



Arkansas Department of Corrections:

Division of Correction

Training Academy

2022 In-Service Training Syllabus

ANNUAL MANDATORY TRAINING

In accordance to the **Secretarial Directive: Employee Orientation, Training and Certification**, the following list of classes have been deemed as annual mandatory refresher training:

Anti Fraud Code of Ethics 1.5 Hours

The Departments Anti-Fraud and Code of Ethics training is designed to echo the procedures as given by the policy. The Agency has implemented systems and procedures that aid in the prevention of fraud and support the departments pledge to provide honesty and integrity in public service. Students will identify the policy associated with fraud, explain the definitions of fraud, waste, and abuse and define the code of ethics as it relates to the anti-fraud agenda. Finally reporting procedures and retaliation protection will be explained.

Note: this is an online course only available in Relias. Completion of the online course is an affirmation of acknowledgement of the policy.

CPR/First Aid/AED (Sgt & above, every two years) 6 Hours

For security staff only, beginning at the rank of Sergeant. The course will certify/recertify the student in the elements of CPR/First Aid/AED. This training is required every two years. It is a prerequisite for attending Management Level 1 training. Instruction is certified through the American Heart Association's Heartsaver Program.

Defensive Tactics 1-16 Hours

Each security employee gains defensive tactics training while in the Academy during their initial basic training. Every year thereafter, they are to participate in annual refresher training. Taught only by a Certified HFRG Instructor, topics include pressure points/control tactics, tactical handcuffing, offensive strikes, defensive strikes, and may also include spontaneous knife defense and handgun retention.

Emergency Preparedness (Classroom) Or Emergency Preparedness Refresher (eLEARNING) 4 Hours

The course is designed as a guide in dealing with any situation that can be presented in a correctional setting. From minor issues to life threatening issues to not only recognize, but to also react to and recover from. This four-hour class is the minimum requirement unless you are a supervisor. Supervisors at the rank of Lieutenant and above, including Command Staff, must take not only this four-hour block of instruction but also the 2-hour class in eLearning, *Preventing and Responding to Emergencies in Correctional Facilities*.

Ethics/Conduct Standards 1 Hour

As a Correctional Officer, we are to serve in a loyal and consistent manner, to protect lives and state property and to protect the weak against oppression. In an effort to meet our oath of office, this class explores the elements of ethics and conduct standards as it applies to our agency.

Firearms Qualifications 1-3 Hours

All security personnel and other personnel assigned to carry a weapon will qualify with the weapons they will be required to use. New hires/Cadets will be required to qualify during their first 6 months of employment. Incumbent employees will have up to 30 days past their annual re-qualification date to re-qualify. A maximum of 5 attempts are allowed, to obtain a qualifying score.

Fire Safety/Chemical Right to Know 2 Hours

Because a fire is just not a fire, students will learn the different classification of fire. Thus, students will understand the different types of fire extinguishers to use to extinguish a fire. Students will also identify safety hazards which could cause a fire bringing damage to state property or even causing injury or loss to human life. In this same thought process, students will understand the agency's stance on the use of chemicals in the correction environment for cleaning and operation of unit functions. Students will also be able to apply this knowledge as provided in the chemical right to know act.

IPC (Interpersonal Communication) 1 Hour

Communication is the key that holds us together. It allows the relationship between staff and supervisor and also employee and inmate. This refresher class is designed to aid staff in the process in which we exchange information, feelings, and meaning with one another.

Report Writing 1 Hour

Because documentation is so important, this course reviews the fundamentals of report writing. Emphasis is put on sentence structure and ensuring the fundamentals are met while developing a word picture of the event that is being reported.

Regain, Refrain Retain-the Supervisors Annual Refresher 7 Hours

This is a refresher course for supervisory staff that have completed the departments Management level 1 program. Employees from both divisions will be able to join in and discuss current trends and topics. Students who participate in this class will be able to **regain** the prior knowledge they received in previous training. Because there will be some new information, they will **refrain**, from being left out of the knowledge loop. As with any refresher course, the review of knowledge will assist the employee to **retain** many of the valuable tools they will use throughout their career.

Prerequisite: students must have had management level one prior taking this course. Because it is a refresher class they will not take this course the same year they have level one.

Sexual Abuse/Assault/Misconduct PREA 4 Hours

It is the policy of the Arkansas Department of Correction to provide a safe and humane environment, free from the threat of sexual assault for inmates, by maintaining a program of prevention, detection, response, investigation, and tracking of all alleged and substantiated sexual abuse/assaults, sexual misconduct, and sexual harassment. The Arkansas Department of Correction has a zero tolerance for sexual abuse, sexual misconduct, and sexual harassment. This course will provide participants with the tools needed for the prevention, detection, response, and investigation of sexual abuse/assaults, sexual misconduct, and sexual harassment. Staff will receive information on effective and professional communication with inmates to include lesbian, gay, bi-sexual, transgender and intersex inmates. Additionally, the course will educate staff about an inmate's right to be free from sexual abuse/misconduct and sexual harassment and inmates and staffs right to be free from retaliation for reporting sexual assault/abuse, sexual harassment, and sexual misconduct.

Sexual Harassment 1 Hour

Sexual Harassment is a powerful topic. It is one not to be taken lightly. Our agency is governed under the fact that employees are to be free from the elements of sexual harassment. This class is a refresher to remind supervisors and subordinates of the characteristics, policy, and reporting procedures.

Sexual Misconduct 1 Hour

In following the mission of the agency, there are boundaries between employees and inmates. This class is reinforce the policy of that relationship. Students will focus on defining, recognizing, preventing and the reporting/investigation procedures of sexual misconduct.

Suicide Prevention/Intervention 2-3 Hours

Taught by Mental Health staff, these series of classes are to keep Correctional Staff informed of the unique challenges presented by mentally challenged inmates. Students will not only be able to recognize signs, but identify methods to prevent and intervene.

Supervising Inmates/Inmates Rights & Responsibilities 1-3 Hours

Although an inmate does not have more rights than employees, they do in fact have rights. This class explores those rights insuring they are not violated. Students gain a refresher on how to handle inmate requests/complaints and issues in the goal to solve the issue before rights are violated.

Use of Force 2 Hours

There may be times when staff are put in a position where force may be use. This class reminds staff of their legal justification concerning the use of force. A review is conducted on the various elements of force, such as necessary, excessive, non-deadly, and deadly force.

Use of Restraints 1 Hour

A very important part of the use of force is the application of restraints. Staff review the importance of policy and procedure along with practical application. Restraints used are to be handcuffs, leg irons, belly chains and tethers.

ACTIVE SHOOTER- HOW TO RESPOND

2 Hours

Current events have shaped how police respond to incidents of active shooters at public buildings, events and venues. Although most of the Arkansas Department of Correction is behind a fence in a secured facility, several office areas house a few hundred non-security staff. Should the event take place, this course is there to assist staff in identifying an active shooter situation. The main component then discusses each employee's role in order to understand how to react and respond. Key elements of department policy are also presented as it relates to this scenario along with the interaction of police officials when they respond to the area of an active shooter.

