

The Tennessee Correction Academy

The Tennessee Correction Academy is proud to provide the following training opportunities. The 2011-2012 Training Year provides a great number of specialty programs and in-service opportunities for the Department of Correction and Department of Children’s Services personnel. If you have any questions about our programs, please call (931) 461-7686 for further information or contact your Training Coordinator for enrollment procedures.

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Tennessee Correction Academy Our Mission, Our Vision, Our Goals

Mission Statement

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

Vision Statement

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

CORE TRAINING

2011-2012 Training Year Course Schedule

Common Core

These two-day, sixteen (16) hour programs are delivered locally for TDOC staff who do not attend 32 hours of training at the Academy.

Common Core 2011-2012

- TDOC Overview
- Putting Your Best Foot Forward
- Professionalism Through Accountability
- Effective Decision Making
- PREA
- Effective Team Building
- Control of Contraband
- Signs/Symptoms of Substance Abuse
- Verbal Self Defense
- Policy Update
- Relaxation Techniques

Pre-Service Training for TDOC – FY 2011-2012

Class #	Begin/End Date of Correctional Officers	Begin/End Date for Non-Security for TDOC
501	July 11-August 19	July 18-29
502	August 1-September 9	August 8-19
503	August 22 – September 30	August 29 – September 9
504	September 12 – October 21	September 19-30
505	October 3 – November 10	October 10-21
506	October 24 – December 9	October 31 – November 10
507	November 28 – January 20	December 5-16
508	January 3- February 10	January 9-20
509	January 23 – March 2	January 30 – February 10
510	February 13 – March 23	February 21 – March 2
511	March 5 – April 13	March 12-23
512	March 26- May 4	April 2-13
513	April 16 – May 25	April 23 – May 4
514	May 7 – June 15	May 14-25
515	May 29 – July 6	June 4-15
516	June 18 – July 27	June 25 – July 6

Pre-Service Training for TDCS – FY 2011-2012

Class #	Begin/End Date of Children Services' Officers
501	July 11 – August 12
502	August 1 – September 2
503	August 22 – September 23
504	September 12 – October 14
505	October 3 – November 4
506	October 24 – December 2
507	November 28 – January 13
508	January 3 – February 3
509	January 23 – February 24
510	February 13 – March 16
511	March 5 – April 5
512	March 26 – April 27
513	April 16 – May 18
514	May 7 – June 8
515	May 29 – June 29
516	June 18

Participants will attend two weeks at TCA, return to their facility for 1 week OJT, and return to the Academy for an additional two weeks.

“Air Course Academy”

As part of their continuing service to the facilities, the Academy will resume broadcasting special In-service Adult Security courses to the Northeast and Northwest Correctional Facilities.

The Academy will continue to provide numerous training opportunities to the field through its distance learning training program. Nicknamed the “*Air Course Academy*”, this program allows a highly cost-effective means of providing training for specifically targeted employee groups. Training schedules will be made available through local Training Specialists and will be published on the Academy website.

There are essentially two forms of programming anticipated for the delivery of training. Either Point-to-Point, or Multi-Point, hookups are available and are described below.

Single Site, or *Point-to-Point*, programming from the Academy to a **single** receiving location is absolutely *free* and requires only the simple mechanism of individual scheduling for one time occurrences – or rotational scheduling, if repetitive system-wide coverage is desired. It uses and co-exists on the Department’s existing network with no connecting charge incurred for either of the two participating locations.

Examples:

- ⇒ Single-site reception of a **live** satellite downlink from the Academy
- ⇒ Single-site reception of pre-recorded material from the Academy (satellite rebroadcasts, previously conducted training sessions, training videos, etc.)
- ⇒ Single-site live interactive programming from the Academy

Multiple Site, or *Multi-Point*, programming from the Academy to **several** simultaneously receiving locations requires external hardware resources from the Office of Information Resources (OIR) and involves an hourly charge for all participants. Connecting charges of \$25.00 per hour per site are incurred. For instance, a Multi-Point session including the **Academy**, West Region’s **WTSP**, Middle Region’s **DSNF**, and East Region’s **NECX**, would cost \$100.00 per hour.

Examples:

- ⇒ Simultaneous system-wide time or event-critical meetings or conferences
- ⇒ Simultaneous system-wide time or event-critical training for specific employee categories

The Road to Change – Motivational Interaction

“Change the Talk...Change the Walk...Change a Life”

Motivational interaction is a new way of doing business for the Department and represents the keystone of important processes like LS/CMI Offender Assessment and will become the primary communication model for Department staff in our daily offender interactions. Literally, it is the glove we put on our hand before we reach for any other tool in our toolbox.

It is a non-confrontational process of interviewing and interacting with offenders that aims to establish professional rapport and enhance a person’s motivation to change. It is the responsibility of all staff to maximize opportunities for offenders to change their behavior, and one of the ways we can do this is to change the way we professionally interact with offenders on a daily basis. The primary principle of motivational interviewing is that by listening to offenders and following up on the positive aspects of their speech and thinking, corrections professionals can help increase offenders’ motivation to make positive changes in their lives that will reduce their likelihood of creating disturbances while incarcerated and reoffending when released.

Key staff throughout the Department will be trained as Trainers and practitioners as we begin to model the techniques which will become standard practice throughout our Department.

Tennessee Department of Correction In-Service Courses

FY 2011-2012

Code	Course Title	Offerings	Class Size	Hours	Who Attends
AS	Adult Security	(35) Weekly except when Corporals Attend	72	32	Correctional Officer; Clerical Officer
AS/C	Adult Corporals	(13)	32	32	Correctional Corporals; Correctional Treatment Technician; Supervisor
ATO	Adult Transportation Officers	(8) July 11-15 Aug. 1-5 Aug. 22-26 Sept. 12-16 Oct. 3-7 Oct. 24-28 Jan. 3-6 March 5-9		32	Transportation Officers
CH	Chaplains	(1) April 11-13		16	Wednesday 1:00 – Friday 12:00

Code	Course Title	Offerings	Class Size	Hours	Who Attends
CM	Correctional Managers	(8) Aug. 8-9 Aug. 22-23 Sept. 12-13 Oct. 3-4 Jan. 3-4 Jan. 23-24 March 5-6 June 25-26		16	Monday-Tuesday – except if falls on a holiday week Security Positions – Sgt. and above Mid-Level and Senior Other Positions – Mgrs. of other departments
CCN/ IRC		(10) Aug. 10-12 Nov. 9-10 Nov. 30-Dec. 2 Jan. 11-13 Feb. 1-3 Feb. 15-17 March 14-16 May 9-11 May 23-25 June 6-8 June 27-29		16	Tuesday 8:00 – Wednesday 5:00

Tennessee Department of Children's Services In-Service Courses FY 2011-2012

Code	Course Title	Offerings	Class Size	Hours	Who Attends
JTO	Juvenile Transportation Officers for DCS	(2) Nov. 28-Dec. 1 April 23-27		32	Begins Monday at 12:00 noon. – Thursday
CSM	Children's Services Managers	(5) Sept. 12-15 Dec. 5-8 Feb. 13-17 April 16-20 June 18-22		32	All managers – Classes begin at 12:00 noon on Monday

Code	Course Title	Offerings	Class Size	Hours	Who Attends
CSO/ RCM	Children's Services Officers and Residential Case Managers	(15) July 25-29 Aug. 15-19 Sept. 26-30 Nov. 14-18 Dec. 12-16 Jan. 23-27 Feb. 6-10 Feb. 27-Mar.2 Mar. 26-30 April 9-13 April 30-May 4 May 7-11 May 21-25 June 11-15 June 25-29		32	Training begins at 12:00 on Monday and goes to Thursday
TDT	Training Design Teams	(1) Dec. 5-6		12	As designated Dec. 5 at 1:00 – Dec. 6 at 5:00

Tennessee Correction Academy Specialized Training Schools FY 2011-2012

These programs are designed for those staff assigned to special activities. Other specialty courses target topics of interest for the corrections professional desiring to enhance information or skills. Please Note: Unless specifically indicated, scheduled programs begin at 8:00 a.m. on the date(s) listed

Code	Course Title	Offerings	Class Size	Hours	Who Attends
CBT	CERT Basic Training	(2) Oct. 10-21 March 12-23	30	80	Newly assigned CERT team members
CHEM	Aerosol/ Chemical Agent Instructor	(1) June 27		8	Monday
CT-C	CERT Team Commanders	(2) Aug. 29-31 May 14-16		24	All designated institutional CERT Commanders Begins at 8:00. (Monday-Wednesday)
CTT	CORE Train the Trainers	(1) Aug. 1-2	TBA	16	For institutional personnel assigned to deliver CORE training modules (8 hour Presentation Skills for New Trainers will be added - if required).
CXT	Cell Extraction T4T	(2) July 6-7 Feb. 22-23		16	Wednesday and Thursday
Code	Course Title	Offerings	Class	Hours	Who Attends

