

**INDIANA DEPARTMENT OF CORRECTION**

**STAFF  
DEVELOPMENT  
& TRAINING**

---

**EMERGENCY RESPONSE OPERATIONS  
SPECIALIZED TRAINING**



**THIRD QUARTER  
TRAINING CALENDAR  
JANUARY - MARCH 2014**

---

**BRUCE LEMMON, COMMISSIONER  
NANCY RILEY, DIRECTOR STAFF DEVELOPMENT & TRAINING  
RICHARD L. CURRY JR., EXECUTIVE DIRECTOR EMERGENCY RESPONSE OPERATIONS**



- **BRUCE LEMMON**,  
*Commissioner*  
Indiana Department of Correction

VISION  STATEMENT

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

# CONTENTS



## THIRD QUARTER



### GENERAL INFORMATION

- 4 Correctional Facilities
- 5 General Guidelines
- 6 Facility Performance Reviews
- 7 State Holidays

### SD&T PROGRAM FEATURES

- 8 James Basinger, Deputy Commissioner of Operations/Nancy Riley, Director Staff Development & Training
- 9 Division of Staff Development & Training Directory
- 10 New Employee Orientation
- 11 Preservice/Parole Preservice Regional Contact Information
- 12 Preservice Academy Schedule/ Making A Change Academy
- 13 Parole Preservice Academy

- 14 Leadership Courses
- 18 Certification Programs
- 19 Webinar Training
- 20 Computer Based Training

### ERO PROGRAM FEATURES

- 21 James Basinger, Deputy Commissioner of Operations/ Richard L. Curry Jr. Executive Director ERO
- 22 Division of Emergency Response Operations Directory
- 23 Emergency Response Operations Academies/Certifications & Recertification's

### SPECIAL FEATURES

- 25 Training Available Upon Request
- 29 University of Phoenix Credits
- 31 IDOC/ROP History of the IDOC Museum

- 32 2013 SWTC SD&T Picture

### APPENDIX

Quarterly Training Calendar

# CORRECTIONAL FACILITIES

## ADULT

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

## JUVENILE

Camp Summit	SFJ
Logansport Juvenile CF	LJF
Madison Juvenile CF	MJF
Pendleton Juvenile CF	PNJCF

MISSION



STATEMENT

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

# GENERAL GUIDELINES

<b>Program Registration and Cancellation</b>	Register for classes by contacting your Regional Training Manager, or through established methods at your Facility Training Department. If you are registered for a program, you are expected to attend. Your facility training department should be notified as soon as possible of any cancellations so that others can have the opportunity to attend. If a program is cancelled, registered participants will be notified.
<b>Training Classes What To Bring</b>	The following is a list of items you will need to bring while attending classes: Pen, Pencil, Pad of Paper, Highlighter and Sweater/Jacket.
<b>Correctional Training Institute Lodging Registration Procedures</b>	For <b>Staff Development &amp; Training</b> lodging arrangements, please contact via e-mail <a href="mailto:SDEORESERVATION@idoc.in.gov">SDEORESERVATION@idoc.in.gov</a>  For <b>Emergency Response Operations</b> lodging all participants that are enrolled in the ELM PeopleSoft to attend ERO training will automatically be assigned a room. All SD&T Participants lodging at CTI must return room keys in the drop off box located near the main entrance, prior to attending the first session, on the last day of the training program.
<b>Correctional Training Institute Lodging Items What To Bring</b>	The following is a list of items you may wish to bring while lodging at CTI: Towels/Washcloths, Facility ID Cards, Alarm Clock, and Personal Hygiene Items (soap, toothpaste/tooth brush, deodorant, etc.)
<b>WiFi</b>	The Correctional Training Institute and the Staff Development Building now have "Wireless Internet".
<b>ADA</b>	We abide by the regulations and requirements of the Americans with Disabilities Act (ADA) and will provide reasonable accommodations to anyone making such request.
<b>Emergency Plans</b>	Emergency Plans are established for the protection of participants, staff and offenders. In the event of an emergency, follow the directions of the classroom instructor, who will implement these procedures.
<b>Dress Code</b>	Participants are expected to follow IDOC Grooming and Dress Policy and Procedure guidelines when attending training programs, unless notified otherwise by training staff.
<b>CTI Library</b>	All participants/staff may access the student library, located on the second floor of the Correctional Training Institute building.
<b>Indiana Department Of Correction Policy and Procedures</b>	Staff shall have an electronic data base access to review all policies/procedures relating to their work assignments.
<b>Reflections of Pride IDOC Store</b>	You may now visit the ROP store at the East Region, Central Region, West Region, North Central Region, and North Region. These stores contain many IDOC items including various types of shirts, sweatshirts, t-shirts, hats, jackets, lanyards, coffee mugs, bags, and other assorted items. Store hours vary. Please visit or contact the store nearest your for their hours. Payment method is only MasterCard & Visa credit/debit card.

