INDIANA DEPARTMENT OF CORRECTION

STAFF DEVELOPMENT & TRAINING

EMERGENCY RESPONSE OPERATIONS SPECIALIZED TRAINING

FIRST QUARTER TRAINING CALENDAR

JULY - SEPTEMBER 2016

BRUCE LEMMON, IDOC COMMISSIONER
NANCY RILEY, EXECUTIVE 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 best correctional practices, we strive to return productive citizens to our communities and inspire a culture of accountability, integrity and professionalism.

CONTENTS

FIRST 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, Executive Director Staff Development & Training

9 Division of Staff Development & Training Directory

10 Adult Facility Schedule/ Regional Contact Information

11 Juvenile Facility Schedule/ Regional Contact Information

12 Parole Division Schedule/ Contact Information

13 Leadership Courses

17 Certification Training

18 Webinar Training

19 Computer Based Training

ERO PROGRAM FEATURES

20 James Basinger, Deputy Commissioner of Operations/ Richard L. Curry Jr., Executive Director ERO

21 Division of Emergency Response Operations Directory

23 Emergency Response Operations Academies/Certifications & Recertification's

SPECIAL FEATURES

24 Training Available Upon Request

28 University of Phoenix Credits

30 IDOC/ROP History of the IDOC Museum

APPENDIX

Quarterly Training Calendar

CORRECTIONAL FACILITIES

ADULT

Branchville CF	BTU
Chain O'Lakes CF	COL
Correctional Industrial Facility	CIF
Edinburgh CF	JCU
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
Heritage Trail CF	FTOP
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

We promote public safety by providing meaningful effective opportunities for successful re-entry.

GENERAL GUIDELINES

Program Registration and Cancellation	Register for classes by contacting your Regional Training Manager, or through established methods at your Facility Training Department. If you are registered for a program, you are expected to attend. Your facility training department should be notified as soon as possible of any cancellations so that others can have the opportunity to attend. If a program is cancelled, registered participants will be notified.
Training Classes What To Bring	The following is a list of items you will need to bring while attending classes: Pen, Pencil, Pad of Paper, Highlighter and Sweater/Jacket.
Correctional Training Institute Lodging Registration Procedures	If you require lodging for Staff Development & Training Programs and Emergency Response Operations, a Request for Lodging Form must be completed and forwarded via e-mail to SDEORESERVATION@idoc.in.gov All Participants lodging at CTI must return room keys in the drop off box located near the main entrance, prior to attending the first session, on the last day of the training program.
Correctional Training Institute Lodging Items What To Bring	The following is a list of items you may wish to bring while lodging at CTI: Towels/Washcloths, Facility ID Cards, Alarm Clock, and Personal Hygiene Items (soap, toothpaste/tooth brush, deodorant, etc.)
WiFi	The Correctional Training Institute and the Staff Development Building now have "Wireless Internet".
ADA	We abide by the regulations and requirements of the Americans with Disabilities Act (ADA) and will provide reasonable accommodations to anyone making such request.
Emergency Plans	Emergency Plans are established for the protection of participants, staff and offenders. In the event of an emergency, follow the directions of the classroom instructor, who will implement these procedures.
Dress Code	Participants are expected to follow IDOC Grooming and Dress Policy and Procedure guidelines when attending training programs, unless notified otherwise by training staff.
CTI Library	All participants/staff may access the student library, located on the second floor of the Correctional Training Institute building.
Indiana Department Of Correction Policy and Procedures	Staff shall have an electronic data base access to review all policies/procedures relating to their work assignments.
Reflections of Pride IDOC Store	You may now visit the ROP store at the East Region, Central Region, West Region, North Central Region, and North Region. 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. **Edinburgh Correctional Facility:** Mock Audit July 11-12(ACA Audit August 16-18)
2. **Putnamville Correctional Facility:** Mock Audit July 18-19(ACA Audit August 30-September 1)
3. **Madison Correctional Facility:** Mock Audit August 1-2(ACA Audit September 13-15)
4. **Westville Correctional Facility:** Mock Audit September 19-20(ACA Audit October 25-27)