			Size		
DBT	Disciplinary Board Training	(2) Oct. 12-14 May 30-June 1		20	Wed. 8:00 – Friday noon – As designated
FI	Firearms Instructor Training.	(2) Sept. 26-30 Feb. 27-March 2		40	As designated
FSO	Fire Safety Officers	(2) Oct. 17-20 May 21-24		27	Monday – Thursday
GCT	Glock Certification Training	Sept. 20-23 March 27-30		32	Begins at 1:00 on Tuesday
HN	Hostage Negotiators Training	(1) Jan. 30 – Feb. 3		40	

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Code	Course Title	Offerings	Class Size	Hours	Who Attends
HNU	Hostage Negotiators Update (Scenarios)	(2) Oct. 19-21 March 21-23	15	16	Begins Wednesday at 12:00 noon and ends Friday at noon.
IFTO	Institutional/ Field Training Officer Update	Sept. 8-9		8	As Designated – Begins Thurs. 1:00 – Friday noon
ICS	Incident Command School	(4) Sept. 19-21 Oct. 24-26 Jan. 9-11 April 16-18	24	16	Sergeants and above or Warden's requests
NST	New Supervisor's Training	(5) Aug. 15-19 Oct. 31-Nov. 4 Dec. 12-16 Feb. 6-10 April 30-May 4	30	40	Required training for all newly appointed supervisors

Code	Course Title	Offerings	Class Size	Hours	Who Attends
SAN	Sanitation Training	(1) April 26		2/8	New inspectors – 8 hrs. Update -2.0 hrs. Thursday 8:00 a.m. – 5:00 p.m.
T4T	Train the Trainer	(2) July 25-29 May 14-18		40	As designated.

ADULT CPR

3.0 Hours

COURSE RATIONALE & DESCRIPTION

This course is the Adult CPR component and is designed to prepare participants to respond to emergency situations by utilizing video and skill demonstrations as well as class discussion. The contents of each unit include: (1) Definitions, (2) causes, (3) signs, (4) symptoms, and (5) First Aid care for emergency situations. The course will culminate with a post test and participants who successfully complete all components will be issued American Red Cross CPR certification card.

COURSE OBJECTIVES

Upon successful completion of this course, the participant will:

1. Demonstrate the techniques required in performing CPR.
2. Complete a written test on CPR with a minimum score of 80%.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

AMERICAN RED CROSS**STANDARD FIRST AID**

1.5 Hours

COURSE RATIONALE & DESCRIPTION

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.

The 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 contents of each unit includes: (1) definitions, (2) causes, (3) signs, (4) symptoms, and (5) First Aid care for emergency situations. The course will culminate with a post test and participants who successfully complete all components will be issued ARC First Aid Certification Cards.

COURSE OBJECTIVES

Upon successful completion of this course, the participant will:

1. Identify the techniques required in performing various first aid procedures.
2. Pass a written test on standard first aid with a minimum score of 80%.

TCA POLICY:

110.01-07

ACA STANDARD:

4-4050; 4-4051.3-4080, 4-4081, 4-4082

1-CTA-3A-21

**CELL EXTRACTIONS:
(USE OF FORCE III)**

4 Hours

COURSE RATIONALE & DESCRIPTION

In our correctional facilities, there is always the potential for inmates to disrupt daily operation. When this occurs, officers must respond quickly and efficiently before the situation gets out of hand. One example of disruptions is an inmate's refusal to move from a cell for program purposes. A cell extraction represents a potential for risk and injury and correctional staff must specifically trained in accomplishing a forced cell movement in a professional manner maximizing safety and minimizing the risk of injury to themselves or inmates. Through lecture/discussion and demonstration/return demonstration, participants will learn appropriate techniques required to perform a live cell extraction.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. Identify policy constraints regarding use of cell extraction teams.
2. Identify duties assigned to each member of a five (5) person cell extraction team.
3. Demonstrate the proper use of required protection equipment.
4. Demonstrate proper procedure for performing a cell extraction.
5. List three (3) indications of possible onset of mental disorders.
6. Perform an analyzed live cell extraction.

TDOC POLICY

110.01, 506.07

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

**CHEMICAL AGENTS:
(USE OF FORCE IV)**

1.0 Hour

COURSE RATIONALE & DESCRIPTION

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 demonstration, 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.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. Demonstrate understanding of the departmental policy constraints for use of oleoresin capsicum by achieving a minimum score of 80% on a written examination covering the material addressed in the course.
2. Demonstrate the ability to properly use aerosol chemical agents.

TDOC POLICIES:

110.01

506.07

506.07.1

ACA STANDARDS:

1-CTA-3A-14

1-CTA-3A-21

**CONTROL OF CONTRABAND:
(SECURITY PROCEDURES V)**

1.0 Hour

COURSE RATIONALE & DESCRIPTION

Contraband represents a risk to the integrity of the institution and to the safety of all within its boundaries. Preventing the introduction of contraband is a full time responsibility of everyone in the corrections profession. Methods of introduction and concealment are as varied and ingenious as the human mind can devise. During this course, the instructor will utilize a lecture/discussion format to explain the various types of contraband and methods of introduction into and concealment in the institution.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. Define contraband.
2. Identify at least five (5) general classes of contraband.
3. Identify at least four (4) different ways contraband may be introduced.
4. Identify at least three (3) different methods of concealing contraband.
5. Identify at least four (4) ways of controlling contraband.

TDOC POLICY

110.01

ACA STANDARD

1-CTA-3A-14
1-CTA-3A-21

DEFENSIVE DRIVING

1 Hour

COURSE RATIONALE & DESCRIPTION

Whether as a permanent, on-going job assignment or just on an occasionally assigned basis, it is extremely important that TDOC employees know the very best driving techniques, especially those designated as operators of state vehicles. We are always in the public eye in state vehicles and the scrutiny becomes even more intense when we are transporting inmates. Through lecture/discussion and case study analysis, participants will learn the principles involved in safe vehicle operation and transport.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. Identify potential road hazards.
2. Identify visibility factors for the driver.
3. Name problems that commonly occur during "city driving".
4. State what actions a driver should take at "underpasses".
5. State what actions a driver should take at "intersections".
6. Identify the proper actions to take when "merging" with traffic.
7. Identify what to do in the event of a vehicle malfunction or accident.

TDOC POLICY

110.05, 213.01, 403.01, 403.03

ACA STANDARD

1-CTA-3A-14
1-CTA-3A-21

**EFFECTIVE TEAM BUILDING:
(INTERPERSONAL RELATIONS III)**

2.0 Hours

COURSE RATIONALE & DESCRIPTION

Too often, employees can come to think of themselves as isolated individuals who have narrowly-defined roles within the organization. This can result in job dissatisfaction, complacency and low morale or effectiveness. In order to ensure that every correctional employee understands his role as a valuable member of a team which is focused upon fulfilling organizational goals and values, an analysis of team dynamics represents a solid building block in forming those teams.

Through lecture/discussion and small group exercise, this course will present the components of an effective team -- including an identification of the varied characteristics and qualities each team member brings to the "game". It will stress an awareness that while shared opinions are not always a necessary ingredient for success, shared effort always is.

COURSE OBJECTIVES

Upon successful completion of this class, participants will:

1. Identify five advantages of team work.
2. Identify ways to establish the effectiveness of a team.
3. Identify strategies for incorporating individual characteristics into team tasks.

TDOC POLICY

110.05

ACA STANDARDS

1-CTA-3A-14

1-CTA-3A-21

FINANCIAL MANAGEMENT

2.0 Hours

COURSE RATIONAL & DESCRIPTION

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.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. Identify the necessary components of a valid budget.
2. Identify the importance of saving as vital part of emergency planning.
3. Identify short and long-term financial goals.
4. Identify risks involved in indebtedness.

