

# INDIANA DEPARTMENT OF CORRECTION

## STAFF DEVELOPMENT EMERGENCY OPERATIONS

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FIRST QUARTER  
TRAINING CALENDAR  
JULY - SEPTEMBER 2011



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BRUCE LEMMON, COMMISSIONER  
RICHARD L. CURRY JR. EXECUTIVE DIRECTOR



- *Bruce Lemmon,*  
*Commissioner*  
Indiana Department of Correction

VISION  STATEMENT

AS THE MODEL OF PUBLIC SAFETY,  
THE INDIANA DEPARTMENT OF CORRECTION  
RETURNS PRODUCTIVE CITIZENS  
TO OUR COMMUNITIES AND SUPPORTS  
A CULTURE OF INSPIRATION,  
COLLABORATION AND ACHIEVEMENT.



**-AMANDA COPELAND,**  
*Chief of Staff*  
Indiana Department of Correction

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## FIRST QUARTER



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Quarterly Training Calendar



Richard L. Curry Jr., appointed Executive Director in September 2008. Mr. Curry started his career with the Indiana Department of Correction in 1992 as a Correctional Officer. After promoting through the custody ranks to Correctional Major, he was promoted to the rank of Assistant Superintendent. In 2007, he was appointed as the Superintendent of the Marion Superior Court Juvenile Detention Center.

Curry's background with corrections also includes instructor qualifications in Emergency Operations, Thinking for A Change, Dealing with Youth Incarcerated as Adults, Cultural Competency, as well as Cultural Diversity. He also served in the United States Army for 13 years. Mr. Curry was a specialized instructor, trainer and led numerous training exercises throughout his career.

***-Richard L. Curry Jr.,  
SDEO Executive Director  
Indiana Department of Correction***

# STAFF DIRECTORY

Richard L. Curry Jr.

Executive Director 317/233-4767

[rcurry@doc.in.gov](mailto:rcurry@doc.in.gov)

## Assistant Directors

CTI Main Phone 765/521-0230

Nancy Riley	Programs	5003	<a href="mailto:nriley@doc.in.gov">nriley@doc.in.gov</a>
Mike Bennett	Emergency Operations	5002	<a href="mailto:mbennet@doc.in.gov">mbennet@doc.in.gov</a>

## Managers

David Vought	Curriculum Specialist	5013	<a href="mailto:dvought@idoc.in.gov">dvought@idoc.in.gov</a>
Ed Lampa	Communication Specialist	317/233-3326	<a href="mailto:elampa@idoc.in.gov">elampa@idoc.in.gov</a>

## Regional Directors

East Region	Darrell Fox	765/521-0230	ext. 5008	<a href="mailto:dfox@doc.in.gov">dfox@doc.in.gov</a>
North Central Region	Sharon Gerlach	765/689-8920	ext. 5513	<a href="mailto:sgerlach@doc.in.gov">sgerlach@doc.in.gov</a>
Central Region	Kathy Goen	317/839-2513	ext. 1927	<a href="mailto:kgoen@doc.in.gov">kgoen@doc.in.gov</a>
West Region	Ken Kortum	765/653-8441	ext. 340	<a href="mailto:kkortum@doc.in.gov">kkortum@doc.in.gov</a>
North Region	Eric Comeno	219/785-2511	ext. 4140	<a href="mailto:ecomeno@doc.in.gov">ecomeno@doc.in.gov</a>

## Correctional Trainers

Matt Andrick	Correctional Trainer	5004	<a href="mailto:mandrick@doc.in.gov">mandrick@doc.in.gov</a>
Tim Wright	Correctional Trainer	5010	<a href="mailto:twright@doc.in.gov">twright@doc.in.gov</a>
Dawn Harvey	Correctional Trainer	5009	<a href="mailto:dh Harvey@doc.in.gov">dharvey@doc.in.gov</a>
Kristi Pew	Correctional Trainer	5009	<a href="mailto:kpew@doc.in.gov">kpew@doc.in.gov</a>
Greg Brown	Correctional Trainer	5021	<a href="mailto:gbrown@doc.in.gov">gbrown@doc.in.gov</a>
Robert Talbott	Correctional Trainer	5011	<a href="mailto:rtalbott@doc.in.gov">rtalbott@doc.in.gov</a>
Ron Allen	Correctional Trainer	5012	<a href="mailto:rallen@doc.in.gov">rallen@doc.in.gov</a>
Sharon Dickinson	Correctional Trainer	5016	<a href="mailto:sdickinson@doc.in.gov">sdickinson@doc.in.gov</a>

## Field Specialists

Donnie Goffinet	Southern Region	812/843-4353	<a href="mailto:dgoffinet@idoc.in.gov">dgoffinet@idoc.in.gov</a>	
Mark Olson	Central Office	317/233-2246	<a href="mailto:molson@idoc.in.gov">molson@idoc.in.gov</a>	
Darrell Richey	Northern Region	765/778-8011	ext. 1327	<a href="mailto:drichey@idoc.in.gov">drichey@idoc.in.gov</a>
Charles Smith	CTI	5005	<a href="mailto:cmsmith@idoc.in.gov">cmsmith@idoc.in.gov</a>	
Todd Staton	CTI	5017	<a href="mailto:tstaton@idoc.in.gov">tstaton@idoc.in.gov</a>	
Del Masters	CTI	5006	<a href="mailto:dmasterw@idoc.in.gov">dmasterw@idoc.in.gov</a>	

## Administrative

Debbie Catron	Administrative Assistant	5007	<a href="mailto:dcatron@doc.in.gov">dcatron@doc.in.gov</a>
Delaura McCorkle	Administrative Assistant	5015	<a href="mailto:dmccorkle@doc.in.gov">dmccorkle@doc.in.gov</a>
Beth Anderson	Administrative Secretary	317/234-3906	<a href="mailto:banderson@idoc.in.gov">banderson@idoc.in.gov</a>

## Housekeeping & Maintenance

Susan Keever	Housekeeping Team Leader	5015	<a href="mailto:skeever@doc.in.gov">skeever@doc.in.gov</a>
Jackie Harris	Housekeeping	5015	
Darren Coy	Maintenance Foreman	5022	<a href="mailto:dlcoy@doc.in.gov">dlcoy@doc.in.gov</a>
Gary Pribble	Maintenance Foreman	5021	<a href="mailto:gpribble@doc.in.gov">gpribble@doc.in.gov</a>

