives of the OWDS Partnership Training Program are to:

1. Provide participants with the knowledge and skills required to deliver effective workforce development services.
2. Promote collaborations intended to increase positive employment outcomes.
3. Help participant teams develop an OWDS action plan for their respective jurisdictions.

Standards for Successful Completion: Attendance of the entire training.

Special Clothing/Equipment:

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 40
Oleoresin Capsicum and Use of Security Restraints for Community Corrections Center Staff Instructor Course (OCIC)

**Course Description:** This course certifies the participant to instruct the *Oleoresin Capsicum and Use of Force (Recertification)* In-Service lesson plan as required by Department policy 5.1.1, "Staff Development and Training." The instruction includes the characteristics of OC, effects of aerosol OC on humans, techniques used in dispensing OC, identify OC in the use of force continuum, OC decontamination procedures, information on avoiding positional asphyxia, justification for use of restraints in a CCC, training on how to apply restraints in a CCC environment, and fundamentals of classroom presentation techniques.

**Prerequisites:** None

**Target Group:** Community Corrections Center staff assigned to instruct Oleoresin Capsicum And Use of Force Recertification and the Use of Security Restraints for Community Corrections Center Staff lesson plans.

**Course Objectives:** Observe the Oleoresin Capsicum and Use of Force Recertification and Use of Security Restraints for Community Corrections Center Staff lesson plans being taught in their entirety by an experienced facilitator. Learn trainer skills and techniques to enhance their ability to instruct. Become familiar with the topics and lesson plans in preparation for teachbacks. Learn to train facility staff on Oleoresin Capsicum and Use of Force Recertification and Use of Security Restraints for Community Corrections Center Staff lesson plans, and perform as an Adjunct Instructor at the Training Academy, if needed.

**Standards for Successful Completion:** Obtain a minimum of 80% on an end-of-course examination. Apply adult learning techniques in course instruction. Present a section of the lesson plan during classroom teachbacks. Demonstrate understanding of the topic through teachbacks. Attend the entire course.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 20
Oleoresin Capsicum OC Instructor Course (OCIC)

**Course Description:** This course certifies the participant to instruct the *Oleoresin Capsicum and Use of Force (Recertification)* In-Service lesson plan as required by Department policy 5.1.1, "Staff Development and Training." The instruction includes the characteristics of OC, effects of aerosol OC on humans, techniques used in dispensing OC, identify OC in the use of force continuum, OC decontamination procedures, and fundamentals of classroom presentation techniques.

**Prerequisites:** None

**Target Group:** Staff assigned to instruct Oleoresin Capsicum and Use of Force Recertification lesson plans.

**Course Objectives:** Observe the Oleoresin Capsicum and Use of Force Recertification lesson plans being taught in their entirety by an experienced facilitator. Learn trainer skills and techniques to enhance their ability to instruct. Become familiar with the topics and lesson plans in preparation for teachbacks. Learn to train facility staff on Oleoresin Capsicum and Use of Force Recertification lesson plans, and perform as an Adjunct Instructor at the Training Academy, if needed.

**Standards for Successful Completion:** Obtain a minimum of 80% on an end-of-course examination. Apply adult learning techniques in course instruction. Present a section of the lesson plan during classroom teachbacks. Demonstrate understanding of the topic through teachbacks. Attend the entire course.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 12
PA 143 Victim Awareness Education IC (VICTIC)

**Course Description:** The purpose of this course is to prepare participants to teach inmates convicted of certain crimes of violence. This is an educational curriculum about the physical, financial and emotional impact of inmate’s crimes on victims and the community. “Victim Awareness Education” is mandatory for many state-sentenced inmates as a condition of parole.

**Prerequisites:** State nominees will be selected by the institution in conjunction with the Education Department. County nominees will be selected by their warden.

**Target Group:** DOC Education Teachers, DOC Education Counselors, and county staff.

**Course Objectives:** Become familiar with the topic and curriculum that will be utilized to teach inmates. Have the knowledge necessary to educate inmates about the impact of crime on victims and the community.

**Standards for Successful Completion:** Actively participate in class activities. Complete all class assignments. Attend the entire course.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 15
Parole Violator - Batterer’s Intervention (BATTER)

**Course Description:** PV-Batterer’s Intervention is a 12-session program based upon the Duluth Model of Domestic Violence intervention. This model addresses men who batter women. Inmates with domestic violence in same sex relationships and women who batter are not eligible for participation in this treatment program. Male/Female co-facilitation is the preferred method of program delivery. This group challenges the batterers’ beliefs and behaviors. There are 8 themes that are addressed: Non-Violence, Non-Threatening Behavior, Respect, Support and Trust, Honesty and Accountability, Sexual Respect, Partnership, and Negotiation and Fairness. Along with these themes, the corresponding negative behaviors are also addressed.

**Prerequisites:** No history of battering behavior involving an intimate partner and no history of Protection from Abuse (PFA) orders.

**Target Group:** This class will include county jail staff only (counties that currently have a contract with the DOC to house Technical Parole Violators). Training will be in the Duluth Model.

**Course Objectives:** Assist batterers in understanding the dynamics of their offense/violation, and provide positive alternatives to battering behavior. Conduct the PV-Batterers Intervention Training Program to inmates. Organize and present material in an effective manner. Use appropriate tone and style for various communications. Prepare communications that contain all necessary information for desired behavior.

**Standards for Successful Completion:** Actively participate in exercises. Accurately complete writing assignments. Attend the entire course.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 24
Parole Violator- PV Back on Track Inside Training (PVBOTI)

Course Description: BOTI is a cognitive-behavioral based program that targets criminal thinking and behavior. Sessions include relapse prevention, problem solving, decision making, coping skills, relationship skills, employment skills, and life skills.