TDOC POLICY

110.01

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

FIREARMS LAB

3.5 Hours

COURSE RATIONALE & DESCRIPTION

The Tennessee Department of Correction requires all security staff to qualify annually with the Mini-14 Rifle, .38 caliber Revolver, and the 12 gauge Shotgun. This course serves as a refresher for those staff who have been previously qualified. Through a series of lecture and demonstration, a certified firearms instructor will review the Department's policies on the "Use of Deadly Force", "Standard Firearms Qualification", and the safe and proper operation of each of the Department's standard-issue weapons. The instructor will review the components of marksmanship such as stance, grip, sight alignment, and trigger squeeze. Participants will demonstrate their knowledge of these firearms issues by attaining a minimum score of 75% on a written examination covering all of the information presented during the class.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. Demonstrate his/her knowledge concerning the use of firearms by attaining a minimum score of 75% on a written examination.
2. Denote the authorization to carry firearms
3. Express the safety rules for proper handling of firearms
4. List the fundamentals of effective shooting
6. List the procedures for loading and unloading Department issued firearms

TDOC POLICY

110.05
110.06
506.07
506.08
506.09

ACA STANDARD

1-CTA-3A-14
1-CTA-3A-21

FIREARMS QUALIFICATION

3.5 Hours

COURSE RATIONALE & DESCRIPTION

The Tennessee Department of Correction requires all security staff to qualify annually with the Mini-14 Rifle, .38 caliber Revolver, and the 12 gauge Shotgun. During this live fire component of annual firearms training, certified firearms instructors will supervise participants as they are engaged in both practice and qualification courses of fire. In addition to record-fire qualification, participants will be monitored for adherence to firearms safety standards.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. Demonstrate firearms proficiency with the standard-issue 38 caliber revolver, by attaining a minimum acceptable annual qualification score of 200 (of 250) points under the direct supervision of a certified firearms instructor.
2. Demonstrate firearms proficiency with the standard-issue .223 caliber rifle, by attaining a minimum acceptable annual qualification score of 80 (of 100) points under the direct supervision of a certified firearms instructor.
3. Demonstrate firearms proficiency with the standard-issue 12 gauge shotgun, by attaining a minimum acceptable annual qualification score of 80 (of 100) points under the direct supervision of a certified firearms instructor.

TDOC POLICY:110.05;110.06;110.07;506.08;506.09

ACA STANDARD

1-CTA-3A-14
1-CTA-3A-21

EFFECTIVE DECISION MAKING

2.0 Hours

COURSE RATIONALE & DESCRIPTION

Correctional Officers and other Correctional Employees have to often make spur of the moment decisions. These decisions must be correct and defensible in virtually every instance. There are several factors that enter into making good decisions. Making the best decisions depends upon the “Totality of Circumstances.” Especially true in critical applications such as deciding on the proper level of use of force, it is everyone’s responsibility to decide if our actions are appropriate and to take any necessary corrective action.

Course participants will be presented a variety of correctional circumstances which require a decision. Through class participation and discussion, the decisions will be evaluated for their propriety, i.e., were they legal and were they effective?

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

(Working in groups) propose decisions for evaluation by the entire class based on the “Totality of Circumstances” using the following considerations:

1. Subject Factors
2. Officer Factors
3. Environmental Factors
4. Other Factors

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

MOTIVATIONAL INTERACTION (COMMUNICATION SKILLS I)

4.0 Hours

COURSE RATIONALE & DESCRIPTION

This course explains how Motivation Interaction (MI) encourages ways of talking with offenders to build their internal motivation for change. MI suggests ways to use questions and statements strategically to make it more likely that offenders will talk in a positive manner. This course covers the logic behind the MI approach, including its basic principles, assumptions and thoughts about how MI facilitates change. Since it began, motivational interaction has been modified for use in many different fields including corrections. Motivational interaction is used to elicit behavior change from the offender and looks for ways to access internal motivation. MI draws from the self-perception theory, which says that a person becomes more or less committed to an action based on the verbal stance he or she takes. Thus, an offender who talks about the benefits of change is more likely to change. The offender is responsible for initiating change talk and for implementing this change in his/her behavior. Through activities and exercises, this course will provide an introduction to motivational interaction and the elements for its effective use.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. In groups, design and explain two reasons that the TDOC is changing toward the culture of Motivational Interaction or conversation.
2. Explain two ways that using the concepts of Motivational Interaction encourages offenders to talk about their thoughts, feeling and values and why this is important.
3. Explain and practice reflective listening and tell why it is so important to MI.
4. Explain and model how interaction with others can raise or lower their Motivation levels.
5. Define “working relationship” as it relates to MI.

TDOC POLICY

110.05

ACA STANDARD: 1-CTA-3A-14; 1-CTA-3A-21

POLICY UPDATE

2.0 Hours

COURSE RATIONALE & DESCRIPTION

Knowledge of TDOC policies and procedures is essential to effective performance by the correctional employees. Part of the function of in-service training is the review of critical policies and the study of policy changes and application.

This broad spectrum review of policies and changes will be accomplished in a competitive game format. Teams will answer questions in order to advance in the game.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. Identify correct responses to the relevant issues contained in policy-based questions in a “game show” format.
2. Participate in guided discussions of correct responses.

TDOC POLICY

101.01,103.02,103.04,105.02,107.01,110.03,110.05,112.05,112.08,113.15,113.21,113.30,113.45,113.50,113.70,113.88,113.89,113.92,113.95,116.03,118.01,206.02,208.01,302.05,302.06,302.12,305.03,305.04,401.02,401.03,401.08,403.01,404.07,404.10,501.01-501.04,502.01-502.06,503.01-503.11,504.01-504.07,505.01-505.10,506.01-506.30,507.01-507.02,509.03

ACA STANDARD

3-4081

**PRISON RAPE ELIMINATION ACT (PREA):
(SEXUAL ABUSE II)**

1.0 Hour

COURSE RATIONALE & DESCRIPTION

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 will have zero tolerance for incidences of sexual assault within its facilities.

As staff, you will handle many sensitive incidents, not the least of which will be sexual assault. This course will provide you with the tools needed for the detection, response, investigation and prevention of inmate-on-inmate sexual assault.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. Examine facts related to inmate-on-inmate sexual assault.
2. Discuss particular areas of concern related to inmate sexual assault.
3. Review inmate terminology related to sexual assault.
4. Recognize characteristics of potential inmate high-risk sexual predators (HRSPs).
5. Identify the appropriate mechanisms used in reporting, tracking, and controlling sexual assault risk.

TDOC POLICY

110.01

ACA STANDARDS

1-CTA-3A-14

1-CTA-3A-21

PROFESSIONALISM THROUGH ACCOUNTABILITY

2.0 Hours

COURSE RATIONALE & DESCRIPTION

Integrity and staff accountability go hand in hand as a set of moral standards that facilitate our mission to provide safety to the public and our prisoners. Individual accountability is essential to the accomplishment of our mission. This course will address the twin issues of staff accountability and integrity, reviewing with the student the rules of conduct that govern and are expected by any professional organization. The course will examine the role that supervisors play in setting a good example and ensuring that those whom they supervise follow policy, rules and regulations of the TDOC.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. Define staff accountability and integrity
2. Discuss supervisor responsibility in the above and other areas. (questionnaire).
3. Identify proper and effective documentation and its critical importance.
4. Define and describe the terms “mentoring” and “modeling” with regard to a supervisor’s role.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

PUTTING YOUR BEST FOOT FORWARD (PUBLIC IMAGE)

1.0 Hour

COURSE RATIONALE & DESCRIPTION

This program is designed to improve the professional image of the Tennessee Department of Corrections employees, through behaviors that enhance or creates a positive “*brand*” or image. The portrayals of “prison guards” on TV and in the news media are the most prevalent perception of the average Correctional employee. Unfortunately, this perception is fictional and very negative.

This class will allow us to examine those things that we can do to prevent further distortion of who we are. We want to present ways to acquaint the public with correctional employees as professionals, providing a valuable, essential service to all society and inmates alike.

The instructor will lead the class in a discussion of what each of us can do to actively discourage the misconception the general public has of the Correctional Officer and other Correctional Staff. Topics will include: (professional appearance, hygiene, wearing of the uniform) and appropriate behavior and demeanor while in uniform or off the job. The goal is to create a more positive image (brand) for the TDOC.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. Understand the importance of a “positive brand” for corrections
2. Consider how others have shaped our “brand”
3. Identify ways employees can create a positive impression through the appearance and behavior.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

RELAXATION TECHNIQUES

1.0 Hour

COURSE RATIONALE & DESCRIPTION

Working in a correctional environment is often stressful. While stress can never be eliminated from our lives, our reactions to it can make the difference between remaining effective and productive, or succumbing to it and rendering ourselves victims of it. Mishandled stress on the job can result in poor decision-making, carelessness, violence and life-threatening risk.