# FACILITY PERFORMANCE REVIEWS

---

## Re-Accreditation

1. **Central Office:** Mock Audit February 10-11 (ACA Audit March 18-19)
2. **Indianapolis Re-Entry Educational Facility:** Mock Audit February 17-18 (ACA Audit April 1-2)
3. **Branchville Correctional Facility:** Mock Audit February 24-25 (ACA Audit April 8-10)
4. **Indianapolis Women's Prison:** Mock Audit March 10-11(ACA Audit April 22-24)

## Program Reviews

1. **Chain O' Lakes Correctional Facility:** February 5-6, Year 1

## ACA Conferences:

January 31 – February 4 Tampa, FL

# STATE HOLIDAYS



**JANUARY 1, 2014  
NEW YEAR'S DAY**

**JANUARY 20, 2014  
MARTIN LUTHER KING JR.  
DAY**

Staff Development and Training recently standardized the terminology used for various levels of instructor certification training programs. See below for information regarding the three levels of certifications. In the near future you will be receiving email messages regarding upcoming certification programs, therefore I wanted provide this information to you for clarification.

#### Terminology:

- Master Instructor: This is a person who is certified to train staff to be Instructor Trainers.
- Instructor Trainer: This is a person who is certified to train staff to be instructors.
- Instructor: This is a person who is certified to train staff (end users) in a specific topic.

If you have any questions on the terminology stated above, please feel free to contact your Regional Training Manager or SD&T Management Staff Member.



# STAFF DEVELOPMENT & TRAINING



*-James Basinger,  
Deputy Commissioner of Operations*



*-NANCY RILEY,  
Director Staff Development & Training*

# SD&T STAFF DIRECTORY

CTI Main Phone 765/521-0230

<b>Nancy Riley SD&amp;T Director</b>	<b>765/635-5746</b>	<a href="mailto:nriley@idoc.in.gov">nriley@idoc.in.gov</a>
--------------------------------------	---------------------	--

## SD&T Management Team

David Vought	Curriculum Development	5010	<a href="mailto:dvought@idoc.in.gov">dvought@idoc.in.gov</a>
Kevin Alfont	Program Manager	5006	<a href="mailto:kalfont@idoc.in.gov">kalfont@idoc.in.gov</a>
Darrell Fox	East Region	765/521-0230 ext. 5008	<a href="mailto:dfox@idoc.in.gov">dfox@idoc.in.gov</a>
Mike Minthorn	North Central Region	765-689-8920 ext. 5511	<a href="mailto:mminthorn@idoc.in.gov">mminthorn@idoc.in.gov</a>
Kathy Goen	Central Region	317/839-2513 ext. 1927	<a href="mailto:kgoen@idoc.in.gov">kgoen@idoc.in.gov</a>
Ken Kortum	West Region	765/653-8441 ext. 340	<a href="mailto:kkortum@idoc.in.gov">kkortum@idoc.in.gov</a>
Philip Sonnenberg	North Region	219/785-2511 ext. 4142	<a href="mailto:pjsonnenberg@idoc.in.gov">pjsonnenberg@idoc.in.gov</a>