Prerequisites: None

Target Group: This class will include county jail staff only (counties that currently have a contract with the DOC to house Technical Parole Violators).

Course Objectives: Identify situations, thoughts and feelings that are high-risk for criminal behavior. Replace faulty thinking with rational thinking. Teach problem-solving, coping and social skills. Plan alternative and responsible responses to replace negative responses to situations. Evaluate behavior and reinforce responsible behavior.

Standards for Successful Completion: Participate and successfully complete the BOTI training program.

Special Clothing/Equipment: None

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 18
PREA Specialized Medical & Mental Health Training (PREAMH)

**Course Description:** Personnel will be virtually trained via the go-to-training platform to provide Specialized Medical and Mental Health care as required by PREA standard §115.35. Participants will be trained to fulfill their responsibilities when responding.

**Prerequisites:** PREA Basic Training

**Target Group:** PREA Compliance Managers, Medical and Mental Health Staff.

**Course Objectives:** Fulfill the requirements of PREA standard 115.34 for medical and mental health providers. Identify the signs of sexual abuse and sexual harassment. Describe the procedures to collect and preserve physical evidence of sexual abuse. Respond to victims of sexual abuse and sexual harassment effectively in a trauma informed manner.

**Standards for Successful Completion:** Active participation throughout the course.

**Special Clothing/Equipment:** None

**Administrative Details:** None

**Credit Hours:** 2.5
PREA Training for Correctional Investigators

**Course Description:** The training will assist the participants and their agencies in meeting the requirements of PREA standard 115.(2)34: "Specialized Training for Investigators" and PREA standard 115.(2)71, b: "Criminal and Administrative Agency Investigations." Topics covered in this training will include: The necessity of specialized training for those investigating allegations of sexual abuse in confinement settings, including trauma and victim response; The Prison Rape Elimination Act (PREA) and the PREA standards related to investigations; Legal liability and the use of Miranda and Garrity warnings within confinement settings; Agency/facility culture and the significance of the confinement setting; First response procedures and evidence collection in confinement settings; Interviewing techniques for interviewing sexual abuse victims; Criteria and evidence required to substantiate a case for administrative action or prosecution referral.

**Prerequisites:** Completion of PREA Basic Training. Mandatory for all Security Department Officers who conduct investigations. Staff that work in security offices that do investigations.

**Target Group:** Correctional investigators and law enforcement personnel who may investigate allegations of sexual abuse in confinement settings. Management staff who may investigate allegations of sexual harassment.

**Course Objective:** The training will enable participants to:
1. Explain the legal liabilities related to investigations of sexual abuse in confinement settings.
2. Understand the PREA standard requirements and best practice in first response, evidence collection procedures, and investigation processes when investigating allegations of sexual abuse in confinement settings.
3. Explain the impact of facility and agency culture on investigations of sexual abuse and sexual harassment in confinement settings.
4. Describe the processes involved in forensic medical exams and the role of the victim advocate.
5. Define appropriate trauma-informed and gender-informed interviewing techniques.
6. Identify key concepts and PREA standard requirements in report writing to substantiate a case for administrative action or prosecution referral.

**Standards for Successful Completion:** Standards for Successful Completion: Full attendance and participation.

**Special Clothing/Equipment:** DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency.

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.
Credit Hours: 12
Reentry Employment Specialist (RES)

**Course Description:** The 16-hour training provides participants with a foundation in the topic of offender job readiness, employment, education & training and emphasizes building collaboration as a critical factor. Training is geared towards professionals working in adult/juvenile justice settings, workforce development, reentry, faith & community based providers, as well as others who work closely with employers and/or criminally involved individuals regarding employment needs.

**Prerequisites:** None

**Target Group:** Staff that are involved in offender education, training & work (such as Education, Corrections Employment, Facilities Maintenance, Correctional Industries, Kitchen/Culinary), Reentry Staff in the Transitional Housing Units/Reentry Service Offices, Counselors, and staff at the Boot Camp and Pine Grove. We will have an open enrollment (max class size is 30) but we will take a wait list and see what demand we have for future classes. This would also be open to PBPP staff and outside agencies.

**Course Objectives:** RES participants will 1) receive practical tools & strategies to address pre-employment & job readiness, 2) formulate effective responses to questions about offenders, 3) identify reentry employment challenges & barriers, 4) understand reentry and job readiness activities typically found in prison settings, 5) identify effective strategies for job search & job retention and 6) increase knowledge about the use of labor market information.

**Standards for Successful Completion:** Attendance & completion in full 16 hours of training.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 16
Remington Field Armorers School (Model 870)

Course Description: The Remington Armorers School is a two-day course of concentrated instruction on the care, maintenance, repair, and safety features of Remington firearms. (Model 870).

Prerequisites: Must be a full-time armorer that is sponsored by his/her home institution.

Target Group: Designated staff.

Course Objective: Develop the skills and knowledge necessary to properly maintain and perform minor repairs of Remington shotguns. Emphasis is directed toward recognizing common problems, simple range repairs and other related repair information.

Standards for Successful Completion: Successfully complete all modules. Attend the entire course.

Special Clothing/Equipment: None

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 13
Remington Field Armorers School (Model 700)

**Course Description:** The Remington Armorers School is a one-day course of concentrated instruction on the care, maintenance, repair, and safety features of Remington firearms. (Model 700)

**Prerequisites:** Must be a full-time armorer that is sponsored by his/her home institution.

**Target Group:** Designated staff.

**Course Objective:** Develop the skills and knowledge necessary to properly maintain and perform minor repairs of Remington shotguns. Emphasis is directed toward recognizing common problems, simple range repairs and other related repair information.

