

**ARIZONA DEPARTMENT OF CORRECTIONS
FY2015 TRAINING PLAN**

To meet minimum requirements as outlined in Department Order 509, employees with inmate contact will complete a combination of proficiency and developmental training courses during the 2015 fiscal year: July 1, 2014 through June 30, 2015.

Staff members that graduate from the Correctional Officer Training Academy (COTA) within the training year are exempt from annual training requirements.

Required coursework by position is shown in the matrix below:

(CR) = Classroom Training, (CBT) = Computer-Based Training

Course Title	Correctional Officer II	Correctional Officer III	Correctional Officer IV	Correctional Grade 21+	Security Supervisor	Community Corrections Officer	Community Corrections Supervisor	Non-Security Staff	Non-Security Supervisor	Investigations	Physical Plant Warehouse and Fleet	Education ⁵	ACI	ACI-IPS	On-Site ADC Contractors	Volunteers
ADA Compliance (CBT)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
CARE - 7 hours (CR)	X	X	X		X	X	X			X						
CARE for Non-Security - 4 hours (CR)				X				X	X		X	X	X	X		
Communicable Disease Prevention (CR)		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
DART for Supervisors (CR)					X											
Drug Testing (CBT)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Essentials of Communication (CR)	X	X	X	X	X			X	X	X	X	X	X	X	X	
Family Medical Leave Act (FMLA) (CBT)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Fire Safety (CBT)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Hazardous Material Control (CBT)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Information Technology and Security Awareness	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

Course Title	Correctional Officer II	Correctional Officer III	Correctional Officer IV	Correctional Grade 21+	Security Supervisor	Community Corrections Officer	Community Corrections Supervisor	Non-Security Staff	Non-Security Supervisor	Investigations	Physical Plant Warehouse and Fleet	Education ⁵	ACI	ACI-IPS	On-Site ADC Contractors	Volunteers
(CBT)																
Inmate Games and Manipulation: Part II (CR)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Maximum Behavioral Control Restraints (CR)	x*	x*	x*		x*											
Maximum Custody Population Management Overview (CR for security staff at affected units, CBT for all other staff)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
PREA Compliance (CBT)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Professionalism in Corrections (CBT)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Report Writing (CR)	x	x	x	x	x			x	x	x	x	x	x	x	x	
Security Back to Basics (CR) ****	x	x	x	x	x			x	x	x	x	x	x	x	x	
Security Essentials for Central Office (CBT)								x**	x**				x ₃			
Security Threat Groups (CBT)	x	x	x	x	x	x	x							x		
Self-Defense (CR)	x	x	x	x ₁	x	x	x				x ₁	x ₁		x	x ₁	
Sexual Harassment and Employment Discrimination – A Matter of Choices (CR)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
State Employee Driver Training (required every 4 years) (CBT)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Suicide Prevention (CBT)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Supervisor Essentials (CR)			x	x	x		x		x							
TASER Training (CR) (as applicable)	x				x	x	x									
Use of Force and OC Spray Recertification (CBT)		x	x													
Use of Force and OC Spray For Non-Security Staff											x	x	x ₄	x	x ₂	

Course Title	Correctional Officer II	Correctional Officer III	Correctional Officer IV	Correctional Grade 21+	Security Supervisor	Community Corrections Officer	Community Corrections Supervisor	Non-Security Staff	Non-Security Supervisor	Investigations	Physical Plant Warehouse and Fleet	Education ⁵	ACI	ACI-IPS	On-Site ADC Contractors	Volunteers
(CR)																
Van Dynamics (every 4 years if driving a vehicle with 8 or more riders) (CBT and practical test)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Volunteer Narrative: What Went Wrong? (CBT)								X***	X***							X
Weapons Recertification (CR)	X			X	X	X	X			X						
Working With Mentally Ill Inmates (CBT)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

*Must be taught to all security staff deployed at the following units: ASPC-E Browning and SMU I; ASPC-F Central and Kasson; ASPC-PV Lumley SMA; ASPC-PX Alhambra/Baker Ward and Flamenco/George Ward; ASPC-T Rincon and Minors' Unit; ASPC-Lewis Rast (Max); Secure Hospital Wards, including Tempe St. Luke's.