This course will focus on stress coping mechanisms which can be practiced within the work environment and result in a perceived reduction in stress – allowing the employee to remain vigilant and effective.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will identify the benefit and application of the following within the work environment:

1. Deep Breathing
2. Meditation
3. Progressive muscle relaxation
4. Stretching
5. Exercising

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14
1-CTA-3A-21

REPORT WRITING UPDATE

1.0 Hour

COURSE RATIONALE & DESCRIPTION

Written reports represent one of the most valuable tools in the correctional employee's tool kit. They are evidence, planning documents, and written histories. Participants will be taught the essentials of an effectively written report. They will learn the necessary elements contained in a clearly and concisely written report. The consequences of poorly written reports will be analyzed through case studies based on disciplinary and grievance hearings. These principles will be presented through lecture, discussion, and case studies.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. List three (3) basic types of institutional reports.
2. List five (5) essential questions each report must answer.
3. Recognize the four "C's" of report writing.
4. Describe the composition of a good report.

TDOC POLICY

110.01

ACA STANDARD

1-CTA-3A-14
1-CTA-3A-21

SIGNS AND SYMPTOMS OF SUBSTANCE ABUSE

1.0 Hour

COURSE RATIONALE & DESCRIPTION

The Department of Correction like any system, has a continuing problem with substance abuse. This class will focus on the signs and symptoms of substance abuse. It has become increasingly important that each correctional employee be aware of at least the most common signs that someone maybe “under the influence” of drugs or alcohol.

COURSE OBJECTIVES

Upon successful completion of this course, the participant will:

1. Identify at least three (3) ways the eyes reveal substance abuse.
2. Identify at least two (2) ways the body may indicate drug or alcohol use.
3. Identify at least three (3) behaviors that may indicate drug or alcohol use.
4. Name the proper responses to discovery of the presence and/or use of drugs.
5. Identify the evidence “chain of custody”.

TDOC POLICY

110.01, 502.1, 502.2, 505.21

ACA STANDARD

3-4080 through 3-4085

TDOC OVERVIEW

1.0 Hour

COURSE RATIONALE & DESCRIPTION

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, it’s function, and any special programs that are offered at that location.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. Quote the stated mission of the TDOC.
2. List at least two (2) values of the TDOC.
3. Identify the institutions in the Department of Correction and their primary mission and function.

TDOC POLICY

110.01

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

THERAPEUTIC RESTRAINTS

1.5 Hours

COURSE RATIONALE & DESCRIPTION

Policy 113.87 Mental Health Seclusion, Suicide Monitoring and Mental Health Restraints has received a major revamp which places additional duties and responsibilities on mental health, medical and correctional staff. This is being done to comply with standards, recommendations and procedures established by the National Commission on Correctional Health Care (NCCHC), the American Correctional Association (ACA). The American Psychiatric Association, Amnesty International as well as other advocacy groups. While mental health staff and medical staff will be provided with the skills necessary to minimize the use of mental health restraints and their subsequent implementation, it will be the correctional staff who are the most likely to actually apply the devices. Through the use of lecture and guided group discussion, the instructor will present an overview of some of the areas covered in new specialty training they may receive either at their institution or at the Tennessee Correctional Academy.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. Identified different types of therapeutic restraints.
2. Discussed the conclusion the Federal Government came to after studying restraint-related injuries and deaths.
3. Discussed standards imposed in 2008 by the National Commission on Correctional Health Care.
4. Discussed Positional Asphyxia concerns as they apply to therapeutic restraints.

TDOC POLICY

113.87

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

VERBAL SELF-DEFENSE (COMMUNICATION SKILLS III)

2.0 Hours

COURSE RATIONALE & DESCRIPTION

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 is based on the concepts presented in Verbal Judo and will provide the correctional employee with many valuable verbal "do's and don'ts" during confrontations with inmates.

COURSE OBJECTIVES

Upon successful completion of this course, the participant will:

1. Identify the benefits of "tactical" vs. "natural language".
2. Identify the ratio of verbal vs. physical confrontations.
3. Identify appropriate staff response to prepared scenarios.
4. Identify "deflection tactics" and rationale for staff responsible
5. Name the 3 "laws of contact".
6. Identify 5 ways to overcome communication barriers.
7. Identify 6 attitude indicators that may put you at risk.

TDOC POLICY

110.01

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

WEAPONS RETENTION

2.0 Hours

COURSE RATIONALE & DESCRIPTION

In many instances, law enforcement officers are shot with their own weapons when a suspect takes the firearm away from the officer. This course introduces the Tennessee Corrections Officer and/or Transportation Officers to Weapons Retention. The course teaches officers how to protect themselves and their weapons from gun grabbers/deadly encounters.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. Define the importance of weapons retention.
2. Describe and practice the relative positioning techniques as they apply to Armed Officer Escorts.
3. Demonstrate weapons retention and disarming techniques.

TDOC POLICY

110.05

506.08

506.09

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

CODE OF ETHICS

1.0 Hour

COURSE RATIONALE & DESCRIPTION

As a Children's Services supervisor, you will be looked upon as a role model for the employees that you supervise, and you will be expected make ethical decisions every day. When you are faced with a decision is not the time to make up your mind where you stand on that particular subject. The key to making the right choice, is knowing what the policy that you've sworn to follow says about the decision that you are trying to make. One of the many priorities of the Tennessee Department of Children's Services is to improve the work ethics of its employees. Research shows that almost all employers value strong work ethics over experience among their employees. Many employers agree that good, quality driven services go hand in hand with employees who possess strong work ethics.

During this class through lecture, class discussion, and videotape exercises we are going to examine what it takes to make an ethical supervisor. We will focus 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 TDCS in a positive manner.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. Define ethics
2. Recognize ethical behavior
3. Understand the correctional sub culture
4. Discuss the levels of loyalty in an organization
5. Recognize the importance of professional work ethics to the employee and employer.

TDCS POLICY

5.2

ACA STANDARD

1-CTA-3A-14:1-CTA-3A-21

COMMUNICATION

1.0 Hour

COURSE RATIONALE & DESCRIPTION

Lack of communication causes many misunderstandings among employees. Communication is a process by which meaning is assigned and conveyed in an attempt to create shared understanding. This process requires a vast repertoire of skills in intrapersonal and interpersonal, listening, observing, speaking, questioning, analyzing, and evaluating. It is through communication that collaboration and cooperation occur.

Every second that we are in the presence of others, we are communicating in some fashion. In fact, the TDCS, like many organizations, depends on various types of communication for its day to day operation. There are several different types and methods of communication from verbal to technological. A person must have or develop good communication skills in order to be an effective employee of the TDCS.

Through a series of lecture, group discussion, and guided activity, this course will offer the employee insight into the various methods of communication along with their desirability and effectiveness.

COURSE OBJECTIVES

Upon successful completion of the class, the participant will:

1. Identify the various types of communication.
2. Identify the basic elements of communication.
3. Name at least 3 barriers to communication

TDCS POLICY

5.2, 20.15, 20.36

ACA STANDARD

3-JTS-1D-08 thru 3-JTS-1D-12

3-JTS-4C-19 thru 3-JTS-4C-21

CARDIOPULMONARY RESUCITATION (CPR)

3.0 Hours

COURSE RATIONALE & DESCRIPTION

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.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. Demonstrate how to check, establish and maintain an open airway
2. Demonstrate artificial respiration
3. Demonstrate cardiopulmonary resuscitation
4. Score a minimum of 80% on an American Red Cross written examination

DCS POLICY 5.2

ACA STANDARD 3-JTS-1D-08, 09, 10, 11, 12 3-JCRF-1D-09, 10, 11, 12

CULTURAL COMPETENCY

2.0 Hours

COURSE RATIONALE & DESCRIPTION:

Cultural diversity continues to be a major focal point of our department and of our communities. We see and interact with people of other races and nationalities with greater frequency, both in our workplaces and around our communities. America used to be referred to as the great “melting pot”; because when people immigrated to this country they conformed to our culture. The people we have immigrating to our country now are more apt to keep their own identity and cultural habits or customs. In other words, now we are more of a “tossed salad” than a “melting pot.”

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.

