

Course Catalog

One Mission! One Message! One Team!



TENNESSEE DEPARTMENT OF CORRECTION

Tennessee Correction Academy | *"Leading By Positive Example"*

Training Course Catalog – FY 2016 – 2017



PRE-SERVICE TRAINING DATES – FY 2016 – 2017

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TENNESSEE CORRECTION ACADEMY TRAINING ENROLLMENT INFORMATION

The Tennessee Correction Academy is proud to provide the training opportunities listed in this catalog. If you have any questions concerning any of our programs, you may contact any of the following people for further enrollment information or contact your facility Training Coordinator/Specialist.

Joy Davis - Records – Specialty Training Programs

Joy.D.Davis@tn.gov - (931) 461-7687

Adrienne Hill, Records, Pre-Service Training Programs

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Ted Koziol – Training Officer II

Ted.J.Koziol@tn.gov - (931) 461-7763

Denise Demo Egbert - Training Director II

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TENNESSEE CORRECTION ACADEMY

The Tennessee Correction Academy is proud of the training opportunities we provide the employees of the Tennessee Department of Correction Adult Services and Community Supervision. Our focus is to provide quality regimented pre-service training programs and specialty programs aimed at staff development, Supervisory and Management skills development and succession planning.

TENNESSEE DEPARTMENT OF CORRECTION

MISSION

To operate safe and secure prisons and provide effective community supervision in order to enhance public safety

VISION

To be recognized as the best correctional agency in the nation.

GUIDING PRINCIPLES

We

- believe in and support the mission of our agency and our team.
- will treat all people fairly.
- will not purposely compromise public safety.
- will stand behind our word.
- will protect each other but not at the expense of compromising our integrity.
- will always accomplish our mission.

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TENNESSEE CORRECTION ACADEMY

MISSION

To ensure state-of-the-art training to all employees whom we have the opportunity to serve.

VISION

The Tennessee Correction Academy, through a focus on professional service, will set the example for excellence in the delivery of criminal justice training.

VALUES

Implementing a targeted training system
Operating in a quality facility
Making training a clear priority

OUR MOTTO

ONE MISSION: To operate safe and secure prisons and provide effective community supervision in order to enhance public safety.

ONE MESSAGE: We will not compromise public safety.

ONE TEAM: We will carry out our mission and deliver our message as one team!

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PRE-SERVICE TRAINING DATES – FY 2016 – 2017

Basic Correctional Officer Training - BCOT

CLASS NUMBER	DATE
501	July 11 through August 5, 2016
502	August 8 through September 29, 2016
503	September 12 through October 7, 2016
504	October 10 through November 4, 2016
505	November 14-18 & November 28-December 16, 2016 (Break in training due to holiday)
506	January 9 through February 3, 2017
507	February 6 through March 3, 2017
508	March 13 through April 7, 2017
509	April 17 through May 12, 2017
510	May 15 through June 9, 2017

Basic Correctional Professionals Training - BCPT

CLASS NUMBER	DATE
501	August 22 through September 2, 2016
503	October 24 through November 4, 2016
505	December 5 through December 16, 2016
506	February 21 through March 3, 2017
509	May 1 through May 12, 2017

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Basic Community Supervision Officer Training - BPOT

CLASS NUMBER	DATE
501	July 11 through August 19, 2016
503	September 12 through October 21, 2016
506	January 9 through February 17, 2017
508	March 13 through April 28, 2017 (One-week break between weeks four and five.)

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SPECIALTY TRAINING DATES – FY 2016-2017

Additional training may be added dependent upon Departmental initiatives and needs. Information will be provided to facilities regarding any additions or cancellations to this schedule.

SERGEANT'S ACADEMY*	
CLASS NUMBER	DATE
601	July 11 through July 22, 2016
611	September 26 through October 7, 2016
621	November 28 through December 9, 2016
631	February 6 through February 17, 2017
641	April 17 through April 28, 2017
649	June 12 through June 23, 2017

*Applications for the Sergeant's Academy are on the TDOC Intranet page under "Manuals and Training". Applications may be submitted at any time. Those selected will be notified as soon as possible. Those applications are to be submitted via Outlook to:

[BI_Sergeants_Academy](#)

TRAINING-FOR-TRAINERS (T4T)	
CLASS NUMBER	DATE
624	December 19 – December 23, 2016
649	June 12 – June 16, 2017

BASIC MANAGEMENT DEVELOPMENT PROGRAM (BMDP)	
CLASS NUMBER	DATE
618	November 7-8, 2016
624	December 19-20, 2016
635	March 6-7, 2017
649	June 12-13, 2017

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NEW SUPERVISOR TRAINING (NST)	
CLASS NUMBER	DATE
607	August 22-26, 2016
615	October 17-21, 2016
624	December 19-23, 2016
635	March 6-10, 2017
643	May 1-5, 2017
650	June 19-23, 2017

FIREARMS INSTRUCTOR WORKSHOP	
CLASS NUMBER	DATE
601	July 11-15, 2016
635	March 6-10, 2017

INCIDENT COMMAND SYSTEM (ICS)	
CLASS NUMBER	DATE
624	December 19-21, 2016
635	March 6-8, 2017
649	June 12-14, 2017

INSTITUTIONAL FIELD TRAINING OFFICER (IFTO) TRAINING	
CLASS NUMBER	DATE
608	August 29-30, 2016

INSTITUTIONAL FIELD TRAINING OFFICER (IFTO) WORKSHOP	
CLASS NUMBER	DATE
608	August 31, 2016

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POUFT - COMMUNITY SUPERVISION OFFICER USE OF FORCE TRAINING*			
WEEK 1 (DEFENSIVE TACTICS)		WEEK 2 (PQC)	
CLASS NUMBER	DATE	CLASS NUMBER	DATE
607	Aug 22 - 26, 2016	608	Aug 29 - Sep 2, 2016
616	Oct 24- 28, 2016	617	Oct 31 - Nov 4, 2016
622	Dec 5- 9, 2016	623	Dec 12-16, 2016
633	Feb 21 - 24, 2017	634	Feb 27 - Mar 3, 2017
643	May 1 - 5, 2017	644	May 8 - 12, 2017

** Must complete both weeks of training for certification*

CHEMICAL AGENT INSTRUCTOR TRAINING	
CLASS NUMBER	DATE
618	November 7, 2016

DISCIPLINARY BOARD TRAINING	
CLASS NUMBER	DATE
618	November 7-9, 2016

PISTOL QUALIFICATION COURSE	
CLASS NUMBER	DATE
624	December 19 - 23, 2016
649	June 12 - 16, 2017
650	June 19 - 23, 2017

ADULT TRANSPORTATION OFFICERS*			
WEEK 1 (PQC)		WEEK 2 (CLASSROOM/PRACTICAL)	
CLASS NUMBER	DATE	CLASS NUMBER	DATE
610	Sep 12-16, 2016	611	Sep 19-23, 2016
636	March 13-17, 2017	637	Mar 20-24, 2017
648	June 5-9, 2017	649	June 12-16, 2017

** Must complete both weeks of training for certification*

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TRAINING DESIGN TEAM	
CLASS NUMBER	DATE
618	November 7-8, 2016
644	May 8-9, 2017

VISITATION SUPERVISORS' TRAINING	
CLASS NUMBER	DATE
635	March 6-7, 2017

HOSTAGE NEGOTIATOR TRAINING/WORKSHOP	
CLASS NUMBER	DATE
604	August 29 – September 2, 2016
618	November 7 – 10, 2016 (Hostage Negotiator Workshop)
635	March 6-10, 2017

SANITATION OFFICER TRAINING	
CLASS NUMBER	DATE
618	November 10, 2016

***PRE-SERVICE CLASS SCHEDULES
AND COURSE DESCRIPTIONS***

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BASIC CORRECTIONAL OFFICER TRAINING – WEEK 1 SCHEDULE FY 16-17

	Time Block	ID#	Training Module	Hrs.	Instructor	Location
MONDAY = 8.0	7:00 - 7:30		Orientation	.5		
	7:30 - 9:30		Hostage Survival	2.0		
	9:30 - 10:30		Working with Mentally Ill Inmates	1.0		
	10:30 - 11:30		Mental Health – Levels of Care	1.0		
	11:30 - 12:30		Lunch			
	12:30 - 1:30		Rookie Syndrome	1.0		
	1:30 - 3:00		Introduction to Drill & Ceremony	1.5		
	3:00 - 4:00		Job Shadow	1.0		
TUESDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:00 - 7:30		Inspection	.5		
	7:30 - 9:00		Counseling Skills	1.5		
	9:00 - 11:00		Tier Management	2.0		
	11:00 - 12:00		Lunch			
	12:00 - 1:00		Effective Logbook Entries	1.0		
	1:00 - 3:00		Drill & Ceremony / PFT	2.0		
	3:00 - 4:00		Job Shadow	1.0		
WEDNESDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:00 - 7:30		Inspection	.5		
	7:30 - 10:30		Overcoming Manipulation	3.0		
	10:30 - 11:00		Skills Review	.5		
	11:00 - 12:00		Lunch			
	12:00 - 2:00		Verbal Self-Defense	2.0		
	2:00 - 3:00		Drill & Ceremony / PFT	1.0		
	3:00 - 4:00		Job Shadow	1.0		
THURSDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:00 - 7:30		Inspection	.5		
	7:30 - 8:30		Communication, Professionalism and Command Presence	1.0		
	8:30 - 10:00		Inmate Rules and Grievances	1.5		
	10:30 - 11:30		Inmate Disciplinary Procedures	1.5		
	11:30 - 12:30		Lunch			
	12:30 - 2:00		Sudden In-Custody Death Syndrome (SICDS)	1.5		
	2:00 - 3:00		Drill & Ceremony / PFT	1.0		
3:00 - 4:00		Job Shadow	1.0			
FRIDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:00 - 7:30		Inspection	.5		
	7:30 - 10:30		Intro to Report Writing	3.0		
	10:30 - 11:30		Lunch			
	11:30 - 1:00		Crime Scene Protection	1.5		
	1:00 - 2:00		Effective Testimony	1.0		
	2:00 - 3:00		Drill & Ceremony / PFT	1.0		
	3:00 - 4:00		Written Test	1.0		

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BASIC CORRECTIONAL OFFICER TRAINING – WEEK 2 SCHEDULE FY 16-17

	Time Block	Training Module	Hrs.	Instructor	Location
MONDAY = 8.0	7:00 - 8:30	Security Procedures: Population Counts	1.5		
	8:30 - 10:30	Population Count Skill – Observation in all Areas	2.0		
	10:30 - 11:30	Lunch			
	11:30 - 1:00	Security Procedures: Control of Gates, Perimeters & Security	1.5		
	1:00 - 2:30	Control of Gates, Perimeters & Security Skills	1.5		
	2:30 - 4:00	Transportation/Inmate Escort/Vehicle Searches	1.5		
TUESDAY = 8.0	7:00 - 7:30	Inspection	.5		
	7:30 - 8:30	Supervision of Inmates: Dining Room/Yard Supervision	1.0		
	8:30 - 10:30	Dining Room/Yard Supervision Skills	2.0		
	10:30 - 11:30	Lunch			
	11:30 - 1:30	Security Procedures: Personal Searches	2.0		
	1:30 - 4:00	Personal Searches Skills	2.5		
WEDNESDAY = 8.0	7:00 - 9:00	Radio Communication	2.0		
	9:00 - 11:00	Security Procedures: Cell/Area Searches	2.0		
	11:00 - 12:00	Lunch			
	12:00 - 4:00	Cell/Area Searches Skills	4.0		
THURSDAY = 8.0	7:00 - 7:30	Inspection	.5		
	7:30 - 9:00	Volunteers: Their Impact	1.5		
	9:00 - 10:30	Victim Awareness	1.5		
	10:30 - 11:30	Lunch			
	11:30 - 4:00	Job Shadowing	4.5		
FRIDAY = 8.0	7:00 - 7:30	Inspection	.5		
	7:30 - 8:30	Written Test	1.0		
	8:30 - 10:30	TCA Overview/Expectations	2.0		
	10:30 - 11:30	Lunch			
	11:30 - 4:00	Job Shadowing	4.5		

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BASIC CORRECTIONAL OFFICER TRAINING – WEEK 3 SCHEDULE FY 16-17

	Time Block	ID#	Training Module		Hrs.	Instructor	Location
SUNDAY= 1.5	5:00 - 6:30		Orientation		1.5	DI Unit	
MONDAY= 10	7:00 - 8:00		Formation/Drill and Ceremony		1.0	DI Unit	
	8:00 - 11:00		MMPI		3.0		
	11:00 - 12:00		Lunch				
	12:00 - 4:00		Respectful Workplace		4.0		
	4:00 - 5:00		Dinner				
	5:00 - 7:00		Legal/Professional Issues		2.0		
TUESDAY = 9.0	7:00 - 8:00		Formation		1.0	DI Unit	
	8:00 - 9:30		PT Overview		1.5		
	9:30 - 11:00		PT Nutrition/Flexibility		1.5		
	11:00 - 12:00		Lunch				
	12:00 - 2:00		Clinical Reviews	Cultural Diversity	2.0		
	2:00 - 4:00		Clinical Reviews	Understanding Personalities	2.0		
	4:00 - 5:00		Dinner				
	5:00 - 6:00		Physical Fitness		1.0		
WEDNESDAY =8.5	7:00 - 8:00		Formation		1.0	DI Unit	
	8:00 - 9:00		Clinical Reviews	Time Management	1.0		
	9:00 - 10:30		Clinical Reviews	Work Ethics	1.5		
	10:30 - 11:30		Lunch				
	11:30 - 1:30		Clinical Reviews	Staff Teamwork	2.0		
	1:30 - 3:30		Clinical Reviews	Social Cultural Lifestyles	2.0		
	3:30 - 4:30		Clinical Reviews	Financial Management	1.0		
	4:30 - 5:30		Dinner				
THURSDAY = 8.0	7:00 - 8:00		Formation		1.0	Di Unit	
	8:00 - 10:30		Clinical Reviews	Fitness Baseline Evaluation	2.5		
	10:30 - 11:30		Lunch				
	11:30 - 1:30		Clinical Reviews	Situational Awareness	2.0		
	1:30 - 3:00		Clinical Reviews	Recognizing Disturbances	1.5		
	3:00 - 4:00		Clinical Reviews	Incident Command System	1.0		
	4:00 - 5:00		Dinner				
FRIDAY = 3.0	6:00 - 7:00		Linen Exchange				
	7:00 - 9:00		Physical Fitness Training		2.0		
	9:00 - 10:00		Formation/Dismissal		1.0		Memorial

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BASIC CORRECTIONAL OFFICER TRAINING – WEEK 4 SCHEDULE FY 16-17

	Time Block	ID#	Training Module		Hrs.	Instructor		Location	
Monday = 9.5	7:00 - 8:00		Formation		1.0	DI Unit			
	8:00 - 9:30		Firearms – Policy and Procedure		1.5				
	9:30 - 10:30		Firearms – Revolver		1.0				
	10:30 - 11:30		Lunch						
	11:30 - 12:30		Firearms – Revolver		1.0				
	12:30 - 2:30		Firearms – Shotgun		2.0				
	2:30 - 4:00		Range Safety/Review		1.5				
	4:00 - 5:00		Dinner						
	5:00 - 6:30		Physical Fitness/Team Building		1.5				
TUESDAY = 9.5	7:00 - 8:00		Formation		1.0	Di Unit			
	8:00 - 10:30		Range Familiarization		2.5				
	10:30 - 11:30		Lunch						
	11:30 - 2:00		Firearms Skills		2.5				
	2:00 - 3:00		Firearms Pre-Test Review		1.0				
	3:00 - 4:00		Firearms Test / Remedial (if necessary)		1.0				
	4:00 - 5:00		Dinner						
	5:00 - 6:30		Physical Fitness		1.5				
WEDNESDAY = 9.0	7:00 - 10:30		Firearms Qualification (7:00–10:30) Squad 1 Uniform Issue (7:00-10:30) Squad 2	Electronic Restraint Devices (7:00–10:30) Squads 3 & 4	3.5				
	10:30 - 11:30		Lunch						
	11:30 - 4:00		- Firearms Qualification (11:30–3:00) 2 - Uniform Issue (11:30–3:00) 1 - Weapons Maintenance	- ERD Test (11:30–12:30) 3 & 4 - RACC Belt/Taser/Stun-Cuff (12:30–4:00) 3 & 4	4.5				
	4:00 - 5:00		Dinner						
	5:00 - 6:00		Physical Fitness		1.0				
THURSDAY = 9.0	7:00 - 10:30		Electronic Restraint Devices (7:00–10:30) Squads 1 & 2	- Firearms Qualification (7:00-10:30) 3 - Uniform Issue (7:00-10:30) 4	3.5				
	10:30 - 11:30		Lunch						
	11:30 - 4:00		- ERD Test (11:30–12:30) 1 & 2 - RACC Belt/Taser/Stun-Cuff (12:30–4:00) 1 & 2	- Firearms Qualification (11:30 – 3:00) 4 - Uniform Issue (11:30 – 3:00) 3 - Weapons Maintenance (3:00 – 4:00) 3 & 4	4.5				
	4:00 - 5:00		Dinner						
	5:00 - 6:00		Physical Fitness		1.0				

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	Time Block	ID#	Training Module	Hrs.	Instructor	Location
FRIDAY = 3.0	6:00 - 7:00		Linen Exchange/Housekeeping			
	7:00 - 7:30		Formation/Room Inspections	.5		
	7:30 - 9:30		Visitation	1.5		
	9:30 - 10:30		Formation/Dismissal	1.0		

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BASIC CORRECTIONAL OFFICER TRAINING – WEEK 5 SCHEDULE FY 16-17

	Time Block	Training Module	Hrs.	Instructor	Location
MONDAY = 8.5	8:00 - 9:00	Introduction to Defensive Tactics	1.0		
	9:00 - 9:30	Defensive Tactics Preparation	0.5		
	9:30 - 10:30	Defensive Tactics (Stance/Strikes)	1.0		
	10:30 - 11:30	Lunch			
	11:30 - 12:00	Defensive Tactics Preparation	.5		
	12:00 - 1:30	Defensive Tactics (Stance/Strikes)	2.0		
	1:30 - 4:00	Defensive Tactics (CQPD, Post to Hook)	2.5		
	4:00 - 5:00	Dinner			
	5:00 - 6:00	Defensive Tactics (CQPD, Post to Hook)	1.0		
TUESDAY =10.0	8:00 - 8:30	Defensive Tactics Preparation	.5		
	8:30 - 10:30	Defensive Tactics (Ground Defense)	2.0		
	10:30 - 11:30	Lunch			
	11:30 - 12:00	Defensive Tactics Preparation	.5		
	12:00 - 1:30	Defensive Tactics (Ground Defense)	1.5		
	1:30 - 4:00	Defensive Tactics (Chokes and Body Locks)	2.5		
	4:00 - 5:00	Dinner			
	5:00 - 6:00	Defensive Tactics (Chokes and Body Locks)	1.0		
	6:00 - 8:00	Defensive Tactics (Control Techniques)	2.0		
WEDNESDAY = 9.0	8:00 - 8:30	Defensive Tactics Preparation	0.5		
	8:30 - 10:30	Defensive Tactics (Weapons Retention)	2.0		
	10:30 - 11:30	Lunch			
	11:30 - 1:00	Defensive Tactics (Weapons Retention)	1.5		
	1:00 - 3:00	Chemical Agents	2.0		
	3:00 - 4:00	Chemical Agents (Inert drills)	1.0		
	4:00 - 5:00	Dinner			
	5:00 - 7:00	Chemical Agents (Live drills)	2.0		
THURSDAY = 9.5	7:00 - 7:30	Defensive Tactics Preparation	0.5		
	7:30 - 10:30	Defensive Tactics (Blunt and Edged Weapons)	3.0		
	10:30 - 11:30	Lunch			
	11:30 - 12:00	Defensive Tactics Preparation	.5		
	12:00 - 1:30	Defensive Tactics (Blunt and Edged Weapons)	2.0		
	1:30 - 4:00	Defensive Tactics (Skills Test/Scenarios)	2.5		
	4:00 - 5:00	Dinner			
	5:00 - 6:00	Defensive Tactics (Skills Test/Scenarios)	1.0		
FRIDAY = 3.0	6:00 - 7:30	Linen Exchange			
	7:30 - 8:30	Therapeutic Restraints Overview	1.0		
	8:30 - 10:30	Use of Force/Basic Restraints	2.0		

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BASIC CORRECTIONAL OFFICER TRAINING – WEEK 6 SCHEDULE FY 16-17

	Time Block	ID#	Training Module	Hrs.	Instructor	Location
MONDAY = 9.0	7:00 - 8:00		Formation	1.0	DI Unit	
	8:00 - 10:30		Photographs	2.5		
	10:30 - 11:30		Lunch			
	11:30 - 4:00		Security Threat Groups	4.5		
	4:00 - 5:00		Dinner			
	5:00 - 6:00		Physical Fitness	1.0		
TUESDAY =9.0	7:00 - 11:00		Report Writing (Group B)	4.0	DI Unit	
	11:00 - 12:00		Lunch			
	12:00 - 4:00		e-TOMIS (Group B)			
	4:00 - 5:00		Dinner			
	5:00 - 6:00		Physical Fitness	1.0		
WEDNESDAY = 9.0	7:00 - 11:00		Report Writing (Group A)	4.0	DI Unit	
	11:00 - 12:00		Lunch			
	12:00 - 4:00		e-TOMIS (Group A)			
	4:00 - 5:00		Dinner			
	5:00 - 6:00		Final Examination	1.0		
THURSDAY = 9.5	7:00 - 8:00		Formation	1.0	DI Unit	
	8:00 - 10:30		Contraband and Search	2.5		
	10:30 - 11:30		Lunch			
	11:30 - 12:30		Course Evaluation/Administrative Meeting	1.0		
	12:30 - 4:00		Graduation Practice	3.5		
	4:00 - 5:00		Dinner			
	5:00 - 6:30		Final Physical Evaluation	1.5		
FRIDAY = 3.5	6:00 - 7:00		Linen Turn-in-Housekeeping			
	7:00 - 8:00		Formation/Room Inspection	1.0		
	8:00 - 9:45		Meeting with Drill Instructors	1.75		
	9:45 - 10:30		Graduation Preparation	.75		
	10:30 - 11:30		Graduation			

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BASIC CORRECTIONAL OFFICER TRAINING – WEEK 1

Hostage Survival

This course is designed not only to teach the cadet how to enhance their chances for survival in a hostage situation but to educate them in some of the procedural responses involved in successfully resolving a hostage situation.

