



Training Academy

Course Syllabus

2015

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.

AMERICAN RED CROSS CPR / First Aid / AED

8 Hours / 4 Hour Refresher

This instruction gives you the knowledge and ability to perform Cardio-Pulmonary Resuscitation along with basic first aid and the ability to use an AED.

Prerequisite: Security beginning at the rank of Sergeant or Unit Trainers.

AMERICAN RED CROSS CPR INSTRUCTOR COURSE

16 Hours

Designed to certify staff as instructors to teach CPR/First Aid/ AED.

Prerequisite: CPR certified, recommended by unit trainer and completion of blended learning in SABA.

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.

ATTITUDE VIRUS

4 Hours

This course provides information on the 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

4Hours

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.

BASIC MICROSOFT EXCEL

4 Hours

Summarizing information in the form of charts and tables and making financial and other types of calculations are common task performed by administrative and supervisory personnel. Microsoft Excel is a software program that stores and manages information so that it can be summarized.

Prerequisite: Existing knowledge of computers and programs.

BASIC MICROSOFT OUTLOOK

4 Hours

This course provides students with an overview of the use of MS Outlook, the primary email and scheduling program used by the Arkansas Department of Correction

Prerequisite: Existing knowledge of computers and programs.

BASIC MICROSOFT POWERPOINT

4 Hours

During this 4-hour introductory class, students will gain the basic knowledge of how MS PowerPoint works and its uses, how to navigate the functions within the software program, and be able to create basic presentations.

Prerequisite: Existing knowledge of computers and programs.

BASIC MICROSOFT WORD

4 Hours

This course enables the trainee to learn the basic concepts of word processing in MS Word. The trainee will identify the components of the applications window, create a new document; enter text in the text area, and use the multiple basic editing techniques.

Prerequisite: Existing knowledge of computers and programs.

BECOMING A PERSON OF INFLUENCE

4 Hours

How important is influence? One writer says “Leadership is influence, nothing more and nothing less”. Learn how to become a person of influence to enhance your career.

BUILDING TRUST & ESTABLISHING LOYALTY

4 Hours

Students participate in a variety of activities designed to help them both consider the nature of trust issues and learn techniques for building trusting relationships.

CHANGE CHANGES YOU

4 Hours

Change never leaves you the same. This presentation will show you how to cope with, and how to improve your life when change comes – and it will come!

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.

COMMUNICATION IN CORRECTIONS

4 Hours

This course is an introduction to understanding the proper usage and maintenance of various types of radios used in the Department.

COMMUNICATING NON-DEFENSIVELY

6 Hours

To familiarize participants to recognize and overcome their own defensive behavior as well as the defensive behavior in others so they can put into practice the five skills of non-defensive communication and learn how to avoid putting people “on the defensive” in the first place.

CORRECTIONAL POLICE OFFICER ANNUAL TRAINING

The ADC has several employees who are certified through Standards to be full time or specialized police officers. Each year, these employees must have a minimum of **16** hours of annual continuing training as follows:

Racial Profiling/Cultural Diversity **2 Hours**

Designed to aid the student in understanding racial, ethnic, national, religious and cultural differences for effective and appropriate methods of carrying out law enforcement duties

Developing a Winning Mindset **4 Hours**

Students will be taught the reasons why they should be concerned with not only the “book” knowledge that comes with the job, but also the physical demands it presents. The mental preparation it takes to survive and the preparedness to combat the stress it involves.

Handcuffing/Self Defense Refresher **4 Hours**

A refresher class to remind students the proper way to apply handcuffs to ensure their safety and the self-defense techniques to apply to subdue both passive and active forms of resistance.

Public Relations **2 Hours**

A class designed to show students the need for a proper relationship with the public. That public relations is everyone’s responsibility and how to interact with the public in all phases of their career.

Presence of Authority **2 Hours**

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

Firearms Qualification **2 Hours**

Certified officers must qualify with the handgun on an annual basis. This handgun course is modeled after the Handgun course of fire approved through Standards. Using fifty rounds and a standard B-27 target, the officer must have 40 hits out of 50 rounds on the silhouette inside of the 7 ring in order to score a minimum 80% for qualification.

Prerequisite: must be Certified through Standards as a Full Time or Specialized Police.

CORRECTIONAL SECURITY FOR NON-SECURITY

40 / 16 / 8 Hours

The **40** hour segment is designed for full time ADC staff. 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.