**Central Office staff only. Not required for institution non-security staff and institution non-security supervisors.

***New Chaplains only

****All security, institution non-security and institution non-security supervisors are required to attend.

¹ These groups are not required to participate in the physical demonstration portion of the course, but may do so if they choose.

² Not required for Corizon staff.

³ ACI non-institutional staff only

⁴ ACI institutional staff only

⁵ Courses marked with yellow highlight are eligible for Correctional Educator Professional Recertification credit.

NEW EMPLOYEE ORIENTATION – ALL NON-UNIFORM STAFF

Introduction (NEO Handbook)

Welcome to State Government (required for all new state employees)

Standards of Conduct (required for all new state employees)

Employee Handbook (required for all new state employees)

Basic Security Procedures

Working with Inmates

Working with Female Inmates (Perryville Only)

Domestic/Workplace Violence

Preventing Sexual Harassment

Cultural Diversity

PREA Compliance

Emergency Management (including all contract staff)

Use of Force and OC Spray for Non-Security (including all contract staff)

In addition to NEO, new employees will complete the Basic Mandatory Training listed in the matrix on pages 1-2, as well as, any additional training listed under their job class.

ACI ON-SITE & OFF-SITE CONTRACT STAFF (IGAs)

Non-ADC Personnel Annual Training

FY2015 CORRECTIONAL ADC STAFF OJT CHECKLISTS

CO II Field Training – OJT Checklist

CO III Field Training – OJT Checklist

Sergeants' Field Training – OJT Checklist

Lieutenants' Field Training – OJT Checklist

Captains' Field Training – OJT Checklist

Community Corrections Field Training – OJT Checklist

*All OJT checklists are required once within 90 days of promotion.

ADC NIMS TRAINING REQUIREMENTS

Series 1: Pre-Service/NEO

Classes:
IS100, IS700, IS800

Mandated Participants:
All staff and Cadets

Series 2: Supervisors

(Must also complete Series 1)

Classes:
IS200

Mandated Participants:
Sergeants through Wardens, Nursing Supervisors, Maintenance Supervisors, OHN Supervisors, Safety Officers, Investigation Supervisors, Communications Supervisors, Administrators

Series 3: Command and General Staff

(Must also complete Series 1 and 2)

Classes:
ICS300, ICS400

Mandated Participants:
All Command and General Staff members (See list below)

Position-Specific Training

Classes:
Varies, depending on grade/rank

Mandated Participants:
All Command and General Staff members (See list below)

Complex Security Chiefs

Classes:
HSEEP Course

Mandated Participants:
All Complex Security Chiefs

Command Staff	General Staff
ERG Manager, Incident Commanders, Public Information Officers, Liaison Officers, Safety Officers	<p>Planning Section Chiefs, Situation Unit Leaders, Resource Unit Leaders, Documentation Unit Leaders, Demobilization Unit Leaders</p> <p>Operations Section Chiefs, Operations Branch Directors, Division/Group Supervisors, Staging Area Managers</p> <p>Logistics Section Chiefs, Supply/Service Branch Directors, Medical Unit Leaders, Ground Support Unit Leaders, Communications Unit Leaders, Food Unit Leaders, Facilities Unit Leaders, Supply Unit Leaders</p> <p>Finance/Administration Section Chiefs, Procurement Unit Leaders, Time Unit Leaders, Comps/Claims Unit Leaders, Cost Unit Leaders</p>

NOTE

- NIMS training courses must be taken only once, as opposed to once per year.
- Courses with the prefix IS are independent study, online courses. Courses with the prefix ICS are classroom-based courses.
- Register for IS courses at <http://training.fema.gov/IS/NIMS.aspx>.
- ICS300 is a pre-requisite to ICS400.
- Print your completion certificates and give them to your Training Officer to ensure that the courses you complete are added to your training record.
- Contact your Training Officer for additional information regarding position-specific training requirements, course registration, or other related questions.