Working with Mentally Ill Inmates

Through interactive lecture, discussion and learner participation, the correctional staff will have a better understanding of how to work with inmates who are mentally ill as they come to understand the difference between an inmate who is “acting out” and an inmate whose behavior is often determined by their mental illness.

Mental Health Levels of Care

This course is designed to give correctional staff an overview of the Mental Health Levels of Care and the impact it will have on the inmates, staff and the community.

Rookie Syndrome

The purpose of this course is to inform the new employee of the possible barriers that he/she may face when starting their job with the department. It will also include instruction on how to face these obstacles and provide assistance with furthering their career in TDOC.

Counseling Skills

All staff interacting on a regular basis with offenders have daily opportunities to encourage them to change their thinking and subsequently their behavior. Cognitive-behavioral therapy is one of the techniques that can be used as part of the effort to rehabilitate inmates. This type of technique is used in a variety of treatment programs and other staff can support that effort if they are knowledgeable of how it works. Cognitive-behavioral therapies combine cognitive and behavioral techniques to help offenders to identify and correct faulty thinking as it relates to behavior.

Tier Management

During this course the students will be given information and explanations regarding the purpose and fundamental reasoning for the Tier Management system used by TDOC. This course is designed to help students understand the rationale for this system and its importance in maintaining a secure environment for both staff and inmates.

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Effective Logbook Entries

Documenting routine and extraordinary events is part of every Correctional Officer's daily duties. Many posts will have a logbook and it is part of the Officer's responsibility to make sure all pertinent information is documented properly in the correct format. This block of instruction will begin with a lecture describing what type of information should be written in the logbook and what does not. The use of slang or abbreviations will be discussed. The specifics of how things should be written will also be discussed. There will be an activity to further define the necessity of effective logbook entries.

Overcoming Manipulation

This course will discuss the tactics of manipulation utilized by inmates and risk factors associated with vulnerable staff. We will discuss the legal consequences of inappropriate relationships with inmates. We will discuss how staff can prevent manipulation and how to identify if they have been manipulated as well as the appropriate steps to take if they recognize they have been manipulated.

Verbal Self Defense

This course is based on the concepts presented in Verbal Judo. Most confrontations with offenders are verbal and if handled properly by the officer (or other staff) are not likely to escalate into a physical attack. The problem is that we as correctional employees often let our ego, our biases, or personal feelings determine how we respond to a situation. These types of responses are not only unprofessional; they are likely to result in making the situation worse, even resulting in a physical attack. When we resort to these types of responses, it may be said (accurately) that the results are "our own fault." This course will provide the correctional employee with many valuable verbal "do's and "don'ts" during confrontations with inmates

Communication, Professionalism and Command Presence

This course is designed to examine what it takes to communicate well in a correctional setting. Good communication is absolutely essential. We must be able to communicate with other staff and inmates as well as the public in order to complete our mission. We will also discuss the role professionalism and being a good role model plays in our day to day work. Last, but certainly not least, we will discuss the importance of maintaining a "command presence".

Inmate Rules and Grievances

Without a clear understanding of the rules which govern inmate life, the employee cannot provide the approved and necessary structure upon which our institutions depend. This course will review the issues concerning inmate responses to employees' enforcement of the rules. This course addresses inmate grievance procedures and the employee's responsibility to respond professionally to all inmate grievances. Further, the employee will learn that professional behavior is the primary technique in minimizing grievances.

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Inmate Disciplinary Procedures

TDOC employees are sworn to faithfully discharge duties and to avoid ill treatment or abuse of inmates under their charge. Each TDOC employee who has direct contact with inmates is required by policy #502.01 to enforce inmate regulations. This course will enable trainees to successfully carry out this requirement.

Sudden In Custody Death Syndrome

Correctional Officers have a limited and largely inadequate set of tools to use to safely subdue violent aggressive inmates, according to a recent analysis done by the National Law Enforcement Technology Center about in custody deaths. The Center discovered evidence that unexplained in-custody deaths are caused, more often than is generally known, by a little known phenomenon called positional asphyxia. Correctional Officers need to be aware why these deaths occur and how to prevent them. Through lecture/discussion and video presentation, the instructor will identify the factors found to cause positional asphyxia. Recommendations for assuring inmate safety and advisory guidelines for care of inmates will also be provided.

Introduction To Report Writing

This lesson plan introduces the students to what constitutes a written report and why it is essential to be clear and concise. They will be introduced to the role of written reports as used to effectively discipline inmates and defend themselves in legal processes. These principles will be presented through lecture, discussion, and practicums. The student will write two reports one of which will be a skills test.

Crime Scene Protection

The most important aspect of evidence collection and preservation is protecting the crime scene. This is to keep the pertinent evidence uncontaminated until it can be recorded and collected. This course will discuss the basic information related to the protection and preservation of a crime scene.

Effective Testimony

Correctional staff members, especially those in the Correctional Officer Series, are often called upon to give testimony in inmate disciplinary procedures and sometimes in court. This class covers the best ways to be effective in the giving of that testimony (especially in court).

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BASIC CORRECTIONAL OFFICER TRAINING – WEEK 2

Security Procedures: Population Counts and Skills

This course is designed to teach participants the rationale for, and procedures used in conducting Inmate Population Counts, by examining the types, purposes, and principals involved. It will also examine common errors in Population Counting, stressing proper techniques and attitudes as the best way to avoid them. Following the classroom portion, participants will have an opportunity to observe counts being conducted and reported.

Security Procedures: Control of Gates, Perimeters and Security and Skills

During this course, the instructor will explain how all TDOC institutions shall maintain safe and secure perimeters that are appropriate to their assigned security designation. The participant will be encouraged to participate through discussion, study and related reading of policies. Following the class, participants will have an opportunity to observe the operations of the gates and perimeters.

Transportation/Inmate Escort/Vehicle Searches

The proper procedures for the transportation and escort of inmates are an important function of any correctional system. Of primary importance during the transportation of inmates is both officer and inmate safety that also adequately protects the public. This course will concentrate on transportation rules and procedures and the proper way to escort inmates in various situations. There will also be a component on the search of transport vehicles.

Supervision of Inmates: Dining Room/Yard Supervision and Skills

Any time you have inmates walking around outside of their housing units or gathered in one location, the potential for serious security and safety problems exist. Contraband being “smuggled” from one location to another, inmates being in unauthorized locations and/or loitering can lead to more serious issues such as assault, escapes, etc. In this course we will discuss these issues and ways to properly supervise inmate movement and small crowd gatherings. Following the class, participants will be given the opportunity to observe Dining Room and Yard procedures.

Security Procedures: Personal Searches and Skills

The overall safety and security of any correctional facility relies greatly upon the ability and the willingness of the employee to perform a thorough, effective search. During this class, we will take an in-depth look into the body search, the types of body searches, and the proper procedures and performance of these searches. Effective searches are one of the primary defenses against escape and other breaches of institutional security. (Reference Policy # 506.06) Following the class, participants will be given an opportunity to conduct personal searches.

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Radio Communications

The instructor will define and explain the nomenclature, operation, care, and security matters, pertaining to hand-held two-way radios. The instructor will demonstrate the proper use of a radio. Each trainee will practice and give a return demonstration in the proper use of the radio.

Security Procedures: Cell/Area Searches and Skills

The purpose of this course is to explain the need for searches as well as demonstrate proper procedures for conducting them. This course will also discuss the procedures for cell inspections. The participants will then demonstrate proficiency by performing a cell/area searches under supervision and noting the location of all contraband discovered. Following the class, participants will be given the opportunity to search cells and areas within the facility.

Volunteers: Their Impact

The purpose of this course is to acquaint employees with the volunteer program as it is set up in the Department of Correction and its impact on recidivism. Through a lecture and discussion session this course will inform the employee of the reason the department uses volunteers and the appropriate manner to process them in and out.

Victim Awareness

The trauma that victims experience when encountering their offender is immeasurable. This class will examine and discuss the victim's experience and how we as a department may be able to minimize the trauma of the victim seeing their attacker again during parole hearings or other victim/offender program meetings. Professional, nonjudgmental demeanor of institutional staff toward visitors will also be discussed.

Institution Specific Training/Job Shadowing

This portion is set aside for institutions to provide additional training as desired or to provide participants with an opportunity to job shadow on a post within the facility.

TCA Overview

This course is designed to introduce participants to the Tennessee Correction Academy (TCA), which is the Tennessee Department of Correction's (TDOC) primary training and staff development center. Participants will be given instruction on Academy rules and expectations and what to look forward to during their training at TCA.

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BASIC CORRECTIONAL OFFICER TRAINING – WEEK 3

MMPI Testing

Participants will be administered a mental health examination by a mental health professional. If the participant is not certified, they will not be allowed to continue in the program.

Respectful Workplace

During this course, we will thoroughly examine “Employee Sexual Misconduct, Sexual Harassment, and Workplace Harassment.” Through a combination of discussion and group activities, we will identify the “protected classes” covered in this policy. We will review Department of Human Resources (DOHR) definition of workplace harassment and retaliation, and analyze examples of workplace harassment. It is only through a complete and shared understanding of these issues, that we can create a productive workplace free of harassment, hostility and retaliation.

Legal and Professional Issues

This is a lecture and activity-based course designed to familiarize the new correctional employee with Constitutionally-protected inmate rights and the employee’s professional responsibility as it relates to safeguarding those rights and professionalism. During the course, students will be given instruction on procedures for avoiding behavior or appropriately responding to inmate litigation.

Cultural Diversity

Cultural issues are personal; they get to the heart of what you think about people, but rarely reveal. We may fear that we will offend others if we voice our opinion or thoughts on racial, ethnic, gender, or other such issues. We must be able and prepared to deal effectively with a wide variety of people; the key word here is effectively. The purpose of this course is to explore ways to work with our cultural differences, not let them be stumbling blocks.

Understanding Personalities

Know Thyself! For most of us this is easier said than done. This course of instruction is intended to accomplish the goal of self-recognition and identification of our own personality styles in our interactions with others. This course also recognizes the fact that there is no “best” personality style; that we are all “different”; that we are all a combination of styles; and that all contribute to the effectiveness of an organization.

Time Management

This lesson plan introduces field services officers to the essential time management tools needed to do long range planning and handle day to day projects and assignments.

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Work Ethics

This course is designed to look at what it takes to be an ethical employee. The course focuses on workplace values such as coming to work on time, being punctual with regard to lunch breaks, abiding by rules and policies, respecting co-workers, being productive and serving TDOC inmates in a positive manner.

Staff Teamwork

This course is designed to develop team building skills, assess and develop leadership ability and to train staff in the principles of team decision making and problem solving. It is also a way to improve inter-cultural relations awareness. The instructor will divide the class into teams. The instructor will then lead the teams through a series of exercises or challenges that will require the team members to make informed decisions.

Social/Cultural Lifestyles of Inmates

This course will identify and examine the two social structures that exist in the prison setting; that of staff and that of inmates. The staff structure is based on policies and procedures, while the inmate social structure is more “informal” - based largely on feelings and values of the inmate population. The course will also cover both the employee code and the inmate code. The interaction between these two generally opposing groups will be addressed by some general rules that should be recognized and applied. This course will also provide a view of the unique differences that occur when dealing with female inmates as well as some of the reasons for these differences.

Financial Management

Through lecture, discussion and small group exercise, this class is designed to assist correctional staff in analyzing and developing personal budgets which allow them to live within their means and resist short cuts which can result in professional disaster.

Situational Awareness

This course is designed to explore the various threats present in society whether the officer is at home or at the workplace environment both on and off duty. Participants will share in discussion various situations and opportunities for danger that are present and the solutions or techniques available to reduce the chance for harm to the officer and others.

Recognizing Disturbances

A riot is one of the most devastating events that can occur in a correctional facility related to the destruction, the potential for injury or death to both staff and inmates and the long-term trauma for those who may have been held hostage. Correctional riots are a part of our history and unfortunately, they are potentially a part of our future. It is vitally important, therefore, that everyone working in a correctional facility understand riots and disturbances-what they are and how they can be prevented.

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Incident Command System

In February of 2003, President Bush issued Homeland Security Presidential Directive (HSPD) 5. This directive required that The Department of Homeland Security develop and administer a National Incident Management System (NIMS). The idea behind NIMS is to provide a consistent nationwide template to enable all organizations to work together during a domestic incident. Until now, there have been no standards for domestic incident response that reached across every level of government and every response agency. This course is designed to provide correctional employees with an introduction to the system and information on how TDOC handles emergencies within the TDOC and to expect it's utilization during widespread emergencies, especially those involving multiple agencies. It is not intended to provide training for implementation.

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BASIC CORRECTIONAL OFFICER TRAINING – WEEK 4

Firearms Policy and Procedure

This course of instruction is designed to acquaint you with policies and procedures regarding use of deadly force, criteria for firearms qualification, and personnel authorized to carry firearms. Safety rules for the proper handling of firearms and inspection of ammunition will be discussed to provide for a safe environment during weapon qualification.

Firearms – Revolver

Trainees will receive instruction on the nomenclature of the revolver, which will help enable the trainee to perform adequate safety checks of the firearm. Fundamentals of effective marksmanship (breath control, sight alignment, trigger squeeze, stance, and grip) will be thoroughly explained. The proper method for loading, firing, and unloading as well as common malfunctions and methods of clearing these malfunctions will be covered. The student will also be presented ballistics information on the ammunition issued to them as well as how to properly clean the revolver. Techniques learned in the classroom will be applied on the range during the qualification period.

Firearms – Shotgun

Trainees will receive instruction on the nomenclature of the 12 gauge pump action shotgun. The ability to identify parts and their function will enable the trainee to perform adequate safety checks of the firearm. Fundamentals of effective marksmanship (breath control, sight alignment, trigger squeeze, stance, and grip) as these apply to the shotgun will be thoroughly explained. The proper method for loading, firing, and unloading the shotgun will be covered to ensure that the trainee is well versed in all aspects of safe handling and operation of the weapon. Trainees will be given the procedures they are to use when cleaning the shotgun. Techniques learned in the classroom will be applied on the range during the qualification period.

Range Safety/Familiarization

Before a trainee is allowed to participate in live firing drills on the firing range it is vital that each trainee be given ample opportunity to practice with each weapon in a safe environment until comfortable with each weapon. This course is designed to allow trainees the opportunity to practice handling, loading, and unloading each of the standard issue weapons fired on the range. Participants will practice loading and unloading .38 caliber revolvers, and 12 gauge shotguns using inert ammunition.

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Firearms Skills

This is a skills based course that follows classroom instruction and safety instructions on the revolver and shotgun. The participant will demonstrate that they have an understanding of how the guns are loaded and fired while using dummy or inert ammunition. This course is designed to allow the participants to become familiar with each weapon prior to use with live ammunition.

Firearms Test

This is the written component of the firearms program utilized to test comprehension of material presented during the classroom lecture and the skills portion on the revolver and shotgun. Seventy-five percent comprehension is required to pass the test.

Firearms Qualification

Tennessee Department of Correction requires all Correctional Officers to qualify with the .38 caliber revolver and the 12 gauge shotgun. This course is designed to evaluate the trainee's ability to effectively fire each of these weapons. Each participant will be required to fire a minimum score of 80%.

Electronic Restraint Devices

In this course of instruction, Correctional Officers are trained in the proper use of three electronic restraint devices currently approved by TDOC. The Nova "Spirit", the Nova XR-5000 and the Nova Electronic Stun Shield. The proper use of electronic restrains will add a valuable tool to the correctional officer's options for use of force.

Overview of Remotely Activated Custody Control (RACC) Belt/TASER/Stun Cuffs

This course is designed to provide participants with an overview of the Electronic Restraint Devices that are used within our department, their basic components and how to apply them. NOTE: This is not a certification course.

Visitation Procedures

Visitation is a vital part of the rehabilitation process of incarcerated offenders. This course provides the fundamental framework for visitation procedure. It provides an overview of processing and supervising offender visitations.

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BASIC CORRECTIONAL OFFICER TRAINING – WEEK 5

Introduction to Defensive Tactics

During this class the participant will be instructed in the components of the Use of Force Continuum, areas of the body vulnerable to blows, kicks and applied pressure. The class will also discuss the variables applicable to the use of force and how to properly articulate the use of force in both written reports and interviews. Safety precautions will also be covered to reduce the likelihood of injuries.

Defensive Tactics Preparation

During this period, the students will stretch and conduct warm up exercises and set up any training resources required for the next block of instruction.

Defensive Tactics (Stance Strike)

During this portion of the training, the students will demonstrate the interview stance and the bladed body position, used to control the immediate space around them and to react to potential attacks. Students will also demonstrate how to employ open hand strikes to control attackers and elbow strikes and kicking techniques to drive an attacker away from them.

Defensive Tactics (CQPD, Post to Hook)

This class teaches the student how to defend themselves against sudden, unexpected attacks and drive their attacker off balance in order to gain physical control over them. It also teaches how the student can keep an attacker from closing into range to attack them and if required, to close with an offender and gain physical control over them.

Defensive Tactics (Ground Defense)

This section of Defensive Tactics will include instruction and application of hand to hand grappling techniques designed to assist the officer in defending themselves from a ground position.

Defensive Tactics (Chokes and Body Locks)

The class introduces the participant with techniques to escape from a rear chokehold, escape from body locks from the front/behind with arms pinned next to the body and arms free. Techniques will also be taught in the proper method to break your fall if thrown to the ground.

Defensive Tactics (Control Techniques)

This class teaches the student how to take control of an attacker and get them to the ground in order to apply physical restraints. The class consists of several joint manipulation techniques and take downs.

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Defensive Tactics (Weapons Retention)

This course covers the defensive tactic ability to retain a firearm when someone attempts to take possession from a holster; has taken the weapon from the officer; or has a firearm in close proximity to an officer. The participants are instructed in tactics for self-defense and reduce the opportunity of death or serious bodily injury for the officer or other persons.

Defensive Tactics (Inert Drills)

This course introduces the new correctional officer to the use and effects of aerosol chemical agent through lecture and demonstration.

Defensive Tactics (Live Drills)

This course expands on the use of chemical agents; it introduces the new correctional officer to the use and effects of aerosol chemical agent through demonstration and practical application. They will receive either a level 1 or level 2 exposure to live chemical agent in the exercise.

Defensive Tactics – Defense Against Blunt Objects and Edged Weapons

Through the use of lecture, demonstration and return demonstration, the participant will be trained to defend themselves against blunt instruments and knife strikes along with follow-up handcuffing techniques.