Program Reviews

1. **Pendleton Juvenile Correctional Facility:** July 25-26, Year 2
2. **Reception Diagnostic Center**: August 22-23, Year 1
3. **Logansport Juvenile Correctional Facility:** August 24-25, Year 1
4. **Indiana State Prison:** September 6-7, Year 2

STATE HOLIDAYS

INDEPENDENCE DAY
JULY 4, 2016

LABOR DAY
SEPTEMBER 5, 2016

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 AND TRAINING
EDUCATION
OPPORTUNITIES
EXCELLENCE

STAFF DEVELOPMENT & TRAINING

-James Basinger,
Deputy Commissioner of Operations

-NANCY RILEY,
Executive Director, Staff Development & Training

SD&T STAFF DIRECTORY

CTI Main Phone 765/521-0230

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Jackie Harris	Housekeeping	5043		
Darren Coy	Maintenance Foreman	5014		dlcoy@idoc.in.gov

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Administration/ROP Fax	765/521-0595

STAFF DEVELOPMENT AND TRAINING

EDUCATION OPPORTUNITIES EXCELLENCE

Adult Facility New Employee Training Process Schedule

Phases 1, 2, & 4 are conducted at the facilities. Phase 3 is conducted at Correctional Training Institute Regional Academy Sites: Miami, New Castle, Plainfield, Putnamville, and Westville

Regional Academy Contact: CTI New Castle - Jennifer Cline (317)452-3722; Miami – Mike Minthorn (574)870-4315; Plainfield – Kathy Goen (317)626-3850;
Putnamville - Ken Kortum (765)655-3582; Westville – Philip Sonnenberg (219)561-3407

Phase 1 **NEO & Skill Based Training**	**Phase 2** **OJT 2 Weeks**	**Phase 3 Week 1** **Item: DOC_Preservice1**	**Phase 3 Week 2** **Item: DOC_Preservice2**	**Phase 4** **CPR/1st Aid/AED & OJT 2 Weeks**
Dates:	**Dates:**	**Dates:**	**Dates:**	**Dates:**
A- July 11-15, 2016 B- July 25-29, 2016 C- August 29-September 2, 2016 D- September 19-23, 2016 E- October 24-28, 2016 F- November 14-18, 2016	A- July 18-29, 2016 B- August 1-12, 2016 C- September 6-16, 2016 D- September 26- Oct. 7, 2016 E-October 31-Nov. 10, 2016 F-November 21-Dec. 2, 2016	A- August 1-5, 2016 B- August 15-19,2016 C- September 19-23, 2016 D- October 11-17, 2016 E- November 14-18, 2016 F- December 5-9, 2016	A- August 8-12, 2016 B- August 22-26, 2016 C- September 26-30, 2016 D- October 18-24, 2016 E- November 21-29, 2016 F- December 12-16, 2016	A-August 15- August 30, 2016 B- August 29-September 14, 2016 C- October 3-20, 2016 D- October 25-Nov. 10, 2016 E- November 30- Dec. 19, 2016 F- December 19-January 6, 2016

Target Audience: All new staff that has daily or regular offender contact will attend the New Training Process unless they have been separated from Department 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:	Combination Facility and CTI Regional Academy Sites
Time:	8:00 a.m. - 4:30 p.m.
Training Credit:	311 hours