COURSE OBJECTIVES:

Upon successful completion of this class, the participant will:

1. Explain the “Path of Intercultural Learning.”
2. Define culture.
3. List at least three (3) multicultural issues in the workplace.
4. Define stereotyping and prejudice.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14;1-CTA-3A-21

INTERPERSONAL RELATIONSHIPS

2.0 Hours

COURSE RATIONALE & DESCRIPTION

Studies by management companies have shown that employees leave jobs because their managers have poor communication skills and fail to treat them with respect. Since this is usually a problem with interpersonal relationships, this course will reacquaint the employee with basic communication skills. The students will be given many examples and illustrations of useful I.P.C. skills and supervisory techniques that will be crucial to their effective job performance as DCS supervisors. This will be a facilitative course which will use role plays to show the supervisors proper ways of handling different situations. Videos will also be used to emphasize certain points.

COURSE OBJECTIVES

Upon successful completion of this course, the participant will:

1. Define the terms; dehumanization, institutionalization, and interpersonal communication.
2. Identify three cultural characteristics of a DCS facility.
3. Identify at least three techniques for limiting the possibility of dehumanization.
4. Recognize each employee’s role & responsibility for using I.P.C. skills.
5. Identify the three basic components of the I.P.C. model and the elements that are included in each component.

DCS POLICY

5.2

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

FIRST AID

1.5 Hours

COURSE RATIONALE & DESCRIPTION

This course, which is required by DCS 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.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. Demonstrate skills to appropriately address any sudden illness or injury, utilizing appropriate first aid techniques that may be required until E.M.T. arrives.
2. Demonstrate knowledge of signs and symptoms of an emergency through completion of a written test with a minimum score of 80 %.

DCS POLICY 5.2**ACA STANDARD 3-JTS-4C-28, 3-JTS-4C-29, 3-JTS-4C-30****SAFE CRISIS MANAGEMENT UPDATE**

12 Hours

COURSE RATIONALE & DESCRIPTION

The Best Practice Standards for Youth in DCS Custody and federal standards state that we will work from the principle of “Least Restrictive Alternative”. Using this as a standard, we have to learn to manage incidents rather than attempt to stop misbehavior. In other words, we are going to learn to manage aggression safely, rather than attempt to stop it.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will be able to:

1. Discuss the nature and dynamics of acting out behavior and current and accepted interventions.
2. Identify crisis management regulations affecting their job responsibilities
3. Evaluate positive prevention strategies through the use of strength based strategies
4. List and define the safety areas associated with monitoring physical intervention

DCS POLICY – 27.34**ACA STANDARD 3-JTS-1D-08-09-10-11, 3-JTS-1D-12, 3-JCRF-1D-09, 10-11 3-JCRF-4C-06, 3-JTS-4C-22, 3-JTS-4C-37, 3-JTS-4C-41**

SECURITY ANALYSIS

1.0 Hour

COURSE RATIONALE & DESCRIPTION

Managing risk by making accurate assessments of various situations and dealing with them in a decisive and rational manner is an important part of the DCS employee's role. In this class, we will be looking at special situations that often occur in the workplace. We will spend time discussing what to look for and how to prevent high risk, negative incidents from occurring.

COURSE OBJECTIVES:

Upon successful completion of this class, the participant will:

1. Define risk management.
2. Identify the two types of security risks.
3. Identify (4) of the preparatory things that can be done to prevent high-risk situations.
4. Relate, through a role-play exercise, how to handle potentially risky situations that might be faced through the course of the workday.

DCS POLICY: 5.2

ACA STANDARDS: 3-JTS-1D-08-09-10-11, 3-JTS-1D-12,

3-JCRF-1D-09, 10-11

STUDENT ASSAULTS IN FACILITIES (PREA)

2 Hours

COURSE RATIONALE & DESCRIPTION:

It is the policy of the TDCS to provide a safe, humane, and appropriately secure environment, free from the threat of sexual assault for all students, by maintaining a program of prevention, detection, response, investigation, and tracking of all alleged and substantiated sexual assaults. TDCS will have zero tolerance for incidences of sexual assault within its facilities.

As staff, you will handle many sensitive incidents, not the least of which will be sexual assault. This course will provide you with the tools needed for the detection, response, investigation and prevention of student-on-student sexual assault.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. Examine facts related to student-on-student sexual assault.
2. Discuss particular areas of concern related to student sexual assault.
3. Review student terminology related to sexual assault.
4. Recognize characteristics of potential student high-risk sexual predators (HRSPs).

TDCS POLICY

5.2

SUICIDE SIGNS and SYMPTOMS

2.0 Hours

COURSE RATIONALE & DESCRIPTION

Suicide is the third leading cause of death among young people, and the rates of suicide/self-harm within juvenile facilities are higher than in the general population. The consequences of failing to recognize signs and symptoms of self-harm behavior can be costly. This block of instruction acquaints DCS staff with signs of suicidal behavior, and policy directives regarding suicide prevention and intervention. During this one-hour course the trainee will address suicide signs, symptoms, prevention and interventions. S/he will confront myths regarding suicidal behaviors. S/he will view a video presentation produced by the American Correctional Association addressing suicide in juvenile facilities. DCS policy 19.1- Suicide/Self Harm Intervention will be studied.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. State the philosophy of DCS regarding screening, identifying and supervising youth that express suicidal and/or self-harming comments or have a past history of these behaviors.
2. List the supervision steps followed by staff if a student expressed self-injurious or suicidal behavior.
3. Explain the difference between actively suicidal and suicide watch.
4. List procedures outlined in policy 10.1- Suicide/Self Harm Intervention.

DCS POLICY 5.2 , 19.1

ACA STANDARD 3-JTS-1D-08-09-10-11, 3-JTS-1D-12, 3-JCRF-1D-09, 10-11
3-JCRF-4C-06, 3-JTS-4C-22, 3-JTS-4C-37, 3-JTS-4C-41

SUPERVISION OF JUVENILES

2.0 Hours

COURSE RATIONALE & DESCRIPTION

In a DCS facility, certain procedures are essential in order to maintain the security of the center and its inhabitants. Security procedures reflect the essential knowledge that a Children's Services Officer needs to ensure the smooth running of the facility and the safety and security of employees and students. This course is designed to introduce the pre-service and in-service trainees to security procedures to be adhered to at the work site.

Trainees will be taught basic procedures utilized by Children's Services Officers. They will receive information on the care and safety of students and staff through the use of security procedures. They will also be informed of indicators to look for denoting an unusual occurrence.

COURSE OBJECTIVES

Upon completion of this class, the participant should be able to:

1. Identify the three (3) basic concepts for security procedures.
2. List at least five (5) of the major job responsibilities.
3. Cite five (5) ways to ensure student accountability.
4. Identify a minimum of ten (10) ways to achieve group control.
5. List seven (7) indicators that may precede a student disturbance.

TDCS POLICY: 25.5, 27.2, 27.3, 27.10, 27.11, 27.14, 27.15, 27.23, 27.26, 27.34, 27.35 and 27.38

JUVENILE RULES AND REGULATIONS

2 Hours

COURSE RATIONALE & DESCRIPTION

One of the primary responsibilities of a juvenile justice employee is ensuring that student's rights are protected. This class will review policy rules and regulations of the disciplinary process, policy definitions of disciplinary offenses, the appeals process, the hearing process, appeals and the use of confinement.

COURSE OBJECTIVES

Upon successful completion of this course the participant will:

1. Define the difference between aggravated battery, assault, and assault and battery.
2. Explain 2 officer responsibilities upon serving a disciplinary report to a student who is suspected of committing a major violation.
3. Cite three (3) rules governing conducting a hearing.
4. State the three (3) levels of the disciplinary appeals process.
5. List four (4) behaviors that are not subject to disciplinary sanctions.
6. Name five (5) sanctions that may be imposed by the Hearing Officer or Discipline Committee.
7. Cite the maximum number of days that room restriction or confinement can be imposed as a sanction.
8. Explain the time limitations for placing students in confinement for control.

TDCS POLICY

25.1 DOE, 25.2 DOE, 25.3 DOE, 25.4 DOE, 25.5 DOE

STREET DRUGS UPDATE

2.5 Hours

COURSE RATIONALE & DESCRIPTION

Drug use among DCS students continues to be a problem within the Tennessee Department of Children Services. It is important that staff members be able to identify and recognize the signs and symptoms of street drugs that may be found in our facilities. While methamphetamine use continues to be a problem, some students may use readily available products such as bath salts or plant fertilizer to acquire a "high." 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. This course will be presented through a combination of lecture and discussion and employs a power point format utilized to review course content and aid participants' comprehension and retention of the information.

COURSE OBJECTIVES

Upon successful completion of this class, the participants will:

1. Identify a minimum of three (3) street drugs.
2. Identify a minimum of six (6) designer drugs.
3. Cite a minimum of three (3) modes of ingestion and related drug paraphernalia.