## SD&T Correctional Trainers

Matt Andrick	Correctional Trainer	5004	<a href="mailto:mandrick@idoc.in.gov">mandrick@idoc.in.gov</a>
Charles (Cody) Miles	Correctional Trainer	317-403-8391	<a href="mailto:cmiles@idoc.in.gov">cmiles@idoc.in.gov</a>
Tim Wright	Correctional Trainer	5011	<a href="mailto:twright@idoc.in.gov">twright@idoc.in.gov</a>
Brandon Downey	Correctional Trainer	5017	<a href="mailto:bdowney@idoc.in.gov">bdowney@idoc.in.gov</a>
Robert Talbott	Correctional Trainer	5012	<a href="mailto:rtalbott@idoc.in.gov">rtalbott@idoc.in.gov</a>
Jennifer Cline	Correctional Trainer	5013	<a href="mailto:jecline@idoc.in.gov">jecline@idoc.in.gov</a>
Cathy Osborne	Correctional Trainer	5016	<a href="mailto:cosborne1@idoc.in.gov">cosborne1@idoc.in.gov</a>

## Administrative

Debbie Catron	Administrative Assistant	5007	<a href="mailto:dcatron@idoc.in.gov">dcatron@idoc.in.gov</a>
Delaurea McCorkle	Administrative Assistant	5015	<a href="mailto:DMccorkle@idoc.in.gov">DMccorkle@idoc.in.gov</a>

## Housekeeping & Maintenance

Susan Keever	Housekeeping Team Leader	5043	<a href="mailto:skeever@idoc.in.gov">skeever@idoc.in.gov</a>
Jackie Harris	Housekeeping	5043	
Darren Coy	Maintenance Foreman	5022	<a href="mailto:dlcoy@idoc.in.gov">dlcoy@idoc.in.gov</a>
Gary Pribble	Maintenance Foreman	5023	<a href="mailto:gpribble@idoc.in.gov">gpribble@idoc.in.gov</a>

## CTI Fax

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



# NEW EMPLOYEE ORIENTATION

COURSE		NEW EMPLOYEE ORIENTATION PROGRAM	
		Contact: FACILITY TRAINING COORDINATORS	
	<b>Dates</b> January 6-7 February 3-4 March 3-4	<b>Location</b> Phase Two of the New Employee Orientation Program is held at each facility on the Monday and Tuesday immediately before attending the Preservice Academy.	
<b>Target Audience:</b>	All new staff who work in a correctional facility (adult or juvenile) will attend Phase Two of this program prior to starting the Preservice Academy.		
<b>Class Size:</b>	Varies per facility		
<b>Time:</b>	7:30 a.m. - 3:30 p.m.		
<b>Training Credit Hours:</b>	40 Hours (for completion of Phase One and Two)		
<b>Synopsis:</b>	<p>This program is designed to provide new staff with the information needed to successfully start their career as an employee of the Indiana Department of Correction. To accomplish this, the New Employee Orientation Program has been divided into two phases.</p> <p><b>Phase One</b> consists of the new employee completing 16 computerized training modules. The new employee completes these modules by visiting the Indiana Department of Correction home page (<a href="http://www.in.gov/idoc">www.in.gov/idoc</a>) and then click on the Staff Development and Training Link.</p> <p><b>Phase Two</b> consists of the new employee completing classroom training, at their home facility, during their first two days of employment. This classroom training covers specific policies and procedures in three main areas: human resource topics, administrative topics and facility specific topics.</p> <p>At the end of Phase Two, each new employee will take a test over the material from both phases of the new employee orientation. Employees who pass the test will receive 40 hours of training credit.</p>		

# PRESERVICE TRAINING ACADEMY

---

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

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

## PRESERVICE REGIONAL ACADEMIES

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

# PRESERVICE ACADEMY

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

	<i>Week One</i>	<i>Week Two</i>	<i>Week Three</i>	<i>Week Four</i>
	<i>January 8-14</i> <i>February 5-11</i> <i>March 5-11</i>	<i>January 15-21</i> <i>February 12-18</i> <i>March 12-18</i>	<i>January 22-24</i> <i>February 19-21</i> <i>March 19-21</i>	<i>January 27-31</i> <i>February 24-28</i> <i>March 24-28</i>

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

**Time:** 8:00 a.m. - 4:30 p.m.      **Training Credit:** 144 hours

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

## MAKING A CHANGE PRESERVICE ACADEMY

(JUVENILE STAFF WEEK 5)

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

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

**Time:** 8:00a.m. - 4:30p.m.      **Training Credit:** 40

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

<b>Date</b>	<b>Location</b>
January 6-10	Correctional Training Institute
February 3-7	Correctional Training Institute
March 3-7	Correctional Training Institute
March 31-April 4	Correctional Training Institute