ADC PROCEDURES FOR EMPLOYEE CORPORATIONS

1 Hour

This is an introduction to understanding the various components of employee corporations and how they apply to corrections professionals.

ADVANCED INTERPERSONAL COMMUNICATION

8 Hours

This interactive class does not deal with IPC in general, but brings it to a correctional specific atmosphere. Multiple video clips and class scenarios make this a useful and practical training session.

ADONI BODY SCANNER

1 Hour

The ADANI body scanner is one of the most important tools to detect and prevent contraband from entering a secured facility. This course outlines the process of using the scanner, how it detects and then also covers the safety and protection of its use.

AR 15 TRANSITION

2 Hours

Officers will demonstrate the operation of the AR platform. This includes the use of the selector switch, magazine loading, chambering a round, firing the weapon and finally clearing the weapon upon command.

ARMORERS CERTIFICATION

16 Hours

Being a Law Enforcement agency, our department has a wide variety of weapons. These weapons are stored and utilized at various sites. In order to maintain the highest quality of operation, each site has a Unit Armorer in charge of the Unit Armory. This course ensures the Unit Armorers position can easily maintain and repair such weapons, efficiently. Topics in the certification course include cleaning, minor maintenance and repair, proper storage, handling and inventory control in accounting of weapon, ammo and supplies.

ATTITUDE VIRUS

4 Hours

This course provides information on what signs to watch for and some prescriptions to cure the dreaded Attitude Virus that infects our workplace.

AVOIDING MEDIOCRITY

4 Hours

This class is designed to provide an understanding of mediocrity and motivate employees to have a positive attitude.

BACK 2 BASICS: COMPLACENCY IN CORRECTIONS

4 Hours

This is the beginning of the getting BACK 2 the BASICS series of classes. Complacency is the biggest obstacle that contributes to our failures in the correctional setting. This class is to help identify common areas of complacency in the daily duties of security staff within the Arkansas Department of Correction.

BACK 2 BASICS: PERSONAL SURVIVAL

4 Hours

The focus is to enhance staff safety on the job by increasing the ability to “read” inmate body language and learn how to diffuse potentially dangerous situations.

BACK 2 BASICS: SEARCHES

4 Hours

It is something we do every day, but complacency sets in. This course is to show staff they have an active role in promoting a safe and humane environment for staff and inmates. Students will relearn that the purpose of searching is to prevent contraband from entering the prison environment. Several group activities are included to maximize participation and insure good techniques.

BLUE COURAGE

16 Hours

Blue Courage provides the path constant vigilance through comprehensive training to give the officer the right inspiration (Heart set), the right reasoning (Mindset), the right skills (skillset), and the right tools (toolset). Blue Courage is an approach for aspects being physical, mental, and spiritual to the officer a clear path forward.

BUSINESS COMMUNICATIONS

3 Hours

An introduction for employees into the best main business ideas and processes along with a discussion of the importance of proper telephone procedures, highlighting customer service. Although the prison is not a business we still deal with the public and want to be able to serve with a high level of professionalism.

CHAIN SAW SAFETY

2 Hours

This class is developed to provide a safe environment while using a chainsaw. Target employees are those supervising special utility work squads in a farm setting or while out in the communities assisting in disaster relief efforts.

CHARACTER FIRST

15 Minutes

A paradigm for personal growth, Character First is a program that encompasses 49 Character qualities. Accomplishments of character development create a good attitude, influence others for good, develop a moral compass for behavior and provide a basis for future leadership. Once a month, a new character quality is shared with staff in the form of a 15-minute training session, which outlines realistic practices/behaviors to develop the character quality and apply it to work and family life.

COACHING FOR TEAM SUPERVISORS

8 Hours

The main objective here is to open up the elements of the Coaching Theory for the individual and the team. So many times we think that we as the supervisor have to be the leader and be right all the time. This class explores the fact that Coaching is the art of facilitating the performance, learning and development of another person. Students will actively participate in classroom discussion and activities to meet this objective.

C.O.R.P.S
CULTURE OF RESPECT/PROFESSIONALISM IN SERVICE
12 Hours

CORPS is a combination of classes designed to develop staff to interact with inmates in a more positive way. These four elements are taught over a period of time, in the order listed. This allows staff to begin with the buy-in of the program and discuss the topics learned in order to create a culture of teamwork. The first element begins with **Culture Change**. This block shows the differences from how things used to be done compared to how we now are enhanced in our security measures in today's environment. The second element, **Winning Mindset** explores the fact that staff must be strong in their will to survive any incident they are faced with. The third element, **Understanding Human Behavior** is presented by certified Mental Health Staff. This covers the mental health issues that staff are faced with concerning inmate behavior. The last block of instruction, **Calming the Storm**, features steps staff can take to calm aggressive behaviors. These techniques are designed to de-escalate issues instead of escalating into a use of force scenario.

CORRECTIONAL POLICE OFFICER ANNUAL TRAINING
24 Hours

The Division of Correction has many employees who are certified through Minimum Standards to be full time or specialized police officers. After initial certification, each year, these employees must have a minimum of 24 hours of annual continuing training. Topics include and not limited to. Racial Profiling, Basic First Responder First Aid, Weapons Qualification, Defensive Tactics, Use of Force, weapon maintenance and more.

Prerequisite: must be a Certified Officer through Minimum Standards, ALETA.

CORRECTIONAL SECURITY FOR NON-SECURITY
40 (full-time staff) / 16 (contract) / 8 (volunteers) Hours

The **40 Hour Full Time Staff segment** is designed for full time DOC staff. They are required to obtain 80 hours of training the first year. The first 40 hours of training is conducted at the Unit their first week. It is 40 hours of *Orientation and Training*. After the first 2 days of Orientation Training, students get online in Relias to complete 24 hours of training. A check list is completed by the Human Resources staff and Training staff of both of these segments and submitted to the Academy to confirm and document training. Once this is complete, they will begin the second segment of 40 hours. Students may use the Guide for Annual Training to ensure they seek out the remaining mandatory and elective classes in order to meet their minimum level of training. They are able to choose live classroom classes or classes taken electronically on Relias. During this course, employees are made aware of the type of environment they work in, the potential for disturbances that sometimes arise, correctional history, how to communicate and cooperate with the security staff, and other needed new employee information.

Note: Required for all newly hired non-security personnel. Those who have been rehired and gone over one year but less than two may take a rehire exam. Anyone separated more than two years must complete the course in its entirety.

The **16 Hour Contract Staff** segment is designed for contract staff such as medical staff. This segment of training is conducted by accessing the Relias training program and completing the training plan “SNS 16 Hour for Contract Staff”. Unit Trainers facilitate this training and complete a check off list to submit to the Academy for training documentation and approval.

Religious volunteers also fit into the group of **16 Hour Contract Staff** but are guided through the training program by the Chaplains of the agency. Along with the same basic information that medical staff learn, the religious volunteers have added specialty classes that coincide with their mission. Some of these topics include Religion in a Correctional Setting, Understanding Institutional Ministry and Keys of an Effective Volunteer.