DCS POLICY

5.2

DEFENSIVE DRIVING

3 Hours

COURSE RATIONALE & DESCRIPTION

It is imperative that Department of Children's Services employees follow the law as well as policy guidelines and procedures to ensure safety and security when they are transporting children and youth in the Department's custody. This class will include topics such as driving in inclement weather, safely passing other vehicles, avoiding accidents and the importance being a courteous driver as a representative of the department.

COURSE OBJECTIVES

Upon successful completion of this class the participants will:

1. Cite two (2) ways that not utilizing safe driving techniques could affect them personally
2. Identify three (3) inclement weather defensive driving rules.
3. Explain three (3) things that must be done if you are involved in an accident.
4. Name three (3) things that should be inspected on a vehicle before departure when you are transporting children or students who are in the Department's care and custody.

TDCS Policy -27.23

PERSONAL SEARCHES/MECHANICAL RESTRAINTS

2 Hours

COURSE RATIONALE & DESCRIPTION

The ability to perform a personal search and properly apply mechanical restraints are skills that are imperative to the safe transportation of youth who have been adjudicated delinquent. This class will include the guidelines of the Department of Children's Services Personal Search and Use of Mechanical Restraints policies, instructor demonstration and student return skills practice of performing a personal search and the proper application of mechanical restraints.

COURSE OBJECTIVES

Upon successful completion of this class the participants will:

1. List three (3) primary reasons for conducting searches
2. Describe the four (4) different types of body searches
3. Demonstrate the proper procedures for performing a frisk search of a student
4. Identify a minimum of four (4) reasons to justify the use of mechanical Restraints
5. List the type of documentation and notification required following the use of mechanical restraints.
6. Demonstrate the proper procedure used to apply a full set of restraints to a cooperative youth

DCS POLICY

5.2, 27.19, 27.20

SECURITY THREAT GROUPS UPDATE

2.5 Hours

COURSE RATIONALE & DESCRIPTION:

It has become clear that gangs are here to stay and every Children's Service employee must be prepared to deal with the problem. Gangs and their influence have infiltrated the institutions and are becoming a more serious problem with each passing year.

Students will be given information in the form of handouts and lecture from some of the leading gang specialists from the Chattanooga and Cleveland, Tennessee areas. Like most cities in Tennessee, this area of the state has experienced gangs and drug related crimes. These individuals have experience in tracking gangs and groups of individuals for their respective areas. This will be an information course on how to read gang signs and symbols.

COURSE OBJECTIVES

Upon successful completion of this class, the participants will:

1. Identify at least five (5) Security Threat Groups (STGs) active in TDCS.
2. Identify 4 categories used when determining whether a student is an associate or a confirmed member of an STG
3. List a minimum of five (5) STG identifiers through the completion of an assessment instrument.

TDCS POLICY: 4.1

TRANSPORTATION TECHNIQUES

2.5 Hours

COURSE RATIONALE & DESCRIPTION

In any department of correction the transporting of inmates from one location to another is a necessity. It is imperative that the TDCS or any other corrections department accomplish this efficiently and safely.

This course will focus specifically on transporting inmates utilizing the 15 passenger van because it is the vehicle most commonly used, though most of the safety precautions and measures apply to vehicles of any size and capacity.

COURSE OBJECTIVES

Upon successful completion of this course the participant will:

1. List at least two (2) problems with fifteen (15) passenger vans.
2. Explain three (3) techniques needed to avoid an accident.
3. Describe proper van loading procedures.

TDCS POLICY

4.1

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

TAKING CHARGE

5.75 Hours

COURSE RATIONALE & DESCRIPTION

Many people talk about the decline of the work ethic. In reality, it is not the work ethic which has declined. Rather, it is leaders who have failed. Leaders have failed to instill vision, meaning and trust in their followers. They have failed to empower them. Regardless of whether we're looking at organizations, government agencies, institutions or small enterprises, the key and pivotal factor needed to enhance human resources is leadership. During this course, with the use of lecture, discussion and group activities the topic of leadership and Taking Charge will be examined.

COURSE OBJECTIVES

Upon successful completion of this course each student will:

1. Identify and discuss the 20 fundamentals of leadership.
2. Identify the importance of establishing standards.
3. Have an understanding of the importance of the term the right people for the right job.
4. Realize the importance of counseling subordinates.
5. Identify the role of the leader in disciplinary/firing process.
6. Identify the leader's role in handling a crisis situation.
7. Have an understanding of dealing with the down side of being a leader.
8. Identify the importance of creatively complimenting subordinates.
9. Identify the importance of personality types.
10. Have an understanding of the importance of looking at yourself as a leader.
11. Discuss the leader's role as a teacher.
12. Discuss the importance of taking care of your people.

TDOC POLICY

110.03

ACA STANDARDS

1-CTA-3A-14

1-CTA-3A-21

MANAGING CONFLICT

2.0 Hours

COURSE RATIONALE & DESCRIPTION

Organization leaders are responsible for creating a work environment that enables people to thrive. If turf wars, disagreements and differences of opinion escalate into interpersonal conflict, you must intervene immediately. Not intervening is not an option if you value your organization and your positive culture. In conflict-ridden situations, your mediation skill and interventions are critical.

This course will provide the correctional manager with interaction skills that enable them to resolve issues in a non-biased approach considering the best interest of each party involved as well as the organization. Role playing, lecture and group discussion are used to facilitate this topic.

COURSE OBJECTIVES

Upon successful completion of this course each student will:

1. Identify who is affected by conflict.
2. Identify the elements that comprise conflict.
3. Identify the key steps to take when intervening in conflict.
4. Identify ways to determine if the conflict has been successfully resolved.

TDOC POLICY

110.03

ACA STANDARDS

1-CTA-3A-14

1-CTA-3A-21

PROBLEM SOLVING – DECISION MAKING

2.0 Hours

COURSE RATIONALE & DESCRIPTION

Much of what managers do is solve problems and make decisions. Decision-making is a key role of a manager and leader. Some managers find this to be one of the most difficult tasks to perform. They have a fear of failure, and procrastinate mainly because they have a lack of a structured approach. One of two things usually happens; they either put off making the decision in the hopes that someone else will bail them out, or even worse, make a decision using a knee jerk reaction. This class will be presented using lecture and small group exercises.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will be able to:

1. Identify the steps involved in the problem solving and decision making process.
2. Identify the benefits of collective participation in problem solving and decision making.
3. Working individually, given a problem, use the problem solving-decision making process to come up with a solution to present in class.
4. As part of a small group, given a problem, use the problem solving-decision making process to come up with a solution to present in class.

TDOC POLICY

110.01

ACA STANDARDS

4-4081

1-CTA-3A-14

1-CTA-3A-21

PRISON RADICALIZATION

1.75 Hours

COURSE RATIONALE & DESCRIPTION

There have been 39 terrorist plots against the United States since September 11, 2001. Some American Muslim groups as well as law enforcement organizations are concerned that radical and violent religious groups are infiltrating Federal and State Prison Systems in order to recruit potential Islamic terrorists. This course will review these plots and discuss the possibility of connections between prison gangs and potential terrorists. Additionally, the internet has become a source of concern since it is a means through which radical ideas can easily be spread to vulnerable individuals. Since Droid cell phones have been found in inmate cells, it is easier than ever for the inmate to surf the net to spread and share ideas.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. Identify at least 15 of the 39 terror plots discussed in class.
2. Explain how Muslim chaplains are a valuable resource for preventing inmate radicalization.
3. Explain how the internet can help spread radicalization to not only our youth but also to our inmates who might acquire access to that level of media.

TDOC POLICY

110.05

506.25

506.26

506.27

ACA STANDARD

POLICY UPDATE

2.0 Hours

COURSE RATIONALE & DESCRIPTION

Knowledge of TDOC policies and procedures is essential to effective performance by the correctional managers. Part of the function of in-service training is the review of critical policies and the study of policy changes and application.

This broad spectrum review of policies and changes will be accomplished in a competitive game format. Emphasis will be placed on policies and procedures managers are most often to deal with. Teams will answer questions in order to advance in the game.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. Identify correct responses to the relevant issues contained in policy-based questions in a "game show" format.
2. Participate in guided discussions of correct responses.

