INDIANA DEPARTMENT OF CORRECTION

STAFF DEVELOPMENT
EMERGENCY OPERATIONS

THIRD QUARTER
TRAINING CALENDAR
JANUARY - MARCH 2012

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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THIRD 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

Assistant Directors	CTI Main Phone 765/521-0230		
Nancy Riley	Programs	5003	nriley@doc.in.gov
Mike Bennett	Emergency Operations	5002	mbennet@doc.in.gov
Managers			
David Vought	Curriculum Specialist	5013	dvought@idoc.in.gov
Ed Lampa	Communication Specialist	317/233-3326	elampa@idoc.in.gov
Regional Directors			
East Region	Darrell Fox	765/521-0230 ext. 5008	dfox@doc.in.gov
North Central Region	Mike Minthorn	765-689-8920 ext. 5511	mminthorn@doc.in.gov
Central Region	Kathy Goen	317/839-2513 ext. 1927	kgoen@doc.in.gov
West Region	Ken Kortum	765/653-8441 ext. 340	kkortum@doc.in.gov
North Region	Philip Sonnenberg	219/785-2511 ext. 4142	pjsonnenberg@doc.in.gov
Correctional Trainers			
Matt Andrick	Correctional Trainer	5004	mandrick@doc.in.gov
Tim Wright	Correctional Trainer	5010	twright@doc.in.gov
Dawn Harvey	Correctional Trainer	5029	dharvey@doc.in.gov
Kristi Pew	Correctional Trainer	5009	kpew@doc.in.gov
Greg Brown	Correctional Trainer	5021	gbrown@doc.in.gov
Robert Talbott	Correctional Trainer	5011	rtalbott@doc.in.gov
Ron Allen	Correctional Trainer	5012	rcallen@doc.in.gov
Sharon Dickinson	Correctional Trainer	5016	sdickinson@doc.in.gov
Major			
Charles Smith	CTI	5005	cmsmith@idoc.in.gov
Field Specialists			
Donnie Goffinet	Southern Region	812/843-4353	dgoffinet@idoc.in.gov
Mark Olson	Central Office	317/233-2246	molson@idoc.in.gov
Darrell Richey	Northern Region	765/778-8011 ext. 1327	drichey@idoc.in.gov
Todd Staton	CTI	5017	tstaton@idoc.in.gov
Del Masters	CTI	5006	dmasterw@idoc.in.gov
Administrative			
Debbie Catron	Administrative Assistant	5007	dcatron@doc.in.gov
Delaura McCorkle	Administrative Assistant	5015	dmccorkle@doc.in.gov
Beth Anderson	Administrative Secretary	317/234-3906	banderson@idoc.in.gov
Housekeeping & Maintenance			
Susan Keever	Housekeeping Team Leader	5015	skeever@doc.in.gov
Jackie Harris	Housekeeping	5015	
Darren Coy	Maintenance Foreman	5022	dlcoy@doc.in.gov
Gary Pribble	Maintenance Foreman	5021	gpribble@doc.in.gov
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 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, 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.

NEW EMPLOYEE ORIENTATION

COURSE 001034	NEW EMPLOYEE ORIENTATION PROGRAM Contact: FACILITY TRAINING COORDINATORS	
	Dates January 9-10 February 6-7 March 5-6	**Location** Phase Two of the New Employee Orientation Program is held at each facility on the Monday and Tuesday immediately before attending the Preservice Academy.
Target Audience:	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.	
Class Size:	Varies per facility	
Time:	7:30 a.m. – 3:30 p.m.	
Training Credit Hours:	40 Hours (for completion of Phase One and Two)	
Synopsis:	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. **Phase One** 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 (www.in.gov/idoc) and then click on the Staff Development and Training Link. **Phase Two** 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. 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.	