The **8 Hour Occasional Volunteer** class is designed for volunteers that help out in various roles under supervision and for limited times. Examples of this are religious volunteers, program volunteers, and those who assist with mentorship programs less than 9 hours a month. This training has been moved to a virtual setting by accessing Relias and completing the SNS 8 for Volunteer training plan. Unit Trainers facilitate this course and submit a check off sheet to the Academy to confirm and document training.

DEFENSIVE DRIVING

8 Hours

Utilizing classroom instruction from the Department of Insurance, this class shares driving awareness, and driving safety. This course is mandatory for staff who face discipline for violation of the States driving program. In an effort to be proactive, this course is a great opportunity for those assigned a state vehicle, and those who drive a state vehicle. Transportation officers and others who drive regularly are encouraged to take this class.

DEFENSIVE TACTICS

When the use of force is permissible, this class assists the user in finding the minimum amount of force to use that will be legally, tactically and medically safe for all involved and based upon human factors. Certified instructors through the Human Factor Research Group use static, fluid and dynamic methods for students to become proficient in skills. This group of classes begins with new correctional officers and non-security staff, giving them the basic skills. Through continued training, students can progress into Spontaneous Knife Defense and even weapon retention tactics for those who are armed.

Note: this is a mandatory class for ADC security in BCOT and then an annual refresher each year after.

HFRG-DEFENSIVE TACTICS-DT/PPCT/SKD INSTRUCTOR CERT/RECERT 40 Hours

Training developed by the Human Factor Research Group, this course is to certify staff as a DT/PPCT/SKD instructor. Once certified, the instructor may teach any of the DT/PPCT/SKD components. Recertification is every three years. Instructors will not only teach at their Units but will be required to return to the Academy to teach Cadets on a group rotation several times a year.

Prerequisite: Student must be recommended and approved by the Unit Warden/Center Supervisor/Administrator as the student will be assigned a team group that will be part of a training rotation to teach Cadets at the Academy. Failure to continue with the training rotation will cause the student to be de-certified as an instructor.

HFRG-SPONTANEOUS KNIFE DEFENSE (SKD) 4-8 Hours

This class will teach the basic defensive methods against the most commonly used weapon in corrections the edged weapon. This is a very energetic hands on, participatory, physical class. Students may wear P.T. clothing as approved by the Academy. Class length is a minimum of four hours, but due to class size may be as long as 8 hours for the instruction block. Time is appropriated according to teaching to the standard of the lesson plan compared to the number of students in the class.

Prerequisite: Completion of the Basic Correctional Officer Training Defensive Tactics class.

HFRG-WEAPON RETENTION 4 Hours

Based upon components of DT/PPCT this class targets those who carry a handgun on a regular basis. This includes Field Riders, Transportation and Hospital Security. This is a good class for anyone who is qualified on the handgun even if they do not carry on a regular basis.

DEPUTY WARDEN MENTORSHIP PROGRAM

Hours Vary

This program is to highlight specific areas of concern to prepare the new Deputy Warden to meet the needs of a demanding corrections field. Set to be completed in a three month span, the Deputy Warden will contact assigned Mentors and schedule meetings. Each Mentor is a SME (subject matter expert) in a topic. The mentor is designed to give information and tips, along with a review of related policies, concerning the topic and remains a contact person should guidance or advice is needed in the future.

Meetings will be completed in no particular order with the exception of the final meeting, which will be with the Training Director due to the review and exam. Because the meetings should be completed in three months, the Deputy Warden should plan on having at least three meetings a month. Meetings should be scheduled to be in person meetings at the location chosen by the Mentor. During the meeting, the mentor will discuss the pertinent issues and may even give tours of the facility in areas that relate to the topic.

The Deputy Warden will keep a log of the meetings including the date, time of the meeting and length of the meeting. This will be submitted at the final stage of the process and will be used as supporting documentation to award training credit.

DISTINGUISHED GENTELMAN SEMINAR

8 Hours

This once a year seminar brings in a host of guest speakers and a wide range of topics designed to bring forth the leadership role of a real gentleman. All ranks are urged to attend and receive the empowerment to achieve superior skills that today's Correctional leaders need to possess.

DRUG TESTING: EMPLOYEES

2 Hours

The student will become familiar with the correct way to collect, handle and test employee specimens according to departmental policy. Emphasis will be placed on the proper protocol for effecting the reason(s) for the actual test on an employee. This is an active class where test for drugs of abuse are actually conducted on, and with the students.

DRUG TESTING: INMATES

2 Hours

This course gives the students the information needed to conduct testing for drugs of abuse as it relates to inmates. Students will be able to demonstrate the collection, handling and testing process for on-site testing and understand the process to send the specimen for off-site testing.

EAT THAT FROG

4 Hours

Learn to overcome procrastination and enhance time management skills thus becoming a more efficient and better leader. The purpose of this class is to teach techniques that will allow you to accomplish those tasks that lay ahead of you in your career and in your personal life and also to instill a commitment to apply those tools into your life with the goal of becoming better and more effective at your job and in your personal life.

eCADEMY (Relias)

On-line training from Relias Learning @ www.ardoc.training.reliaslearning.com. Over 350 courses to choose from, at least 200 of which meet the requirements for ACA accreditation. **This training is available to all employees.** Contact your unit training officer for more information.

EMERGENCY PREPAREDNESS INSTRUCTOR CERTIFICATION

8 Hours

This certification class prepares the instructor to deliver the Emergency Preparedness program to staff. Instructors are led by the departments Emergency Preparedness Coordinator to the confidential procedure to specify the essential requirements of the Emergency Preparedness Plans for the Arkansas Department of Corrections.

EMERGENCY RESTRAINT CHAIR

2 Hours

The restraint chair is to be used only to prevent or intervene in high-risk situations. The student will understand the policy and application of restraints. Learning will ensure the use is in a manner and for a duration that is safe and humane. Students will focus on adequate medical and mental health safeguards for those restrained. Finally, the documentation process will be reviewed. Once certified in the use of the emergency restraint chair, the end user will receive annual recertification.

EMERGENCY RESPONSE TEAM (ERT)

40 Hours

Emergency Response Team candidates selected must pass a PT test and weapons qualification before being accepted into the 40-hour ERT Basic certification course. Once in the class, students will have courses on Team Building, Emergency Preparedness, Munitions, Chemical Agents, Cell Entry/Extraction and more.

Once a member of ERT, team members train constantly throughout the year in unit level and regional training events. This specialized training, coordinated by the department's emergency preparedness coordinator, his staff and ERT team leaders, focuses on preparing the team for action. Topics include team building, physical training, defensive tactics, cell extraction, weapons training and much more. ERT team members must have 40 hours of ERT specific training each year.

eOMIS (ELECTRONIC MANAGEMENT INFORMATION SYSTEM)

eOMIS is a record keeping program accessible to employees to track inventories, movement of inmates, store and retrieve training records of staff and various other components. This series of classes introduces staff to the system and through progressive training, allows them to make entries and conduct state duties.

eOMIS: Basic 4 Hours

An entry level course designed to give the student a beginning knowledge of eOMIS as a whole. At the completion of the course the student will be able to recall the department's computer use policy, perform various searches, locate the inmate synopsis, use eOMIS shortcuts, and know where to get help with eOMIS issues.

eOMIS: Security 4 Hours

A hands-on course, designed to guide the Security Officer through day to day job duties performed in eOMIS. It includes lessons for tasks such as inmate transfers (sending and receiving), external movements, bed assignments, and gate passes. Along with instruction on count control, incident reports, disciplinary, offender separation and personal property.

