



Received
JUL 25 2014
Contract Beds Bureau

**ARIZONA STATE PRISON COMPLEX
KINGMAN**

**ANNUAL TRAINING PLAN
FY15**

**Jerry Sternes
Complex Administrator**

**Michael Wilridge
Training Lieutenant**

ARIZONA STATE PRISON COMPLEX – KINGMAN FY15 Annual Training Plan

ARIZONA DEPARTMENT OF CORRECTIONS

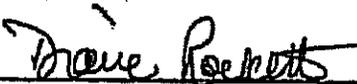
SIGNATURE PAGE

The 2014/15 Annual Training Plan is forwarded for review and approval. The plan establishes the minimum training requirements for all the Management and Training Corporation, ASPC-Kingman employees for the training year beginning July 1, 2014 and ending June 30, 2015.

Signature/Approval

Betty Barnes, Deputy Warden
Contract Monitor


Tara Diaz, Contract Beds Operations Director


Diane Rockett, Bureau Administrator
Staff Development and Training

ARIZONA STATE PRISON COMPLEX – KINGMAN FY15 Annual Training Plan

ARIZONA DEPARTMENT OF CORRECTIONS

SIGNATURE PAGE

The 2014/15 Annual Training Plan is forwarded for review and approval. The plan establishes the minimum training requirements for all the Management and Training Corporation, ASPC-Kingman employees for the training year beginning July 1, 2014 and ending June 30, 2015.

Signature/Approval

**Betty Barnes, Deputy Warden
Contract Monitor**

Tara Diaz, Contract Beds Operations Director

**Diane Rockett, Bureau Administrator
Staff Development and Training**

SECURITY SUPERVISORS:

- ADA Compliance (CBT)
- CARE (CR)
- Communicable Disease Prevention (CBT)
- DART for Supervisors (CR)
- Drug Testing (CBT)
- Essentials of Communication (CR)
- Family Medical Leave Act (FMLA) (CBT)
- Fire Safety (CBT)
- Hazardous Material Control (CBT)
- Information Technology and Security Awareness (CBT)
- Inmate Games and Manipulation: Part II (CR)
- Maximum Custody Population Management Overview (CBT)
- PREA Compliance (CBT)
- Professionalism in Corrections (CBT)
- Report Writing (CR)
- Security Back to Basics (CR)
- Security Threat Groups (CBT)
- Self Defense (CR)
- Sexual Harassment and Employment Discrimination – A Matter of Choices (CR)
- State Employee Driver Training (required every 4 years) (CBT)
- *Success for Life (CR)
- Suicide Prevention (CBT)
- Supervisor Essentials (CR)
- Van Dynamics (every 4 years if driving a vehicle with 8 or more riders)(CBT and practical test)
- Weapons Recertification (CR)
- Working With Mentally Ill Inmates (CBT)

CORRECTIONAL CO III:

- ADC Compliance (CR)
- CARE (CR)
- Communicable Disease Prevention (CBT)
- Drug Testing (CBT)
- Essentials of Communication (CR)
- Family Medical Leave Act (FMLA) (CBT)
- Fire Safety (CBT)
- Hazardous Material Control (CBT)
- Information Technology and Security Awareness (CBT)

- Van Dynamics (every 4 years if driving vehicle with 8 or more riders) (CBT and practical test)
- Working With Mentally Ill Inmates (CBT)

CORRECTIONAL GRADE 21+

- ADA Compliance (CBT)
- CARE for Non-Security -- 4 hours (CR)
- Communicable Disease Prevention (CBT)
- Drug Testing (CBT)
- Essentials of Communication (CR)
- Family Medical Leave Act (FMLA) (CBT)
- Fire Safety (CBT)
- Hazardous Material Control (CBT)
- Information Technology and Security Awareness (CBT)
- Inmates Games and Manipulation: Part II (CR)
- Maximum Custody Population Management Overview (CBT)
- PREA Compliance (CBT)
- Professionalism in Corrections (CBT)
- Report Writing (CR)
- Security Back to Basics (CR)
- *Success for Life (CR)
- Security Threat Groups (CBT)
- Self Defense (CR)
- Sexual Harassment and Employment discrimination -- A Matter of Choices (CR)
- State Employee Driver Training (required every 4 years) (CBT)
- Suicide Prevention (CBT)
- Supervisor Essentials (CR)
- Van Dynamics (every 4 years if driving a vehicle with 8 or more riders) (CBT and practical test)
- Weapons Recertification (CR)
- Working With Mentally Ill Inmates (CBT)