STATE HOLIDAYS

2012

MONDAY JANUARY 2
NEW YEAR'S DAY

MONDAY, JANUARY 16
MARTIN LUTHER KING, JR. DAY

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

	Managers	
East Region	Darrell Fox	765/521-0230 ext. 5008
North Central Region	Mike Minthorn	765/689-8920 ext. 5511
Central Region	Kathy Goen	317/839-2513 ext. 1927
West Region	Ken Kortum	765/653-8441 ext. 358
North Region	Philip Sonnenberg	219/785-2511 ext. 4142
Juvenile Academy (Week five)	Nancy Riley	765/521-0230 ext. #5003

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
0339 0340 0341	January 11 - 17 February 8-14 March 7-13	January 18-24 February 15-21 March 14-20	January 25-27 February 22-24 March 21-23	January 30-Feb. 3 February 27-Mar. 2 March 26 -30

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	0109	January 9-13	Correctional Training Institute
	0114	February 6-10	Correctional Training Institute
	0115	March 5-9	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 **COURSE 1620** **SESSION 0357**	**Week Two** **COURSE 1621** **SESSION 0357**	**Week Three** **COURSE 1622** **SESSION 0357**	**Week Four** **COURSE 2294** **SESSION 0196**
Dates:	March 5-9	March 12-16	March 19-23	March 26-28

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

COURSE 001779	CORRECTIONAL MANAGEMENT/ CUSTODY SUPERVISORY TRAINING Contact: Ken Kortum 765/653-8441 ext. 358	
Session Numbers 0115	**Dates** February 15-16	**Location** Rockville Correctional Facility
Target Audience:	Sergeant, Lieutenants, Captains and Majors	
Class Size:	Up to 24 participants	
Time:	RTC/8:00a.m. - 4:00p.m.	
Training Credit Hours:	15 hours	
Synopsis:	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

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:

DEVELOPING PROFESSIONAL EMPLOYEES

OPTIMIZING HEIGHTENED EFFECTIVENESS

CONQUERING MAXIMUM EFFICIENCY

THE D.O.C. SUPERVISORY PROGRAM

DEVELOPING PROFESSIONAL EMPLOYEES

Course: 002444 Session: 0008

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 addresses 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:

March 13 – 15, 2012

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 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

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:
Offered Next Quarter
April 10-12, 2012

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 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

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:
Offered Next Quarter
May 15-17, 2012

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 or at (765) 521-0230 Ext. 5012 with any questions regarding Conquering Maximum Efficiency.

CERTIFICATION PROGRAMS

COURSE JAIL SAFE Contact: Ron Allen (765) 521-0230 ext. 5012		
	Date March 13 March 20	**Location** Westville Correctional Facility Correctional Training Institute
Target Audience:	Jail Employees	
Class Size:	40 Participants	
Time:	8:30a.m. – 4:30p.m.	
Training Credit Hours:	7.5 Hours	
Synopsis:	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.	

COURSE 000971	CALMING THE STORM T4T Contact: DAVID VOUGHT 765/521-0230 ext. 5013	
Session	**Date**	**Location**
4984	January 10	Correctional Training Institute
5052	January 11	Correctional Training Institute
Target Audience:	Selected Trainers	
Class Size:	60 participants	
Time:	9:00a.m. – 4:30p.m.	
Training Credit Hours:	7.5	
Synopsis:	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.	

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**
- **(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

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.

FACILITY PERFORMANCE REVIEWS

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

Re-Accreditation

1. **Pendleton Correctional**: Mock Audit – February 6-7 (ACA Audit – April 3-5)
2. **Plainfield Correctional:** Mock Audit – February 13-14 (ACA Audit - April 10-12)

Program Reviews

1. **South Bend Juvenile:** January 9-10, Year-2
2. **Miami Correctional Facility:** February 27-28, Year-2
3. **Central Office:** March 5-6, Year 1
4. **Indianapolis Re-Entry Educational Facility:** March 12-13, Year 1
5. **Logansport Juvenile:** March 19-20, Year-2
6. **Branchville Correctional Facility:** March 26 -27, Year 1

ACA Conferences:
January 20-25, 2012: Phoenix, Arizona

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.