Prerequisite: must have eOMIS Basic.

eOMIS: Incident Report 2 Hours

A detailed policy and procedure training course for the Incident Report Coordinator. The course includes instruction on entry of Incident Reports and Disciplinary reports. The student will learn the components of an Incident Report and the relationship to the associated Disciplinary. Upon completion of this course the student will be granted access to enter Incident Reports in eOMIS.

Prerequisite: Requires the Wardens approval prior to signing up for the class. Also, students *must* have an eOMIS account and have taken eOMIS: Basic & eOMIS: Security.

eOMIS: Advanced Security 4 Hours

An overview of how eOMIS functions, how it effects various departments, the importance of accurate data entry in a real time environment, and how to navigate eOMIS on job related functions. The course includes hands on problems and the basic use of email and Microsoft word.

Prerequisite: Requires the student to have previously taken eOMIS: Basic & Security *and* have an eOMIS account.

eOMIS: Facility Work Squad and Facility Program 1 Hour

This lesson is to provide instruction on how to add and update eOMIS Facilities and Work Squads.

eOMIS: eOMIS and Spotlight Reports for Food Production 1 Hour

This lesson is to provide instruction on how to navigate to the Jobs and Programs Menu, locate Jobs and Programs reports, run Jobs and Program reports, and retrieve blank forms from Spotlight.

EMPLOYEE MISCONDUCT FOR SUPERVISORS

2 Hours

Not only Department policy, but National and Federal laws govern what is considered misconduct of supervisors with their staff. This class gets the student pointed in the right direction concerning issues that supervisors will face from their employees from relationships and fraternization to policy issues.

Prerequisite: The student must supervise other staff.

ETHICS 4 EVERYONE

4 Hours

This class is designed to give a clear definition of ethics and an understanding of how ethics impacts an organization is the first step in making ethical decisions. You can't train people to be ethical, but you can educate them to begin to think about ethics differently.

ETHICS IN THE CORRECTIONAL WORKPLACE

4 Hours

The correctional workplace is an environment unlike traditional careers. Staff face obstacles from not only coworkers, but inmates alike. Discovering truths and gaining tools to make ethical decisions are a top priority.

FIELD TRAINING OFFICER (FTO) CERTIFICATION

8 Hours

This course is designed to teach the best security officers at each unit or facility how to assist newly hired security staff with the proper methods and policies of correctional officers in the Arkansas Department of Correction. Candidates for FTO will gain knowledge in teaching skills, review the elements of the Mocking Bird Program and develop strategies to certify cadets with the use of the FTO manual.

Prerequisite: Security staff at the rank of COII or Sergeant or directly involved in the FTO program, minimum one year with ADC, disciplinary free for the past year, recommended by Unit Trainer, the employees Supervisor and Warden/Center Supervisor.

FIFTEEN MINUTE SAFETY BRIEFINGS

15 Minutes

15 Minute Safety Briefings are conducted on a unit level usually during the shift briefing right after roll call. This time is used to deliver an approved topic ranging from chemical safety, ladder safety, slips trips and falls, and other issues that promote a safer environment. Approved sources of these training classes are from the *Arkansas Workers Comp Commission*, *Brass Me In* and those from the departments contract medical division. Other courses may be approved through the In-Service Academy Supervisor.

FIREARMS INSTRUCTOR CERTIFICATION

40 Hours

Students receive detailed instruction in the safe and proper use of firearms and learn how to effectively present this training to others. Students learn the essential coaching skills to ensure staff are able to meet their annual firearms requirements. Candidates for FIC will attend the range during their first day of class to qualify with weapons at the higher Instructor Score in order to remain in class.

Prerequisite: Individuals must be firearms proficient (qualified with all three weapons) before attending Instructor Certification, recommended by their unit trainer, and approved by the Warden/Center Supervisor and must agree to teach and train as needed.

FIREARMS QUALIFICATION

1 Hour per weapon

All security personnel and other personnel assigned to carry a weapon will qualify with the weapons they will be required to use. New Hires/Cadets will be required to qualify during their first 6 months of employment. Incumbent employees will have up to 30 days past their annual re-qualification date to re-qualify. A maximum of 5 attempts are allowed, to obtain a qualifying score.

FIREARMS SAFETY/RANGE RULES

.50 Hour

This is the initial training given to every employee before going to a live firing range setting. This can be conducted in a classroom setting or at the designated area at the range. Students will become familiar with range safety rules and protocols. Students will also be able to explore the proper and safe handling of weapons. This is a great opportunity to the student to be coach on their stance, target acquisition and other marksmanship tools before reaching the firing line with a live weapon.

FIRE SAFETY SANITATION INSPECTOR CERTIFICATION

16 Hours

The main objective is to give Inspector Credentials to staff in order to ensure their respective workplace is in compliance with applicable Fire, Safety and Sanitation codes. Education of policies and procedures occur on the first day, and then on the job training is the focal point on the second day as students go to a nearby unit and actually conduct inspections of various areas.

FISH PHILOSOPHY

8 Hours

The FISH! Philosophy is an invitation to re-awaken the self-trusting, creative spirit within us all; to start new conversations about what's possible; to develop new attitudes; and to have more fun again at work and at home.

HORSEMANSHIP

The Arkansas Department of Corrections has a large field program in which crops are grown. In an effort to provide opportunities for inmates to learn skills and be productive, security staff supervise and monitor inmate while riding horses. This series of classes begin with teaching new field riders how to ride a horse. Classes progress with training for the Horse Barn Supervisor and then to the advancement of teaching staff to train horses for service.

HORSE BARN SUPERVISOR CLASS 4 Hours

This class is limited to field security assigned to supervise horse barns. Material is relating to the care and first aid of horses, and how to obtain and care for tack.

HORSEMANSHIP FOR FIELD RIDERS 8 Hours

This course is designed as a refresher class for field security from each unit and will be held at units where horses are assigned.

HORSEMANSHIP FOR NEW RIDERS 2 - 40 Hour classes

All field security who have been assigned to the field for one year or less need to attend this class. Each rider attending will need the horse assigned to that rider from their unit and all the tack, i.e. saddle, bridle, pad, and halter.

HORSEMANSHIP – BASIC HORSE TRAINING 40 Hours

During this training participants are assigned a young horse and will be instructed how to train this horse for use by the ADC.

Prerequisite: Participants must have completed 3 years in ADC field security.

IMAGE MATTERS

4 Hours

Learn your role in promoting a positive image of the Arkansas Department of Corrections. You will identify barriers to image and learn to overcome those barriers in order to provide and promote a cohesive image in the public eye.