**Standards for Successful Completion:** Successfully complete all modules. Attend the entire course.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 7
Remotely Activated Custody Control (RACC) Belt Instructor Course (RACCBIC)

**Course Description:** This course certifies the participant to conduct Remotely Activated Custody Control Belt training at their facility.

**Prerequisites:** Staff designated by the facility manager to teach Remotely Activated Custody Control Belt at their facility. Only staff from facilities authorized to purchase the RACC Belt will be accepted.

**Target Group:** Staff selected to instruct Remotely Activated Custody Control Belt at Correctional Facilities approved to purchase and use the RACC Belt.

**Course Objective:** Explain the Department's guidelines for using this unit within 6.3.1 Facility Security Procedures Manual, Section 33, “Restraints,” Identify the components of this device used in the Department. Explain how this unit will gain compliance of a resistive inmate. Complete a successful application test of unit. Practice a non-intrusive activation of the unit. Perform as an Adjunct Instructor at the Training Academy, if needed.

**Standards for Successful Completion:** Apply adult learning principles in the teachback sessions. Complete class assignments. Actively participate in group discussions and exercises. Present various sections of the lesson plan during classroom teachbacks. Obtain a minimum score of 70% on an end-of-course examination. Attend the entire course.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 8
Rifle Training Instructor Course (RTIC)

**Course Description:** This course now encompasses the previous Rifle Instructor Course, as well as the Scope-sighted Rifle Instructor Course. Subjects include: Safety, Use of Force, Adult Learning, Position Shooting, Optics, Range Estimation, Cleaning, Data Books, Observation Techniques, Live Fire Practical and Qualification Training, and Dim-Light Training.

**Prerequisites:** Candidates must be proficient with rifle shooting.

**Target Group:** DOC and county staff. Staff assigned to tactical rifle instructor responsibilities.

**Course Objective:** Apply safe range op procedures. Observe Basic Rifle Training & Use of Force, Precision Rifle Concepts & Use of Force, Data Books, Rifle Zeroing, Rifle & Ammunition Setup, Rifle Care & Cleaning, Adult Learning for Firearms Training, & Ballistics LP’s being taught in their entirety by an experienced trainer. Demonstrate competency during assigned teachbacks. Train CO’s in rifle training qualification & re-qualification. Perform as an Adjunct Instructor at the Training Academy, if needed.

**Standards for Successful Completion:** Obtain a minimum of 80% on an end-of-course examination. Obtain a minimum of 90% on the bolt-action position qualification course of fire. Obtain a minimum of 80% on the stress course. Obtain a minimum of 80% on the practical observation course. Participate in the student teach back sessions. Attend the entire course.

**Special Clothing/Equipment:** Comfortable clothing for range. Jumpsuit- BDU’s, boots, shooting glove, ground mat, 1.25” sling, bipod or rifle rest. Bolt-Action rifle with scope capable of shooting 5” groups or less at 300 yards. Iron sighted semi-automatic rifle capable of shooting 5” groups or less at 100 yards. 600 rounds of ammunition for the rifle. Recommended: Personal eye & ear protection, 4’ X 7’ plastic sheet, shooting jacket. Rain gear & seasonal outdoor clothing for range training.

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 43
RN Supervisor Updates (RNSU)

**Course Description:** Provide educational updates on contemporary nursing issues for PA DOC/vendor RN Supervisors.

**Prerequisites:** Current PA DOC/vendor RN Supervisor (or selectee).

**Target Group:** Pennsylvania Department of Corrections/vendor RN Supervisors ONLY.

**Course Objective:** Discuss challenges & solutions for nursing resource utilization. Discuss the impact of the long-term care referral management process. Discuss the CATALYST system for Diagnostics and Classification Centers and its impact on the inmate reception process. Evaluate Emergency Medical Training (EMT) program and its effectiveness. Explain the proper use of Nursing Evaluation Tools (NETs) and Protocols for triage. Describe wound care management, resource utilization, and standardized documentation. Determine practical methods to standardize RN Supervisor orientation and leadership training. Identify correctional nurse core competencies and implementation process.

**Standards for Successful Completion:** Attend the entire course. Demonstrate understanding of course content.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 21
SEAP Coordinator Training (SEAP)

Course Description: Educate attendees about their role as SEAP Coordinator and explain the Self-Referral process. Explain SEAP DOC procedures for Employee and Employer based referrals: Self-Disclosure, Independent Psychological Evaluation, Licensed Professional Referral, Condition of Continued Employment, Commercial Driver’s License Referral and Reasonable Suspicion. Explanation of SPF/FMLA procedures in relation to SEAP. The course will include role-playing, and Q&A session about SEAP program, and issues.

Prerequisites: SEAP Essentials, SEAP Coordinator Training.

Target Group: SEAP Coordinators.

Course Objectives: To provide SEAP Coordinators with Understanding of their role and knowledge of the SEAP process for Employee and Employer based referrals. Provide education about SPF/FMLA process.

Standards for Successful Completion: Attend the entire course.

Special Clothing/Equipment: None

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 9.5
Security Analysis Training (SAT)

Course Description: This course will provide an overview of the duties/responsibilities of identified staff of the Security Analysis process and areas of assessment.

Prerequisites: None

Target Group: DOC Employees appointed to the position of Superintendent, Deputy Superintendent, Major, Facility Maintenance Manager, Unit Manager, Corrections Officer 4, Corrections Officer 3, and Electronic Trades Instructors who have a thorough knowledge of the Security Analysis Reference Manual.