NON-SECURITY:

- ADA Compliance (CBT)
- CARE for Non-security -- 4 hours (CR)
- Communicable Disease Prevention (CBT)
- Drug Testing (CBT)
- Essentials of Communication (CR)
- Family Medical Leave Act (FMLA) (CBT)
- Fire Safety (CBT)
- Hazardous Material Control (CBT)

EDUCATION:

- ADA Compliance (CBT)
- CARE for Non-Security – 4 hours (CR)
- Communicable Disease Prevention (CBT)
- Drug Testing (CBT)
- Essentials of Communication (CR)
- Family Medical Leave Act (FMLA) (CBT)
- Fire Safety (CBT)
- Hazardous Material Control (CBT)
- Information Technology and Security Awareness (CBT)
- Inmate Games and Manipulation: Part II (CR)
- Maximum Custody Population Management Overview (CBT)
- PREA Compliance (CBT)
- Professionalism in Corrections (CBT)
- Report Writing (CR)
- Security Back to Basics (CR)
- Self Defense (CR)
- Sexual Harassment and Employment Discrimination – A Matter of Choices (CR)
- State Employee Driver Training (required every 4 years) (CBT)
- *Success for Life (CR)
- Suicide Prevention (CBT)
- Use of Force and OC For Non-Security Staff (CR)
- Van Dynamics (every 4 years if driving a vehicle with 8 or more riders) (CBT and practical test)
- Working With Mentally Ill Inmates (CBT)

PHYSICAL PLANT/WAREHOUSE STAFF:

- ADA Compliance (CBT)
- CARE for Non-Security – 4 hours (CR)
- Communicable Disease Prevention (CBT)
- Drug Testing (CBT)
- Essentials of Communication (CR)
- Family Medical Leave Act (FMLA) (CBT)
- Fire Safety (CBT)
- Hazardous Material Control (CBT)
- Information Technology and Security Awareness (CBT)
- Inmate Games and Manipulation: Part II (CR)
- Maximum Custody Population Management Overview (CBT)
- PREA Compliance (CBT)
- Professionalism in Corrections (CBT)
- Report Writing (CR)
- Security Back to Basics (CR)

- Fire Safety (CBT)
- Hazardous Material Control (CBT)
- Information Technology and Security Awareness (CBT)
- Inmate Games and Manipulation: Part II (CR)
- Maximum Custody Population Management Overview (CBT)
- PREA Compliance (CBT)
- Professionalism in Corrections (CBT)
- Report Writing (CR)
- Security Back to Basics (CR)
- Self-Defense (CR)
- Sexual Harassment and Employment Discrimination – A Matter of Choices (CR)
- State Employee Driver Training (required every 4 years) (CBT)
- *Success for Life
- Suicide Prevention (CBT)
- Use of Force and OC Spray For Non-Security Staff (CR)
- Van Dynamics (required every 4 years if driving a vehicle with 8 or more riders) (CBT and practical test)
- Working With Mentally Ill Inmates (CBT)

ADC VOLUNTEER STAFF:

- *Success for Life
- Volunteer Narrative: What Went Wrong? (CBT)

NEW EMPLOYEE ORIENTATION

- Introduction (NEO Handbook)
- Correctional Officer Training Academy
- ADA Compliance
- ASPC-Kingman Personnel Orientation
- CARE (within 60 days of hire)
- Communicable Disease Prevention
- Crisis Intervention
- Cultural Diversity
- Domestic/Workplace Violence
- Emergency Management: Incident Command System (ICS)
- Fair Labor Standard Act (FLSA)
- Family Medical Leave Act (FMLA)
- Inmate Games and Manipulation: Part II
- Inmate Supervision
- Institution Tour
- PREA Compliance
- *Professionalism and Ethics

NATIONAL INCIDENT MANAGEMENT SYSTEM:

In fulfillment of Governor's Executive Order #2005-08, we have adopted the National Incident Management System for ADC/MTC incident management. Accordingly, additional emergency preparedness training was mandated in 2006 and to be completed by below listed staff on an ongoing basis upon entering the Correctional field. The training identified in the table below will be presented in classroom and computer online format.