INMATE GREIVANCE PRECEDURE / PROBLEM SOLVERS

4 Hours

The inmate grievance procedure is a very important tool used by the department to prevent problems of inmate care from developing. This class prepares employees by explaining their role as a problem solver with the department. Students will learn how and when to take action to prevent issues from escalating.

INMATE GRIEVEANCE PROCEDURE / ADC & MEDICAL STAFF

2 Hours

This course targets the Grievance Officers of the ADC and the contract employees of medical staff who handle inmate grievances every day. Direction is given on how to properly address grievances by using actual grievances submitted as examples and reviewing the policy as a tool to provide a response to those issues.

ION SCANNING

2 Hours

The ION Scanner is a useful tool to assist in the reduction of the introduction of illegal substances in the prison setting. This class starts off with discussion of the policy and then moves into a demonstration of the use of the ION Scanner.

IT'S OKAY TO SAY NO

4 hours

This course is designed to reinforce the basic idea and concept that it is acceptable and expected for Correctional Officers to say “no” to inmates in the performance of their duties. The course will assist Correctional Officers so they can avoid being manipulated and controlled by the inmate by using the simple word “no”.

JAIL STANDARDS

6 Hours

This course is an introduction to understanding the various components of Jail Standards and they apply to correction professionals. Understanding detainee rights and identifying the difference between a detainee and inmate is the primary goal of this course. This 6 hour course is part of the 40 hour Jail training conducted at ALETA.

Prerequisite: Student assignment for work should be in a Jail setting at the Delta Regional Unit or East Arkansas Regional Unit. Approval may be given for staff who are assigned to other units based upon the probability they may need the information to cross train for a potential assignment.

LEADERSHIP 101

8 Hours

Based in part by John Maxwell's writings, Leadership 101 explores the difference between leadership and management. This course teaches a leader how to understand various aspects of leadership skills and how to make that tough decision.

LEADERSHIP WITHOUT AUTHORITY

8 Hours

Becoming a leader and getting results, without authority is important in today's workplace. Today's environment makes the need for leadership skills crucial. In this lesson you will learn how to circumvent your lack of authority to get results through effective leadership

LEADING BY READING: A SELF-PACED PATH TO SUCCESS

8 Hours

Leading by Reading: A Self-Paced Path to Success is a self-paced class with the goal to award the self-inspired supervisor with knowledge. The student will be able to choose from selected book titles that are intended to inspire and motivate staff as they become the leader at the next level of their career. Students are able to explore the trials, failures, and triumphs of successful leaders, current and past, and identify traits to fit into their own leadership style.

LETHAL FENCE

3 Hours

This Confidential course is for only specifically chosen employees approved by the Warden. This class deals with safety measures and operation information concerning the inner workings of the lethal fence program. This training gives the knowledge to enter and exit the lethal fence safely. Safety measures are strictly taught and enforced to prevent accidental death.

MAIL HANDLING

4 Hours

Information is brought from the United States Postal Inspector Service to assist in preventing dangerous mail from coming into the facility. Topics such as bomb and bomb making material along with poisonous items are discussed. This is a great learning opportunity for anyone who not only works in the mail room, but handles, or delivers mail. Students will also explore department policies and procedures. A special segment added to the end of the course is dedicated to DOC policy and procedures, taught by Academy staff.

MANAGEMENT LEVEL TRAINING

All management level employees shall be required to participate in supervisory management level classes as a requirement for the position that those individuals hold. There are four levels, beginning with level 1 and ending in level 4. The prerequisite for each class is meeting the rank/grade requirements plus being a supervisor of other staff. In addition, the prior level class must be completed before going to the next approved level.

MANAGEMENT LEVEL I

Training for Security (Sergeant and Food Preparation Manager) or Non-Security (Grade GS 05/06, IT03, MP04) shall consist of the following classes, to be completed within six months of acquiring the position:

*Denotes classes required by Governor's Policy Directive

Introduction to Management

The opening class of the series challenges the student to complete the DISC profile. They will be able to then identify the characteristic which best identifies their leadership skills, thus allowing them to be able to identify traits of employees they supervise

Employee Grievance Prevention and Handling*

Being in a correctional field, most employees are knowledgeable of the Inmate Grievance Procedure. Being a supervisor, now opens up the door to the possibility of dealing with employee grievances. This class is designed to introduce the new supervisor to the policy and procedures in order to protect the due process of employees.

Interpersonal Communication (IPC)*

Although this is required annual training for all staff, this course is designed for the transition to supervisor. Students will gain insight into the realm of now having to supervise the same employees they used to work side by side with. New supervisors identify that as job titles change, the importance of communication increases.

PREA for Problem Solvers

Since the inception of PREA in 2003, steps are taken in every facet of corrections to meet goals associated with ZERO incidents of PREA issues. New supervisors will take a look at their new role as a supervisor and how they fit into the Problem Solver Role.

HRkansas*

The last thing new supervisors think about is basics of human resources. This segment introduces supervisors to their roles in identifying such things as the types of leave employees may use. There is a focus on other basic items such as FMLA, CAT leave, identification of grades and pay scale issues.

Fair Labor Standards Act (FLSA)*

Students will identify the elements that create the basis of FLSA. After a brief history of the creation of the Act, the student will identify the framework, including work hours, types of pay compensation, record keeping, exemptions (7K) and other issues in order to remain in compliance.

Blue Courage

Blue Courage provides the path constant vigilance through comprehensive training to give the office the right inspiration (Heart set), the right reasoning (Mindset), the right skills (skillset), and the right tools (toolset). Blue Courage is an approach for aspects being physical, mental, and spiritual to the officer a clear path forward.

Hiring Talent*

Supervisors are introduced to the rules that govern the process of interviews. Topics include advertising for jobs, listing minimum qualifications, discussing Knowledge, Skills and Abilities, conducting the interview process itself, and identifying what questions can or cannot be asked. A small segment is dedicated to the Arkansas Freedom of Information Act.

Performance Evaluation

Each year, supervisor's complete performance evaluations on each of the employees they supervise. This course identifies the pathway to complete the online evaluation and lays the framework showing the guidelines used to rate employees.

Administering Discipline*

In accordance to the departments policy on employee conduct, new supervisors will learn to be consistent, objective and use good-faith should the time to use discipline be needed. This class will explore common problems associated with employee conduct.

Developing Staff

Once a person is promoted as a supervisor, they are placed with a team. The focus on this class is to build that team. Taught by a Deputy Warden, topics are explored to develop staff and not only improve moral, but create an avenue to retain staff.

CPR / First Aid / AED (Security staff only)

For security staff only, beginning at the rank of Sergeant. The course will certify/recertify the student in the elements of CPR/First Aid/AED. This training is required every two years. It is a prerequisite for attending Management Level 1 training. Instruction is certified through the American Heart Association's Heartsaver Program.

MANAGEMENT LEVEL II

Training for Security (Lieutenant) or Non-Security (Grade GS 07, IT03, MP04) To be completed within one year of acquiring position:

Solutions for Health Care in a Correctional Environment

As a supervisor, tasks are now listed in a grander scale. No longer are you dealing with just sick call issues, supervisors now have to identify the steps in order to meet criteria as in events. What happens now when an inmate needs an emergency treatment outside of the prison. What role do you have when someone is deemed to be in the restraint chair.