Prerequisite: there is a 24-hr. eCADEMY course that must be completed before the employee may take the two-day academy portion of the 40 hour class.

Required for all newly hired non-security personnel and rehires gone less than a year. 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 segment is designed for contract staff such as medical staff. The **8** hour class is designed for volunteers that help out in various roles.

DEFENSIVE DRIVING

8 Hours

Utilizing both classroom and behind the wheel instruction, this class shares driving awareness, driving safety, and defensive driving skills in a very inter-active fashion.

Prerequisite: Should be in transportation or in a position that frequently drives a state vehicle or mandated by policy due to the Arkansas State Vehicle Safety Program.

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.

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.

EEO GRIEVANCE PROGRAM CERTIFICATION

16 Hours

Governor's Executive Orders 86-1 and 93-1 and governor's Policy Directive #8 require supervisory level personnel and grievance officers to complete specific training courses in order to meet classification compliance. This course covers the new rules implemented by legislation to the grievance appeal and mediation processes.

Prerequisite: required for grievance officers and those involved in the appeal/mediation process.

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 Correction.

eCADEMY

(Credit may be awarded for up to 30 hours per year)

On-line training from Essential Learning @ www.ardoc.training.essentiallearning.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.

eOMIS: BASIC

4 Hours

A high 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 ADC computer use policy, perform various searches, locate the inmate synopsis, use eOMIS shortcuts , and utilities and where to get help with eOMIS issues.

Prerequisite: none.

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: none.

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 be familiar with eOMIS.

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 Security *and* have a eOMIS account.

eOMIS: ELECTRONIC SIGNATURE

1 HOUR

The purpose of this lesson is to provide instruction on how to use an electronic signature pad to record signatures in eOMIS.

eEOMIS: 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 DRUG TESTING

2 Hours

The student will become familiar with the correct way to collect, handle and test employee specimens according to departmental policy. This is an active class where test for drugs of abuse are actually conducted on and with the students.

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.

EMPLOYEE MOTIVATION-10 TIPS TO BOOST JOB PERFORMANCE

4 Hours

Employee motivation and productivity can be enhanced and improved by creating a work environment that maximizes the factors that affect performance. These factors are simple to understand, easy to measure and can add tremendous value to the work place and the Department as a whole.

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.

FEMALE OFFENDERS

4 Hours

Female inmates are the fastest growing population group among the incarcerated in America. This training session deals with the backgrounds, special needs, and uniqueness of working with female inmates.

Prerequisite: Must have direct supervision of female inmates.

FIELD TRAINING OFFICER

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.

Prerequisite: Security only or directly involved in the FTO program, CO II or Sgt., minimum one year with ADC, disciplinary free for the past year, recommended by unit trainer, supervisor.

FIFTEEN MINUTE SAFETY BRIEFINGS

15 Minutes

15 minute safety briefings are conducted on a unit level 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 is from the Arkansas Workers comp Commission, Brass Me In and those from the departments contract medical staff.

FINANCIAL SURVIVAL

4 Hours

This course provides realistic ways to become debt free and get control of your finances, instead of them controlling you.

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 insure staff are able to meet their annual firearms requirements.

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

FIREARMS INSTRUCTOR RE-CERTIFICATION

8 Hours

This class is for the mandated recertification (once every two years) in order to keep your credentials as an ADC Firearms Instructor.

Prerequisite: For those already certified as a firearms instructor. Must also meet annual unit certification with all three weapons.

FIRE SAFETY SANITATION INSPECTOR CERTIFICATION

16 Hours

The main objective here is to give inspector credentials to staff in order insure 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.

GRAMMAR FOR GRIEVANCE OFFICERS

4 Hours

Grievance officers are in a position in which their reports may make a difference in a courtroom setting. In order to prepare them for this, students will identify how language works. They will also explore the four types of sentences and understand how verbs and nouns are properly used.

HELP US HELP YOU

4 Hours

In the ever increasing role of technology, we depend more and more on technical support. An Information Technology instructor gives us the insight of who and when to contact for assistance. Learning our own pre-contact trouble shooting techniques is also a key component.

IDENTITY THEFT

4 Hours

This course presents information on the crime of Identity Theft and some ways to avoid becoming a victim. Attendees do not need a background in technology to understand the course material.

INMATE COUNCIL SPONSOR TRAINING

This course defines the purpose of an Inmate Council and how it can benefit the Department. Topics covered include, start up, basic goals, menu planning, cost/price analysis, inventory control stop loss , sales/spending tracking and safety training.