Course Objective: At the conclusion of this training, participants will have been provided with knowledge related to their role in each of the following areas: Identification of the scope of a Security Analysis, Perimeter Intrusion Detection Systems (PIDS), Alarm Assessment - CCTV, Alarm Communications and Display, Walk-Through Metal Detectors, Intrusion Detection / Alarm Systems – Self Evaluation Questions, Best Practices, Security Analysis Process and Recommendations.

Standards for Successful Completion: Complete field assessment at a facility, actively participate in entrance interview, field analysis, prepare final report and attend exit interview with facility Executive Staff, and attend the entire course.

Special Clothing/Equipment: None

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 32.5
Security Level 5 Housing Unit Seminar (SLHUS)

**Course Description:** This seminar will allow staff assigned to Level 5 Housing Units to better identify and handle problem inmates. Participants identify, define, describe, and apply four major skills for managing conflict. It will also allow participants to more effectively respond to and resolve crises.

**Prerequisites:** None

**Target Group:** DOC and county staff. Employees permanently assigned to Security Level 5 Housing Units.

**Course Objective:** At the conclusion of this training, the participant will be able to: Define conflict, Identify their personal conflict management style, Examine the continuum of responses during conflict situations, Practice and develop effective listening skills, Experience conflict resolution dynamics, Differentiate between assertive, passive, and aggressive behaviors, Utilize problem solving skills, Apply managing conflict skills through group dynamics, Describe the legal aspects of corrections as they apply to Security Level 5 Housing Units, Identify Security Level 5 Housing Unit reception staff and their responsibilities, Identify authorized and unauthorized inmate property permitted in the Security Level 5 Housing Unit, Discuss and evaluate report-writing skills, Identify the video camera operator responsibilities and demonstrate proper use of the video camera, 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.” Recognize suicide prevention techniques, directives, and procedure guidelines as they pertain to Security Level 5 Housing Unit inmates, Discuss methods of resolving common behavior problems displayed by Security Level 5 Housing Unit inmates, Demonstrate the proper use of restraining devices, Become aware of legal issues as they pertain to Security Level 5 Housing Unit inmates, Identify how to use effective communication techniques and apply teamwork to control aggressive behavior.

**Standards for Successful Completion:** Classroom discussion, questions and answers, and course evaluations.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 38
Security Level 5 Housing Unit Seminar Instructor Course (SLHSIC)

Course Description: This course certifies participants to instruct the Security Level 5 Housing Unit Seminar.

Prerequisites: Staff member must have successfully completed the RHU course or Security Level 5 Housing Unit Seminar. Staff member must have been or is currently assigned to a Level 5 unit. Staff member must have facility’s support to perform as an adjunct instructor.

Target Group: DOC staff members that currently are, or have been assigned to a Level 5 unit. These units are identified as RHU, SMU, or LTSU. Staff members must be willing to instruct Security Level 5 Housing Unit Seminar.

Course Objectives: Observe the LP's being taught in their entirety by an experienced facilitator. Learn trainer skills & techniques to enhance ability to instruct. Become familiar w/ the topics & lesson plans in preparation for teachbacks. Learn to train facility staff on Administration of L-5 Housing Unit Procedures, L-5 Receptions, Report Writing, Use of Restraints, Use of Force, Inmate Property Inventory, Communications & Teamwork, Inmate Behavior Problems, & perform as an Adjunct Instructor at the Academy.

Standards for Successful Completion: Present a section of the lesson plan during classroom teachbacks. Demonstrate understanding of the topic through teachbacks. Obtain a minimum of 70% on the end-of-course examination. Attend the entire course.

Special Clothing/Equipment: None

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 37
Seeking Safety Training

Course Description: Seeking Safety is an evidence-based, present-focused counseling model to help people attain safety from trauma and/or substance abuse. It directly addresses both trauma and addiction, but without requiring clients to delve into the trauma narrative (the detailed account of disturbing trauma memories), thus making it relevant to a very broad range of clients and easy to implement.

Prerequisites: Prerequisites: Drug and Alcohol Treatment Specialists, Drug and Alcohol Treatment Supervisors, and Psychology Staff, and Social Workers upon BTS approval.

Target Group: Class size is limited to a maximum of 40 participants.

Course Objective: The key principles of Seeking Safety:
1. Safety as the overarching goal (helping clients attain safety in their relationships, thinking, behavior, and emotions).
2. Integrated treatment (working on both trauma and substance abuse at the same time).
3. A focus on ideals to counteract the loss of ideals in both trauma and substance abuse.
4. Four content areas: cognitive, behavioral, interpersonal, case management.
5. Attention to clinician processes (clinicians' emotional responses, self-care, etc/).

Standards for Successful Completion: Attend the entire course.

Special Clothing/Equipment: None

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 12
Self-Help Meetings Training (SELF)

**Course Description:** Training will be facilitated by representatives from a variety of Self-Help programs. This course will provide the AOD staff with the tools to understand, facilitate, and instruct Self-Help meetings from a variety of self-help concepts. The training will also encompass the AOD Peer Assistant Training program.

**Prerequisites:** AOD Peer Assistant Coordinators, Drug and Alcohol Treatment Specialist Supervisors and Managers, Contract AOD Staff (Chester and Pittsburgh).

**Target Group:** See above.

**Course Objectives:** Understand the concepts of Self Help Meetings. Ability to facilitate a variety of Self Help Meetings. Ability to conduct the AOD Peer Assistant Training.