Therapeutic Restraints Overview

This class identifies different types of mental health restraints approved by the department, the process by which they can be ordered, how they are applied and documentation requirements. While mental health and medical staff are provided with the skill necessary to minimize the use of mental health restraints, it is correctional officers who will actually apply those devices once ordered by appropriate staff.

Use of Force/Basic Restraints

This class consists of a lecture concerning TDOC Policy for applying restraints, both at correctional facilities and in a community supervision setting, as well as hands on demonstration of how to apply handcuffs to compliant and non-compliant offenders. Students will be taught how to apply the restraints individually and with an assisting officer.

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BASIC CORRECTIONAL OFFICER TRAINING – WEEK 6

Security Threat Groups (STG)

The American Correctional Association concluded years ago that street gangs were slowly becoming the prison gangs of the future. Our prison population has undergone a dramatic change over the past 10 years with an increasing number of inmates who are younger, more violent and have been identified as being members or associates of organized groups. This has created cause for concern for the safety and security of our institutions. Each of you must possess an awareness of the dangers and problems that are unique to the management and control of these inmates. An important first step to effective management is simply the recognition and identification of those inmates who fall into these categories. This course is designed to provide you with information which will allow you to recognize inmates who may be potentially threatening to institutional security and how TDOC attempts to manage the problem.

Report Writing

This course introduces the students to what constitutes a written report and why it is essential to be clear and concise. They will be taught the role of written reports as used to effectively discipline inmates and defend themselves in legal processes. These principles will be presented through lecture, discussion, and practicums. The student will write two reports one of which will be a skills test.

E-TOMIS Basics

The participant will learn how to sign on to the E-TOMIS training environment. The instructor(s) will guide the student through the step-by-step process of entering an incident and a disciplinary report onto E-TOMIS. If time allows, a practice incident/disciplinary will also be entered. The student will then be required to demonstrate proficiency by entering an incident and disciplinary report on TOMIS as a skills test.

Contraband and Search

This course will identify and encompass the introduction, concealment, and proper techniques to utilize when handling contraband in the Tennessee Department of Correction. Various types of searches will be taught and a search exercise will be conducted.

Final Exam

Participants will be given an exam that includes material covered in weeks 5 & 6. A score of 80% or more is required to complete the program.

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BASIC CORRECTIONAL PROFESSIONALS TRAINING – WEEK 1 SCHEDULE FY 16-17

	Time Block	ID#	Training Module	Hrs.	Instructor	Location
MONDAY = 8.5	7:30 - 8:30		Student Information Meeting	1.0		
	8:30 - 9:30		Time Management	1.0		
	9:30 - 12:00		Overview of Rehabilitative Services	2.5		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Respectful Workplace	4.0		
	5:00 - 6:00		Supper			
TUESDAY = 10	8:00 - 9:00		TDOC Overview	1.0		
	9:00 - 12:00		CPR Certification	3.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Inmate Disciplinary Procedures/D. Board	2.0		
	3:00 - 5:00		Social/Cultural Lifestyles & Gender Issues	2.0		
	5:00 - 6:00		Supper			
	6:00 - 8:00		Counseling Skills	2.0		
WEDNESDAY = 10	8:00 - 12:00		e-TOMIS (Basic)	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		e-TOMIS Incidents/Disciplines Practicum	4.0		
	5:00 - 6:00		Supper			
	6:00 - 8:00		Staff/Inmate Sexual Misconduct	2.0		
THURSDAY = 8.5	7:30 - 9:30		Uniform Fitting	2.0		
	9:30 - 10:30		Mental Health Levels of Care	1.0		
	10:30 - 11:30		Security Custody Levels	1.0		
	11:30 - 12:30		Lunch			
	12:30 - 3:30		Report Writing	3.0		
	3:30 - 5:00		First Aid Certification	1.5		
	5:00 - 6:00		Supper			
FRIDAY = 3.0	8:00 - 10:00		Working with Mentally Ill Inmates	2.0		
	10:00 - 11:00		Drug-Free Workplace	1.0		

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BASIC CORRECTIONAL PROFESSIONALS TRAINING – WEEK 2 SCHEDULE FY 16-17

	Time Block	ID#	Training Module	Hrs.	Instructor	Location
MONDAY = 9.5	8:00 - 10:00		Legal and Professional Issues	2.0		
	10:00 - 12:00		Communication Prof. & Command Presence	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Work Ethics in TDOC	2.0		
	3:00 - 5:00		Understanding Personalities	2.0		
	5:00 - 6:00		Supper			
	6:00 - 7:30		Prison Rape Elimination Act (PREA)	1.5		
TUESDAY = 10	8:00 - 10:00		Recognizing Disturbances	2.0		
	10:00 - 12:00		Hostage Survival	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Verbal Self-Defense	2.0		
	3:00 - 5:00		Introduction to Defensive Tactics	2.0		
	5:00 - 6:00		Supper			
	6:00 - 8:00		Cell/Area Searches	2.0		
WEDNESDAY = 9.5	8:00 - 10:00		Employee/Inmate Substance Abuse	2.0		
	10:00 - 12:00		Role of Law Enforcement	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Shared Security	2.0		
	3:00 - 5:00		Financial Management	2.0		
	5:00 - 6:00		Supper			
	6:00 - 7:30		Defensive Tactics	1.5		
THURSDAY = 9	8:00 - 12:00		Security Threat Groups	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:30		Cultural Diversity	2.5		
	3:30 - 4:00		Graduation Practice	.5		
	4:00 - 5:00		Stress/CISM	1.0		
	5:00 - 6:00		Supper			
	6:00 - 7:00		Post Test/Review	1.0		
FRIDAY = 2	7:30 - 8:30		Re-Test/Review			
	7:30 - 8:30		Employee Assistance Program	1.0		
	8:30 - 9:00		Educational Supervisors Meeting	.5		
	9:00 - 9:30		Graduation	.5		

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BASIC CORRECTIONAL PROFESSIONALS TRAINING – WEEK 1

Student Information Meeting

Participants will meet with the Program Manager and are provided an overview of the program and the expectations and requirements while they are on campus.

Time Management

This lesson plan introduces field services officers to the essential time management tools needed to do long range planning and handle day to day projects and assignments.

Overview of Rehabilitative Strategies

The Tennessee Department of Correction is committed to effective Rehabilitation of offenders. This is exemplified by the TDOC Mission Statement, i.e. (To enhance public safety in Tennessee through incarceration and rehabilitation of felony offenders). It is a necessary component of a Correctional System to provide mechanisms (programs) while a person is incarcerated that will help them improve themselves to a point that re-offending is less likely. Thus both the offender and society are served by these programs. This course will provide an overview of the program offerings by the TDOC in order to address this mission of Rehabilitation.

Respectful Workplace

During this course, we will thoroughly examine “Employee Sexual Misconduct, Sexual Harassment, and Workplace Harassment.” Through a combination of discussion and group activities, we will identify the “protected classes” covered in this policy. We will review Department of Human Resources (DOHR) definition of workplace harassment and retaliation, and analyze examples of workplace harassment. It is only through a complete and shared understanding of these issues, that we can create a productive workplace free of harassment, hostility and retaliation.

TDOC Overview

The Tennessee Department of Correction (TDOC) exists for the purpose of safeguarding the public by providing supervision of convicted felons during their period of commitment to its jurisdiction. The Department fulfills its obligations through the incarceration of inmates in a variety of secured institutional settings. All individuals are assigned to the department by the criminal courts of Tennessee and are managed in accordance with the Department of Correction policy and procedure. During this lecture-based class, we will present a basic overview of the TDOC, and its mission. We will examine each institution’s population, its function, and any special programs that are offered at that location.

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CPR

This course is the Adult CPR component. This course is designed to prepare participants to respond to emergency situations by utilizing video and skill demonstrations as well as class discussion. This course also includes instruction on the AED device. The course will culminate with a post test and participants who successfully complete all components will be issued an American Red Cross Adult CPR Certification Card.

Inmate Disciplinary Procedures

TDOC employees are sworn to faithfully discharge duties and to avoid ill treatment or abuse of inmates under their charge. Each TDOC employee who has direct contact with inmates is required by policy #502.01 to enforce inmate regulations. This course will enable trainees to successfully carry out this requirement.

Social/Cultural Lifestyles of Offenders & Gender Issues

This course will identify and examine the two social structures that exist in the prison setting; that of staff and that of inmates. The staff structure is based on policies and procedures, while the inmate social structure is more "informal" - based largely on feelings and values of the inmate population. The course will also cover both the employee code and the inmate code. The interaction between these two generally opposing groups will be addressed by some general rules that should be recognized and applied. This course will also provide a view of the unique differences that occur when dealing with female inmates as well as some of the reasons for these differences.

Counseling Skills

All staff interacting on a regular basis with offenders have daily opportunities to encourage them to change their thinking and subsequently their behavior. Cognitive-behavioral therapy is one of the techniques that can be used as part of the effort to rehabilitate inmates. This type of technique is used in a variety of treatment programs and other staff can support that effort if they are knowledgeable of how it works. Cognitive-behavioral therapies combine cognitive and behavioral techniques to help offenders to identify and correct faulty thinking as it relates to behavior.

E-TOMIS Basics

The participant will learn how to sign on to the E-TOMIS training environment. The instructor will assist the student through several conversations in "inquire only" and some in which the student must enter information. After several practice exercises, the trainee will be given a skill test during which they must assess pre-loaded information and correctly answer questions about each conversation accessed.

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E-TOMIS Incidents/Disciplines

The participant will sign on to the E-TOMIS training environment. The instructor(s) will guide the student through the step-by-step process of entering an incident and a disciplinary report onto E-TOMIS. If time allows, a practice incident/disciplinary will also be entered. The student will then be required to demonstrate proficiency by entering an incident and disciplinary report on TOMIS as a skills test.

Staff/Inmate Sexual Misconduct

Sexual misconduct by employees in the TDOC is an ongoing problem. This course is designed to define sexual misconduct and the type of behavior that constitutes sexual misconduct. The course will discuss inappropriate interactions between staff and inmates, the role of Internal Affairs when allegations arise and the possible consequences for an employee who engages in sexual misconduct with an inmate.

Mental Health Levels of Care

This course is designed to give correctional staff an overview of the Mental Health Levels of Care and the impact it will have on the inmates, staff and the community.

Security Custody Levels

During this course the participants will be given information and explanations regarding the security and custody level designations used by TDOC. This course is designed to help participants understand the custody levels of inmates and where they can be housed based on their security designation.

Report Writing

This lesson plan introduces the students to what constitutes a written report and why it is essential to be clear and concise. They will be taught the role of written reports as used to effectively discipline inmates and defend themselves in legal processes. These principles will be presented through lecture, discussion, and practicums. The student will write two reports one of which will be a skills test.

First Aid

Correctional employees face the possibility of having to administer emergency first aid on a daily basis. The purpose of this course is to provide them with the skills and knowledge to accomplish these life saving techniques.

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Working with Mentally Ill Inmates

Inmates with mental illness usually have normal intelligence, but their problem lies, not in their ability to think, but in their perception of reality. This class will end with a discussion of mental illness and how to identify behavior changes and the make the proper referral.

Drug-Free Workplace

The Tennessee Department of Correction has a Drug Free Workplace policy that has been in effect for some time and is committed to becoming a drug free workplace. The policy has been revised to include the testing of employees for drug and alcohol use. This revised policy took effect November 1, 2006. Employees need to be informed of the specifics of this policy, consequences of non-adherence, and what to expect test-wise.

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BASIC CORRECTIONAL PROFESSIONALS TRAINING – WEEK 2

Legal and Professional Issues

This is a lecture and activity-based course designed to familiarize the new correctional employee with Constitutionally-protected inmate rights and the employee's professional responsibility as it relates to safeguarding those rights and professionalism. During the course, students will be given instruction on procedures for avoiding behavior or appropriately responding to inmate litigation.

Communication, Professionalism and Command Presence

This course is designed to examine what it takes to communicate well in a correctional setting. Good communication is absolutely essential. We must be able to communicate with other staff and inmates as well as the public in order to complete our mission. We will also discuss the role professionalism and being a good role model plays in our day to day work. Last, but certainly not least, we will discuss the importance of maintaining a "command presence".

Work Ethics in TDOC

This course is designed to look at what it takes to be an ethical employee. The course focuses on workplace values such as coming to work on time, being punctual with regard to lunch breaks, abiding by rules and policies, respecting co-workers, being productive and serving TDOC inmates in a positive manner.

Understanding Personalities

Know Thyself! For most of us this is easier said than done. This course of instruction is intended to accomplish the goal of self-recognition and identification of our own personality styles in our interactions with others. This course also recognizes the fact that there is no "best" personality style; that we are all "different"; that we are all a combination of styles; and that all contribute to the effectiveness of an organization.

Prison Rape Elimination Act

It is the policy of the TDOC to provide a safe, humane, and appropriately secure environment, free from the threat of sexual assault for all inmates, by maintaining a program of prevention, detection, response, investigation, and tracking of all alleged and substantiated sexual assaults. TDOC has a zero tolerance for incidences of sexual assault within its facilities. This course will provide you with the tools needed for the detection, response, investigation and prevention of inmate-on-inmate sexual assault.

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Recognizing Disturbances

A riot is one of the most devastating events that can occur in a correctional facility related to the destruction, the potential for injury or death to both staff and inmates and the long-term trauma for those who may have been held hostage. Correctional riots are a part of our history and unfortunately, they are potentially a part of our future. It is vitally important, therefore, that everyone working in a correctional facility understand riots and disturbances-what they are and how they can be prevented.

Hostage Survival

This course is designed not only to teach the participant how to enhance their chances for survival in a hostage situation but to educate them in some of the procedural responses involved in successfully resolving a hostage situation.

Verbal Self Defense

This course is based on the concepts presented in Verbal Judo. Most confrontations with offenders are verbal and if handled properly by the officer (or other staff) are not likely to escalate into a physical attack. The problem is that we as correctional employees often let our ego, our biases, or personal feelings determine how we respond to a situation. These types of responses are not only unprofessional; they are likely to result in making the situation worse, even resulting in a physical attack. When we resort to these types of responses, it may be said (accurately) that the results are “our own fault.” This course will provide the correctional employee with many valuable verbal “do’s and “don’ts” during confrontations with inmates.

Introduction to Defensive Tactics

During this class the participant will be instructed in techniques to defend themselves, the policy constraints associated with the use of force and the safety rules for self-defense class that are in place to help reduce injuries.

Cell/Area Searches

The purpose of this course is to explain the need for searches as well as demonstrate proper procedures for conducting them. This course will also discuss the procedures for cell inspections. The participants will then demonstrate proficiency by performing a cell/area searches under supervision and noting the location of all contraband discovered.

Employee/Inmate Substance Abuse

Through the use of lecture, handouts, and class discussion the instructor and class will determine which drugs are currently most prevalent in Tennessee prisons as well as those most abused by our employees. Recognition of the prevalent drugs and common methods of concealment and

Course Catalog

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introduction will be stressed. The class will then concentrate on the signs and symptoms of substance abuse, especially those previously determined to be most problematic in Tennessee. Alcohol abuse among correctional employees is the largest substance abuse problem due to stress. This course will also examine the overuse & misuse of prescription drugs. The class will include discussions about inmate drug testing procedures and appropriate disciplinary actions. The class will include the proper gathering of evidence and maintaining the “chain of custody”.

Role of the Law Enforcement Unit

This course will focus on the **responsibilities** and **authority** the **Law Enforcement (Internal Affairs)** division has in all crimes and investigations occurring in any TDOC institution including investigating accusations of employee misconduct or criminal behavior. Key points covered in this course include investigative authority of the Law Enforcement Unit (LEU) over any crimes committed on TDOC property, power to take depositions, and their policy of turning any evidence of crime over to the local Attorney General office for possible prosecution. The purpose of this course is to familiarize the new employee with the **role and function of LEU**. Covered items will be: **“how employees get in trouble”**, and conversely, **“how to stay out of trouble.”**

Shared Security

Regardless of job classification, every correctional employee’s primary concern must be the safety and security of the institution. Inmates can and will take advantage of non-security staff members to acquire items of benefit in an escape attempt, obtain contraband, or just to be the recipient of “favors”. Non-security personnel do not receive the degree of training on security issues that is provided correctional officers. Unfortunately, neither do they have the daily reinforcement of the importance of security concerns. This class is designed to emphasize the importance of security to all personnel, regardless of job classification.

Financial Management

Many times in the Department of Correction, there are cases where officers may be tempted to cross professional boundaries for financial gain. The lure of an inmate offering money to bring in contraband may be considered by some as a quick fix to financial distress. One way to enable employees to resist this temptation is to coach and counsel them in the area of personal finance and budgets. Through lecture, discussion and small group exercise, this class is designed to assist correctional staff in analyzing and developing personal budgets which allow them to live within their means and resist short cuts which can result in professional disaster.

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Defensive Tactics

During this class the participant will be instructed in techniques to escape from a front and rear choke hold. They will also be trained to escape from various wrist and arm grabs and body locks including being attacked from behind with your arms pinned or free. Please remember all the safety rules for self-defense class so that no one gets injured.

Security Threat Groups

The American Correctional Association concluded years ago that street gangs were slowly becoming the prison gangs of the future. Our prison population has undergone a dramatic change over the past 10 years with an increasing number of inmates who are younger, more violent and have been identified as being members or associates of organized groups. This has created cause for concern for the safety and security of our institutions. Each of you must possess an awareness of the dangers and problems that are unique to the management and control of these inmates. An important first step to effective management is simply the recognition and identification of those inmates who fall into these categories. This course is designed to provide you with information which will allow you to recognize inmates who may be potentially threatening to institutional security and how TDOC attempts to manage the problem.

Cultural Diversity

Cultural issues are personal; they get to the heart of what you think about people, but rarely reveal. We may fear that we will offend others if we voice our opinion or thoughts on racial, ethnic, gender, or other such issues. These issues may be hard to talk about, but we need to become more comfortable talking about and dealing with different cultures. We cannot pick and choose our co-workers, the people we supervise or even our neighbors. We must be able and prepared to deal effectively with a wide variety of people; the key word here is effectively. The purpose of this course is to explore ways to work with our cultural differences not let them be stumbling blocks.

Stress and Critical Incident Stress Management

Stress is a fact of life. In fact, life without stress is death. During a person's life, they will encounter both positive (helpful) and negative (harmful) stress. This course will concentrate on negative stress, signs of stress, its effects, and what may be done to deal with stress. We will try to determine individual vulnerability to stress and also individual current degree of stress. This course will also look at Critical Incident Stress and the unique problems this type of stress may cause.

Post Test

Participants are given a test from topics covered during the training. A score of 80% is required to complete the program.

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Employee Assistance Program

This course is designed to familiarize the trainees with the services and methods to access them offered by the Employee Assistance Program. This program is available free to state employees. The class will address and discuss the kinds of problems/issues the EAP is designed to help employees.