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

4Hours

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.

INMATE GRIEVEANCE PROCEDURE / ADC & MEDICAL STAFF

2 Hours

This course targets the Grievance Officers of the ADC and the 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.

INTERVIEW LIKE A PRO

4 Hours

This class is appropriate for all staff, especially those interested in advancement within the ADC. You will learn how to prepare for an interview, what to do during and after the interview, and how to give the interviewer the information he/she is seeking.

Note: this class fits well with **Moving On Up**

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 in avoiding 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.

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

LAW ENFORCEMENT OFFICERS FLYING ARMED

2Hours

The Office of Law Enforcement / Federal Air Marshal Service maintains oversight of the Law Enforcement Officers flying armed program. This course provides the Federal regulations that an officer must meet to fly on board commercial aircraft while armed. This includes a 2 hour block of instruction that is comprised of a structured lesson plan, slide presentation, FAQ's, NLETS procedures and applicable codes of federal regulation. Also included are protocols in the handling of prohibited items, prisoner transport, and dealing with an act of criminal violence aboard an aircraft.

MAIL HANDLING CLASS

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 also.

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) or Non-Security (Grades C110-C114) shall consist of the following classes:

- a. Administering Discipline
- b. Arkansas Government Basics
- c. CPR / First Aid / AED (Security staff only)
- d. Fair Labor Standards Act
- f. HRkansas
- g. Interpersonal Communication
- h. Introduction to Management
- i. Performance Evaluation

Management Level II

Training for Security (Lieutenant) or Non-Security (Grades C115-C117)

- a. Solutions for Health Care in a Correctional Environment
- b. Ethics in Leadership
- c. Rethinking Retention
- d. Management Effectiveness
- e. PREA Investigations

Management Level III- Command Officer/Supervisor

Training for Security (Captain / Major) or Non-Security (Grade C118-C120).

Management Level IV-Executive Training

Training for positions grade C121 and higher (including unclassified positions).

MANDATORY ANNUAL TRAINING

In accordance to the Administrative Directive Employee Orientation and Training, the following list of classes have been deemed as mandatory refresher training.

CPR

For security staff only, beginning at the rank of Sergeant. This training is required every two years. It is also a prerequisite for attending Management Level 1 training.

Emergency Preparedness (classroom)or Emergency Preparedness Refresher(elearning)

4Hours

This is a refresher course for all staff. This four hour class is the minimum requirement unless you are a supervisor. Supervisors must take not only this four hour block of instruction but the two 2 hour classes in elearning, *Emergency Preparedness* and *Emergency Preparedness in a Correctional Setting*.

Ethics/Conduct Standards

This class is for security staff only. Ethics and Conduct standards are an important part of the moral compass we develop.

Firearms Qualification

Mandatory yearly training for all staff qualified to fire a weapon in the ADC. This includes and is in addition to those who are CPO certified and Firearms Instructor Certified.

Fire/Safety/Chemical Safety/Chemical Right to Know

This is a refresher course for all staff. This class is a reminder of the role we play concerning fire safety, the use of chemicals and our rights when dealing with chemicals.

Sexual Abuse/Assault-PREA

This is a refresher course for all staff. This class reaffirms the department's commitment of a zero tolerance agenda towards prison rape and abuse for inmates.

Sexual Harassment

This course is for all staff. Although the prison environment can be different than a regular workplace, it is still a workplace. Staff have the right to be free from sexual harassment in the workplace.

Sexual Misconduct

This is a refresher course for all staff. The topic of discussion is the relationship of staff with inmates. Policy supports that inappropriate relationships are not permitted.

Suicide Prevention/Intervention

Mentally Ill and Suicidal Inmates #1

Mentally Ill and Suicidal Inmates #2

Saving Lives-Understanding Depression and Suicide in Corrections Settings

Taught by Mental Health staff, these series of classes are to keep Correctional Staff informed of the unique challenges presented by mentally challenged inmates.

Supervising Inmates/Inmates Rights & Responsibilities

An annual refresher designed to keep staff from becoming complacent when performing duties.

Use of Force

There may be times when staff are put in a position where force may be used. This class reminds staff of their legal justification concerning the use of force.

Use of Restraints

Some staff are in positions where handcuff and other restraints are not used on a daily basis. This class is a hands on for each unit to have staff practice not only hand restraints, but leg irons, belly chains and tethers.