**Standards for Successful Completion:** Attend the entire course.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 40
Smith & Wesson Armorers School (Revolver or M&P Rifle)

Course Description: The Smith and Wesson Armorers School is a two-day course of concentrated instruction on the care, maintenance, repair, and safety features of Smith and Wesson firearms.

Prerequisites: Must be a full-time armorer that is sponsored by his/her home institution.

Target Group: DOC staff takes priority but county and outside agencies are welcome to apply.

Course Objective: Develop the skills and knowledge necessary to properly maintain and perform minor repairs of Smith and Wesson police revolvers. Emphasis is directed toward recognizing common problems, simple range repairs and other related repair information.

Standards for Successful Completion: Successfully complete all modules. Attend the entire course.

Special Clothing/Equipment: Due to the type of work involved, students will be most comfortable in casual clothing, jeans. *Tool Kit is mandatory for all students. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency.

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 16
Special Teams Advance Weapons Handling (STAWH)

**Course Description:** This 48-hour course has been developed and designed to enhance the overall weapons handling skills of selected CERT Operators. Candidates are required to attend all phases of the training course and successfully complete all required standards for this course. Training curriculum for this course will include courses of fire for the Handgun and Shotgun. Candidates are required to successfully complete each phase for the specific weapon before continuing. This requires successful completion of the designated Drills, Standards, and Weapon Qualifications.

**Prerequisites:** CERT Basic Operator certification.

**Physical Fitness Disclaimer:** Students should be aware that all classes offered by PA DOC Special Teams incorporate a routine physical fitness regimen into their course syllabus, as we feel that being physically fit is one of the key ingredients for success in any inmate encounter. PA DOC Special Teams expects both instructors and students alike to achieve and maintain a high level of physical fitness. Students with current medical issues/ailments are suggested to consult with a physician prior to attending any courses offered to alleviate injury and illness resulting from lifting heavy objects, running and calisthenics.

**Target Group:** Selected CERT members.

**Course Objectives:** Develop and enhance weapon-handling skills for Tactical Handgun and Tactical Shotgun.

**Standards for Successful Completion:** Must satisfactorily complete all phases of the scheduled blocks of instruction, which include but are not limited to all drills, standards, and mandatory weapons qualifications. Failure to meet any of the required standards will result in the candidate’s removal from the course.

**Special Clothing/Equipment:** Equipment List provided by Academic Services.

**Administrative Details:** Contact your Training Coordinator for lodging status. No meals are provided. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 48
Special Teams Basic Building Entry (STBBE)

**Course Description:** This 48 hours course has been developed and designed to enhance the overall room entry skills of selected CERT Operators. Candidates are required to attend all phases of the training course and successfully complete all required standards for this course. Candidates are required to successfully complete each phase for the specific sections of the training curriculum. This requires successful completion of all designated drills, standards, and weapon skill performance.

**Prerequisites:** CERT Basic Operator certification. Successful completion of the Special Teams Advanced Weapons Handling course is required.

**Physical Fitness Disclaimer:** Students should be aware that all classes offered by PA DOC Special Teams incorporate a routine physical fitness regimen into their course syllabus, as we feel that being physically fit is one of the key ingredients for success in any inmate encounter. PA DOC Special Teams expects both instructors and students alike to achieve and maintain a high level of physical fitness. Students with current medical issues/ailments are suggested to consult with a physician prior to attending any courses offered to alleviate injury and illness resulting from lifting heavy objects, running and calisthenics.

**Target Group:** Selected CERT members.

**Course Objective:** Develop and enhance basic building entry skills for CERT Operators.

**Standards for Successful Completion:** Must satisfactorily complete all phases of the scheduled blocks of instruction which include but are not limited to all drills, standards, and weapons skill requirements. Failure to meet any of the required standards or demonstrated safety issues will result in the candidate’s removal from the course.

**Special Clothing/Equipment:** Equipment list provided by Academic Services.

**Administrative Details:** Contact your Training Coordinator for lodging status. No meals are provided. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 48
Suicide Prevention and Intervention Instructor Course (SPIC)

Course Description: This course certifies participants to instruct the Suicide Prevention and Intervention In-Service lesson plan (Revised in November 2014) as required by Department policy 5.1.1, "Staff Development and Training.” The topics of this course include: Essentials of suicide prevention; related directives and procedural guidelines; the adult learning theory; systematic instructional and process; coaching and critiquing techniques; and classroom management.

Prerequisites: None.

Target Group: DOC & County staff assigned to instruct Suicide Prevention & Intervention.

Course Objectives: At the conclusion of this training, the successful participant will have:
1. Monitored the Suicide Prevention and Intervention Basic and In-Service Training lesson plans taught in its entirety by an experienced facilitator.
2. Recognized the trainer skills and techniques that can enhance their ability to facilitate.
3. Practiced with the topics and lesson plan in preparation for teach-backs.
4. Completed a series of teach-backs to evaluate on their teaching and subject matter expertise as prescribed in PA DOC Instructor Courses.
5. Demonstrate their ability to address Suicide Prevention and Intervention in the classroom.
6. Achieved a minimum score of 70% on an end-of-course examination.
7. Prepared to train facility staff on the Suicide Prevention and Intervention In-Service training lesson plan and perform as an Adjunct Instructor at the Training Academy, if needed.

Standards for Successful Completion: Apply adult learning techniques in course instruction. Present a section of the lesson plan during classroom teachbacks. Demonstrate understanding of the topic through teachbacks. Obtain a minimum score of 70% on an end-of-course examination. Attend the entire course.