NIMS Cont.

**Series 1: Pre-Service/NEO
Mandated Participants:**

**Classes: IS100, IS700, and IS800
All Staff and Cadets**

**Series 2: Supervisors:
Mandated Participants:**

**Classes: IS200
Sergeants through Warden, Nursing Supervisors,
Maintenance Supervisors, OHN Supervisors, Safety Officers, Investigator Supervisors,
Communications Supervisors and Administrators**

**Series 3: Command and General Staff
Mandated Participants:**

**Classes: ICS300, ICS400
All Command and General Staff members**

**Position-Specific Training
Mandated Participants:**

**Classes: Varies depending on grade/rank
All Command and General Staff members**

**Complex Security Chiefs
Mandated Participants:**

**Classes: HSEEP Course
All Complex Security Chiefs**

Command Staff:

ERG Manager, Incident Commanders, Public Information Officers, Liaison Officers and Safety Officers.

General Staff:

Planning Section Chiefs, Situation Unit Leaders, Resource Unit Leaders, Documentation Unit Leaders, Demobilization Unit Leaders.

Operations Section Chiefs, Operations Branch Directors, Medical Unit Leaders, Ground Support Unit Leader, Communication Unit Leaders, Food Unit Leaders, facilities Unit Leaders and Supply Unit Leaders

Finance/Administration Section Chiefs, Procurement Unit Leaders, Time Unit Leaders, Comps/Claims Unit Leaders and Cost Unit Leaders.

CARE- (Correctional Analysis and Response to Emergencies)	7.0	Required by ADOC	Basic life support for medical emergencies to include CPR, choking management and basic first aid.	Online test is provided and must pass with at least a 70% correct answer.
CARE (Correctional Analysis and Response to Emergencies) for Non Security	4.0	Required by ADOC	Basic life support for medical emergencies to include CPR, choking management and basic first aid.	Class discussion Participation Exhibit proficiency and pass the requirements of the testing process for CPR/First Aid

Drug Testing	.5	Required by ADOC	This computer-based course addresses the Department's position on a drug-free workplace. Also included in this course is information related to the implementation of random drug testing for ADC employees.	Students will demonstrate proficiency by scoring at least 70% on offered test.
Essentials of Communication	2.0	Required by ADOC	This course reviews the concepts of essential communication skills and non-violent intervention. It provides participants with techniques to affect positive, no-violent solutions in a correctional setting. Topics discussed will include techniques to effectively communicate with both inmate and fellow staff member.	Students will demonstrate proficiency by classroom participation.
Family Medical Leave Act	1.0	Required by ADOC	This computer-based training course is designed to provide guidance on how the Family Medical Leave Act (FMLA) is applied in the Department. Topics include FMLA eligibility, requesting leave, employee and employer responsibilities, and available FMLA resources.	Online test is provided and must pass with at least a 70% correct answer.
Fire Safety and	1.0	Required by ADOC	This computer-based course discusses the different classes of fires, the hazards associated with fires and basic prevention and evacuation procedures. This course will also address what to look for when deciding whether to fight the fire or evacuate to a safe area.	Online test is provided and must pass with at least a 70% correct answer.

	1.0	Required by ADC	
Report Writing	2.0		
Security Threat Groups	1.0	Required by ADOC	
Preventing Sexual Harassment	2.0	Required by ADC	

Supervisor Essentials	4.0	Required by ADOC	This course provides all staff in supervisory positions with the tools necessary to improve their ability to assess employee performance and provide necessary coaching. In addition, supervisors learn how to set expectations and hold their staff accountable, hold effective performance conversations, and document those conversations. The employee discipline process will also be addressed in this course.	Students will demonstrate proficiency by classroom participation.
Use of Force and OC Spray	1.0	Required by ADOC	This computer-based course is a review of the ADC Use of Force Continuum. It identifies authorized chemical agents and defines their characteristics, delivery and proper use.	Online test is provided and must pass with at least a 70% correct answer.
Use of Force and OC Spray For Non-Security Staff	2.0	Required by ADOC	This course exposes non-uniform staff to the different types of force and when to use each type. Successful graduates of this course are eligible to carry OC.	Students will demonstrate proficiency by classroom participation.
Van Dynamics (depends on duties / every 4 years)	1.0	Required by ADC	This course describes the hazards of driving a van and how to minimize those hazards. State drivers must also complete the Behind the Wheel practical training to be authorized to drive a vehicle configured for eight to fifteen passengers while on state business.	Online test is provided and must pass with at least a 70% correct answer.