## CTI Fax

Preservice Programs Fax	765/529-6873
Administration Fax	765/521-0595

# CORRECTIONAL FACILITIES

## ADULT

Branchville CF	BTU
Chain O'Lakes CF	COL
Correctional Industrial Facility	CIF
Edinburgh CF	JCU
Henryville CF	HYC
Indiana State Prison	ISP
Indiana Women's Prison	IWP
Indianapolis Re-entry	IREF
Madison CF	MCU
Miami CF	MCF
New Castle CF	NCF
Pendleton CF	ISR
Plainfield CF	IYC
Putnamville CF	ISF
Reception Diagnostic Center	RDC
Rockville CF	RTC
Short Term Offender Program	STOP
South Bend Work Release	SBW
Wabash Valley CF	WVC
Westville CF	WCC

## JUVENILE

Camp Summit	SFJ
Logansport Juvenile CF	LJF
Madison Juvenile CF	MJF
Pendleton Juvenile CF	PNJCF
South Bend Juvenile CF	SBJ

## MISSION STATEMENT



THE INDIANA DEPARTMENT OF CORRECTION ADVANCES PUBLIC SAFETY AND SUCCESSFUL RE-ENTRY THROUGH DYNAMIC SUPERVISION, PROGRAMMING, AND PARTNERSHIPS.

# GENERAL GUIDELINES

## **Program Registration and Cancellation**

Register for classes by contacting your Regional Training Manager, or through established methods at your Facility Training Department. If you are registered for a program, you are expected to attend. Your facility training department should be notified as soon as possible of any cancellations so that others can have the opportunity to attend. If a program is cancelled, registered participants will be notified.

## **Inclement Weather/Holidays**

Classes will not be cancelled due to inclement weather. Some classes are scheduled during state holidays. These classes will proceed according to schedule.

## **Training Classes What To Bring**

The following is a list of items you will need to bring while attending classes: Pen, Pencil, Pad of Paper, Highlighter and sweater/jacket.

## **Correctional Training Institute Lodging Registration Procedures**

For lodging arrangements, please contact Delaura McCorkle (Dee) at [dmccorkle@idoc.in.gov](mailto:dmccorkle@idoc.in.gov) 765/521-0230 ext. 5015. All Participants lodging at CTI must return room keys in the drop off box located near the main entrance, prior to attending the first session, on the last day of the training program.

## **Correctional Training Institute Lodging Items What To Bring**

The following is a list of items you may wish to bring while lodging at CTI: Towels/Washcloths, Facility ID Cards, Non-Electric Alarm Clock, and Personal Hygiene Items (soap, toothpaste/tooth brush, deodorant, etc.)

## **ADA**

We abide by the regulations and requirements of the Americans with Disabilities Act (ADA) and will provide reasonable accommodations to anyone making such request.

## **Emergency Plans**

Emergency Plans are established for the protection of participants, staff and offenders. In the event of an emergency, follow the directions of the classroom instructor, who will implement these procedures.

## **Dress Code**

Participants are expected to follow IDOC Grooming and Dress Policy and Procedure guidelines when attending training programs, unless notified otherwise by training staff.

## **Indiana Department Of Correction Policy and Procedures**

Staff shall have review access to all policies/procedures relating to their work assignments on a 24 hours basis. The IDOC manual of policy and procedures may be found in any training department.

## **Reflections of Pride IDOC Store**

You may now visit the ROP store at the East Region, Central Region, West Region, North Central Region, and North Region. The store is open every Friday for two hours and for two hours a day during special training events. These stores contain many IDOC items including various types of shirts, hooded sweatshirts, hats, lanyards, license plates, yoyos and other assorted items.

General Information

# NEW EMPLOYEE ORIENTATION

<b>COURSE</b>		<b>NEW EMPLOYEE ORIENTATION PROGRAM</b>	
<b>001034</b>		<b>Contact: FACILITY TRAINING COORDINATORS</b>	
	<b>Dates</b>	July 11-12 August 15-16 September 26-27	<b>Location</b> Phase Two of the New Employee Orientation Program is held at each facility on the Monday and Tuesday immediately before attending the Preservice Academy.
<b>Target Audience:</b>	All new staff who work in a correctional facility (adult or juvenile) will attend Phase Two of this program prior to starting the Preservice Academy.		
<b>Class Size:</b>	Varies per facility		
<b>Time:</b>	7:30 a.m. - 3:30 p.m.		
<b>Training Credit Hours:</b>	40 Hours (for completion of Phase One and Two)		
<b>Synopsis:</b>	<p>This program is designed to provide new staff with the information needed to successfully start their career as an employee of the Indiana Department of Correction. To accomplish this, the New Employee Orientation Program has been divided into two phases.</p> <p><b>Phase One</b> consists of the new employee completing 16 computerized training modules. The new employee completes these modules by visiting the Indiana Department of Correction home page (<a href="http://www.in.gov/idoc">www.in.gov/idoc</a>) and then click on the Staff Development and Training Link.</p> <p><b>Phase Two</b> consists of the new employee completing classroom training, at their home facility, during their first two days of employment. This classroom training covers specific policies and procedures in three main areas: human resource topics, administrative topics and facility specific topics.</p> <p>At the end of Phase Two, each new employee will take a test over the material from both phases of the new employee orientation. Employees who pass the test will receive 40 hours of training credit.</p>		

# PRESERVICE TRAINING ACADEMY

The Academy is designated and approved by the Commissioner for the training of new staff working for the Indiana Department of Correction. New staff must complete this training prior to supervising offenders, or working in any other Division of the Department.

The Regions listed below are designated as Regional Preservice Academy sites and may conduct all four weeks of the Preservice Academy curricula.

## PRESERVICE REGIONAL ACADEMIES

	<u>Managers</u>	
<b>East Region</b>	Darrell Fox	765/521-0230 ext. #5008
<b>North Central Region</b>	Sharon Gerlach	765/689-8920 ext. 5513
<b>Central Region</b>	Kathy Goen	317/839-2513 ext. 1927
<b>West Region</b>	Ken Kortum	765/653-8441 ext. 358
<b>North Region</b>	Eric Comeno	219/785-2511 ext. 4140
<b>Juvenile Academy (Week five)</b>	Nancy Riley	765/521-0230 ext. #5003

## STATE HOLIDAYS



**2011**

**JULY 4  
MONDAY  
INDEPENDENCE DAY**

**SEPTEMBER 5  
MONDAY  
LABOR DAY**

# PRESERVICE ACADEMY

**Target Audience:** All new staff that have daily or regular offender contact attend a Preservice Academy unless they have been separated from the Department employment less than one (1) year and return to the same or similar classification, or have been on authorized medical disability leave.