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BPOT - BASIC COMMUNITY SUPERVISION OFFICER TRAINING –

WEEK 1 SCHEDULE FY 16-17

SUNDAY

3:00 P.M. to 6:00 P.M. – MMPI – Armory (3.0)

6:00 P.M. to 7:00 P.M. – Orientation – S-100 (1.0)

	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	MONDAY = 9.0	8:00 - 12:00		Respectful Workplace	4.0	
12:00 - 1:00			Lunch			
1:00 - 3:00			TDOC Overview	2.0		
3:00 - 5:00			Cultural Diversity	2.0		
5:00 - 6:00			Dinner			
6:00 - 7:00			Drug Free Workplace	1.0		
TUESDAY = 8.0	8:00 - 9:00		Introduction to Criminal Justice	1.0		
	9:00 - 11:00		Investigative Reports	2.0		
	11:00 - 12:00		Rules of Supervision	1.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Opening a Case	2.0		
	3:00 - 5:00		Criminal Thinking	2.0		
	5:00 - 6:00		Dinner			
WEDNESDAY = 9.0	8:00 - 12:00		Clinical Review	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Contact Notes/Contact Codes	4.0		
	5:00 - 6:00		Dinner			
	6:00 - 7:00		S.O.A.P.	1.0		
THURSDAY = 7.0	8:00 - 12:00		E-TOMIS	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 4:00		Uniform Fitting	3.0		
FRIDAY =	Time Block	ID#	Training Module	Hrs.	Instructor	Location

Total Hours: 37.5

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BPOT - BASIC COMMUNITY SUPERIVSION OFFICER TRAINING – WEEK 2 SCHEDULE FY 16-17

	Time Block	ID#	Training Module	Hrs.	Instructor	Location
MONDAY 10.0	8:00 - 12:00		Risk and Needs Assessment	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Risk and Needs Assessment	2.0		
	3:00 - 5:00		Case Management	2.0		
	5:00 - 6:00		Dinner			
	6:00 - 8:00		Case Management	2.0		
TUESDAY = 8.0	8:00 - 12:00		Standards of Supervision	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Standards of Supervision	4.0		
	5:00 - 6:00		Dinner			
WEDNESDAY = 8.0	8:00 - 12:00		CPR	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Liability	2.0		
	3:00 - 4:00		Tennessee Law	1.0		
	4:00 - 5:00		Constitutional Law	1.0		
	5:00 - 6:00		Dinner			
THURSDAY = 8.0	8:00 - 12:00		Interstate Compact Services	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 2:00		Stress Management	1.0		
	2:00 - 3:00		Time Management	1.0		
	3:00 - 4:00		Recognizing Child and Elderly Abuse	1.0		
	4:00 - 5:00		Victim Sensitivity	1.0		
	5:00 - 6:00		Dinner			
FRIDAY = 3.5	8:00 - 11:30		Re-Entry	3.5		

Total Hours: 37.5

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BPOT - BASIC COMMUNITY SUPERVISION OFFICER TRAINING – WEEK 3 PROGRAM FY 16-17

	Time Block	ID#	Training Module	Hrs.	Instructor	Location
MONDAY = 8.0	8:00 - 10:00		ACRC	2.0		
	10:00 - 12:00		Probation Revocation Process	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Probation Revocation Process	4.0		
	5:00 - 6:00		Dinner			
TUESDAY = 8.0	8:00 - 12:00		Parole Revocation Process	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Parole Revocation Process	4.0		
	5:00 - 6:00		Dinner			
WEDNESDAY = 10.0	8:00 - 12:00		Parole Revocation Assessment	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 4:00		Parole Revocation Assessment	3.0		
	4:00 - 5:00		WRITE Communication	1.0		
	5:00 - 6:00		Dinner			
	6:00 - 8:00		Substance Use Offenders	2.0		
THURSDAY = 8.0	8:00 - 10:00		Mental Health Offenders`	2.0		
	10:00 - 12:00		Sex Offenders	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Verbal Self Defense	4.0		
	5:00 - 6:00		Dinner			
FRIDAY = 3.5	8:00 - 10:00		Hostage Survival	2.0		
	10:00 - 11:30		Communication, Prof. & Command Presence	1.5		

Total Hours: 37.5

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BPOT - BASIC COMMUNITY SUPERVISION OFFICER TRAINING – WEEK 4 PROGRAM FY 16-17

	Time Block	ID#	Training Module	Hrs.	Instructor	Location
MONDAY = 8.0	8:00 - 9:00		Orientation/Course Introduction	1.0		
	9:00 - 12:00		Pistol Familiarization Lab	3.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:30		Pistol Familiarization Lab	2.5		
	3:30 - 5:00		Shooting Principles Lab	1.5		
	5:00 - 6:00		Dinner			
TUESDAY = 10.0	8:00 - 12:00		Familiarization Practicum	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:30		Shooting Drills	4.5		
	5:30 - 6:30		Dinner			
	6:30 - 8:00		Low Light Shooting	1.5		
WEDNESDAY = 8.5	8:00 - 12:00		Live Fire Drills	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:30		Stoppage Reduction Drills	4.5		
	5:30 - 6:30		Dinner			
THURSDAY = 7.5	8:00 - 9:30		Qualification Practice	1.5		
	9:30 - 12:00		Qualification	2.5		
	12:00 - 1:00		Lunch			
	1:00 - 2:30		Qualification	1.5		
	2:30 - 4:30		First Aid Certification	2.0		
	4:30 - 5:30		Dinner			
FRIDAY = 3.5	8:00 - 9:00		Courtroom Procedures	1.0		
	9:00 - 10:30		Problem Solving Basics	1.5		
	10:30 - 11:30		Drug Testing Procedures	1.0		

Total Hours: 37.5

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BPOT - BASIC COMMUNITY SUPERVISION OFFICER TRAINING – WEEK 5 PROGRAM FY 16-17

	Time Block	ID#	Training Module	Hrs.	Instructor	Location
MONDAY = 8.0	8:00 - 9:30		Introduction to Defensive Tactics	1.5		
	9:30 - 11:30		Use of Force Continuum	2.0		
	11:30 - 12:30		Lunch			
	12:30 - 1:00		Interview Stance/Bladed Position	.5		
	1:00 - 2:00		Basic Strikes	1.0		
	2:00 - 4:00		Spear	2.0		
	4:00 - 5:00		Daily Review	1.0		
	4:30 - 5:30		Dinner			
TUESDAY =8.0	8:00 - 11:00		Chemical Agents	3.0		
	11:00 - 12:00		Chemical Agents Debrief and Decontamination	1.0		
	12:00 - 1:00		Lunch			
	1:00 - 1:30		Review	.5		
	1:30 - 2:30		Post/Frame/Hook/Swim	1.0		
	2:30 - 3:30		Establish Guard	1.0		
	3:30 - 4:30		Break Guard/Mount Trap and Roll	1.0		
	4:30 - 5:00		Daily Review	.5		
	5:00 - 6:00		Dinner			
	WEDNESDAY = 8.0	8:00 - 11:30		ASP Baton	3.5	
11:30 - 12:30			Lunch			
12:30 - 1:30			Control Techniques	1.0		
1:30 - 3:30			Sidearm Retention	2.0		
3:30 - 4:30			Counter to Rear Choke/Headlock/Bear hug	1.0		
4:30 - 5:00			Daily Review	.5		
THURSDAY = 8.0	8:00 - 11:00		Counter to Takedown Front/Rear/Side	3.0		
	11:00 - 12:00		360 Defense	1.0		
	12:00 - 1:00		Lunch			
	1:00 - 2:30		Club Defense	1.5		
	2:30 - 4:00		Knife Defense	1.5		
	4:00 - 5:00		Daily Review	1.0		
	5:00 - 6:00		Dinner			
FRIDAY = 5.5	8:00 - 11:30		Scenario Training	3.5		
	11:30 - 12:30		Lunch			
	12:30 - 2:30		Scenario Training and Weekly Review	2.0		

Total Hours: 37.5

Participants:

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BPOT - BASIC COMMUNITY SUPERVISION OFFICER TRAINING – WEEK 6 PROGRAM FY 16-17

	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	MONDAY = 8.0	8:00 - 12:00		Motivational Interviewing	4.0	
12:00 - 1:00			Lunch			
1:00 - 5:00			Motivational Interviewing	4.0		
5:00 - 6:00			Dinner			
TUESDAY = 9.0	8:00 - 12:00		Search Procedures	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Search Procedures	4.0		
	5:00 - 6:00		Dinner			
	6:00 - 7:00		Infectious Diseases	1.0		
WEDNESDAY = 9.5	8:00 - 9:00		Defensive Driving - NEVO	1.0		
	9:00 - 12:00		Defensive Driving - NEVO	3.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Defensive Driving - NEVO	2.0		
	3:00 - 5:00		PREA	2.0		
	5:00 - 6:00		Dinner			
	6:00 - 7:30		Street Drug Update	1.5		
THURSDAY = 8.0	8:00 - 12:00		Fee Training	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 1:30		Graduation Practice	.5		
	1:30 - 5:00		STG	3.5		
	5:00 - 6:00		Dinner			
FRIDAY = 3.0	8:00 - 9:00		Wrap Up and Evaluations	2.0		
	9:00 - 10:00		Graduation Preparation			
	10:00 - 11:00		Graduation	1.0		

Total Hours: 37.5

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BASIC COMMUNITY SUPERVISION OFFICER TRAINING – WEEK 1

MMPI – (Sunday)

Participants will be administered a mental health examination and an intelligence test by a mental health professional. If the participant is not certified, they will not be allowed to continue in the program.

Respectful Workplace

During this course, we will thoroughly examine “Employee Sexual Misconduct, Sexual Harassment, and Workplace Harassment.” Through a combination of discussion and group activities, we will identify the “protected classes” covered in this policy. We will review Department of Human Resources (DOHR) definition of workplace harassment and retaliation, and analyze examples of workplace harassment. It is only through a complete and shared understanding of these issues, that we can create a productive workplace free of harassment, hostility and retaliation.

TDOC Overview

During this class the participant will take a look at a basic overview of the TDOC, and its mission statement. Additionally the participant will look at each institution’s population, and any special programs that are offered at that location as well as community supervision locations and our Central Office overview.

Cultural Diversity

Cultural issues are personal; they get to the heart of what you think about people, but rarely reveal. We may fear that we will offend others if we voice our opinion or thoughts on racial, ethnic, gender, or other such issues. These issues may be hard to talk about, but we need to become more comfortable talking about and dealing with different cultures. We cannot pick and choose our co-workers, the people we supervise or even our neighbors. We must be able and prepared to deal effectively with a wide variety of people; the key word here is effectively. The purpose of this course is to explore ways to work with our cultural differences not let them be stumbling blocks.

Drug Free Workplace

The Tennessee Department of Correction has a Drug-Free Workplace policy that has been in effect for some time and is committed to becoming a drug-free workplace. The policy has been revised to include the testing of employees for drug and alcohol use. This revised policy took effect November 1, 2006. Employees need to be informed of the specifics of this policy, consequences of non-adherence, and what to expect test-wise.

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Introduction to Criminal Justice

This course will define crime, provide the participants with a general overview of the three components of the criminal justice system with emphasis on the courts and provide an understanding of the common terms associated with the criminal justice system.

Investigative Reports

The first and foremost duty of probation parole officers is to protect the public. Investigative reports aid in the sentencing, paroling, classification and supervision of offenders; therefore, they are an integral part of a probation parole officer's duties in protecting the public. This class will examine the different types of investigative reports, the purposes of the reports and the procedures involved in investigating and preparing the reports.

Rules of Supervision

To comply with the Tennessee Department of Correction's mission statement of providing effective community supervision in order to enhance public safety, the sentencing courts in probation cases and the Parole Board in parole cases impose a set of general conditions all offenders under supervision must abide by. During this class the participant will review the procedural requirements regarding the rules of supervision and discuss the meaning of the general rules.

Opening a Case

Tennessee Department of Correction policy mandates that significant information about offenders and the interactions with them be maintained. This is accomplished with an offender case file and the computerized TOMIS record. The case file is a field services office folder bearing the offender's name and other identifying information and containing any necessary papers. The TOMIS record is the primary repository of all information and interactions regarding offenders. When an offender is placed under supervision it is the Probation Parole Officer's responsibility to open a case file. In this course we will cover the process of opening a case file including the required forms and documentation.

Criminal Thinking

The purpose of this lesson is to ensure staff employed by the Community Supervision division receive the information necessary to effectively identify the common thinking errors that criminals possess and strategies to counteract those errors.

Clinical/MMPI Review

The participants will meet with the Physician/ Mental Health professionals for a personal interview which will complete the Physical/Mental Health assessment process. Participants who are certified will continue in training.

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Contact Notes/Contact Codes

Document, document, document! During this class participants will learn the guidelines for contact notes, learn the different categories of contact notes and their purposes, and become familiar with the codes used to record the contact notes.

S.O.A.P.

This course is designed to ensure concise, comprehensive case note formats to be used for each required face-to-face visit and other substantial interactions with offenders. S.O.A.P. stands for Subjective, Objective, Assessment and Plan of Action.

E-TOMIS

The participant will learn how to sign on to the E-TOMIS training environment. The instructor will assist the student through several conversations in "inquire only" and some in which the student must enter information. After several practice exercises, the trainee will be given a skill test during which they must assess pre-loaded information and correctly answer questions about each conversation accessed.

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BASIC COMMUNITY SUPERVISION OFFICER TRAINING – WEEK 2

Risk and Needs Assessment

This course will provide participants with the theoretical framework supporting the effective use of the Tennessee Department of Correction approved risk and needs assessments. It will provide instruction on using the Tennessee Risk and Needs Assessment tool and application as well as the Texas Christian University Drug assessment tool.

Case Management

The goals of offender supervision are to minimize public risk, promote lawful behavior and assist with positive rehabilitation efforts. Many policies and procedures governing all aspects of supervision and caseload management of community supervision offenders exist to enable Probation Parole Officers the knowledge and ability to meet these goals. This course will provide the knowledge and teach the correct procedures for caseload management that is not taught in separate classes of the pre-service training.

Standards of Supervision

Tennessee Department of Correction policy mandates that every offender shall be classified and supervised based on the degree of risk he/she may present to the community, the offender's needs for assistance and surveillance and the availability of resources. The quality and frequency of officer activity and/or contact with or on behalf of offenders is essential to public safety and the offender's successful community adjustment, therefore, the Assistant Commissioner of Community Supervision will develop and maintain the Case Management Protocol Manual and the Standards of Supervision. This class will allow the participants to become familiar with the procedure for determining the level of supervision, the standards of supervision and compliance with the standards of supervision.

CPR

This course is the Adult CPR component. This course is designed to prepare participants to respond to emergency situations by utilizing video and skill demonstrations as well as class discussion. This course also includes instruction on the AED device. The course will culminate with a post test and participants who successfully complete all components will be issued an American Red Cross Adult CPR Certification Card.

Liability

During this course of instruction, we will discuss the State and federal laws and TDOC policies that govern the use of state issued firearms.

Tennessee Law

The lesson is taught via a combination of lecture and discussion. The purpose of this lesson is to ensure staff employed by the Tennessee Department of Correction becomes familiar with Tennessee Code Annotated (TCA) chapters that pertain to community supervision. This lesson is best taught by using the traditional classroom setting. The instructor should be well versed in this material in order to

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answer any specific questions relating to TCA. During this block of instruction, a computerized slide show presentation will be used to enhance the delivery of the information.

Constitutional Law

This course will discuss the United States Constitutional Foundations as it relates to law enforcement and Corrections. The Bill of Rights will be discussed with particular attention to the 4th, 5th, 6th, and 8th amendments. Several Court cases in the development of Federal and State applications of law will be reviewed. The results of not following the Constitution, federal and State Law along with TDOC Policy will be discussed. Finally, a survey of some common laws, and the police powers of the Department are discussed to allow the student to gain some connection between theory and how the TDOC and the State of Tennessee must conduct business in relation to the Constitution.

Interstate Compact Services

Many, many times it becomes necessary for an offender convicted in one state to reside in another state. This is accomplished through the Interstate Compact for Adult Offender Supervision (ICAOS) which is a formal agreement among member states that regulates the interstate movement of adult offenders in order to promote public safety. ICAOS even has congressional consent under Article I, Section 10 of the United States Constitution and pursuant to Title 4, Section 112(a) of the United States Code. This course will provide an overview of general information and the rules regarding ICAOS.

Stress Management

Stress is a fact of life. In fact, life without stress is death. During a person's life, they will encounter both positive (helpful) and negative (harmful) stress. This course will concentrate on negative stress, signs of stress, its effects, and what may be done to deal with stress. We will try to determine individual vulnerability to stress and also individual current degree of stress. This course will also look at Critical Incident Stress and the unique problems this type of stress may cause.

Time Management

This lesson plan introduces field services officers to the essential time management tools needed to do long range planning and handle day to day projects and assignments.

Recognizing Child and Elderly Abuse

The lesson is taught via a combination of lecture and discussion. The purpose of this lesson is to ensure staff employed by the Tennessee Department of Correction receive the information necessary to effectively identify and report suspected child and elder abuse within agency requirements and Tennessee Law TCA 37-1-403, 37-1-412, 39-13-506, 39-13-509, 39-13-522, 39-15-302, 39-15-401, 39-15-402 (Haley's Law), 71-6-102, 71-6-103, 71-6-110, 71-6-119. During this block of instruction, a computerized slide show presentation will be used to enhance the delivery of the information.

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Victim Sensitivity

Historically, Community Supervision practices have been offender – directed and have ignored or passively responded to the concerns of crime victims. While offender supervision strategies are aimed at protecting the public as a whole from further victimization; the interests of individual victims are often lost under the mass of paperwork and growing caseloads of offenders. A victim would profit from understanding that offenders will be held accountable for their actions either through payment of restitution or other supervisory conditions. While the primary goal for community supervision agencies, sentencing courts and correctional facilities can and should provide services to victims of crime.

Re-Entry

This class will show the participant proper transition from offender to citizen. It will also help teach them the proper steps it takes to re-enter society. It will help the participant understand the steps it takes for an offender to go from inmate to citizen. It explains the counselors' roles all the way to the Field Services roles in making that happen.

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BASIC COMMUNITY SUPERVISION OFFICER TRAINING – WEEK 3

Administrative Case review Committee (ACRC)

This is an overview of the Administrative case Review Committee (ACRC) process to get the new officer acquainted with alternative means to help the offender be in compliance with the rules of their probation/parole.

Probation Revocation Process

Probation Parole Officers are required to make a prompt and thorough investigation of the facts and circumstances regarding any alleged probation violation. A careful decision then has to be made whether to prepare and file a violation report in order to proceed to a revocation hearing. This course will allow all participants to become familiar with the probation revocation process and all its procedures from investigating the violation through the revocation hearing.

Parole Revocation Process

The mission of the Tennessee Department of Correction is to minimize public risk and promote lawful behavior by the prudent, orderly release and community supervision of adult offenders at the least cost to taxpayers. When a parolee fails to follow the rules of parole, it is the essential that the Probation Parole Officer holds him/her accountable through the parole revocation process. This course will provide an introduction to the parole revocation process.

WRITE Communication

The participant will learn the effective way to communicate through written or electronic communication between staff. The course will address common pitfalls that have been identified as barriers to effective communication.

Substance Use Offenders

This course will identify the difference between drug abuse and addiction and will describe the components of addiction. The participant will be able to recognize the components of substance abuse and the issues surrounding supervision of offenders who use alcohol and other drugs.

Mental Health Offenders

Participants will be able to demonstrate their understanding of the symptoms of mental conditions, mental health service referral procedures, and supervision best practices.

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Sex Offenders

Whether you are a pre-sentence investigation writer, a community supervision officer (PPO) or a Programmed Supervision Unit (PSU) officer you will come into contact with sex offenders while working for Community Supervision. This course is designed to give all participants a basic overview of which offenders are classified as sex offenders and what supervision requirements are mandated for sex offenders.

Verbal Self Defense

Most confrontations with offenders are verbal and if handled properly by the officer are not likely to escalate into a physical attack. The problem is that employees often let their ego, biases, or personal feelings determine how they respond to a situation. These types of responses are not only unprofessional; they are likely to result in making the situation worse, even resulting in a physical attack. This course will provide the officer with many valuable verbal “do’s and “don’ts” during confrontations with offenders.

Hostage Survival

This course is designed not only to teach the participant how to enhance their chances for survival in a hostage situation but to educate them in some of the procedural responses involved in successfully resolving a hostage situation.

Communication, Professionalism and Command Presence

This course is designed to examine what it takes to communicate well in a correctional setting. Good communication is absolutely essential. We must be able to communicate with other staff and inmates as well as the public in order to complete our mission. We will also discuss the role professionalism and being a good role model plays in our day to day work. Last, but certainly not least, we will discuss the importance of maintaining a “command presence”.

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BASIC COMMUNITY SUPERVISION OFFICER TRAINING – WEEK 4

Orientation/Course Introduction

This course is designed to familiarize the shooter with the safe and effective operation of the semi-automatic pistol. The participant must pass a written exam with a score of 75% or more and pass a live fire qualification with a score of 80% or more.

Pistol Familiarization Lab

This course is designed to give each participant in-depth information concerning the design and construction of the semi-automatic pistol as well as the components and safety mechanisms

Shooting Principles Lab

The primary objective for every shooter should be accuracy, consistency, speed and safety. These are the skills that every shooter strives to perfect. In order to achieve this objective a shooter must know and practice the basic fundamentals of shooting each time he or she pulls the trigger.

Familiarization Practicum

During this course the participant will become familiar with the firing stance, grip, trigger management, sight alignment, and loading and unloading the weapon.

Shooting Drills

This class provides the participant with information and practice regarding firing the weapon including the three step draw stroke, alternative shooting platforms, shooting on the move, and engaging multiple targets.

Low Light Shooting

Participants will practice shooting in low light conditions to evaluate the changes in the vision capabilities under these circumstances.

Live Fire Drills

Participants will participate in live fire rounds on the shooting range.

Stoppage Reduction Drills

The participant will be given instructions in malfunctions that may interrupt the firing cycle and methods to safely clear the weapon.