# PAROLE ACADEMY

---

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

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

**Week One is held at Correctional Training Institute**

## PAROLE PRESERVICE ACADEMY

<b>Contact:</b>	Central Region	Kathy Goen	317/839-2513 ext. 1927
	West Region	Ken Kortum	765/653-8441 ext. 358

**One Week**

**March 3-7, 2014**

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

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

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

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

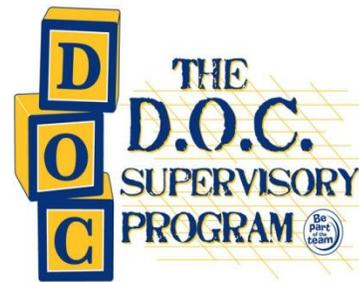
**Training Credit:** 40 hours

# LEADERSHIP COURSES

## THE D.O.C. SUPERVISORY PROGRAM

---

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



The three tiers of the program consist of:

**D** EVELOPING PROFESSIONAL EMPLOYEES

**O** PTIMIZING HEIGHTENED EFFECTIVENESS

**C** ONQUERING MAXIMUM EFFICIENCY

# **THE D.O.C. SUPERVISORY PROGRAM**

## **DEVELOPING PROFESSIONAL EMPLOYEES**

### **COURSE DESCRIPTION:**

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

### **TARGET AUDIENCE:**

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

### **PREREQUISITE:**

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

### **Dates:**

#### **East Region**

February 12-13, 2014

#### **North Central Region**

March 31-April 2, 2014

#### **North Region**

March 3-5, 2014

#### **Central Region**

March 5-7, 2014

#### **West Region**

March 4-6, 2014

### **Times:**

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

### **Location:**

5 Regional Training Sites Listed Above

### **Class size:**

Minimum 10 / Maximum 24

Please contact your Regional Training Manager with any questions regarding Developing Professional Employees.

# **THE D.O.C. SUPERVISORY PROGRAM**

## **OPTIMIZING HEIGHTENED EFFECTIVENESS**

### **COURSE DESCRIPTION:**

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

### **TARGET AUDIENCE:**

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

### **PREREQUISITE:**

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

### **Dates:**

Offered next quarter

### **Times:**

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

### **Location:**

5 Regional Training Sites

### **Class size:**

Minimum 10 / Maximum 24



Please contact your Regional Training Manager with any questions regarding Optimizing Heightened Effectiveness.

# **THE D.O.C. SUPERVISORY PROGRAM**

## **CONQUERING MAXIMUM EFFICIENCY**

### **COURSE DESCRIPTION:**

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

### **TARGET AUDIENCE:**

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

### **PREREQUISITE:**

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

### **Dates:**

Offered Next Quarter

### **Times:**

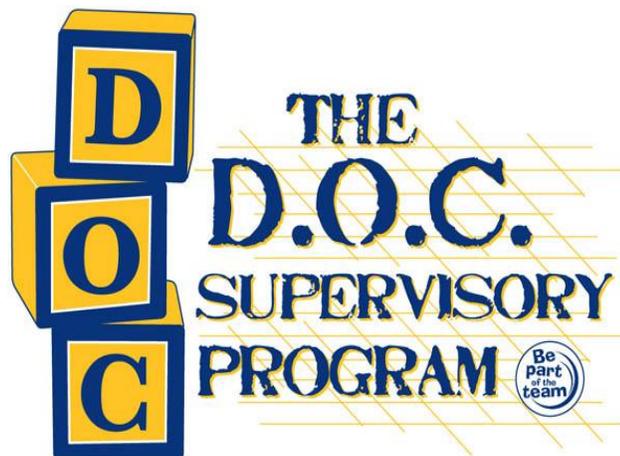
8:00 a.m. till 4:30 p.m. each day

### **Location:**

Correctional Training Institute

### **Class size:**

Minimum 10 / Maximum 24



Please contact Matthew Andrick [mandrick@idoc.in.gov](mailto:mandrick@idoc.in.gov) or at (765) 521-0230 Ext. 5004 with any questions regarding Conquering Maximum Efficiency.