Session Number	Week One Course 001620	Week Two Course 001621	Week Three Course 001622	Week Four Course 002294
0335	July 13-19	July 20-26	July 27-29	August 1-5
0336	August 17-23	August 24-30	August 31-Sept. 2	September 5-9
0337	Sept. 28-Oct. 4	October 5-11	October 12-14	October 17-21

**Class Size:** Designated per classroom space and resources

**Time:** 8:00 a.m. - 4:30 p.m.

**Training Credit:** 144 hours

**Synopsis:** The Correctional Preservice Academy consists of an eighteen day curriculum that is designed to assist employees in developing knowledge, building skills, and providing educational activities related to staff responsibilities in a correctional environment. Participants receive instruction on policies and procedures and a variety of correctional topics. Participants receive formal classroom instruction by a qualified presenter.

## MAKING A CHANGE PRESERVICE ACADEMY (JUVENILE STAFF WEEK 5)

**Target Audience:** All new staff assigned to a juvenile facility must attend the Making A Change Preservice Academy in addition to completing the Regional Preservice Academy, weeks one, two and three.

**Time:** 8:00a.m. - 4:30p.m.

**Training Credit:** 40

**Synopsis:** The Correctional Preservice Making A Change Academy consist of a one-week curriculum that is designed to assist employees in developing knowledge, building skills and providing educational activities related to staff responsibilities in a juvenile correctional environment. Participants receive instruction on a variety of juvenile correctional topics.

Course	Session Number	Date	Location
002189	0110	August 8-12	Correctional Training Institute
	0111	September 12-16	Correctional Training Institute

# PAROLE SERVICES

*Parole Academy* Weeks One, Two, Three and Four are held at  
Correctional Training Institute

PAROLE PRESERVICE ACADEMY			
CONTACT: CTI New Castle, Sharon Dickinson 765/521-0230 Ext. 5016			
Week One	Week Two	Week Three	Week Four
COURSE 1620	COURSE 1621	COURSE 1622	COURSE 2294
SESSION 0355	SESSION 0355	SESSION 0355	SESSION 0194

**Dates:**

August 1-5

August 8-12

August 15-19

August 22-24

**Target Audience:** All new parole staff must attend a Parole Preservice Academy unless they have been separated from Parole employment less than one (1) year and return to the same or similar classification, or have been on authorized medical disability leave.

**Class Size:** Designated per classroom space and resources

**Location:** CTI Regional Academy, New Castle, IN

**Time:** 8:00 a.m. - 4:30 p.m.

**Training Credit:** 144 hours

**Synopsis:** The Parole Preservice Academy consists of an eighteen day curriculum that is designed to assist employees in developing knowledge, building skills, and providing educational activities related to staff responsibilities in a parole environment. Participants receive instruction on policies and procedures and a variety of correctional topics. Participants receive formal classroom instruction by a qualified presenter.

The Parole Academy places emphasis on establishing and maintaining a secure and safe environment for staff and offenders through professionalism, ethical conduct, teamwork, and the implementation of best-correctional practices.

# LEADERSHIP COURSES

<b>COURSE 001779 CORRECTIONAL MANAGEMENT/ CUSTODY SUPERVISORY TRAINING</b> Contact: Dave Vought (765) 521-0230 ext. 5013		
<b>Session Numbers</b> 0114 0113	<b>Dates</b> August 17-18 August 22-23	<b>Location</b> Correctional Training Institute Putnamville Correctional Facility
<b>Target Audience:</b>	Sergeant, Lieutenants, Captains and Majors	
<b>Class Size:</b>	Up to 24 participants	
<b>Time:</b>	9:00 a.m. - 4:00 p.m.	ISF/ 8:00a.m. - 4:00p.m.
<b>Training Credit Hours:</b>	15 hours	
<b>Synopsis:</b>	This training will provide correctional managers from the ranks of sergeant, lieutenant, captain, and major an opportunity to learn and discuss the competencies of custody supervisory staff and apply these competencies to their major duties and tasks through practicum exercises.	

# THE D.O.C. SUPERVISORY PROGRAM

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Staff Development Emergency Operations is proud to announce the implementation of The D.O.C. Supervisory Program. This three tier program is designed to enhance the skills and knowledge needed to be an effective supervisor in the ever changing correctional environment. While each program targets a unique audience, overall the program is a building block process.



The three tiers of the program consist of:

**D** EVELOPING PROFESSIONAL EMPLOYEES

**O** PTIMIZING HEIGHTENED EFFECTIVENESS

**C** ONQUERING MAXIMUM EFFICIENCY

# THE D.O.C. SUPERVISORY PROGRAM

## DEVELOPING PROFESSIONAL EMPLOYEES

Course: 002444

Session: 0007

### **COURSE DESCRIPTION:**

This supervisory training course is part of a continuous learning process for Indiana Department of Correction supervisors. This course provides a foundation of skills and knowledge to build upon. "Developing Professional Employees" introduces the new supervisor to potential challenges he/she may incur as well as present a building block process to address those challenges in a professional manner.

### **TARGET AUDIENCE:**

"Developing Professional Employees" supervisory training course is the foundation in the supervisory training process. This course is designed to address a target audience of newly promoted supervisors with less than one (1) year supervisory experience.

### **PREREQUISITE:**

Successful completion of the CBT "Developing Professional Employees" is a pre-requisite to attend this course.

### **Dates:**

September 27-29, 2011

### **Times:**

8:00 a.m. till 4:30 p.m. each day

### **Location:**

Correctional Training Institute

### **Class size:**

Minimum 10 / Maximum 24

Please contact Matt Andrick at [mandrick@idoc.in.gov](mailto:mandrick@idoc.in.gov) or at (765) 521-0230 Ext. 5004 with any questions regarding Developing Professional Employees.



# THE D.O.C. SUPERVISORY PROGRAM

## OPTIMIZING HEIGHTENED EFFECTIVENESS

Course: 002442

Session: 0008

### COURSE DESCRIPTION:

Optimizing Heightened Effectiveness is part of the continuous learning process for supervisors. This program provides additional skills and knowledge to those already learned. Optimizing Heightened Effectiveness introduces the supervisor to potential challenges he/she may face; as well as present a building block process to address those challenges in a professional manner.