SITCON ADVANCED ACADEMY

Course Code: 000820
Session Number: 0029
Dates: February 6 – 10, 2012

Location: Correctional Training Institute, New Castle, Indiana

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Target Audience: Current Certified SITCON Team Members

Class Size: 50 Maximum

Total Sessions: One

Start Time: 11:00a.m.

Synopsis: All SITCON Team Members shall attend this Academy in order to retain their certification within two years of their previous certification. This Academy will give each team member the advanced skills required to conduct an effective negotiation and perform in the role of each team member through a Hostage/Crisis situation.

The following are areas of evaluation at the Academy, but not limited to: Class Participation, Positive Attitude, Demonstration of Team Work, Good Communication Skills and Practical Application. Each team member must demonstrate skills at a level of average or above.

Each Participant will be required to bring the following: Personal hygiene items, to include bath towels, paper, pens and hi-lighters.

Dress for this Academy: Business Casual

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

To view the Indiana State Personnel Training Opportunities for January – March 2012 you will need to go to the Indiana State Personnel website training page at http://www.in.gov/spd/2366.htm

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.

IDOC Museum Dedication: Reflections of Pride

NEW CASTLE, INDIANA – The Indiana Department of Correction's (IDOC) Correctional Training Institute hosted an open house on November 16th to celebrate the opening of the "Reflections of Pride: The History of the Indiana Department of Correction Museum."

The purpose of the museum is to create a repository to share the history of the Indiana Department of Correction with others throughout the state of Indiana. The IDOC currently has 21 adult and 6 juvenile facilities serving Indiana's 92 counties.

Indiana's rich correctional history began in 1792, while the state was still a part of the Northwest Territory. Indiana's penal facilities were then autonomous. The Northwest Territory Prison, a fort-style prison, operated near Lafayette. Another fort-style prison, operated by the French, was located near Vincennes.

Patrons of the museum discovered numerous artifacts of historic interest. Artifacts including books, documents, furniture, ledgers, newspaper articles, photographs, staff uniforms, contraband and hand-made weapons of offenders are on display as a result of donations from Department facilities, IDOC staff and families throughout the state.

Some of the artifacts include the original bell from the prison at Jeffersonville, the original hand-written sentencing decree and intake documents for inmate #1, security and personal protection equipment, and displays of Indiana's most notorious inmates including John Dillinger and Charles Manson.

Museum visitors were awed by the artifacts, displays and viewing a video history of the Indiana Department of Correction. The museum was filled with laughter, conversation, and occasional silence while over 100 curious patrons stepped back in time.

Bruce Lemmon, Commissioner of the IDOC, noted he was "excited and very impressed by the exhibit of the original Jeffersonville prison, and all the contributions of items from throughout the state."

Richard Curry, Executive Director of Staff Development Emergency Operations for the IDOC, applauded Department staff for their contributions to the museum. Director Curry went on to say, "This is a great day to celebrate our history and introduce others to our past. We hope to get more items for the museum."

For further information or to donate items to the museum, please contact Matt Andrick at 765 521-0230 ext: 5004, or via MAndrick@idoc.in.gov

The Indiana Department of Correction hosted the Statewide Trainer's Conference at the Correctional Training Institute. The following photos are the official 2011 Staff Development Emergency Operations Division Regional Photographs.

STAFF DEVELOPMENT EMERGENCY OPERATIONS

NORTH REGION

CENTRAL REGION

EAST REGION

WEST REGION

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

- B.B. KING

WEB SITES
www.in.gov/indcorrection/divisions/sdt.htm
www.in.gov/indcorrection
http://www.in.gov/indcorrection/reentry/
http://isd.state.in.us/spd/training/oatcp.htm