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Qualification Practice

Participants will be given time to practice firing the weapon prior to attempting the official qualification course.

Qualification

Participants will fire a total of 50 rounds during this portion and must attain a score of 80% or more to continue in the program.

First Aid Certification

Correctional employees face the possibility of having to administer emergency first aid on a daily basis. The purpose of this course is to provide them with the skills and knowledge to accomplish these life saving techniques. This course covers First Aid topics and is designed to prepare participants to respond to emergency situations by utilizing video and skill demonstrations as well as class discussion. The course will culminate with a post test and participants who successfully complete all components will be issued an American Red Cross First Aid Certification Card.

Courtroom Procedures

Attending court hearings is one of the major job duties of a Probation Parole Officer (PPO). It is also one of the times that all PPO's must dress and conduct themselves in the utmost professional manner since their dress and conduct is not only a reflection of themselves but also of the agency. Being prepared prior to court appearances will definitely help PPO's in meeting this job duty successfully. This course will provide information on appropriate dress and conduct, being prepared and testifying that will enable any PPO to be a professional in court.

Problem Solving

Problem solving and decision making are a natural part of a supervisor's work day. Changes in policy, procedures and people are occurring constantly. This module will address techniques for creative and proactive problem solving. It will cover six reasons that problems are hard to solve and will introduce the Ishikawa (fishbone) problem solving design to the participants and show them eight benefits to using this approach to solve problems.

Drug Testing Procedures

The purpose of this course is to outline the new Field Services Officer with the guidelines and procedures that should be followed for conducting drug and alcohol screens. Topics included are imposition of graduated sanctions for continued drug use, and identifying treatment interventions.

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BASIC COMMUNITY SUPERVISION OFFICER TRAINING – WEEK 5

Defensive Tactics

During this class the participant will be instructed on the interview stance, bladed position, in the techniques to perform basic strikes, the Close Quarter Personal Defense (CQPD) Method, how to post, frame, and hook. They will also be trained in techniques to protect themselves if taken to the ground, as well as controlling techniques, sidearm retention, and cuffing techniques. Participants will also be trained to defend themselves if attacked against a wall, and counters to a choke, headlock, bear hug, and takedowns from the front, rear, and side. They will also be trained in 360 degree defense, as well as club, and knife defense techniques.

Defensive Tactics Scenarios

Weapon retention scenarios are to have the officers become proficient in the techniques and used as a teaching tool for the instructor to evaluate the officer on the techniques previously taught in the supplemental training while fatigued and when in a stressful situation.

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BASIC COMMUNITY SUPERVISION OFFICER TRAINING – WEEK 6

Motivational Interviewing

This course provides participants with a non-confrontational process of interviewing and interacting with offenders that aims to establish professional rapport and enhance a person's motivation to change.

Search Procedures

The overall safety and security of any officer relies greatly upon the ability and the willingness of the officer to perform thorough, effective personal searches. During this class, we will take an in-depth look into the body search, the types of body searches, and the proper procedures and performance of these searches.

Effective offender home searches will also be discussed and examined. The student will identify core concepts associated with home searches of probationers and paroles under the supervision of the TN Department of Corrections.

Infectious Diseases

This class will provide the participants with the ability to differentiate between blood-borne and air-borne pathogens, identify modes of transmission for HIV and HBV, discuss the impact of alcohol and drugs on disease transmission, give current statistics about HIV/AIDS, and identify proper Universal Precautions.

Defensive Driving - Non-Emergency Vehicle Operation (NEVO)

The course of instruction will familiarize the participant with Non-Emergency Vehicle Operations. National statistics show an increase in fatal crashes annually that could have been prevented with proper understanding in vehicle dynamics and education. To improve an individual's driving skills requires training and practice. This course is designed to familiarize participants with basic defensive driving techniques. Job specific responsibilities will be covered upon completion of the basic program. Each participant will be required to satisfactorily complete a driving course designed for their position.

Office Safety

An officer who anticipates difficulty with offenders often arranges for them to come into the office on the assumption that the office is safer than the field. Although being on "home ground" may provide some comfort, failure to attend to personal safety in the office can result in serious incidents. But officers are not the only ones at risk from offenders. Support staff are usually the first employees' offenders contact when they report to the office. Creating a secure environment for all staff is of paramount importance.

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Fee Training

This class is designed to teach students the use of the Fee System to set up an offender's fees based on the type of case entered into the Tennessee Offender Management Information System (TOMIS).

Security Threat Group (STG)

Each officer must possess an awareness of the dangers and problems that are unique to the management and control of these offenders. An important first step to effective management is simply the recognition and identification of those who fall into these categories. This course is designed to provide the participant with information that will allow them to recognize offenders who may be security threat group members.

Street Drug Awareness

This course will cover the common forms of ingestion, basic pharmacological effects upon the user and a physical description of these drugs in order to aid their recognition.

Prison Rape Elimination Act (PREA)

It is the policy of the TDOC to provide a safe, humane, and appropriately secure environment, free from the threat of sexual assault for all offenders, by maintaining a program of prevention, detection, response, investigation, and tracking of all alleged and substantiated sexual assaults. TDOC has a zero tolerance for incidences of sexual assault. This course will provide you with the tools needed for the detection, response, investigation and prevention of offender sexual assault.

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Sergeant's Academy Week 1 Schedule -16-17

	Time Block	Training Module	Hrs.	Instructor	Location
MONDAY = 8.5	7:00 - 7:50	Breakfast			
	8:00 - 9:30	Class Expectations & Protocol	1.5		
	9:30 - 10:30	Introductory Presentations	1.0		
	10:30 - 12:00	Time Management	1.5		
	12:00 - 1:00	Lunch			
	1:00 - 3:00	Role Determination & Role Modeling	2.0		
	3:00 - 5:00	Physical Fitness Training	2.0		
	5:00 - 5:30	Daily Performance Assessment	.5		
	5:30 - 6:30	Dinner			
TUESDAY = 9.5 (each group)		Training Module	Hrs.		Location
		<u>Group "A"</u>			
	5:30 - 7:00	Travel	1.5		
	7:00 - 11:00	Sergeant's Academy Cross Training	4.0		
	11:00 - 12:00	Lunch			
	12:00 - 2:30	Sergeant's Academy Cross Training	2.5		
	2:30 - 4:00	Travel	1.5		
	5:00 - 6:00	Dinner			
		<u>Group "B"</u>			
	11:00 - 12:30	Travel	1.5		
	12:30 - 4:30	Sergeant's Academy Cross Training	4.0		
	4:30 - 5:30	Dinner			
	5:30 - 8:00	Sergeant's Academy Cross Training	2.5		
8:00 - 9:30	Travel	1.5			
WEDNESDAY = 8.0		Training Module	Hrs.		Location
	5:45 - 6:45	Physical Fitness	1.0		
	6:45 - 8:00	Hygiene, Breakfast , & Inspection Preparation			
	8:00 - 8:30	Uniform Inspection	.5		
	8:30 - 11:30	Effective Communication	3.0		
	11:30 - 12:30	Lunch			
	12:30 - 2:30	Emergency Response Scenarios	2.0		
	2:30 - 4:30	Executive Writing	2.0		
	4:30 - 5:00	Daily Performance Assessment	.5		
5:00 - 6:00	Dinner				
THURSDAY = 9.0		Training Module	Hrs.		Location
	5:45 - 6:45	Physical Fitness	1.0		
	6:45 - 8:00	Hygiene, Breakfast , & Inspection Preparation			
	8:00 - 8:30	Uniform Inspection	.5		
	8:30 - 11:30	Conflict Resolution & Employee Discipline	3.0		
	11:30 - 12:30	Lunch			
	12:30 - 2:30	Workplace Harassment Issues	2.0		
	2:30 - 4:30	Course Assignments Status Review	2.0		
	4:30 - 5:00	Daily Performance Assessment	.5		
5:00 - 6:00	Dinner				

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FRIDAY = 5.0	Time Block	Training Module	Hrs.	Location
	5:45 - 6:45	Physical Fitness	1.0	
	6:45 - 8:00	Hygiene, Breakfast , & Inspection Preparation		
	8:00 - 8:30	Uniform Inspection	.5	
	8:30 - 11:00	Command Presence	2.5	
	11:00 - 12:00	Week One Assessment	1.0	

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Sergeant's Academy Week 2 Schedule – 16-17

	MONDAY = 9.0					
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:45		Physical Fitness	1.0		
	6:45 - 8:00		Hygiene, Breakfast, & Inspection Preparation			
	8:00 - 8:30		Uniform Inspection	.5		
	8:30 - 11:30		Grievance Resolution	3.0		
	11:30 - 12:30		Lunch			
	12:30 - 4:30		Use of Force (Advanced Restraint Techniques)	4.0		
	4:30 - 5:00		Daily Performance Assessment	.5		
	5:00 - 6:00		Supper			
	TUESDAY = 9.0					
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:45		Physical Fitness	1.0		
	6:45 - 8:00		Hygiene, Breakfast, & Inspection Preparation			
	8:00 - 8:30		Uniform Inspection	.5		
	8:30 - 11:30		Conflict Resolution	3.0		
	11:30 - 12:30		Lunch			
	12:30 - 2:30		Employee Mediation	2.0		
	2:30 - 4:30		Employee Discipline	2.0		
	4:30 - 5:00		Daily Performance Assessment	.5		
	5:00 - 6:00		Supper			
	WEDNESDAY = 9.0					
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:45		Physical Fitness	1.0		
	6:45 - 8:00		Hygiene, Breakfast, & Inspection Preparation			
	8:00 - 8:30		Uniform Inspection	.5		
	8:30 - 11:30		Participant Presentations	3.0		
	11:30 - 12:30		Lunch			
	12:30 - 5:00		Participant Presentations	4.5		
	5:00 - 6:00		Supper			
	THURSDAY = 9.0					
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:45		Physical Fitness	1.0		
	6:45 - 8:00		Hygiene, Breakfast, & Inspection Preparation			
	8:00 - 8:30		Uniform Inspection	.5		
	8:30 - 11:30		Leading by Example	3.0		
	11:30 - 12:30		Lunch			
	12:30 - 3:00		Participative Leadership & Delegation	2.5		
	3:00 - 4:00		Comprehensive Exam	1.0		
	4:00 - 5:00		Final Assessment	1.0		
	5:00 - 6:00		Supper			
	FRIDAY = 4.0					
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	6:45 - 8:00		Hygiene, Breakfast, & Inspection Preparation			
	8:00 - 8:30		Uniform Inspection	.5		
	8:30 - 9:00		Course Evaluation	.5		
	9:00 - 11:00		One Mission! One Message! One Team!	2.0		
	11:00 - 12:00		Graduation	1.0		

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SERGEANT'S ACADEMY – WEEK 1

Class Expectations and Protocols

Participants will receive an explanation of the reasoning and methodology behind the Sergeant's Academy and an understanding of the expectations of the participant during the Academy. (Problem Solving, Process Management, Written Communications, Motivating Others, Managing Diversity)

Introductory Presentations

Participants will create individual biographies and introduce themselves to the class. (Written Communications, Planning, Composure)

Time Management

Participants will receive instruction in how to manage time effectively for a more productive work environment. Included is the importance of organization and prioritization of tasks/projects. (Timely Decision Making, Written Communications, Process Management, Planning, Drive for Results)

Role Determination & Role Modeling

Participants will be instructed on the proper roles of Corporals, Sergeants, Lieutenants, Captains, Probation/Parole Officer 3 and Probation/Parole Managers. Participants will also learn the characteristics and traits of role models and the positive benefits from developing personnel through role models. (Command Skills)

Physical Fitness

This is the fitness portion of the Sergeant's Academy and will consist of two phases: Education and Daily Physical Fitness Training. The first phase, education, involves classroom training on physical fitness education and the importance of physical fitness for command presence and overall health. The second phase is four courses of actual physical training that include Cardio Respiratory, Muscle Strength Endurance, Flexibility, and Cross Fitness. (Motivating Others, Command Skills, Composure, Planning)

Daily Performance Assessment

Daily assessments of each participant's performance will be by instructors in order to determine further participation in the Academy.

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Cross Training

Community Supervision participants will visit a Correctional Institution and observe daily activities of the staff to give a better understanding and insight into how the prison system works. Correctional Officers will visit a Community Supervision office to observe daily activities of the staff to get an understanding and insight into the Community Corrections process.

Effective Communication

Communication styles are one of the more powerful ways that we, as individuals or groups, project our cultural heritage, our preferences and our values. They are also the sources of most of our misunderstandings, confusion and misconceptions. Supervisors must develop a sensitivity and awareness to the many ways communications may come to them and be vigilant regarding their biases and own cultural filters.

Emergency Response Scenarios

Participants will be given instruction on the supervisory roles in response to a workplace emergency. Participants will be involved in practice scenarios demonstrating their understanding of the course material. (Planning, Timely Decision Making, Composure, Process Management, Problem Solving, Command Skills)

Executive Writing

Participants will be given proper etiquette for on-line communication (e-mails, memos, notes, etc.). Participants will learn the basics of writing and communicating professionally in an office format. (Written Communications, Planning, Process Management)

Conflict Resolution & Employee Discipline

Participants will receive instruction in problem-solving and pro-active resolutions of conflict among staff members by supervisors and managers. (Motivating Others, Managing Diversity, Problem Solving, Process Management). Participants will become familiar with the employee Disciplinary process and the proper corrective actions to take in issuing disciplinary action. The participants will be instructed in the reasoning, process, and various types of discipline an employee can receive. (Planning, Process Management, Command Skills, Drive for Results, Written Communications, Managing Diversity, Motivating Others, Composure)

Workplace Harassment

This course is designed to thoroughly examine “Employee Sexual Misconduct, Sexual Harassment, and Workplace Harassment.” Through a combination of discussion and group activities, we will identify the “protected classes” covered in this policy. We will review Department of Human Resources (DOHR) definition of workplace harassment and retaliation, and analyze examples of workplace harassment. It

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is only through a complete and shared understanding of these issues, that we can create a productive workplace free of harassment, hostility and retaliation.

Command Presence

Participants will learn the importance of supervisors and managers presenting a command presence among staff and inmates. Participants will understand the requirement and benefit of supervisors and managers in presenting a professional appearance; professional attitude; and professional speech. (Command Skills, Composure, Motivating Others, Drive for Results)

Week One Assessment

Participants are evaluated at the conclusion of week one and are assessed by instructors. Performance is measured and evaluated for participants to continue in the Sergeant's Academy based upon the assessment scores.

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SERGEANT'S ACADEMY – WEEK 2

Uniform Inspection

Participants will learn the proper methods and standards for service uniform wear/appropriate business attire. Participants will wear uniforms/business attire and will be inspected daily ensuring statewide adherence to department policy. Participants will also be given the opportunity to inspect others. (Command Skills, Motivating Others, Composure)

Grievance Resolution

Participants will be given instruction regarding supervisor responsibility in inmate/probationer grievance resolution. The purpose of the course is to inform the participants in methods of dealing with grievances to better resolve the inmate issues or differences at the lowest level possible. (Problem Solving, Written Communications, Timely Decision Making)

Executive Development

Participants will be given fundamental aspects of executive writing skills that are needed for various daily activities and duties. Examined and explored in this course are the needs found within a professional resume' with cover letter and professional portfolio for future opportunities and the writing documents such as concept briefs, letters, projects and memorandums.

Daily Performance Assessment

Daily assessments of each participant's performance will be by instructors in order to determine further participation in the Academy.

Physical Fitness

This is the fitness portion of the Sergeant's Academy and will consist of two phases: Education and Daily Physical Fitness Training. The first phase, education, involves classroom training on physical fitness education and the importance of physical fitness for command presence and overall health. The second phase is four courses of actual physical training that include Cardio Respiratory, Muscle Strength Endurance, Flexibility, and Cross Fitness. (Motivating Others, Command Skills, Composure, Planning)

Crime Scene Preservation

The Office of Investigation and Compliance will instruct participants on a supervisor's or management's role at a crime scene to preserve and protect evidence. Participants will understand the protection, handling, chain-of-custody, and securing of evidence practices according to policy. (Command Skills, Composure, Written Communications)

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Participant Presentations

Participants will prepare and present a 15 minute class presentation to their peers for mentoring and instructor building quality. This presentation will assist the participant in communication, command presence, and writing skills. (Written Communications, Command Skills, Composure, Motivating Others)

Leading By Example

Participants will receive instruction in the importance of leading by positive example and exhibiting the overall image of a leader. Participants will learn the qualities and traits in order to possess and project the leadership image. (Command Skills, Composure, Written Communications, Drive for Results)

Participative Leadership and Delegation

Participant will be educated on the proper delegation of responsibilities and tasks in a professional and guiding manner. (Command Skills, Composure, Written Communications, Drive for Results, Process Management, Planning)

Comprehensive Examination/Final Assessment

Participants will be required to demonstrate their proficiency and knowledge of courses attended. This final assessment must be passed with a minimum score accumulative of 80% or more for successful graduation from the prestigious Sergeant's Academy. (Composure, Written Communications, Command Skills)

Graduation

The participants that successfully complete all training courses will attend the graduation of the Sergeant's Academy.

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Training for Trainers' Training Program Schedule – FY 16-17

	Time Block	ID#	Training Module	Hrs.	Instructor	Location
MONDAY = 8.0	8:00 - 9:00		Orientation	1.0		
	9:00 - 10:00		Introduction – Icebreakers	1.0		
	10:00 - 12:00		Roles and Responsibilities	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Instructor Etiquette	2.0		
	3:00 - 5:00		Communication, Prof. & Command Presence	2.0		
	5:00 - 6:00		Dinner			
TUESDAY = 8.0	8:00 - 10:00		Presentation Skills-Exercise (Classroom)	2.0		
	10:00 - 12:00		Presentation Skills – Exercise (Practicum)	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Presentation Skills – Exercise (Practicum)	4.0		
	5:00 - 6:00		Dinner			
WEDNESDAY = 10.0	8:00 - 10:00		Knowing Your Audience – Adult Learning Theory	2.0		
	10:00 - 12:00		Training Aids	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Creating a Lesson Plan	2.0		
	3:00 - 5:00		Team Building	2.0		
	5:00 - 6:00		Dinner			
	6:00 - 8:00		Conflict Resolution	2.0		
THURSDAY = 10.0	8:00 - 12:00		Lesson Plan Development	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Lesson Plan Development	4.0		
	5:00 - 6:00		Dinner			
	6:00 - 8:00		Lesson Plan Development	2.0		
FRIDAY = 4.0	8:00 - 12:00		Presentations	4.0		

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TRAINING FOR TRAINERS

Orientation

Participants are welcome to the training environment and are acclimated to the Academy campus, advised of Academy Rules and Regulations, and are provided with the academic program overview/expectations.

Introduction-Icebreakers

When one is learning to Instruct or facilitate a classroom, you have to learn how to start the learning process. Participants are instructed in how to introduce the classroom material and also how to integrate icebreakers into the learning environment.

Roles and Responsibilities

In this program participants are learning how to instruct and facilitate a classroom. Participants are instructed about their roles and responsibilities as instructors.

Instructor Etiquette

Participants are instructed in instructor etiquette will allow the class participants to see the instructor as a professional and will create a successful learning environment. Whether you are a novice or an experienced instructor, it is always helpful to review instructor etiquette, which is exactly what will take place during this class.

Command Presence

This course is designed to examine what it takes to communicate well in a correctional setting. Good communication is absolutely essential. We must be able to communicate with other staff and inmates as well as the public in order to complete our mission. We will also discuss the role professionalism and being a good role model plays in our day to day work. Last, but certainly not least, we will discuss the importance of maintaining a “command presence”.

Presentation Skills-Exercise

Participants learn how to prepare for a presentation, the guidelines of delivery, effective presentation, and handling disruptive behavior. Participants will also participate in practicum exercise to demonstrate their ability to present material.

Knowing Your Audience-Adult Learning Theory

Participants are familiarized with the different ways people learn. The way one individual learns can be different than the next. As an Instructor you have to be able to adapt to their learning behavior. In this section participants learn about The Adult Learning Theory.

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Training Aids

This course is designed to learn the best guidelines for each of the mentioned training aids. As you know, an effective presentation includes materials that support the content. Such materials include power point, handouts, a flipchart, overheads, videos, or chalkboard /whiteboard. Training aids should be helpful to the instructor, not used as a crutch and not to provide text for the instructor to read. With so many different features and options, especially with power point, we have to remind ourselves of the old adage: "Just because you can, doesn't mean you should."