Special Clothing/Equipment: None

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 16.75
Supervisory Development (SUPDEV)

**Course Description:** List, define, and describe issues and responsibilities for new supervisors. Through discussion and application, participants review the following topics: introduction to supervision, situational leadership, employee discipline, grievance handling, employee motivation, Americans with Disabilities Act (ADA), performance evaluations, Sexual Harassment policy, responsibility for inmate security accountability, supervisor’s role in Department’s drug and alcohol testing policy, team building, dealing effectively with employees, and ethical behavior for supervisors.

**Prerequisites:** None

**Target Group:** New supervisors within the DOC.

**Course Objectives:** At the conclusion of this training, the participant will be able to: Put to use positive traits displayed by previous and/or current supervisors. Implement a “working definition” of supervision that will assist you in performing your duties as a supervisor. Coach and develop subordinates through the review of ethical behavior standards established in the DOC Code of Ethics. Apply coaching steps to develop strategies to effectively deal with employees that need corrective action. Complete Employee Performance Evaluations in accordance to Management Directive 540.7, “Employee Performance Review.” Follow the steps of progressive discipline based on DOC Policy 4.1.1, Section 6, “PA Public Employee Relations Act,” including “just cause” and “due process.” Review and handle grievances per Management Directive 590.7, Section 8, “Standardized Grievance Handling and Tracking Labor-Management Relations.” Describe the purpose of the Americans with Disabilities Act and utilize the skills when interviewing or supervising an employee with a disability. Comply with the approval guidelines established in Management Directive 530.30, Sick, Parental, and Family Care Absence, Military Exigency and Military Caregiver Absence Policy. Advise employees on the benefits of the staff mentoring and empowerment-related programs. Utilize DOC Policy 15.1.1, Safety Procedures Manual, Section 22, “Accident Investigations,” to follow accident investigation protocol. Determine if an employee should be sent for drug and/or alcohol testing as per DOC Policy 6.3.12, Drug and Alcohol Testing. Conduct an After-Action Review and recommend corrective actions. Identify an employee’s Fitness for Duty and refer an employee to SEAP based on the OA and DOC’s criteria of the employee’s capable to perform his/her duties in a safe and competent manner.

**Standards for Successful Completion:** Informal feedback, group discussion, and end-of-course evaluations.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.
Credit Hours: 24
Supervisory Development Instructor Course (SUPDEVIC)

Course Description: Successful completion of this course will prepare the participant to effectively and accurately teach modules on supervision, Ethical Behavior for Supervisors, Dealing Effectively with Employees, Performance Evaluations, Labor Relations/Employee Discipline, Handling Grievances, Conducting Administrative Investigations, Employees with Disabilities, Performance, Evaluations, Sexual Harassment Policy, and the Supervisor’s Role in Drug and Alcohol Testing, found within the DOC’s Supervisory Development Course.

Prerequisites: DOC supervisor and/or work background in human resources or labor relations. Training for Staff Trainers certification recommended but not required.

Target Group: Have a work background as an effective DOC supervisor and/or a strong working knowledge and background in human resource-related matters and/or labor relations within the Commonwealth or agency.

Course Objectives: Observe the lesson plans being taught in their entirety by an experienced facilitator. Learn trainer skills and techniques to enhance their ability to instruct. Become familiar with the topics and lesson plans in preparation for teach-backs. Obtain a minimum of 80% on an end-of-course examination. Learn to train DOC supervisors using Supervisory Development course lesson plans and perform as an Adjunct Instructor as needed.

Standards for Successful Completion: Participants must actively participate in all training exercises, attend the entire course, and achieve 80% on the course end-of-course examination.

Special Clothing/Equipment: None

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 36
Therapeutic Community Experiential Training (TCE)

**Course Description:** The primary purpose of this training is to provide the material, preparation and knowledge necessary to familiarize institutional staff with TC operations and processes. This is a four-day, interactive experiential training for SUD Staff, Security, UM, and Psychology Staff. The training uses a variety of instructional methods such as lecture, small group work and simulation.

**Prerequisites:** None

**Target Group:** This training is being offered to following institutional staff: SUD Staff, Security, UM, and Psychology Staff. This training satisfies a mandatory training requirement for SUD Staff. Although this training is only mandatory for SUD staff, it is advised that Security and UM staff also attend.

**Course Objectives:** Become familiar with the operations and processes relating to the therapeutic community model and its use in correctional settings. Learn and apply therapeutic community structure, methods, language, rituals, and phases in a training community. Experience and analyze the generic components of TC and the concepts of community as a method through parallels in the training community. Examine the roles, expectations, functions, and developing stages for treatment and custody staff in a corrections-based TC setting. Demonstrate beginning proficiency in basic TC activities and use of strategies.

**Standards for Successful Completion:** Mandatory 4-day training. Participants must attend the training in its entirety.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 30
Thinking for a Change (THINK)

**Course Description:** This advanced-level course prepares facilitators to deliver the Thinking for a Change program to offender groups. The program integrates cognitive approaches for changing behavior by restructuring offenders' thinking (e.g., antisocial attitudes, values, or beliefs) and teaching pro-social cognitive skills (e.g., effective problem solving and the ability to consider consequences).

**Prerequisites:** None

**Target Group:** Corrections Counselors, Treatment Specialists, and DATS.

**Course Objectives:** Present Thinking for a Change program to inmates.

**Standards for Successful Completion:** Actively participate in exercises, accurately complete the training, and attend the entire course.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 24
Training for Inmate Employment Staff (TIES)

Course Description: Training for Corrections Employment Vocational Coordinators (CEVC) at each adult correctional facility.

Prerequisites: None.