Ethics in Leadership

Ethics, morals, values, standards, are all familiar terms that deal with individuals. In fact, annual training is focused on ethics. At this point, the individual is not the only person to be affected. Supervisors are held to a high standard at the personal level, but also are charged with the moral compass of the employees they supervise.

Rethinking Retention

This segment introduces the importance of employee retention. Supervisors identify problems associated with staff turnover and how it impacts the agency. They will list factors associated with job dissatisfaction and gain techniques to improve staff retention as they build their team.

Management Effectiveness

Leadership is more than just leading. It is learning how to manage programs, events, time and teams. Supervisors will identify management tools and techniques necessary to maximize their potential in their role as a supervisor while they build trust and establish loyalty all while building a foundation in motivation and counseling.

PREA Investigations for Supervisors

Introduced in 2015, PREA for Supervisors is a main ingredient in the Departments Management Level 2 course for supervisory staff. It is also taught to supervisors who have already had level 2 in the past that did not include this segment. This course will provide the knowledge, components, and considerations that a Unit investigator must use to perform a successful sexual abuse/assault and/or sexual harassment unit level investigation consistent with ADC policy and PREA standards. Course provides knowledge of proper use of trauma and victim response; first-response procedure; evidence-collection; information interviewing of male and female alleged victims of sexual abuse and sexual harassment; report writing techniques.

Your Role in the Accreditation Process

Every facility in our agency meets Accreditation Standards. In order to achieve this, every employee must chip in. Line staff see the efforts of painting, and physical plant maintenance. But there actually is a vision and goals associated with why ACA was founded and what the purpose is. Supervisors will identify the Declaration of Principles as set forth by the American Correctional Association. They will identify the 5 steps of the Audit Process, and will be able to describe the fundamentals of making an ACA file for a standard.

Transformational Leadership

In this section, students will be able to define transformational leadership, identify the kinds of power in management, state 5 ways of encouraging employees to share in the work of leadership and identify 8 positive attitudes of leadership. Overall, this practical information is for improving the skillset for leadership to increase productivity and moral of the staff they supervise.

Think Resilience

Resilience is your ability to adapt well and recover quickly after stress, adversity, trauma, or tragedy. If you have a resilient disposition, you are better able to maintain poise and a healthy level of physical and psychological wellness in the face of life's challenges. If you are less resilient, you are more likely to dwell on problems, feel overwhelmed, use unhealthy coping tactics to handle stress and develop anxiety and depression. You can develop resilience by learning to train your attention on more-positive aspects of your life. Resilience training focuses on these areas so you can improve your resiliency, enhance your quality of life, and decrease your stress and anxiety by teach you to view life's inevitable challenges as opportunities.

MANAGEMENT LEVEL III- Advanced Management Training

Training for Security (Captain / Major) or Non-Security (Grades GS 08/09, IT04, MP04).

The structure of this course requires the support of the ADC Management Team staff. A host of Assistant Directors, Deputy Directors, the Agency Director and several senior staff in key areas present topics to meet today's fast paced correctional environment. Focal points include Re-Entry, Strategic Planning, Health Care Programs, Inventory, Purchasing, Team Building, Leadership, Retention Development and more. This course is slated for 32 hours.

MANAGEMENT LEVEL LEVEL IV-Executive Training

Training for positions grade GS10, IT 05, MP04 and higher (including unclassified positions).

The highest level of Management Training, Level 4 approaches training in a unique way. Instead of a week-long block of classes, training is divided into four quarters and conducted throughout the course of a year. Every three months students gather for specific training. Another component that makes level 4 special is that it is a living class. Although the set-up is similar each year, some topics may change as new instructors are located to bring fresh material to meet the needs of an ever changing, evolving correctional system. Each quarter of training may be conducted in a different order than the previous class. Students are challenged in many facets including public speaking, budgets, understanding how the legislative body works and more. The following is a basic layout of Executive Training:

First Quarter- Leading by Reading: A Self-Paced Path to Success is a self-paced class with the goal to award the self-inspired supervisor with knowledge. The student will be able to choose from selected book titles that are intended to inspire and motivate staff as they become the leader at the next level of their career. Students are able to explore the trials, failures, and triumphs of successful leaders, current and past, and identify traits to fit into their own leadership style. The student will attend one day of initial class time, which includes book selection and direction for preparing a written report. A deadline is then given and students return to submit the written report but to also give a public oral presentation. *Total 16 hours.*

Second Quarter- Arkansas General Session. Students will attend several meetings of the General Assembly during the Legislative sessions. Each visit is unique due to the agendas presented. The goal is to see first-hand how the legislative process works for the public and the role that several key ADC staff play in the relationships and process of the Legislature. Students get to meet with and receive lecture from several legislators based upon availability. This allows for a personal visit with someone directly involved in the Session. *Total 16-24 hours.*

Third Quarter- Leadership/Teamwork. This segment focuses on Leadership and Teamwork and is conducted by a guest instructor. At this time, O.P.M. Trainer, Tony Brown, is presenting the Covey series of 7 Habits for Highly Effective Managers. This framework equips team leaders to address issues and improve how they achieve sustainable results through and with others. Students attend an initial day of training, where they receive their workbooks, CD and other materials. After about two weeks and lots of homework in the workbook, students attend the second day of class to conclude the series. *Total 16 hours.*

Fourth Quarter- Budget, Communication/Mentoring. This final quarter begins with a comprehensive review of the budget process. The information presented is designed to prepare the student for that final step as they promote into a position that has a direct effect on the budget. *Effective Communication for Correctional Supervisors: How to Hear and be Heard* is the closing class for the quarter. At this level of leadership, staff is more tuned to running programs and processes. This course focuses on the important fact that it takes people as a team to succeed. Leaders are to focus on the people in relation to the program/process. *Total 12-16 hours.*

MANAGING THE MOVEMENT: GUIDELINES FOR DOC TRANSPORT OFFICERS

2 Hours

This course is designed to prepare staff who will be escorting and transporting inmates from one unit to another or to a location offsite and then returned. Officers will gain a heightened sense of security of their job duties as it relates to the Mission Statement of the Department. Students will review department policies and identify methods to heighten their situational awareness.

MEDICAL CARE TRAINING

15 Minutes

Just the same as the 15 Minute Safety Briefings, but the source for this training is through the departments contract medical staff. Topics may range from heat related issues, to dealing with medical type situations that security staff will encounter.

MEDICAL SECURITY IN A HOSPITAL ENVIRONMENT

2 Hours

At times, Inmates need to be escorted to facilities outside of the prison system for enhanced medical care. It is during these times that staff must be extra vigilant in the security of the inmate, along with the safety of the public. This class is designed to educate medical security staff and transportation staff in the approved procedures to use while supervising inmates in a hospital environment.