### TARGET AUDIENCE:

Optimizing Heightened Effectiveness supervisory training course is a required continuation in the supervisory training process. This course is designed to follow "Developing Professional Employees" and address a target audience of current supervisors with 2-5 years experience.

### PREREQUISITE:

Successful completion of the CBT "Optimizing Heightened Effectiveness" is a pre-requisite to attend this course.

### Dates:

October 4-6, 2011

### Times:

8:00 a.m. till 4:30 p.m. each day

### Location:

Correctional Training Institute

### Class size:

Minimum 10 / Maximum 24



Please contact Robert Talbott at [rtalbott@idoc.in.gov](mailto:rtalbott@idoc.in.gov) or at (765) 521-0230 Ext. 5019 with any questions regarding Optimizing Heightened Effectiveness.

# THE D.O.C. SUPERVISORY PROGRAM

## CONQUERING MAXIMUM EFFICIENCY

Course: 002443

Session: 0008

### **COURSE DESCRIPTION:**

This supervisory training course is part of a continuous learning process for Indiana Department of Corrections supervisors. The goal of this course is to assist supervisors in developing professionally as a mid-manager in a supportive and challenging learning environment. This course is essential in developing the skills and knowledge needed to function in a mid-management position and to increase the accountability and effectiveness of our mid-managers.

### **TARGET AUDIENCE:**

“Conquering Maximum Efficiency”, supervisory training course is a required continuation in the supervisory training process. This course is designed to follow “Developing Professional Employees” and “Optimizing Heightened Effectiveness” and address a target audience of current supervisors with 5-10 years experience.

### **PREREQUISITE:**

Successful completion of the CBT, “Conquering Maximum Efficiency”, is a pre-requisite to attending this program.

### **Dates:**

November 1 - 3, 2011

### **Times:**

8:00 a.m. till 4:30 p.m. each day

### **Location:**

Correctional Training Institute

### **Class size:**

Minimum 10 / Maximum 24



Please contact Ron Allen [rcallen@idoc.in.gov](mailto:rcallen@idoc.in.gov) or at (765) 521-0230 Ext. 5012 with any questions regarding Conquering Maximum Efficiency.

# CERTIFICATION PROGRAMS

<b>COURSE</b>		<b>JAIL SAFE</b>
<b>Contact: Ron Allen (765) 521-0230 ext. 5012</b>		
	<b>Date</b> August 24 August 31	<b>Location</b> Correctional Training Institute Westville Correctional Facility
<b>Target Audience:</b>	Jail Employees	
<b>Class Size:</b>	40 Participants	
<b>Time:</b>	8:30a.m. - 4:30p.m.	
<b>Training Credit Hours:</b>	7.5 Hours	
<b>Synopsis:</b>	Refresher Jailer's Training at its best! These one day modules are presented to Statewide Jailers to refresh and enhance their professional skills. Offered every other month; Jail Safe's agenda will vary.	

<b>COURSE 000971 IRAS</b> <b>Contact: Robert Talbott (765) 521-0230 ext. 5011</b>		
<b>4531</b>	<b>Date</b> July 26 - 27	<b>Location</b> Correctional Training Institute
<b>Target Audience:</b>	New End Users	
<b>Class Size:</b>	40 Participants	
<b>Time:</b>	Day 1 / 9:00a.m. - 5:00p.m.      Day 2 / 8:30a.m.-5:00p.m.	
<b>Training Credit Hours:</b>	15 Hours	
<b>Synopsis:</b>	This course is designed to familiarize selected staff of the responsibilities and duties involved for the Indiana Risk Assessment System.	



## What is GoToMeeting?

**GoToMeeting allows you to Present, Demonstrate, Collaborate, Train, and so much more!**

- ◆ GoToMeeting is a Web conferencing tool that allows you to meet online rather than in a conference room. It's the easiest and most cost-effective way to organize and attend online meetings. It enables others to view any application running on your PC in real time. With the flexibility to meet in person or online, you'll be able to do more and travel less.
- ◆ In other words, GoToMeeting will allow you to meet online with up to 25 others to share information, documents, presentations, etc.

**If you can see it on your computer, you can share it!**

## What is a Webinar?

A Webinar, or "Web seminar," is an online event designed to facilitate communication between a small number of presenters and a large remote audience using the Internet.

Webinars reach audiences more effectively than regular in-person events because there is no need to plan travel or reserve conference space.

GoToWebinar will allow you to meet online with up to 1,000 others to share information, documents, presentations, etc.

Once again, if you can see it on your computer, you can share it!

## Using GoToWebinar

- Please send all Webinar request to [webinarrequest@idoc.in.gov](mailto:webinarrequest@idoc.in.gov)
- (If you have any questions regarding a webinar, please send them to this address as well.)
- Once your request has been received, one of our Administrators will contact you to set up your webinar.

Computer Based Training offers many benefits to Indiana Department of Correction staff.

CBT allows staff to move through training at his/her own pace. CBT can be utilized in any location that has access to the State's PeopleSoft database; this location may be at a facility or at most computers with access to the Internet.

Currently, the Department is using CBT for portions of the Annual In-Service Training Program and for specialized training opportunities for staff.

Users are required to log onto PeopleSoft using their Username ID and PeopleSoft password. The Department's Annual In-Service Computer Based Training program is offered via the PeopleSoft Enterprise Learning Management (ELM) System. Each module is completed in the order it is presented and must be successfully completed to finalize the CBT portion of Annual In-Service Training. Upon completion, the system will automatically grade each module and provide the staff member with a Certificate of Completion, if desired.

Additional Computer Based Training Modules are being developed to replace, revise or add to current curriculums. Many of these modules will be refresher course material to enhance skill-based training, or are leadership and career development oriented.

# COMPUTER BASED TRAINING

# FACILITY PERFORMANCE REVIEWS

Contact Nancy Riley (765) 521- 0230 Ext. 5003

## RE-ACCREDITATION

1. State Prison: Mock Audit-July 25-28 (ACA Audit-September 6-9)

## PROGRAM REVIEWS

1. Edinburgh Correctional Facility: August 1-3, Year-1
2. Putnamville Correctional Facility: August 15-17, Year-1
3. Madison Correctional Facility: September 12-14, Year-1
4. Reception Diagnostic Center: September 19-21, Year-2



# EMERGENCY TRAINING

## CERTIFICATION/RECERTIFICATION

Emergency Operations Training is designed to train correctional staff and enhance their ability in disturbance control tactics, hostage situations, crisis intervention and other institutional emergencies.