Target Group: CEVC at each adult correctional facility.

Course Objectives: To provide training for CEVC regarding policy, procedure, and operations.

Standards for Successful Completion: Attend both days and complete Training Academy evaluation.

Special Clothing/Equipment: None

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 10
Course Description: The course will provide information relevant to Superintendents and Deputy Superintendents responsibilities and afford an opportunity for discussion of any questions participants may have with regard to their responsibilities under policy.

Prerequisites: Read Areas of Responsibility for Superintendents or Deputy Superintendents.

Target Group: Mandatory for Superintendents and Deputy Superintendents who have been in their position for less than one year.

Course Objectives: Secretary’s expectations. Human Resource Issues: labor relations, employee discipline and employment litigation, managing employee performance, employee drug and alcohol testing, civil service hiring, non-civil service hiring, staff training. Legal Issues: issues in inmate litigation, inmate discipline, inmate grievances, the litigation process, other types of hearings (hunger strike, guardianship), subpoenas, and release of records. Duties under Policy: Participants will have read Areas of Responsibility document and will submit questions in advance of the training. Questions will be answered and other issues will be discussed by the Deputy Secretaries. Facility Maintenance/Work Orders. Legislative relations and initiatives. Media relations. Budget Overview: the budget cycle, information Central Office needs from facility, categories of the budget, types of funds, distinction between fixed asset, non-recurring maintenance and capital, IGWF, state housing, and purchasing. Tips to reduce overtime. Pitfalls to avoid. Recidivism Reduction Initiatives: targeting criminogenic needs, conducting risk and needs assessments, proven theoretical model, cognitive behavioral approach, disrupting delinquency network, responsibility, intensive services, and relapse prevention community based services, reinforcing integrity of services. Your responsibilities regarding the Prison Rape Elimination Act.

Standards for Successful Completion: Submit questions for Regional Deputies panel on Areas of Responsibility. Attend entire session. Participate fully in all discussions.

Special Clothing/Equipment: None

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 20.5
Training for Staff Trainers (TST)

**Course Description:** This course prepares the participant to present training within the Pennsylvania Department of Corrections (PA DOC). Instruction includes instructional strategies, classroom management, instructional design, and learning styles.

**Prerequisites:** None, proficiency in reading, writing, and presentation skills are recommended.

**Target Group:** PA DOC and county correctional staff assigned to train staff.

**Course Objectives:**
1. Select and discuss the use of appropriate instructional strategies, demonstrate and discuss effective methods of classroom management.
2. Explain instructional design as it relates to PA DOC approved lesson plans.
3. Use methods of appealing to all learning styles during presentations.
4. Demonstrate instructor strengths and identify barriers that may affect attitudinal behavior in motivating adult learners.
5. Dissect and personalize PA DOC approved lesson plans without changing the content of the lesson plans.
6. Be evaluated on participant’s instructing ability by an experienced instructor during a series of teach backs.

**Standards for Successful Completion:**
1. Present two (2) teach backs through PA DOC approved lesson plan.
2. Demonstrate understanding of effective presentations.
3. Obtain a minimum score of 70% on an end-of-course examination.
4. Attendance of the course in its entirety.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Training Academy or hosting facility and will not be reimbursed regardless of the lodging status. PA DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 40
Training for Staff Trainers Instructor Course (TSTIC)

**Course Description:** This course prepares the participant to teach this course to enable eventual trainers to present training within the Pennsylvania Department of Corrections (PA DOC). Instruction includes instructional strategies, classroom management, instructional design, and learning styles.

**Prerequisites:** Must have completed Training for Staff Trainers and be an active instructor.

**Target Group:** PA DOC and county correctional staff active in the training program at their facility.

**Course Objective:**
1. Develop the ability to convey the use of appropriate instructional strategies.
2. Demonstrate and discuss effective methods of classroom management.
3. Explain instructional design as it relates to PA DOC approved lesson plans.
4. Use methods of appealing to all learning styles during presentations.
5. Dissect and personalize PA DOC approved lesson plans.
6. Be evaluated on participant’s teaching ability by an experienced instructor during a series of teachbacks.
7. Be able to assist in conducting and adjunct instruct when necessary Training for Staff Trainers Course.

**Standards for Successful Completion:**
1. Evaluate the teachbacks of participants and provided recommendations for improvement.
2. Demonstrate understanding of effective presentations.
3. Attend the course in its entirety.
4. Be able to assist in conducting and adjunct instruct when necessary Training for Staff Trainers Course.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Training Academy or hosting facility and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 34
Treatment Specialist Training (TSPEC)

**Course Description:** This course will be an informational meeting as well as a refresher course for the facilitation of standardized programs for Treatment Specialists.

**Prerequisites:** None.

**Target Group:** Designated staff.

**Course Objectives:** To inform Treatment Specialists of 7.2.1 policy revisions. To provide various program updates. To provide a review of “best” practices for group treatment. To discuss additional duties such as RHU/SRTU responsibilities. Provide opportunities for Treatment Specialists to network and share “best practices” in facilitating standardized programs.

**Standards for Successful Completion:** Attend the entire course. Fully participate in all phases of the training. Work in a cooperative manner with peers and course facilitators.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 10
Understanding EKGs (UEKG)

Course Description: Provide information on properly performing and understanding electrocardiograms (EKGs).

Prerequisites: Participants must review the sections on the basic structures and function of the cardiovascular system in the clinical nursing references cited in policy 13.2.1, Access to Health Care Procedures Manual, Section 7 - Inpatient Unit Medical Procedures, Attachment 7A.