Creating a Lesson Plan

This class includes instruction on the purposes, requirements and steps to creating a lesson plan so that each participant will have the knowledge to help write a lesson plan during the Lesson Plan Development Class Project.

Team Building

Participants are provided the foundational framework for the creation and facilitation of teambuilding environments. The participants are given exercises and are encouraged to use the strategies in the course to successfully meet the objectives of the exercises as a team.

Conflict Resolution

Conflict is a fact of life in both personal and professional arenas. Managing conflict in the workplace is extremely important to create a safe working environment, both mentally and physically, and to sustain productivity. This class will address six different sources of conflict and suggest self-assessment tools that can help managers understand their response to conflict.

Lesson Plan Development

Participants are required to create lesson plans and PowerPoints for the practical experience of the Lesson Plan Development Class Project.

Presentations

Participants will present the final creations of lesson plans and PowerPoints. During this period, instructors will critique and evaluate for the participants' learning.

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Basic Managerial Development Training Schedule FY 16-17

MONDAY = 10.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		Orientation/Overview	1.0		
	9:00 - 11:00		Fundamentals of Management	2.0		
	11:00 - 12:00		Lunch			
	12:00 - 1:00		Organizational Management	1.0		
	1:00 - 3:00		Professional Communication	2.0		
	3:00 - 5:00		Measuring Performance	2.0		
	5:15 - 6:15		Dinner			
TUESDAY = 6.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		Human Resource Management	1.0		
	9:00 - 11:00		Decision Making and Problem Solving	2.0		
	11:00 - 12:00		Lunch			
	12:00 - 2:00		Team Building	2.0		
	2:00 - 3:00		Managerial Legal Issues	1.0		
	3:00 - 4:00		Organizational Change and the Future	1.0		
	4:00 - 5:00		Closing Remarks/Graduation	1.0		

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BASIC MANAGERIAL DEVELOPMENT TRAINING

Orientation/Overview

Participants provide a brief oral biography of the individual participant. The participants are provided a brief overview of the Basic Management Development Program.

Fundamentals of Management

Participants are educated in the fundamental elements of leadership. Participants examine the styles of leadership; types of leadership; command presence; total quality management; and use of power.

Professional Communication

Participants are educated on the proper etiquette for on-line, written, and verbal communication (e-mails, memos, notes, etc.) to communicate effectively as a team member. Participants will learn the basics of writing and speaking professionally in an office format within the workplace environment.

Human Resource Management

Participants are provided with a working knowledge of the Human Resource areas of management. Topics discussed include employee leave and overtime law, employee rights, and the various employee employment issues.

Decision Making and Problem Solving

Participants examine the fundamentals to effective decision making and problem solving skills. Participants are encouraged to practice problem-solving strategies and relate as an effective team.

Team Building

Participants are provided the foundational framework for the creation and facilitation of teambuilding environments. The participants are given exercises and are encouraged to use the strategies in the course to successfully meet the objectives of the exercises as a team.

Organizational Management

Participants are provided a brief overview of organizational management and the importance of organization upon the organization. Topics covered include the organizational structure and the chain of command with a brief overview of groups and subgroups becoming teams.

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Measuring Performance

Participants are educated on the proper evaluation methods for subordinates within the organization. Concepts of evaluating employees are discussed and encouraged for successful evaluation processes.

Managerial Legal Issues

Participants will be instructed in legal issues that affect leadership. Included is information about criminal liabilities, civil liabilities, and use of force concerns.

Organizational Change and the Future

Participants are provided a brief overview of the vision, goals, and objectives of the Tennessee Department of Correction and the future of the department. Participants determine personal and professional goals for future development and examine their potential future.

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New Supervisor Training Schedule FY 16-17

	Time Block	ID#	Training Module	Hrs.	Instructor	Location
MONDAY = 9.0	8:00 - 9:00		Welcome/Course Introduction	1.0		
	9:00 - 11:00		Supervisor Roles and Responsibilities	2.0		
	11:00 - 12:00		Americans with Disabilities Act	1.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Respectful Workplace	4.0		
	5:00 - 6:00		Dinner			
	6:00 - 7:00		Employee Assistance Program	1.0		
TUESDAY = 10.0	8:00 - 12:00		Performance Coaching	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		SMART Training	2.0		
	3:00 - 5:00		Effective Communication	2.0		
	5:00 - 6:00		Dinner			
	6:00 - 8:00		Conflict Resolution	2.0		
WEDNESDAY = 9.0	8:00 - 12:00		Competency and Behavior Based Interviewing (C.A.B.B.I.)	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Problem Solving/Decision Making	2.0		
	3:00 - 5:00		Time Management	2.0		
	5:00 - 6:00		Dinner			
	6:00 - 7:00		Professional Ethics	1.0		
THURSDAY = 8.0	8:00 - 11:00		Drug-Free Workplace for Supervisors	3.0		
	11:00 - 12:00		Teams and Groups (Part 1)	1.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Teams and Groups (Part 2)	2.0		
	3:00 - 5:00		Getting Effective Information	2.0		
	5:00 - 6:00		Dinner			
FRIDAY = 4.0	8:00 - 9:00		Making the Transition	1.0		
	9:00 - 11:00		Preparing to Supervise/Action Plans	2.0		
	11:00 - 12:00		Evaluations/Graduation	1.0		

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NEW SUPERVISOR TRAINING

Welcome/Course Introduction

The goal of this course is to allow participants to envision themselves as successful supervisors and be empowered to succeed by giving them the tools and skills required. Participants will be introduced to the course and each other and class expectations.

Supervisor Roles and Responsibilities

This module is designed to examine effective ways for the new supervisor to transition from line staff to supervisor. People new supervisors previously worked with may not be sure how to interact with them. This course provides the skills to go from being “self-oriented” to being “other oriented”.

Americans With Disability Act

This course is designed to provide the participant with an understanding of the American’s With Disabilities Act and its applications in and impact on the work place.

Respectful Workplace

This course is designed to thoroughly examine “Employee Sexual Misconduct, Sexual Harassment, and Workplace Harassment.” Through a combination of discussion and group activities, we will identify the “protected classes” covered in this policy. We will review Department of Human Resources (DOHR) definition of workplace harassment and retaliation, and analyze examples of workplace harassment. It is only through a complete and shared understanding of these issues, that we can create a productive workplace free of harassment, hostility and retaliation.

Employee Assistance Program

This course is designed to familiarize the trainees with the services offered by the Employee Assistance Program and the ways to access them. This program is available free to state employees. The class will address and discuss the kinds of problems/issues the EAP is designed to address.

Performance Coaching

Participants are given skills to utilize when receiving or giving feedback, receiving or giving constructive criticism and how to encourage staff to improve their own work habits.

SMART Training

Participants are provided the SMART evaluation model and are educated on the proper format for job plans, interim plans, and evaluation methods for subordinates within the organization. Concepts of evaluating employees are discussed and encouraged for successful evaluation processes.

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Effective Communication

Communication styles are one of the more powerful ways that we, as individuals or groups, project our cultural heritage, our preferences and our values. They are also the sources of most of our misunderstandings, confusion and misconceptions. Supervisors must develop a sensitivity and awareness to the many ways communications may come to them and be vigilant regarding their biases and own cultural filters.

Conflict Resolution

Because people's rational responses are usually short-circuited by the stress of the moment, behavior in complex interpersonal and intergroup confrontations is difficult—if not impossible—to predict. Accepting suggestions for handling conflict before increasing personal awareness and self-knowledge is like buying mail-order clothes. The more one learns about how he or she might react, the greater chance of selecting an appropriate course of action.

Competency and Behavior Based Interviewing (CABBI)

During this workshop you will learn why using competency behavioral based questions is best practice. You will learn how to write and use such questions for interviewing applicants for job positions within your agency. In addition, you will learn how to make certain that such interview questions are legally acceptable to use during an interview. This is an experiential based training that allows participants to practice incorporating the concepts and receive feedback.

Problem Solving/Decision Making

This course is designed to provide effective processes for critical thinking and decision making techniques. A large part of supervision is problem solving. Supervisors have to learn to see things from many different perspectives: our own, our staff, the organization and the public.

Time Management

This class introduces field services officers to the essential time management tools needed to do long range planning and handle day to day projects and assignments.

Professional Ethics

This course will offer insights on maintaining integrity in the workplace by establishing ethical standards to serve as anchors to keep us from drifting away from what is right. Ethical anchors are those principles that go beyond simply what is right and wrong and is designed to make the participant realize that their actions affect the way their followers make ethical decisions.

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Drug Free Workplace For Supervisors

Supervisors are to receive the basic “Drug Free Workplace” during CORE training. This course provides additional information for supervisors since they are charged with determining **reasonable suspicion**. Managers and Supervisors need additional information delineating their expanded role in establishing and maintaining a drug-free workplace.

Teams and Groups

As a line supervisor you very seldom have the luxury of hand selecting your team of employees, rather, they are usually assigned to you as an existing fixture of a post you will now be supervising. With this in mind, the focus of this module of instruction is geared toward giving you tools to effectively develop existing unit of employees into teams.

Getting Effective Information

In this module, the participant will learn some powerful language skills to help them become more masterful in getting the information you need. As a supervisor, the ability to get and give information is vital to the success of your job.

Making The Transition

This course will identify the common problems associated with making the transition from subordinate line staff to supervisor. Additionally it will arm the new supervisor with skills and methods for making this change with positive results

Preparing to Supervise/Action Plans

Through guided discussion and a structured activity, this course allows the newly appointed supervisor to develop an action plan to assist them in their future supervision and leadership roles

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Firearms Instructor Training Program Schedule – FY 16-17

	Time Block	ID#	Training Module	Hrs.	Instructor	Location
MONDAY = 10.0	8:00 - 8:15		Orientation	.25		
	8:15 - 9:00		Course Introduction	.75		
	9:00 - 11:00		Qualification Course	2.0		
	11:00 - 12:00		Policy Review	1.0		
	12:00 - 1:00		Lunch			
	1:00 - 2:00		The Line Instructor	1.0		
	2:00 - 3:00		Fundamentals of Shooting	1.0		
	3:00 - 4:00		Common Shooting Errors	1.0		
	4:00 - 5:00		The Problem Shooter	1.0		
	5:00 - 6:00		Supper			
	6:00 - 7:00		Mechanics of Vision	1.0		
7:00 - 8:00		Target Analysis	1.0			
TUESDAY = 9.0	8:00 - 12:00		Range Officer Practicum	.0		
	12:00 - 1:00		Lunch			
	1:00 - 4:30		Range Officer Practicum	2.5		
	4:30 - 5:00		Presentation Assignments	.5		
	5:00 - 6:00		Supper			
	6:00 - 7:00		Presentation Preparation	1.0		
WEDNESDAY = 8.0	8:00 - 10:00		Revolver Lesson Plan	2.0		
	10:00 - 12:00		Revolver Practicum	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Rifle Lesson Plan	2.0		
	3:00 - 5:00		Rifle Practicum	2.0		
	5:00 - 6:00		Supper			
THURSDAY = 10.0	8:00 - 10:00		Shotgun Lesson Plan	2.0		
	10:00 - 12:00		Shotgun Practicum	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Range Practicum	4.0		
	5:00 - 6:00		Supper			
	6:00 - 8:00		Range Practicum	2.0		
FRIDAY = 3.0	8:00 - 10:00		Instructor Presentations	2.0		
	10:00 - 11:00		Course Summary/Evaluations	1.0		

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FIREARMS INSTRUCTOR TRAINING

Orientation/Course Introduction

Participants will be given an overview of the course, the participant workbook and the expectations for the class.

Qualification Course

Participants will complete the Standard Qualification Course and must obtain a score of 90% with all weapons to be eligible to continue the program.

Policy Review

Participants will complete an in-depth review of TDOC Policy 506.08, The Use of Force/Use of Weapons for Deadly Force and its' requirements.

The Line Instructor

This course is designed to provide the participant with information regarding range safety, instructional techniques, and firing line interaction, training aids, firing line checklists, clearing the line and scoring the targets.

Fundamentals of Shooting

This course will provide the participant with the foundation of good shooting to include consistent ammunition performance, consistent weapon, performance, and consistent shooter performance. Other topics discussed are target shooting vs. combat shooting, the balance between speed and accuracy, stance, grip, sight alignment, sight picture, respiration, trigger control and follow through.

Common Shooting Errors

The shooter must consistently and correctly apply the fundamentals of shooting to every shot fired. When the shooter performs poorly, the firearms instructor must observe, detect, explain and correct errors in shooting. This course is designed to provide the participant with the most common shooting errors and suggestions for correction.

The Problem Shooter

The majority of the instruction time will be spent with the problem or struggling shooter. This can be both rewarding and frustrating. It is important for both to maintain a positive attitude. The success of any instructor is measured by the success of the shooter. This course will provide the skills to diagnose and correct shooting problems.

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The Mechanics of Vision

This course provides a basic understanding of anatomy and physiology of the eye and how vision affects shooting. Common vision problems are discussed along with issues when shooting in diminished light and monocular vs. binocular vision.

Target Analysis

When observing, detecting, explaining and correcting marksmanship errors, the target can be used as a valuable source of clues. This course will provide the participant with information on how to analyze the target and assess possible causes of shooting errors.

Range Officer Practicum

Participants will observe experienced range officers directing range activities .

Presentation Preparation

Participants will be assigned lesson plans to instruct and will prepare their instruction method during this time period.

Revolver, Rifle and Shotgun Lesson Plan

Participants will be presented the lesson plans for the revolver, rifle and shotgun that details the nomenclature, safety issues, ammunition issues, etc.

Revolver, Rifle and Shotgun Practicum

Participants will participate in a qualification course utilizing each weapon with the other participants.

Range Practicum

Participants will each have an opportunity to conduct a live-fire exercise as the range commander.

Instructor Presentations

Participants will present the lesson plans they were assigned to present and will be evaluated by the instructor as to their presentation skills and accuracy.

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Incident Command System Training Program Schedule FY 16-17

	Time Block	ID#	Training Module	Hrs.	Instructor	Location
3:30 MONDAY = 8.0	8:00 - 8:15		Orientation	.25		
	8:15 - 9:30		Introduction to Incident Command	1.25		
	9:30 - 11:00		Elements Of Command	1.5		
	11:00 - 12:00		Incident Objectives & Levels of Command	1.0		
	12:00 - 1:00		Lunch			
	1:00 - 2:30		Incident Objectives & Levels of Command (cont.)	1.5		
	2:30 - 3:30		Exercise Components	1.0		
	3:30 - 5:00		ICS Scenarios	1.5		
	5:00 - 6:00		Dinner			
TUESDAY = 8.0	8:00 - 12:00		ICS Scenarios	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		ICS Scenarios	4.0		
	5:00 - 6:00		Dinner			
WEDNESDAY = 4.0	8:00 - 11:45		ICS Scenarios	3.75		
	11:45 - 12:00		Training Design/Evaluations	.25		

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INCIDENT COMMAND SYSTEM TRAINING

Orientation

Participants are welcome to the training environment and are acclimated to the Academy campus, advised of Academy Rules and Regulations, and are provided with the academic program overview/expectations.

Introduction to Incident Command: Module #1

This lesson plan introduces TINCOM - Tennessee Incident Command for Corrections and provides participants with a fundamental understanding of line level response to emergencies in an institutional setting.

Elements of Command: Module #2

This lesson plan provides line level supervisors with a fundamental understanding of line level response to emergencies in an institutional setting. Participants will be able to effectively use the elements of command.

Incident Objectives & Levels of Command: Module #3

In this section we will begin talking about the individual functions that are performed during ICS and the responsibilities of those functions. Objectives of the mission within the levels of the command structure are also covered.

Exercise Components: Module #4

This lesson plan introduces the proper method of creating and conducting simulations consistent with the Incident Command System for Corrections that are safe and minimally disruptive to the operation. Participants will be able to design and conduct a basic simulation as a training exercise.

ICS Scenarios

This lesson plan introduces the basic practicum portion of the Incident Command System for Corrections course. This module will cover a period of instruction of one and half days and allow participants to engage in controlled ICS environments to include but not limited to fixed command post, mobile command post, unified command system, etc.

Training Design/Evaluations

The purpose of this period is to review and obtain a summative evaluation from the students of the training program. These evaluations will be considered in redesigning the program to provide quality education.

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Institutional Field Training Officer Program Schedule FY 16-17

MONDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 8:15		Orientation	.25		
	8:15 - 9:00		Program Overview	.75		
	9:00 - 12:00		IFTO & FTO Basics	3.0		
	12:00 - 1:00		Lunch			
	1:00 - 2:00		FTO Program Characteristics	1.0		
	2:00 - 4:00		Learning Styles	2.0		
	4:00 - 5:00		Teach-Back Assignments	1.0		
	5:00 - 6:00		Supper			
TUESDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Module Checklist	2.0		
	10:00 - 12:00		Writing Module Checklists	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 4:30		IFTO Presentations	3.5		
	4:30 - 5:00		Evaluations/Graduation	.5		

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INSTITUTIONAL FIELD TRAINING OFFICER TRAINING

Program Overview

This module will give the participants an overall description of the Field Training Officer program and what will be expected of them during the course.

IFTO and FTO Basics

This module will focus on the duties of the supervising Institutional Field Training Officer and non-supervisory Field Training Officers as it relates to the new employees to the facility. This course also discusses the qualities that should be looked for when selecting the Field Training Officers.

FTO Program Characteristics

This module will discuss the benefits of performance based training, completion of the various checklists, the evaluation process and follow-up after the two-week OJT.

Learning Styles

Each IFTO needs to be familiar with the different ways people learn. The way one individual learns can be different than the next. As an IFTO you have to be able to adapt to their learning behavior.

Teach-Back Assignments

The instructor will assign components of the Field Training Officer lesson plan that each participant will be responsible for presenting.

Module Performance Checklist

During the OJT process, there will be certain skill in which the new correctional officer will be required to demonstrate proficiency. This course will examine the checklists and what information needs to go on the checklist to obtain the objective desired

Writing Module Performance Checklists

During this class, participants will write checklists that will be evaluated to see if the step-by-step instructions listed on the checklist will obtain the stated objective.

IFTO Presentations

The participants will present their assigned portion of the FTO training lesson plan and the instructor will evaluate their presentation ability.

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Community Supervision Officer Use of Force Training – Week 1 Schedule FY 16-17

	Time Block	ID#	Training Module	Hrs.	Instructor	Location
MONDAY = 8.5	8:00 - 8:30		Orientation	.5		
	8:30 - 11:30		MMPI	3.0		
	11:30 - 12:30		Lunch			
	12:30 - 2:30		Verbal Self-Defense	2.0		
	2:30 - 5:30		Effective Offender Home Searches	3.0		
	5:30 - 6:30		Dinner			
TUESDAY = 8.5	8:00 - 9:30		Personal Searches	1.5		
	9:30 - 11:30		Introduction to Self Defense- Introduction, Proper Stance, Knee Strikes & Elbow Strikes	2.0		
	11:30 - 12:30		Lunch			
	12:30 - 2:30		Defensive Tactics – Defense Against Punches & Chokes, Body Locks & Proper Falling	2.0		
	2:30 - 5:30		Chemical Agents	3.0		
	5:30 - 6:30		Dinner			
WEDNESDAY = 9.0	8:00 - 12:00		Defensive Tactics – Escort Position & rear Takedown with Cuffing	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Defensive Tactics – Defense Against Edged & Blunt Objects with Handcuffing	3.0		
	3:00 - 5:00		Sudden-In-Custody Death Syndrome	2.0		
	5:00 - 6:00		Dinner			
THURSDAY = 8.5	8:00 - 11:30		Defensive Tactics – Wrist Locks & Joint Manipulation	3.5		
	11:30 - 12:30		Lunch			
	12:30 - 2:30		Weapons Retention	2.0		
	2:30 - 5:30		ASP Baton	3.0		
	5:30 - 6:30		Dinner			
FRIDAY = 3.0	8:00 - 10:00		Situational Awareness	2.0		
	10:00 - 11:00		Defensive Tactics Review	1.0		

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Community Supervision Officer Use of Force Training – Week 2 Schedule FY 16-17

	Time Block	ID#	Training Module	Hrs.	Instructor	Location
MONDAY = 8.0	8:00 - 8:15		Orientation	.25		
	8:15 - 9:00		Course Introduction	.75		
	9:00 - 11:00		Pistol Familiarization Lab	2.0		
	11:00 - 12:00		Lunch			
	12:00 - 3:30		Pistol Familiarization Lab	3.5		
	3:30 - 5:00		Shooting Principles Lab	1.5		
	5:00 - 6:00		Dinner			
TUESDAY = 8.0	8:00 - 12:00		Familiarization Practicum	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Shooting Drills	4.0		
	5:00 - 6:00		Dinner			
WEDNESDAY = 8.5	8:00 - 12:00		Live Fire Drills	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:30		Stoppage Reduction Drills	4.5		
	5:30 - 6:30		Dinner			
THURSDAY = 9.0	8:00 - 9:30		Qualification Practice	1.5		
	9:30 - 12:00		Qualification	2.5		
	12:00 - 1:00		Lunch			
	1:00 - 2:30		Qualification	1.5		
	2:30 - 4:30		Liability	2.0		
	4:30 - 5:30		Dinner			
	5:30 - 7:00		Constitutional Law	1.5		
FRIDAY = 3.5	8:00 - 10:00		Liability	2.0		
	10:00 - 11:30		Graduation	1.5		

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COMMUNITY SUPERVISION OFFICER USE OF FORCE TRAINING – WEEK 1

Orientation

Participants are welcome to the training environment and are acclimated to the Academy campus, advised of Academy Rules and Regulations, and are provided with the academic program overview/expectations.