# CERTIFICATION PROGRAMS

<b>COURSE</b> Indiana Risk Assessment System (IRAS) Contact: Robert Talbott 765/521-0230 ext. 5012	
<b>Date</b>	<b>Location</b>
February 25-26	Correctional Training Institute
<b>Target Audience:</b>	Adult Facility Case Managers and Counselors
<b>Class Size:</b>	30 Participants
<b>Time:</b>	8:00a.m. - 4:00p.m.
<b>Training Credit Hours:</b>	15 Hours
<b>Synopsis:</b>	<p>The IRAS Training is a two day training that will cover the basics of implementing the statewide risk and needs assessment tools. End users will go through a certification process at the end of day two prior to being authorized to use the tools. IDOC Staff will be focusing on the Prison Intake and Reentry Tools, but the training will cover the basics for all tools in the system.</p> <p>The IRAS is an integrated set of tools that will be utilized by all criminal justice agencies.</p>

<b>COURSE</b> ORDER IN THE COURT: SCREENING AND HEARING OFFICER CERTIFICATION Contact: Kathy Goen 317-839-2513, ext. 1927	
<b>Date</b>	<b>Location</b>
March 18-19	Correctional Training Institute
<b>Target Audience:</b>	All IDOC Adult Screening Officers and Hearing Officers
<b>Class Size:</b>	10-30 Participants
<b>Time:</b>	8:00a.m. - 4:30p.m.
<b>Training Credit Hours:</b>	15 Hours
<b>Synopsis:</b>	<p>This training will provide training in administering the IDOC Offender Disciplinary Policy. Participants will obtain the skills necessary to screen and conduct hearings involving violations of the IDOC disciplinary policy and gain an understanding of the legal system and relevant constitutional law. Participants will earn certification to conduct disciplinary screenings and hearings.</p>



## What is GoToMeeting?

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

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

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

## What is a Webinar?

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

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

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

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

## Using GoToWebinar

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

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

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

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

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

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

Note to Users: Internet explorer is the only approved web browser for computer based training. All others such as Firefox, Google, Chrome, Safari etc., will cause malfunctions with your training. Also, in order to complete a module, you must click the finish or exit button. Do not click the red "x" in the upper right hand corner.

# COMPUTER BASED TRAINING

# EMERGENCY RESPONSE OPERATIONS



**-JAMES BASINGER**  
*Deputy Commissioner of Operations*



**-RICHARD L. CURRY JR.**  
*Executive Director Emergency Response  
Operations*

# ERO STAFF DIRECTORY

\*To Be Announced

<b>Richard L. Curry Jr.</b>	<b>Executive Director</b>	<b>317/233-4767</b>	<a href="mailto:rcurry@doc.in.gov">rcurry@doc.in.gov</a>
-----------------------------	---------------------------	---------------------	--

## Major

Charles Smith	Central Office	317-234-1535	<a href="mailto:csmith@idoc.in.gov">csmith@idoc.in.gov</a>
---------------	----------------	--------------	--

## Field Specialists

Ron Allen	Central Office	317-234-2936	<a href="mailto:rcallen@doc.in.gov">rcallen@doc.in.gov</a>
Donnie Goffinet	Southern Region	812/843-4353	<a href="mailto:dgoffinnet@idoc.in.gov">dgoffinnet@idoc.in.gov</a>
Mark Olson	Central Office	317/233-2246	<a href="mailto:molson@idoc.in.gov">molson@idoc.in.gov</a>
Darrell Richey	Northern Region	765/778-8011 ext. 1327	<a href="mailto:drichey@idoc.in.gov">drichey@idoc.in.gov</a>
Del Masters		*TBA	<a href="mailto:dmasterw@idoc.in.gov">dmasterw@idoc.in.gov</a>
Eric Niccum		765/689-8920	<a href="mailto:eniccum@idoc.in.gov">eniccum@idoc.in.gov</a>