SPECIALIZED TRAINING – DEPENDENT ON JOB DUTIES

ADOA Supervisory Academy
Armorer's School
Chase Academy
Community Corrections Academy (CCA)
Contract Monitor Academy (CBM)
Correctional Officer III Academy
OSHA Academy
Special Security Unit Academy (SSU)
Sergeants' Leadership Academy (SLA)
TSU Academy – Tactical Support Unit
Visitation Officer Training

COIII and COIV Specialized Training

- Classification Certification/Recertification (Classroom)
- Corrections Plan (Computer-based)
- Group Dynamics (Classroom)
- Merging Two Worlds (Classroom)
- Motivational Interviewing (Classroom)
- Thinking for a Change (Classroom)

CORE COMPETENCY TESTING

Security series staff will have their CBT test loaded into their scheduled training and have a defined time period during which they must complete their test. See information below on the testing time periods.

Testing time periods: CO IIs and Sergeants – Complete core test between July – October
COIII, COIV, Lieutenant, Captain, Major, Correctional Administrators between January – March.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

ACA: Professional Certification Program - Recommend for all staff. Tuition reimbursement may be available.

Executive Leadership: Certified Public Manager Program (via ASU) - Recommend once for ADC Managers. Tuition reimbursement may be available.

Executive Leadership: Institute for Public Executives (via ASU) -Recommend once for ADC Managers. Tuition reimbursement may be available.

Please contact Linda Tani, Tuition Reimbursement Program Manager, for important information on using the Tuition Assistance Program with ACA and ASU programs.

Maximum and Closed Custody Unit Training

All CO II, Sergeant, Lieutenant, Captain, CO III, Teacher, Chaplain, Substance Abuse Counselor, and Food Service workers in a Maximum or Closed Custody Unit must take the following courses:

- 8 Hour Restrictive Housing Training
- Inmate Programming the Basics
- Effectively Responding to Stressors
- Maximum Custody Population Management Overview

All CO III and CO IV staff working in a Maximum or Closed Custody Unit must take the following courses:

- Group Dynamics
- 8 hour Motivational Interviewing

Work with your Training Officer to schedule the training.

ADOA Required Training Courses

The courses and CBTs listed below are required for the audience noted. The MAP webinars listed are highly recommended. Registration for courses, CBTs and Webinars is in YES ADOA Courses.

		Supervisors	Non-Supervisors	
Course Title	Course Code			Comments
Supervisor Technical Training (CR)	LDR3000*	x		Mandatory 1 time only
Supervisor Technical Exam (CBT)	LDR3001**	x		Mandatory 1 time only
MAP 101/MAP 101CO Introduction to MAP (CBT)	MAP101		x	Mandatory 1 time only
MAP Module 1 (CBT)	ADMAP4NS	x		Mandatory 1 time only equivalent to MAP1
MAP Module 2 (CR)	ADMAP4NS2	x		Mandatory 1 time only equivalent to MAP2
MAP Module 3 (CR)	ADMAP4NS3	x		Mandatory 1 time only equivalent to MAP3
Performance Conversations (Webinar)	MAPCONVER S	x		Recommended
Performance Documentation (Webinar)	MAPPERFDO C	x		Recommended
Writing About and Rating Employee Performance (Webinar)	MAPRATING	x		Recommended
Leading a MAP Appraisal Meeting (Webinar)	MAPAPPRA	x		Recommended
MAP Employee Participation (Webinar)	MAPEMPPAR T	x	x	Recommended
Welcome to State Government (CBT)	ADORI100***	x	x	Mandatory 1 time only new employees
Standards of Conduct for State Employees (CBT)	LAW1000***	x	x	Mandatory 1 time only new employees
Employee Handbook (CBT)	SPSORI100** *	x	x	Mandatory 1 time only new employees
Introduction to Supervision (CBT)	MGT1000	x		Mandatory 1 time only