TDOC POLICY

101.01,103.02,103.04,105.02,107.01,110.03,110.05,112.05,112.08,113.15,113.21,113.30,113.45,113.50,113.70,113.88,113.89,113.92,113.95,116.03,118.01,206.02,208.01,302.05,302.06,302.12,305.03,305.04,401.02,401.03,401.08,403.01,404.07,404.10, 501.01-501.04, 502.01-502.06, 503.01-503.11, 504.01-504.07, 505.01-505.10,506.01-506.30, 507.01-507.02, 509.03

ACA STANDARD

3-4081

LEVELS OF CARE

2.0 Hours

COURSE RATIONALE & DESCRIPTION

Large corrections organizations often have inmate populations in the tens of thousands. With the large populations, inmates are present who require many different types of health services. Correction organizations must be able to provide medical services ranging from first aid, emergency care, chronic care and other types of care in order to meet its inmate's population's medical needs. This course will examine the health care services and levels of care provided by the Tennessee Department of Correction.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. List and define the types of medical care available to TDCO inmates.
2. Define the criteria for placement of inmates with health issues in a minimum security annex.

TDOC POLICY

113.32

ACA STANDARDS

1-CTA-3A-14

1-CTA-3A-21

MENTAL HEALTH TREATMENT OF INMATES

2.75 Hours

COURSE RATIONALE & DESCRIPTION

The Tennessee Department of Correction is responsible for a large number of inmates who have been diagnosed with a mental illness. Case Managers and Counselors are often involved in dealing with these inmates to make sure they are properly evaluated for placement to receive mental health services. During this class, mental health treatment plans for inmates will be discussed, as well as the inmate's mental health due process rights and procedures for transferring inmates who require special intervention for treatment of mental illness.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. Define the mental health treatment team.
2. Identify the responsibilities of members of the mental health treatment team.
3. Identify items of the importance of communication between treatment, security, and/or unit management professionals.
4. List the procedures for due process and transfer of inmates who require special intervention for treatment of mental illness.

TDOC POLICY

110.05
113.85
113.86

ACA STANDARDS

1-CTA-3A-14
1-CTA-3A-21

SUBSTANCE ABUSE COUNSELING

3.0 Hours

COURSE RATIONALE & DESCRIPTION

Substance abuse counseling is a demanding job that requires patience, compassion, and a keen desire to help inmates who are in crisis. Often these inmates are unaware of the kinds of assistance available, whether they are eligible, or how to go about finding help. Counselors refer patients to a variety of services that may help provide a stable platform from which they can fight their drug addiction. This course will through lecture and small group discussion will list and identify the programs and procedures available to inmates at the Tennessee Department of Correction.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. Identify the substance abuse programs and services available to TDOC inmates.
2. List the criteria an inmate must meet to be eligible for TDOC substance abuse programs.
3. List the inmate's criteria to be successfully or unsuccessfully released from the treatment program.

TDOC POLICY

110.05
113.95

ACA STANDARDS

1-CTA-3A-14
1-CTA-3A-21

THINKING FOR A CHANGE

4.0 Hours

COURSE RATIONALE AND DESCRIPTION

All correctional staff members are charged with the responsibility of effecting change in an inmate's thinking so that behavior is positively impacted. This course will review DOC Managers with the criminal thinking patterns of inmates. Common criminal thinking errors will be discussed and ways staff members can respond that can help inmates develop healthier thinking skills that can result in more pro-social behavior. This course will lead the participant through scenarios to practice the concepts.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. Define Cognitive-Behavioral (Thinking for a Change) therapy.
2. Identify five (5) thinking errors characteristic to criminals.
3. Demonstrate verbal techniques to challenge "faulty thinking."
4. Through group activity scenarios, students will decide which thinking error was used, why it was used and an appropriate response to the inmate.

TDOC POLICY

110.05

ACA STANDARDS

1-CTA-3A-14

1-CTA-3A-21

THE DRUG FREE WORKPLACE FOR SUPERVISORS/MANAGERS

2.0 Hours

COURSE RATIONALE AND DESCRIPTION

The Tennessee Department of Correction is committed to establishing and maintaining a Drug Free environment. This effort involves compliance with the Federal Drug Free Workplace Act and establishing our own policies and procedures to accomplish that goal. Mandatory in this compliance is on-going training of all TDOC staff. Managers and Supervisors need additional information delineating their expanded role in establishing and maintaining a drug-free workplace.

COURSE OBJECTIVES

Upon successful completion of this class, the participant will:

1. Name the circumstances under which an employee may be tested for reasonable suspicion.
2. Name the consequences of a positive drug screen and refusal to provide a sample for testing.
3. List the expectations of the drug testing procedure.
4. Define the management role in maintaining a drug free workplace.

TDOC POLICY

110.03, 302.12

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

TENNESSEE CORRECTION ACADEMY

Week of:

In-Service Core
FY 2011-2012

Hours -16

		Lunch breaks determined by worksite		Total Hrs. - 8
D A Y 2	8:00 - 9:00	TDOC Overview (1)		
	9:00 - 10:00	Putting Your Best Foot Forward(Public Image)(1)		
	10:00 - 12:00	Professionalism Through Accountability (2)		
	12:00 - 2:00	Effective Decision Making (2)		
	2:00 - 3:00	Prison Rape Elimination Act(PREA)(Sexual Abuse Part II) (1)		
	3:00 - 4:00	Effective Team Building(Interpersonal Relations III) (1)		

				Total Hrs. - 8
D A Y 3	8:00 - 9:00	Effective Team Building Practicum (1)		
	9:00 - 10:00	Control of Contraband (Security Procedures V) (1)		
	10:00 - 11:00	Signs and Symptoms of Substance Abuse (1)		
	11:00 - 1:00	Verbal Self Defense (Communication Skills III) (2)		
	1:00 - 3:00	Policy Update (2)		
	3:00 - 4:00	Relaxation Techniques/Evaluations (1)		

TENNESSEE CORRECTION ACADEMY

In-Service Corporals
Class #
FY 2011-2012

Week of:

Hours - 32
Participants:

Monday		(Lunch 12-1) (Supper 5-6)		Total Hrs. - 10
Time	Module	Instructor	Location	
8:00 - 8:30	Orientation/Pre-Assessment (.5)			
8:30 - 12:00	Firearms Lab (3.5)			
12:00 - 1:00	Lunch			
1:00 - 5:00	Cell Extraction (4)			
5:00 - 6:00	Supper			
6:00 - 8:00	Professionalism Through Accountability (2)			

Tuesday				Total Hours -8
Time	Module	Instructor	Location	
8:00 -11:30	Firearms Qualification (3.5)			
11:30 - 12:30	Lunch			
12:30 -2:00	Therapeutic Restraints (1.5)			
2:00 - 5:00	CPR (3)			
5:00 - 6:00	Supper			

Wednesday				Total Hrs.-9.5
Time	Module	Instructor	Location	
8:00 - 9:00	Sexual Abuse Part II: PREA (1)		NWCX/NECX	
9:00 - 11:00	Financial Management (2)		NWCX/NECX	
11:00 - 12:00	Lunch			
12:00 - 4:00	Motivational Interaction (4)		NWCX/NECX	
4:00 - 5:00	Defensive Driving (1)		NWCX/NECX	
5:00 - 6:00	Supper			
6:00 - 7:30	First Aid (1.5)			

Thursday				Total Hrs. - 4.5
Time	Module	Instructor	Location	
8:00 -8:30	Post Assessment Test/Evaluations (.5)			
8:30 - 9:30	Effective Decision Making (1)			
9:30 -11:30	Drug Free Workplace for Supervisors (2)			
11:30-12:30	Chemical Agents (1)			

Cafeteria Serving Line Closes at 6:00 p.m. each night. Please report prior to that time.