Synopsis: The "New Employee Training Process" for staff working in an "Adult Correctional Facility" is designed to provide participants with the foundational knowledge and skills necessary to perform their job duties. Over the course of this program, participants will receive instruction in a variety of environments including: traditional classrooms, field operations, and via distant learning platforms. The "New Employee Training Process" for "Adult Facility" staff consists of five (4) Phases; each Phase is designed to build upon the knowledge and skills learned during the previous phase. Phase 1: is a 40-hour program designed to introduce participants to State Government employment and provide staff with foundational skills for the preservation of property and life. This phase of the program will explore topics, such as Personnel, Payroll, Benefits, Use of Force, Defensive Tactics, Security Skills, and Department of Correction Policies. Phase 2: is an 80-hour program designed to introduce participants to the realities of working in an "Adult Correctional Facility". During this phase, participants will be assigned to work alongside veteran staff that is certified as Field Training Officers (FTO). Phase 3: is an 80-hour program delivered in a traditional classroom environment. During this phase participant will be introduced to various topics related to; Communication, Constitutional Rights, Administrative Procedures, Mental Health, working with diverse populations, and other statutory programs. Phase 3 is designed to be applicable to all new employees with the Department of Correction. Phase 4: is a 95-hour program where participants finish up the "New Employee Training Process". This Phase is designed to provide participants with the opportunity to implement the skills and knowledge learned during the entire process, while still under the supervision of experienced veteran Field Training Officers. In total, the "New Employee Training Process" for staff working in an "Adult Correctional Facility" consists of 311 hours of instruction (including e-Learning modules).

Juvenile Facility New Employee Training Process Schedule

Phases 1, 2 & 5 are conducted at the employee's home facilities. Phase 3 is conducted at the Correctional Training Institute Regional Academy Sites: Miami, New Castle, Plainfield, Putnamville, and Westville. Phase 4 is held at the East Regional Site only.

Regional Academy Contact: CTI New Castle - Jennifer Cline (317)452-3722; Miami – Mike Minthorn (574)870-4315; Plainfield - Kathy Goen (317)626-3850; Putnamville – Ken Kortum (765)655-3582; Westville – Philip Sonnenberg (219)561-3407
Juvenile Academy Contacts: Jennifer Cline (317)452-3722; Mike Minthorn (574)870-4315

Phase 1 NEO & Skill Based Training	Phase 2 OJT 2 Weeks	Phase 3 Week 1 Item: DOC_Preservice1	Phase 3 Week 2 Item: DOC_Preservice2	Phase 4 Item: DOC_MAC Academy	Phase 5 CPR/1st Aid/AED & OJT 2 Weeks
Dates:	**Dates:**	**Dates:**	**Dates:**	**Dates:**	**Dates:**
A- July 11-15, 2016 B- July 25-29, 2016 C- August 29-Sept. 2, 2016 D- September 19-23, 2016 E- October 24-28, 2016 F- November 14-18, 2016	A- July 18-29, 2016 B- August 1-12, 2016 C- September 6-16, 2016 D- Sept. 26- Oct. 7, 2016 E-October 31-Nov. 10, 2016 F-Nov. 21-Dec. 2, 2016	A- August 1-5, 2016 B- August 15-19,2016 C- Sept. 19-23, 2016 D- October 11-17, 2016 E- Nov. 14-18, 2016 F- December 5-9, 2016	A- August 8-12, 2016 B- August 22-26, 2016 C- September 26-30, 2016 D- October 18-24, 2016 E- November 21-29, 2016 F- December 12-16, 2016	A & B- Aug. 29-Sept. 2, 2016 C-October 3-7, 2016 D- Oct. 31-Nov.4, 2016 E- December 5-9, 2016 F & G – January 23-27, 2017	All five phases must be completed prior to working unsupervised with the student population.

Target Audience: All staff working in a Juvenile Facility.