		Supervisors	Non-Supervisors	
Course Title	Course Code			Comments
Fair Employment Practices (CBT)	LAW1002	x		Mandatory 1 time only
Americans With Disabilities Act (ADA) (CBT)	LAW1007	x		Mandatory 1 time only
Family and Medical Leave Act (FMLA) (CBT)	LAW1003	x		Mandatory 1 time only
Fair Labor Standards Act (FLSA) (CBT)	LAW1004	x		Mandatory 1 time only
Filling Vacancies (CBT)	MGT101	x		Mandatory 1 time only
Interviewing and Selection (CBT)	MGT1002	x		Mandatory 1 time only
On-boarding New Employees (CBT)	MGT1003	x		Mandatory 1 time only
Managing Performance (CBT)	MGT1004	x		Mandatory 1 time only
Day-to-Day Supervision (CBT)	MGT1005	x		Mandatory 1 time only
Preventing Inappropriate Behavior and Workplace Harassment (CBT)	LAW1006	x		Mandatory 1 time only
Corrective and Disciplinary Action (CBT)	MGT1006	x		Mandatory 1 time only
Off-boarding Employees (CBT)	MGT1007	x		Mandatory 1 time only

*LDR3000 is a required 4-hr class for all new supervisors offered quarterly. Schedule and location information available in YES, ADOA Courses section.

**LDR3001 is a required test of LDR3000 content for all state supervisors. Upon completion of LDR3000, supervisors are automatically enrolled into this CBT. Must be passed to receive credit for LDR3000

***These courses are required for all newly hired state employees, including supervisors, of the State of Arizona.

INDEX

COURSE DESCRIPTIONS

ADA Compliance – .5 hours

This computer-based course gives an overview of the Department's responsibilities and procedures that support the Americans with Disabilities Act as it applies to all employees, employee-candidates, contractors, visitors and inmates.

Back to Basics – 2 hours

This course focuses on the fundamental security procedures that are essential to the safe operation of an institution. The course reviews the importance of adhering to policy and post orders for the following areas: perimeters, ingress/egress, searches, tool control and storage, key control, and security device inspections.

CARE (Correctional Analysis and Response to Emergencies) – 7 hours

This course provides instruction in basic life support in a prison environment and medical emergencies to include CPR, choking management and basic first aid.

CARE (Correctional Analysis and Response to Emergencies) for Non-Security – 4 hours

This course provides instruction in basic life support in a prison environment and medical emergencies to include CPR, choking management and basic first aid. This course is designed for staff with minimal inmate contact. See matrix on page 1 for required participants.

Communicable Disease Prevention – 1 hour

This computer-based course is designed to show staff the best way to prevent the spread of communicable disease through a solid understanding of how diseases are spread. The course examines the prevention of diseases such as HIV, Hepatitis A, Hepatitis B, and Tuberculosis.

DART for Supervisors – 2 hours

This course examines DART operations within the context of ICS. It discusses command/control, tactical information, weapon deployment, crowd/mob control, holding area planning considerations and the identification of inmate leaders. A practical exercise is included for immediate practice of material.

Drug Testing – .5 hours

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.

Essentials of Communication – 2 hours

This course reviews the concepts of essential communication skills and non-violent intervention. It provides participants with techniques to affect positive, non-violent solutions in a correctional setting. Topics discussed will include techniques to effectively communicate with both inmates and fellow staff members.

Family Medical Leave Act (FMLA) – .5 hours

This computer-based 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.

Fire Safety – 1 hour

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.

Hazardous Material Control – 1 hour

This computer-based course describes the purpose of the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). In addition, participants will discover OSHA's updated requirements for labeling of hazardous chemicals under its Hazard Communication Standard (HCS). Safe practices for working with handling hazardous material spills and chemicals are also included.

Information Technology and Security Awareness – 1 hour

This computer-based course covers privacy policies that identify appropriate information practices and protection of all personal information collected from citizens and consumers as defined by ARS 31-4152.