MMPI or Contact Notes / Contact Codes

Participants are administered a written examination and are assessed by a certified professional in psychology to determine the psychological fitness in order to carry a firearm.

In the event that community supervision officers are required to complete the MMPI testing prior to attending the training, the class curriculum of reviewing the manner of writing contact notes and entering contact codes will be discussed.

Verbal Self-Defense

This course is based on the concepts presented in Verbal Judo. Most confrontations with offenders are verbal and if handled properly by the officer (or other staff) are not likely to escalate into a physical attack. The problem is that we as correctional employees often let our ego, our biases, or personal feelings determine how we respond to a situation. These types of responses are not only unprofessional; they are likely to result in making the situation worse, even resulting in a physical attack. When we resort to these types of responses, it may be said (accurately) that the results are “our own fault.” This course will provide the correctional employee with many valuable verbal “do’s and “don’ts” during confrontations with inmates.

Effective Offender Home Searches

Conducting effective offender home searches will be discussed and examined in this course. The student will identify core concepts associated with home searches of probationers and paroles under the supervision of the TN Department of Corrections.

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Personal Searches

The overall safety and security of any correctional facility relies greatly upon the ability and the willingness of the employee to perform a thorough, effective search. During this class, we will take an in-depth look into the body search, the types of body searches, and the proper procedures and performance of these searches. Effective searches are one of the primary defenses against escape and other breaches of institutional security. (Reference Policy # 506.06)

Introduction to Self Defense-Introduction, Proper Stance, Knee Strikes, & Elbow Strikes

This is the first module of self-defense training. During this class the participant will be instructed in techniques to defend themselves, the policy constraints associated with the use of force and the safety rules for self-defense class that are in place to help reduce injuries.

Defensive Tactics – Defense Against Punches & Chokes, Body Locks & Proper Falling

This is the second module of self-defense training. During this class the participant will be instructed in techniques to defend against punches, techniques to properly break their fall if thrown by their attacker and how to escape from a rear choke hold. They will also be trained to escape from various body locks including being attacked from behind with your arms pinned or free. Please remember all the safety rules for self-defense class so that no one gets injured.

Chemical Agents

This course introduces the new correctional officer to the use and effects of aerosol chemical agent through lecture, demonstration and practical application. Upon completion of this course, participants are certified to carry and deploy SABRE RED chemical agents.

Defensive Tactics – Escort Position & Rear Takedown with Cuffing

Participants are taught how to perform escort positions on potential or unruly inmates. If an altercation ensues, the student will know how to safely and effectively restrain the inmate through rear take-downs and advanced cuffing techniques.

Defensive Tactics – Defense Against Edged & Blunt Objects with Handcuffing

Through the use of lecture, demonstration and return demonstration, the participant will be trained to defend themselves against blunt instruments and knife strikes along with follow-up handcuffing techniques.

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Sudden In-Custody Death Syndrome

Correctional Officers have a limited and largely inadequate set of tools to use to safely subdue violent aggressive inmates, according to a recent analysis done by the National Law Enforcement Technology Center about in-custody deaths. The Center discovered evidence that unexplained in-custody deaths are caused, more often than is generally known, by a little known phenomenon called positional asphyxia. Correctional Officers need to be aware why these deaths occur and how to prevent them. Through lecture/discussion and video presentation, the instructor will identify the factors found to cause positional asphyxia. Recommendations for assuring offender safety and advisory guidelines for care of offenders will also be provided.

Defensive Tactics –Wrist Locks & Joint Manipulation

In this class the trainee will learn to apply the Kote-Gaeshi and Ikkyo pain compliance techniques to control a non-compliant inmate, followed by applying restraints to the inmate and assisting the inmate to a standing position while safely restrained.

Weapon Retention

This course covers the defensive tactic ability to retain a firearm when someone attempts to take possession from a holster; has taken the weapon from the officer; or has a firearm in close proximity to an officer. The participants are instructed in tactics for self-defense and reduce the opportunity of death or serious bodily injury for the officer or other persons.

ASP Baton

Participants are provided training certifying them in defensive tactics using the ASP Baton. The baton tactics include open and closed modes of use for defensive purposes.

Situational Awareness

This course is designed to explore the various threats present in society whether the officer is at home or at the workplace environment both on and off duty. Participants will share in discussion various situations and opportunities for danger that are present and the solutions or techniques available to reduce the chance for harm to the officer and others.

Defensive Tactics Review

Participants are engaged in a question/answer session while discussing the defensive tactics training completed throughout the week. In addition, a brief summarization of the class material from the classes will be reviewed.

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COMMUNITY SUPERVISION OFFICER USE OF FORCE TRAINING – WEEK 2

Orientation

Participants are provided with an overview of the program detailing the academy rules and expectations of the participants throughout the program. Participants are provided with an orientation of the Academy campus and services that are present.

Course Introduction

Participants are introduced to the firearms portion of their occupation. Discussed are the fundamentals of firearms training and expectations from the instructors. Safety rules are thoroughly discussed.

Pistol Familiarization Lab

This course covers a familiarization and introduction to pistols, more specifically semi-automatic pistols. During this period, the nomenclature of the firearm is discussed as well as the purpose of each part.

Shooting Principles Lab

This course provides the basic principles to shooting or firing a weapon. Participants practicing these basic principles will work toward success on the range.

Familiarization Practicum

Participants are provided with the opportunity to practice using unloaded pistols drawing from the holster and lining up sights to practice the basic shooting principles.

Shooting Drills

Participants move to the range and begin shooting drills with the firearm. Various exercises are employed to prepare students by focusing on the fundamental shooting skills or practices.

Live Fire Drills

Participants move to the range and begin live fire drills with the firearm. Various exercises are employed to prepare students for the qualification course of fire and defense while carrying the weapon.

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Stoppage Reduction Drills

Participants practice handling problems or malfunctions of the firearm in order to rectify the problem and continue defending oneself.

Qualification Practice

Participants are on the firearms range and begin their practice rounds for the qualification course.

Qualification

Participants are on the firearms range and begin the qualification course. Students are required to complete with a minimum score of 200 out of 250.

Liability

This course examines the legal authority and responsibility imposed upon an officer and the consequences that are present for inappropriate actions as a commissioned officer. Covered topics include but are not limited to civil and criminal laws pertaining to liability concerning the civil rights of citizens.

Constitutional Law

This course will discuss the United States Constitutional Foundations as it relates to law enforcement and Corrections. The Bill of Rights will be discussed with particular attention to the 4th, 5th, 6th, and 8th Amendments. Also, some common laws and the police powers of the Department are discussed to allow the student to gain some connection between theory and how the TDOC and the State of Tennessee must conduct business in relation to the Constitution.

Managing Conflict

Participants are provided the fundamental knowledge in managing conflict between 2 or more parties peacefully. Participants are instructed in managing people and assisting in bringing resolve to chaotic or argumentative scenes.

Graduation

Participants are sworn in as Probation/Parole Officers and are provided cards to verify being Commissioned Law Enforcement Officers by the Commissioner or his/her designee.

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DISCIPLINARY BOARD TRAINING SCHEDULE – FY 16-17

	Time Block	ID#	Training Module	Hrs.	Instructor	Location
WEDNESDAY = 8.0	8:00 - 8:30		Orientation	.5		
	8:30 - 12:00		Policy Review	3.5		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Mock Hearings	4.0		
	5:00 - 6:00		Dinner			
THURSDAY = 8.0	8:00 - 12:00		Policy Questions	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Mock Hearings	4.0		
	5:00 - 6:00		Dinner			
FRIDAY = 4.0	6:00 - 8:00		Linen Exchange			
	8:00 - 11:00		Legal Issues	3.0		
	11:00 - 12:00		Evaluations/Certificates	1.0		

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DISCIPLINARY BOARD TRAINING

Orientation

Participants are provided with an overview of the program detailing the academy rules and expectations of the participants throughout the program. Participants are provided with an orientation of the Academy campus and services that are present.

Policy Review

Participants will complete an in-depth review of TDOC Policies 502.01 Uniform Disciplinary Procedures, 502.02 Disciplinary Punishment Guidelines, 502.05 Definitions of Disciplinary Offenses and their requirements.

Mock Hearings

Attendees will participate in mock disciplinary hearings utilizing the skills learned during the training course and discuss lessons learned and objectives.

Legal Issues

Participants will meet with legal staff to discuss legal matters relevant to the disciplinary board process.

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PISTOL QUALIFICATION SCHEDULE – FY 16-17

	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	TUESDAY = 6.0	1:00 - 1:15		Orientation	.25	
1:15 - 2:00			Course Introduction	.75		
2:00 - 5:30			Pistol Familiarization Lab	3.5		
5:30 - 6:30			Supper			
6:30 - 8:00			Shooting Principles Lab	1.5		
WEDNESDAY = 10.0	8:00 - 12:00		Familiarization Practicum	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:30		Shooting Drills	4.5		
	5:30 - 6:30		Supper			
	6:30 - 8:00		Low Light Shooting	1.5		
THURSDAY = 10.0	8:00 - 12:00		Live Fire Drills	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:30		Stoppage Reduction Drills	4.5		
	5:30 - 6:30		Supper			
	6:30 - 8:00		Qualification Practice	1.5		
FRIDAY = 6.0	8:00 - 10:30		Qualification	2.5		
	10:30 - 11:00		Lunch			
	11:00 - 12:30		Qualification	1.5		
	12:30 - 2:30		Certificates/Training Needs/Evaluations	2.0		

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PISTOL QUALIFICATION COURSE

Course Introduction

This course is designed to familiarize the shooter with the safe and effective operation of the semi-automatic pistol. The participant must pass a written exam with a score of 75% or more and pass a live fire qualification with a score of 80% or more.

Pistol Familiarization Lab

This course is designed to give each participant in-depth information concerning the design and construction of the semi-automatic pistol as well as the components and safety mechanisms

Shooting Principles Lab

The primary objective for every shooter should be accuracy, consistency, speed and safety. These are the skills that every shooter strives to perfect. In order to achieve this objective a shooter must know and practice the basic fundamentals of shooting each time he or she pulls the trigger.

Familiarization Practicum

During this course the participant will become familiar with the firing stance, grip, trigger management, sight alignment, and loading and unloading the weapon.

Shooting Drills

This class provides the participant with information and practice regarding firing the weapon including the three step draw stroke, alternative shooting platforms, shooting on the move, and engaging multiple targets.

Low Light Shooting

Participants will practice shooting in low light conditions to evaluate the changes in the vision capabilities under these circumstances.

Live Fire Drills

Participants will participate in live fire rounds on the shooting range.

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Stoppage Reduction Drills

The participant will be given instructions in malfunctions that may interrupt the firing cycle and methods to safely clear the weapon.

Qualification Practice

Participants will be given time to practice firing the weapon prior to attempting the official qualification course.

Qualification

Participants will fire a total of 50 rounds during this portion and must attain a score of 80% or more to continue in the program.

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VISITATION SUPERVISORS' TRAINING SCHEDULE – FY 16-17

TUESDAY = 4.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	1:00 - 1:15		Orientation	.25		
	1:15 - 5:00		Visitation Officers	3.75		
	5:00 - 6:00		Supper			
WEDNESDAY = 4.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:45		Visitation Officers	3.75		
	11:45 - 12:00		Evaluations	.25		

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VISITATION SUPERVISORS' TRAINING

Orientation

Participants are provided with an overview of the program detailing the academy rules and expectations of the participants throughout the program. Participants are provided with an orientation of the Academy campus and services that are present.

Visitation Officers

Participants are provided training and guidance covering visitation rules, customer service, and techniques to prevent the introduction of contraband.

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HOSTAGE/CRISIS NEGOTIATOR COURSE SCHEDULE – FY 16-17

	Time Block	ID#	Training Module	Hrs.	Instructor	Location
MONDAY = 8.5	8:00 - 9:00		Orientation & Introduction to Negotiation	1.0		
	9:00 - 10:00		Qualities of a Negotiator & Team Responsibilities	1.0		
	10:00 - 10:30		Introduction to ICS	.5		
	10:30 - 11:30		Principles of Negotiation	1.0		
	11:30 - 12:00		Stress in the Hostage Situation	.5		
	12:00 - 1:00		Lunch			
	1:00 - 2:00		Psychology of the Hostage Taker	1.0		
	2:00 - 3:00		Social Media in Negotiations	1.0		
	3:00 - 4:00		Active Listening Skills/Art of Coaching	1.0		
	4:00 - 5:00		Dinner			
	5:00 - 5:30		Use of Institutional Information with Exercise	.5		
5:30 - 6:30		Suicidal/Multiple Hostage Situations	1.0			
TUESDAY = 8.5	8:00 - 9:00		Face to Face Lecture	1.0		
	9:00 - 11:00		Face to Face Practical Exercise	2.0		
	11:00 - 12:00		Lunch			
	12:00 - 4:30		Face to Face Practical Exercise	4.5		
	4:30 - 5:30		Dinner			
	5:30 - 6:30		Face to Face Review	1.0		
WEDNESDAY = 9.0	8:00 - 8:30		Command Post Set-Up & Control	.5		
	8:30 - 9:30		Telephone Negotiation Techniques/Charting	1.0		
	9:30 - 10:00		The Role of Tactics	.5		
	10:00 - 11:00		Terrorism and Extremism	1.0		
	11:00 - 12:00		Lunch			
	12:00 - 4:00		Practical Exercises	4.0		
	4:00 - 5:00		Dinner			
	5:00 - 6:00		Practical Exercises	1.0		
	6:00 - 7:00		Negotiation Strategies Exercise (Self Study)	1.0		
THURSDAY = 10.0	8:00 - 11:00		Practical Exercise	3.0		
	11:00 - 12:00		Lunch			
	12:00 - 4:00		Practical Exercise	4.0		
	4:00 - 5:00		Dinner			
	5:00 - 7:00		Practical Exercise	2.0		
	7:00 - 8:00		Practical Exercise review	1.0		
FRIDAY = 4.0	8:00 - 9:00		Negotiation Strategies Exercise Review	1.0		
	9:00 - 10:00		Stockholm Syndrome	1.0		
	10:00 - 11:00		Video – Colleen Stan	1.0		
	11:00 - 11:30		Evaluations	.5		
	11:30 - 12:00		Graduation	.5		

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Hostage/Crisis Negotiator Training Program FY 2016/2017

Orientation & Introduction to Negotiation

This class introduces Hostage/Crisis Negotiation and provides participants with a fundamental understanding how the negotiation process developed and what it means to “negotiate”. It gives a brief overview of the phases of the negotiation process and the basic objectives of a hostage/crisis negotiator. Also covered are the expectations of the program.

Qualities of a Negotiator & Team Responsibilities

This course is designed to show participants the different aspects that are required to be a good negotiator. It will also introduce the team structure and the role of the team during hostage/crisis negotiations.

Introduction to ICS

This course is designed to provide correctional employees with an introduction to the system and information on how TDOC handles emergencies within the TDOC and to expect it’s utilization during widespread emergencies, especially those involving multiple agencies. It is not intended to provide training for implementation.

Principles of Negotiation

This course is designed to teach the negotiator the basic principles of hostage/crisis negotiation and how to use these principles to enhance your personal creativity, talent for persuasion, alertness and grasp of human psychology. All of these are tools which help ensure a successful resolution to the hostage situation.

Stress in the Hostage Situation

This course is designed to acquaint the negotiator with what stress is, the particular stressors that are present in a hostage situation and provide some direction as to how to handle negative stress situations.

Psychology of the Hostage Taker

This course is designed to give the negotiator some insight into some of the different types of people who take hostages and the special issues involved in negotiating with these individuals.

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Social Media in Negotiations

This course will provide participants with information concerning social media and how it can and has been used during hostage situations. The participant will learn what to look for and how to work with the media outlets.

Active Listening Skills/Art of Coaching

This class will focus on understanding what active listening skills are and how to effectively use these skills to enhance hostage/crisis negotiations. This class also deals with the Art of Coaching as it applies to hostage/crisis negotiation in aiding the primary negotiator.

Use of Institutional Information with Exercise

This course is designed to reinforce to the hostage negotiator the many types of information that is available about a hostage taker and how to utilize this information to make informed decisions.

Suicidal/Multiple Hostage Situations

This course is designed to acquaint the Negotiators with the special issues that arise when dealing with suicidal hostage takers or when there are multiple hostage takers.

Face to Face Lecture

This course is designed to acquaint the negotiator with the face-to-face negotiation process and to provide them with guidelines for personal safety in these situations. At the end of the lecture period, there will be a practical application period where students will practice face-to-face negotiations.

Face to Face Practical Exercise

Participants practice the Face to Face negotiations learned in the lecture classroom.

Face to Face Review

Participants review and assess their individual performance during the Face to Face negotiations learned in the lecture classroom.

Command Post Set-Up and Control

This course is designed to teach the hostage negotiator what a command post is, how it is set up, and how the security and control are maintained.

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Telephone Negotiation Techniques/Charting

This course is designed to teach the hostage negotiator the proper techniques for establishing telephone communication as well as the proper use of the equipment involved.

The Role of Tactics

This course is designed to acquaint the Negotiators with how tactical operations interact with the negotiation process.

Terrorism and Extremism

This class will inform the student about the history of Islam, key concepts in Islam and how to apply that knowledge to hostage negotiating.

Practical Exercises

Participants perform in a variety of role positions during the hands-on training practice as part of a team of negotiators. Participants employ the tools and training learned to negotiate various scenarios.

Negotiation Strategies Exercise (Self-Study)

Participants are provided an assignment to read and examine information to discover behavior traits of Christopher Dorner and identify negotiation strategies that would be effective for his personality and situation.

Practical Exercise

Participants perform in a variety of role positions during the hands-on training practice as part of a team of negotiators. Participants employ the tools and training learned to negotiate various scenarios.

Practical Exercise Review

Participants evaluate and review their performance in a variety of role positions during the hands-on training practice as part of a team of negotiators. Participants employ the tools and training learned to negotiate various scenarios. Critique is provided by the instructors concerning the scenario outcomes and indicates areas for improvement.

Negotiation Strategies Exercise Review

Participants review their assessments from the assignment concerning the behavior traits of Christopher Dorner and identify negotiation strategies that would be effective for his personality and situation.

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Stockholm Syndrome

This course is designed to acquaint the Negotiators with the Stockholm syndrome how it occurs and how it may affect you as a negotiator.

Video-Colleen Stan

Participants view a video showcasing a historical case of a woman that was held hostage and the effects of the incident upon her mentally and physically.

Evaluations

Participants provide an evaluation or review of their impression of the training program including any suggestions for changes as they observed.

Graduation

Participants graduate and are certified as Hostage/Crisis Negotiators.

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SANITATION OFFICER TRAINING – FY 16-17

MONDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 8:15		Orientation	.25		
	8:15 - 9:00		ACA Standards / Policy Update	.75		
	9:00 - 9:30		Correctional Environmental Standards	.5		
	9:30 - 10:00		Bloodborne Pathogens / Pest Control	.5		
	10:00 - 11:00		Safe Food Handling Practices / TN Food Service Laws	1.0		
	12:00 - 1:00		Lunch	1.0		
	1:00 - 4:00		Mock Inspections/Findings/Discussion	3.0		
	4:00 - 5:00		Test and Evaluations	1.0		
TUESDAY = 0.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
WEDNESDAY = 0.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
THURSDAY = 0.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
FRIDAY = 0.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location

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SANITATION OFFICER TRAINING - FY 2016/2017

Orientation

Participants are provided with an overview of the program detailing the academy rules and expectations of the participants throughout the program. Participants are provided with an orientation of the Academy campus and services that are present.