Class Size: Designated per classroom space and resources

Location: Facilities and CTI Regional Academy Sites

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

Training Credit: 351 hours

Synopsis: The "New Employee Training Process" for staff working in a Juvenile Correctional Facility is designed to provide participants with the foundational knowledge and skills necessary to perform their job duties. Over the course of this program, participants will receive instruction in a variety of environments including: traditional classrooms, field operations, and via distant learning platforms. The "New Employee Training Process" for "Juvenile Facility" staff consists of five (5) Phases; each Phase is designed to build upon the knowledge and skills learned during the previous phase. Phase 1: is a 40-hour program designed to introduce participants to State Government employment and provide staff with foundational skills for the preservation of property and life. This phase of the program will explore topics, such as Personnel, Payroll, Benefits, Use of Force, Defensive Tactics, Security Skills, and Department of Correction Policies. Prior to moving to Phase 2, participants must successfully complete all training requirements in Phase 1; including all e-Learning modules. Phase 2: is an 80-hour program designed to introduce participants to the realities of working in a "Juvenile Correctional Facility". During this phase, participants will be assigned to work alongside veteran staff that is certified as Field Training Officers (FTO). Phase 3: is an 80-hour program delivered in a traditional classroom environment. During this phase participant will be introduced to various topics related to; Communication, Constitutional Rights, Administrative Procedures, Mental Health, working with diverse populations, and other statutory programs. Phase 3, is designed to be applicable to all new employees with the Department of Correction. Prior to moving to Phase 4, participants must successfully complete all training requirements in Phase 3; including all e-Learning modules. Phase 4: is a 40-hour program designed to introduce participants to "juvenile" specific topics, such as: Administrative Procedures, Adolescent Behaviors, Mental Health, Trauma Informed Care, Supervising High Risk and Sex Offender Students, as well as, other topics related to incarcerated youth. Phase 5: is a 95-hour program where participants finish the "New Employee Training Process". This Phase is designed to provide participants with the opportunity to implement the skills and knowledge learned during the entire process, while still under the supervision of experienced veteran Field Training Officers. In total, the "New Employee Training Process" for staff working in a "Juvenile Correctional Facility" consists of 351 hours of instruction (including e Learning).

Parole Division New Employee Training Process Schedule

Phases 1,2 & 6 are conducted at the District Office. Phase 3 is conducted at the Regional Academy Training Sites. Phase 4 & 5 are conducted at the Correctional Training Institute at the East Region.

Regional Academy Contact: CTI New Castle - Jennifer Cline (317)452-3722; Miami – Mike Minthorn (574) 870-4315; Plainfield - Kathy Goen (317) 626-3850;
Putnamville - Ken Kortum (765)655-3582; Westville – Philip Sonnenberg (219)561-3407.
Parole Academy Contacts: Kathy Goen (317) 626-3850; Ken Kortum (765) 655-3582; Chris Tanis (219) 730-7060

Phase 1 NEO & Skill Based Training	Phase 2 OJT 2 Weeks	Phase 3 Week 1 Item: DOC_Preservice1	Phase 3 Week 2 Item: DOC_Preservice2	Phase 4 Firearms Certification	Phase 5 Parole Academy	Phase 6 CPR/1st Aid/AED & OJT 2 Weeks
Dates:	**Dates:**	**Dates:**	**Dates:**	**Dates:**	**Dates:**	**Dates:**
A- July 11-15, 2016 B- July 25-29, 2016 C- August 29-Sept. 2, 2016 D- September 19-23, 2016 E- October 24-28, 2016 F- November 14-18, 2016	A- July 18-29, 2016 B- August 1-12, 2016 C- Sept. 6-16, 2016 D- Sept. 26-Oct. 7, 2016 E-Oct. 31-Nov. 10, 2016 F-Nov. 21-Dec. 2, 2016	A- August 1-5, 2016 B- August 15-19,2016 C- September 19-23, 2016 D- October 11-17, 2016 E- November 14-18, 2016 F- December 5-9, 2016	A- August 8-12, 2016 B- August 22-26, 2016 C- September 26-30, 2016 D- October 18-24, 2016 E- November 21-29, 2016 F- December 12-16, 2016	Sept. 12-16, 2016 Nov. 28-Dec. 2, 2016	Sept. 19-23, 2016 Dec. 5-9, 2016	All six phases must be completed prior to working unsupervised around Parolees.

Target Audience:	All new staff working in Parole Services
Class Size:	Designated per classroom space and resources
Location:	Combination: Parole District and CTI Regional Academy Sites
Time:	8:00 a.m. - 4:30 p.m.
Training Credit:	329 hours