The Department's Emergency Teams are designed as mission specific teams. These Teams are:



**Special Emergency Response Team (SERT)**

**Emergency Squad (E-Squad)**

**Situation Control (SITCON)**

**Critical Incident Stress Management (CISM)**

**K-9 and**

**Quick Response Team (QRT)**

You may join an Emergency Operations Team and take your corrections career to the next level. We have outstanding teams who have been used throughout the State. You have the opportunity to make Indiana prisons safer for staff and offenders, in addition to ensuring the safety of public and communities surrounding our facilities.

### **JOIN TODAY!**

If you wish to apply for an Emergency Team see your Shift Supervisor, Custody Supervisors, or an EO Cadre to obtain an application.



EMERGENCY OPERATIONS

# E-SQUAD ADVANCED

**Course Title:** Advanced E- Squad

**Dates:** September 12 - 16, 2011

**Location:** Correctional Training Institute New Castle, IN.

**COURSE CODE:** 000752 **SESSION:** 0038

**Target audience:** E-Squad members who hold the position of Field commander, Squad Leader, Team Leader, or Squad Member. Selected participants will be in compliance with section thirteen (13) of the Departments Emergency Manual to include recent physical fitness test and recent urinalyses.

**Class size:** 60 Participants total. Five (5) total per facilities that have E-Squads

**Time:** 08:00 to 16:00 Daily

**Training Credit Hours:** Thirty four (34)

**Synopsis:** Training will cover aspects of E-Squad missions to include but not limited to, Cell house assault, Crowd Control, Team movement, Inner and outer perimeter, Weapons safety and Tactical use, Live fire range, Baton, Chemical agents, Land Navigation, Bomb threat and Bomb search. All participants will be required to participate in this physically and mentally challenging academy. Participants will be required to demonstrate their skill and knowledge of E-Squad related functions through practical application as well as written tests.

**The following items are to be brought with the participants:**

Colt Ar-15 6930 1 per Facility with 1 magazine and 20 rounds of ammunition

Remington 870 12ga shotgun 2 per Facility with 20 rounds of #4 buck per participant

37mm gas gun 2 per Facility with 4 multiple baton rounds per participant

Lensatic compass 1 per Facility

Gas mask with carrier, 36" baton, and E-squad helmet, 1 per participant

# ARMORY SUPERVISORS ACADEMY

**Course Title:** Armory Supervisors Academy

**Dates:** August 22 - 26, 2011

**Location:** Correctional Training Institute New Castle, IN.

**COURSE CODE:** 002402 **SESSION:** 0003

**Target Audience:** This academy is for all current Armory Supervisors, Assistant Armory Supervisors and any Staff that is going to be assigned to the Armory as a Supervisor or an Assistant.

**Class Size:** 30

**Total Sessions:** One (1) per year.

**Training Credit Hours:** Thirty four (34) hours

**Synopsis:** The Armory Supervisors Academy will include detailed training on all of the Departments weapon systems, emergency equipment and emergency gear. Standards used to measure participants knowledge and progress will include a written test and a practical test.

**The following items are to brought with the participants:**

Glock 1 per participant

AR-15 1 per participant

870 1 per participant

Gas Gun 1 per participant

SL-6 1 per participant

Protecto-Jet 1 per facility (empty)

K-12 Saw 1 per facility

Arc –Air Cutting System 1 per facility

Night Vision Goggles 1 per facility

**Participants should bring ALL tools related to being an Armory Supervisor. These tools will be utilized throughout the week and need to be readily available.**

# FIREARMS RECERTIFICATION

**Course Number: 000232**  
**Session Number: 0033**

**Dates: 7/11 - 15, 2011**  
**Location: Correctional Training Institute**

**Target Audience:** Currently Certified Facility Firearms Instructors

**Class Size:** 30

**Total Sessions:** 1

**Start Time:** 11:00 a.m.

**Training Credit Hours:** 34.0 hrs

**Synopsis:** The Firearms Instructor Re-Certification Academy will include detailed training on the Departments handgun, rifle and shotgun. Standards used to measure participants knowledge and progress will include a written test as well as having to achieve a minimum proficiency of 93% on all relevant weapons systems.

**Each participant will be required to bring the following:**

Glock 17, 1 per participant  
AR-15, 1 per every 2 participants, no collapsible stocks  
870 Shotgun, 1 per facility  
Holster, 1 per participant  
Minimum of 5 Glock magazines per participant  
20 round AR-15 magazines, 6 per participant  
Complete Duty belt including belt keepers  
Wrap around eye protection  
Hearing protection  
Cleaning equipment for all weapons  
50 rounds # 4 buck 12 ga. per participant  
100 rounds .223 per participant  
250 rounds 9mm ball per participant  
250 rounds 9mm duty per participant  
Dress for this academy will be Daily Uniform

# ADVANCED SERT

**Course Title:** Advance SERT

**Course Code:** 000812

**Session:** 0043

**Dates:** September 19 - 23, 2011

**Location:** Correctional Training Institute New Castle IN.

**Target audience:** All staff that are active SERT members from both Central and Northern regions.

**Class size:** Open

**Total sessions:** One per Calendar year

**Training Credit Hours:** 34

**Synopsis:** Training will be any updates in tactics and a refresher in the missions of the SERT team, to include but not limited to: Building search, building assault, hostage rescue, tactical weapons use, rehearsal and diversions, and defensive tactics.

The Participant will be evaluated daily on their ability to perform in a mentally and physically demanding environment, while maintaining the integrity of the team concept.

**The following items are to be brought with the participants:**

All team and assigned tactical gear.

All team and assigned weapons.

SERT coach

# BASIC FIREARMS INSTRUCTOR ACADEMY

**Course Title:** Firearms Instructor Basic Academy

**Course code:** 000230      **Session** 0032

**Dates:** August 1-10, 2011

**Location:** Correctional Training Institute New Castle, IN.

**Target Audience:** This Academy is for staff members who have requested to be a Facility Firearms Instructor and have been approved by the Facility Head to do so. Attendees must be certified on the Departmental approved handgun, rifle and shotgun prior to attending this Academy.