TENNESSEE CORRECTION ACADEMY

In-Service Adult Security
Class #
FY 2011-2012

Week of:

Hours - 32
Participants:

Monday				Total Hrs. - 9.5
	Time	Module	Instructor	Location
Group A	8:00 - 8:30	Orientation/Pre-Assessment (.5)		
	8:30 - 12:00	Firearms Lab (3.5)		
	12:00 - 1:00	Lunch		
	1:00 - 5:00	Cell Extraction (4)		
	5:00 - 6:00	Supper		
	6:00 - 7:30	Therapeutic Restraints (1.5)		
Group B	8:00 - 8:30	Orientation/Pre-Assessment (.5)		
	8:30 - 12:00	Firearms Lab (3.5)		
	12:00 - 1:00	Lunch		
	1:00 - 5:00	Motivation Interaction (4)		
	5:00 - 6:00	Supper		
	6:00 - 7:30	Therapeutic Restraints (1.5)		

Tuesday				Total Hours - 8.5
	Time	Module	Instructor	Location
Group A	8:00 - 11:30	Firearms Qualification (3.5)		
	11:30 - 12:30	Lunch		
	12:30 - 3:30	CPR (3)		
	3:30 - 4:30	Chemical Agents (1)		
	4:30 - 5:30	Supper		
	5:30 - 6:30	Controlling Contraband (1)		
Group B	8:00 - 11:00	CPR (3)		
	11:00 - 12:00	Chemical Agents (1)		
	12:00 - 1:00	Lunch		
	1:00 - 4:30	Firearms Qualification (3.5)		
	4:30 - 5:30	Supper		
	5:30 - 6:30	Controlling Contraband (1)		

Wednesday				Total Hours - 9.5
	Time	Module	Instructor	Location
Group A	8:00 - 9:00	Sexual Abuse Part II: PREA (1)		
	9:00 - 11:00	Financial Management (2)		
	11:00 - 12:00	Lunch		
	12:00 - 4:00	Motivational Interaction (4)		
	4:00 - 5:00	Defensive Driving (1)		
	5:00 - 6:00	Supper		
	6:00 - 7:30	First Aid (1.5)		
Group B	8:00 - 9:00	Sexual Abuse Part II: PREA (1)		
	9:00 - 11:00	Financial Management (2)		
	11:00 - 12:00	Lunch		
	12:00 - 4:00	Cell Extraction (4)		
	4:00 - 5:00	Defensive Driving (1)		
	5:00 - 6:00	Supper		
6:00 - 7:30	First Aid (1.5)			

Thursday				Total Hrs. - 4.5
	Time	Module	Instructor	Location
Group A & B	8:00 - 8:30	Post Assessment Test/Evaluations (.5)		
	8:30 - 10:30	Effective Decision Making (2)		
	10:30 - 11:30	Report Writing (1)		
	11:30 - 12:30	Relaxation Techniques (1)		

TENNESSEE CORRECTION ACADEMY

In-Service Correctional Counselors
 Class #
 FY 2011 - 2012

Hours - 16
#Participants

T U E S D A Y	Time	Module	Instructor	8 hours Location
	8:00 - 8:15	Orientation (.25)		
	8:15 - 10:00	Prison Radicalization (1.75)		
	10:00 - 12:00	Levels of Care (2)		
	12:00 - 1:00	Lunch		
	1:00 - 5:00	Thinking for a Change (4)		
	5:00 - 6:00	Supper		

W E D N E S D A Y	Time	Module	Instructor	8 hours Location
	8:00 - 11:00	Substance Abuse Counseling(3)		
	11:00 -12:00	Lunch		
	12:00 - 2:00	Drug Free Workplace for Supervisors(2)		
	2:00 - 4:45	Mental Health Treatment of Inmates(2.75)		
	4:45 - 5:00	Evaluations/Training Design (.25)		

TENNESSEE CORRECTION ACADEMY

In-Service Correctional Managers
 Class #
 FY 2011 - 2012

Hours - 16
#Participants:

M O N D A Y				8 hours
	Time	Module	Instructor	Location
	8:00 - 8:15	Orientation (.25)		
	8:15 - 12:00	Taking Charge (3.75)		
	12:00 - 1:00	Lunch		
	1:00 - 3:00	Taking Charge (2)		
	3:00 - 5:00	Drug Free Workplace for Supervisors(2)		
	5:00 - 6:00	Supper		

T U E S D A Y				8 hours
	Time	Module	Instructor	Location
	8:00 - 10:00	Learning to Lead - Part 1 (2)		
	10:00 - 12:00	Learning to Lead - Part 2 (2)		
	12:00 - 1:00	Lunch		
	1:00 - 2:45	Prison Radicalization (1.75)		
	2:45 - 4:45	Policy Update (2)		
	4:45 - 5:00	Evaluations/Training Design (.5)		

TENNESSEE CORRECTION ACADEMY

Week of:

Hours -32
Participants:

In-Service Children's Services Managers
Class #
FY 2011-2012

M O N D A Y	Total Hrs. - 7.5		
	12:00-12:30	Orientation/Opening Activities	Jordan-Luster
	12:30-3:30	Safe Crisis Management Update (3)	
	3:30-5:30	Student Sexual Assault in Facilities (PREA) (2)	
	5:30-6:30	Supper	
	6:30-7:30	Communication (1)	
	7:30-8:30	Security Analysis (1)	

T U E S D A Y	Total Hrs. - 9.5		
	8:00 - 11:00	Safe Crisis Management (3)	
	11:00 - 12:00	Lunch	
	12:00 - 3:00	CPR (3)	
	3:00 - 4:30	First Aid (1.5)	
	4:30 - 5:30	Supper	
	5:30 - 7:30	Juvenile Rules/Regulations (2)	

W E D N E S D A Y	Total Hrs. - 10		
	8:00 - 11:00	Safe Crisis Management (3)	
	11:00 - 12:00	Lunch	
	12:00 - 2:00	Suicide Signs and Symptoms (2)	
	2:00 - 5:00	Safe Crisis Management (3)	
	5:00 - 6:00	Supper	
	6:00 - 8:00	Interpersonal Relationships (2)	

T H U R S D A Y	Total Hrs. - 5		
	8:00 -10:00	Supervision of Juveniles (2)	
	10:00 - 11:00	Code of Ethics/Training Needs/Eval. (1)	
	11:00 - 12:00	Lunch	
	12:00 - 2:00	Cultural Competency (2)	

TENNESSEE CORRECTION ACADEMY

Week of:

In-Service Children's Services Officers/Residential Counselors

Class #

FY 2011-2012

Hours -32

Participants:

M O N D A Y	Total Hrs. - 7.5		
	12:00-12:30	Orientation/Opening Activities/Pre-Test	Jordan-Luster
	12:30-3:30	Safe Crisis Management Update (3)	
	3:30-5:30	Student Sexual Assault (Prea) (2)	
	5:30-6:30	Supper	
	6:30-7:30	Communication (1)	
	7:30-8:30	Security Analysis (1)	

T U E S D A Y	Total Hrs. - 9.5		
	8:00 - 11:00	Safe Crisis Management (3)	
	11:00 - 12:00	Lunch	
	12:00-3:00	CPR (3)	
	3:00-4:30	First Aid (1.5)	
	4:30-5:30	Supper	
	5:30-7:30	Juvenile Rules/Regulations (2)	

W E D N E S D A Y	Total Hrs. 10		
	8:00 - 11:00	Safe Crisis Management (3)	
	11:00 - 12:00	Lunch	
	12:00 - 2:00	Suicide Signs and Symptoms (2)	
	2:00-5:00	Safe Crisis Management (3)	
	5:00-6:00	Supper	
	6:00-8:00	Interpersonal Relationships (2)	

T H U R S D A Y	Total Hrs. 5		
	8:00 -10:00	Supervision of Juveniles/Post Test (2)	
	10:00 - 11:00	Code of Ethics/Training Needs/Eval. (1)	
	11:00 - 12:00	Lunch	
	12:00-2:00	Cultural Competency (2)	

TENNESSEE CORRECTION ACADEMY

Week of:

Hours -32
Participants:

In-Service DCS
Transportation Officers
Class #
FY 2011-2012

M O N D A Y	Total Hrs. - 7		
	12:00-12:30	Orientation/Opening Activities (.5)	Jordan
	12:30-1:00	Pre-Test (.5)	
	1:00-4:00	Safe Crisis Management Update (3)	
	4:00 - 5:30	Safe Crisis Management Skills Practice (1.5)	
	5:30 - 6:30	Supper	
	6:30 - 8:00	Safe Crisis Management Skills Practice (1.5)	

T U E S D A Y	Total Hrs. - 9.5		
	7:00 - 8:30	First Aid (1.5)	
	8:30 - 11:30	CPR (3)	
	11:30 -12:30	Lunch	
	12:30 - 3:30	Safe Crisis Management (3)	
	3:30 - 5:30	Street Drugs (2)	
	5:30 - 6:00	Supper	

W E D N E S D A Y	Total Hrs. - 9.5		
	7:00 - 10:00	Safe Crisis Management (3)	
	10:00 - 12:00	PREA (2)	
	12:00 - 1:00	Lunch	
	1:00 - 3:30	STG Update (2.5)	
	3:30 - 5:30	Personal Searches/Mechanical Restraints (2)	
	5:30 - 6:30	Supper	

T H U R S D A Y	Total Hrs. - 6		
	8:00 - 11:00	Defensive Driving (3)	
	11:00 - 12:00	Lunch	
	12:00 - 2:30	Transportation Techniques (2.5)	
	2:30 -3:00	Training Needs/Evaluations (.5)	