GLOSSARY:

CORRECTIONAL OFFICER II

- Correctional Officer

SECURITY SUPERVISORS

- Correctional Lieutenant
- Correctional Sergeant

CORRECTIONAL OFFICER III

- Case Manager

CORRECTIONAL OFFICER IV

- Supervisor, Correctional Program

CORRECTIONAL GRADE 21

- Complex Administrator
- Warden
- Deputy Warden
- Associate Deputy Warden
- Captain

NON-SECURITY STAFF

- Accountant Clerk
- Buyer
- Chaplain
- Clerk
- Commissary Clerk
- Compliance Coordinator
- Information System Technician
- Inmate Job Coordinator
- Librarian
- Librarian Aide
- Safety Coordinator
- Secretary

PHYSICAL PLANT WAREHOUSE & FLEET

- Maintenance Staff
- Warehouse Staff

EDUCATION

- Behavioral Health Specialist
- Instructor
- Substance Abuse Instructor



SCOPE OF WORK

SOLICITATION NO.: AD9-010-A3

Offeror: _____

PAGE
68

OF
141

State Procurement Office

100 N. 15th Ave., Suite 104

Phoenix, AZ 85007-3223

2.11.7.1 The Offeror shall receive Department of Corrections' training information to include curricula, lesson plans, computer disks. This information is considered proprietary. The facility operator shall utilize the information for the purposes of this Contract only. All such documents, information, materials and copies shall be destroyed within forty-five (45) days if:

2.11.7.1.1 Training materials are substituted or deleted during the term of the Contract. Copies of said changes shall be provided to the facility operator.

2.11.7.1.2 The Contract expires.

2.11.7.1.3 The Contract is terminated.

2.11.7.2 The Offeror shall describe who will provide the training, to include: necessary credentials, qualifications, experience, and status, i.e., in-house staff or outside trainers via contract. Additionally, provide information on how and where training will take place prior to facility activation and post facility activation.

2.11.8 Pre-Service Training. Training for Security Officers and Plan Managers is subject to modification at the discretion of the Department of Corrections. Such training requirements may be modified to be consistent with sound correctional practices as determined by the Department of Corrections, to include accelerating or lengthening of the training period. The facility operator shall be required to meet the modified requirement without additional compensation.

2.11.8.1 Lesson plans for all subject areas shall be submitted to the Operations Director, Contract Beds Bureau for review and approval sixty (60) days prior to initiation of staff training. The Department of Corrections Administrator, Staff Development & Training Bureau, or designee shall review and approve all lesson plans. Training topics shall include the principles and practical application of Direct Supervision/Unit Management. ~~All courses shall be taught in accordance with Department of Corrections provided curricula and lesson plans.~~

2.11.9 Pre-Service Non-Security Training. Department of Corrections curricula and lesson plans shall be used for the required courses. New Employee Orientation (NEO) is prescribed in the Department of Corrections Annual Training Plan. Employees who will have significant contact with inmates shall complete the training titled Communicable Disease, Correctional Analysis and Response to Emergencies (CARE) which includes Basic Life Support (BLS) and First Aid training as part of the pre-service training program and prior to their assignment to the facility.

2.11.10 Optional Courses Pre-Service Non-Security Training. Optional courses may be developed by the facility operator, subject to the approval of the Department of Corrections Administrator, Staff Development & Training Bureau, or designee.

2.11.11 COJA Videotapes. The Department of Corrections shall provide the facility operator, at no cost, copies of video tapes, CD's or DVD's used for staff training purposes.

2.11.12 In-Service Training. The facility operator shall provide annual In-Service training to all staff, to include subcontractors, their employees, agents or representatives as identified in the Department of Corrections Annual Training Plan.