**Class Size:** 30

**Total Sessions:** One (1) per year.

**Time:** 08:00- 16:00

**Training Credit Hours:** 56 hrs.

**Synopsis:** The Firearms Instructor Basic Academy will include detailed training on the Departments handgun, rifle and shotgun. An emphasis is placed on learning how to instruct other Staff in the use of approved Departmental weapons. Standards used to measure participants knowledge and progress will include a written test as well as having to achieve a minimum proficiency of 93% on all relevant weapons systems.

**The following items are to be brought with the participants:**

Glock 17, 1 per participant

AR-15, 1 per participant, no collapsible stocks

870 Shotgun, 1 per participant

Holster, 1 per participant

Minimum of 5 Glock magazines per participant

20 round AR-15 magazines, 4 per participant

Complete Duty belt including belt keepers

Wrap around eye protection

Hearing protection

Cleaning equipment for all weapons

200 rounds 147 gr. 9mm Duty per shooter

700 rounds 115 gr. 9mm Ball per shooter

400 rounds .223 per shooter

75 rounds 12ga #4 per shooter

15 B-27 targets per facility

10 B-29 targets per facility

10 HV 23 per facility

5 Dummy rounds for shotgun per facility

# STATE PERSONNEL TRAINING

## HOW TO REGISTER FOR STATE PERSONNEL TRAINING

### Registration Guidelines

- Register through your [Agency Training Contact Person](#) (ATCP). ONLY EXCEPTION: If your agency does not have an ATCP, registrations may be sent directly to the Training Division of the State Personnel Department.
- The State Training Registration Form must be completed in order to register for all classes.
- After authorization by your supervisor or the appointing authority, forward your registration form(s) to your ATCP.
- Information must be complete.
- The registration form should include only one person registering for one program.
- Employees should receive confirmation from the State Personnel Department that they are registered for a class. Should the timeframe of registration not allow for a written confirmation from State Personnel, the agency should confirm the registration and location (obtained from State Personnel) to the employee.

### Cancellations

Employees who cannot attend a program should telephone their ATCP or their backup as soon as possible. Cancellations for classes requiring a fee must be called in by the ATCP and received by the appropriate agency more than two business days in advance of a class; otherwise, the full cost of the class is NON-REFUNDABLE and will be billed to the agency. Employee(s) who reschedule a class at a later date will be billed again. Substitutions are acceptable. If you have any questions, please telephone your ATCP.

### Charges for Training/Billing Procedures

There is a charge for some of the classes being offered. The charges are to cover the cost of training materials and consultant fees where applicable. Prices for the classes are subject to change.

If your agency is paying for you to attend a class, you must provide the agency's 16 digit account number (Fund/Object/Center Number) on the Registration Form. Have your supervisor sign it prior to forwarding it to your ATCP.

Any employee planning to pay for a class personally must contact their ATCP first to determine if the class is still open for registrations. Next, the employee must submit to the ATCP a State Training Registration Form along with cash or check at least two weeks in advance of the class to the State Personnel Department's Finance Division. Checks should be made payable to the State Personnel Department.

Billing questions should be directed to the State Personnel Department's Training Division, IGC-S, 402 W. Washington Street, Room W161, Indianapolis, IN 46204-2261; telephone (317) 233-3282 (V) or (317) 232-4555 (V/TT)

### Reasonable Modifications

Individuals who need reasonable modifications to effectively participate in training programs should contact their ATCP.

STATE PERSONNEL DEPARTMENT  
TRAINING DIVISION



**INDIANA**

To view the Indiana State  
Personnel Training  
Opportunities for July, August &  
September 2011 you will need to  
go to the Indiana State Personnel  
website training page at  
<http://www.in.gov/spd/2366.htm>



# TRAINING AVAILABLE UPON REQUEST

## **ACA Manager Certification**

This training event will assist ACA Accreditation Managers and Collateral Audit Support Staff in the development and maintenance of ACA Folders. This will be accomplished through a better understanding of what the expectations are from ACA, Indiana Department of Correction, Program Review Division, and Facility Superintendents.

## **Access Basic Computer Training**

**This is a three-day program. Participants must complete all three days to receive training credit.** Upon completion, participants will be able to utilize the Wizard to create tables, forms, and reports. They will create and modify tables and forms using Design View; find and edit reports; filter and Sort records; create a Select Query to view specific fields; and use forms to locate and organize information.

## **Advanced Criminal Manipulation Synopsis**

The focus on this module of training is on enhancing individual self-awareness of the susceptibility of manipulation by offenders, and to enhance self-monitoring of how staff responds to offender attempts at manipulation. Participants will increase their awareness and skill strategies in prevention of offender manipulation of staff.

## **Advanced Crime Scene Protocol**

This training is designed to refine, state wide, the current method and procedure utilized and present one common method of crime scene searching, photography, evidence collection, preservation and documentation.

## **Advanced Verbal De-escalation**

Advanced Verbal De-Escalation is a training course that focuses on preventing physical force in juvenile correctional settings through use of effective verbal communication skills. Emphasis is placed on the techniques and underlying principles of using verbal de-escalation to address conflict situations involving juvenile offenders. The course examines the nature of conflict; the different ways that individuals react to conflict; the stages of conflict encountered with juveniles; and the appropriate intervention of staff at each stage. Through role playing, discussion, activities, and simulations, participants learn and apply verbal de-escalation techniques to a range of conflict situations involving juvenile offenders. Appropriate staff intervention is taught for each stage in a conflict situation involving a juvenile offender, with particular focus given to crisis situations involving out-of-control juvenile offenders. Through class discussion and debriefing after each role play, simulation, or activity, the effectiveness of various de-escalation techniques are examined with the facilitator highlighting those techniques that are most appropriate and effective.

## **Baby Boomers vs.**

**“Generation X”** and “Baby Boomer” employees approach work related issues with different styles and attitudes. This training is designed to make staff aware of the differences in order to bridge the generation gap and promote teamwork.

### **Back to the Basics**

Juvenile Security Training program designed to train Juvenile Supervisors, Sergeants and up, including Superintendents and Assistant Superintendents in identifying the five levels of emergency, proper notification and documentation procedures, and activating a command center. Other topics include Juvenile Use of Force, Management for Leaders, Back to the Basic Security, and table topic scenarios dealing with recent scenarios that have take place in Juvenile facilities.