MANAGING A MULTI-GENERATIONAL WORKFORCE

8 Hours

Anyone who manages or supervises employees needs to take this training session. The Arkansas Department of Correction currently has four distinct age groups among our employees. With differing backgrounds, life experiences, goals and values, it is a challenge to successfully blend these groups into a blended workforce. This training session will point out the strengths, and weakness of each group and how to supervise them all.

MOVING ON UP: THE HIGHWAY TO TRANSFERS AND PROMOTIONS WITHIN THE DEPARTMENT OF CORRECTION

4 hours

In order to **Interview Like a Pro**, we must first learn the States system in order to apply for a promotion. This class is conducted in the computer lab with step by step instructions towards completing your very own promotion application. Students should bring all of their personal information and work history information in order to build the application.

Note: fits good with **Interview Like a Pro**.

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.

OFFICE WRITING SKILLS

8 Hours

As a module of the Office Management Certification, this class will teach or refine your office writing skills, paying attention to memos, email, daily writing, requests, and composing negative and good news.

PERSONAL RESPONSIBILITY

4 Hours

This class is designed to provide the tools to reinforce the idea of personal responsibility in the staff at Arkansas Department of Correction and to help 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.

POLITICAL AND RELIGIOUS RADICALIZATION OF INMATES

4 Hours

Although unclassified, this information is law enforcement sensitive. Students will take an in depth look at the radicalization process and why inmates are susceptible to this agenda. The student will first understand what radicalization is and then learn the indicators of the process.

PPCT/SKD INSTRUCTOR CERTIFICATION **PPCT/SKD INSTRUCTOR RECERTIFICATION**

This course is to certify staff as a PPCT/SKD instructor. Once certified, the instructor may teach any of the PPCT/SKD components. Recertification is every three years.

PPCT / SKD REFRESHER

4-24 Hours

This is annual refresher training for security officers. Taught only by certified PPCT/SKD instructors, class can be tailored to suit each unit's needs. Classes can be from 4, 8, 16, or even 24 hours to cover specific topics such as pressure points, handcuffing, takedowns and defensive tactics.

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

ROADMAP FOR SUCCESS

8 Hours

Success is not a destination, but it is very much a journey. Dr. John Maxwell has allowed us to share his wisdom in what it takes to be successful in our careers as well as our personal life in this challenging class.

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. You will identify reasons staff and inmates are not cohesive, 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 Train the Trainers 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.

SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE

Learn to prioritize your life according to the most important things in your life. Spending more time in the areas that matter most to you and being effective.

Prerequisite: Sergeants / Grade 19 and above

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 PPCT Defensive Tactics class.

STORM SPOTTERS

2Hours

Several staff work in towers or supervise work crews outside of the secured unit. Each day there are also several transportation vans hitting the highways. This course, taught by a NOAA Instructor teaches staff how to recognize those hazards associated with severe weather.

TASER TRAINING

8 Hours

Participants will be taught the practical and legal uses of the Taser X-26 electronic device, by a Department Certified Trainer.

Prerequisite: Participants must be under an assignment that requires the carrying of a Taser device. (i.e. Transportation or Unit Requirements)

TIME AFTER TIME: FROM SENTENCING TO RELEASES

8Hours

Time After Time: From Sentencing to Releases is a comprehensive class designed to give the expert or the novice insight into the decisions made in the realm of record keeping. This class discusses everything from NCIC/ACIC issues, institutional filing procedures, sentencing orders and laws to the final clearing procedures for the parole and discharge. The applicable audience is anyone who works in the records office and can be expanded for other supervisors, such as Wardens, Deputy Wardens and Majors.

THE ART OF ACTIVE LISTENING

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.

THE SEVEN C'S OF LEADERSHIP

4 Hours

What does every leader need to know? This training session is geared to assist you in learning and practicing 7 simple steps toward more successful leadership.

TRAIN THE TRAINER: LEARNING TRANSFER IMPACT

40 Hours

This training is designed for people who are called upon to develop and conduct training. This class will suggest delivery alternatives that can enhance the learning experience. This class is detailed with intensive trainee involvement. Projects will be assigned.

Prerequisite: Participant **MUST** be involved in the training field. Participant must have Supervisor, Unit Trainer and Training Academy approval. This is a mandated instructor development class for Academy Instructors and Unit Trainers.

WEAPON RETENTION

4Hours

Based upon components of 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.

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.