ACA Standards – Policy Update

Participants will complete an in-depth review of TDOC Policy 112.01 Monitoring and Conducting Institutional Sanitation Inspections and its' requirements.

Correctional Environmental Standards

Participants will become familiar with environmental standards and the means to inspect and verify compliance.

Bloodborne Pathogens / Pest Control

This class will provide the participants with the ability to differentiate between blood-borne and air-borne pathogens, identify modes of transmission with regard to pest control, and identify proper Universal Precautions.

Safe Food Handling Practices / TN Food Service Laws

Participants will complete an in-depth review of TDOC Policy 116.05 Sanitation of Food Services, to gain knowledge and understanding of the standards for a healthy and sanitary environment for the storage, preparation, and service of food.

Mock Inspections/Findings/Discussion

Participants will conduct mock inspections in accordance with Policy, report their findings and discuss the results of their inspections.

Test and Evaluations

Participants take a final test and provide an evaluation of their impression of the training program including any suggestions for changes as they observed.

Graduation

Participants graduate and are certified as Sanitations Officers.

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ADULT TRANSPORTATION OFFICER COURSE SCHEDULE Week 1 – FY 16-17

	Time Block	ID#	Training Module	Hrs.	Instructor	Location
TUESDAY = 6.0	1:00 - 1:15		Orientation	.25		
	1:15 - 2:00		Course Introduction	.75		
	2:00 - 5:30		Pistol Familiarization Lab	3.5		
	5:30 - 6:30		Supper			
	6:30 - 8:00		Shooting Principles Lab	1.5		
WEDNESDAY = 10.0	8:00 - 12:00		Familiarization Practicum	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:30		Shooting Drills	4.5		
	5:30 - 6:30		Supper			
	6:30 - 8:00		Low Light Shooting	1.5		
THURSDAY = 10.0	8:00 - 12:00		Live Fire Drills	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:30		Stoppage Reduction Drills	4.5		
	5:30 - 6:30		Supper			
	6:30 - 8:00		Qualification Practice	1.5		
FRIDAY = 6.0	8:00 - 10:30		Qualification	2.5		
	10:30 - 11:00		Lunch			
	11:00 - 12:30		Qualification	1.5		
	12:30 - 2:30		Certificates/Training Needs/Evaluations	2.0		

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ADULT TRANSPORTATION OFFICER COURSE SCHEDULE

Week 2 – FY 16-17

	Time Block	ID#	Training Module	Hrs.	Instructor	Location
MONDAY = 8.25	7:45 - 8:00		Orientation / Uniform Inspection	.25		
	8:00 - 9:00		Public Relations	1.0		
	9:00 - 10:00		Effective Communication / Radio Communication	1.0		
	10:00 - 11:00		Inmate / Vehicle Searches	1.0		
	11:00 - 12:00		Vehicle Maintenance / Inspection	1.0		
	12:00 - 1:00		Lunch			
	1:00 - 2:00		Restraints Review	1.0		
	2:00 - 3:00		Custody Level Transport	1.0		
	3:00 - 5:00		Use of Riot Baton (Long Baton)	2.0		
	5:00 - 6:00		Dinner			
TUESDAY = 10.25	7:45 - 8:00		Uniform Inspection	.25		
	8:00 - 12:00		RACC Belt	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		RACC Belt	2.0		
	3:00 - 5:00		Ankle Stun-Cuff (ERD)	2.0		
	5:00 - 6:00		Dinner			
	6:00 - 8:00		Weapon Retention	2.0		
WEDNESDAY = 8.25	7:45 - 8:00		Uniform Inspection	.25		
	8:00 - 10:00		Situational Awareness	2.0		
	10:00 - 12:00		Protective Detail Officer	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 2:00		Loading / Unloading Vehicles	1.0		
	2:00 - 3:00		Specialized Transportation / Emergency Responses	1.0		
	3:00 - 4:00		Proper Chase Procedure	1.0		
	4:00 - 5:00		Defensive Driving / EVOG	1.0		
	5:00 - 6:00		Dinner			
THURSDAY = 10.25	7:45 - 8:00		Uniform Inspection	.25		
	8:00 - 9:30		Defensive Driving / NEVO (Classroom)	1.5		
	9:30 - 11:30		Defensive Driving / NEVO (Practicum)	2.0		Transportation Scenarios (Practicum)
	11:30 - 12:30		Lunch			
	12:30 - 2:30		Transportation Scenarios (Practicum)	2.0		Defensive Driving / NEVO (Practicum)
	2:30 - 5:00		Transportation Scenarios (Practicum)	2.5		
	5:00 - 6:00		Dinner			
	6:00 - 8:00		Transportation Scenarios (Practicum)	2.0		
FRIDAY = 3.0	8:00 - 10:00		Transportation Scenarios (Practicum)	2.0		
	10:00 - 11:00		Evaluations / Closing Remarks	1.0		

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Adult Transportation Officer Training Program Week 1 - FY 2016/2017

Uniform Inspection

The participants will have uniform inspection daily as part of their program to prepare them for the daily chore of ensuring their own uniform is up to or exceeding standards within policy and/or directives.

Orientation

Participants are provided with an overview of the program detailing the academy rules and expectations of the participants throughout the program. Participants are provided with an orientation of the Academy campus and services that are present.

Course Introduction

Participants are introduced to the firearms portion of their occupation. Discussed are the fundamentals of firearms training and expectations from the instructors. Safety rules are thoroughly discussed.

Pistol Familiarization Lab

This course covers a familiarization and introduction to pistols, more specifically semi-automatic pistols. During this period, the nomenclature of the firearms is discussed as well as the purpose of each part.

Shooting Principles Lab

This course provides the basic principles to shooting or firing a weapon. Participants practicing these basic principles will work toward success on the range.

Familiarization Practicum

Participants are provided with the opportunity to practice using unloaded pistols drawing from the holster and lining up sights to practice the basic shooting principles.

Shooting Drills

Participants move to the range and begin shooting drills with the firearm. Various exercises are employed to prepare students by focusing on the fundamental shooting skills or practices.

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Low Light Shooting

Participants move to the range and begin live fire drills with the firearm during low light conditions. Various exercises are employed to prepare students for defense while carrying the weapon.

Live Fire Drills

Participants move to the range and begin live fire drills with the firearm. Various exercises are employed to prepare students for the qualification course of fire and defense while carrying the weapon.

Stoppage Reduction Drills

Participants practice handling problems or malfunctions of the firearm in order to rectify the problem and continue defending oneself.

Qualification Practice

Participants are on the firearms range and begin their practice rounds for the qualification course.

Qualification

Participants are on the firearms range and begin the qualification course. Students are required to complete with a minimum score of 200 out of 250.

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Adult Transportation Officer Training Program Week 2 - FY 2016/2017

Orientation/Uniform Inspection

Participants are provided with an overview of the program detailing the academy rules and expectations of the participants throughout the program. Participants are provided with an orientation of the Academy campus and services that are present.

The participants will have uniform inspection daily as part of their program to prepare them for the daily chore of ensuring their own uniform is up to or exceeding standards within policy and/or directives.

Participants are provided time to allow for studying and understanding the information required to obtain their CDL during breaks and out-of-class time.

Public Relations

This class will provide an understanding of three public relations components necessary to building a positive relationship. Those three components are Command Presence, Ethics, and Customer Service.

Effective Communication/Radio Communication

This course includes communicating with staff, the media, and the public while examining ways to enhance communication with your team in order to achieve high-level performance. Proper radio communication is also addressed.

Inmate/Vehicle Searches

Participants are provided with an overview and familiarization of proper searching techniques of persons and vehicles.

Vehicle Maintenance/Inspection

This class will provide the participants with knowledge of vehicle maintenance procedures, vehicle security, proper use of vehicle, required forms, vehicle inspection, and what to do in case of an accident.

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Restraints Review

In this course of instruction, the transportation officer will be provided a review of the standardized application of full restraints as they are to be applied to an inmate. The participants will conduct hands on application and will be observed by the instructor to ensure the participant practices correct application of restraints in the classroom environment.

Custody Level Transport

In this course, the transportation officer will become familiarized with the custody levels of offenders and understand the importance of custody supervision guidelines pertaining to the transportation aspect of offenders.

Use of Riot Baton (Long Baton)

Policy mandates that employees be properly trained in the use of such less-lethal equipment before its use. The instructor will review policy 506.08 regarding batons in the use of force. Participants will be shown how to hold the baton, proper stance positions, striking techniques and blocking techniques. Vulnerable parts of the body will be discussed as well as appropriate striking areas. Participants will be required to demonstrate their proficiency with the long baton during drills.

RACC Belt

This course will introduce the NOVA Remotely Activated Custody Control Belt in its various versions; RACC Belt I, II, III, and IV. Upon passing the 23 question written exam; completion of a skills practice where they will test the belt for functioning and proper placement on a subject, they will receive certification in the RACC Belt.

Ankle Stun-Cuff (ERD)

This course will introduce the ankle stun-cuff restraint device for use in transportation details. Upon completion of lecture and demonstration of the use of the device, participants will be able to use the device as needed during their duties.

Weapon Retention

This course covers the defensive tactic ability to retain a firearm when someone attempts to take possession from a holster; has taken the weapon from the officer; or has a firearm in close proximity to an officer. The participants are instructed in tactics to defend and reduce the opportunity of death or serious bodily injury.

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Situational Awareness

Participants are provided an opportunity to learn safety tips and concerns while on and off the job concerning carrying weapons and being aware of their environment. Similar to law enforcement across the country, time history has provided lessons to reduce the opportunity for damage or injury from being oblivious to warning signs present in society of danger.

Protective Detail Officer

This course will familiarize with participants with the fundamental aspects of being an officer as a member of a protection detail. As other classes provide the basic training to prevent an offender's escape, this class provides the basic training to provide protection to an offender, executive, or property.

Loading/Unloading Vehicles

This course will focus specifically on loading and unloading the passenger vans and busses covering safety precautions and measures apply to vehicles of any size and capacity within policy and authorized procedures as a transportation officer.

Specialized Transportation/Emergency Responses

This course will focus on specialized transportation issues and the proper response to emergency situations that are common and uncommon while transporting persons. Participants will learn the actions to take for anticipated issues and opportunities that are a surprise.

Proper Chase Procedure

This course will concentrate on transportation rules and procedures and the proper way to escort inmates in various situations. Participants will be familiarized with the procedures of properly conducting duties as a chase officer.

Defensive Driving/EVOC

This course provides the Defensive Driving portion of safely operating a motor-vehicle under emergency conditions or Emergency Vehicle Operation Conditions. During this period of instruction, participants learn the conditions that must be met in order to operate an emergency vehicle in accordance with state laws.

Defensive Driving/NEVO & Scenarios

This course provides the Defensive Driving portion of safely operating a motor-vehicle under non-emergency conditions or **Non-Emergency Vehicle Operations**. During this period of instruction,

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participants learn the manner of operating a vehicle in accordance with state laws and operating a vehicle with due regard to public safety.

Participants are separated into teams equally and while some receive the practicum in NEVO, the other team begins scenarios. Upon completion of each team assigned training element, the teams will attend the other element and complete that portion of the training.

Scenarios encompass the culmination of information from the previous courses into real time scenarios that participants must display competency while simulating various duties during transportation practicum activities. Participants not involved in the transport will be role players for those participants engaged in the training session so all may benefit from observing the scenarios. There will be review or critique briefly after each scenario for the participants.

Transportation Scenarios

Transportation scenarios encompass the culmination of information from the previous courses into real time scenarios that participants must display competency while simulating various duties during transportation practicum activities. There will be review or critique briefly after each scenario for the participants.

Evaluations/Closing Remarks

Participants are provided with an opportunity to share their experience and suggestions for program improvement with the training management team as a summative evaluation of the training program. Instructors will provide last remarks concerning the program and provide a review or critique to the scenario performances.

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WORKSHOPS

The following is a list of workshops that are provided for a variety of specialty groups.

Training Design Team Workshop – This workshop is for Training Specialists in the institutions and Community Supervision to come together with Academy staff, for the purpose of designing the following years' in-service training based on needs identified by supervisors or through evaluations.

Institutional Field Training Officer Workshop – This is a one day workshop for newly assigned and existing Institutional Field Training Officers. Participants will review policy, discuss any changes needed as well as discuss, "lessons learned," "best practices," and work together to identify any training needs.

IN-SERVICE TRAINING SCHEDULES AND COURSE DESCRIPTIONS

ANNUAL IN-SERVICE TRAINING – FY 2016-2017

Beginning July 1, 2013, all routine annual In-Service training, Day 1, Day 2 and Day 3 will be conducted on site at Adult Services and Field Services locations. The curriculum will be provided by the Academy. In-Service training may also be accomplished by attending job specific training at local Technical Centers or training workshops and seminars.

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TDOC IN-SERVICE/CORE TRAINING SCHEDULE FY 16-17

	Time Block	ID#	Training Module	Hrs.	Instructor	Location
MONDAY = 8.0			Title VI			In-House Day 1 Core Curriculum
			Emergency Operation Plans			
			Four Minute Response			
			Tuberculosis Prevention and Control			
			Suicide Prevention			
			Drug-Free Workplace			
			STG Identification			
			Fire/Safety Update			
			Prison Rape Elimination Act (every 2 years)			
		HIV/AIDS (every 2 years)				
TUESDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:00		Overcoming Manipulation	3.0		Day 2 Core
	11:00 - 12:00		Lunch			
	12:00 - 1:00		Inmate Diversity	1.0		
	1:00 - 3:00		Situational Awareness	2.0		
3:00 - 5:00		Incident Command Overview	2.0			
WEDNESDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		What Are We Missing?	4.0		Day 3 Core
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Inmate Disciplinary Procedures	2.0		
3:00 - 5:00		Tier Management	2.0			
THURSDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:00		CPR	3.0		
	11:00 - 12:00		Lunch			
	12:00 - 1:30		First Aid	1.5		
	1:30 - 3:30		Transportation Overview	2.0		
	3:30 - 5:00		Visitation Procedures	1.5		
FRIDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:30		Firearms Lab	3.5		
	11:30 - 12:30		Lunch			
	12:30 - 3:30		Firearms Qualification	3.5		
	3:30 - 4:30		Chemical Agents	1.0		

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TDOC IN-SERVICE TRAINING COURSE – FY 16-17

The schedule is designed to allow facilities to train all classifications of employees at the same time for the majority of the schedule. Monday's schedule contains all the topics that are required to be covered during Day 1 Core. Tuesday and Wednesday's schedule contains generic topics that can be attended by any employee. Thursday and Friday's schedule begins to be more Security structured but could be attended by other staff as deemed appropriate.

Standard Day 1 Core Curriculum

These are policy mandated courses that all facilities must cover each year or with PREA and HIV/AIDS every two years. All employees in the facility must attend Day 1 Core training.

Overcoming Manipulation

This course will discuss the tactics of manipulation utilized by inmates and risk factors associated with vulnerable staff. We will discuss the legal consequences of inappropriate relationships with inmates. We will discuss how staff can prevent manipulation and how to identify if they have been manipulated as well as the appropriate steps to take if they recognize they have been manipulated.

Inmate Diversity

This course will deal with inmate diversity. The class will take a brief look at early American correctional history and relate it to today's correctional system. Five key points of inmate diversity will be discussed: Cultural Differences, Gang Affiliation, Economic status, Education level, and Multi-generational criminality. Statistical data regarding race, gender, age, and major offense type covering a ten-year period from 2004 to 2014 will be covered. The trainee should leave with a better understanding of inmate characteristics and diversity of the Tennessee felony offender. This information may be used to provide for effective supervision and provide a working knowledge of predictors that could assist staff in identifying future misconduct while an offender is incarcerated.

Situational Awareness

The modern correctional environment, whether by choice or circumstance, confines both its employees and the inmates. Problems such as overcrowding, institutional violence, gang activity, insufficient training, and forced overtime increase work-related stress of the staff. Essentially, staff are locked in and unarmed as they maintain daily custody and control of the inmates. Often overlooked is the fact that correctional staff cannot walk away from a confrontation or other crisis within the institution. Outside of the workplace, law enforcement officials are now the targets of many who are opposed to their presence.

Situational awareness comes into play, whether at the job site or away from it. All employees need to know how to determine when things do not appear right, when tension builds, and other clues that

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may signal unsafe conditions. This course will enable correctional staff to identify signs and behaviors to prevent themselves from becoming surrounded in correctional settings, help them become more observant, and take precautions at work and away from the job to increase their safety

Incident Command Overview

In February of 2003, President Bush issued Homeland Security Presidential Directive (HSPD) 5. This directive required that The Department of Homeland Security develop and administer a National Incident Management System (NIMS). The idea behind NIMS is to provide a consistent nationwide template to enable all organizations to work together during a domestic incident. Until now, there have been no standards for domestic incident response that reached across every level of government and every response agency. This course is designed to provide correctional employees with an introduction to the system and information on how TDOC handles emergencies within the TDOC and to expect it's utilization during widespread emergencies, especially those involving multiple agencies. It is not intended to provide training for implementation.

What Are We Missing?

This course will identify and encompass the introduction, concealment, and proper techniques to utilize when handling contraband in the Tennessee Department of Correction. Various types of searches will be taught and a search exercise will be conducted.

Inmate Disciplinary Procedures

TDOC employees encounter situations on daily basis where offenders break the institutional rules and the employees are bound by policy to enforce not only institutional policies, but state policies as well. Each TDOC employee who has direct contact with inmates is required by policy #502.01 to enforce inmate rules and regulations. This course will enable trainees to successfully carry out this requirement.

The instructor will review the current disciplinary policy and the proper disciplinary process.

Tier Management

During this course the students will be given information and explanations regarding the purpose and fundamental reasoning for the Tier Management system used by TDOC. This course is designed to help students understand the rationale for this system and its importance in maintaining a secure environment for both staff and inmates.

CPR

Cardio-Pulmonary Resuscitation (CPR) is a necessary tool for any person in society. This Lesson and Certification is instructed by a Red Cross Certified Instructor in facilitating the training components and

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students being required to pass a written exam and successfully demonstrate on a mannequin the proper life-saving techniques of CPR.

Utilizing lecture, discussion, DVD, demonstration, and return demonstration formats specified by the American Red Cross, the instructor will require the trainee to demonstrate acceptable skill competency utilizing Ambu-pals and pass a written examination prior to issuance of American Red Cross certification in CPR.

First Aid

This course, which is required by TDOC policy and ACA standards, is designed by the American Red Cross to prepare participants to respond to emergency situations. The course utilizes video and class discussion to identify the causes, signs, symptoms and appropriate responses to emergency situations such as checking an ill or injured person, sudden illness, soft tissue injuries, injuries to muscles, bones and joints, and heat and cold related emergencies.

Transportation Overview

The proper procedures for the transportation and escort of inmates are an important function of any correctional system. Of primary importance during the transportation of inmates is both officer and inmate safety that also adequately protects the public. This course will concentrate on transportation rules and procedures and the proper way to escort inmates in various situations. There will also be a component on the search of transport vehicles and emergency situations.

Visitation Procedures

Visitation is a vital part of the rehabilitation process of incarcerated offenders. This course provides the fundamental framework for visitation procedure. It provides an overview of processing and supervising offender visitations.

Firearms Lab

This course of instruction is designed to acquaint the participant with policies and procedures regarding use of deadly force, criteria for firearms qualification, and personnel authorized to carry firearms. Safety rules for the proper handling of firearms (both on the Range and in general) and inspection of ammunition will be discussed to provide for a safe environment during weapon qualification.

Firearms Qualification

Tennessee Department of Correction requires all Correctional Officers to qualify with the .38 caliber revolver and the 12 gauge shotgun. This course is designed to evaluate the trainee's ability to effectively fire each of these weapons. Each participant will be required to fire a minimum score of 80%.

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Chemical Agents

When it becomes necessary for correctional staff to use force against an inmate, the Tennessee Department of Correction provides approved options for the application of that force. One of these approved options is the appropriate use of chemical agents to subdue an inmate. Through the use of lecture and video, a certified instructor will review Departmental Policy 506.07.1 "*Use of Chemical Agents*" and cover the proper use, handling and delivery applications of aerosol oleoresin capsicum or "pepper spray". First-Aid procedures for those exposed to oleoresin capsicum will be discussed. The correct application of the standard issue aerosol delivery canister will be demonstrated by the instructor using inert agent on a "B-27" silhouette target, with each participant required to give a return demonstration.



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