### **Calming The Storm**

This workshop is designed around the techniques of George J. Thompson. This workshop will cover ways to use words instead of actions to achieve goals, ways to maintain professionalism in conflict situations, and ways to speak to others without causing or escalating conflict.

### **Coaching I Workshop**

This workshop defines and emphasizes a Correctional Supervisor's role as a coach. The training focuses on communication, commitment, and how to motivate employees. This is a hands on, interactive workshop with video scenarios to illustrate the topics.

### **Coaching II Workshop**

Coaching II will build on the fundamental motivational techniques presented in Coaching I. Coaching II will emphasize supervisory skills including: assessing volatile situations; advanced verbal de-escalation techniques; how to conduct an effective Use of Physical Force Debriefing; and, "professionalism" that promotes positive attitudes from staff.

### **Customer Service and Telephone Etiquette:**

This workshop is intended specifically for IDOC Clerical/Administration Support staff and will focus on techniques for dealing interpersonally with staff and the public (the "customer"). This workshop will also cover guidelines for proper telephone usage and the handling of various types of telephone calls.

### **Custody Supervisors Training**

This training will provide custody supervisors information on emergency response operations, preparing master rosters, Re-entry overview, human resource issues, security issues, post order, and investigations.

### **Excel 2003 Basic Computer Training**

At the end of this class, participants will be able to create worksheets by entering text, values, and formulas. They will be able to change Excel's appearance through cell formatting, and prepare a document for printing.

### **Excel 2003 Intermediate Computer Training**

Upon completion, participants will be able to sort and filter data, create and modify pivot tables, as well as create, modify, and format charts. They will also learn to add, format, and use graphics to enhance worksheets and charts.

### **Excel 2003 Advanced Computer Training**

Upon completion, participants will be able to utilize advanced features of Microsoft Excel, including working with multiple worksheets, consolidating and analyzing data, advanced formula construction, and an introduction to Macros. **Prerequisite:** In order to attend Excel 2003 Advanced, participants must complete the Excel 2003 Basic and Excel 2003 Intermediate computer-training courses.

### **Field Training Officer/On Job Training (FTO/OJT) Training for Trainers**

One-day course designed to train Field Training Instructors to train Field Training Officers in effective trainer techniques for On-the-Job training. The entire process of teaching a new employee a skill is explored; how a performance checklist is developed and used for on-the-job training; identification of the nine critical components of a performance checklist; and, the six (6) steps involved in the Field Training Officer process.

### **Hepatitis C Workshop**

This one-day workshop will be instructed by either Roche Pharmaceuticals or MATEC. Issues surrounding Hepatitis C will be presented to healthcare staff during the workshop.

### **House Bill 1437**

Indiana Code 11-8-2-8 states that the Department shall provide training (a minimum of six hours) to employees who interact with persons with mental illness, addictive disorders, mental retardation, and developmental disabilities concerning the interaction, to be taught by persons approved by the secretary of family and social services, using teaching methods approved by the secretary of family and social services and the commissioner. Based on statutory obligations, the Division of Staff Development and Training is offering this program to assist facilities in meeting the mandatory training requirements established under Indiana Code 11-8-2-8. The instructors, materials, and teaching methods have been approved through all necessary channels.

### **Intermediate Supervisory Leadership Course (ISLC)**

This three day training course is part of the continuum of training for Correctional Supervisors. ISLC provides additional skills and supplements to the BSLC training that is a prerequisite to the ISLC. Topic Covered: Time Management, Planning and Organization, Goal Setting, Delegation, Staff Motivation, Career Development, Managing Difficult Co-Workers, Conflict Management, Coaching, Traits to Become an Effective Leader.

### **Internal Affairs Workshop**

An entry level program targeting Correctional Staff interested in the Investigative field. This program will provide instruction regarding Basic Correctional Investigative Techniques and expand opportunities for Correctional staff to obtain certification and qualify for investigator positions.

### **Lady Justice: Offender Legal Research Assistant Training**

This training will provide a general overview of the legal system, the appellate process, legal research, legal writing, and constitutional law. Participants will earn certification. Offenders completing this training will be certified to assist other offenders with legal research.

### **Leadership Development Competencies**

Leadership Development Competencies is designed to provide supervisors and managers with competencies needed to be effective leaders throughout their career with the Department of Correction. Topics include: Ethics and Values, Team Building, Collaboration, Problem Solving and Decision Making, Managing Change, and Strategic Thinking. This program utilizes information from the Correctional Leadership Competencies for the 21st Century project released by the National Institute of Corrections in October 2004.

### **Managing Multiple Projects**

This workshop is intended for IDOC Clerical/Administrative Support staff and will cover techniques for managing multiple projects. Topics covered include establishing priorities, meeting deadlines, planning and organizing, and time management.

### **MATEC HIV Workshop**

MATEC instructors will present this two-day workshop. The workshop will cover HIV basics, counseling, treatment and support, and discharge planning.

### **MATEC Juvenile HIV/STD Workshop**

This workshop will be presented by the Midwest Aids Training and Education Center (MATEC). The focus will be on HIV, STDs, and youth HIV and substance abuse.

### **Mid-Management Leadership Course (MMLC)**

This three day training course is the third in the leadership continuum. This course helps experienced managers to continue to develop skills learned in the ISLC and the BSLC. It also familiarizes managers with presentation skills and how to format decisions briefings. Topics Covered: Concepts of Leadership and Teams in Corrections, Role of Innovation, Becoming an Agent for Change, Team Development and Problem Solving, Problem Solving Skills, Formatting a Decision Briefing, Career Development, Presentational Skills and Corrections, General Causes of Resistance to Change, and Eight Guidelines for Managing Change.

### **Midwest Aids Training and Education Center (MATEC/HIV)**

This is a two-day comprehensive seminar and clinic-based educational program taught by physicians and other health care professionals with clinical HIV expertise. The agenda is as follows: 1. HIV the Basics; 2. HIV Presentation Counseling; 3. HIV Treatment and Support; and 4. Discharge Planning.

### **Moving on Up!**

Making the change from peer to supervisor is never easy. New managers may find themselves struggling to find a balance between old coworker relationships with their new management responsibilities. This training program is designed to help participants make a successful transition from “coworker” to “manager” through the presentation of four proven strategies that will facilitate a new supervisor’s changing workplace relationships.

### **Order in the Court: Screening and Hearing Officer Certification**

This training will provide training in administering the IDOC Offender Disciplinary Policy. Participants will obtain the skills necessary to screen and conduct hearings involving violations of the IDOC disciplinary policy and gain an understanding of the legal system and relevant constitutional law. Participants will earn certification to conduct disciplinary screenings and hearings.