Synopsis: The "New Employee Training Process" for Parole employees is designed to provide participants with the foundational knowledge and skills necessary to perform their job duties. Over the course of this program, participants will receive instruction in a variety of environments including: traditional classrooms, field operations, and via distant learning platforms. The "New Employee Training Process" for Parole staff consists of six (6) Phases; each Phase is designed to build upon the knowledge and skills learned during the previous phase. Phase 1: is a 40-hour program designed to introduce participants to State Government employment and provide staff with foundational skills for the preservation of property and life. This phase of the program will explore topics, such as Personnel, Payroll, Benefits, Use of Force, Defensive Tactics, Security Skills, and Department of Correction Policies. Prior to moving to Phase 2, participants must successfully complete all training requirements in Phase 1; including all e-Learning modules. Phase 2: is an 80-hour program designed to introduce participants to the realities of working as a Parole Agent with the Indiana Department of Correction. During this phase, participants will be assigned to work alongside veteran Parole Agents who are certified as Field Training Officers (FTO). Phase 3: is an 80-hour program delivered in a traditional classroom environment. During this phase participant will be introduced to various topics related to; Communication, Constitutional Rights, Administrative Procedures, Mental Health, Working with Diverse Populations, and other statutory programs. Phase 3 is designed to be applicable to all new employees with the Department of Correction. Prior to moving to Phase 4, participants must successfully complete all training requirements in Phase 3; including all e-Learning modules. Phase 4: is a 30 hour Firearms Certification Program; participants must complete this mandatory program with minimum score of 80% to continue on to Phase 5. Phase 5: is a 40-hour program designed to introduce participants to Parole specific topics, such as: Administrative Procedures, Case Management, Parolee Supervision, Parole Board, and other topics related to the Parole Services Division. Phase 6: is a 16.0 hour program were participants finish up the "New Employee Training Process". This Phase is designed to provide participants with the skills and knowledge needed to perform specific tasks such as: CPR/First Aid and Transportation. In total, the "New Employee Training Process" for new Parole staff consists of 307 hours of instruction (including e-Learning modules).

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:

DEVELOPING PROFESSIONAL EMPLOYEES

OPTIMIZING HEIGHTENED EFFECTIVENESS

CONQUERING 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 addresses a target audience of newly promoted supervisors with less than one (1) year supervisory experience.

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

Dates:
Correctional Training Institute
Offered Next Quarter

Times:
8:00 a.m. till 4:30 p.m.

Location:
Correctional Training Institute

Class size:
Minimum 10 / Maximum 24

Please contact CEMeredith@idoc.IN.gov or at 765-521-0230 ext. 5005 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:
Correctional Training Institute
Offered Next Quarter

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

Location:
Correctional Training Institute

Class size:
Minimum 10 / Maximum 24

Please contact Dvought@idoc.IN.gov or at 765-521-0230 ext. 5017 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 +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 JFitch@idoc.IN.gov or at (765) 521-0230 Ext. 5006 with any questions regarding Conquering Maximum Efficiency.

CERTIFICATION PROGRAMS

COURSE	Indiana Risk Assessment System (IRAS) Contact: Brandon Downey 765/521-0230 ext. 5004	
	Date September 21-22	**Location** Correctional Training Institute
Target Audience:	Adult Facility Case Managers and Counselors	
Class Size:	30 Participants	
Time:	8:00a.m. – 4:00p.m.	
Training Credit Hours:	15 Hours	
Synopsis:	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. The IRAS is an integrated set of tools that will be utilized by all criminal justice agencies.	

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!

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

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

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

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

Using GoToWebinar

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

COMPUTER BASED TRAINING

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

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

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

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

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

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.

EMERGENCY RESPONSE OPERATIONS

-JAMES BASINGER
Deputy Commissioner of Operations

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

ERO STAFF DIRECTORY

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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

Honor Guard Academy – MUTC – July 25-29, 2016

Adult Recertification QRT Instructor – MUTC – August 1-5 and August 8-12, 2016

Special Weapons Academy – MUTC- September 12-16, 2016

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 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

University of Phoenix®

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

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). 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.

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Learn more.

To learn which Indiana Department of Correction courses may be eligible for credit, visit **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 16th to celebrate the opening of the "Reflections of Pride: The History of the Indiana Department of Correction Museum."

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

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

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

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

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

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

For further information or to donate items to the museum, please contact Matt Andrick at 765 521-0230 ext: 5002, or via IDOCMuseum@idoc.in.gov

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