Target Group: Pennsylvania Department of Corrections/contract nurses.

Course Objective: Provide an overview of offender mortality rates related to heart disease. State the risk factors for cardiovascular disease. Describe components of the cardiovascular system. Explain normal electrical conduction in relationship to the mechanical activity of the heart. Analyze components of an EKG and correlate them with physiologic events of the heart. Review how to accurately perform an EKG.

Standards for Successful Completion: Attend the entire course. Demonstrate understanding of course content.

Special Clothing/Equipment: None

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 7
Unit Managers Training (UNTMGR)

**Course Description:** This course is designed to offer participants an overview of, and an opportunity to discuss, various duties, tasks, and responsibilities of Unit Managers.

**Prerequisites:** Participants should read and be familiar with DOC Policy 6.4.1, “Unit Management” and the Unit Manager Reference Manual before attending this course.

**Target Group:** Mandatory for DOC Unit Managers. DOC Unit Manager Majors are encouraged to attend. Any staff member who is promoted or placed into a Unit Manager position is required to attend within six months of placement or promotion as stated in Department policy 5.1.1, “Staff Development and Training.”

**Course Objective:** Utilize the Reference Manual for Unit Managers to assist them in performing their job duties and tasks. Review DOC Policy 6.4.1, “Unit Management”. Utilize DOCNET applications as required for performing the duties of a Unit Manager.

**Standards for Successful Completion:** Informal feedback and participant responses during discussions, policy review, practical application of methods learned, small group exercises, and course evaluations.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 16
Violence Prevention Booster (VPB)

Course Description: This course will train staff to deliver a 12-session Violence Prevention Treatment Program. Staff will become familiar with the content and appropriate service delivery methods.

Prerequisites: None

Target Group: Class is offered to DATS and Corrections Counselors from all regions. Parole agents can also attend.

Course Objectives: Become familiar with content of the 12-Session Violence Prevention Treatment Program. Learn how to facilitate the 12-Session Violence Prevention Treatment Program. Develop consulting relationships with other trainees and staff.

Standards for Successful Completion: Attend the entire course. Fully participate in all phases of the training. Work in a cooperative manner with trainees and course facilitators.

Special Clothing/Equipment: None

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 12
Violence Prevention Training (VP)

**Course Description:** This course will provide training to staff to facilitate the Violence Prevention programs (Moderate, High and Booster) to DOC inmates.

**Prerequisites:** None

**Target Group:** Corrections Counselors/Treatment Specialists, PSS/PSA who currently facilitate or Unit Managers/CCPM’s who supervise those who facilitate Violence Prevention Programming.

**Course Objectives:** Participants will be able to facilitate VP Moderate Intensity, VP High Intensity and the VP Booster program for DOC inmate populations.

**Standards for Successful Completion:** Participants will attend and complete all days of the training. Participate in all group or individual exercises. Successfully complete teach backs of the subject material.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 21
Vulnerability Analysis Training (VAT)

Course Description: This course will provide an overview of the duties/responsibilities of identified staff of the Vulnerability Analysis process and areas of assessment.

Prerequisites: None

Target Group: DOC Employees appointed to the position of Superintendent, Deputy Superintendent, Major, Facility Maintenance Manager, Unit Manager, Corrections Officer 4, Corrections Officer 3, and Electronic Trades Instructors.

Course Objectives: At the conclusion of this training, participants will have been provided with knowledge related to their role in each of the following areas: Identification of the scope of a Vulnerability Analysis, Perimeter Intrusion Detection Systems (PIDS), Alarm Assessment - CCTV, Alarm Communications and Display, Walk-Through Metal Detectors, Intrusion Detection / Alarm Systems – Self Evaluation Questions, Best Practices, Security Analysis Process and Recommendations.

Standards for Successful Completion: Complete field assessment at a facility, actively participate in entrance interview, field analysis, prepare final report and attend exit interview with facility Executive Staff, and attend the entire course.

Special Clothing/Equipment: None

Administrative Details: Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

Credit Hours: 32.5
Women Offenders in Pennsylvania Corrections IC (WOPACIC)

**Course Description:** This instructor course will certify the participant to teach the Women Inmates in Pennsylvania Corrections course training as required by Department policy 5.1.1, “Staff Development and Training.”

**Prerequisites:** This class is open to DOC and county staff who currently work in a facility housing female inmates, have previously completed the Women Inmates in Pennsylvania Corrections course training, and attended the “Training for Staff Trainers” course.

**Target Group:** DOC and county staff who currently work with female inmates. This could include DOC staff from SCI Cambridge Springs, SCI Muncy, Quehanna Boot Camp, Central Office and county prison staff.

**Course Objectives:** Observe the lesson plans being taught in their entirety by an experienced facilitator. Learn trainer skills and techniques to enhance their ability to instruct. Become familiar with the topics and lesson plans in preparation for teachbacks. Learn to train facility staff for the Women Inmates in Pennsylvania Corrections course training, and perform as an Adjunct Instructor at the Training Academy, if needed.

**Standards for Successful Completion:** Attend the entire course. Apply adult learning principles in the teachback sessions. Obtain a minimum of 70% on the WOPACIC end-of-course written examination.

**Special Clothing/Equipment:** None

**Administrative Details:** Contact your Training Coordinator for lodging status. All meals (breakfast, lunch, and/or dinner) will be provided at the Academy and will not be reimbursed regardless of the lodging status. DOC employees are to dress in accordance with Policy 4.1.1, Section 53. Non-DOC employees should wear professional attire as determined by their local agency. If a special accommodation is needed due to a disability, please contact Academic Services.

**Credit Hours:** 28