### **Organizational Development Competencies**

Organizational Development Competencies is designed to provide supervisors and managers with competencies needed to be effective leaders throughout their career with the Department of Correction. Topics include: Ethics, Vision and Mission, Self Awareness, Managing the External Environment, Power and Influence, Strategic Planning and Performance Management. This program utilizes information from the Correctional Leadership Competencies for the 21st Century project released by the National Institute of Corrections in October 2004.

### **Personal Accountability in a Professional Environment**

The ability for staff to accept responsibility is important to both their personal and professional success, and the success of the Department. This workshop will teach staff how to develop a “can do” attitude to build their confidence, accountability, and competency. Staff growth ultimately leads to organizational growth.

### **PLUS Unit Training**

This course is mandatory training for all staff assigned to work on a PLUS unit. Course will consist of a presentation about the history of the program, purpose, goals, curriculum overview, eligibility criteria, and evaluation criteria. There will be breakout sessions for chaplains, counselors, casework managers and correctional officers. Following the training at CTI there will be a tour of the PLUS unit at CIF.

### **Power Point Basic**

Upon completion, participants will be able to open a presentation, create Title and Bullet slides, modify slide text, select and utilize templates, and work with Drawing Tools. They will also learn to use and insert tables, ClipArt and WordArt while exploring Slide Show options such as transitions, animation, presentation and printing.

### **Power Point Level II**

Upon completion, participants will be able to utilize many advanced features of PowerPoint, including creating templates, working with multimedia, and various additional PowerPoint features. **Prerequisite:** In order to attend PowerPoint Level II, participants must complete the PowerPoint Basic computer-training course.

### **Professional Development Competencies**

Professional Development Competencies is designed to provide supervisors and managers with the competencies needed to be effective leaders throughout their career with the Department of Correction. Topics include: Ethics and Values, Interpersonal Relationships, Oral and Written Communication, Motivating Others, Developing Direct Reports, and Managing Conflict. This program utilizes information from the Correctional Leadership Competencies for the 21st Century project released by the National Institute of Corrections in October 2004.

### **Property Officer Training**

This two day workshop is designed to teach Property Officers procedures to be followed to ensure that offender's property is cared for in a professional and legal manner.

### **Re-Entry Training**

This training is intended to provide unit team staff with a detailed overview of the Indiana Department of Correction Re-Entry Process. Topics included in the training are: Overview of the "Transition from Prison to Community" model developed by the National Institute of Corrections, overview of re-entry policy and procedure, development of re-entry accountability plans (RAP), and conducting RAP reviews.

### **Sexual Harassment Prevention**

This workshop is intended for DOC Supervisors and will cover the enforcement of sexual harassment policies and laws in the workplace. This workshop will include scenarios to help supervisors prevent, identify and effectively deal with sexual harassment.

### **Sexual Misconduct and Other Unethical Behavior Workshop**

The workshops will combine portions of last year's "Sexual Misconduct" and "Ethical Dilemmas" workshops. Topics covered include red flags and warning signs, ways staff get involved in unethical behavior, and prevention strategies.

### **Strategic Shooting with a Camera**

This workshop will cover proper video and still camera usage to ensure situations, events and evidence and properly photographed/recorded. Recording of crime scenes, use of physical force, use of restraint chairs, and cell extraction recording will also be covered during the workshop.

### **Supervising High Risk Juvenile Offenders**

This workshop is designed to give participants an overview of how to work safely and effectively with violent/hostile juvenile offenders.

### **T for T for Correctional Management – Foundation Skills for Trainers**

This program will develop the preparation, presentation and platform delivery skills needed to conduct training using established curricula. Focus areas include the needs and characteristics of adult learners, learning styles, the role of the correctional trainer, managing a learner-centered training environment, asking and responding to questions, facilitating lesson plans, teaching to performance objectives, and basic instructing methods.

### **Thinking For A Change**

This program will train staff to become facilitators of the TFAC program. Upon completion staff will be able to instruct the 22 lessons of TFAC to the offender population.

### **Understanding and Managing Adolescent Behavior**

This workshop provides participants with the knowledge and skill to understand what can be expected of adolescent behavior. This training will show how to appropriately relate to that behavior in their role as a professional correctional employee from a therapeutic perspective and as an adult role model.

### **Unit Team Phase III “Team Me”**

This facilitation is an interactive discussion of the Unit Team’s mission in teaming offenders and what each Unit Team Member brings to the team. Hands on exercises include “Team Me” with virtual teaming and “RAP”ing. Each facility would participate by submitting at least one Team of six staff members to the training; facilities may send two teams of six. This phase will additionally emphasize the role Parole plays in the UTM process.

### **Video Production Workshop: Planning a Video**

This workshop will focus on video pre-production. Elements will include developing video concept, planning, scripting, and storyboarding.

### **Video Production Workshop: Producing a Video**

This workshop will focus on video production. Elements will include camera, lighting, sound, location, and acting techniques.

### **Video Production Workshop: Editing a Video**

This workshop will focus on video post production. Elements will include recording narration, selecting background music, sound mixing, and editing. Using the above techniques, participants will help produce a take home training video.

### **Workplace Violence**

Workplace violence (non-offender related) can occur at anytime and can have serious consequences. This workshop is designed to cover issues around workplace violence including warning signs, domestic violence and stalking, and ways to safeguard your work area.

### **Workplace Harassment**

This is a 3.5 hour training designed to cover supervisors’ responsibilities in prevention and reporting of workplace harassment. Topics covered during this program include: definitions of workplace harassment; factors the courts use to determine if an unlawful hostile work environment exists in an organization; examples of risky workplace behavior; State of Indiana’s Workplace Harassment Prevention Policy; and ways a supervisor can prevent harassment in the workplace.



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**WEB SITES**

[www.in.gov/indcorrection/divisions/sdt.htm](http://www.in.gov/indcorrection/divisions/sdt.htm)  
[www.in.gov/indcorrection](http://www.in.gov/indcorrection)  
<http://www.in.gov/indcorrection/reentry/>  
<http://isd.state.in.us/spd/training/oatcp.htm>

*~ THE GREATEST THING ABOUT LEARNING IS THAT NO ONE CAN TAKE IT AWAY FROM YOU ~*

*- B.B.KING*