SDC/Emergency Response Operations (New Castle) Fax 765/529-9718



# EMERGENCY RESPONSE OPERATIONS

## CERTIFICATION/RECERTIFICATION

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

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



**Special Emergency Response Team (SERT)**

**Emergency Squad (E-Squad)**

**Situation Control (SITCON)**

**Critical Incident Stress Management (CISM)**

**K-9 and**

**Quick Response Team (QRT)**

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

# EMERGENCY RESPONSE OPERATIONS TRAINING SCHEDULE

---

To Be Announced

## **JOIN TODAY!**

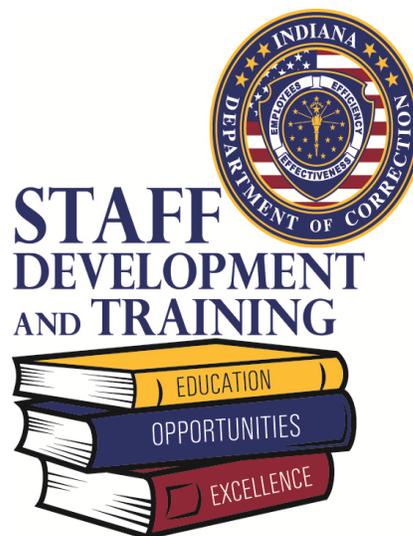
If you wish to apply for an Emergency Team see your Shift Supervisor, Custody Supervisors, or an ERO Cadre to obtain an application.



# STAFF DEVELOPMENT & TRAINING

## Training Available Upon Request

ACA Manager Certification  
Adolescent Development  
Adult Disciplinary Policy/Student Code of Conduct  
Adult Personal Protection  
Advanced Crime Scene Protocol  
Advanced Criminal Manipulation  
Advanced Criminal Manipulation Synopsis  
Advanced Security Threat Group  
Advanced Verbal De-escalation  
Attitude, Initiative and Personal Accountability  
Baby Boomers vs. Generation X  
Back to the Basics  
Best Resources  
Building Trust  
Calming the Storm  
Calming the Storm 2  
Career Development  
Case Management  
Cell and Area Practicum  
Child Abuse  
Civil & Criminal Liability  
Classification of Offenders  
Coaching I Workshop  
Coaching II Workshop  
Coaching in Action with Youth  
Coaching Subordinates  
Constitutional Rights of Offenders  
Correctional Policy & Procedure  
Crime Scene Preservation  
Criminal Justice System Overview  
Criminal Manipulation  
Cultural Competency  
Custody Supervisors Training  
Customer Service and Telephone Etiquette



## **SD&T Training Available Upon Request Continued**

Diversity in Corrections  
Dynamic's of a Good Supervisor  
Effective Interaction with Mentally Ill Youth  
Emotional Intelligence  
Ethical Dilemma  
Ethics/Preventing Sexual Harassment  
Field Training Officer Program  
Field Training Officer/On Job Training  
(FTO/OJT) Training for Trainers  
Fostering a Leadership Environment  
Foundations of Leadership  
Hostage Survival  
House Bill 1437  
Indiana Justice Module  
Intermediate Supervisory Leadership Course (ISLC)  
Internal Affairs Academy  
Internal Affairs Workshop  
Juvenile Personal Protection  
Juvenile Suicide Prevention  
Lady Justice: Offender Legal Research Assistant Training  
Leadership Communication  
Leadership Development Competencies  
Leadership Problem Solving & Strategic Thinking  
Leadership Team Building  
Legal Affairs  
Lessons Learned Training  
Managing Multiple Projects  
Mid-Management Leadership Course (MMLC)  
Motivating Myself to Motivate You  
Motivational Interviewing  
Moving on Up!  
Offender Accountability  
Offender/Student Grievances  
Order in the Court

## **SD&T Training Available Upon Request Continued**

Order in the Court: Screening and Hearing  
Officer Certification  
Organizational Change  
Organizational Development Competencies  
Overview of Why Try Program  
Parole 101  
Parole Personal Protection  
Parole Security Skills  
PBS Overview  
Peer Today Boss Tomorrow  
People Management  
Performance Base Standards  
Personal Accountability in a Professional Environment  
Personal Influence and Political Savvy  
PLUS Unit Training  
Presentation Skills/Train the Trainer  
Prison Rape Elimination Act  
Prison Social System  
Problem Solving & Strategic Thinking  
Professional Development Competencies  
Professional Employee Conduct  
Promoting Positive Corrections Culture  
Property Officer Certification  
Property Officer Training  
Re-directing Inappropriate Behavior  
Re-Entry Overview  
Re-Entry Training  
Reinforcing Positive Behavior  
Religious Practices of Offenders  
Report Writing  
Role Models  
Security Skills Lecture and Practicum  
Security Threat Group  
Self-Awareness  
Sexual Harassment Prevention  
Sexual Misconduct  
Sexual Misconduct and Other Unethical Behavior Workshop  
Strategic Shooting with a Camera  
Substance Abuse  
Suicide Prevention Intervention