Inmate Games and Manipulation: Part II – 2 hours

This course reviews and discusses how an inmate game affects a team, shift, unit, complex, the department as a whole and the community. Topics of discussion include working as a team to stop an inmate game in the earliest stages, salvaging the employee and working together to recover from the effects of a team member succumbing to a game.

Maximum Behavioral Control Restraints – 2 hours

This course outlines the means in which maximum control restraints are used and is mandatory for staff assigned to a unit which uses either a maximum restraint chair or bed.

Maximum Custody Population Management – 2 hours (CR), 1 hour (CBT)

This course outlines the process that requires inmates in maximum custody to work through a program that utilizes a step system that provides them with the opportunity to participate in jobs, programs and other out-of-cell activities. Based on behavior and programming, inmates may progress from controlled based housing to open privilege based housing where movement outside a cell is without restraint equipment.

PREA Compliance – 2 hours

This computer-based course explains the Prison Rape Elimination Act of 2003 and outlines employees' responsibilities under PREA.

Professionalism in Corrections – 1 hour

This computer-based course stresses the importance of looking and acting like a professional at all times. Topics covered include: appearance, professional conduct, job performance, attitude, communication skills and off-duty professionalism.

Report Writing – 2 hours

This course covers the importance of well written reports to include the 5 Ws of report writing, as well as, the use of grammar, punctuation and capitalization.

Security Essentials for Central Office – .5 hours

This computer-based course is designed specifically for Central Office staff. The course will cover security-related topics that are unique to staff working outside of an institutional environment including key control, interacting with inmates, and security devices.

Security Threat Groups – 1 hour

This computer-based course identifies Security Threat Groups (STGs) found in Arizona correctional institutions along with the validation criteria contained in D.O. 806. Emphasis is placed upon the need to document all STG activity and consider all STG related materials as evidence. Security Threat Group history, organization, symbolism, and tattoo design are presented, as are problems caused by STGs in institutions.

Self-Defense – 8 hours

This course examines self-defense techniques with emphasis on alertness, defusing confrontations and, as a last resort, implementing physical defensive techniques.

Sexual Harassment and Employment Discrimination – A Matter of Choices – 2 hour

This course takes participants through the process of making choices in how they respond to inappropriate behavior. The instructors lead participants through various questions and scenarios to test their knowledge of sexual harassment and employment discrimination laws and policies. The effects of making poor choices are also highlighted in this course.

State Employee Driver Training – 4 hours

This computer-based course teaches the fundamentals of safe driving to all staff who will use a state vehicle.

Suicide Prevention – 2 hours

Topics discussed in this computer-based course include: inmates who may be at risk for suicide, high risk times, locations and methods, incidents and situations that may trigger a suicide attempt, possible signs of suicidal intent, the role of ADC staff in preventing suicide, and how to cope with suicide or suicide attempts.

Supervisor Essentials – 4 hours

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.

TASER Training – 8 hours

This course presents techniques for the proper deployment of the TASER X26 less-lethal weapon and certifies ADC staff in its use.

Use of Force and OC Spray – 1 hour

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.

Use of Force and OC Spray For Non-Security Staff – 2 hours

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.

Van Dynamics (Every 4 years, depending on duties)

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.

Volunteer Narrative: What Went Wrong? – 1 hour

This computer-based course is designed to provide volunteers with the knowledge and skills necessary to be successful within the Arizona Department of Corrections. This course covers volunteer code of conduct, professional relationships with inmates, contraband, security and personal safety. Narratives and scenarios are used to summarize and review the course objectives.

Weapons Recertification – 8 hours

This course provides the requirements to qualify annually with a service handgun and 12 gauge shotgun. Participants also become familiar with the 37mm gas gun and complete discretionary shooting.

Working With Mentally Ill Inmates – 1 hour

This computer-based course is designed to provide basic skills for staff to recognize mental ill behavior and the most effective way to respond to avoid escalating the situation.