MOTIVATIONAL INTERVIEWING: TRAIN THE TRAINER

4/8/24 Hours

The Department of Correction, in a proactive effort to assist inmates who live in Restrictive Housing areas, has a goal to increase productive communication between staff and inmates. The first segment of training introduced the topic of Motivational Interviewing to staff. Components were to teach the Spirit, Principles and Strategies associated with this form of interpersonal motivation.

In this second segment, Developing the Skills, students will be able to see examples of communication to meet the goal of improved communication. Objectives help students to recognize change talk and become involved in that communication in order to assist inmates in improving their behavior.

The Train the Trainer course is designed to give the instructor the fundamentals in communication in order to teach to others.

MOTIVATIONAL INTERVIEWING: SPIRIT/PRINCIPLES/STRATEGIES

4 Hours

The Department of Correction, in a proactive effort to assist inmates who live in Restrictive Housing areas, has a goal to increase productive communication between staff and inmates. This training introduces the topic of Motivational Interviewing to staff. This particular segment teaches the Spirit, Principles and Strategies associated with this form of interpersonal motivation.

Note: this is the first segment of two. Developing the Skills should be taught no earlier than two weeks after this first segment. It gives the students time to ruminate the subject matter and study the components for a more receptive skills class.

MOTIVATIONAL INTERVIEWING: DEVELOPING THE SKILLS

8 Hours

The Department of Correction, in a proactive effort to assist inmates who live in Restrictive Housing areas, has a goal to increase productive communication between staff and inmates. The first segment of training introduced the topic of Motivational Interviewing to staff. Components were to teach the Spirit, Principles and Strategies associated with this form of interpersonal motivation.

In this second segment, Developing the Skills, students will be able to see examples of communication to meet the goal of improved communication. Objectives help students to recognize change talk and become involved in that communication in order to assist inmates in improving their behavior.

NOBODY'S LISTENING

4 Hours

The purpose of this class is to introduce some of the most essential aspects of listening by paying attention to our surroundings and to those we work with, and then demonstrate a way of listening and responding to another person that improves mutual understanding and trust in every conversation. This class will help you look at your own personal habits related to paying attention and absorb the role of attention and active listening in fostering effective communication skills.

OLEORESIN CAPSICUM END USER or INSTRUCTOR CERTIFICATION

4 Hours/ 16 Hours

This lesson begins with a history of O.C. and then proceeds to discuss modern uses of O.C. Explanation of the formulation and development as well as deployment and decontamination are also studied. The class ends in a practical exercise of level 1 exposure (direct facial contact) and decontamination for each student in order to be certified as an end user. Recertification, every two years, consist of this same lesson except that they need only have a level 3 (area contamination) of the agent.

The Instructor Certification class is a two-day course to allow current end users to then instruct and certify students as end users. The Instructor course provides an in depth look at the current class, along with the addition of the teaching component. Instructor candidates receive both a level 1 and a level 3 contamination during the class. Recertification for instructors is every three years, in which a level 3 contamination is conducted. Instructor Certification/Re-Certification is conducted by a Department Level Safariland Certified Master Instructor.

PERSONAL BOUNDARIES

4 Hours

Personal boundaries set limits. They define our personal preferences and outline what is acceptable and what is not, based on our own values, beliefs and personal philosophy. This class helps us to find those boundaries and apply it in our personal life and in the work setting.

PERSONAL RESPONSIBILITY

4 Hours

Being responsible for others is a huge task. It first starts with us. Students will obtain tools to identify personal responsibility and how to use the power of personal responsibility to take control of one's personal and professional life.

PHENOMENAL WOMAN SEMINAR

8 Hours

This once a year seminar brings in a host of guest speakers and a wide range of topics designed to empower the workplace with women who are phenomenal. All ranks of staff are welcome to attend and receive the support needed to succeed and achieve leadership status.

PHYSICAL ASSESSMENT TRAINING

6 Hours

One of the first steps in becoming a certified Correctional Officer, is to pass a physical assessment. This assessment indicates that the employee is able to perform the minimum job functions as it relates to their physical ability and bona fide job duties. Each year hundreds of new hires, along with hundreds of incumbent staff go through this continuing process. This class is designed to certify department staff to conduct these physical assessments. The student will explore the history behind the implementation of the assessment process. They will identify key components in the policy that governs assessments. Students will utilize specific forms and documents in order to conduct the entire assessment process and govern the direction of the results when a new or incumbent employee takes part in the required test. After the classroom session of training, the student will take part in a practical demonstration of the testing process, covering each step, in depth.

PRESENCE OF AUTHORITY

2 Hours

Sometimes, just the mere presence of an officer can enflame or calm a situation. Body language, officer's appearance and forms of communication will be discussed to show that use of force techniques don't necessarily involve a hands on situation.

PRISON RAPE ELIMINATION ACT

PREA: ABC's of PREA 4 Hours

This course is designed to enhance the knowledge of the employees of the Division of Correction and Division of Community Correction as it relates to their role.

PREA: Advocacy Training 1 Hour

Created specifically as an online format, students will read about common concerns about providing services to incarcerated survivors of Sexual assault. They will be able to adapt core principles of community rape crisis services and apply tips for crisis intervention with incarcerated survivors to victim service scenarios.

PREA: Gender Responsiveness 4 Hours

The purpose of this course is to provide staff with the knowledge and understanding of inmate gender difference and the influence of gender on the incarcerated. Discussions will focus on issues directly effecting female offenders and identifying pathways women enter prison versus men. Staff will be able to take into consideration ways to improve the treatment of female offenders.

PREA: Sexual Assault Investigator Training (SAIT) 24 Hours

The Sexual Assault Investigation Training (SAIT) program has been designed to take a comprehensive look at the role of the Investigator to skillfully investigate sexual abuse incidents or allegations. Furthermore, this program will provide appropriate tools and resources needed to ensure proper management of sexual abuse incidents within confinement.

PREA: Staff Education Briefing 15 Minutes

The Arkansas Department of Corrections believes in a proactive approach to reducing the incidents of PREA in its facilities. These educational briefings are designed to enhance the training of staff to assist in meeting the agencies “zero tolerance” initiative and to satisfy PREA training requirements. These educational briefings are based upon topics from a created list of 23 pages of definitions and explanations of PREA related issues. The lesson is designed to be conducted in 15 minutes during shift briefings. Each page is its independent topic.

RADIATION EXPOSURE IN CORRECTIONS

1 Hour

The Arkansas Department of Health requires annual training for staff concerning the issues of radiation. The class presents the facts that relate to human interaction with radiation created and that which is naturally presented in daily life. The student then can realize how safe the exposure to radiation can be and learn techniques to keep exposure to radiation **As Low As Reasonably Achievable**.

RESTRICTIVE HOUSING

2 hours

In order to meet the elements of ACA training requirements for restrictive housing, this refresher class will cover the issues faced in managing restrictive housing such as inmate suicide, cultural awareness and more. Students will be able to define segregation, discuss procedures used to classify inmates for different phases of housing and list the policies that govern restrictive housing procedures.

Prerequisite: must have completed Basic Correctional Officer Training.