## **SD&T Training Available Upon Request Continued**

Supervising a Multi Generational Work Force

Supervising High Risk Juvenile Offenders

Supervising High Risk Students

Supervising Juvenile Sex Offenders

T for T for Correctional Management - Foundation

Skills for Trainers

Thinking for a Change

Trauma Informed Care

Understanding and Managing Adolescent Behavior

Use of Force

Video Production Workshop: Editing a Video

Video Production Workshop: Planning a Video

Video Production Workshop: Producing a Video

Working with Female Offenders

Working with Female Offenders Specialized Program

Working with Older Offenders

Working with Sex Offenders

Working with Special Needs Offenders

Workplace Harassment

Workplace Violence

Your Responsibility in Making a Change



**Indiana Department of Correction offers the training. You get the credit.**

**Your experience may count toward your degree.**

Some of your most important learning occurs outside the classroom – often on the job. At University of Phoenix, we can help Indiana Department of Correction employees like you transform your real-world knowledge and training into college credit through Prior Learning Assessment (PLA).

**Earn credit for Indiana Department of Correction training.**

Certain Indiana Department of Correction training may qualify for college credit toward degree programs at University of Phoenix. You may be eligible to receive additional credits toward your associate or bachelor's degree for prior training and certificates completed with Indiana Department of Correction.\*

**Earn credit for your experience.**

You may be able to apply additional relevant learning, work and life experiences toward college credits. Qualify by creating a professional training portfolio or writing an experiential learning essay.

Learn more about PLA

See how you can earn college credit for your experience through Prior Learning Assessment.

[phoenix.edu/idoc](http://phoenix.edu/idoc)

866.354.1800

\* Certain states limit cumulative degree program credits awarded through Prior Learning Assessment. PLA credit can only be applied toward undergraduate programs. For details please contact a University of Phoenix representative at 866.354.1800.

University of Phoenix is accredited by the Higher Learning Commission and is a member of the North Central Association ([ncahlc.org](http://ncahlc.org)). The University's central administration is located at 1625 W. Fountainhead Parkway, Tempe, AZ 85282-2371. Online Campus: 3157 E. Elwood St., Phoenix, AZ 85034. Fully accredited by the Indiana Commission for Postsecondary Proprietary Education. AC-0188. Indianapolis Campus: 7999 Knue Rd., Suites 100 & 500, Indianapolis, IN 46250; Northwest Indiana Campus: 8401 Ohio St., Merrillville, IN 46410. For information about University of Phoenix accreditations and licensures, please visit [phoenix.edu/about\\_us/accreditation.html](http://phoenix.edu/about_us/accreditation.html).

© 2012 University of Phoenix, Inc. All rights reserved.

## Learn more.

To learn which Indiana Department of Correction courses may be eligible for credit, visit [phoenix.edu/idoc](http://phoenix.edu/idoc) or call 866.354.1800 to speak with a University of Phoenix representative.



## **IDOC Museum Dedication: Reflections of Pride**

NEW CASTLE, INDIANA – The Indiana Department of Correction’s (IDOC) Correctional Training Institute hosted an open house on November 16<sup>th</sup> to celebrate the opening of the “Reflections of Pride: The History of the Indiana Department of Correction Museum.”

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

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

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

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

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

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

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

---

Thank you for being part of the 2013 Statewide Trainer's Conference. I appreciate all the training staff contributing to the success of this conference. It was a great week focusing on moving training from Good to Great. Thank you all for being part of the team!



**CORRECTIONAL TRAINING INSTITUTE**  
**2050 NORTH COUNTY ROAD 50 EAST**  
**NEW CASTLE, INDIANA 47362**  
**765/521-0230 PHONE**  
**765/521-0595 FAX**  
**765/529-6873 FAX**



**WEB SITES**

[www.in.gov/indcorrection/divisions/sdt.htm](http://www.in.gov/indcorrection/divisions/sdt.htm)

[www.in.gov/indcorrection](http://www.in.gov/indcorrection)

<http://www.in.gov/indcorrection/reentry/>

<http://isd.state.in.us/spd/training/oatcp.htm>