RULING BY FEAR

4 Hours

This class teaches staff to use motivational interviewing to improve interaction with inmates. Its intent is to affect attitudes and receptiveness toward ADC policies. Students will identify reasons staff and inmates are not cohesive at times , name forms of communication, and identify the benefits of good communication and interaction.

SAFARILAND SENIOR INSTRUCTOR

32 Hours

Safariland Senior Instructors are a small group of certified instructors that are the Trainer Instructors of Less Lethal Munitions and Chemical Agents. Senior Instructors certify Less Lethal and Chemical Agent Instructors to certify end users. The recertification for Senior Instructors is every three years the same as recertification for end user Instructors.

SECURITY AUDITS

8 Hours

In keeping in compliance with the Departments Mission Statement of having a safe and humane environment for staff and inmates, this class develops staff who can identify and correct security deficiencies. This heightens security awareness and strengthens the overall security operation of the unit. Students learn how to identify issues and prepare steps to correct and enhance security.

SELF DEFENSE & STAFF SURVIVAL (NON-SECURITY)

4 Hours

Certified Defensive Tactics Instructors (through the HFRG) lead Self Defense & Staff Survival in a low impact course designed to show non-security staff they have an active role in defending themselves against physical harm. After a discussion of departmental policy concerning use of force, other factors will be studied. Students will identify aggressive behaviors and learn how to avoid and evade problematic situations. Staff will also learn how to navigate through not only general population but be able to enter and travel through segregated areas, including punitive segregation, with more confidence. Of course, the last half of the class is actual defensive tactics training that includes static displays of participation in physical drills. Static drills apply to the different levels of physical ability of staff in order to suit their needs and skill level, creating a non-challenging training environment.

SERVESAFE MANAGER

24 Hours

ServSafe is a training program taught by Certified Instructors through the National Restaurant Association with a direct commitment to food safety. ServSafe training helps you to understand all the food safety risks faced by our agency. Once aware of these risks, you can find ways to reduce them. From the basics of hand washing, to more complex topics such as foodborne pathogens, and understanding the elements of a HACCP plan.

Prerequisite: This is a required course for all Food Service staff within the first year of their employment.

SKILLS TO PAY THE BILLS

2 Hours

This class will aid in forming our future supervisors of tomorrow by educating staff on soft skills and how they differ from hard skills, and why they are so important in today's work environment.

TASER Conducted Energy Weapon (CEW) TRAINING

6 Hours

New CEW Users Certification will be taught the practical and legal uses of the Taser X-26P electronic device, by a Department Certified Trainer. The user must complete a minimum of 6 hours of instruction. Coursework will include the current TASER user PowerPoint, updates, warning, and Release; and include discussion of items in the instructor notes, drills, and functional demonstrations. The User must pass the written examination with a score of 100%, after remedial training. The functional test will require each student to deploy a minimum of 2 cartridges to demonstrate familiarity with CEW functions. The student must be able to contact the target and place both probes in the preferred target zones from various distances while under stress. New CEW user certification taking an exposure will receive, review, sign and KEEP on file the current Exposure Release Form.

Annual Recertification of CEW users-the student must deploy 2 live cartridges to both re-familiarize the student with CEW functions and to test aptitude. These can be any TASER cartridge that fires two probes with conductive wires attached (including expired date cartridges).

Prerequisite: Participants must be under an assignment that requires the carrying of a TASER device. (i. e. Transportation or Unit Requirements. Must be at the rank of Lieutenant or above).

THE ART OF ACTIVE LISTENING-NO BOOK, BUT WE HAVE IT ELECTRONIC

4 Hours

This class is designed to make employees aware of the importance, in the communication process, of active listening and to provide the tools and techniques in developing active listening skills on a personal level.

TRAIN THE TRAINER: LEARNING TRANSFER IMPACT

40 Hours

This Instructor Development class is tailored to the person who will design, develop, and deliver training. Students will identify the elements of defendable training and obtain skills from the trainer's toolbox. This class will suggest delivery alternatives that can enhance the learning experience. Because of the details with intensive trainee involvement, lesson plan projects will be assigned.

Prerequisite: Participant must have Supervisor, Unit Trainer and Training Academy approval. This is a mandated instructor development class for Academy Instructors and Unit Trainers.

WHERE'S MY COFFEE!

4 Hours

Ahhhh, Coffee the life blood of the morning, without it we cannot function. In fact, it sets our mood most days. But once we get it, we are charged and ready for the day. Stress affects us in much the same way. This class teaches us ways to "get our coffee" and relieve the stress in our lives.

WORKPLACE SAFETY SERIES

This series of five classes is designed to provide education in the prevention and reporting of accidents in the workplace. Emphasis is placed on awareness of issues that can cause accidents. This intensive series places new information in the hands of the employee to have a work environment free of accidents and injuries.

Accident Investigation and Reporting 4 Hours

Unit Safety Officers and Supervisors are the target for this class. The main focus is to develop and sharpen the accident investigative skills necessary should an accident occur. Accident investigators will learn the importance of accurate reports in an effort to reduce the number of accidents.

ADC Back Safety and Office Ergonomics 4 Hours

The Back Safety and Office Ergonomics lesson is for all employees within the Department. This lesson will help in the reduction of workplace lifting accidents as well as reduce the number of Muscular Skeletal Disorders (MSD's) due to poorly designed workstations

Behavior Based Safety Training 3 Hours

Participants are given the knowledge on how to change their behavior and the behavior of their co-workers as it relates to workplace safety. This training will place a focus on providing a more proactive view as it relates to accident prevention.

Health and Safety Plan Program for Supervisors 4 Hours

An overview is given explaining the concept of having a Health and Safety program. Employees will learn that it is not just the supervisor who has to take action. All staff will understand they have a vital role in the not only the timely reporting of accidents, but they must take an active role in the prevention of accidents.

Slips Trips and Falls 4Hours

Slips, Trips and Falls are the number one accident with the Arkansas Department of Correction. Nationally STF is the second leading cause of workplace fatalities. This training will make employees more aware of the slipping and tripping hazards in the workplace. This training also will assist in designing the workplace and work processes to reduce the number of Slips, Trips and Falls in the workplace.

YOUTHFUL INMATES

17.75 Hours

Mandatory training for staff who work at facilities that house Youthful Inmates, this online courseware in Relias is designed to provide basic knowledge of policies and procedures about Youthful Inmates. Staff will identify what a youthful inmate is and review the rules as to the living arrangements that are and are not allowed. Topics will discuss housing, crisis management, legal issues, suicide prevention and several other issues as authored through PREA's Juvenile Facility Standards and the Departments Administrative Directive on Youthful Inmates.

- *Youthful Inmates...a Look into Their Lives*
- *Best Practices: Behavior Support and Intervention*
- *Identifying and Treating Juvenile Offenders with Mental Disorders*
- *Nutrition and Exercise for Children's Services Paraprofessionals*
- *Supervising Juveniles with Mental Disorders*
- *Overview of Adolescent Suicide*
- Adolescent Substance use Disorder Clinical Pathways*
- Crisis Management in Juvenile Confinement Settings*
- Prevention of Substance Use for Transitional Aged Youth*
- Developmental Stages: School-Age through Adolescence*